



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, APRIL 12, 2021

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

TIME: 6:30 P.M.



MEETING: Committee of the Whole

DATE: Monday, April 12, 2021

Reference No. COW - 21/52

CLOSED SESSION in the S. H. Blake Memorial Auditorium at 5:00 p.m.

Committee of the Whole - Closed Session

Chair: Councillor A. Ruberto

Closed Session Agenda will be distributed separately to Members of Council and EMT only.

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

Committee of the Whole - Operations Session

Chair: Councillor B. McKinnon

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

WITH RESPECT to the April 12, 2021 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed. **(Page 7)**

PRESENTATIONS

Integrity Commissioner Annual Report

Annual Report from Principles Integrity, covering the period from its appointment of February 8, 2020 to March 1, 2021, for information. **(Pages 8 – 15)**

Mr. J. Abrams and Ms. J. Atwood-Petkovski, Co-Principals at Principles Integrity to provide an overview relative to the above noted.

REPORTS OF COMMITTEES

Clean, Green & Beautiful Committee Minutes

Minutes of Meeting No. 01-2021 of the Clean, Green and Beautiful Committee held on January 20, 2021, for information. **(Pages 16 – 20)**

Earthcare Advisory Committee Minutes

Minutes of Meeting 02-2021 of the Earthcare Advisory Committee held on February 2, 2021, for information. **(Pages 21 – 26)**

Parking Authority Board Minutes

Minutes of Meeting 02-2021 of the Parking Authority Board held on February 9, 2021, for information. **(Pages 27 – 30)**

REPORTS OF MUNICIPAL OFFICERS

Cruise Line Docking - Prince Arthur's Landing - Pool 6

Report R 33/2021 (Infrastructure & Operations) recommending that Professional Engineering Services be retained to assess the Pool 6 Dock at Prince Arthur's Landing to accommodate cruise line docking requirements. **(Pages 31 – 36)**

Memorandum from Ms. K. Marshall, General Manager - Infrastructure & Operations, dated March 17, 2021, requesting that Mr. E. Zakrewski, Chief Executive Officer - Community Economic Development Commission (CEDC) provide a presentation relative to the above noted. **(Page 37)**

WITH RESPECT to Report R 33/2021 (Infrastructure & Operations), we recommend that Professional Engineering Services be retained to assess the Pool 6 Dock at Prince Arthur's Landing to accommodate cruise line docking requirements;

AND THAT other site improvements including general clean up and landscaping, lighting, pedestrian connections and wayfinding be carried out;

AND THAT cruise line docking user fees be established at \$0.02835 Per Gross Tonne per day and a passenger fee of \$4 per person (originating or terminating) be introduced starting in 2022;

AND THAT costs associated with the dock assessment and initial site improvements be funded from unallocated Municipal Accommodation Tax funds to an upset limit of \$100,000;

AND THAT Administration report back to Council, following the dock assessment should costs to ready the site to meet cruise line specifications exceed approved funds;

AND THAT Appropriation No. 3 be approved;

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

Contract 1, 2021 - Asphalt Surface Rehabilitation

Report R 28/2021 (Infrastructure & Operations - Engineering & Operations) recommending that Contract 1, 2021 for Asphalt Surface Rehabilitation, involving repaving of various streets within the City of Thunder Bay, be awarded to Taranis Contracting Group. **(Pages 38 – 41)**

WITH RESPECT to Report No. 28/2021 (Engineering & Operations – Engineering & Operations), we recommend that Contract 1, 2021 for Asphalt Surface Rehabilitation be awarded to Taranis Contracting Group, which submitted the lowest tender in the amount of \$4,719,506.33 (inclusive of HST); it being noted that the amount shown is based on estimated quantities; final payment for this Contract will be based on measured quantities for the completed work;

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

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

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

Contract 3, 2021 - Sewer & Watermain I: Trunk Watermain

Report R 29/2021 (Infrastructure & Operations - Engineering & Operations) recommending that Contract 3, 2021 - Sewer and Watermain I: Trunk Watermain be awarded to Nadin Contracting Ltd. **(Pages 42 – 45)**

WITH RESPECT to Report R 29/2021 (Infrastructure & Operations – Engineering & Operations), we recommend that Contract 3, 2021 - Sewer and Watermain I: Trunk Watermain be awarded to Nadin Contracting Ltd, which submitted the lowest tender in the amount of \$2,910,750.05 (inclusive of HST); it being noted that the amount shown is based on estimated quantities; final payment for this Contract will be based on measured quantities for the complete work;

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

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

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

Contract 4, 2021 - Storm Sewer Separation

Report R 39/2021 (Infrastructure & Operations - Engineering & Operations) recommending that Contract 4, 2021 - Storm Sewer Separation which involves storm sewer, watermain and road repair on several streets within the City, be awarded to P.N.I. Contracting Ltd. **(Pages 46 – 50)**

WITH RESPECT to Report R 39/2021 [Infrastructure and Operations – Engineering], we recommend that Contract 4, 2021 – Storm Sewer Separation be awarded to P.N.I. Contracting Ltd. who submitted the lowest tender in the amount of \$2,146,668.23 [inclusive of HST]; it being noted that the amount shown is based on estimated quantities, final payment for this contract would be based on measured quantities for the complete work

AND THAT the General Manager of Infrastructure and Operations report any significant variations in the contract quantities to City Council;

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

AND THAT Appropriation Change No. 4 be approved;

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

PETITIONS AND COMMUNICATIONS

Municipal Landfill Tipping Fee Charges – Commercial Businesses

Memorandum from Councillor S. Ch'ng, dated March 26, 2021, containing a motion relative to the above noted. **(Pages 51 – 52)**

WITH RESPECT to the Memorandum from Councillor S. Ch'ng dated March 26, 2021, we recommend that Administration review peer municipal landfill tipping fee charges and report back any discounts provided to specific user groups;

AND THAT Administration report to Council on or before October 4, 2021;

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

OPEN SESSION in the S.H. Blake Memorial Auditorium

Committee of the Whole - Community Services Session

Chair: Councillor S. Ch'ng

REPORTS OF COMMITTEES

Sister Cities Advisory Committee Minutes

Minutes of Meetings 01-2020, 02-2020, 03-2020 and 04-2020 of the Sister Cities Advisory Committee held on January 15, February 5, March 4 and November 10, 2020, respectively, for information. **(Pages 53 – 68)**

REPORTS OF MUNICIPAL OFFICERS

Event Legacy Funding

At the November 9, 2020 Committee of the Whole meeting, a resolution was passed directing Administration to develop a policy for Council's consideration outlining a process for the management of surplus funds relating to events supported and hosted in the City of Thunder Bay.

Report R 34/2021 (Community Services - Recreation & Culture) recommending that the proposed Event Legacy Policy contained in the report as Attachment A be adopted and that Administration report back on the establishment of an Event Hosting Reserve Fund to support the future costs of bidding for, hosting and supporting major sporting events, multi-sport games and other significant events. **(Pages 69 – 74)**

WITH RESPECT to Report R 34/2021 (Community Services – Recreation & Culture), we recommend that the proposed Event Legacy Policy contained in the report as Attachment A be adopted;

AND THAT Administration report back on the establishment of an Event Hosting Reserve Fund to support the future costs of bidding for, hosting and supporting major sporting events, multi-sport games and other significant events;

Municipal Alcohol Policy Update

Report R 37/2021 (Community Services - Recreation & Culture) recommending that the revisions to the Municipal Alcohol Policy as outlined in the Report be approved. **(Pages 75 – 96)**

WITH RESPECT to Report R 37/2021 Municipal Alcohol Policy Update (Community Services – Recreation and Culture), we recommend that the revisions to the Municipal Alcohol Policy as outlined in the Report be approved;

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

PETITIONS AND COMMUNICATIONS

Micro Transit – On Demand Pilot: Transit Service Update

At the November 16, 2020 Committee of the Whole meeting, a resolution was passed directing Administration report back on or before April 30, 2021 with a plan to commence testing of a micro transit/on-demand service pilot.

Memorandum from Mr. B. Loroff, Manager - Transit Services, dated March 24, 2021, relative to the above noted. **(Pages 97 – 98)**

Letter of Support - Coast to Coast Bus Coalition

At the March 29, 2021 Committee of the Whole meeting, Mr. K. Wabinski, Kasper Transportation provided a deputation relative to support for the Coast to Coast Bus Coalition.

Memorandum from Mayor B. Mauro, dated March 30, 2021, containing a motion relative to the above noted. **(Pages 99 – 100)**

WITH RESPECT to the Memorandum from Mayor B. Mauro, dated March 30, 2021, we recommend that City Council support, in principle, the development and implementation of a National Transportation Strategy and an Essential Bus Network by the Coast to Coast Bus Coalition;

AND THAT a copy of this resolution be sent to Prime Minister Justin Trudeau; Hon. Omar Alghabra, Minister of Transport (Canada); Hon. Patty Hajdu, MP – Thunder Bay Superior – North; Marcus Powlowski, MP – Thunder Bay-Rainy River; Premier Doug Ford; Hon. Caroline Mulroney, Minister of Transportation; Hon. Greg Rickford, Minister of Energy, Northern Development and Mines; Michael Gravelle, MPP – Thunder Bay-Superior North; Judith Monteith-Farrell, MPP – Thunder Bay-Atikokan;

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

Ontario's Public Health Modernization Plan

Memorandum from Mayor B. Mauro, dated March 29, 2021, relative to the above noted, for information. **(Pages 101 – 104)**

NEW BUSINESS

ADJOURNMENT

MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - April 12, 2021 - Committee of the Whole

RECOMMENDATION

WITH RESPECT to the April 12, 2021 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Integrity Commissioner Annual Report

SUMMARY

Annual Report from Principles Integrity, covering the period from its appointment of February 8, 2020 to March 1, 2021, for information.

Mr. J. Abrams, Principles Integrity to provide an overview relative to the above noted.

ATTACHMENTS

1. Annual Report - Integrity Commissioner Jeff Abrams

Integrity Commissioner's Annual Report
City of Thunder Bay

Principles *Integrity* is pleased to submit this annual report, covering the period from its appointment effective February 8, 2020 to March 1, 2021.

The purpose of an integrity commissioner's annual report is to provide the public with the opportunity to understand the ethical well-being of the City's elected and appointed officials through the lens of our activities.

This being our first annual report to Council, we also take the opportunity to re-introduce ourselves and state our perspective on our role.

About Us:

In 2017 we formed Principles *Integrity*, a partnership focused on accountability and governance matters for municipalities. Since its formation, Principles *Integrity* has been appointed as integrity commissioner (and occasionally as lobbyist registrar and closed meeting investigator) in over 40 Ontario municipalities. Principles *Integrity* is an active member of the Municipal Integrity Commissioner of Ontario (MICO).

The Role of Integrity Commissioner, Generally:

Recent amendments to the *Municipal Act, 2001* mandated that all municipalities have codes of conduct and integrity commissioners for elected and appointed (local board) officials as of March 1, 2019. Thunder Bay has had a code of conduct in place since June 2016.

The integrity commissioner's statutory role is to carry out the following functions in an independent manner. Put succinctly, the role is to:

- Advise on ethical policy development
- Educate on matters relating to ethical behaviour
- Provide, on request, advice and opinions to members of Council and Local Boards
- Provide, on request, advice and opinions to Council
- Provide a mechanism to receive inquiries (often referred to as 'complaints') which allege a breach of ethical responsibilities
- Resolve complaints
- And where it is in the public interest to do so, investigate, report and make recommendations to council within the statutory framework, while guided by Council's codes, policies and protocols.

This might contrast with the popular yet incorrect view that the role of the integrity

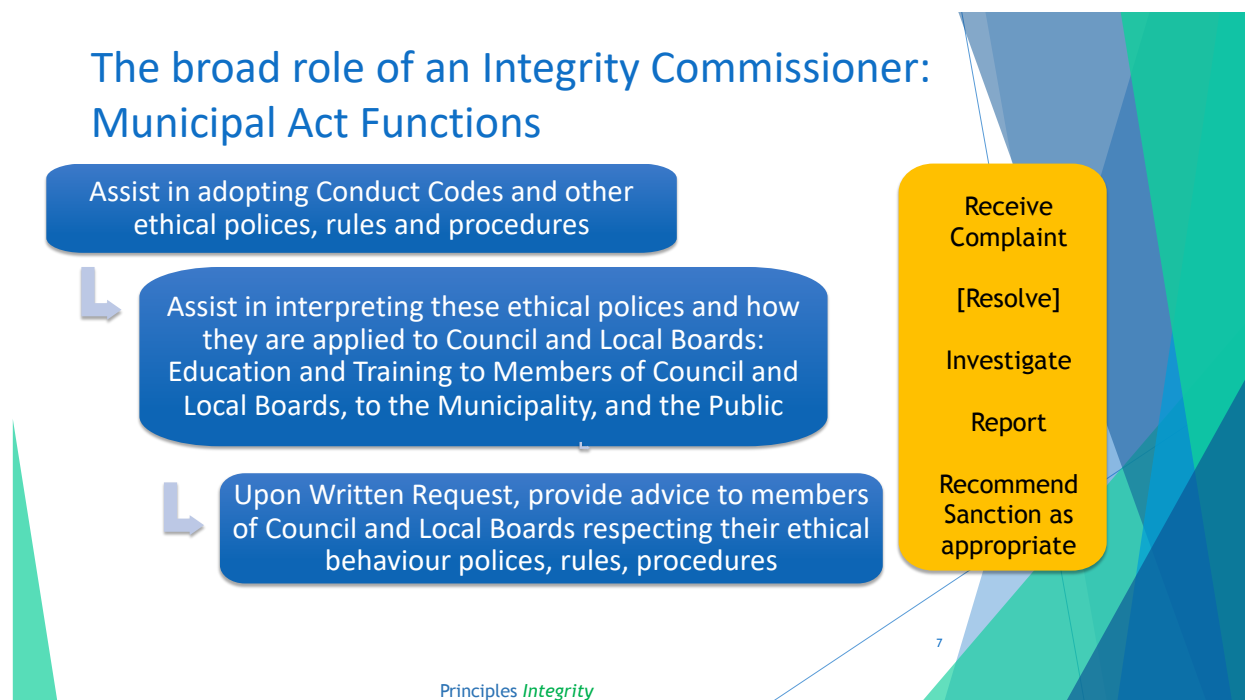
Principles *Integrity*

commissioner is primarily to hold elected officials to account; to investigate alleged transgressions and to recommend 'punishment'. The better view is that integrity commissioners serve as an independent resource, coach and guide focused on enhancing the municipality's ethical culture.

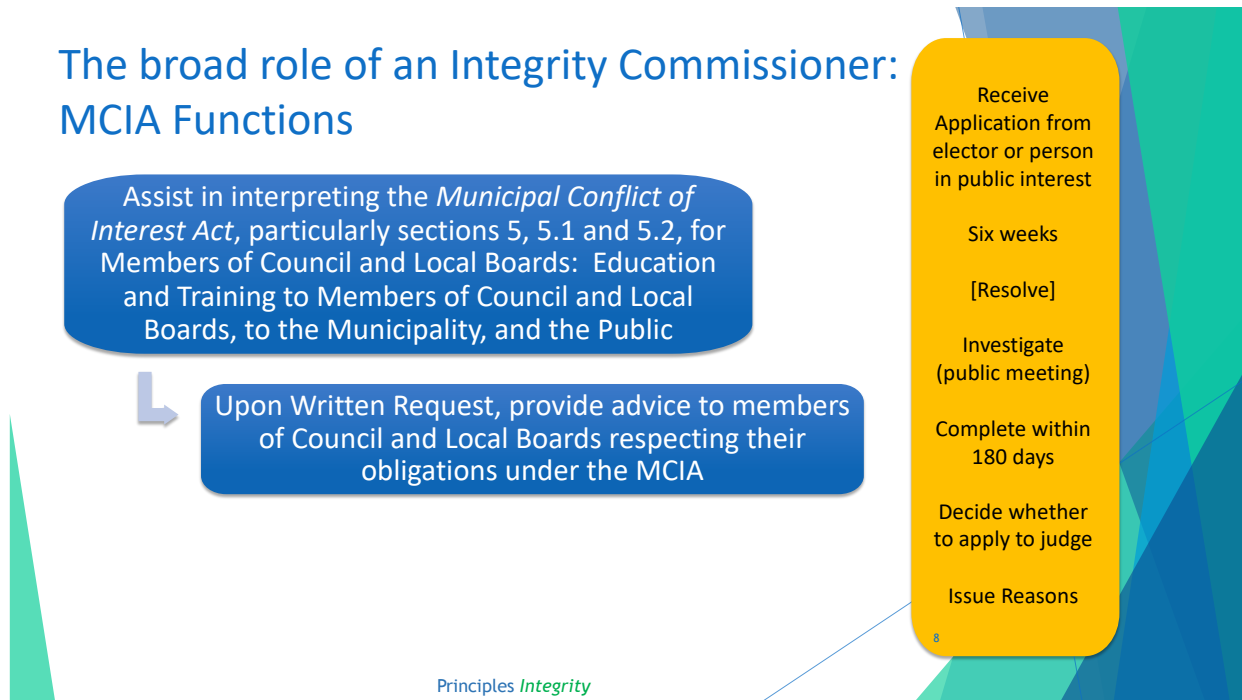
The operating philosophy of Principles *Integrity* recites this perspective. We believe there is one overarching objective for a municipality in appointing an Integrity Commissioner, and that is to raise the public's perception that its elected and appointed officials conduct themselves with integrity:

The perception that a community's elected representatives are operating with integrity is the glue which sustains local democracy. We live in a time when citizens are skeptical of their elected representatives at all levels. The overarching objective in appointing an Integrity Commissioner is to ensure the existence of robust and effective policies, procedures, and mechanisms that enhance the citizen's perception that their Council (and local boards) meet established ethical standards and where they do not, there exists a review mechanism that serves the public interest.

In carrying out our broad functions, the role falls into two principle areas. 'Municipal Act' functions, focused on codes of conduct and other policies relating to ethical behaviour, and 'MCIA' or *Municipal Conflict of Interest Act* functions, set out graphically in the following two charts:



The broad role of an Integrity Commissioner: MCIA Functions



In each of the charts above the primary functions of the integrity commissioner are summarized in the horizontal boxes to the left, and the review mechanism (or inquiry function) appears in the vertical box on the right.

The emphasis of *Principles Integrity* is to help municipalities enhance their ethical foundations and reputations through the drafting of effective codes of conduct and other policies governing ethical behaviour, to provide meaningful education related to such policies, and to provide pragmatic binding advice to Members seeking clarification on ethical issues. As noted in the Toronto Computer Leasing Inquiry report authored by the Honourable Madam Justice Bellamy (the “Bellamy Report”, seen by many as the inspiration for the introduction of integrity commissioners and other accountability officers into the municipal landscape), “*Busy councillors and staff cannot be expected to track with precision the development of ethical norms. The Integrity Commissioner can therefore serve as an important source of ethical expertise.*”

Because the development of policy and the provision of education and advice is not in every case a full solution, the broad role of the integrity commissioner includes the function of seeking and facilitating resolutions when allegations of ethical transgressions are made, and, where it is appropriate and in the public interest to do so, conducting and reporting on formal investigations. This in our view is best seen as a residual and not primary role.

Confidentiality:

Much of the work of an integrity commissioner is done under a cloak of confidentiality. While in some cases secrecy is required by statute, the promise of confidentiality encourages full disclosure by the people who engage with us. We maintain the discretion to release confidential information when it is necessary to do so for the purposes of a public report, but those disclosures would be limited and rare.

Integrity Commissioner's Activity:

Since starting our role with the City of Thunder Bay we have been engaged in a moderate level of activity which subdivides roughly into three categories:

1. Policy Development and Education

On August 11, 2020 we had the opportunity to provide broad-based education and training to Council through a session on the ethical framework, the Code of Conduct and the Municipal Conflict of Interest Act.

2. Advice

The advice function of the integrity commissioner is available to all Members of Council and where applicable their staff and Members of local boards on matters relating to the code of conduct, the *Municipal Conflict of Interest Act* and any other matter touching upon the ethical conduct of Members. Advice provided by the integrity commissioner is confidential and independent, and where all the relevant facts are disclosed, is binding upon the integrity commissioner.

Our advice is typically provided in a short Advice Memorandum which confirms all relevant facts and provides with clarity our analysis and a recommended course of action.

Though advice is confidential, we can advise that some of the issues we provided guidance on this year arose in the context of properly identifying and appropriately recognizing actual and perceived conflicts of interest. The clarifications and guidance provided to Members seemed to be readily understood and welcome.

During the period covered by this report we have had the opportunity to provide written advice in response to 14 requests for advice.

3. Complaint Investigation and Resolution

Our approach to reviewing complaints starts with a determination as to whether an inquiry to us is within our jurisdiction, is beyond a trifling matter, is not either frivolous or vexatious, and importantly, whether in its totality it is in the public interest to pursue. We always look to the possibility of informal resolution in favour of formal investigation and reporting. Once a formal investigation is commenced, the opportunity to seek informal resolution is not abandoned.

Where we are able to resolve a matter without concluding a formal investigation, our practice is to provide a written explanation to the complainant to close the matter. Often

the potentially respondent Member is involved in preliminary fact-finding and will also be provided with an explanation.

Where formal investigations commence, they are conducted under the tenets of procedural fairness and Members are confidentially provided with the name of the Complainant and such information as is necessary to enable them to respond to the allegations raised.

During the period covered by this report, we have responded to 8 separate complaints. All but one have resolved without need for a public recommendation report, which we provided in August 2020.

Ethical Themes Around the Province:

With due regard to our obligation to maintain confidentiality, this annual report enables us to identify learning opportunities from advice requests and investigations conducted in a variety of municipalities.

Conflicts of Interest

One area Members frequently require additional clarification on is recognizing and appropriately identifying conflicts of interest when they arise. These often include when members are part of another organization or club whose interests are impacted by a matter before Council, or when members are active professionally within the community and a matter before Council may potentially impact one of their current or past clients.

The Municipal Conflict of Interest Act governs when elected officials are members of bodies (with the notion of 'membership being fact dependent) that have a pecuniary interest before Council, resulting in an indirect interest for the elected official triggering obligations under the Act to declare their interest and refrain from participation. With respect to circumstances involving past clients, a waiting period in the order of one-year is typically used before a past client's pecuniary interest is no longer an indirect interest.

Take-aways from the Collingwood Inquiry

The Collingwood judicial inquiry published its report, entitled "Transparency and the Public Trust: Report of the Collingwood Judicial Inquiry," on November 2, 2020. This Report contains 306 recommendations relating to best practices in municipal governance.

In particular, the Report contains important discussion regarding the rules relating to conflicts of interest applied to municipal councillors under the Municipal Conflict of Interest Act ("MCIA"), which are overly narrow, focusing only on pecuniary (i.e. monetary) interests and relationships with a narrow class of family members for whom elected officials are deemed to take on pecuniary interests. The Report warns against considering "pecuniary interest" as the sole criterion in assessing whether a councillor is subject to a conflict of interest:

...it is far too easy to misconstrue the Municipal Conflict of Interest Act as addressing all the kinds of conflict of interest that Council members must confront. Despite its name, the Municipal Conflict of Interest Act does not provide a complete conflict of interest code for municipal actors. It addresses the pecuniary interests of a narrowly defined group of family members related to a Council member which are by virtue of the Act deemed to be pecuniary interests of the Council member. Council members are obligated to avoid all forms of conflicts of interest or, where that is not possible, to appropriately disclose and otherwise address those conflicts.

As always, obtaining clear and reliable advice from the integrity commissioner can help avoid costly and time-consuming investigations.

Respect and Non-Disparagement

Another area of prominence is the failure of some Members of Council to adhere to rules against disparagement. Members of Council are entitled, and indeed expected to disagree on all manner of issues. However, one of the cornerstones to democracy must be the recognition that different opinions and perspectives are to be respected, and disagreement should not devolve into disrespect, disparagement and name-calling.

Some Members of Council hold a view was that they are entitled to freely express their opinion, even if that includes disparagement of others, and so long as they share it via personal email, and not on the municipal server, they are not constrained by any rules around decorum. This is incorrect. Members are bound by the Code provisions of respectful and non-disparaging communication, whether sharing views on their own email, social media, or elsewhere.

Regardless of the medium, regardless of the intended audience, and regardless of motive, we have observed several instances where Members of Council in municipalities around the province have been found to have breached ethical standards by saying or recording things they have come to regret.

Staying in Your Lane

Another area of concern that arises from time to time is members of Council overstepping their role, attempting to 'take the reins' to fix a constituent's problem, or directing staff how to do their job. Members of Council serve an important role in putting constituents in touch with appropriate staff, but it is important to strike the correct balance between following the established processes and stepping in to fix the problem. Failing to recognize this may be perceived by staff as undermining staff or interfering with their duties, and may attract exposure for the Member and the municipality where the Member's activities are not in compliance with the relevant regulatory scheme (such as using mandated personal protective equipment; following proper risk management processes; ensuring safety for the Member, their constituents, and the general public). Equally importantly, it interferes with the line-management routines properly established by the municipality so

that its workers have clarity in who they are to take instructions from.

Public Trust

Recent events have ushered in a new era of electronic participation in meetings, and have challenged municipalities to respond quickly to ensure the health and safety of the municipality, provide social distancing for staff, and ensure public transparency. Public trust in local government rests on confidence that important decisions are subject to public debate and that there exists a strong ethical framework. While the rules around participation in electronic meetings have been adjusted, the safeguards around transparency, accountability and ethical conduct remain firmly in place. To the extent routines are changed out of necessity, municipalities should be able to explain why their substituted processes amount to reasonable restrictions on the normal democratic rights of their constituents and be prepared to return to regular practice as soon as practicable.

Conclusion:

We look forward to continuing to work with Members of Council and Members of Local Boards to ensure a strong ethical framework. We embrace the opportunity to elevate Members' familiarity with their obligations under the Code and to respond to emerging issues.

As always, we welcome Members' questions and look forward to continuing to serve as your Integrity Commissioner.

We wish to recognize the Members of Council who are responsible for making decisions at the local level in the public interest. It has been a privilege to assist you in your work by providing advice about the Code of Conduct and resolving complaints. We recognize that public service is not easy and the ethical issues that arise can be challenging. The public rightly demands the highest standard from those who serve them, and we congratulate Council for its aspirational objective to strive to meet that standard.

Finally, we wish to thank the City Clerk for her professionalism and assistance where required. Although an Integrity Commissioner is not part of the City administrative hierarchy, the work of our office depends on the facilitation of access to information and policy in order to carry out the mandate. This was done willingly and efficiently by the staff of the City.



MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Clean, Green & Beautiful Committee Minutes

SUMMARY

Minutes of Meeting No. 01-2021 of the Clean, Green and Beautiful Committee held on January 20, 2021, for information.

ATTACHMENTS

1. Clean, Green & Beautiful Minutes - January 20, 2021

DATE: JANUARY 20, 2021

MEETING NO. 01-2021

TIME: 10:00 AM

PLACE: MICROSOFT TEAMS

CHAIR: COUNCILLOR R. JOHNSON

MEMBERS:

Mayor B. Mauro, *City Council*
Councillor R. Johnson, *City Council*
Ms. B. Baker, *Local Artist*
Mr. J. Charette, *Ministry of Tourism, Culture & Sport*
Ms. S. Godwin, *Thunder Bay Art Gallery*
Ms. S. Hamel, *EcoSuperior*
Ms. M. Davidson, *EcoSuperior*
Ms. K. Donahue, *Citizen Representative*
Mr. A. Viljoen, *Citizen Representative*
Mr. D. Hansen, *Public Art Committee*
Ms. K. Berlinquette, *Small Business Representative*
Mr. K. Jessiman, *Medium Business Representative*
Mr. S. Margarit, *Large Business Representative*
Mr. A. Puiatti, *Architecture*
Mr. P. Mersch, *Landscape Designer*
Mr. G. Ritchie, *Labour Representative*

OFFICIALS:

Ms. K. Hell, *Administrative Assistant, Corporate Strategic Services*

GUESTS:

Ms. L. Costanzo, *Supervisor – Cultural Development & Events*

1. **WELCOME & DISCLOSURES OF INTEREST**

The Chair, Councillor R. Johnson, called the meeting to order at 10 am. There were no disclosures of interest declared at this time.

2. AGENDA APPROVAL

It was the consensus of the Committee that the agenda for Meeting No. 1-2021 of the Clean, Green & Beautiful Committee held on January 20, 2021 including any additional information and new business be accepted.

3. MINUTES OF PREVIOUS MEETING

It was consensus of the Committee to confirm the Minutes of Meeting No. 06-2020 held on December 16, 2020.

4. BUDGET UPDATE

The Clean, Green & Beautiful contribution to the reserve fund of \$208,100 is going before Council on January 27, 2021. Councillor R. Johnson does not foresee the budget not being approved at the February 1, 2021 Committee of the Whole Meeting.

The Committee members would like to know the specifics of the allocations set aside for the Image Route Projects and the \$220,000 available for future projects. Councillor R. Johnson will connect with Ms. K. Lewis for further clarification on the above.

5. PUBLIC ART UPDATE

Mr. D. Hansen and Ms. L. Costanzo provided an update relative to above.

Snow day, which includes snow sculpting is cancelled for 2021 due to the pandemic and regulations.

The 50th Anniversary Art Bus will be on the City streets by the end of this week.

A meeting is being scheduled in the next few weeks regarding the direction for the Maamawe All Together Bus including community engagement planned to kick off the project.

The indoor turf public art project is ready to move forward upon the approval of Council.

Interviews have started for the new public art coordinator and the proposed starting date is mid-February.

Ms. P. Smart, Curator – Thunder Bay Art Gallery is joining the Public Art Committee and will be a welcome addition.

6. HERITAGE COMMITTEE UPDATE

Deferred due to Ms. D. Pallen having to send regrets.

7. 50th ANNIVERSARY UPDATE

Ms. B. Baker provided an update relative to the above.

The Volunteer Committee is recognizing people that have been volunteering for 50 years.

50th Anniversary Souvenirs are now for sale. Further details to follow at the February meeting with details from the 50th Anniversary Steering Committee.

A discussion was held relative to the Legacy Sign. The 50th Anniversary Steering Committee will be exploring a few options on the direction of the signage at their meeting on January 22, 2022.

The concern of the Committee is that the sign will not achieve the strength of a legacy project and want to ensure that there is input from the Clean, Green & Beautiful Committee and includes a public art component prior to final approval.

Another discussion was held regarding linking back to the 50th Anniversary Steering Committee to revisit the Committee's first choice for a legacy project at the Memorial Unity Site and if that would still be achievable.

8. FUTURE PROJECT DISCUSSION

An exciting and enthusiastic discussion was held regarding the Committee's future direction.

The Committee would like to see a list of the Clean, Green & Beautiful completed projects to date. The existing future project list needs to be revisited and pared down.

A few of the ideas discussed were as follows;

- Approach the community for input and develop new partnerships through an online survey
- Work with the City to establish Indigenous place making
- Focusing on enhancing the Red River Road and Bay Street areas to invite more pedestrians and less cars
- Working with GFL and Solid Waste Management to adapt a recycling program for businesses and improve the process
- Distinguish each neighbourhood in the City with inviting, enhanced entrance signage to achieve Civic Pride. An example is Westfort.

The Committee put together a working group to examine ideas and develop a plan of action. The plan would be presented at the February 17 meeting for input. The consensus of the Committee is to hire a facilitator and/or consultant to navigate the process. The working group will consist of Ms. L. Costanzo, Ms. K. Berlinquette, Ms. S. Hamel, Mr. A. Puiatti, Mr. S. Margarit, and Mr. A. Viljoen and are to meet prior to the next meeting.

9. NEXT MEETING

Committee meetings are held on the 3rd Wednesday of each month, except July and August, from 10:00 a.m. until 12:00 p.m. in the McNaughton Room, 3rd Floor of City Hall, unless otherwise notified.

- Wednesday, February 17, 2021 Microsoft Team
- Wednesday, March 17, 2021 Microsoft Teams
- Wednesday, April 21, 2021 Microsoft Teams
- Wednesday, May 18, 2021 Microsoft Teams
- Wednesday, June 16, 2021 Microsoft Teams
- No meeting July and August
- Wednesday, September 15, 2021 TBD
- Wednesday, October 20, 2021 TBD
- Wednesday, November 17, 2021 TBD
- Wednesday, December 15, 2021 TBD

10. ADJOURNMENT

The meeting adjourned at 11:58 a.m.

MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Earthcare Advisory Committee Minutes

SUMMARY

Minutes of Meeting 02-2021 of the Earthcare Advisory Committee held on February 2, 2021, for information.

ATTACHMENTS

1. Earthcare Advisory Committee - February 2, 2021

DATE: February 2, 2021**MEETING NO.:** 02-2021**TIME:** 4:00 P.M.**PLACE:** Microsoft Teams Meeting**CHAIR:** Councillor A. Foulds

PRESENT:

Councillor A. Foulds
Ms. M. Wanlin
Ms. S. Costigan
Ms. J. Todd
Mr. W. Vander Ploeg
Ms. C. Strutt
Ms. S. Stiles

OFFICIALS:

Ms. S. Stevenson, Acting Sustainability Coordinator
Mr. J. Porter, Climate Adaptation Coordinator
Ms. M. Warywoda, Director – Environment Division
Ms. L. Grace – Administrative Assistant - Environment

GUESTS:

None

1.0 APPOINTMENT OF CHAIR AND VICE CHAIR

Item 6.0 of the EAC Agenda, Appointment of Chair and Vice-Chair, for the February 2, 2021 meeting was moved to the top of the Agenda.

1.1 Appointment of Chair

WITH RESPECT TO the position of Chair of the EarthCare Advisory Committee, we recommend that Councillor Andrew Foulds be appointed Chair of the Committee for the remainder of the 2021 calendar year, and until such time a replacement has been appointed, as required annually.

MOVED BY: Ms. M. Wanlin

SECONDED BY: Ms. S. Costigan

Carried.

1.2 Appointment of Vice Chair

WITH RESPECT TO the position of Vice Chair of the EarthCare Advisory Committee, we recommend that Ms. S. Costigan be appointed Vice Chair of the Committee for the remainder of the 2021 calendar year, and until such time a replacement has been appointed, as required annually.

MOVED BY: Councillor A. Foulds

SECONDED BY: Ms. J. Todd

Carried.

2.0 WELCOME AND DISCLOSURES OF INTEREST

The Chair, Councillor A. Foulds, called the meeting to order at 4:00 p.m. There were no disclosures of interest declared at that time. Councillor A. Foulds introduced new members Mr. W. Vander Ploeg and Ms. C. Strutt, and each gave an account of their work and interests.

Councillor A. Foulds informed the Committee that Councillor K. Oliver has resigned from the Committee due to time commitments.

3.0 APPROVAL OF AGENDA

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

That the Agenda for Meeting No. 02-2020 of the EarthCare Advisory Committee, as amended, held February 2, 2021, including any additional information and new business, be confirmed.

CARRIED

At this point in the meeting, Councillor A. Foulds turned the meeting over to Vice-Chair, Ms. S. Costigan as he would be leaving the meeting to attend City Council.

4.0 PRESENTATIONS - None

5.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 01-2021 of the EarthCare Advisory Committee, held on January 5, 2021 to be confirmed.

MOVED BY: Councillor A. Foulds
SECONDED BY: Ms. M. Wanlin

THAT the Minutes of Meeting No. 01-2021 of the EarthCare Advisory Committee, held January 5, 2021, be confirmed.

CARRIED

6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 CEEP Report

There is still no word from Infrastructure Canada on a funding extension. There were over 150 feedback items on the CEEP questionnaire with results as follows:

25% positive feedback
50% feedback with questions
25% are happy about the concept, but are questioning the suggested actions.

Ms. S. Stevenson will provide a summary document of stakeholder feedback and will also provide a draft response to the feedback by next meeting.

6.2 Gas Fired Power Plants

Ms. S. Stevenson presented a backgrounder on gas-fired power plants. Ms. M. Wanlin suggested the CEEP project go to Council prior to making a decision on gas-fired power plants. A decision on this item was deferred to a later date, to be determined.

7.0 SUSTAINABILITY UPDATE

- a. LEAD: Provide civic leadership to advance mutual respect, equal opportunity and hope.
 - i. Community Energy and Emissions Plan update:
 - 1. Continuing to address feedback from first draft. Second draft on track to be complete for internal review mid-Feb.
 - 2. Revised timeline will be presented following the internal review of the second draft.
- b. SERVE: Advance service excellence through a citizen focus and best use of technology.
 - i. Upcoming Events: - None
 - ii. Working Group Projects:
 - 1. Climate Adaptation and Community Greening working groups are continuing to meet and revise their 2021 priorities.
 - CAWG Priorities: Updating the Sustainability Plan/Climate Adaptation Strategy; Classroom Climate Change Workshop; Climate Change & Health; Engagement Strategies; and Creating Educational Material for City Council.
 - CGWG Priorities: Volunteer Engagement (Marina Park Cleanup + Invasive Sp. Removal); Create Engagement Materials; Explore Areas for City Advocacy; and Partner with LU/Clean, Green & Beautiful to Increase Planting Opportunities.

- c. GROW: Focus on city building and social infrastructure to strengthen our economy, lifestyle and well-being & RENEW: Focus on essential infrastructure, revitalize our cores and enhance our Image Routes
 - i. DMAF Oversight Committee Meeting was held on January 29, 2021 to review Fall Progress Report and reporting requirements for 2021 construction season.

Ms. J. Todd noted that there has been negative feedback on LIDs in the community and suggested that we do some advertising as to the purpose of the LIDs. Summer and Jacob will discuss communications and signage regarding the LIDs with Engineering. Ms. S. Stiles noted that Confederation College will be promoting education on LIDs and other items once funding is received.

8.0 CLIMATE ADAPTATION UPDATE

- a. LEAD: Provide civic leadership to advance mutual respect, equal opportunity and hope.
 - i. Waiting on an update from Canada Ontario Agreement funding Application
- b. SERVE: Advance service excellence through a citizen focus and best use of technology.
 - i. Developing climate change communications materials with variety of climate communicators from local organizations and institutions, titled Thunder Bay Climate Change Connection and to be featured on EarthCare's Climate Change Connection Website. Will be launched Earth Day.
- c. GROW: Focus on city building and social infrastructure to strengthen our economy, lifestyle and well-being & RENEW: Focus on essential infrastructure, revitalize our cores and enhance our Image Routes
 - i. COVID-19 cold weather plan for vulnerable populations implemented, and is available on the City of Thunder Bay website.
 - ii. RPWCO Roadmap for assessing climate vulnerabilities will be piloted in Thunder Bay

9.0 WORKING GROUP UPDATE FOR LIAISONS

Mr. W. Vander Ploeg was appointed to the Air, Energy & Green Building Committee, and Ms. C. Strutt was appointed to the Climate Adaptation Committee, as both liaison positions were vacant.

Working group liaisons are as follows:

- a) Mobility – Councillor A. Foulds
- b) Air, Energy & Green Building – Mr. W. Vander Ploeg
- c) Community Greening – Ms. M. Wanlin
- d) Food – Ms. J. Todd
- e) Waste – Ms. S. Costigan
- f) Water – Ms. S. Stiles
- g) Climate Adaptation – Ms. C. Strutt

Ms. C. Strutt questioned which Working Group Committees were actually meeting and how go get them motivated to meet regularly. Ms. S. Stevenson to focus on getting the Committees to re-engage. Ms. M. Wanlin suggested a re-thinking of the Working Group Committees and if they are needed or need to be changed.

Working Groups will be discussed at the time of the Green Print discussion at the March 2 EAC meeting.

10.0 UPCOMING EVENTS – None

11.0 NEW BUSINESS

11.1 Ms. S. Stevenson/Mr. J. Porter to outline Green Print document for new members.

11.2 Rain Garden video presentation is ready. The City will be promoting this in the near future.

12.0 NEXT MEETING

Committee meetings are held on the first Tuesday of each month, except July and August, at 4:00 p.m. via Microsoft Teams, unless otherwise notified.

The 2021 meeting schedule is as follows:

- March 2, 2021
- April 6, 2021
- May 4, 2021
- June 1, 2021
- September 7, 2021
- October 5, 2021
- November 2, 2021
- December 7, 2021

13.0 ADJOURNMENT

The meeting was adjourned at 5:13 p.m.



MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Parking Authority Board Minutes

SUMMARY

Minutes of Meeting 02-2021 of the Parking Authority Board held on February 9, 2021, for information.

ATTACHMENTS

1. Parking Authority Board Minutes - February 9, 2021

Minutes of Meeting

Parking Authority Board

MEETING #: 02
DATE: February 9, 2021
TIME: 10:00 AM
PLACE: Development Services Boardroom
CHAIR: Chris Krumpholz, Member

ATTENDEES: Frances Larizza, Member (teleconference)
Brian Hamilton, Member (teleconference)
Jonathan Paske, Supervisor – Parking Authority
Doug Vincent, Manager – Licensing & Enforcement (teleconference)
Kara Pratt – Waterfront BIA Representative (teleconference)
Mark Smith, GM – Development & Emergency Services (teleconference)

1. Confirmation of Agenda

Moved by Frances Larizza, seconded by Brian Hamilton.

“With respect to the February 9, 2021 Parking Authority Board meeting, it is recommended that the agenda as printed, including any additional information and new business, be confirmed.”

CARRIED

2. Minutes of January 12, 2021 Meeting

Moved by Frances Larizza, seconded by Brian Hamilton.

“That the minutes of the Parking Authority Board meeting held January 12, 2020 be approved.”

CARRIED

3. Outstanding Items

The RFP for Parking Management Solutions (mobile parking purchase, ticket management system, and online payments) is in progress. Legal Services has reviewed the agreement and will submit a red-line copy to provide to the vendor. There continues to be delays as Legal Services is extremely busy.

Senior City management has had a preliminary discussion regarding a cost recovery strategy for when the Engineering department closes a street and removes meters from Parking Authority's ability to generate revenue. Discussions will continue with Parking Authority.

4. **Financial Statement**

The financial statement indicates at year-end 2020 revenues are approximately 45% (\$1,128,600) below budget primarily due to COVID. Expenses are approximately 14% (\$240,800) below budget, mainly due to staff and enforcement officers previously being laid off or redeployed because of COVID. It indicates a deficit of approximately \$806,200 which will be absorbed by provincial funding received by the City. Most year-end entries are made and these figures will not likely change significantly. Members were informed the 2021 budget was ratified by Council and the first financial statement of 2021 will be provided at the next meeting.

5. **New Business**

Members want to congratulate Mark Smith on his upcoming retirement and thank him for his years of dedication, guidance, knowledge, and support. He will be greatly missed.

Members discussed a resolution from Council requesting a report be prepared regarding the feasibility of the City divesting itself of the two parkades. The Board does not support this resolution at this time, they do not feel now is the time for privatization. They understand that the City did not construct the parkades in order to generate profit but rather to support downtown merchants by providing parking so zoning/planning requirement changes could be made to allow merchants to not have to supply parking themselves. The Board recognizes with the upcoming re-envisioning of the downtown north core that the parkade will be an integral part of parking and that control should be maintained to keep parking affordable. Thunder Bay is not the only municipality that owns and operates parkades, there are many others all across the province and country. The Board acknowledges that the report will likely require outside consultation and that that cost should not have to be borne by the Parking Authority.

Members were informed that the Realty Services department will be putting forth a memo to Council recommending a continuation of the patio program introduced last summer to support merchants during COVID and allow them to operate patios in parking lots and on-street in parking areas while waiving typical fees and requirements. This is not to be confused with the Waterfront BIA's StrEATERY initiative last summer, which closed one side of Red River Rd., or the pilot pop-up patio program implemented in 2018. The pilot pop-up patio program will be made permanent next year and Parking

Minutes of February 9, 2021 Meeting

Authority will have input relating to parking fees. Board members are concerned about possible lost revenue due to patios in parking spaces however would support the Realty Services memo if the Finance department confirms that any 2021 budget deficit would be absorbed by the stabilization fund.

Brian Hamilton had to depart the meeting.

6. Next Meeting

The next meeting will be March 9, 2021 at 10:00 AM.

7. Adjournment

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That the February 9, 2021 Parking Authority Board meeting be adjourned.”

CARRIED

Meeting adjourned at 11:10 AM.

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations	REPORT NO.	R 33/2021
DATE PREPARED	03/16/2021	FILE NO.	
MEETING DATE	04/12/2021 (mm/dd/yyyy)		
SUBJECT	Cruise Line Docking- Prince Arthur's Landing - Pool 6		

RECOMMENDATION

WITH RESPECT to Report R 33/2021 (Infrastructure & Operations), we recommend that Professional Engineering Services be retained to assess the Pool 6 Dock at Prince Arthur's Landing to accommodate cruise line docking requirements;

AND THAT other site improvements including general clean up and landscaping, lighting, pedestrian connections and wayfinding be carried out;

AND THAT cruise line docking user fees be established at \$0.02835 Per Gross Tonne per day and a passenger fee of \$4 per person (originating or terminating) be introduced starting in 2022;

AND THAT costs associated with the dock assessment and initial site improvements be funded from unallocated Municipal Accommodation Tax funds to an upset limit of \$100,000;

AND THAT Administration report back to Council, following the dock assessment should costs to ready the site to meet cruise line specifications exceed approved funds;

AND THAT Appropriation No. 3 be approved;

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

LINK TO STRATEGIC PLAN

This Report directly supports the 'Grow' strategy of the 2019-2022 Corporate Strategic Plan: Focus on city building and social infrastructure to strengthen our economy, lifestyle and well being. This work directly advances the Thunder Bay Community Economic Development Commission (CEDC) 2019-2022 Strategic Action Plan through tourism product development and marketing of the tourism and economic development potential of Thunder Bay and region.

EXECUTIVE SUMMARY

Three cruise lines have confirmed to the CEDC, their interest to dock at Prince Arthur's Landing starting in 2022. This Report recommends work to assess the dock structure and water depths to meet cruise line docking requirements. Several other site improvements are also recommended including site clean up and landscaping, lighting, pedestrian connections and wayfinding as funding allows. Work is recommended to be funded through existing unallocated Municipal Accommodation Tax funds.

DISCUSSION

The CEDC has confirmed three cruise lines have expressed their interest to dock at Prince Arthur's Landing. Starting in 2022, increased cruise lines stops in Thunder Bay are forecasted. Viking Expeditions is expected to homeport a ship in Thunder Bay in 2022 seven times for a total of 14 cruise itineraries. Victory Cruise Line Vessels and Hapag Lloyd Cruises have also expressed plans to visit Thunder Bay. The CEDC anticipates up to 5200 cruise client visits in the city, all flying into Thunder Bay on scheduled and charter aircraft with most staying at least one night in a local hotel. CEDC estimates Viking's economic impact to be between \$3.5 and \$5.5 million annually. The future outlook includes three confirmed vessel operators through to 2024 and discussions with another 8-10 operators are underway for future itinerary development over the next decade.

Viking Expeditions has shared with CEDC specific requirements that must be met to dock at Prince Arthur's Landing. This includes strength testing of bollards, depth soundings, the addition of new mooring fenders to protect the ship's hull from coming into contact with any part of the concrete pier and other security and general site improvements. Subject to direction received through this report, Administration will advance this work to meet the minimum cruise line docking requirements in preparation to receive cruise line visits projected in 2022. Should the necessary work exceed the available unallocated municipal accommodation tax funds, Administration will report back to Council for further direction. Future site improvements will be considered through the annual budget process. Although docking is not scheduled until 2022, studies and repairs need to be completed this year to be prepared, especially if assessments determine significant work is required.

Cruise Line Docking and Passenger User Fees

Until now, cruise ship docking and passenger user fees have not been collected for use of the Pool 6 Dock due to the property being largely undeveloped and to act as an economic stimulant. In consultation with the CEDC, user fees for ships to port at Prince Arthur's Landing are recommended to be established at \$0.02835 Per Gross Tonne per day and include a passenger fee of \$4 per person (originating or terminating) starting in 2022. The CEDC has confirmed each ship will contract directly licensed service providers for other logistical services, such as solid and liquid waste removal, fresh water supply and refuelling. However, if support is requested from the City of Thunder Bay, full cost recovery for services is recommended. It is important to establish rates at this time, to allow cruise lines to establish passenger costs and accept reservations.

COVID-19 Pandemic and Impact on Cruise Lines

The Government of Canada continues to monitor the evolving COVID-19 pandemic and the impact it is having on the marine and tourism sectors. At this time, cruise vessels carrying more than 100 people are prohibited from operating in Canadian waters until February 28, 2022. Should the COVID-19 pandemic sufficiently improve to allow the resumption of these activities, the Minister of Transport has the ability to rescind the Interim Orders. Three cruise ship visits were expected during the summer of 2021, however, due to the COVID pandemic, plans to visit Thunder Bay have been deferred to 2022.

Transfer of Pool 6 Dock Management & Oversight – Cruise Ships

Historically, the coordination and oversight of ships stopping in Thunder Bay have been led by Thunder Bay Tourism. Tourism Thunder Bay transferred under the CEDC's umbrella on September 1, 2018. Administration and the Chief Executive Officer of the CEDC agree the responsibility for scheduling, agreements, maintenance and access to the Dock at Pool 6 should be transferred back to the City of Thunder Bay, including any necessary permitting for use of the waterlot from Transport Canada and the Thunder Bay Port Authority. Administration will work collaboratively with the CEDC to develop a transition plan and will identify additional resources needed to manage the expected increase of ships docking in Thunder Bay in the 2022 budget for Council's consideration. CEDC has committed to continue to support the City with this important work during the transition.

FINANCIAL IMPLICATION

Costs to carry out the dock assessment and initial site improvements are recommended to be funded from unallocated Municipal Accommodation Tax funds to an upset limit of \$100,000. Should the necessary work exceed the available unallocated municipal accommodation tax funds, Administration will report back to Council for further direction. Future site improvements will be considered through the annual budget process. Funding opportunities for future site improvements will also be explored in collaboration with the CEDC. Additional resources needed to manage the expected increase of ships docking in Thunder Bay will be included in the 2022 budget for Council's consideration.

CONCLUSION

It is concluded that professional engineering services should be retained to assess the Pool 6 Dock at Prince Arthur's Landing to accommodate cruise line docking requirements and that improvements should be made to accommodate cruise ships at an increased frequency starting in 2022.

BACKGROUND

Small discovery and expedition cruise vessels have been visiting Thunder Bay periodically since 1990. Tourism Thunder Bay has been a member of Cruise Ontario and the Great Lakes Cruising Coalition since 2005, working to grow the cruise industry in the Great Lakes and in particular, support Thunder Bay's potential as a port destination.

In 2008, Council directed Community Services, of which Tourism Thunder Bay was a Division, to prepare the Pool 6 property for the arrival of cruise ships. With Keefer Terminal seeing increased cargo movements, combining passenger and cargo at one location was deemed inadvisable. The Pool 6 location's benefits included the appropriate water depth, existing dock infrastructure, safety and walkability to downtown and ease of transporting guests via multiple motor coaches to area attractions. Between 2010 and 2013, the facility welcomed 24 vessel visits from two companies-Travel Dynamics and Hapag Lloyd. In 2013 and 2014, the facility welcomed the HMCS Quebec and the tall Ship Sorlandant for public tours. The facility's use by commercial vessels has generated approximately \$2.3 million in direct and induced economic impacts for the community through both passenger shore and vessel supply spend.

Capital improvements to the facility in 2009 and 2010 included maintenance dredging of the slip to Seaway draft specifications, hard and soft landscape improvements, security fencing, paving and concrete dock repair, tents, and a potable water vessel supply system. The project costs totaled approximately \$275,000, with municipal funding leveraged from NOHFC and FedNor to complete the works. The facility also obtained secure marine facility accreditation with Transport Canada. That accreditation as an occasional use facility was recertified in 2020 by the CEDC/Tourism Thunder Bay and is current.

Tourism Thunder Bay's administration offices were located at Pool 6 during that time and Tourism Thunder Bay undertook the role of managing the facility for vessel interfaces. Between 2010 and 2013, the budget for managing cruise operations was between approximately \$6,000 and \$17,000 annually dependant on volume of visits and was accounted for within the department's operating budget for security, grounds maintenance and contracting services from cultural performance based organizations for welcoming passengers ashore.

After a number of years with few Lake Superior vessel itineraries, new vessels and operators driving demand for new destinations have developed new itineraries featuring Thunder Bay prominently.

REFERENCE MATERIAL ATTACHED:

Attachment A- Appropriation #3

PREPARED BY: Kerri Marshall, General Manager- Infrastructure & Operations

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kerri Marshall, General Manager – Infrastructure & Operations	March 25, 2021

			The City of Thunder Bay		DATE:	March 17, 2021
DEPARTMENT: Infrastructure & Operations			REQUEST FOR APPROPRIATION CHANGE		<input type="text"/>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: auto; display: flex; align-items: center; justify-content: center;">3</div>
DIVISION: Parks/Engineering			REQUEST FOR ADDITIONAL APPROPRIATION		<input checked="" type="checkbox"/>	APPROP NO.

WBS ELEMENT	DESCRIPTION	BUDGET AVAILABLE	INCREASE	DECREASE	ADMIN USE	
					IM Position	Fund Code
IOT-PKS-210001-GP-12-1	Cruise Line Dock		100,000		5.4	141
	Municipal Accomodation Tax			100,000	5.4	141
			100,000	100,000		

EXPLANATIONS/REASONS: Report 33/2021 Cruise Line Docking – Prince Arthur’s Landing – Pool 6	EFFECT ON LEVEL OF SERVICE:						
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	DATE: _____						
	RECOMMENDED/APPROVED						
<u>L EVANS</u> City Treasurer							
<u>N GALE</u> City Manager							

PREPARED BY: _____ Shari Dykeman REVIEWED BY: <u>K MARSHALL</u> K. Marshall GENERAL MANAGER Infrastructure & Operations	VERIFIED BY FINANCE: <u>M GALLAGHER</u> Moira Gallagher, CPA, CMA Budget & Planning Accountant Corporate Services & Long Term Care Department	COMMITTEE OF THE WHOLE <table style="width: 100%;"> <tr> <td align="center">APPROVED</td> <td align="center">NOT APPROVED</td> </tr> <tr> <td align="center"><input type="text"/></td> <td align="center"><input type="text"/></td> </tr> </table> DATE:_____	APPROVED	NOT APPROVED	<input type="text"/>	<input type="text"/>
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Memorandum

TO: Dana Earle, Deputy City Clerk

FROM: Kerri Marshall, General Manager – Infrastructure & Operations

DATE: March 17, 2021

SUBJECT: Report No. R 33/2021, Cruise Line Docking - Prince Arthur's Landing - Pool 6
Request to Present Information - April 12, 2021 COW Meeting

We request the opportunity to provide a presentation relative to Report No. R 33/2021, Cruise Line Docking - Prince Arthur's Landing - Pool 6 to the Committee of the Whole at the meeting on Monday, April 12, 2021. Eric Zakrewski, Chief Executive Officer of the Community Economic Development Commission (CEDC), will provide a brief presentation relative to expected cruise ship activity beginning in 2022.

Sincerely,



Kerri Marshall, General Manager
Infrastructure & Operations

cc: Krista Power- City Clerk
Eric Zakrewski- Chief Executive Officer, CEDC
Flo-Ann Track- Council & Committee Clerk

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations - Engineering & Operations	REPORT NO.	R 28/2021
DATE PREPARED	03/10/2021	FILE NO.	
MEETING DATE	04/12/2021 (mm/dd/yyyy)		
SUBJECT	Contract 1, 2021 - Asphalt Surface Rehabilitation		

RECOMMENDATION

WITH RESPECT to Report R 28/2021 (Infrastructure & Operations – Engineering & Operations), we recommend that Contract 1, 2021 for Asphalt Surface Rehabilitation be awarded to Taranis Contracting Group, which submitted the lowest tender in the amount of \$4,719,506.33 (inclusive of HST); it being noted that the amount shown is based on estimated quantities; final payment for this Contract will be based on measured quantities for the completed work;

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

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

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

EXECUTIVE SUMMARY

This report recommends Contract No. 1, 2021 for Asphalt Surface Rehabilitation, which involves repaving of various streets within the City of Thunder Bay, be awarded to the lowest bidder, Taranis Contracting. The 2021 Capital Budget includes sufficient funding for this work.

LINK TO THE STRATEGIC PLAN

This report directly supports ‘Our Priorities’ of the 2019-2022 Corporate Strategic Plan, through renewal of City infrastructure. This project includes the rehabilitation of the pavement surface on several City streets based on Engineering’s asset management plan.

DISCUSSION

As a result of the call for tenders, three [3] responses as listed below were received for Contract 1, 2021 – Asphalt Surface Rehabilitation. The tendered costs include the applicable HST. The bids have been checked for mathematical errors and the corrections noted.

CONTRACTOR	TENDER OPENING BID	CORRECTED BID
Taranis Contracting Group	\$4,722,544.95	\$4,719,506.33
Pioneer Construction	\$5,216,045.33	\$5,216,049.77
Bruno's Contracting	\$5,642,844.95	

The pre-tender estimate for this contract was \$5,215,415.99.

Under this contract, sections of City streets will be rehabilitated by removing the existing asphalt pavement (full depth or partial depth) and placing a new layer of asphalt pavement. This contract also includes spot repairs to roadway drainage, sidewalks, curb and gutter, and street lighting.

Asphalt rehabilitation will be completed on sections of Frederica Street East, Hazelwood Drive, Hutton Park Drive, Victoria Avenue, and Wishart Crescent.

This contract also includes the second and final phase of reconstruction work on Mount Forest Boulevard. The work extends from Hawkrigde Drive to Highway 61. Work involves excavation of road base, placement of new granular materials, repairs to street light ducts, and re-paving the street. Cathodic protection will be completed on the watermain to extend its life.

Work also includes the resurfacing of Aspen Street between Dawson Street and River Street. A new curb and gutter will be constructed under a local improvement.

The William Street / Balmoral Street intersection will be reconfigured to provide protected left turn movements in all directions. Improvements include extending the through lane on William Street and upgrades to the Traffic Signal heads.

A new section of sidewalk will be constructed on the west side of Tarbutt Street from Frederica Street to Amelia Street.

Additionally, the asphalt surface of several residential streets will be rehabilitated. The residential work includes paving on sections of Andrew Street, Angus Street, Archibald Street, Cumming Street, David Thompson Drive, Faircrest Street, Heath Street, Herrick Place, Leland Avenue, Logan Crescent, Montgomery Street, Munro Street, Tarbutt Street, Walkover Street, Whitney Street, and Winnipeg Avenue.

Miscellaneous paving to correct asphalt deformations at specific locations will be carried out on Algoma Street, Balmoral Street, Carrick Street, High Street North, James Street, and other miscellaneous locations.

This contract also includes grading and drainage improvements on Melbourne Road between Alice Avenue and Hazelwood Drive. This work is being done in preparation for application of surface treatment on this section of road. Surface treatment will be completed later this year under a separate quotation.

Taranis Contracting submitted the lowest tender for this contract. Taranis has previously completed similar asphalt resurfacing contracts for the City. Administration recommends this firm is qualified to undertake the work.

FINANCIAL IMPLICATION

There are sufficient funds in the 2021 Capital Budget for the rehabilitation of streets listed in this contract. It is recommended that all work proceed.

The curb and gutter improvements on Aspen Street are recoverable from the benefitting property owners. The City's portion is limited to the curb and gutter at the intersections.

The following financial breakdown is provided:

Contract Tendered Price:	\$4,719,506.33
Less HST Rebate:	\$469,444.70
Subtotal:	\$4,250,061.63
Engineering and Other City Costs:	\$360,000.00
TOTAL COST:	\$4,610,061.63

This contract includes a contingency allowance for work that is unforeseen. These funds can only be expended with the approval of the General Manager of Infrastructure and Operations.

CONCLUSION

It is concluded that Contract 1, 2021 should be awarded to the low bidder Taranis Contracting Group and that all work should proceed.

BACKGROUND

Report R 138/2020 (Infrastructure & Operations – Engineering & Operations) recommended the Local Improvement project on Aspen Street be included in the 2021 Capital Projects for budget consideration.

The 2021 Capital Budget, Corporate Report 1/2021 (Corporate Services and Long Term Care – Financial Services) Proposed 2021 Operating and Capital Budget, includes tax base funding, Federal Gas Tax and EIRP funding for asphalt rehabilitation on various streets within the city.

Infrastructure and Operations Department asset management plan incorporates a pavement management system developed in 2000 which is used as a tool to help Administration prioritize roadwork.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Matthew Miedema, P. Eng., Project Engineer

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kerri Marshall, General Manager – Infrastructure & Operations	March 30, 2021

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations - Engineering & Operations	REPORT NO.	R 29/2021
DATE PREPARED	03/10/2021	FILE NO.	
MEETING DATE	04/12/2021 (mm/dd/yyyy)		
SUBJECT	Contract 3, 2021 - Sewer & Watermain I: Trunk Watermain		

RECOMMENDATION

WITH RESPECT to Report R 29/2021 (Infrastructure & Operations – Engineering & Operations), we recommend that Contract 3, 2021 - Sewer and Watermain I: Trunk Watermain be awarded to Nadin Contracting Ltd, which submitted the lowest tender in the amount of \$2,910,750.05 (inclusive of HST); it being noted that the amount shown is based on estimated quantities; final payment for this Contract will be based on measured quantities for the complete work;

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

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

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

LINK TO STRATEGIC PLAN

This report directly supports ‘Our Priorities’ of the 2019-2022 Corporate Strategic Plan, through renewal of City infrastructure. This project includes the replacement of sewer and water infrastructure based on the Engineering Division’s asset management plan.

EXECUTIVE SUMMARY

The 2021 Capital Budget provides funds for rehabilitation of roads, watermains, sanitary sewers and new sidewalks on Marion Street, Huron Street and Leslie Street. There were four (4) tenders received for this work. The low tender for this Contract is Nadin Contracting Ltd. Administration is recommending award of this Contract to this company.

DISCUSSION

As a result of a call for Tender, four (4) responses as listed below were received for Contract 3, 2021 – Sewer and Water I – Trunk Watermain.

The tendered costs include the applicable HST. Bids have been checked for mathematical errors and the corrections noted.

CONTRACTOR	TENDERED COSTS	CORRECTED BID
Nadin Contracting Ltd	\$2,910,750.05	
Makkinga Contractors	\$2,965,520.02	
Bay City Contractors	\$3,316,328.65	
Accruate HD Inc	Non-Compliant	

The pre-tender estimate for the work in this Contract was \$2,870,000.00 (inclusive of HST).

This Contract includes road, trunk watermain, and sanitary sewer replacement on Marion Street between Current Avenue and Dewe Street. It also includes watermain replacement, new sidewalk and road resurfacing on Huron Avenue between Shuniah Street and Toledo Street. The last part of the contract is a watermain loop along the Leslie Street right-of-way.

The 2021 Capital Budget includes funds to replace the existing 110 year old twin trunk watermain and sanitary sewers on Marion Street. The project also includes the construction of a new watermain to act as the domestic feed and to remove individual homes off of the trunk watermain. This project is consistent with other phases of the Bare Point trunk watermain replacements. This is phase 5 of 7 and eliminates older lead corked joints and includes all new valves and air releases. The sanitary sewer will be replaced as well as the asphalt within the project limits.

Huron Street was within the Capital Forecast for road reconstruction in 2021. The grid watermain is in need of upsizing to improve fire flows and a new connecting sidewalk is proposed between Toledo Street and Shuniah Street to address a sidewalk gap to transit. The sidewalk will terminate at Shuniah Street and will meet up with a new pedestrian crossover to help with pedestrian flow across Shuniah Street. The existing 150mm watermain will be upsized to 300mm and will provide further fire protection within this area of the grid. The new sidewalk along the north side of the road along with curb/gutter and re-paving of the road will complete the street.

The last part of this project is a new watermain that will provide a new loop into the Current River area. There is an existing 900mm concrete pressure pipe that originates at Bare Point and feeds a large portion of the City water. This trunk main will be tied into near the Park Arena ball

diamond (corner of Grenville Ave and Cumberland St. N.), and will be directed across Hodder Avenue and constructed up the hill along the Leslie Street right of way. It will tie-in at Adelaide Street. The purpose of this main is to increase fire flow to a large portion of Current River. It will also provide a redundant supply to the area in the event of a watermain break on the existing north feeds.

The lowest tender received for this Contract was from Nadin Contracting Ltd. They have completed numerous sewer, water and road projects for the City as well as several trunk watermain replacement projects. Administration is recommending this company as being capable of carrying out all the work within this Contract. The work is expected to start in June 2021 and continue until scheduled completion at the end of October 2021.

FINANCIAL IMPLICATION

The 2021 Capital Budget along with carry forward accounts include sufficient funding for this work.

The following table breaks down the project costs:

Contract Amount	\$2,910,750.05
HST Rebate	\$289,529.47
Sub-Total	\$2,621,220.58
Engineering	\$150,000.00
TOTAL	<u>\$2,771,220.58</u>

This Contract includes a contingency allowance for work that is unforeseen and can only be expended with the approval of the General Manager of Infrastructure and Operations.

CONCLUSION

It is concluded that Contract 3, 2021 – Sewer and Water I: Trunk Watermain be awarded to the low tender Nadin Contracting Ltd. and that all work should proceed.

BACKGROUND

Report R 1/2021, (Corporate Services and Long Term Care – Financial Services) proposed 2021 Operations and Capital Budget includes funding to carry out road, storm, sanitary sewer and watermain reconstruction projects. The 2021 Capital Budget includes rate based funding to carry out watermain and sanitary sewer reconstruction for aging infrastructure within the City of Thunder Bay. It also contains tax supported funding for resurfacing and storm sewer works.

The replacement work within this Contract is the result of old age, material type failures and fire protection requirements and improvements.

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: Brian Newman, P.Eng., Project Engineer

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kerri Marshall, General Manager – Infrastructure & Operations	March 31, 2021

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations - Engineering & Operations	REPORT NO.	R 39/2021
DATE PREPARED	03/25/2021	FILE NO.	
MEETING DATE	04/12/2021 (mm/dd/yyyy)		
SUBJECT	Contract 4, 2021 - Storm Sewer Separation		

RECOMMENDATION

WITH RESPECT to Report R 39/2021 [Infrastructure and Operations – Engineering], we recommend that Contract 4, 2021 – Storm Sewer Separation be awarded to P.N.I. Contracting Ltd. who submitted the lowest tender in the amount of \$2,146,668,23 [inclusive of HST]; it being noted that the amount shown is based on estimated quantities, final payment for this contract would be based on measured quantities for the complete work

AND THAT the General Manager of Infrastructure and Operations report any significant variations in the contract quantities to City Council;

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

AND THAT Appropriation Change No. 4 be approved;

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

LINK TO STRATEGIC PLAN

This report directly supports the ‘Renew’ and ‘Lead’ strategy of the 2019-2022 Corporate Strategic Plan: Focus on essential infrastructure, and further our commitments to climate adaptation and sustainability. This project will reduce the risk of surface and basement flooding under various design storm conditions and supports sustainability through appropriate infrastructure renewal.

EXECUTIVE SUMMARY

The 2021 Capital Budget includes funds to complete storm sewer separation on various streets within the City of Thunder Bay. There were four [4] tenders received for the work. The lowest tender for this project is from P.N.I. Contracting Ltd. Administration is recommending award of this contract to this company.

DISCUSSION

As a result of the call for tenders, four [4] responses as listed below were received for storm sewer, watermain and related road repair on several streets within the City.

The tender costs include the applicable HST. The bids have been checked for mathematical errors and the corrections noted.

CONTRACTOR	TENDERED COST	CORRECTED BID
P.N.I Contracting Ltd	\$2,146,668.23	
Bay City Contracting	\$2,271,329.72	
Makkinga Contracting	\$2,595,521.97	
Nadin Contracting	\$2,722,253.34	\$2,715,854.71

The pre-tender estimate for the work on this contract was \$2,168,000.00 (inclusive of HST).

The tender includes work for watermain and storm sewer replacement/upsizing construction on sections of Inglewood Crescent. The remainder of the contract includes storm separation work to add new storm sewer laterals on streets that currently do not have them, and eliminate surface water runoff to the sanitary sewer system. This includes storm sewer laterals on sections of Ernestine Avenue, Isabella Street, Murray Avenue and Strathcona Avenue.

The contract also includes six (6) side street locations along the length of Hardisty Street between George Street to Pacific Avenue that will be storm separated. This portion of the contract also includes the retirement of the regulating manhole at Hardisty Street and Dease Street, and redirecting some existing building sewer connections to the interceptor sanitary sewer.

All of the storm separation projects will enable the risk of basement flooding to be reduced during severe storm events on the respective streets. The storm sewer replacement on Inglewood Crescent represents a capacity upgrade as modeled by the Neighbourhood Master Stormwater Drainage Study.

The lowest tender received for this contract was from P.N.I Contracting Ltd. They have completed previous sidewalk, multi-use trail and road culvert projects for the City. This would be their first effort as a general contractor in a sewer and water contract. The majority of the work is of a shallow bury nature on local residential streets. Administration is recommending this company as being capable of carrying out the work on this contract.

LINK TO EARTHCARE SUSTAINABILITY PLAN

This report supports Goal 10 of the EarthCare Sustainability Plan 2014-2020 to “*ensure that water resources in the local watershed are protected and enhanced*” and increases the resilience of the community through incorporating low impact development and green infrastructure

features. Storm systems are designed to new IDF requirements based on the City's Stormwater Management Plan and climate change impacts.

FINANCIAL IMPLICATION

The work under this contract is included as part of the application for the Disaster Mitigation and Adaptation Fund (DMAF) and will provide funding levels at 40%. The 2021 Capital Budget included approved rate supported funding for this project. Some reallocation from past years funding is also required to complete the full-scope of the underground work.

The following breakdown of project costs is provided:

Projected Costs	Breakdown
Contract Tender price	\$2,146,668.23
HST Rebate	(\$213,527.00)
Subtotal	\$1,933,141.23
Engineering	\$180,000.00
Other CPR rail costs	\$10,000.00
TOTAL	<u>\$2,123,141.23</u>

This contract includes a contingency allowance for work that is unforeseen and can only be expended with the approval of the General Manager of Infrastructure and Operations.

Appropriation No. 4 identifies carry forward and DMAF funds to be used to fully fund this project.

CONCLUSION

It is concluded that Contract 4, 2021 for Storm Sewer Separation should be awarded to P.N.I Contracting Ltd. and that all work should proceed.

Appropriation Number 4 should be approved to reallocate carry forward and DMAF funds from previous years completed projects.

BACKGROUND

The 2021 Capital Budget, Corporate Report 1/2021 (Corporate Services and Long Term Care – Financial Services) includes funds for rate supported projects for the contract streets. A number of the storm separation streets in this contract qualify for the Federal program Disaster Mitigation Adaptation Fund (DMAF) financing.

REFERENCE MATERIAL ATTACHED:

Attachment A: Appropriation Change Order No. 4

PREPARED BY: Rick Harms, P. Eng., Project Engineer

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Kerri Marshall, General Manager – Infrastructure & Operations	DATE: April 1, 2021
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The City of Thunder Bay		DATE: <u>March 22, 2021</u>
DEPARTMENT: <u>Infrastructure & Operations</u>		REQUEST FOR APPROPRIATION CHANGE <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>
DIVISION: <u>Engineering</u>		REQUEST FOR ADDITIONAL APPROPRIATION <div style="border: 1px solid black; width: 60px; height: 20px; text-align: center; margin: 0 auto;">X</div>
		<div style="border: 1px solid black; width: 40px; height: 40px; text-align: center; margin: 0 auto;">4</div> APPROP NO.

WBS ELEMENT	DESCRIPTION	BUDGET AVAILABLE	INCREASE	DECREASE	ADMIN USE	
					IM Position	Fund Code
IOR-SAN-190001-NE-02-1	Burwood Trunk Expansion-140			120,263	7.2	140
IOR-SAN-190004-SA-05-1	Mary St - Edward to Ford-140			8,571	7.2	140
IOR-SAN-190004-SA-11-1	Simpson St			3,542	7.2	140
IOR-SAN-190006-PP-14-1	Hardisty St - Victoria To Ogden-140	-	132,376		7.2	140
IOR-SAN-190006-PP-13-1	DMAF			260,898	7.2	143
IOR-SAN-190006-PP-14-2	Hardisty St - Victoria To Ogden-143	-	90,153		7.2	143
IOR-SAN-200006-PP-11-2	Hardisty St - Victoria To Ogden-143		97,203		7.2	143
IOR-SAN-200006-PP-12-2	Ernestine Ave-143		65,333		7.2	143
IOR-SAN-200006-PP-10-2	Strathcona - Lillian to 200m South-143		8,209		7.2	143
IOR-SAN-200004-SA-05-1	Sanitary Sewer Lining -146			98,000	7.2	146
IOR-SAN-200004-SA-06-1	Tupper St - Prospect to Jean-146			25,431	7.2	146
IOR-SAN-200004-SA-07-1	Minnesota St - Southern to Pacific-146			29,234	7.2	146
IOR-SAN-200004-SA-09-1	Brodie St - Dease to Leith-146			11,336	7.2	146
IOR-SAN-200004-SA-10-1	Norah St - Donald to Arthur-146			31,233	7.2	146
IOR-SAN-200004-SA-11-1	Amelia St - Edward to Ford-146			1,901	7.2	146
IOR-SAN-200004-SA-13-1	Sills St - Brunswick E to Dead End-146			36,797	7.2	146
IOR-SAN-200006-PP-11-1	Hardisty St - Victoria To Ogden-146		135,932		7.2	146
IOR-SAN-200006-PP-12-1	Ernestine Ave-146		98,000		7.2	146
IOR-SAN-200004-SA-01-1	Sanitary Sewer Unspecified -72			9,868	7.2	72
IOR-SAN-200006-PP-11-3	Hardisty St - Victoria To Ogden-72		9,868		7.2	72
			637,074	637,074		

EXPLANATIONS/REASONS: Corporate Report 39/2021 Contract 4-2021 - Storm Sewer Separation	EFFECT ON LEVEL OF SERVICE: <table style="width: 100%;"> <tr> <td style="text-align: center;">DECREASE</td> <td style="text-align: center;">INCREASE</td> <td style="text-align: center;">MAINTAINED</td> </tr> <tr> <td style="text-align: center;"><div style="border: 1px solid black; width: 60px; height: 20px;"></div></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 60px; height: 20px; text-align: center;">X</div></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 60px; height: 20px;"></div></td> </tr> </table> <div style="text-align: right; margin-top: 20px;"> DATE: <u>March 22, 2021</u> </div> <div style="text-align: right; margin-top: 20px;"> RECOMMENDED/APPROVED <u>Linda Evans</u> City Treasurer - Linda Evans <u>Norm Gale</u> City Manager - Norm Gale </div>	DECREASE	INCREASE	MAINTAINED	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; text-align: center;">X</div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
DECREASE	INCREASE	MAINTAINED					
<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; text-align: center;">X</div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>					

PREPARED BY: _____ Shari Dykeman REVIEWED BY: <u>Kerri Marshall</u> <div style="text-align: center;"> K. Marshall GENERAL MANAGER Committee of the Whole - Monday, April 12, 2021 Infrastructure & Operations </div>	VERIFIED BY FINANCE: <u>Moira Gallagher</u> Moira Gallagher, CPA, CMA Budget & Planning Accountant Corporate Services & Long Term Care Department	COMMITTEE OF THE WHOLE <table style="width: 100%;"> <tr> <td style="text-align: center;">APPROVED</td> <td style="text-align: center;">NOT APPROVED</td> </tr> <tr> <td style="text-align: center;"><div style="border: 1px solid black; width: 60px; height: 20px;"></div></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 60px; height: 20px;"></div></td> </tr> </table> DATE: _____	APPROVED	NOT APPROVED	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
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MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Municipal Landfill Tipping Fee Charges – Commercial Businesses

SUMMARY

Memorandum from Councillor S. Ch'ng, dated March 26, 2021, containing a motion relative to the above noted.

RECOMMENDATION

WITH RESPECT to the Memorandum from Councillor S. Ch'ng dated March 26, 2021, we recommend that Administration review peer municipal landfill tipping fee charges and report back any discounts provided to specific user groups;

AND THAT Administration report to Council on or before October 4, 2021;

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

ATTACHMENTS

1. Memorandum - Councillor S. Ch'ng - Commercial Tipping Fees

Memorandum

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

TO: Dana Earle, Deputy City Clerk
FROM: Councillor Shelby Ch'ng
DATE: March 26, 2021
SUBJECT: Municipal Landfill Tipping Fee Charges – Commercial Businesses
Committee of the Whole – April 12, 2021

As part of the 2021 Operating and Capital Budget, Council approved a 3% general increase to tipping fee charges at the Municipal Landfill for all users – residential and commercial. I would like Administration to review peer municipalities determine if there are municipalities who provide discounts to any user groups and provide Council with information to determine if a discount is warranted. I would like this information to be received by Council prior to 2022 budget deliberations.

As such, I provide the following motion for Council's consideration:

WITH RESPECT to the Memorandum from Councillor S. Ch'ng dated March 26, 2021, we recommend that Administration review peer municipal landfill tipping fee charges and report back any discounts provided to specific user groups;

AND THAT Administration report to Council on or before October 4, 2021;

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

MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Sister Cities Advisory Committee Minutes

SUMMARY

Minutes of Meetings 01-2020, 02-2020, 03-2020 and 04-2020 of the Sister Cities Advisory Committee held on January 15, February 5, March 4 and November 10, 2020, respectively, for information.

ATTACHMENTS

1. Minutes - SCAC - January 15, 2020
2. Minutes - SCAC - February 5, 2020
3. Minutes - SCAC - March 4, 2020
4. Minutes - SCAC - November 10, 2020

DATE: WEDNESDAY, JANUARY 15, 2020 **MEETING NO. 01-2020**
TIME: 5:39 P.M.
PLACE: MARTIN ROOM – CITY HALL
CHAIR: MR. MATTHEW VILLELLA

PRESENT:

Councillor Peng You
Ms. Hiroko Bekki-Moller
Mr. Chris Krumpholz
Mr. Robert Eady
Mr. Andrew Garro
Ms. Carol Pollard
Mr. Matthew Villella

OFFICIALS:

Ms. Krista Power, City Clerk
Mrs. Nyomie Korcheski, Committee Coordinator

Chair M. Villella welcomed Mr. Chris Krumpholz as a Member of the Sister Cities Advisory Committee. Round table introductions.

1.0 DISCLOSURES OF INTEREST

None.

2.0 APPOINTMENT OF CHAIR AND VICE CHAIR

Ms. Krista Power, City Clerk, administered nominations for Chair and Vice Chair of the Sister Cities Advisory Committee for 2020.

Ms. Carol Pollard nominated Mr. Matthew Villella for the position of Chair.

Mr. Matthew Villella agreed to let his name stand.

There were no other nominations for position of Chair.

MOVED BY: Mr. Robert Eady
SECONDED BY: Mr. Chris Krumpholz

THAT Mr. Matthew Villella be appointed Chair of the Sister Cities Advisory Committee for the City of Thunder Bay until November 30, 2020, or until such time as a replacement has been appointed.

CARRIED

Mr. Matthew Villella nominated Mr. Andrew Garro for the position of Vice Chair.

Mr. Andrew Garro agreed to let his name stand.

There were no other nominations for position of Vice Chair.

MOVED BY: Mr. Robert Eady
SECONDED BY: Mr. Chris Krumpholz

THAT Mr. Andrew Garro be appointed Vice Chair of the Sister Cities Advisory Committee for the City of Thunder Bay until November 30, 2020, or until such time as a replacement has been appointed.

CARRIED

Mr. Matthew Villella assumed the Chair.

3.0 AGENDA APPROVAL

It was the consensus of the Committee to add Art Exhibition under Gifu, Japan and to arrange the order of the agenda as required.

MOVED BY: Mr. Andrew Garro
SECONDED BY: Ms. Carol Pollard

With respect to the January 15, 2020 Sister Cities Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

4.0 MINUTES OF PREVIOUS MEETING

Minutes of Meeting No. 09-2019 of the Sister Cities Advisory Committee, held on November 6, 2019, to be confirmed.

MOVED BY: Mr. Robert Eady
SECONDED BY: Ms. Carol Pollard

THAT the Minutes of Meeting No. 09-2019 held on November 6, 2019, be confirmed.

CARRIED

5.0 LIAISON'S UPDATES

5.1 DULUTH, MN

Mr. Robert Eady noted that he is obtaining new contact information for new contacts in Duluth.

Mr. Matthew Villella noted that he visited Duluth during the holiday and brought Thunder Bay ornaments for the Duluth Sister Cities tree. At that time he also had a brief meeting with representatives from Duluth Sister Cities International.

Councillor Peng You noted that he visited Duluth before the holiday. It was also noted that there will be a tai chi tour bus first week of June travelling to Thunder Bay.

Mr. Matthew Villella noted that the Red Lion is interested in continuing with the Chef Exchange event and that this event may be able to tie in with a 50th Anniversary event. It was also noted that there is potential for a brewery exchange to add to the 50th activities.

Mr. Chris Krumpholz noted that Mr. Carl Crawford, newly hired Human Rights Officer in Duluth, will be visiting Thunder Bay for an initiative through the Anti-Racism Advisory Committee.

5.2 LITTLE CANADA, MN

Correspondence from Mr. Clint Kraft, Band Manager – MacGillivray Pipe Band, dated August 22, 2019, relative to requesting funding in the amount of \$2,000 with respect to attendance at Canadian Days 2019.

Discussion was held relative to the above noted.

It was the consensus of the Committee not to proceed with the above noted funding request for 2019 due to the timing of the request.

It was noted that correspondence from the Chair will be provided to Mr. Clint Kraft to advise of the Committee's decision.

5.3 SEINAJOKI, FINLAND

Mr. Matthew Villella noted that there currently is not a liaison assigned to Seinajoki.

Correspondence from Mayor Jorma Rasinmaki – City of Seinajoki, dated December 1, 2019, relative to inviting a delegation of up to four people to Seinajoki from July 7 to July 11, 2020.

Discussion was held relative to the above noted.

It was the consensus of the Committee that Chair M. Villella contact Mayor Rasinmaki to advise that the Committee is interested in sending a delegation to their 60th Anniversary and that it would be appreciated if four rooms could be held until which time as the Committee decides on delegation.

5.4 GIFU CITY, JAPAN

Document entitled “2019 Year-end Letter from the Consul-General of Japan in Toronto”, for the Committee’s information.

Card from Japan Local Government Center, for the Committee’s information.

Ms. Hiroko Bekki-Moller provided an update relative to the art exhibition. It was noted that the event will be held in the Community Room at the Thunder Bay Art Gallery from Wednesday, April 15 to May 3, 2020.

Ms. Hiroko Bekki-Moller advised Committee that she will follow up with Mr. Shinoda relative to the dates for the exchange so as to not be impacted by the Olympics.

Councillor Peng You noted that he visited Gifu over the holidays. He was unable to meet with officials at that time as the contacts within the Foreign Affairs office changed and therefore the information sent by the Office of the City Clerk did not reach the correct contacts. It was also noted that there will be no official delegation to Thunder Bay this year due to the Olympics.

5.5 JIAOZUO, CHINA

Councillor Peng You noted that the Tai Chi Education and Training Centre initiative as well as the partnership between Polytechnic University and Lakehead University are moving forward.

It was noted that Councillor Peng You will follow up with the City Manager relative to the requirement of an endorsement letter with respect to the Tai Chi Education and Training Centre.

It was also noted that it is anticipated that a delegation of high school students will visit Thunder Bay in 2020.

6.0 COMMUNICATIONS COMMITTEE – UPDATE

Mr. Matthew Villella noted that Mr. Andrew Garro, Mr. Andrew Ault and himself presented to Committee of the Whole on Monday, January 13, 2020 relative to a Committee update and in response to the recently released Grant Thornton report.

It was also noted that Mr. Matthew Villella and Mr. Andrew Garro met with the Lakehead Japanese Cultural Association in December 2019. They noted interest in helping with the Committee's involvement in 50th Anniversary events however urged the importance of date confirmation so as to book travel.

It was also noted that the Committee is looking to host public information sessions in early March.

7.0 HARBIN, CHINA

At the November 6, 2019 Committee meeting Councillor Peng You asked the Committee to provide funding for his visit to Harbin in the amount of 1/3 the flight cost. At that time it was the consensus of the Committee that budget requests be brought to the December 2019 Committee meeting for discussion. December meeting was cancelled due to lack of quorum.

Councillor Peng You noted the potential for a business delegation to visit Thunder Bay in May or June 2020.

Councillor Peng You also noted the potential to send a hockey team to Harbin, China to play and the potential for youth from Harbin to come to Thunder Bay for hockey training.

At 6:35 p.m. Councillor Peng You left the meeting and quorum was lost.

8.0 NEXT MEETING

The next meeting is scheduled for Wednesday, February 5, 2020, 5:30 p.m., in the McNaughton Room at City Hall.

9.0 ADJOURNMENT

The meeting adjourned at 6:35 p.m.

DATE: WEDNESDAY, FEBRUARY 5, 2020 **MEETING NO. 02-2020**

TIME: 6:12 P.M.

PLACE: MCNAUGHTON ROOM – CITY HALL

CHAIR: MR. MATTHEW VILLELLA

PRESENT:

Councillor Peng You
Mr. Andrew Ault
Ms. Hiroko Bekki-Moller
Mr. Chris Krumpholz
Mr. Stephen Margarit
Ms. Carol Pollard
Mr. Matthew Villella

OFFICIALS:

Mrs. Nyomie Korcheski, Committee Coordinator

Chair M. Villella announced that Ms. Josie Virdiramo has provided her resignation to the Committee effective February 29, 2020.

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

It was the consensus of the Committee to change the order of the agenda as required.

MOVED BY: Ms. Hiroko Bekki-Moller
SECONDED BY: Ms. Carol Pollard

With respect to the February 5, 2020 Sister Cities Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING

Minutes of Meeting No. 01-2020 of the Sister Cities Advisory Committee, held on January 15, 2020, to be confirmed.

MOVED BY: Ms. Carol Pollard
SECONDED BY: Mr. Chris Krumpholz

THAT the Minutes of Meeting No. 01-2020 held on January 15, 2020, be confirmed.

CARRIED

Information Session notes from January 15, 2020 were provided.

4.0 COMMITTEE FINANCE

Handout on desks entitled “Sister Cities Committee – 2020 Budget” from Ms. Carol Pollard, for the Committee’s feedback.

Ms. Carol Pollard provided an overview and responded to questions relative to the above noted.

Committee provided feedback relative to the above noted handout.

Ms. Carol Pollard noted that the handout will be revised and provided to Committee at the March meeting.

5.0 COMMITTEE – TERMS OF REFERENCE

Revised Terms of Reference.

Mr. Matthew Villella provided a brief overview relative to the revised Terms of Reference.

Discussion was held relative to the above noted draft Terms of Reference.

It was noted that under #7 – Timelines – the sentence “Budget information will be provided at each SCAC meeting” will be removed.

MOVED BY: Ms. Carol Pollard
SECONDED BY: Mr. Stephen Margarit

With respect to the revised Terms of Reference for the Sister Cities Advisory Committee, we recommend that the Terms as presented at the February 5, 2020 Committee meeting be approved;

AND THAT the revised Terms of Reference be presented to Committee of the Whole for approval.

CARRIED

6.0 LIAISON'S UPDATES

6.1 DULUTH, MN

Mr. Matthew Villella noted that he will continue to follow up with the Sister Cities Chef Exchange.

6.2 LITTLE CANADA, MN

Mr. Matthew Villella noted that there currently is no liaison lead for this portfolio.

Mr. Matthew Villella noted that he has been in conversation with Little Canada representatives who have shown interest in visiting Thunder Bay for 50th Anniversary Celebration events.

6.3 SEINAJOKI, FINLAND

Mr. Matthew Villella noted that there currently is no liaison lead for this portfolio.

It was noted that potential delegation to Seinajoki will be on the March Committee agenda for discussion.

7.0 NEXT MEETING

The next meeting is scheduled for Wednesday, March 4, 2020, 5:30 p.m., in the McNaughton Room at City Hall.

8.0 ADJOURNMENT

The meeting adjourned at 6:40 p.m.

DATE: WEDNESDAY, MARCH 4, 2020 **MEETING NO. 03-2020**
TIME: 5:31 P.M.
PLACE: MCNAUGHTON ROOM – CITY HALL
CHAIR: MR. MATTHEW VILLELLA

PRESENT:

Councillor Peng You
Ms. Hiroko Bekki-Moller
Mr. Chris Krumpolz
Mr. Andrew Garro
Mr. Stephen Margarit
Mr. Matthew Villella
Councillor Cody Fraser

OFFICIALS:

Ms. Krista Power, City Clerk
Ms. Karen Lewis, Director – Corporate Strategic
Services
Ms. Nyomie Korcheski, Committee Coordinator

Chair M. Villella announced that Ms. Josie Virdiramo has provided her resignation to the Committee effective February 29, 2020.

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

It was the consensus of the Committee to change the order of the agenda as required.

MOVED BY: Mr. Andrew Garro
SECONDED BY: Councillor Cody Fraser

With respect to the March 4, 2020 Sister Cities Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING

Minutes of Meeting No. 02-2020 of the Sister Cities Advisory Committee, held on February 5, 2020, to be confirmed.

MOVED BY: Mr. Stephen Margarit
SECONDED BY: Mr. Chris Krumpholz

THAT the Minutes of Meeting No. 02-2020 held on February 5, 2020, be confirmed.

CARRIED

Information Session notes from February 5, 2020, for information.

4.0 LIAISON'S UPDATES

4.1 DULUTH, MN

Mr. Matthew Villella noted that interest remains for the Chef Exchange and it is hopeful that the event will occur during the 50th Anniversary/Homecoming Celebrations.

Councillor Peng You noted that a tai chi group of Duluth representatives plan to visit Thunder Bay during the 50th Celebrations.

4.2 LITTLE CANADA, MN

Mr. Matthew Villella noted that there currently is no liaison lead for this portfolio.

Mr. Matthew Villella noted that he has been in conversation with Little Canada representatives who have shown interest in visiting Thunder Bay for 50th Anniversary Celebration events.

Mr. Matthew Villella noted that he continues to assist Little Canada municipal representatives in the creation of their Sister Cities Committee.

4.3 SEINAJOKI, FINLAND

Mr. Matthew Villella noted that there currently is no liaison lead for this portfolio.

It was noted that potential delegation to Seinajoki will be on the March Committee agenda for discussion.

5.0 NEXT MEETING

The next meeting is scheduled for Wednesday, March 4, 2020, 5:30 p.m., in the McNaughton Room at City Hall.

6.0 ADJOURNMENT

The meeting adjourned at 6:40 p.m.

DATE: TUESDAY, NOVEMBER 10, 2020 **MEETING NO. 04-2020**
TIME: 5:33 P.M.
PLACE: VIRTUAL MEETING – VIA MS TEAMS
CHAIR: MR. MATTHEW VILLELLA

**PRESENT (ELECTRONIC
PARITICIPATION) :**

Councillor Peng You
Mr. Chris Krumpholz
Mr. Andrew Garro
Mr. Stephen Margarit
Mr. Matthew Villella
Mr. Andrew Ault
Mr. Robert Eady
Ms. Carol Pollard

**OFFICIALS (ELECTRONIC
PARTICIPATION):**

Ms. Krista Power, City Clerk
Ms. Karen Lewis, Director – Corporate Strategic
Services

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

It was the consensus of the Committee to change the order of the agenda as required.

MOVED BY: Ms. Carol Pollard
SECONDED BY: Mr. Robert Eady

With respect to the November 10, 2020 Sister Cities Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING

Minutes of Meeting No. 03-2020 of the Sister Cities Advisory Committee, held on March 4, 2020, to be confirmed.

MOVED BY: Mr. Stephen Margarit
SECONDED BY: Mr. Andrew Garro

THAT the Minutes of Meeting No. 03-2020 held on March 4, 2020, be confirmed.

CARRIED

4.0 CHECK IN

Mr. Matthew Villella led the group through a check in conversation relative to the changing environment for all members.

5.0 LIAISON'S UPDATES

5.1 DULUTH, MN

Mr. Matthew Villella noted that representatives from the City of Duluth have reached out during the pandemic to share support and best wishes. The city is looking forward to resuming the relationship post covid and also open to virtual participation with activities.

5.2 LITTLE CANADA, MN

Mr. Matthew Villella noted that the celebrations planned in Little Canada this summer were modified to virtual celebrations.

5.3 SEINAJOKI, FINLAND

There was no update on Seinajoki. Councillor Peng You requested information relative to the Finish Labour Temple and the sale of the property, Ms. K. Power, City Clerk advised that the Heritage Advisory Committee is working with the property owner on the redevelopment.

5.4 GIFU CITY, JAPAN

Ms. Hiroko Bekki-Moller provided an updated in advance of the meeting:

- The teachers exchange program for 2020 was cancelled
- A virtual exchange is being explored for 2021 between Gifu and Thunder Bay

5.5 JIAOZUO, CHINA

Councillor Peng You provided the following update:

- Masks and contact information for mask purchases from Jiaozuo did not materialize unfortunately
- Partnership is being created between the Polytechnic University and Lakehead University which is an exciting opportunity for both institutions
- A update on the Wushu Championship was provided

6.0 COMMUNICATIONS COMMITTEE – UPDATE

There is no update at this time.

7.0 FINANCE COMMITTEE

Ms. K. Power, City Clerk provided an update on the budget for 2021 and the removal of the travel allotment as travel is not projected for 2021 outside of Canada.

Ms. C. Pollard provided an update on the costs for 2020, there was a discussion relative to clarification of payment to Councillor Peng You for travel to Gifu City in 2019/2020, Ms. K. Power will follow up on this.

8.0 COMMUNITY ENGAGEMENT (CULTURAL)

There is no update at this time.

9.0 WORKPLAN

A discussion was held relative to the workplan and the following projects:

- Performance Matrix for all Sister Cities
- Potential for virtual Sister Cities event that would feature some or all of Thunder Bay's Sister Cities
- Discussion relative to a memorandum to City Council advising the status of the current work of the Sister Cities Committee relative to the evaluation of all current relationships with Sister Cities and the economic impact study

MOVED BY: Mr. Andrew Garro

SECONDED BY: Mr. Chris Krumpholz

With Respect to the development and distribution of a memorandum for City Council that outlines the plans for rebuilding in 2021 and the projects identified as priority projects, we recommend that a memorandum be drafted for the Committee's discussion, feedback and approval for inclusion in a Committee of the Whole Meeting in December or early 2021.

CARRIED

10.0 FRIENDSHIP CITIES

A discussion was held relative to the inclusion of Ms. Regina Mandamin, Manager – Indigenous Relations & Inclusion at a Sister Cities Meeting, March was projected for this to be scheduled.

11.0 50th ANNIVERSARY

A discussion was held relative to the Tai Chi Park at the Marina and the sign featuring Thunder Bay's Sister Cities, this project is still a potential but has been put on the pending list until the end of the pandemic.

12.0 NEXT MEETING

The next meeting is tentatively scheduled for December 2, 2020, 5:30 p.m. via MS TEAMS.

13.0 ADJOURNMENT

The meeting adjourned at 7:08 p.m.

Corporate Report

DEPARTMENT/ DIVISION	Community Services - Recreation & Culture	REPORT NO.	R 34/2021
DATE PREPARED	03/18/2021	FILE NO.	
MEETING DATE	04/12/2021 (mm/dd/yyyy)		
SUBJECT	Event Legacy Funding		

RECOMMENDATION

WITH RESPECT to Report R 34/2021 (Community Services – Recreation & Culture), we recommend that the proposed Event Legacy Policy contained in the report as Attachment A be adopted;

AND THAT Administration report back on the establishment of an Event Hosting Reserve Fund to support the future costs of bidding for, hosting and supporting major sporting events, multi-sport games and other significant events;

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

LINK TO STRATEGIC PLAN

This recommendation aligns with the following strategies in the One City, Growing Together Plan:

Lead - Provide civic leadership to advance mutual respect, equal opportunity and hope; Provide opportunities for residents to express their civic pride

Grow - Focus on city building and social infrastructure to strengthen our economy, lifestyle and well-being.

EXECUTIVE SUMMARY

The purpose of this report is to respond to a motion passed by City Council on November 9, 2020 directing Administration to develop a policy for Council's consideration outlining a process for the management of surplus funds relating to events supported by, and hosted in, the City of Thunder Bay.

DISCUSSION

There are many community benefits to hosting major events, festivals and multi-sport games and they can be a catalyst for growth. Events may be a source of economic activity, community pride, facility enhancement, sport development and volunteer development. Major events can also result in a financial legacy.

The majority of major championship events, festivals and multi-sport games are hosted by local not-for-profit organizations. Recent events such as the 2020 Special Olympics Canada Winter Games, the 2019 Telus Cup Canadian Midget Hockey Championship, the 2017 U-18 Baseball World Cup and the 2016 Can-Am Police-Fire Games were all hosted by not-for-profit community organizations.

In some cases, the City of Thunder Bay has provided significant funding, as high as \$300,000, for a major event. Net revenues from hosting these events typically range from \$0 to \$100,000 or more.

In many cases, the event hosting agreement between local organizers and the event's rights holder (such as a provincial, national or international sports organization) outlines how net revenues generated from the event may be used. The rights holder often receives a percentage and may direct how the balance may be spent. This may include legacy items that support the development of the sport locally and/or regionally or directing proceeds to a charity. In the past, the City has not received a portion of the net revenues from events funded by the City.

Proposed Event Legacy Policy

Administration has drafted a proposed Event Legacy Policy as directed by Council (see Attachment A). The policy aims to ensure that a portion of the financial legacies resulting from major events that the City hosts and/or financially supports are directed to efforts to attract and host future events, encourage participation in sport and recreation and/or the development of facilities for sport, recreation and events.

The proposed policy directs organizations who receive \$100,000 or more in City of Thunder Bay funding for the purpose of hosting an event to contribute a portion of the local organization's net income from the event to one or more of the following three options:

- PRO Kids
- supporting the City's efforts to bid for, host and support future events (with funds directed to an appropriate reserve fund)
- another option approved by City Council

There may need to be exceptions in cases where an event's rights holder will not allow a contribution to the City. In these circumstances, Council will be asked to consider another option or waive the policy.

The minimum amount to be contributed is to be equal to the percentage of the event's gross revenue that the City provided. For example, if the City's contribution to the event represents 14% of the event's gross revenues, 14% of the local event organization's net revenues are to be contributed to the City's event legacy options.

These terms will be outlined in funding agreements between the City and the recipient.

Event Hosting Reserve Fund Concept

Administration is prepared to develop an Event Hosting Reserve Fund for Council's consideration if directed to do so. The purpose of the fund would be to accumulate funds for the City of Thunder Bay to bid for, host and support major sporting events, multi-sport games and other significant events in the future.

The required costs for bid submissions, deposits, hosting fees, hosting expenses, municipal contributions, equipment and infrastructure are typically significant from an operating budget perspective. A reserve fund would reduce the year over year variances caused by bidding and hosting costs and will help increase responsiveness to tight application timelines or requirements for future events.

Policy and Master Plan Alignment

The Sport Tourism Events & Activities Policy (01-08-10) states that it is a policy of the City of Thunder Bay to encourage and support the hosting of sports events and activities that attract significant numbers of visitors to Thunder Bay. The policy further states that it is the City's vision that Thunder Bay be recognized as a leading sport host community by successfully hosting major sporting events and activities that attract visitors from outside the City.

Positioning Thunder Bay as a leading sport host community is also a priority of the Fit Together Thunder Bay Recreation and Facilities Master Plan. The Plan recognizes that protecting and enhancing the local recreation and sport tourism offer can increase visitor spending in the City.

FINANCIAL IMPLICATION

There is no financial impact resulting from this report.

CONCLUSION

It is concluded that Administration has developed a policy establishing a clear process for the management of surplus revenues relating to events supported or hosted by the City of Thunder Bay as directed by City Council.

It is further concluded that an Event Hosting reserve fund would reduce the year over year variances caused by bidding and hosting costs and will help increase responsiveness to tight

application timelines or requirements for future events.

It is therefore concluded that the proposed Event Legacy Policy should be adopted by City Council, and that Administration should report back on the establishment of a related reserve fund.

BACKGROUND

On November 9, 2020, City Council directed Administration to develop a policy outlining a process for the management of surplus funds relating to events supported and hosted in the City of Thunder Bay for Council's review and consideration.

Administration was unsuccessful in finding any Canadian municipal policies related to planning legacies for events. Legacy planning appears to be done on an event by event basis. Sport Tourism Canada has identified legacy planning as a gap nationally.

REFERENCE MATERIAL ATTACHED:

ATTACHMENT A - PROPOSED EVENT LEGACY POLICY DRAFT

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

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kelly Robertson, General Manager – Community Services	March 24, 2021

SECTION:	COMMUNITY SERVICES
DEPARTMENT/DIVISION:	COMMUNITY SERVICES/RECREATION & CULTURE
SUBJECT:	EVENT LEGACY POLICY

POLICY STATEMENT

It is the policy of the Corporation of the City of Thunder Bay to direct a portion of financial legacies resulting from major events that the City hosts or financially supports to efforts to attract and host future events, encourage participation in sport and recreation and/or the development of facilities for sport, recreation and events.

PURPOSE

The purpose of this policy is to provide direction on the use of surplus funds generated through the hosting of major events hosted by or financially supported by the City.

DEFINITIONS

Event: a one time, annual or infrequently occurring event that is open to the public either free of charge or involving a paid admission. Types of events may include but are not limited to: sport championships, multi-sport games, festivals, carnivals, conferences, parades, races, walks/runs or cultural celebrations.

Rights Holder for an Event: The organization that owns the event property, controls the rights and decides upon host locations. Examples include international, national, provincial and regional sport governing bodies. The rights holder holds all of the organizations involved to the rules and standards of the commercial and competitive aspects of the event.

SCOPE OF THE POLICY

This Policy applies to events that receive a financial contribution of \$100,000 or more from the City.

TERMS AND CONDITIONS

Organizations receiving a financial contribution of \$100,000 or more from the City of Thunder Bay to host an event are required to contribute a portion of the event's net income following the event to one or more of the following:

- PRO Kids
- the City's efforts to bid for, host and support future events (with funds directed to an appropriate reserve fund associated with a facility and/or a fund associated with event hosting and/or Renew Thunder Bay)
- another option approved by City Council.

Organizations requesting City funding of \$100,000 or more are required to indicate their legacy plans when they make their request for funding.

The minimum amount to be contributed is to be equal to the percentage of the event's gross revenue that the City provided. For example, if the City's contribution to an event represents 14% of the event's gross revenues, 14% of the local event organization/committee's net revenues are to be contributed to the City.

These terms are to be outlined in funding agreements between the City and the recipient.

Exclusions:

This policy will not apply in circumstances where a governing body or rights holder for an event will not allow the City to be a recipient of an event's net revenues. In these cases, the local host organization is to present an alternate option to City Council for consideration.

IMPLEMENTATION:

City Council will have the authority to approve requests from local host organizations to direct event revenues to options not outlined in this policy.

REFERENCE:

Corporate Report No. R 34/2021

Corporate Report

DEPARTMENT/ DIVISION	Community Services - Recreation & Culture	REPORT NO.	R 37/2021
DATE PREPARED	03/22/2021	FILE NO.	
MEETING DATE	04/12/2021 (mm/dd/yyyy)		
SUBJECT	Municipal Alcohol Policy Update		

RECOMMENDATION

WITH RESPECT to Report R 37/2021 Municipal Alcohol Policy Update (Community Services – Recreation and Culture), we recommend that the revisions to the Municipal Alcohol Policy as outlined in the Report be approved;

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

EXECUTIVE SUMMARY

The Municipal Alcohol Policy (MAP) guides decisions on the use of alcohol in City facilities, parks and open spaces. It also helps minimize risk associated with events with alcohol and informs event hosts (permit holders) of their responsibilities and potential liability for hosting events with alcohol.

This Report recommends revisions to the policy to address changes in legislation, public health recommendations, municipal facilities, and the events sector over the last 21 years since the policy was approved.

DISCUSSION

The existing Municipal Alcohol policy was approved in 2000 and is now outdated. Administration is proposing revisions based on: changes to legislation, recommendations from public health agencies, changes to municipal facilities designated for alcohol use, and the changing nature of event requests received by administration over time.

Key areas of change include (See attachment A):

- Designation of public events (formerly three categories, now streamlined into one)
- Notification requirements to the municipality and AGCO for outdoor events
- Designated authorities based on type of event/facility request
- Insurance requirements

- List of designated facilities, parks and open spaces for events with alcohol
- Temporary extensions of existing liquor licenses
- Minimum ticket pricing for alcohol
- Serving sizes and types of containers allowed
- Alcohol in tiered seating (bleachers)
- Recognition of hazards of mixing alcohol with recreational cannabis

It is important to note that some changes listed in the revised policy have already been put into practice, either due to legislated changes or as a result of previous changes to municipal processes/standards (e.g. insurance requirements).

The proposed revised Municipal Alcohol Policy and Schedules are included in Attachments B-D.

Draft policy revisions were presented to internal and external stakeholders for feedback, and as an opportunity to educate event organizers of the purpose of the policy, as well as the various roles and responsibilities for hosting events on City property safely.

Legislation

The Municipal Alcohol Policy is guided by the *Liquor License Act* and Ontario Regulation 389/91. The MAP helps the municipality and event permit holders to provide safe and responsible environments for those using City facilities, parks and open spaces that have been designated for alcohol use. Not all City facilities are included on the list of designated facilities (see Attachment C).

Event organizers wishing to host an event on municipal property must apply to the AGCO for a Special Occasion Permit, and seek permission from the appropriate municipal designate based on the type of facility requested. In order to obtain a Special Occasion Permit for a public event, the host must a) be a charity or non-profit entity, or b) be an individual or business conducting an event that has been deemed an event of municipal, provincial, national or international significance by the municipality.

Amendments to Special Occasion Permit Regulations

Over the last decade, there have been legislative changes that impact procedures and requirements related to obtaining Special Occasion Permits. Most notably, the Provincial government made amendments to Ontario Regulation 389/91 (Special Occasion Permits) in 2011 under the *Liquor Licence Act* to remove barriers and restrictions for special events, provide flexibility to businesses, improve tourism and local economies and expand enforcement options. The majority of these changes have already been put into practice by the municipality however, the Policy has not been formally changed to reflect this.

In 2019, the Provincial government approved additional changes to the *Liquor Licence Act* that allowed more flexibility for the sale and service of alcohol. However, it is still up to municipalities to designate facilities and spaces suitable for the use of alcohol and implement further restrictions as desired on municipal property. The Ontario Public Health Association

produced a report on Managing Alcohol at Events on Municipal Property (November 2019) with a number of considerations for municipalities to reduce the risk associated with the recent regulatory changes. After an internal review and referencing the OPHA's considerations, administration has determined that some of the provincial changes should not be implemented as part of this Policy, due to increased risk to the public, conflicts with other City policies or by-laws, and difficulty to enforce.

Attachment A includes a list of those changes that have not been incorporated into this policy.

The Thunder Bay District Health Unit also provided a Quality Measures Form (QMF) to assist municipalities in creating or revising municipal alcohol policies based on a number of public health considerations. The QMF has helped inform the revisions to this policy and/or associated procedures.

Changing nature of requests

Through consultation with staff and event organizers, the changing nature of requests for events with alcohol has been identified and considered throughout the review and revision of the policy. The following trends have been considered:

- Increasing amount of requests for outdoor events with alcohol
- Changes in the types of events requesting alcohol permits

As a result of these trends, aspects of the policy have been waived, sometimes on an annual basis. Requests to waive the policy require Council approval. The revised policy will not remove all scenarios where requests to waive the policy might be received, but will result in a reduction of these requests in the future through minor changes. This will reduce barriers for event organizers, shorten turnaround time for public event approvals, as well as present a policy that better reflects the evolving nature of event requests (e.g. events with alcohol as part of a street closure or pop-up patio).

Implementation

It is important to provide public education on the risks of consuming alcohol at public or private events on municipal property. The review and update of the policy provides an opportunity to build awareness for internal and external stakeholders, including the general public.

The following measures are being developed as part of the roll-out of the revised Policy, should Council approve the changes:

- New Municipal Alcohol Policy website, which will include:
 - Revised Policy and Schedules
 - New user-friendly MAP guide for event organizers (including a checklist for event organizers)
 - Frequently Asked Questions

- Signage templates
 - List and links to helpful resources related to reducing alcohol consumption and planning safe events
- Direct communication to facility supervisors and event organizers

Information sessions for external stakeholders (e.g. event organizers, community centre boards, etc.).

CONSULTATION

Proposed revisions to the MAP were presented to stakeholders including internal staff (facility supervisors and those involved in the designation/approval of event licenses), community festival and event organizers, community centre boards, the Thunder Bay District Health Unit, and Alcohol and Gaming Commission of Ontario.

The consultations with event organizers and community centre boards provided an opportunity to build awareness and remind hosts of the various responsibilities when planning future events, and to solicit feedback prior to the policy revisions being finalized.

With the assistance of the Thunder Bay District Health Unit, a scan of other municipal alcohol policies across the province and country was also conducted and has indicated that the proposed changes to this policy are consistent with other jurisdictions.

FINANCIAL IMPLICATION

There are no financial implications associated with this report.

CONCLUSION

It is concluded that the Municipal Alcohol Policy revisions reflect changes to legislation, recommendations from public health agencies, changes to municipal facilities designated for alcohol use, and the changing nature of event requests received by administration over time, and should therefore be approved as presented in this report.

BACKGROUND

The existing Municipal Alcohol Policy was approved by Council in 2000. The most recent amendment to the policy was made in 2008 to revise the list of facilities designated for alcohol use.

REFERENCE MATERIAL ATTACHED:

ATTACHMENT A - MUNICIPAL ALCOHOL POLICY UPDATE SUMMARY

ATTACHMENT B - MUNICIPAL ALCOHOL POLICY REVISED

ATTACHMENT C - SCHEDULE A - LIST OF DESIGNATED FACILITIES

ATTACHMENT D - SCHEDULE B - CONTROL TO LIMIT ALCOHOL CONSUMPTION AT EVENTS

PREPARED BY: CALLIE HEMSWORTH, COORDINATOR – PLANNING, PROJECTS & DEVELOPMENT

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kelly Robertson, General Manager, Community Services	March 26, 2021

Municipal Alcohol Policy Update Summary

The Municipal Alcohol Policy (M.A.P.) is being updated to reflect changes in provincial legislation, as well as internal and external stakeholder feedback. While the draft revised policy and associated procedures (Controls to Limit Alcohol Consumption at Events) show the full details of how alcohol is managed on City property, the following table provides a summary of key proposed changes.

Area of Change	Current Policy	Revised Policy (2021)
Designation of Public Events	3 categories of public events could be recommended by the City for a Special Occasion Permit (SOP): Significant Events, Fundraisers and Community Festivals	Former categories are now combined into one “Public Event” category for SOP’s. Public Events are conducted by registered charities, not for profit entities or are considered events of municipal, provincial, national or international significance.
Notification to City and AGCO	No specified timeframe in policy, but AGCO’s prior notification was 21 days	As per The Liquor Licence Act, applicants requesting a SOP for an outdoor event must now provide the following notification to the AGCO and municipality if requesting designation as a public event: <ul style="list-style-type: none"> • If fewer than 5,000 expected attendance: 30 days notice • If greater than 5,000 expected attendance: 60 days notice
Designated Authority	All sporting and significant events required Council permission under former event categories, including temporary extensions of significant events outdoors.	Revised policy delegates this authority to City Clerk as event categories have changed. Council must approve any additions or changes to the M.A.P. Revised policy provides greater detail on designated authorities by event/facility type.
Insurance	\$2,000,000 in liability insurance required	\$5,000,000 in liability insurance required
Designated City Facilities, Parks & Open Spaces	Designated for alcohol use: <ul style="list-style-type: none"> • Arenas (includes Fort William Gardens and Thunder Bay Tournament Centre) • Boulevard Lake Park (only Dragon Boat Festival is permitted under the Policy) • Canada Games Complex • Central Avenue Ball Park • Chapples Park (CP4 field only) • Chippewa Park • C.N. Station 	The following changes will be made: <ul style="list-style-type: none"> • Arenas – now includes satellite arenas and FWG, excludes dressing rooms and ice surfaces when ice is in • Boulevard Lake Park – no longer only designated for Dragon Boat Festival, any event can apply if criteria is met • Centennial Botanical Conservatory - limited sales for event, weddings outside on grounds or inside for private functions • Community Centres – now also includes adjacent grounds at the approval of the municipal designate • CN Station – removed • Jasper Place and Pioneer Ridge – previously listed as Homes for the

	<ul style="list-style-type: none"> Community Centres (includes North End Community Centre adjacent grounds for sport tournament use) F.W. Curling Club Golf Courses – including clubhouses and playing surfaces served by food and beverage concession Homes for the Aged Kinsmen Northwood Centre Marina Park Older Adult Centres Stadia Thunder Bay Community Tennis Center Trowbridge Falls Campground Municipally owned Golf Courses, including the playing surfaces by the operator of the food & beverage concession for the Golf Services division 	<p>Aged</p> <ul style="list-style-type: none"> Kinsmen Centre – removed from list (now a youth centre) Kinsmen Park – added Mariner's Hall – added Streets (closed) – alcohol may be permitted on closed streets if approved by Infrastructure & Operations (eg. Approved as part of pop-up patio)
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Procedural Changes

The following section includes changes to departmental procedures, including Controls to Limit Alcohol Consumption at Events that will be provided to event organizers/permit holders.

Area of Change	Current Policy/Procedure	Revised Procedures (2021)
Ticket Pricing	No minimum alcohol ticket price identified.	Follow public health standards for minimum ticket prices (currently min. \$3.00 per standard sized drink recommended). Updated pricing will be posted on City's MAP website.
Serving of Alcohol	Standard-drink sizes only, serving sizes updated to current AGCO guidelines. Beer and coolers must be poured into plastic cups at bar area. Glass at sit-down/catered events only.	Make every effort to serve standard-serving sizes only, but other sizing due to product manufacturing (eg. tall cans) may be allowed if approved by municipal designate if event is deemed low risk. Regular strength beer is defined federally as up to 5.5% ABV- procedures have been updated to match this definition and provide more opportunity for local

	Previous MAP Guide stated only regular strength beer up to 5% can be served.	craft breweries to participate in events. Standard is still pouring into plastic cups, but serving in other containers may be permitted at the discretion of a municipal designate if the event is deemed low-risk and for the purposes of eco-friendly events. Event host may be subject to additional cleaning and health and safety protocols.
Tiered Seating	No mention in current policy	Applicants may apply for SOP for premises with fixed tiered seating or temporary seating (bleachers). Must ensure there are also areas within this seating designated as alcohol free.
Recreational Cannabis	No mention in current policy	Added as additional considerations: Event workers may not be under the influence of alcohol and/or recreational drugs . Recommended measures added regarding the risks of mixing recreational/edible cannabis during event where alcohol is served. Eg. Signage related to harms of consuming alcohol and cannabis.

Signage

Signage requirements are being updated and will be provided by the municipality once the revised Policy is approved. Event organizers and facility operators will be notified once templates are available on the City's website for use.

Recent Provincial Legislation Changes Not Reflected in the Revised Policy/Procedures

Recent Provincial legislation (2019) has lifted some of the requirements for Special Occasion Permits, however under the recommendation of the Ontario Public Health Association and in consideration for difficulties with enforcement as well as the potential increased risk to public safety, the following allowances have **NOT** been included in the City's M.A.P.

Area of Change	Recent Provincial Allowances	M.A.P. Response
Times for Alcohol Service	Alcohol may be sold, served and consumed from 9am to 2am	No change from existing policy.
Tailgate Event SOP	Permits would allow patrons to bring/consume own alcohol for tailgating at specified sporting events with approval from municipality.	Tailgating is not permitted on City property due to liability, health and safety risks.
Minimum Pricing	Minimum retail price of standard strength beer is \$1.00.	Procedures follow public health recommended minimum pricing (currently \$3.00 per standard-sized drink) for events on City property to

		prevent overconsumption).
Physical separation from non-designated areas	May now seek approval to not fully separate designated alcohol service areas from non-designated areas.	Physical barrier of 0.9m will still be required between designated/non-designated areas for safety, risk management and enforcement purposes.

SECTION:	COMMUNITY SERVICES
DEPARTMENT/DIVISION:	COMMUNITY SERVICES/RECREATION & CULTURE
SUBJECT:	MUNICIPAL ALCOHOL POLICY

POLICY STATEMENT

It is the policy of the Corporation of the City of Thunder Bay to promote responsible management practices related to alcohol use on City lands, at City facilities, and for community events in order to reduce and/or avoid significant legal liability.

PURPOSE

The Municipal Alcohol Policy guides decisions and provides direction on the use and management of alcohol in City-owned or leased facilities, open spaces, and at public events. It ensures that the actions of the municipality are consistent with the legislation and regulations affecting alcohol use. It reduces the risk of legal liability to the City from alcohol-related problems that may arise from the consumption of alcohol in City facilities and spaces.

OBJECTIVES

1. To provide a safe and responsible environment for those using City facilities and spaces.
2. To designate the types of City facilities, spaces and events where alcohol may be permitted and to identify the municipal official(s) responsible for recommending permission to have alcohol in a City facility or at an event.
3. To minimize the risk of alcohol-related problems and reduce the risk of potential liability to organizers, the participating public, volunteers, the City, and staff by providing guidelines, procedures, and conditions so that permit holders or event organizers are:
 - (a) informed of their responsibilities related to holding an event where alcohol will be served;
 - (b) made aware of the education and training requirements for responsible service of alcohol and comply with the provisions of the *Liquor Licence Act*, the Municipal Alcohol Policy, developments in the law, and risk management procedures as may be implemented by Administration;
 - (c) providing proper supervision and operation of events that include alcohol; and
 - (d) reinforcing responsible drinking practices through appropriate operational safeguards and procedures.

DEFINITIONS

- Alcohol means all spirits, wine, liquor, or beer or any combination thereof.
- Alcohol use means alcohol that is served, sold, or consumed.
- Permit holder means the holder of a liquor licence, a special occasion permit, or an event designate. They assume responsibility and liability for the entire operation of the event and shall not consume or be under the influence of alcohol for the duration of the event.
- Event worker is a paid/volunteer person(s) appointed by the Permit holder, who is over the age of 18 and shall not consume or be under the influence of alcohol or recreational drugs of any kind for the entire duration of the event. This may include floor monitors, door monitors, servers/bartenders, tickets sellers and other workers.
- Event Designate may replace the permit holder to assume responsibility and liability for the operation of the event. They must also sign the Special Occasion Permit.
- In this Policy, the Act refers to the *Liquor Licence Act*, R.S.O. 1990, Chapter 19 and Regulations and any subsequent legislation enacted to replace it.
- The Alcohol and Gaming Commission of Ontario is referred to as the A.G.C.O. and is the provincial regulatory agency for alcohol.
- The Municipal Alcohol Policy is referred to as the M.A.P.
- A No Sale event refers to an event that is serving alcohol without charge, where no money is collected directly or indirectly for alcohol from guests, and the permit holder absorbs all alcohol costs.
- A Special Occasion Permit (S.O.P.) is a liquor licence issued by the A.G.C.O. for special events where alcohol will be sold or served.
- A Public Event is defined by the A.G.C.O. as an event which is open to the public and is conducted by a charity or non-profit entity. An individual or business may host a public event if the event is a) being held in a licensed facility, or b) has been deemed of municipal, provincial, national or international significance.
- A Private Event is defined by the A.G.C.O. as an event which is for invited guests only and cannot be advertised (eg. wedding). There can also be no intent to gain or profit from the sale of alcohol at private events.
- A Standard Serving means
 - 341 ml (12 oz) of beer, cider or cooler;
 - 29 ml (1 oz) of spirits;
 - 142 ml (5 oz) of regular wine;
 - 85 ml (3 oz) of fortified wine.

SCOPE OF THE POLICY

This Policy applies to both No Sale permit events and Sale or Licensed events. Under the Act, the City is authorized to:

1. recommend to the AGCO permission for applicants to have alcohol in City facilities, closed streets and open spaces;
2. recommend to the AGCO permission for applicants to have alcohol at sporting events;
3. designate an event as a “public event” in order for applicants to apply to the AGCO for a liquor permit; and
4. recommend temporary extensions of liquor permits or licences for public events.

TERMS AND CONDITIONS

Applicants holding an event at any of the designated municipal properties must:

- Be in good standing with The City of Thunder Bay
- Comply with the requirements indicated in the M.A.P.
- Comply with the regulations of the Liquor Licence Act
- Comply with all rules, regulations, standards, policies and procedures of the City, and all City By-laws.

DESIGNATION OF FACILITIES, PARKS & OPEN SPACES FOR PUBLIC EVENTS

Under the *Liquor Licence Act* and Regulations, the municipality has the authority to recommend to the A.G.C.O. permission for applicants to have alcohol in City-owned, leased, or managed facilities and open spaces. To manage the use of alcohol in City facilities and open spaces, the M.A.P. designates those City facilities and open spaces that will permit alcohol use.

Please refer to Schedule A for a list of designated facilities and open spaces.

Temporary Extensions

The City may recommend to the A.G.C.O. that an applicant's existing liquor licence be extended to include a temporary permit that allows alcohol use beyond the approved conditions in the licence. The M.A.P. delegates to the City Clerk and/or designate the authority of recommending a temporary extension of the liquor licence for the purpose of having alcohol at a public event to be held outdoors. Council recommends temporary extensions for significant events to be held outdoors.

Applicants requesting a temporary extension of a liquor licence to host a public event indoors apply directly to the A.G.C.O. provided that the event has been designated as a public event.

Tiered Seating

Applicants may apply for a Special Occasion Permit for premises with fixed tiered seating or temporary seating (ie. Bleachers). The permit holder shall ensure that there are areas within the tiered seating designated as alcohol free and ensure that possession of alcohol is not permitted in those areas prior to and during the event. Alcohol shall not be served in tiered seating at sporting events where the majority of participants are under 19 years of age.

DESIGNATION OF EVENTS

Public Events (formerly Significant Events and Community Festivals)

Applicants must have their event designated by the municipality as a "public event" prior to applying to the A.G.C.O. for a liquor permit or a temporary extension of a licence. According to The Act, Public Events are events that are open to the public that are conducted by a registered charity or not for profit entity or an event of municipal, provincial, national, or international significance. In order to be eligible for an S.O.P., Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the municipality.

As per The Act, an applicant for a Public Event S.O.P. must provide at least **30 days notice** to the A.G.C.O. and local municipality (including clerk, police, fire and health departments) for events where fewer than 5,000 people are expected to attend, and at least **60 days notice** to the A.G.C.O. and municipality (including clerk, police, fire and health departments) for events where 5,000 or more people are expected to attend. The building department must be notified as well if a tent, marquee, pavilion or tiered seating is used. The permit area must be clearly defined and separated from the area(s) where the S.O.P. does not apply by a minimum 36" (0.9 metres) high partition.

Council designates events as public events in order for applicants to apply to the A.G.C.O. for a liquor licence or permit. City Council may delegate to municipal officials the authority to designate an event as a public event in order for applicants to apply to the A.G.C.O. for a liquor permit. The M.A.P. delegates to the City Clerk and/or designate the authority of designating an event as a public event for the purpose of obtaining a liquor permit.

Private Events

Private events are not open to the public and only invited guests attend. The event cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event. Written permission is required from the Board of Directors or facility supervisor to run private events such as weddings or shags at City facilities (eg. community centres).

Youth-Focussed Events

Facilities or events that are primarily youth-focussed (eg. youth centres, minor sports tournaments) will not be permitted to serve or sell alcohol, unless the event has been designated as an event of provincial, national or international significance (eg. Championships for youth sports that draws a crowd of all ages).

High Risk Events

Events may be deemed high risk at the discretion of the Municipality, A.G.C.O. and/or Police. These events will require additional staffing/security and may require an operational plan be developed in consultation with the A.G.C.O. and Police.

ROLES AND RESPONSIBILITIES/DESIGNATED AUTHORITY

Members of City Council

Any additions or changes to the M.A.P. must be approved by Council.

Office of the City Clerk

Authority for all requests for designating an event as a 'public event' (including designation as an event of municipal, provincial, national or international significance), and recommendations for temporary extensions of existing liquor licences are designated to the Office of the City Clerk.

Manager - Parks & Open Spaces Section

Authority for all requests for the use of alcohol in City parks and open spaces is designated to the Manager of the Parks & Open Spaces Section.

Director - Recreation & Culture Division

Authority for all requests for use of alcohol within municipal recreation facilities is designated to the Director of the Recreation & Culture Division.

General Manager – Infrastructure and Operations Department

Authority for all requests for use of alcohol on closed streets and pop-up patios is designated to the General Manager of the Infrastructure and Operations Department.

Permit Holder, Event Organizers and Designates

The Permit Holder and designates must be 19 years of age or older. Event Organizers and designates must be 18 years of age or older. All are responsible and liable for the conduct and management of the event, including, but not limited to:

- compliance with the M.A.P. and attached list of controls, facility rental agreement, the Act and its regulations
- organization, planning, set up and clean-up of the event
- arranging event workers
- hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security
- training of event workers and designates for permit holder and/or Event Organizer, if applicable
- posting the S.O.P. visibly on the premises to which the permit applies or readily available for inspection along with receipts for stock purchased on the permit
- alcohol sales and service
- ensuring no one consumes alcohol in unauthorized locations
- the safety and sobriety of people attending the event including those persons turned away to control the event
- organizing safe transportation options (eg. taxis, designated drivers)
- responding to emergencies

The Permit Holder and Event Organizer or designates must attend the event for the entire duration and be responsible for decisions regarding the operation of the event.

Refer to departmental procedures (Controls to Limit the Use of Alcohol Consumption at Events) for types and requirements for the minimum number of event workers appointed by the Permit Holder.

ADDITIONAL CONDITIONS

Rules and regulations for the use of alcohol are dependent upon the type of facility or event as well as conditions that the municipality wishes to include. Council delegates to Administration the authority to impose any additional conditions or restrictions regarding the use of alcohol in its absolute discretion. Administration has the right to deny any requests due to reasons

including, but not limited to, cost to municipality, maintaining passive use of parks, and exceeding a threshold of events with alcohol at a designated facility (determined by the designate for that site). Administration is also authorized to approve minor deviations to the Municipal Alcohol Policy, based on technical grounds, on an event-by-event basis.

MANAGEMENT PRACTICES

Insurance

The licence or permit holder or event designate needs to provide \$5,000,000 liability insurance to the City for any event held on City property. The certificate of insurance must be in effect for the date(s) of facility use by the permit holder, and must be issued by an accredited insurance company licenced to carry on business in Ontario. Failure to provide proof of insurance will void the rental/Special Event Licence.

Policy Violations

A violation occurs when a section of the Liquor Licence Act of Ontario or the Municipal Alcohol Policy is contravened by anyone. Permit holders or event designates must report the violation to both the City and AGCO within 24 hours.

It is also the responsibility of the permit holder or event designate to document complaints and incidents and send them to the appropriate department within seven days. A detailed incident report should be kept for future reference.

The City reserves the right to cancel the event if there is a failure to comply with this policy at any point prior to or during the event. Policy violations and/or failure to report a violation may impact the approval of future requests by a Permit Holder or Event Organizer to host events with alcohol on City property.

ANNUAL REVIEW

To ensure that Administration is aware of and adheres to the most current legislation, regulations, and guidelines, an annual review of the M.A.P. will be undertaken. Council delegates to Administration the authority to revise the Procedures and Conditions in the Policy and to make such changes or additions as are required to more effectively carry out the objectives of this Policy.

APPROVED BY:	City Council	Date:
Replacing/Amending:	06/20/2000	
Originating Department:	Community Services	
Contact:	Director - Recreation & Culture Division	
Departmental Procedural Manual:	Yes	
Affected Departments:	All	

Schedule A: List of Designated Municipal Facilities, Parks and Open Spaces for Alcohol Use

The following municipal facilities, parks and open spaces have been designated as suitable for alcohol use, provided that the renter obtains a Special Occasions Permit issued by the Alcohol and Gaming Commission of Ontario and agrees to the conditions set by the Municipality. City Council may change the designation of a site at their discretion.

Designated Municipal Facilities, Parks and Open Spaces

- Arenas (includes satellite arenas and Fort William Gardens; excludes dressing rooms and ice surfaces when ice is in)
- Boulevard Lake Park
- Canada Games Complex
- Centennial Botanical Conservatory (limited sales for events, wedding ceremonies, outside on the grounds or inside if a room can be made private)
- Central Avenue Ball Park
- Chapples Park (CP4 Field only)
- Chippewa Park
- Community Centres (includes adjacent grounds where approved by the municipal designate from Parks & Open Spaces; excludes Kinsmen Youth Centre)
- Fort William Curling Club
- Golf Courses, including the clubhouses and playing surfaces served by the operator of the food & beverage concession for the Golf Services Division
- Jasper Place and Pioneer Ridge
- Kinsmen Park
- Mariner's Hall
- Older Adult Centres
- Prince Arthur's Landing
- Stadia
- Thunder Bay Community Tennis Centre
- Trowbridge Falls Campground

Designated municipal authorities may exclude additional spaces within a designated facility at their discretion (e.g. playing surfaces, dressing rooms).

Non-designated Municipal Facilities, Parks and Open Spaces

Unless included in the list of designated facilities and open spaces above, alcohol is not permitted in all other municipally owned facilities, parks and open spaces, streets and work sites.

Alcohol on Closed Streets

Alcohol is not permitted on streets and boulevards unless approved as part of a street closure by the General Manager-Infrastructure & Operations or designate, or as part of an approved pop up patio operated under an existing restaurant liquor license.

Schedule B: Controls to Limit Alcohol Consumption at Events

The following controls must be in place to limit the consumption of alcohol at events, and to create a safe and enjoyable experience for event hosts, workers, and participants, as well as, the surrounding community.

Purchasing of Alcohol for Service or Sale

All spirits, beer and wine must be purchased with the Special Occasion Permit (SOP) at the LCBO, the Beer Store or a licensed Ontario winery, brewery or distillery store. A variety of alcohol brands must be made available. At least one-third of the liquor purchased must be low in alcohol content. No extra strength beer over 5.5% is allowed.

Ticket Sales

- A maximum of four (4) standard-sized tickets/tokens per person is permitted for purchase at one time, if alcoholic beverage tickets are being sold, until one hour before closing and a maximum of two (2) tickets per person during the last hour.
- Follow public health standards for minimum ticket price for alcohol at events (\$3.00 per standard serving)
- Ticket sales must end at 12:30am or as stipulated on the liquor license, temporary extension or SOP. The municipal designate may approve requests to serve alcohol beyond 12:30am for major events of municipal, provincial, national or international significance.
- Unused alcohol tickets/tokens can be returned for full refund at any point during the event.
- Last call announcements are prohibited.

Serving of Alcohol

- A maximum of two (2) drinks can be served to one person at any one time. There will be no minimum number of drink tickets that guests are expected to purchase.
- Event host (or designate) must make every effort to serve standard-sized drinks only. If the drink size is above standards due to original manufacturing/packaging (e.g. Tall cans), the Event host (or designate) is required to seek permission from the Municipality with notification of any alternate sizes to be served. Servers must be aware of this and understand that packaging size will impact the number of drinks patrons are safely to be served under Smart Serve guidelines.
- Different types of alcohol vary in strength, so the stronger the alcohol content, the smaller the drink should be. One serving of liquor is defined as follows:
 - 341 ml (12 oz) of beer, cider or cooler;
 - 29 ml (1 oz) of spirits;
 - 142 ml (5 oz) of regular wine;
 - 85 ml (3 oz) of fortified wine.
- Non-alcoholic beverages and low-alcohol content beverages must be available.
- No double shots, shooters (including Jell-o or otherwise), pitchers or drinking games will be allowed/served.
- No caffeinated energy drinks will be allowed/served.

Minors

Persons under 19 years of age are allowed to attend certain events that have Special Occasion Permits:

- Private or “by invitation only” events, such as weddings and anniversaries
- Public events

Alcoholic beverages will not be sold to persons under 19 years of age. The designated staff person will ask for identification for all individuals who appear under the age of 25. A sign regarding this procedure must be posted at the entrance during events.

Alcohol at Sporting Events

The same rules and regulations apply to sporting events with the following notable exceptions:

- Ticket sales are limited to a maximum of two (2) purchases per person at any one time.
- Materials that advertise or promote alcohol are allowed at sporting events that are not deemed “youth-focused”, provided that they are confined to the bar service area and have been approved by the Municipal designate responsible for the facility.
- Tailgating is not permitted at any event on City property.

Event Host Responsibilities and Special Rules for Serving Alcohol

As the event host (or designate), you must attend the event for the entire duration, including the post event clean-up and are responsible for making decisions regarding the operation of the event and safe transportation. Other responsibilities of the event host (or designate) are as follows:

- You (or designate) and event workers must remain sober during the event.
- Event workers must be clearly identifiable.
- All event workers serving or coming into contact with alcohol, including ticket sales, must be Smart Serve certified.
- Check identification before admitting and serving a person who looks under the age of 25. Acceptable forms of identification, which include a photo, are: a BYID card issued by the LCBO; Driver's Licence; Canadian Armed Forces I.D. card; Canadian Citizenship Card; or a Canadian passport; a secure certificate of Indian status issued by the Government of Canada; a permanent resident card issued by the Government of Canada; a photo card issued under the Photo Card Act, 2008.
- Permit City of Thunder Bay and A.G.C.O. representatives' entrance to the event at all times, including Police.
- Marketing practices, which encourage increased or immoderate consumption, such as oversized drinks, double shots of spirits, drinking contests, liquor raffles and volume discounts, are not permitted.
- Alcohol advertising is not permitted at City facilities frequented by youth without the approval of the City.
- The provision of free alcohol for marketing promotion purposes must be approved by the City.
- Do not advertise liquor or the availability of liquor without the prior written approval of the City.
- The serving of alcohol must cease no later than the hour specified on the SOP/License/Catering Endorsement.

- In order to reduce the risk of intoxication and the rate of consumption, event host (or designate) must supply/sell food sufficient to serve the persons attending the event (chips, pretzels, popcorn, peanuts and other salty foods are not considered sufficient).
- Event host must post all required signage in areas specified in the section below.

Signage

Required signage **provided by the municipality** includes messaging specific to the following areas:

- **Ticket Sale Areas:**
 - Number of tickets available for purchase at one time – 4 (2 at sporting events)
 - You may redeem unused tickets for a refund at anytime during the event.
 - Ticket sales end 30 minutes before the bar closes
- **Bar Area:**
 - Number of tickets available for purchase at one time – 4 (2 at sporting events)
 - Bartenders cannot serve alcohol to anyone less than 19 years of age. Proper ID must be presented to event staff when requested.
 - Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
 - Sandy's Law (warning sign for pregnant women)
 - A maximum of two alcohol drinks will be served at any one time.
 - The bar will be closed at _____. There will be no Last Call.
 - Servers are not allowed to consume alcohol or recreational drugs prior to or during their shift(s).

Signage templates will be available on the City's MAP website.

Required signage **provided by the Permit Holder** includes:

- Special Occasion Permit (in a conspicuous place on the premises or in a place that is readily available upon request during inspection).
- Safe Transportation (list of safe transportation options including local taxi phone numbers)
- Restricted Areas – No alcohol beyond this point

Number of Event Workers

You must have sufficient staff to effectively monitor all entrances and exits, alcohol consumption and behaviour of guests. The following table outlines minimum required number of event workers, and numbers may need to be increased depending on the nature of event or the facility.

Table 1: Event Workers Required Per Level of Guests

Number of Guests	Minimum Number of Event Workers			
	Ticket Seller	Door Supervisor	Floor Monitor	Bartender
Under 100	1	1*	1	1
100-200	2	1*	3	2
201-300	2	1*	5	3

301-400	2	2	6	3
401-500	2	2	8	4
501-600	2	2	10	4
601-700	2	4	10	5
Over 700	Consult Municipal Designate**			

**minimum of 1 per entrance/exit*

***Event organizers must have sufficient staff to ensure control during the event. Events may be subject to additional workers, including security licensed by the Ministry of Community Safety & Correctional Services based on the size and nature of the event, as required by the municipal designate and/or Police.*

Reducing the Risk of Injury, Liability and Property Damage

As the event host (or designate) you are responsible for reducing the risk of injury, liability, and damage to property by adhering to the following:

- Ensure the physical setting is safe for drinkers and non-drinkers. All exits must be kept clear of obstructions.
- If you become aware of a situation that could lead to injury or property damage you must take immediate and decisive action to prevent your guests from engaging in activities or conduct that is drunkenness, riotous, quarrelsome, violent or disorderly which could harm themselves or others, or could result in property damage.
- Be available upon request to event workers who require assistance in managing a person who is refused a sale or becomes unmanageable.
- Ensure liquor that is sold or served on the premises is not removed from the premises, or brought into an unlicensed area, by a person attending the event.
- All bottles and cans must be retained within the licensed area.
- All beverages must be served in unbreakable cups or cans, except for formal sit-down dinners and catered events where glass may be allowed, or at the approval of the municipal designate. Cans may be permitted at the discretion of the municipal designate responsible for the space (see Policy for list of designates).
- If you, or an event worker, has reason to believe that the presence of a person on the premises is threatening, request the person to leave or forbid the person to enter the premises. Do not permit persons to enter the premises that are or appear intoxicated, are known troublemakers or individuals that could cause overcrowding.
- If drunkenness, riotous, quarrelsome, violent or disorderly conduct could lead to an uncontrolled situation and the troublemaker refuses to leave, the Permit Holder/Designate/Event Worker must:
 - first ask the person to leave, and;
 - if the individual refuses to leave, call the Police.
- Persons under the legal drinking age of nineteen (19) should not be admitted to an adult social event held on City premises where alcohol is to be consumed, unless they are accompanied and monitored by an adult twenty-five (25) years of age or older. It is understood that underage participants will not be provided or served alcohol directly or indirectly at the event.

Additional Considerations

- Alcohol and Recreational Cannabis: Event hosts should make every effort to put measures in place regarding the impacts of combined use of recreational and edible cannabis and alcohol. This may include the following:
 - Event workers are prohibited to mix alcohol with recreational cannabis, cannabis edibles, or cannabis beverages for event guests.
 - Event workers are not to consume and use alcohol, recreational cannabis or other drugs during the event.
 - Event staff should be made aware of the signs and potential harms of combining the consumption of alcohol and cannabis, and their responsibilities with respect to participants who are intoxicated from those substances. Event staff who have Smart Serve obtained prior to 2019 may not have received this training.
- Controls may be subject to change due to circumstances outside of the municipality's control (eg. restrictions/temporary changes to regulations due associated with pandemic response).

MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Micro Transit – On Demand Pilot: Transit Service Update

SUMMARY

At the November 16, 2020 Committee of the Whole meeting, a resolution was passed directing Administration report back on or before April 30, 2021 with a plan to commence testing of a micro transit/on-demand service pilot.

Memorandum from Mr. B. Loroff, Manager - Transit Services, dated March 24, 2021, relative to the above noted.

ATTACHMENTS

1. Memorandum - B. Loroff - MicroTransit Update

Memorandum

TO: Dana Earle, Deputy City Clerk

FROM: Brad Loroff, Manager – Transit Services Division

DATE: March 24, 2021

SUBJECT: Micro Transit – On Demand Pilot: Transit Service Update
Committee of the Whole – April 12, 2021

At the November 16, 2020 Committee of the Whole meeting a resolution was passed that Administration report back on or before April 30, 2021 with a plan to commence testing of a micro transit/on-demand service pilot.

At this time Administration is working towards finalizing the upgrade of the Division's on-demand scheduling software platform capabilities, collecting more data, and completing stakeholder consultations.

As a result of additional time required to complete these tasks and the challenges in terms of other priorities due to the pandemic, the timeline for the provision of the report will have to be extended.

The report will therefore be presented on or before October 30, 2021.

Sincerely,

Brad Loroff
Manager, Transit Services

cc.: Norm Gale, City Manager
Kelly Robertson, General Manager, Community Services

MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Letter of Support - Coast to Coast Bus Coalition

SUMMARY

At the March 29, 2021 Committee of the Whole meeting, Mr. K. Wabinski, Kasper Transportation provided a deputation relative to support for the Coast to Coast Bus Coalition.

Memorandum from Mayor B. Mauro, dated March 30, 2021, containing a motion relative to the above noted.

RECOMMENDATION

WITH RESPECT to the Memorandum from Mayor B. Mauro, dated March 30, 2021, we recommend that City Council support, in principle, the development and implementation of a National Transportation Strategy and an Essential Bus Network by the Coast to Coast Bus Coalition;

AND THAT a copy of this resolution be sent to Prime Minister Justin Trudeau; Hon. Omar Alghabra, Minister of Transport (Canada); Hon. Patty Hajdu, MP – Thunder Bay Superior – North; Marcus Powlowski, MP – Thunder Bay-Rainy River; Premier Doug Ford; Hon. Caroline Mulroney, Minister of Transportation; Hon. Greg Rickford, Minister of Energy, Northern Development and Mines; Michael Gravelle, MPP – Thunder Bay-Superior North; Judith Monteith-Farrell, MPP – Thunder Bay-Atikokan;

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

ATTACHMENTS

1. Memorandum - Mayor B. Mauro - CCBC

Memorandum

Office of the Mayor
Fax: 623-1164
Telephone: 625-3601

TO: Krista Power, City Clerk
FROM: Mayor Bill Mauro
DATE: March 30, 2021
SUBJECT: Support for Coast to Coast Bus Coalition
Committee of the Whole – April 12, 2021

At the March 29, 2021 Committee of the Whole meeting, Council heard a deputation from Kasper Transportation requesting support, in principle, of the Coast to Coast Bus Coalition. The deputation highlighted the importance of an integrated bus network across the country with a focus on connectivity to municipal public transit systems and rural communities. The proposed work of the Coalition would benefit Northern and Northwest Ontario as inter-community transportation options have declined over the last several years.

I present the following for Council's consideration,

WITH RESPECT to the Memorandum from Mayor B. Mauro dated March 30, 2021, we recommend that City Council support, in principle, the development and implementation of a National Transportation Strategy and an Essential Bus Network by the Coast to Coast Bus Coalition;

AND THAT a copy of this resolution be sent to Prime Minister Justin Trudeau; Hon. Omar Alghabra, Minister of Transport (Canada); Hon. Patty Hajdu, MP – Thunder Bay Superior – North; Marcus Powlowski, MP – Thunder Bay-Rainy River; Premier Doug Ford; Hon. Caroline Mulroney, Minister of Transportation; Hon. Greg Rickford, Minister of Energy, Northern Development and Mines; Michael Gravelle, MPP – Thunder Bay-Superior North; Judith Monteith-Farrell, MPP – Thunder Bay-Atikokan;

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

MEETING DATE 04/12/2021 (mm/dd/yyyy)

SUBJECT Ontario's Public Health Modernization Plan

SUMMARY

Memorandum from Mayor B. Mauro, dated March 29, 2021, relative to the above noted, for information.

ATTACHMENTS

1. Memorandum - Mayor B. Mauro - Public Health Modernization
2. Resolution - City of Sault Ste. Marie

Memorandum

Office of the Mayor
Fax: 623-1164
Telephone: 625-3601

TO: Krista Power, City Clerk

FROM: Mayor Bill Mauro

DATE: March 29, 2021

SUBJECT: Northern Ontario Big City Mayors Resolution relating to Public Health
Modernization
Committee of the Whole – April 12, 2021

The following letter was sent to Premier Ford from the five (5) Northern Ontario Big City Mayors requesting the province to revisit its 2019 decision relating to amalgamation public health units.

I provide it for your information.



March 24, 2021

Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Room 281
Toronto, Ontario
M7A 1A1

Premier Ford:

We want to begin by recognizing the work of your government during the COVID 19 pandemic. It was critical that all three levels of government work together to keep our citizens and communities safe and it is critical that we continue. Thank you for your efforts during these very challenging times.

We are writing with respect to Ontario's Public Health Modernization plan, initiated by your government in the fall of 2019 prior to the onset of the pandemic. Circumstances are obviously much different now and while strong and properly funded public health organizations have always been important, their importance is much more clearly demonstrable.

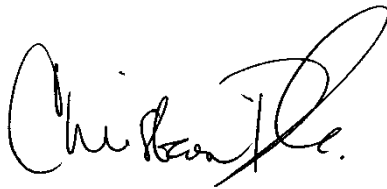
We are concerned that a reduction or amalgamation of Public Health Units (PHUs) from 34 to 10 will immediately and dramatically reduce our province's public health capacity. As it stands, throughout the pandemic we have seen our PHUs capacity stretched to beyond their respective limits. Reducing that capacity further risks a significant deterioration of their ability to effectively serve their regions during normal times, much less another health care crisis.

We are also concerned by the proposed shift in the funding model from the province to the municipal levy. Health care is squarely a matter of provincial responsibility and jurisdiction. Our municipal levies and funding mechanisms have a difficult time affording the essential services they were designed and are required to provide: streets, parks, refuse removal, policing, fire services, planning services and public works amongst many other responsibilities. If the province continues to shift costs into the municipal tax base, it will put additional pressures on commercial, industrial and residential realty taxes that we are already struggling to maintain at reasonable levels. We respectfully suggest that public health costs should be carried by the province and that any adjustment to the funding formula should see a reduction to the amount levied through municipalities. At the very least, we ask that the funding model stay the way it was structured pre-pandemic.

In this context, we specifically ask that your government abandon the amalgamation of the public health units and commit to the historic funding model whereby the province pays the same share of public health costs that it did prior to its modernization framework.

We appreciate your consideration of these matters and will make ourselves available to canvass them further with whoever you determine most appropriate.

Sincerely,

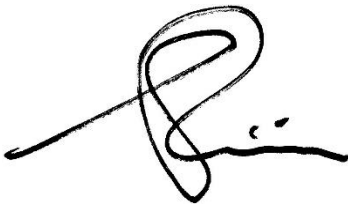


Mayor Christian Provenzano
City of Sault Ste. Marie



Mayor Al McDonald
City of North Bay

Mayor Brian Bigger
City of Greater Sudbury



Mayor George Pirie
City of Timmins



Mayor Bill Mauro
City of Thunder Bay

Cc: The Honourable Christine Elliott, Minister of Health and Deputy Premier
The Honourable Ross Romano, Minister of Colleges and Universities, MPP Sault Ste. Marie
Michael Gravelle, MPP Thunder Bay
Jamie West, MPP Sudbury
The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade, MPP Nipissing
Gilles Bisson, MPP Timmins