



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, APRIL 26, 2021

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

TIME: 6:30 P.M.



MEETING: Committee of the Whole

DATE: Monday, April 26, 2021

Reference No. COW - 24/52

CLOSED SESSION via MS Teams at 5:00 p.m.

Committee of the Whole - Closed Session

Chair: Councillor A. Ruberto

The Closed Session agenda will be distributed to Members of Council and EMT only.

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

Committee of the Whole - Administrative Services Session

Chair: Councillor M. Bentz

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - April 26, 2021 - Committee of the Whole **(Page 5)**

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

REPORTS OF COMMITTEES

Crime Prevention Council Minutes

Minutes of Meeting No. 01-2021 of the Crime Prevention Council held on January 20, 2021, for information. **(Pages 6 – 13)**

Official Recognition Committee Minutes

Minutes of Meeting No. 01-2021 of the Official Recognition Committee Citizens of Exceptional Achievement held on February 24, 2021, for information. **(Pages 14 – 18)**

Inter-Governmental Affairs Committee Minutes

Minutes of Meeting 01-2021 and 02-2021 of the Inter-Governmental Affairs Committee held on February 8, 2021 and March 8, 2021, for information. **(Pages 19 – 33)**

Police Services Board Minutes

Minutes of Meeting Nos. 17-2020, 20-2020 and 22-2020 of the Thunder Bay Police Services Board held on September 15, 2020, October 20, 2020 and November 17, 2020, respectively, for information. **(Pages 34 – 63)**

Anti-Racism & Respect Advisory Committee Minutes

Minutes of Meeting No. 02-2021 of the Anti-Racism & Respect Advisory Committee held on February 22, 2021, for information. **(Pages 64 – 68)**

REPORTS OF MUNICIPAL OFFICERS

Staff/Council Relationship Policy

Report R 45/2021 (City Manager's Office - Office of the City Clerk) recommending that the Staff/Administration & Council Relations Policy as appended to this report be approved. **(Pages 69 – 82)**

WITH RESPECT to Report R 45/2021 (City Manager's Office - Office of the City Clerk), and pursuant to Section 270(1) (Adoption of Policies) of the *Municipal Act, 2001*, we recommend that the Staff/Administration & Council Relations Policy be approved as appended to this report;

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

2021 Tax Policy Report

Report No. R 46/2021 (Corporate Services & Long-Term Care - Revenue) providing City Council with recommendations on the Corporate Tax Policy options and requirements under the Municipal Act, 2001 for the setting of tax policies, tax rates and due dates in preparation for the 2021 final property tax billing. **(Pages 83 – 100)**

WITH RESPECT to the Corporate Tax Policy Report R 46/2021 (Corporate Services & Long Term Care - Revenue), we recommend that the special service area boundary be extended for street lighting as identified in Attachment 2;

AND THAT graduated taxation apply to the large industrial property class for 2021 with two bands of taxation, the lower band being taxed at 96% of the upper band and the CVA boundary between taxation bands be \$18.5 million;

AND THAT the recommended tax ratios and tax rates included in Attachment 7 be approved for

the 2021 taxation year;

AND THAT the final tax levy be due in two installments on August 4 and October 6, 2021;

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

2021 Budget Variance Report #1

Report No. R 49/2021 (Corporate Services & Long Term Care - Financial Services) relative to the above noted. **(Distributed Separately)**

2022 Proposed Budget Calendar

Report No. R 24/2021 (Corporate Services & Long-Term Care - Financial Services) recommending approval of the Proposed Budget Calendar for the 2022 Budget. **(Pages 102 – 106)**

WITH RESPECT to Report R 24/2021 (Corporate Services & Long Term Care - Financial Services), we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2022 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A - 2022 Budget Calendar;

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

Contract 7, 2021 - Edward Street Bridge Replacement

Report R 42/2021 (Infrastructure & Operations - Engineering & Operations) recommending that Contract 7, 2021 - Replacement of the Edward Street Bridge be awarded to the lowest bidder, LH North. **(Pages 107 – 109)**

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

WITH RESPECT to Report No. 42/2021 (Infrastructure & Operations - Engineering & Operations) we recommend that Contract 7, 2021 for Edward Street Bridge Replacement, be awarded to LH North Ltd. who submitted the lowest tender in the amount of \$6,458,418.95 [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 consulting engineering services be awarded to the firm of WSP Ltd. with an agreement approved in the amount of \$237,528.26 [inclusive of HST] for construction administration and inspection associated with this contract;

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

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

matters;

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

PETITIONS AND COMMUNICATIONS

Review of Credit and Collection Policy

Memorandum from Councillor C. Fraser, dated April 9, 2021 containing a motion recommending that Administration review the Credit and Collection Policy to ensure that it includes all available provisions contained within the Municipal Act for the collection of receivables. **(Pages 110 – 111)**

WITH RESPECT to the Memorandum from Councillor C. Fraser dated April 9, 2021, we recommend that Administration review the Credit and Collection Policy to ensure that it includes all available provisions contained within the *Municipal Act* for the collection of receivables;

AND THAT Administration report to Council on or before July 31, 2021;

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

Update - Superior North EMS Master Plan

Memorandum from Ms. K. Lewis, General Manager – Development & Emergency Services, dated April 13, 2021 advising that the restructuring of some district services require further consideration before a path forward can be identified and that Administration will report back by June 21, 2021, for information. **(Pages 112 – 113)**

NEW BUSINESS

ADJOURNMENT

MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

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

RECOMMENDATION

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

MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Crime Prevention Council Minutes

SUMMARY

Minutes of Meeting No. 01-2021 of the Crime Prevention Council held on January 20, 2021, for information.

RECOMMENDATION

Minutes of Meeting No. 06-2019 of the Crime Prevention Council held on November 20, 2019, for information.

ATTACHMENTS

1 Crime Prevention Minutes - January 20 2021

Meeting Notes

COMMITTEE: CRIME PREVENTION COUNCIL (CPC) **MEETING NO.:** 01-2021
TIME: 4:00 P.M. **DATE:** WEDNESDAY,
January 20, 2021
PLACE: MICROSOFT TEAMS CALL
CHAIR: J. UPTON

MEMBERS

Inspector D. West, *Thunder Bay Police Service*
J. Howie, *City of Thunder Bay*
K. Routhier, *Nishnawbe Aski Nation*
L. Dacre, *Kairos Community Resource Centre*
Councillor R. Johnson, *Thunder Bay Drug Strategy*
J. Hyslop, *Canadian Mental Health Association*
P. Capon, *Matawa Education Centre*
J. Upton, *Lakehead District School Board*
A. Mauro, *Conseil scolaire de district catholique des Aurores Boréales*
B. Krysowaty, *Lakehead Social Planning Council*
A. Prien, *Recreation and Culture, City of Thunder Bay*
D. Mayes, *St. Joseph Care Group*
C. Petit, *Citizen Representative*
S. Fata, *Thunder Bay Counselling*
M. Spanninga, *Ontario Native Women's Association*
D. Dika, *Thunder Bay Sexual Abuse Centre*
C. Connell, *Lakehead Social Planning Council*
M. Stewart, *Thunder Bay District Health Unit/Youth Violence Prevention Project*
D. Walker, *Children's Centre Thunder Bay*
P. Vranesich, *Age Friendly Thunder Bay*
M. Jordan, *Shelter House*
A. Sadler, *Ontario Ministry of Attorney General*

OFFICIALS

K. Lewis, Director – Corporate Strategic Services
L. Chevette, Coord. – Crime Prevention Council
C. Olsen, Coord. – Thunder Bay Drug Strategy
K. Hell – Corporate Strategic Services

Guest

C. Campbell, Infrastructure & Operations, City of Thunder Bay

AGENDA

1.0 **WELCOME, INTRODUCTIONS & DISCLOSURES OF INTEREST**

The Chair, J. Upton, called the meeting to order at 4:03. The Communication Process was explained.

2.0 CONFIRMATION OF AGENDA

With regard to the January 20, 2021 meeting of the Crime Prevention Council, we recommend that the Agenda as printed be confirmed.

3.0 MINUTES OF PREVIOUS MEETING

The minutes of Meeting 01-2021, of the Crime Prevention Council held on January 20, 2021 were confirmed.

4.0 PRESENTATION

C. Campbell, Manager, Central Support Division, Infrastructure and Operations Department provided an informative presentation on the funding received from the Ministry of the Solicitor General to update the Eye on the Street CCTV program.

The Eye on the Street is in partnership with the Thunder Bay Police Service. Funding of \$200,000 matched by the City. The purpose of the cameras is not solely a police tool. It also aims to increase public safety while working within the Privacy Ontario guidelines. In addition to helping to solve cases, the cameras will also aid in missing persons. Operation will be 24/7 with a seven-day retention of captured footage, which can be increased to fourteen days. Staffing to date has been 50-60 hours weekly and will monitor moving forward.

Cameras are to be installed at 43 different locations, including north and south businesses/ commercial, high traffic areas, by the rivers in the Intercity, Dawson Ridge, Neebing and Marina areas. There will be no cameras installed in residential areas.

Tbaytel is the vendor that will install and operate the cameras. They are working with M. Szybalski regarding the privacy matters. A more detailed discussion regarding the Eye on the Street Program will take place at an additional meeting specifically to delve further into the operation.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

No business arising at this time.

6.0 ISSUES

7.0 STANDING AGENDA ITEMS

7.1 Community Safety & Well-Being Planning – Lee-Ann Chevrette, Coordinator - Crime Prevention Council

The Solicitor General has confirmed the deadline of July 21, 2021 for all of the municipalities in Ontario.

Phase 1 Community Engagement is complete. The Community Engagement Working Group is working on the data collected and identifying indicators to use in the next stage and establishing priorities for the CSWB plan.

The Steering Committee is meeting next week and the Working Groups continue to meet.

L. Chevette is preparing a memo for Council, to provide an update at the January 21, 2021 Committee of the Whole meeting.

7.2 Seven Youth Inquest Update – Lee-Ann Chevette, Coordinator - Crime Prevention
Council Recommendation 91, 112, 116

Recommendation 112 Working Group met regarding a public education campaign identifying and discussing the issue of racially motivated crimes. The campaign will be finalized in the next couple of months.

Recommendation 116 is a campaign to increase public awareness regarding the obstacles and challenges faced by First Nations students attending school in Thunder Bay. The campaign has been put on hold due to many of the students returning home during the pandemic. The campaign will be ready to launch when the students return to school.

7.3 Thunder Bay Drug Strategy – Cynthia Olsen, Coordinator of the Thunder Bay Drug Strategy

The COVID-19 Vulnerable Populations Planning Table continues to meet monthly.

The City and community partners have distributed masks to the vulnerable population. The United Way will begin to distribute reusable masks.

Shelter House is operating the overflow shelter, which has funding until the end of March 2021.

The new warming centre through P.A.C.E is now open seven days a week 8 am – 8 pm.

Fast overdose reporting system will be available mid-February and is a four-year project to aid in issuing alerts in response to abnormal overdose patterns or the presence of a contaminated drug supply.

7.4 North West Community Mobilization Network – Jennifer Hyslop, CMHA– North West Community Mobilization Network

Focusing on the sustainability of the Northwest Core three year, commitment is in its last year.

- Year one – Strategic
- Year Two – Strategic
- Year Three – Learning – on hold due to COVID-19

The Executive Centre of Responsibility (ECOR) is proceeding with an environmental scan and ECOR will be meeting every two weeks until March 31, 2021.

The next Centre of Responsibility meeting is February 3, 2021.

7.5 Poverty Reduction Strategy – Bonnie Krysovaty, Coordinator – Poverty Reduction Strategy

Continue to work on the Living Wage Campaign with organizations and businesses who pay full time permanent staff \$16.21/hour. Wequedong Lodge has recently joined.

The universal basic income recovery advocacy program ensures an income sufficient to meet basic needs and live with dignity, regardless of work status. Recovery advocacy allows individuals to receive from \$500 up to \$2000 per month.

COVID-19 emergency funding has been received and has enabled hiring of social navigators. The funds are being allocated to the following organizations:

- Alpha Court
- John Howard Society
- Elizabeth Fry Society of Northwestern Ontario
- Shelter House

7.6 Age Friendly – Pauline Vranesich, Coordinator – Age Friendly

The Age Friendly changes to transit, aging at home information and other services available are on their updated website [Age Friendly Thunder Bay](#)

The Snow Angels Snow Removal Program for seniors (65+) is going well. For more information contact 211.

7.7 Housing and Homelessness Coalition – Alice Bellavance, Co-Chair of the Housing and Homelessness Coalition

Reaching Home is a community-based program aimed at preventing and reducing homelessness. Lakehead Social Planning Council and the Thunder Bay Indigenous Friendship Centre are working together on this initiative.

7.8 Youth Inclusion Program – Kaitlin Prezio, Manager, Youth Inclusion Program

L. Chevette provided the YIP update on behalf of K. Prezio's.

All of the youth programming is now virtual, based on the coordinators working from home due to the lockdown.

CRaNHR is providing the third party evaluation on the program.

Working with Public Safety Canada and CRaNHR to have the program extended due to COVID-19.

7.9 Joint Mobile Crisis Response – Chief Sylvie Hauth, Thunder Bay Police Service

Inspector D. West provided the update on behalf of Chief S. Hauth.

The Impact Pilot Project, consisting of a police officer and a mental health crisis worker, travel together 24/7 responding to incidents. To date there have been 46 face to face encounters and they have managed to divert 23 of those.

7.10 Youth Violence Prevention Project in Thunder Bay & District – Marianne Stewart, Healthy Relationships Coordinator, Youth Violence Prevention Project Thunder Bay and District

Continue to support Teachers with the Fourth R training for Thunder Bay and region. The training is now virtual and has had a positive response.

7.11 Thunder Bay Coalition to End Human Trafficking – Sheri Fata, Manager of Financial & Child/Youth Services, Thunder Bay Counselling

The coalition membership continues to grow and with that the support for survivors exiting does as well.

National Human Trafficking Awareness Day is February 22, 2021. The Coalition will be launching its new website and members will share information on their respective websites.

8.0 WORKING GROUP UPDATES

8.1 Respect – L. Chevette, CPC Coordinator

The Respect Committee has not met in 2021. The Respect Awards for 2021 will be presented at the 2021 Diversity Thunder Bay virtual luncheon on March 24.

8.2 Release from Custody – P. Capon, Matawa First Nations Management

Release from Custody meeting was held yesterday. The COVID-19 cases have not spread to the women's facility. The infected inmates who are being released are being directed to the Isolation Shelter for the two week quarantine period.

COVID-19 is increasing the volume of people being released from custody. The Task Force continues to advocate for better discharge planning during the pandemic.

9.0 CRIME PREVENTION OFFICE UPDATE

Nothing additional to add, all covered in other sections of the agenda.

10.0 ROUNDTABLE OF UPDATES

Members provided brief updates on the activities of their respective organizations/agencies.

A. Sadler

The Courthouse will be re-opening its doors on Family Day weekend.

K. Lewis

City Council is in budget deliberations. Corporate Strategic Services's budget ratification takes place Jan. 27, 2021. Crime Prevention Council and Drug Strategy ratification Feb. 8, 2021.

S. Fata

[Choices Program](#) runs for the five weeks. The Program supports teens.

C. Olsen

Hearts and Hope bereavement support for a loss from suicide or over dose, Thursday evenings Jan 21 – Feb. 25 via zoom. For information, contact Kimberly at 626-5570 ext. 5571 or email kimberly@northwesthospice.ca

J. Upton

Working in the school system and keeping the schools open for the students to attend is positive for their mental health.

B. Kryswaty

Lakehead Social Planning Council's income tax return program for low income is now available.

C. Petit

John Howard Society has hired two new social navigators. CHAT table is helpful in connecting people with housing supports.

11.0 NEW BUSINESS

Jeff Upton took a moment to recognize a member of the community, on behalf of the Crime Prevention Council. Cathy Schmidt recently passed away. The community will miss the positive impact and presence she had.

12.0 NEXT MEETING

Meetings of the CPC are scheduled every second month, from 4:00 - 6:30 p.m. in McNaughton Room, 3rd Floor of City Hall, as follows, unless otherwise notified:

2021 Meeting Schedule

Wednesday, March 17, 2021 – MS Teams

Wednesday, May 19, 2021

Wednesday, June 16, 2021

Wednesday, September 22, 2021

Wednesday, November 17, 2021

NOTE: all meetings will be held virtually until further notice.

13.0 ADJOURNMENT

5:56 pm



MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Official Recognition Committee Minutes

SUMMARY

Minutes of Meeting No. 01-2021 of the Official Recognition Committee Citizens of Exceptional Achievement held on February 24, 2021, for information.

ATTACHMENTS

1 Official Recognition Committee Minutes - February 24 2021

DATE: February 23, 2021

MEETING NO. 01-2020

TIME: 1:32 p.m.

PLACE: via MS Teams

CHAIR: Allison Hill

PRESENT:

Councillor Peng You
Allison Hill
Ollie Sawchuk
Samantha Martin-Bird
Matthew Villella
John Garland

OFFICIALS:

Dana Earle, Deputy City Clerk
Tina Larocque, Coordinator – Boards,
Committees and Special Projects

1.0 DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2.0 INTRODUCTION OF THE NEW COMMITTEE MEMBERS

The Deputy City Clerk welcomed our new committee members. All committee members introduced themselves.

3.0 ELECTION OF CHAIR AND VICE CHAIR

The Deputy City Clerk administered nominations for Chair and Vice-Chair.

MOVED BY: Matthew Villella
SECONDED BY: Councillor Peng You

WITH RESPECT to the Chair and Vice Chair of the Official Recognition Committee, we recommend that Allison Hill be appointed Chair of the Committee and that Ollie Sawchuk be appointed as Vice Chair of the Committee, for the remainder of the 2021 calendar year and until such time as replacements have been appointed, as required annually.

CARRIED

The Chair assumed the Chair for the duration of the meeting

4.0 AGENDA APPROVAL

MOVED BY: Ollie Sawchuk
SECONDED BY: Councillor Peng You

WITH RESPECT to the February 23, 2021 Official Recognition Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

5.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting Nos. 03-2020 and 04-2020 of the Official Recognition Committee held on July 13 and November 5, 2020 to be confirmed.

MOVED BY: Councillor Peng You
SECONDED BY: John Garland

THAT the Minutes of Meeting Nos. 03-2020 and 04-2020 of the Official Recognition Committee held on July 13 and November 5, 2020, be confirmed.

CARRIED

6.0 MONTHLY AND ANNUAL AWARDS PROCESS

Krista Power, City Clerk was in attendance to speak about the City of Thunder Bay and its review of all of the programs, to ensure that they are fully inclusive to everyone in our community. She advised that there may be a great opportunity to step back, review the program and awards process to evaluate and possibly provide greater opportunities for the programs to be more inclusive.

Krista thanked the Committee for all of their work up to date with the recognition of our citizens in our monthly and annual awards programs.

It was consensus of the Committee that the Monthly and Annual awards processes be reviewed and that the Office of the City Clerk send all related ORC documents to the Committee members for review before the next meeting.

7.0 MONTHLY NOMINATIONS

7.1 Current Nominations

At the March 9, 2020 meeting, it was consensus of the Committee that the 2020 Special Olympics Games Organizing Committee be considered for a monthly award and that a list of local athletes who won medals be determined and reviewed at a future meeting date. Due to COVID-19 pandemic, no follow up occurred.

At the November 5, 2020 meeting, it was consensus of the Committee that Ms. Allison Hill will follow up with a contact from the Special Olympics Organization Committee for a list of local Special Olympic medal winners and that an update will be provided at the next meeting.

Ms. Allison Hill provided an update relative to the Special Olympics Winter Games, Organizing Committee and the Special Olympics Winter Games local medal winners.

It was consensus of the Committee that the nomination be approved and the Office of the City Clerk will arrange the presentations at a future Committee of the Whole meeting.

7.2 New Nominations

A call for nominations for the Citizens of Exceptional Achievement Monthly Awards. A monthly nomination was received November 19, 2020, relative to a former resident who gives back to Thunder Bay. It was consensus of the Committee that this nomination does not fit the criteria for a monthly award, however it was discussed that the nominator be contacted and be brought forward as an annual awards nomination.

8.0 2021 ANNUAL AWARDS

The Deputy City Clerk advised that the annual Official Recognition Citizens of Exceptional Achievement awards will not be taking place on April 20, 2021. The Committee discussed the event, however, no final decisions had been made. It will be discussed further at the next Committee meeting.

9.0 50th ANNIVERSARY – VOLUNTEER SERVICE AWARDS

The Deputy City Clerk provided an update relative to the 50th anniversary volunteer awards. She advised that all four award recipients have been notified and they will be taking pictures and videos when it is safe to do so.

At the request of the 50th Anniversary event coordinator, she has requested that the Committee forward questions to ask the Nominator and the Nominee during these video interviews.

10.0 NEXT MEETING

Next meeting date to be determined.

11.0 ADJOURNMENT

The meeting adjourned at 3:15 p.m.

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MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Inter-Governmental Affairs Committee Minutes

SUMMARY

Minutes of Meeting 01-2021 and 02-2021 of the Inter-Governmental Affairs Committee held on February 8, 2021 and March 8, 2021, for information.

ATTACHMENTS

- 1 February 8 2021 Inter-Gov Minutes
- 2 March 8 2021 Inter-Gov Minutes

DATE: MONDAY, FEBRUARY 8, 2021

MEETING NO. 01-2021

TIME: 12:03 P.M.

PLACE: MICROSOFT TEAM MEETING

CHAIR: COUNCILLOR B. MCKINNON

PRESENT *via electronic participation:*

Mayor B. Mauro
Councillor A. Aiello
Councillor S. Ch'ng
Councillor B. McKinnon
Councillor K. Oliver

OFFICIALS *via electronic participation:*

Mr. M. Smith, Acting, City Manager
Ms. E. Nadon, Executive Administrator to the City
Manager
Ms. K. Power, City Clerk

GUESTS *via electronic participation:*

Councillor R. Johnson
Mr. E. Zakrewski, CEO - CEDC

RESOURCE PERSON *via electronic participation:*

Mr. J. Howie, Policy Assistant to the Mayor

1.0 DISCLOSURES OF INTEREST

None.

2.0 APPOINTMENT OF CHAIR AND VICE CHAIR

The City Clerk administered the nomination of Chair.

It was the consensus of the Committee that with respect to the position of Chair of the Inter-Governmental Affairs Committee for the City of Thunder Bay we recommend that Councillor B. McKinnon be appointed Chair of the Committee until December 31, 2021 or until such time as a replacement has been appointed, as required annually.

The City Clerk administered the nomination of Vice Chair.

It was the consensus of the Committee that with respect to the position of Vice Chair of the Inter-Governmental Affairs Committee for the City of Thunder Bay we recommend that Councillor S. Ch'ng be appointed Vice Chair of the Committee until December 31, 2021 or until such time as a replacement has been appointed, as required annually.

3.0 AGENDA APPROVAL

MOVED BY: Councillor A. Aiello

SECONDED BY: Mayor B. Mauro

With respect to the February 8, 2021 Inter-Governmental Affairs Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

4.0 MINUTES OF PREVIOUS MEETINGS

The Minutes of Meeting No. 05-2020 held on November 9, 2020, of the Inter-Governmental Affairs Committee, to be confirmed.

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

THAT the Minutes of Meeting No. 05-2020 held on November 9, 2020 of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

5.0 REVIEW OF TERMS OF REFERENCE

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor A. Aiello

WITH RESPECT to the Terms of Reference for the Inter-Governmental Affairs Committee, that the committee defer review to the next scheduled Inter-Governmental Affairs Committee meeting.

CARRIED

6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Ring of Fire Update

No updates were provided at this time.

6.2 Bombardier Update

Alstom's Acquisition of Bombardier Transportation

Copy of letter to Mayor B. Mauro from Souheil Abihanna, Country Managing Director, Alstom Canada, dated February 2, 2021, relative to the above-noted, for information.

Mayor B. Mayor provided an update relative to the above. Efforts are underway to secure a meeting with Alstom Canada.

Mr. M. Smith, Acting City Manager, shared details of work that the CEDC is exploring on this file.

6.3 Next Generation 911 Update

No updates were provided at this time.

6.4 Municipality of Shuniah's Official Plan

Copy of letter to the Honourable Steve Clark, Minister of Municipal Affairs and Housing from Mayor B. Mauro and Councillor B. McKinnon, Chair Intergovernmental Affairs Committee, relative to the above-noted, for information.

Copy of letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing to Mayor B. Mauro, dated January 18, 2021, relative to the above-noted, for information.

Mayor B. Mauro provided an update related to his discussion with Mayor W. Landry, Municipality of Shuniah; she understands the position of the City.

Mr. M. Smith, Acting City Manager, indicated that an answer from the Ministry of Municipal Affairs and Housing should be forth coming and shared what the next steps are on this file.

7.0 2021 ANNUAL ONTARIO GOOD ROADS ASSOCIATION (OGRA) CONFERENCE

The committee to discuss attendance at the 2021 OGRA Conference to be held virtually from February 22-25, 2021.

MOVED BY: Councillor A. Aiello
SECONDED BY: Mayor B. Mauro

With respect to the 2021 OGRA Conference, being held virtually February 22-25, 2021, we recommend that all expenses for this conference be paid for Mr. N. Gale;

AND THAT these expenses be paid through the Inter-Governmental Affairs Committee budget.

CARRIED

8.0 2021 ANNUAL RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) CONFERENCE

Mr. J. Howie, Policy Assistant to the Mayor provided an update on the discussions with Ministers at the 2021 ROMA Annual Conference.

- Solicitor General S. Jones
 - outbreak at the District Jail; also followed up with her senior staff; people are now assisting
 - Discussed security at the airports
- Minister C. Elliot, Ministry of Health
 - Thanked for the non-urgent transportation funds for EMS
 - Mental Health and Addictions Crises Centre; 40 bed facility

- received a proposal from a developer in Southern Ontario, has property available for the Province should they be interested
- Minister L. McLeod, Ministry of Heritage, Sport, Tourism and Culture Industries
 - Asked for assistance with athlete travel funds for the 2024 Ontario Winter Games – seemed pretty open to and receptive to the conversation
- Parliamentary Assistant Stephen Crawford, Ministry of Infrastructure
 - asked for more general funding that is not specifically targeted; asked to wait for the budget; recommend to lobby the Federal Government
- Attorney General D. Downey
 - Joint and Several Liability and POA, no updates

Councillor K. Oliver, Executive Director, NOMA, shared their discussion related to the impacts of policing, the social crisis and strategy to support this. Also that the studies on Public Health will be revisited.

9.0 ADVOCACY – FEDERAL BASIC INCOME PROGRAM

Copy of memo to Ms. K. Power, City Clerk, from Councillor K. Oliver, dated November 20, 2020, relative to the above-noted, for information.

Copy of letter to the Honourable Justin Trudeau, Prime Minister of Canada from Ms. D. Earle, Deputy City Clerk, dated December 22, 2020, relative to the above-noted, for information.

Councillor B. McKinnon, Chair Intergovernmental Affairs Committee, recommended that the Intergovernmental Affairs Committee invite Federal and Provincial representatives to a future meeting for discussion.

10.0 CORRESPONDENCE

10.1 Heddle Shipyards Signs New Long Term Agreement to Bring Shipbuilding Jobs to Ontario

Copy of news release from the Province of Ontario, dated November 12, 2020, relative to the above-noted, for information.

Mayor B. Mayor provided an update relative to the above.

10.2 Eligible Uses of Lottery Proceeds for Royal Canadian Legions

Copy of letter to the Honourable Doug Downey, Minister of the Attorney General from Mayor B. Mauro and Councillor B. McKinnon, Chair Intergovernmental Affairs Committee, dated November 18, 2020, relative to the above-noted, for information.

10.3 Advocacy - Repeal Schedule 6 from Bill 229: Conservation Authorities Act

Copy of memo to Ms. K. Power, City Clerk, from Councillor A. Foulds, dated November 19, 2020, relative to the above-noted, for information.

Copy of resolution from City of Thunder Bay, dated November 23, 2020, relative to the above-noted, for information.

Copy of letter to the Honourable Doug Ford, Premier of Ontario from Mr. P. Greenwood, Chief Administrative Officer, Municipality of Shuniah, dated November 25, 2020, relative to the above-noted, for information.

Copy of letter to the Honourable Doug Ford, Premier of Ontario from Ms. L. Buob, Clerk-Treasurer, Township of O'Connor, dated November 27, 2020, relative to the above-noted, for information.

Copy of letter to the Honourable Doug Ford, Premier of Ontario from Ms. K. Power, City Clerk, dated November 24, 2020, relative to the above-noted, for information.

A discussion was held relative to the above.

10.4 Ontario's Financial Accountability Officer identifies \$2.4 billion gap in municipal budgets for 2021

Copy of media release from Ontario Big City Mayors, dated December 10, 2020, relative to the above-noted, for information.

10.5 Updates to the Ontario Wildlife Damage Compensation Program

Copy of letter to Mr. N. Gale, City Manager from the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, dated December 21, 2020, relative to the above-noted, for information.

10.6 Thank you for Support Letter

Copy of letter to Mayor B. Mauro from Shaun Padulo, President – Heddle Shipyards, dated December 22, 2020, relative to the above-noted, for information.

10.7 Municipal efforts to assist the provincially led vaccination rollout, to support the province-wide lockdown, and reduce employee health risks

Copy of news release from Ontario's Big City Mayors, dated January 15, 2021, relative to the above-noted, for information.

10.8 COVID-19 Vaccine Distribution in Ontario

Copy of letter to the Honourable Doug Ford, Premier of Ontario and General (Ret's) Rick Hillier, Chair COVID-19 Vaccine Distribution Task Force from Mayor B. Mauro, dated January 11, 2021, relative to the above-noted, for information.

An update was provided regarding the mass vaccine roll out for the City of Thunder Bay.

10.9 Ministry of Health Agreement with the City of Thunder Bay

Copy of letter to the Mr. N. Gale, City Manager from Ms. S. Picarello, Assistant Deputy Minister, Emergency Health Services Division, Ministry of Health, dated January 21, 2021, relative to the above-noted, for information.

Mayor B. Mauro indicated that the Minister of Health was thanked for these funds and the ROMA Conference and that the funding is considered to be annualized base funding. Clarified that this funding can be used in the implementation of the Superior North EMS strategic plan and will be included in the report to Council in April 2021.

10.10 Tax Rate for Railway Rights-of-Way – Per Tonne-Mile Concept

Copy of letter to the Honourable Doug Ford, Premier of Ontario from Ms. P. Johnson, Secretary/Treasure, Rainy River District Municipal Association, dated January 22, 2021, relative to the above-noted, for information.

Councillor K. Oliver explained how the formula was created to determine taxation for Railway Rights of Way and that it continues to be a concern for many municipalities.

Councillor K. Oliver will share a previous analysis on the two different methods of taxation for the City of Thunder Bay (Per Tonne-Mile Concept and Acreage Rate).

This item will continue to be pursued at future advocacy meetings.

10.11 Ontario Regulation 82/20 Rules for Areas in Stage 1 relating to Ski Hills

Copy of memo to Ms. K. Power, City Clerk from Councillor Aldo Ruberto, dated January 22, 2021, relative to the above-noted, for information.

Copy of letter to the Honourable Doug Ford, Premier of Ontario from Ms. D Earle, Deputy City Clerk, dated January 26, 2021, relative to the above-noted, for information.

Copy of letter to the Honourable Doug Ford, Premier of Ontario from Ms. C. Robinson, President, Thunder Bay Chamber of Commerce and Ms. M. Verreault, President, Timmins Chamber of Commerce, dated January 29, 2021, relative to the above-noted, for information.

10.12 Bill 229 – Changes to the Conservation Authorities Act

Copy of letter to Ms. K. Power, City Clerk from the Honourable J. Yakabuski, Minister of Natural Resources and Forestry, dated January 29, 2021, relative to the above-noted, for information.

10.13 Community Safety & Well-Being Plan – Extension Request

Copy of letter to the Honourable Sylvia Jones, Solicitor General from Ms. C. White, CAO/Clerk/Treasurer, Township of Asphodel-Norwood, dated February 1, 2021, relative to the above-noted, for information.

10.14 Advocacy – Rules for Area in Stage 1 under Ontario Regulation 82/20

Copy of memo to Ms. K. Power, City Clerk, from Mayor B. Mauro, dated January 17, 2021, relative to the above-noted, for information.

Copy of resolution, dated February 1, 2021, relative to the above-noted, for information.

10.15 Lake Superior Centre for Regenerative Medicine – Quarterly Update

Copy of letter to Ms. L. Evans, Treasurer and Ms. K. Sinclair, Accountant from David Stezenko, Executive Director RegenMed, dated January 28, 2021, relative to the above-noted, for information.

Councillor B. McKinnon, Chair Inter-Governmental Affairs Committee provided an update related to the above noted.

10.16 Pre-budget Consultations: Wednesday, February 10, 2021 @ 4:00 pm

Copy of email to Ms. K. Power, City Clerk, from Crystal DePeuter, Constituency Office for the Honourable Patty Hajdu M.P., dated February 3, 2021, relative to the above-noted, for information.

Mayor B. Mauro is registered to attend the pre-budget consultation.

11.0 NEW BUSINESS

11.1 The Municipal Act and Municipalities

The Province of Alberta completed an amendment to the Municipal Act, which prevents individuals from suing a municipality related to a slip or fall on city sidewalks; the Act releases the municipality from liability. Discussed if this change would be possible in the Province of Ontario.

Ms. K. Power, City Clerk, to gather information for presentation at the March 2021 Inter-Governmental Affairs meeting.

11.2 Meeting Frequency

It was the consensus of the Committee that meetings of the Inter-Governmental Affairs Committee resume on a monthly basis beginning with the March 2021 meeting.

12.0 NEXT MEETING

The next regular Inter-Governmental Affairs Committee meeting is scheduled for Monday, March 8, 2021 at 12:00 p.m. via Microsoft Teams.

13.0 ADJOURNMENT

The meeting adjourned at 13:13 p.m.

DATE: MONDAY, MARCH 8, 2021

MEETING NO. 02-2021

TIME: 12:01 P.M.

PLACE: MICROSOFT TEAM MEETING

CHAIR: COUNCILLOR B. MCKINNON

PRESENT *via electronic participation:*

Mayor B. Mauro
Councillor A. Aiello
Councillor S. Ch'ng
Councillor B. McKinnon
Councillor K. Oliver

OFFICIALS *via electronic participation:*

Mr. N. Gale, City Manager
Ms. K. Power, City Clerk
Ms. D. Earle, Deputy City Clerk
Ms. E. Nadon, Executive Administrator to the City
Manager

GUESTS *via electronic participation:*

Councillor R. Johnson
Mr. E. Zakrewski, CEO - CEDC
Ms. D. Latta, Deputy City Solicitor
Mr. J. Sherband, Manager Solid Waste and
Recycling Services
Mr. R. Cook, Ontario Waste Management
Association
Ms. L. McEachern, Acting General
Manager Development & Emergency
Services

RESOURCE PERSON *via electronic participation:*

Mr. J. Howie, Policy Assistant to the Mayor

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: Councillor K. Oliver

SECONDED BY: Councillor A. Aiello

With respect to the March 8, 2021 Inter-Governmental Affairs Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETINGS

The Minutes of Meeting No. 01-2021 held on February 8, 2021, of the Inter-Governmental Affairs Committee, to be confirmed.

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor A. Aiello

THAT the Minutes of Meeting No. 01-2021 held on February 8, 2021 of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

4.0 ONTARIO BILL 197 – DEVELOPMENT APPROVAL FOR LANDFILLS

Mr. R. Cook, representing the Ontario Waste Management Association, provided a presentation relative to the above noted. Mr. R. Cook requested the Inter-governmental Affairs Committee provide a recommendation to City Council to support a resolution to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval requirement provisions from adjacent municipalities and that the ‘host’ municipality be empowered to render final approval for landfills within their jurisdiction.

It was consensus of the Committee to request that Council support a resolution relative to the above.

Mr. R. Cook, Ontario Waste Management Association left meeting at 12:20 pm
Mr. J. Sherband, Manager Solid Waste and Recycling Services left meeting at 12:23 pm

5.0 NORTHERN ONTARIO HERITAGE FUND CORPORATION (NOHFC) PROGRAMMING

Mr. N. Gale, City Manager provided an update relative to the above. He indicated that the City of Thunder Bay has scheduled briefing meetings with NOHFC to gather more specific information regarding the funding programs and objectives.

Mr. E. Zakrewski, CEO CEDC discussed the Community Enhancement Program and that the CEDC are available to assist in the application for funding.

There was a discussion in regards to existing practices around funding applications. Mr. N. Gale indicated that that a memo to Committee of the Whole outlining current practices and recommendations moving forward will be available for the meeting on March 22, 2021.

6.0 ASSOCIATION OF MUNICIPALITIES ONTARIO (AMO) CONFERENCE

The committee discussed attendance at the 2021 AMO Conference to be held virtually from August 15-18, 2021. A resolution regarding attendance will be passed at a future meeting.

Councillor K. Oliver shared that Minister delegations may be available at the 2021 NOMA Conference being held virtually April 28-30, 2021.

7.0 LIABILITY FOR THE MUNICIPALITY

Mr. E. Zakrewski, CEO – CEDC and Mr. J. Howie, Policy Assistant left the meeting via MS Teams at 12:37 pm and Ms. D.Latta, Acting City Solicitor joined the meeting via MS Teams 12:38 pm.

At 12:38 p.m. the Chair advised that the committee would be required to resolve into Closed Session as per Section 239 of the *Municipal Act, 2001 to receive information on the matter at hand. As such*, we recommend that the Intergovernmental Affairs Committee resolve into Closed Session.

MOVED BY: Councillor A. Aiello
SECONDED BY: Councillor K. Oliver

As per Section 239 of the *Municipal Act, 2001*, we recommend that the Intergovernmental Affairs Committee resolve into closed session for the purpose of receiving information relative to;

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

CARRIED

Ms. D. Latta, Deputy City Solicitor, provided an update relative to the above noted for information.

Councillor B. McKinnon to conduct additional research on the above noted item for further discussion.

At 12:53 p.m., the Meeting of the Intergovernmental Affairs Committee meeting reconvened, to continue with the business at hand.

Ms. D. Latta, Acting City Solicitor left the meeting at 12:53 p.m. and Mr. E. Zakrewski, CEO – CEDC and Mr. J. Howie, Policy Assistant returned to the meeting at 12:55 pm.

8.0 REVIEW OF TERMS OF REFERENCE

A discussion was held relative to role of the Inter-governmental Affairs Committee and the requirement to communicate with the Committee as well as with City Council.

It was the consensus of the Committee that a smaller group be developed to review and update the Terms of Reference and bring back changes to the full committee once completed.

Councillor B. McKinnon, Councillor S. Ch'ng, Mr. N. Gale, City Manager and Ms. K. Power, City Clerk will review and update the Terms of Reference.

Mr. J. Howie to gather information for presentation at a future Inter-governmental Affairs Committee meeting on how other municipalities handle government relations.

9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 Ring of Fire Update

No updates were provided at this time.

9.2 Alstom Update

Copy of letter to the Honourable Catherine McKenna, Minister of Infrastructure and Communities from Mayor B. Mauro, dated February 1, 2021, relative to the above-noted, for information.

9.3 Next Generation 911 Update

No updates were provided at this time.

9.4 Municipality of Shuniah's Official Plan

Ms. L. McEachern, Acting General Manager Development & Emergency Services provided a verbal update relative to the above noted.

- Ministry of Municipal Affairs and Housing is supportive of the City of Thunder Bay's position relative to commercial policies in the Municipality of Shuniah's Official Plan
- The Municipality of Shuniah's Official Plan is set for approval March 27, 2021

It was the consensus of the Committee that Mayor B. Mauro and Councillor B. McKinnon, Chair write a letter to the Ministry of Municipal Affairs and Housing acknowledging that their modifications are consistent with our recommendations.

10.0 CORRESPONDENCE

10.1 COVID-19 Vaccination Update

Copy of letter from General (Ret'd) Rick Hillier, Chair of the COVID-19 Vaccine Distribution Task Force, dated February 5, 2021, relative to the above-noted, for information.

Copy of a presentation from the COVID-19 Vaccine Distribution Task Force, dated February 5, 2021, relative to the above-noted, for information.

10.2 Proclamation of Provisions of the Conservation Authorities Act

Copy of FAQ from Keley Katona, Director, Conservation and Source Protection Branch Ministry of the Environment, Conservation and Parks, dated February 8, 2021, relative to the above-noted, for information.

10.3 Judicial Sentencing

Copy of letter from Ms. K. Power, City Clerk, to The Right Honourable Justin Trudeau, Prime Minister of Canada, dated February 9, 2021, relative to the above-noted, for information.

Copy of email from Michael Gravelle, Member of Provincial Parliament, Thunder Bay-Superior North to The Honourable Doug Downey, Attorney General of Ontario and The Honourable Sylvia Jones, Solicitor General of Ontario, dated February 12, 2021, relative to the above noted for information

Copy of email from Ms. K. Bentsen, Executive Correspondence Officer for the Prime Minister's Office to Ms. K. Power, City Clerk, dated February 16, 2021, relative to the above noted for information

Copy of news release from the Province of Ontario, dated February 16, 2021, relative to the above-noted, for information.

10.4 Private Member's Bill - The Awenen Niin Act (Who Am I) Respecting Identity Documents, 2021

Copy of memo from Judith Monteith-Farrell, Member of Provincial Parliament, Thunder Bay-Atikokan, dated February 16, 2021, relative to the above noted for information.

10.5 Ontario Budget Priorities

Copy of news release from Ontario's Big City Mayors, dated February 19, 2021, relative to the above-noted, for information.

10.6 Small Business in COVID

Copy of letter from Ms. R. Tyczinski, City Clerk, City of Sault Ste. Marie to The Honourable Doug Ford, Premier of the Province of Ontario, dated February 11, 2021, relative to the above noted for information.

10.7 Request that the Province of Ontario Reverse Decision to Close the Ontario Fire College Campus in Gravenhurst

Copy of letter from Ms. C. Haggart, Clerk Administrator, Township of Strong to The Honourable Doug Ford, Premier of the Province of Ontario, dated February 25, 2021, relative to the above noted for information.

A discussion was held relative to the above.

11.0 NEW BUSINESS

11.1 Decommission of Youth Justice Residential Program

Councillor K. Oliver circulated a letter from Ms. S. Hauth, Chief of Police to the Ministry of Children, Community and Social Services, North Region, dated March 3, 2021, relative to the above noted for information.

It was the consensus of the Committee that Mayor B. Mauro and Councillor B. McKinnon, Chair write a letter to The Honourable Christine Hogarth, Parliamentary Assistant to the Minister of the Solicitor General, with responsibility for Community Safety asking for reconsideration of the decision because of increased costs and the implication this change will have on children.

12.0 NEXT MEETING

The next regular Inter-Governmental Affairs Committee meeting is scheduled for Monday, April 12, 2021 at 12:00 p.m. via Microsoft Teams.

13.0 ADJOURNMENT

The meeting adjourned at 13:52 p.m.

MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Police Services Board Minutes

SUMMARY

Minutes of Meeting Nos. 17-2020, 20-2020 and 22-2020 of the Thunder Bay Police Services Board held on September 15, 2020, October 20, 2020 and November 17, 2020, respectively, for information.

ATTACHMENTS

- 1 September 15 2020 Police Board Minutes
- 2 October 20 2020 Police Board Minutes
- 3 November 17 2020 Police Board Minutes

**MEETING: THE SEVENTEENTH MEETING OF THE FIFTY-FIRST THUNDER BAY
POLICE SERVICES BOARD**

DATE: SEPTEMBER 15, 2020

TIME: 9:12 A.M.

PLACE: COUNCIL CHAMBERS, 500 DONALD ST. E. 3RD FLOOR, CITY HALL

CHAIR: MS. G. MORRISSEAU

PRESENT:

Mayor B. Mauro
Councillor K. Oliver
Ms. G. Morriseau
Dr. K. Lansdell
Ms. C. Reitberger

OFFICIALS:

Ms. K. Power, Secretary - Thunder Bay Police Services
Board
Ms. S. Hauth, Chief of Police
Mr. R. Hughes, Deputy Chief of Police
Insp. D. West, Thunder Bay Police Service
Ms. H. Walbourne, Legal Counsel – Thunder Bay Police
Service
Ms. D. Paris, Director – Financial Services
Ms. K. Piche, Assistant to the Secretary
Mr. T. Gervais, Police Services Advisor - Ministry of the
Solicitor General
Mr. J. Hannam, incoming Secretary – Thunder Bay Police
Services Board
Ms. L. Douglas, Assistant to the incoming Secretary -
Thunder Bay Police Services Board

DISCLOSURES OF INTEREST

There were no disclosures announced at this time.

CONFIRMATION OF AGENDA

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

With respect to the Seventeenth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on September 15, 2020, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

BY-LAWS

Memorandum from Ms. K. Power, Secretary to the Board, dated September 3, 2020, relative to Thunder Bay Police Services Board – Appointment of Secretary & Acting Secretary.

Correspondence from Mr. H. Wojak, received September 14, 2020 requesting to appear before the Board to provide a deputation relative to the above noted.

Mr. H. Wojak appeared before the Board, provided a deputation relative to the above noted and responded to questions.

MOVED BY: Ms. C. Reitberger
SECONDED BY: Councillor K. Oliver

With respect to the memorandum from Ms. K Power, City Clerk/Secretary Thunder Bay Police Services Board dated September 3, 2020 relative to the Appointment of Secretary & Acting Secretary to the Thunder Bay Police Services Board, we recommend that By-law PC15-2020 Appointing Mr. J. Hannam as Secretary to the Thunder Bay Police Services Board and Ms. L. Douglas as the Acting Secretary be confirmed;

AND THAT the existing By-laws, PC24-2019, PC33-2019 and PC35-2019 that appointed municipal staff to the role of Secretary and Acting Secretary be repealed.

CARRIED

CONFIRMATION OF MINUTES

The Minutes of the Tenth Session Meeting of the Fifty-First Thunder Bay Police Services Board held on June 23, 2020 to be accepted, as amended.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

THAT the Minutes of the Tenth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on June 23, 2020, be accepted, as amended.

CARRIED

DEPUTATION

Correspondence from Detective J. Rybak, dated September 8, 2020 requesting to appear before the Board to provide a deputation relative to the Thunder Bay Police Association membership.

Detective J. Rybak appeared before the Board via MS Teams, provided a deputation relative to the above noted and responded to questions.

Chief S. Hauth responded to questions.

PRESENTATION

Thunder Bay Police Service Annual Report for 2019

Mr. C. Adams, Director – Communications & Technology provided a PowerPoint presentation relative to the above noted and responded to questions.

Chief S. Hauth responded to questions.

2019 Annual Report – Thunder Bay Police Service was distributed on desks to Members of the Board.

It was noted that the Annual Report has been posted on the Thunder Bay Police Service and the Thunder Bay Police Services Board websites, for information.

Organizational Change Project – Shaping Our Future

Chief S. Hauth and Inspector D. West provided a PowerPoint presentation relative to the above noted and responded to questions.

Report entitled “Appendix A – Backgrounder – The Story of Gawendum Gaakina Awaya”, for the Board’s information.

REPORTS OF THE THUNDER BAY POLICE SERVICES

2020 Operational Budget: Second Quarter Variance Report

Report No. 18/20 (Police) relative to updating the Thunder Bay Police Services Board on the status of the Operational Budget of the Thunder Bay Police Service as of June 30, 2020, for the Board’s information.

Joint Health and Safety Bi-Annual Report

Report No. 19/20 (Police) relative to the above noted, for the Board’s information.

Unclaimed Funds Report

Report 21/20 (Police) relative to the above noted, for the Board's information.

Request to Claim Found Property

Correspondence from Ms. R. Murphy, dated July 28, 2020, requesting a claim to obtain found property.

Report 23/20 (Police) containing a motion relative to the above noted.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

THAT the Thunder Bay Police Services Board approve the finder's request from Rosemary Murphy as presented at the September 15, 2020 Regular Session meeting of the Board, if the owner has not claimed the found property on or before September 22, 2020.

CARRIED

GENERAL

Funding Request – 2020 Mayor's Community Safety Awards

Correspondence from Ms. L. Chevrette, Crime Prevention Coordinator, dated July 30, 2020, requesting sponsorship for the 2020 Mayor's Community Safety Awards being held November 2, 2020.

MOVED BY: Councillor K. Oliver
SECONDED BY: Mayor B. Mauro

With respect to the 2020 Mayor's Community Safety Awards, being held November 2, 2020, we authorize sponsorship in the amount of \$1000;

AND THAT the sponsorship be paid from the Board's Special Account.

CARRIED

OIPRD Update

Chief S. Hauth provided a verbal update relative to the new Training Committee for OIPRD Recommendations and responded to questions.

It was noted that Chief S. Hauth will provide a further update to the Board on the curriculum, once developed.

Thunder Bay Police Service - 2021 Capital Budget

Memorandum from Chief S. Hauth, dated August 26, 2020, relative to the above noted.

Chief S. Hauth provided an overview and responded to questions.

Grant Updates

Chief S. Hauth provided a verbal update relative to Project Prevent and Anti-Human Trafficking. The following information was also discussed:

- Grant allocation
- Front Line Policing grant
- Accessing funding for guns and gangs issues in communities
 - TBPS has received \$100,000 per year for the next three years (Project Prevent)
- TBPS will receive \$17,400 for anti-human trafficking initiatives

Chief S. Hauth and Ms. D. Paris, Director – Financial Services responded to questions.

A discussion was held relative to the Board continuing to lobby for Provincial funding.

It was noted that a letter will be sent to the Province thanking them for their funding support.

Missing Persons Act – Annual Reporting

Deputy Chief R. Hughes provided an overview relative to the above noted and responded to questions.

Ms. H. Walbourne responded to questions.

New Hires Policy

Chief S. Hauth provided an overview on current status of hiring.

Chair G. Morriveau to provide an overview relative to the information contained in the resolution.

Ms. H. Walbourne provided clarification relative to the Police Service Act and the legislation associated with new hires.

MOVED BY: Ms. C. Reitberger
SECONDED BY: Councillor K. Oliver

With respect to the development of a Policy for New Hires to the Thunder Bay Police Service, we recommend that the following members of the Thunder Bay Police Services Board be delegated the authority to approve new hires to meet the time constraints of the associated human resources recruitment and hiring processes:

1. Ms. C. Reitberger
2. Councillor K. Oliver

AND THAT a delegation of authority by-law be presented to the Board at the October 2020 meeting for approval;

AND THAT monthly updates be provided to the Board on any approvals issued by the members appointed as per the delegation of authority by-law;

AND THAT the work of drafting a delegation of authority by-law for this purpose be the responsibility of Mr. J. Hannam, Secretary to the Thunder Bay Police Services Board.

CARRIED

2020 Cost Savings

At the June 23, 2020 Police Services Board meeting, a resolution was passed requesting that Chief S. Hauth report back on information relative to the above noted.

Memorandum from Chief S. Hauth, dated September 15, 2020, relative to the above noted.

Chief S. Hauth and Ms. D. Paris, Director – Financial Services responded to questions.

Use of COVID-19 Database

Correspondence from Black Legal Action Centre, Aboriginal Legal Services, Canadian Civil Liberties Association and HIV & AIDS Legal Clinic Ontario, dated August 17, 2020 relative to the above noted.

Ms. A. Deshman, Criminal Justice Program Director – Canadian Civil Liberties Association and Ms. C. Big Canoe – Aboriginal Legal Services appeared before the Board via MS Teams, provided a deputation relative to the above noted and responded to questions.

Ms. H. Walbourne provided an overview relative to the Thunder Bay Police Service's use of the COVID-19 database.

A discussion was held relative to the above noted.

It was noted that Ms. H. Walbourne will provide the Board a written overview relative to the above noted discussion at the next meeting of the Board.

Joint Mobile Crisis Response Team (JMCRT) – Potential to Expand

At the June 23, 2020 Thunder Bay Police Services Board meeting, a resolution was passed relative to the Joint Mobile Crisis Response Team and the Board's support and endorsement of the program.

Memorandum from Mayor B. Mauro, dated September 1, 2020, containing a motion relative to requesting that the Chief report back on ability to expand the Joint Mobile Crisis Response Team.

Mayor B. Mauro provided an overview relative to the above noted.

Chief S. Hauth provided information relative to the above noted, advising the Board that the LHIN has committed to a Pilot Project relative to the JMCRT, commencing on January 4, 2021. Chief Hauth provided an overview of the project expansion, which will include 24 hour coverage of the JMCRT.

Chief S. Hauth and Insp. D. West responded to questions.

It was consensus of the Board that the motion contained in the above noted memorandum was no longer required, and can be withdrawn from the agenda.

Website Hosting Information

Memorandum from Ms. K. Power, Secretary to the Board, dated September 8, 2020, relative to the Thunder Bay Police Services Board website.

Document entitled “Contract Website Maintenance”, for the Board’s information.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

With respect to the memorandum from Ms. K Power, City Clerk/Secretary Thunder Bay Police Services Board dated September 8, 2020 relative to the continued use of the , we recommend that the contract with PIXELS AND PENCILS CREATIVE DIRECTION be maintained and that the contract for 2020-2021 be approved;

AND THAT the Chair be authorized to execute the contract on the behalf of the Thunder Bay Police Services Board for the 2020-2021 year.

CARRIED

Sublease with Thunder Bay and Area Victim Services

Memorandum from Mr. J. Hannam, dated September 2, 2020, containing a motion relative to the above noted.

MOVED BY: Ms. C. Reitberger
SECONDED BY: Mayor B. Mauro

With respect to the lease of office space at 317 Victoria Ave, East, Thunder Bay, the Thunder Bay Police Services Board authorizes the execution of a sublease agreement with Thunder Bay and Area Victim Services by the Chair and Secretary;

AND THAT pending approval by the Board for Thunder Bay and Area Victim Services that authorization be given for the expansion of the lease as outlined.

CARRIED

Accounts Update – Approval for Payment of Invoices

Invoice from Evolution AV Ltd., dated June 24, 2020, relative to professional services rendered, for information.

Invoice from Gordon Strategy, dated July 8, 2020, relative to professional services rendered, for information.

Invoice from Caledonia Properties, dated July 8, 2020, relative to professional services rendered, for information.

Invoice from Pixels & Pencils Creative Direction Inc. dated August 31, 2020, relative to professional services rendered, for information.

Invoice from Mr. J. Hannam, dated September 3, 2020, relative to professional services rendered, for information.

Invoice from Ms. L. Douglas, dated August 31, 2020, relative to professional services rendered, for information.

MOVED BY: Mayor B. Mauro
SECONDED BY: Dr. K Lansdell

With respect to the legal invoices presented at the September 15, 2020 Regular Session meeting of the Thunder Bay Police Services Board, we recommend proceeding with payment of the six (6) invoices;

AND THAT the fees be paid from the Board's budget.

CARRIED

Board Member Resignation

Member K. Lansdell advised the Board that effective October 31, 2020, he will be resigning from the Board.

Chair G. Morriseau thanked Dr. K Lansdell for his participation on the Board.

CONFIRMING BY-LAW

MOVED BY: Councillor K. Oliver
SECONDED BY: Mayor B. Mauro

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police Services Board, sealed and numbered:

1. A By-law to confirm the proceedings of a Regular Session Meeting of The Corporation of the City of Thunder Bay, Thunder Bay Police Services Board, this 15th day of September, 2020.

Explanation: To confirm the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Services Board at this meeting is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

BY-LAW NUMBER: PC16 – 2020

CARRIED

ADJOURNMENT

The meeting adjourned at 11:15 a.m.

**MEETING: THE TWENTIETH MEETING OF THE FIFTY-FIRST THUNDER BAY
POLICE SERVICES BOARD**

DATE: OCTOBER 20, 2020

TIME: 9:04 A.M.

PLACE: COUNCIL CHAMBERS, 500 DONALD ST. E. 3RD FLOOR, CITY HALL

VICE CHAIR: DR. K. LANSDELL

PRESENT:

Mayor B. Mauro
Councillor K. Oliver
Ms. G. Morriseau
Dr. K. Lansdell
Ms. C. Reitberger

OFFICIALS:

Ms. S. Hauth, Chief of Police
Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service
Ms. D. Paris, Director – Financial Services, Thunder Bay Police Service
Mr. C. Adams, Director – Communications & Technology, Thunder Bay Police Service
Superintendent D. Taddeo, Thunder Bay Police Service
Staff Sergeant R. Gombola, Thunder Bay Police Service
Ms. K. Power, City Clerk – City of Thunder Bay
Mr. J. Hannam, Secretary – Thunder Bay Police Services Board
Ms. L. Douglas, Assistant to the Secretary - Thunder Bay Police Services Board

1. DISCLOSURES OF INTEREST

No disclosures of interest were declared at this time.

2. CONFIRMATION OF AGENDA

Request from Inspector Ryan Gibson, TB Police Service, to donate non-firearm rifles, handguns and attachments to TB Police Youth Corps, was added under New Business.

Ms. G. Morriseau requested that a discussion be added under Agenda Item 5. GENERAL f) Use of COVID-19 Database.

MOVED BY: Councillor K. Oliver

SECONDED BY: Ms. C. Reitberger

With respect to the Twentieth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on October 20, 2020, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3. CONFIRMATION OF MINUTES

The Minutes of the Seventeenth Session Meeting of the Fifty-First Thunder Bay Police Services Board held on September 15, 2020 to be confirmed.

MOVED BY: Ms. G. Morriseau
SECONDED BY: Councillor K. Oliver

THAT the Minutes of the Seventeenth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on September 15, 2020 be confirmed.

CARRIED

4. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Quarterly Complaints Report

Report No. 25/20 (Police) – Quarterly Complaints Report (Q2), and Report No. 26/20 (Police) – Quarterly Complaints Report (Q3), were provided for the Board’s information.

Staff Sergeant R. Gombola provided an overview relative to the above noted and responded to questions.

b) Quarterly Variance Report

Report No. 27/20 (Police) – Quarterly Variance Report (Q3), was provided for the Board’s information.

Ms. D. Paris, Director of Finance, provided an overview relative to the above noted and responded to questions.

c) 2021 Proposed Operating Budget – Thunder Bay Police Service

Report No. 28/20 (Police) relative to updating the Thunder Bay Police Services Board on the composition of the 2021 Proposed Operating Budget.

A request to appear before the Board to make a deputation relative to the above noted was made by Mr. H. Wojak to the Secretary to the Board on October 14, 2020.

Mr. H. Wojak participated at the meeting via a teleconference call; he provided a deputation relative to the above noted and responded to questions.

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Ms. D. Paris, Director of Finance, provided an overview relative to the Police Service Budget, and responded to questions. Chief S. Hauth also responded to questions and noted that greater detail would be provided in Closed Session.

Discussion was held relative to provincial grants in 2020 and anticipated grants in 2021. Information on guns and gangs funding and staffing was provided by Chief Hauth.

It was noted that the Police Service does have a reserve fund for police equipment. The Secretary to the Board noted that the Police Services Board has no authority to establish reserve funds. Reserving funds are by the authority and at the discretion of City Council.

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

With respect to Provincial funding of Police operations, we recommend a summary of grants received from the Province during the current term of the Board, including special projects and general financial support, as well as ongoing grant funding, be presented at the November 17, 2020 meeting.

CARRIED

MOVED BY: Ms. C. Reitberger
SECONDED BY: Councillor K. Oliver

With respect to Report No. 28/20 (Police) 2021 Proposed Operating Budget, we recommend that the Thunder Bay Police Services Board approve the 2021 Operating Budget, as presented.

CARRIED

5. GENERAL

a) Thunder Bay Police Services Board 2021 Budget

Copies of the 2021 Budget Recap and Account Summary, were provided for the Board's information.

Mr. J. Hannam, Secretary to the Board, provided an overview relative to the Police Services Board budget, and responded to questions.

MOVED BY: Councillor K. Oliver
SECONDED BY: Mayor B. Mauro

With respect to the 2021 Thunder Bay Police Services Board Budget, we recommend that the Thunder Bay Police Services Board approve the 2021 Budget, as presented.

CARRIED

b) Remembrance Day 2020

Correspondence from Port Arthur Legion, Branch No. 5, dated October 10, 2020, relative to the annual poppy campaign and sale of wreaths for the local 2020 Remembrance Day ceremonies, was distributed separately on desks to the Board Chair and the Secretary to the Board.

Mr. J. Hannam, Secretary to the Board, read the subject correspondence to Board members and provided an update relative to this year's Remembrance Day's ceremonies in Thunder Bay.

Due to COVID-19, only Legion personnel will be placing wreaths on the Cenotaph on behalf of local organizations. The number of people attending this year's ceremony has been restricted as per government guidelines and members of the public will not be permitted.

If any further information is received in this regard, the Secretary to the Board will update Board members via email.

c) Inquest into the Deaths of Seven First Nation Youths

Memorandum from Chief S. Hauth to Mr. J. Hannam, Secretary – Thunder Bay Police Services Board, dated September 29, 2020, relative to the above noted and the Implementation Status Report of the Thunder Bay Police Service, was provided for the Board's information.

Copies of the Implementation Status Report of the Thunder Bay Police Service, dated July 1, 2020, were provided for the Board's information.

Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, provided a verbal overview and update relative to the six recommendations which involved the Police Service. Ms. Walbourne and Chief Hauth responded to questions.

Ms. Walbourne noted that the report captures information from June 2019 to June 2020. All families involved with the inquest, as well as the coroner, have been provided with copies of this report.

Discussion was held relative to Recommendation 91 – Working Group - xiii. Consultant. External consultant, Leisa Desmoulin, training and a timeline for the establishment of the training curriculum (taking into consideration the impact of COVID protocols) were discussed. Chief Hauth advised that she anticipates reporting back to the Board on the establishment of the curriculum at the December meeting.

d) OCPC Report Recommendations – Update

Copies of the OCPC Report – PART V: Summary of Recommendations (updated chart as of October 15, 2019) were distributed separately on desks at the meeting.

Ms. G. Morriseau provided an update relative to the above noted. She suggested that the work required in the recommendations be delegated to the Governance Committee in order to determine what has been accomplished and what needs completion.

The Governance Committee will work with the Secretary to the Board to establish a work plan. Since the committee is currently comprised of one member, Ms. C. Reitberger, Ms. Morriseau volunteered to join Ms. Reitberger on the committee.

It was noted that the work plan will identify if outside expertise is required for some of the recommendations. Discussion followed about outreach to the Indigenous community.

MOVED BY: Ms. G. Morriseau
SECONDED BY: Ms. C. Reitberger

With respect to the OCPC Report and Summary of Recommendations, the Board directs the Governance Committee to work with the Secretary to the Board to incorporate the recommendations into a Work Plan and to present the Work Plan at the November 17, 2020 meeting.

CARRIED

e) New Hires Policy

At the September 15, 2020 Regular Session meeting of the Thunder Bay Police Services Board, a resolution was passed relative to the development of a by-law to delegate authority to appoint new hires.

Mr. J. Hannam, Secretary to the Board, provided an overview of the process going forward to appoint and approve new hires for the Thunder Bay Police Service.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. G. Morriseau

Delegation of Authority By-Law

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police Services Board, sealed and numbered:

1. A By-law to delegate authority for the appointment of new hires for The Thunder Bay Police Service.

Explanation: The Board delegates its authority to appoint members and special constables for the Thunder Bay Police Service to Celina Reitberger and Kristen Oliver.

BY-LAW NUMBER: PC19 – 2020

CARRIED

f) Use of COVID-19 Database

At the September 15, 2020 Regular Session of the Thunder Bay Police Services Board, correspondence was received from the Black Legal Action Centre, Aboriginal Legal Services, Canadian Civil Liberties Association and HIV & AIDS Legal Clinic Ontario, dated August 17, 2020 relative to the above noted.

Copies of correspondence from Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, on behalf of the Chief of Police, dated September 24, 2020, in response to correspondence received from the Black Legal Action Centre, Aboriginal Legal Services, Canadian Civil Liberties Association and HIV & AIDS Legal Clinic Ontario, were provided for the Board's information.

Copies of an email from Mr. T. Gervais, Ministry of the Solicitor General, to Chair Georjann Morriseau, dated October 19, 2020, relative to the above noted correspondence from Ms. Walbourne, were distributed separately on desks at the meeting.

Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, provided a verbal update and responded to questions relative to the above noted.

It was the consensus of the Board that Ms. Walbourne draft a follow-up letter to all parties concerned with clarification on the concerns outlined in Mr. Gervais' email. The Police Services Board Chair will review the follow-up letter prior to distribution.

g) Neighbourhood Policing

Memorandum to Members of the Thunder Bay Police Services Board from Member B. Mauro, Mayor, dated October 13, 2020, relative to neighbourhood policing, was provided for the Board's information.

Mayor B. Mauro provided an overview of the above noted memorandum.

Discussion was held relative to the best way to provide policing in the community. It was noted

that many complaints are by-law related; there is a need for more by-law officers and a 24/7 by-law enforcement service.

It was suggested that the Board Chair make a deputation to City Council with regard to enhanced by-law and municipal enforcement. The Police Services Board will wait until City Council has received a report from Administration relative to enhanced by-law enforcement. Presentation of the report is anticipated prior to year-end.

MOVED BY: Mayor B. Mauro
SECONDED BY: Councillor K. Oliver

With respect to the allocation of staff resources for patrolling in key residential and commercial areas, the Thunder Bay Police Services Board asks the Chief of Police to report on whether or not, and if so to what degree, that modifications could be made to the current Zone Policing model to allow for beat patrols in key areas of the City.

CARRIED

h) All Chiefs of Police Memo

Copies of a memorandum to All Chiefs of Police from Richard Stubbings, Assistant Deputy Minister – Public Safety Division, relative to the appointment of an Inspector General of Policing, dated October 2, 2020, was provided for the Board's Information.

Ms. J. Hannam noted that this memorandum indicates a significant change to the police oversight model in the province.

i) 2021 Meeting Dates

Copies of the 2021 calendar were provided for the Board's information in order to determine their meeting dates in 2021.

The following meeting dates, on the 3rd Tuesday of each month, were proposed for 2021:

- January 19, 2021;
- February 16, 2021;
- March 16, 2021;
- April 20, 2021;
- May 18, 2021;
- June 15, 2021;
- July 20, 2021 (if required);
- August 17, 2021 (if required);
- September 21, 2021;

- October 19, 2021;
- November 16, 2021; and
- December 21, 2021

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. G. Morriseau

With respect to the 2021 meeting dates presented at the October 20, 2020 meeting of the Thunder Bay Police Services Board, we recommend proceeding with the proposed dates.

CARRIED

Discussion was held relative to holding Board meetings in suitable alternate locations throughout the community.

MOVED BY: Ms. G. Morriseau
SECONDED BY: Ms. C. Reitberger

With respect to regularly scheduled meetings of the Board, the Secretary is directed to seek opportunities for other locations for meetings.

CARRIED

j) Archival Data and Retrieval of Records

Memorandum from Krista Power, City Clerk, to the Thunder Bay Police Services Board, dated October 8, 2020, relative to the approval for a Memorandum of Understanding – Archival Data, was provided for the Board's information.

Ms. K. Power, City Clerk, provided an overview relative to the above noted memorandum.

MOVED BY: Ms. G. Morriseau
SECONDED BY: Councillor K. Oliver

With respect to the memorandum from Ms. K. Power, City Clerk, we recommend that the Chair of the Police Services Board be authorized to sign the Memorandum of Understanding with the City of Thunder Bay relative to the storage of records;

AND THAT appropriate billing be submitted to the Thunder Bay Police Services Board on a quarterly basis for these costs.

CARRIED

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k) Accounts Update – Approval for Payment of Invoices

Invoice from Pixels & Pencils Creative Direction Inc. dated September 28, 2020, relative to their annual retainer for website maintenance, was provided for the Board's information.

Invoice from Mr. J. Hannam, dated October 6, 2020, relative to professional services rendered, was provided for the Board's information.

Invoice from Ms. L. Douglas, dated September 30, 2020, relative to professional services rendered, was provided for the Board's information.

MOVED BY: Mayor B. Mauro

SECONDED BY: Councillor K. Oliver

With respect to the invoices presented at the October 20, 2020 Regular Session meeting of the Thunder Bay Police Services Board, we recommend proceeding with payment of the three (3) invoices;

AND THAT the invoices be paid from the Board's budget.

CARRIED

6. NEW BUSINESS

a) Donation of Non-Firearm Items to Thunder Bay Youth Corps

Correspondence from Inspector Ryan Gibson, TB Police Service, to the Chair and Members of the Thunder Bay Police Services Board, dated October 15, 2020, requesting the donation of non-firearm rifles, handguns and attachments to the Thunder Bay Police Youth Corps, was distributed separately to the Board Chair and the Secretary to the Board.

Mr. Hannam read the above noted correspondence to the Board and provided an overview.

Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, will review the request and report back to the Board at their November meeting.

MOVED BY: Mayor B. Mauro

SECONDED BY: Ms. G. Morriseau

With respect to the request for donation of non-firearm items to the Thunder Bay Youth Corps, we recommend the Board refer the request to Administration for a response.

CARRIED

7. CONFIRMING BY-LAW

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police Services Board, sealed and numbered:

1. By-law to confirm the proceedings of a Regular Session Meeting of The Thunder Bay Police Services Board, this 20th day of October, 2020.

Explanation: To confirm the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Services Board at this meeting is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

BY-LAW NUMBER: PC20 – 2020

CARRIED

8. ADJOURNMENT

The meeting adjourned at 10:56 a.m.

**MEETING: THE TWENTY-SECOND MEETING OF THE FIFTY-FIRST THUNDER BAY
POLICE SERVICES BOARD**

DATE: NOVEMBER 17, 2020

TIME: 9:13 A.M.

PLACE: COUNCIL CHAMBERS, 500 DONALD ST. E. 3RD FLOOR, CITY HALL

CHAIR: MS. G. MORRISEAU

PRESENT:

Mayor B. Mauro
Councillor K. Oliver
Ms. G. Morriseau
Ms. C. Reitberger

OFFICIALS:

Ms. S. Hauth, Chief of Police
Ms. H. Walbourne, Legal Counsel – Thunder Bay Police
Service
Superintendent D. Taddeo, Thunder Bay Police Service
Mr. S. Paradis, Media Coordinator – Thunder Bay Police
Service
Mr. T. Gervais, Police Services Advisor – Ministry of the
Solicitor General
Mr. J. Hannam, Secretary – Thunder Bay Police Services
Board
Ms. L. Douglas, Assistant to the Secretary - Thunder Bay
Police Services Board

1. DISCLOSURES OF INTEREST

There were no disclosures of interest declared at this time.

2. CONFIRMATION OF AGENDA

MOVED BY: Ms. C. Reitberger
SECONDED BY: Mayor B. Mauro

With respect to the Twenty-Second Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on November 17, 2020, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3. CONFIRMATION OF MINUTES

The Minutes of the Twentieth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on October 20, 2020 to be confirmed.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

THAT the Minutes of the Twentieth Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on October 20, 2020 be confirmed.

CARRIED

4. REPORTS OF THE THUNDER BAY POLICE SERVICE

a) Reserve Fund Update

At the October 20, 2020 Board meeting, the 2021 Proposed Operating Budget was approved as presented. Discussion followed about reserve funds and if a year-end positive variance could be transferred into a reserve fund.

Memorandum from Chief S. Hauth to the Thunder Bay Police Services Board, dated November 9, 2020, relative to a Reserve Fund Update, was provided for the Board's information.

b) Summary of Provincial Grant Funding

At the October 20, 2020 Regular Session of the Board, Report No. 28/20 (Police) relative to updating the Thunder Bay Police Services Board on the composition of the 2021 Proposed Operating Budget, was presented. Discussion was held relative to provincial grants in 2020 and anticipated grants in 2021. The Board requested a summary of grants received from the Province during the current term of the Board, including special projects and general financial support, as well as ongoing grant funding, be presented at the November 17, 2020 meeting.

Memorandum from Chief S. Hauth to Chair and Members - Thunder Bay Police Services Board, dated November 6, 2020, relative to the above noted, was provided for the Board's information.

Chief S. Hauth provided an overview of the above noted memorandum and responded to questions.

Discussion followed relative to increased costs associated with security and transfer of prisoners to the four current sites being used (while the Courthouse is closed due to a fire), as well as extra costs associated with COVID-19. The Mayor suggested that the Board send a letter of advocacy to the Ministry of Community Safety and Correctional Services to recover costs. Superintendent D. Taddeo advised that the Ministry has agreed to some form of remuneration due to what is being considered (by the Ministry) as extraordinary costs resulting from the fire. Chief Hauth advised that she will respond at the next Board meeting if Board support is needed in this regard.

5. LABOUR RELATIONS

a) Collective Agreements – Uniform and Civilian Contracts

Following the presentation of proposed changes to the Uniform and Civilian Collective Agreements with the Thunder Bay Police Association at the September 15th, 2020 meeting of the Thunder Bay Police Services Board, the Board approved changes for agreements for 2020-2023.

Final version of both above noted Collective Agreements were distributed separately by email to Board Member only on November 13, 2020.

At this time, the collective agreements are ready for signature.

At 9:24 a.m., it was the consensus of the Board to resolve into Closed Session relative to the *Police Services Act, R.S.O., 1990, Section 35 (4) (b)*.

At 10:11 a.m., the meeting reconvened in Regular Session.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

THAT with respect to the Collective Agreements, Administration proceed as directed.

CARRIED

MOVED BY: B. Mauro
SECONDED BY: C. Reitberger

With respect to the Uniform and Civilian Collective Agreements with the Thunder Bay Police Service, we recommend that the Chair and Secretary be authorized to duly execute both agreements, as amended on October 9, 2020, on behalf of the Thunder Bay Police Services Board.

CARRIED

Ms. G. Morriseau requested that her vote be recorded as opposed to the motion.

b) Collective Agreement – Senior Officers Association

The Collective Agreement between the Thunder Bay Police Senior Officers Association (TBPSOA) and the Thunder Bay Police Services Board was presented to the TBPSOA members on November 16, 2020 for ratification. Pursuant to ratification, the collective agreement will be ready for signature.

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Draft copies of the agreement were distributed separately to Board Members only on November 13, 2020.

Copies of proposed Letter of Understanding between the Thunder Bay Police Services Board and the Thunder Bay Police Senior Officers Association, relative to the above noted proposed collective agreement and relative to grandfathering rates of pay and benefits for certain positions, were distributed separately to Board Members only on November 13, 2020.

Superintendent D. Taddeo, Thunder Bay Police Service, was in attendance to respond to questions. There were no questions asked.

MOVED BY: Councillor K. Oliver

SECONDED BY: Ms. C. Reitberger

With respect to the Collective Agreement and Letter of Understanding between the Thunder Bay Police Senior Officers Association and the Thunder Bay Police Services Board, as presented at the November 17, 2020 meeting, we recommend that the Chair and Secretary be authorized to duly execute the subject agreement upon ratification, as well as the Letter of Understanding, on behalf of the Thunder Bay Police Services Board.

CARRIED

6. GENERAL

a) New Hires Update

At the October 20, 2020 Regular Session, By-Law Number PC19-2020 was enacted, whereby Ms. C. Reitberger and Councillor K. Oliver were delegated authority to appoint members and special constables to the Thunder Bay Police Service.

Copies of a memorandum to Chief S. Hauth, from John S. Hannam, Secretary - Thunder Bay Police Services Board, dated November 13, 2020, relative to New Hires Reports No. 30/20 (Police) and No. 32/20 (Police), were distributed separately on desks at the meeting.

Mr. J. Hannam, Secretary to the Board, reported that the New Hires Committee met on November 13, 2020 to review the new hires. The Committee, on behalf of the Board, approved the new hires presented in Reports No. 30/20 (Police) and No. 32/20 (Police).

b) 2021 Work Plan

At the October 20, 2020 Regular Session of the Board, the Board directed the Governance Committee to work with the Secretary to the Board to incorporate the OCPC Report recommendations into a Work Plan and to present the Work Plan at the November 17, 2020 meeting.

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Copies of a memorandum to Members of the Thunder Bay Police Services Board, from John S. Hannam, Secretary to the Board, dated November 16, 2020, as well as draft copies of Work Plan 2020/2021, relative to the above noted, were distributed separately for the Board's information.

Mr. J. Hannam, Secretary to the Board, presented an overview of the Work Plan for 2021 and responded to questions. He noted that priorities for the next six (6) months were targeted.

The Board requested that the Work Plan also include a list of recommendations that have been completed as well as recommendations that remain outstanding. Mr. Hannam will bring forward an update at the next meeting. It was noted that community outreach also needs to be included in the Work Plan.

MOVED BY: Ms. C. Reitberger
SECONDED BY: Councillor K. Oliver

With respect to the Draft Work Plan, addressing Business Planning for the Thunder Bay Police Service and responding to the recommendations of the Thunder Bay Police Services Board Investigation Final Report, we recommend that the Thunder Bay Police Services Board adopt the Draft Work Plan as presented on November 17, 2020;

AND THAT the Governance Committee report to the Board at regular intervals of the progress of the Work Plan.

CARRIED

MOVED BY: Ms. C. Reitberger
SECONDED BY: Councillor K. Oliver

THAT a request be sent to the Ontario Civilian Police Commission (OCPC) for a report on the progress of the Board with respect to the investigation report recommendations and on the term of the Administrator.

CARRIED

c) Procurement Policy

Draft Supply Management By-law to govern the way the Thunder Bay Police Service purchases supplies, services and equipment, was distributed separately by email on November 13, 2020, for the Board's information.

Superintendent D. Taddeo responded to questions relative to the above noted.

MOVED BY: Mayor B. Mauro
SECONDED BY: Ms. C. Reitberger

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With regard to the draft Supply Management By-law presented at the Regular Session of the Thunder Bay Police Services Board held on November 17, 2020, we recommend that the Supply Management By-law be prepared for adoption at the next meeting.

CARRIED

At 10:33 a.m., Superintendent D. Taddeo left the meeting room.

d) Automated Speed Enforcement

Copies of correspondence received from Ms. A. Loder, Redflex Traffic Systems Canada Inc., to Mayor B. Mauro, dated November 4, 2020, relative to automated speed enforcement in Thunder Bay, were provided for the Board's information.

Chief S. Hauth provided a verbal update relative to the above noted, and responded to questions. She provided information on Ms. Loder and the history behind traffic cameras. Chief Hauth is supportive of this initiative; however, she is unable to provide any information on costs at this point.

It was noted that Ms. K. Dixon, Director of Engineering for the City of Thunder Bay, is scheduled to report to City Council on this subject in January 2021.

e) Project Sunder

Copies of Toronto Police Service News Release, dated October 29, 2020, titled "Project Sunder Dismantles Eglinton West Crips", relative to a province-wide gun, gang, drug and human trafficking investigation, were provided for the Board's information.

Chief S. Hauth provided an overview relative to the above noted, and responded to questions.

Mayor B. Mauro thanked the Chief and the Police Service for their work on these matters, as it represents hundreds of hours of work by the Police Service.

f) Use of COVID-19 Database

At the October 20, 2020 Board meeting, it was the consensus of the Board that Ms. Walbourne draft a follow-up letter to all parties concerned with clarification on the concerns outlined in Mr. Gervais' email.

Copies of concluding correspondence from Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, to the Black Legal Action Centre, Aboriginal Legal Services, Canadian Civil Liberties Association and HIV & AIDS Legal Clinic Ontario, dated October 21, 2020, were provided for the Board's information.

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Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Services Board, noted that the October 21, 2020 letter was sent to the Board for approval to be distributed. Due to lack of response from the Board, the letter had not been sent out.

Mr. T. Gervais, Police Services Advisor – Ministry of the Solicitor General, was in attendance and responded to questions.

Following discussion about the content of the draft letter, it was agreed that any reference to views or positions of the Ministry of the Solicitor General would be removed and a new letter drafted to conclude the matter.

It was the consensus of the Board to direct the Secretary to draft and circulate a response for the Chair on behalf of the Board, omitting the Ministry's position.

MOVED BY: Mayor B. Mauro

SECONDED BY: Councillor K. Oliver

With regard to correspondence from Ms. H. Walbourne, Legal Counsel – Thunder Bay Police Service, to the Black Legal Action Centre, Aboriginal Legal Services, Canadian Civil Liberties Association and HIV & AIDS Legal Clinic Ontario, dated October 21, 2020, which was presented at the November 17, 2020 Regular Session, we recommend that the Secretary redraft the letter.

CARRIED

The redrafted letter will be shared with the Board for their review prior to distribution.

g) Neighbourhood Policing

At the October 20, 2020 Regular Session of the Board, a memorandum to Members of the Thunder Bay Police Services Board from Member B. Mauro, Mayor, dated October 13, 2020, relative to neighbourhood policing, was provided for the Board's information. The Chief of Police was asked to report on any possible modifications that could be made to the current Zone Policing model to allow for beat patrols in key areas of the City.

Report No. 31/20 (Police) relative to allocation of Thunder Bay Police Service staff resources, was provided for the Board's information.

h) Donation of Non-Firearm Items to Thunder Bay Youth Corps

At the October 20, 2020 Regular Session of the Board, correspondence from Inspector Ryan Gibson, TB Police Service, to the Chair and Members of the Thunder Bay Police Services Board, dated October 15, 2020, requesting the donation of non-firearm rifles, handguns and attachments to the Thunder Bay Police Youth Corps, was received and distributed separately on desks to the

Board Chair and the Secretary to the Board. The Board referred the request to Administration for a response.

Chief S. Hauth provided a verbal update relative to the above noted, indicating that the Police Service is mandated to destroy all surrendered and abandoned non-firearm rifles, handguns, and attachments.

The Secretary was directed to draft a response letter, capturing Chief Hauth's verbal update, denying the request but encouraging the Youth Corps to consider a funding request from the Board's special account.

i) Accounts Update – Approval for Payment of Invoices

Invoice from Mr. J. Hannam, dated November 11, 2020, relative to professional services rendered, and Invoice from Ms. L. Douglas, dated October 31, 2020, relative to professional services rendered, were provided for the Board's information.

MOVED BY: Councillor K. Oliver
SECONDED BY: Ms. C. Reitberger

With respect to the invoices presented at the November 17, 2020 Regular Session meeting of the Thunder Bay Police Services Board, we recommend proceeding with payment of the two (2) invoices;

AND THAT the invoices be paid from the Board's budget.

CARRIED

7. NEW BUSINESS

There was no new business presented.

8. CONFIRMING BY-LAW

MOVED BY: Ms. C. Reitberger
SECONDED BY: Councillor K. Oliver

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police Services Board, sealed and numbered:

1. A By-law to confirm the proceedings of a Regular Session Meeting of The Thunder Bay Police Services Board, this 17th day of November, 2020.

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Explanation: To confirm the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Services Board at this meeting is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

BY-LAW NUMBER: PC22– 2020

CARRIED

9. ADJOURNMENT

The meeting adjourned at 11:11 a.m.



MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Anti-Racism & Respect Advisory Committee Minutes

SUMMARY

Minutes of Meeting No. 02-2021 of the Anti-Racism & Respect Advisory Committee held on February 22, 2021, for information.

ATTACHMENTS

1 February 8 2021 Anti-Racism Committee Minutes

DATE: FEBRUARY 22, 2021**MEETING NO. 02-2021****TIME:** 12:06 P.M.**PLACE:** VIRTUAL MEETING – MS TEAMS**CHAIR:** JASON VELTRI**ELECTRONIC PARTICIPATION:**

Mayor Bill Mauro

Councillor Rebecca Johnson

Councillor Cody Fraser

Ms. C. Audet, *Matawa First Nations*Ms. T. Kastern, *Fort William First Nation*Ms. A. Lynch, *Kinna-aweya Legal Clinic*Mr. M. Makuto, *Regional Multicultural Youth Council*Ms. M. Mayhew-Hammond, *Community Representative*Ms. A. Muggeridge & Ms. C. Woodbeck – *Thunder Bay Multicultural Association*Mr. Kiran Ramesh - *SUCCI representative*Mr. Ryan Scott, *Community Representative*Mr. Prabhjot Singh Ahuja, *LUSU representative*Mr. Jason Veltri, *Community Representative*Insp. D. West, *Thunder Bay Police Service***OFFICIALS – ELECTRONIC PARTICIPATION:**

Mr. Norm Gale, City Manager

Ms. Regina Mandamin, Manager – Indigenous Relations & Inclusion

Ms. Maureen Nadin, Committee Resource

Ms. Katie Piché, Committee Coordinator

1.0 LAND ACKNOWLEDGMENT

Mr. J. Veltri acknowledged that we are meeting on the traditional territory of the Ojibwa Anishinaabe people of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850, and acknowledged the history that many nations hold, and are committed to a relationship with First Nations, Métis, and Inuit peoples based on the principles of mutual trust, respect, reciprocity, and collaboration in the spirit of reconciliation.

2.0 WELCOME, DISCLOSURES OF INTEREST

The Chair welcomed those in attendance. There were no disclosures of interest declared at this time.

3.0 CONFIRMATION OF AGENDA

It was consensus of the Committee to add .respect Awards Update, Diversity Event and 2021 City Budget to the agenda as New Business.

MOVED BY: Mayor Bill Mauro
SECONDED BY: Ms. Tannis Kastern

With respect to the February 22, 2021 meeting of the Anti-Racism & Respect Advisory Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

4.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 01-2021 of the Anti-Racism & Respect Advisory Committee held on January 25, 2021 to be confirmed.

MOVED BY: Councillor Rebecca Johnson
SECONDED BY: Ms. Tannis Kastern

THAT the Minutes of Meetings No. 01-2021 of the Anti-Racism & Respect Advisory Committee, held on January 25, 2021 be confirmed.

CARRIED

5.0 PRESENTATION – NOT ONE MORE DEATH

This item was deferred to a future meeting.

6.0 IMMIGRATION & REFUGEE RESETTLEMENT PROGRAM

Ms. C. Woodbeck and Ms. A. Muggeridge from the Thunder Bay Multicultural Association provided an overview relative to the above noted. The following items were discussed:

- Refugee resettlement - target numbers released by Federal government
 - Expecting 400,000 arrivals across Canada
 - Expecting 150 (families/individuals) arrivals for Thunder Bay
- Most families/individuals would arrive in September
- Long process, now must include the 14 day isolation period due to COVID-19
- Resettlement Program now all online and can be challenging – want to ensure that everyone is receiving the services they need
- Employment numbers – 4 – 5 people getting jobs per week
- Language classes always full/overflow classes also full
- Interpreters available – please call to book
- Working on Language Advocacy Day

- Lakehead University working on proposal for a Refugee Legal Clinic that would specialize in refugee law – update on proposal will be provided when available
- Youth in Solidarity Against Racism & Hate – art project
- Anti-Hate/Awareness Campaign
 - Steering Committee to be formed

The Chair thanked Ms. C. Woodbeck and Ms. A. Muggeridge for their update and for their work on the application that was submitted for the Youth in Solidarity Against Racism & Hate project.

A discussion was held relative to international students and racism in the workplace and in the city.

Inspector D. West noted that the Thunder Bay Police Service takes racism very seriously, and to please contact their complaints department if there are any incidents to report.

7.0 CARL CRAWFORD UPDATE

The Chair and Ms. Maureen Nadin provided an update relative to the postponed Carl Crawford event.

It was noted that Mr. Carl Crawford is still interested in coming to Thunder Bay once it is safe to travel (due to the COVID-19 pandemic). The event will be re-scheduled for 2022.

8.0 2021 STRATEGIC PLANNING UPDATE

Memorandum from Mr. J. Veltri, Chair, dated February 18, 2021, relative to the above noted.

A discussion was held relative to selecting a venue and facilitator. The Chair noted that facilitator recommendations are welcome, and to please reach out if there is someone that would like to submit a proposal to facilitate the session. Proposals can be submitted to the Chair and the Office of the City Clerk for review at the next meeting. Previous work and/or lived experience would be an asset.

The Chair is also looking for Committee feedback/input on specific agenda items for planning session. Please contact the Chair with any suggestions.

It was suggested that the Strategic Planning session be held on Fort William First Nation, potentially at an outside location, due to COVID-19. Ms. T. Kastern will assist with coordinating a specific site, once confirmed by Fort William First Nation.

9.0 NEW BUSINESS

9.1 2021 .respect Awards

The Chair advised that the nomination period has been extended by one week for the 2021 .respect Awards.

9.2 2021 Diversity Event

The Chair advised that the 2021 Diversity Event will be held online due to COVID-19 and registration is available online.

9.3 2021 City Budget

The Chair advised that City Council ratified the 2021 City Budget at the February 8, 2021 City Council meeting. Included in the budget was the Committee's Incident Reporting Initiatives budget discussed at the November 20, 2020 and the January 25, 2021 Anti-Racism & Respect Advisory Committee meetings.

10.0 ADJOURNMENT

The meeting adjourned at 1:15 p.m.

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT NO.	R 45/2021
DATE PREPARED	04/06/2021	FILE NO.	
MEETING DATE	04/26/2021 (mm/dd/yyyy)		
SUBJECT	Staff/Council Relationship Policy		

RECOMMENDATION

WITH RESPECT to Report R 45/2021 (City Manager's Office - Office of the City Clerk), and pursuant to Section 270(1) (Adoption of Policies) of the *Municipal Act, 2001*, we recommend that the Staff/Administration & Council Relations Policy be approved as appended to this report;

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

EXECUTIVE SUMMARY

This Report provides for the presentation of a Staff/Administration & Council Relations Policy in order to meet compliance under Section 270(1) (Adoption of Policies) with *the Municipal Act, 2001*.

The intent of this policy is to demonstrate the commitment between Members of Council and staff/administration of the municipality to a respectful and productive relationship. This is in order to maintain their respective roles established by statute, municipal by-laws and policies, corporate administrative direction, and operating conventions while serving the citizens of the City of Thunder Bay.

DISCUSSION

Following changes to the *Municipal Act, 2001*, which came into force in March 2019, municipalities were required to adopt policies to support the framework of accountability and transparency.

City Council has adopted the following policies relative to employee safety in the workplace and council conduct:

- Code of Conduct for Members of Council;
- City of Thunder Bay Policy 06-01-38 – Codes of Conduct for Employees;
- City of Thunder Bay Policy 06-01-37 – Violence in the Workplace; and

- City of Thunder Bay Policy 06-01-32 – Workplace Harassment & Discrimination.

The Act does not prescribe the content of a Staff & Council Relations Policy but the legislation does provide for a framework that can be used for such a policy.

Following a review of policies in early 2020 with the Integrity Commissioner of the firm Principles Integrity, it was deemed that the City of Thunder Bay was required to adopt a policy on Staff & Council Relations as per the Act. At that time, the City Clerk began this work with an expectation of bringing a policy to City Council for approval in the spring of 2020. Due to the COVID-19 pandemic this work was delayed and was resumed in late 2020.

The City Clerk consulted with professional colleagues and reviewed several Council/Relations Policies from other municipalities including but not limited to Brampton, Cornwall, Guelph, Vaughn, Meaford, Sudbury and Sault Ste. Marie. Reviews of the Toronto Contracts Inquiry and the Collingwood Judicial Inquiry were also completed. The draft policy was reviewed by the Director of Human Resources and Corporate Safety, and Acting City Solicitor prior to presentation and approval by the Executive Management Team.

The policy has also been reviewed and is supported by the Integrity Commissioner for the City of Thunder Bay: Principles Integrity.

This policy provides for a *two-way street* for Members of Council and Staff/Administration to work together efficiently and respectfully to meet the policies and standards established by City Council. This policy provides for a better understanding of the relationship and expectations for communication between staff/administration and Members of Council. Also included in this policy is a process for how complaints/contraventions of the policy will be managed.

CONSULTATION

Following the internal administrative review of the draft policy, the City Clerk and the Director of Human Resources and Corporate Safety engaged with Members of Council in small group meetings to discuss the draft policy and provide for an opportunity for feedback.

Twelve (12) of 13 Members of Council attended the small group meetings scheduled in groups of 3-4 Members at each meeting.

The following feedback was received during the small group meetings:

- General support for the policy by many members as it better defines the role of staff/administration to implement and operationalize the decisions made by elected officials.
- Concern relative to the statement that there be “no expectation of a waiver of standard process” in dealing with members of Administration to bring forward constituent

concerns. There was assertion that work is done faster when it is requested by a Member of Council.

- Support for the policy as it relates to a process to follow up with complaints.
- Concern relative to the policy's readability and understanding of the context for newly elected Members of Council and suggestion to remove legal framework from policy.
- Suggestion to include a form for submission of complaints along with the policy
- Questions relative to Members of Council attending administrative meetings was discussed as well as the importance of ensuring that any inclusion of Members of Council in administrative meetings was well prescribed.
- The concept of power and perception of power was also discussed as it relates to the inability for individual Members of Council to provide direction without the majority of Council as per Section 224 of the Act.

In response to the feedback above:

- Administration affirms that there is no waiver of standard process when requests are received. All residents of Thunder Bay who provide input, in particular those related to infrastructure concerns, are prioritized as it relates to safety for residents, employee schedules and budget considerations.
- Administration is committed to serving City Council and the public by working to implement and operationalize the standards, services and direction set by City Council.
- A complaint submission form may be added as an internal process at a later time should that be required, but is not required for approval of the policy.
- Administration recommends the inclusion of a presentation for future council orientation sessions for newly elected members that provides examples and context for the policy and how it will be utilized for all members and staff/administration along with training by the Integrity Commissioner relative to this policy.
- Follow up was completed following the feedback sessions to collect data from other municipalities relative to Members of Council participating in administrative meetings.
- Data did not broadly support the attendance of Members of Council at administrative meetings unless the function is prescribed or limited to one on one meetings with the City Manager or designate.

FINANCIAL IMPLICATION

There are no financial implications associated with this Report. All costs associated with work of the Integrity Commissioner are included in the 2021 Operating Budget and managed by the Office of the City Clerk and reported through quarterly variance reports.

CONCLUSION

It is concluded that this Report and appended policy should be approved in order to meet the compliance under Section 270(1) (Adoption of Policies) with *the Municipal Act, 2001*.

BACKGROUND

The Municipal Act, 2001, c. 25, s. 270 (1)(2.1) requires that all municipalities adopt and maintain a policy relative to the relationship between Members of Council and staff/administration.

The Act also provides for responsibilities of the Mayor in s.225 and s. 226 and Members of Council in s. 224 and Staff/Administration in s. 227.

City Council approved the Council Code of Conduct for Thunder Bay as presented in Report R 21/2019 (City Manager's Office – Office of the City Clerk) as per the *Municipal Act*.

REFERENCE MATERIAL ATTACHED:

Attachment A - Staff Council Relations Policy

PREPARED BY: KRISTA POWER, CITY CLERK

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: April 16, 2021
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Corporate *Policy No* **Policy**

Effective Date:



SECTION: MUNICIPAL GOVERNMENT **DEPARTMENT/DIVISION:** CITY
MANAGER'S OFFICE / OFFICE OF THE CITY CLERK

SUBJECT: STAFF (ADMINISTRATION) /COUNCIL RELATIONS

POLICY STATEMENT:

It is the policy of the Corporation of the City of Thunder Bay to demonstrate commitment to a respectful and productive relationship between and amongst Members of Council and staff/administration of the municipality. This is in order to maintain their respective roles established by statute, municipal by-laws and policies, corporate administrative direction, and operating conventions while serving the citizens of the city of Thunder Bay. This Policy is required for compliance under Section 270 (Adoption of Policies) of the *Municipal Act, 2001*.

PURPOSE:

This Policy is designed to guide the nature of business interactions between Members of Council and Staff/Administration and to meet compliance under the *Municipal Act, 2001*. This Policy will be used to promote productive and respectful working relationships between Members of Council and Staff/Administration and provide a mechanism to address workplace matters between the parties.

DEFINITIONS

Staff/Administration – Refers to the City Manager, Members of the Executive Management Team and the Officers of the Corporation as well as employees, students and volunteers of the City or of a local board established and created by the City (with the exception of outside boards governed by existing legislation) and external contractors hired by the City.

Member of Council – Refers to any member duly elected or appointed to the municipal council of the city of Thunder Bay as per *the Elections Act* or as per the Vacancy Policy (“City Council”). For the purpose of this Policy and as applicable in the circumstances, a Member of Council includes an individual who is supervised by a Member of Council and who purports to represent or undertake an activity covered by this Policy on behalf of the Member of Council.

Code of Conduct – Refers to the Code of Conduct approved by City Council for staff/administration and the Code of Conduct approved by City Council.

Member of the Public - Refers to a person or entity residing and/or having a business, ceremonial or policy interest in the municipality.

GUIDING PRINCIPLES:

Interpretation of this Policy is to be guided by

- 1) the statutory framework within which the City is governed; and
- 2) the Policy framework of the City.

These frameworks include:

- a) *The Municipal Act, 2001*;
- b) City of Thunder Bay Policy 06-01-38 – Code of Conduct for Employees;
- c) Council Code of Conduct;
- d) City of Thunder Bay Policy 06-01-37 - Violence in the Workplace;
- e) City of Thunder Bay Policy 06-01-32 – Workplace Harassment & Discrimination; and
- f) Precedent and recommendations arising from such municipal inquiries including the Toronto External Contracts Inquiry and the Collingwood Judicial Inquiry.

A. The following sections are excerpts from the *Municipal Act, 2001* which provide for definitions and legislative provisions for the Role of Council, Head of Council and Administration:

224 Role of Council

It is the role of council:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;

- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act.

225 Role of Head of Council

It is the role of the head of council to:

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses [(d) and (d.1) above];
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act.

226.1 Head of Council as Chief Executive Officer

As chief executive officer of a municipality, the head of council shall:

- (a) uphold and promote the purposes of the municipality;
- (b) promote public involvement in the municipality's activities;
- (c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

227 Municipal Administration

It is the role of the officers and employees of the municipality:

- (a) to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;

- (b) to undertake research and provide advice to council on the policies and programs of the municipality; and
- (c) to carry out other duties required under this or any Act and other duties assigned by the municipality.

B. City of Thunder Bay Policy 06-01-38 – Codes of Conduct for Employees:

- a) affirms and mandates behaviours governed by law, e.g. *the Municipal Freedom of Information and Protection of Privacy Act*, *the Occupational Health & Safety Act*, including Bill 168, *the Canadian Charter of Rights and Freedoms*, and any others that apply;
- b) does not replace applicable federal, provincial or municipal law and/or regulation; and,
- c) affirms and mandates other behaviours as specified within the policy and/or in other specific Corporate policies and procedures, i.e.: HR-05-02 Political Activity; HR-05-04 Conflict of Interest; HR-05-35; Fit For Work; HR-05-31 Disciplinary Process; HR-06-04 Workplace Harassment & Discrimination; HS-30-04 Violence in the Workplace

C. City Council Code of Conduct:

The following is an excerpt from the current City Council Code of Conduct:

Rule No. 13 Conduct Respecting Staff:

- 1. No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.
- 2. No Member shall use, or attempt to use, their authority for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties, including the duty to disclose improper activity.
- 3. Members shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Member or faction of the Council.

4. No Member shall maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Members shall show respect for the professional capacities of the staff of the City.

D. City of Thunder Bay Policy 06-01-37 – Violence in the Workplace :

The following is an excerpt from the Violence in the Workplace policy:

- 1) A safe work environment is a right for all employees.
- 2) The City of Thunder Bay maintains a "Zero Tolerance" policy to any acts of workplace violence from all possible sources and will take every reasonable measure to prevent such violence, including but not limited to, remedial, disciplinary and/or legal action

E. City of Thunder Bay Policy 06-01-32 – Workplace Harassment & Discrimination

The following is an excerpt from the Workplace Harassment & Discrimination Policy:

- 1) The Corporation is committed to providing a work environment in which all employees are treated with respect and dignity. Harassment, sexual harassment and discrimination will not be tolerated in the workplace from any person in the workplace including City employees and management, members of the public, volunteers, other employers and contractors.

F. Independent Municipal Judicial Inquiries

Independent judicial inquiries into municipal affairs also provide guidance and informs the framework in which Council and Staff/Administration must work. Legal precedent and case law will be considered where applicable and appropriate relative to all complaints.

Toronto External Contracts Inquiry

On September 12, 2005, Commissioner Bellamy delivered the report and recommendations as a result of the Toronto Computer Leasing Inquiry (TCLI) and the Toronto External Contracts Inquiry (TECI) to Toronto City Council. The inquiries were established to inquire into the history of computer contracts and their impact on the ratepayers of Toronto. In order to assist the

Commissioner to make recommendations going forward, a Good Government Phase was added to the TCLI.

These Inquires and associated reports are precedent setting in providing relative framework and guidance for how municipal council should interact with members of Staff/Administration.

The recommendations focused on the importance of integrity and ethics in local government. In addition, the creation of codes of conduct for staff was recommended.

The following excerpt from the Toronto External Contracts Inquiry is provided as context in the development and application of this Policy.

“Council should give the City Manager clear and unequivocal responsibility and accountability for the overall management of the City. Not doing so undermines the City Manager’s effectiveness.....”

Although the Mayor (and Council) can be properly involved in the hiring of the City Manager, there should be a clear division of responsibility between the Mayor and the Office of the City Manager – a separation of political from the Administrative.....” (Madam Justice Bellamy – Toronto External Contracts Inquiry, page 424)

Collingwood Judicial Inquiry

On September November 2, 2020, Commissioner Morrocco released the report and recommendations as a result of the Town of Collingwood Judicial Inquiry to Members of the Collingwood Town Council. The inquiry was established to examine two major transactions that the Town of Collingwood engaged in under the leadership of its 2010-2014 town Council.

Commissioner Marrocco prepared a report and recommendations which were publically released and contained over 300 recommendations and commentary.

The following excerpt from the Collingwood Judicial Inquiry is provided as context in the development and application of this Policy:

“Members of Council must also respect the need for a neutral and impartial public service, which gives its best advice based on the merits of the question before it. When this respect is lacking, staff’s work risks becoming politicized and staff are in danger of failing to fulfill their obligations to the public, which in turn creates the risk of loss of public confidence.

The Council as a whole is the directing mind of the municipality, not individual members. It is responsible for setting policies and priorities, allocating resources, and providing direction to staff on the material, operational, and financial business of the municipality. Council members must not seek to wield that power unilaterally or away from the Council chamber. Explicit Council authorization should be required where Council delegates its authority to a specific member of Council. Council’s silence is not the same as Council’s consent.”

Further, the Collingwood Inquiry went on to recommend changes to the Municipal Act, 2001 relative to requirements for Staff/Council Relations Policies such as the following:

“10 The Province of Ontario should amend the *Municipal Act* to require that the Staff / Council Relations Policy in each municipality contain specific provisions. For example, the Staff / Council Relations Policy should include the following:

- a** Council members must respect the role of staff to provide advice based on objectivity and political neutrality and without undue influence from an individual Council member or group of Council members;
- b** no member of Council shall use, or attempt to use, his or her power or authority to pressure, intimidate, threaten, coerce, or command a staff member in order to interfere with the staff member's duties;
- c** no Council member shall maliciously or falsely injure the professional or the ethical reputation of staff and all Council members must treat staff with respect and courtesy;
- d** only Council as a whole – and no single Council member – has the authority to direct staff to carry out a particular function unless specifically authorized by Council.”

RESPONSIBILITIES

Policy Framework:

Part A

General Relationship between Staff and Members of Council:

Council is the policy and decision-making authority for the municipality, and only Council as a whole (by majority) can direct Staff/Administration to carry out specific functions. All Members of Council are equal. Only Council as a whole has the authority to direct staff. City Administration serves Council and the combined interests of all Members of Council are expressed through resolutions of Council.

Individual Members of Council have a responsibility to represent the public and to consider the well-being and interests of the municipality, and in that regard have a representative relationship with the community they serve. Individual members of Council should refrain from asking staff to undertake work, to prepare reports or seek preferred outcomes other than pursuant to a Council approved direction.

Members of Council require advice and information from Staff/Administration in some circumstances in order to fulfill their constituent, decision-making and oversight responsibilities.

Communications between Staff/Administration and Members of Council, and between Members of Council and Staff/Administration, must be courteous and professional. All communications should take into account:

- The author's and the recipient's responsibilities under the respective provision, policy, procedure or code of conduct applicable to the person;
- The impact upon any Member of the Public involved;
- The legitimate corporate or departmental priority of the matter;
- The anticipated length of time and volume of work it would take to properly comply with a request.

Communications, especially communications shared with Members of the Public, should not be disparaging of any person. Legitimately held criticisms shall be stated directly and professionally, clearly identified as the author's own opinion. This Policy does not condone the making of defamatory statements or statements based on speculation.

Communications made with respect to a matter before City Council, Committee of the Whole or a local board shall be done in compliance with the approved Procedural By-law for City Council and its Committees approved by the City Council.

Part B – Communications and Expectations

1) Members of Council

- Members of Council shall refrain from directing, instructing or influencing staff other than giving appropriate direction by way of a resolution of Council.
- Members of Council should communicate with senior levels of management (Executive Management Team or designate, City Clerk, City Solicitor) on council related business.
- Where possible and practical, Members of Council should direct residents to use tools available for access to information directly rather than communicating indirectly through senior levels of administration unless there is an overarching issue or concern, i.e. a complaint about a streetlight being out can be registered by calling the Dispatch number directly or completing the 'Report a Problem' form on the City's website.
- There should be no expectation of a waiver of standard process in dealing with members of Administration.
- Members of Council should not attend technical meetings between staff, consultants, applicants, contractors or legal advisors unless expressly invited to do so for a particular purpose.

2) Expectations of Staff/Administration

- Staff/Administration will endeavour to make City Council aware of known issues that may impact their decision making, information will be shared in a timely manner.
- Advice will be provided by Staff/Administration based on political neutrality and objectivity as it relates to their professional expertise.

- Notification will be provided to City Council in a timely fashion relative to changes in legislation and/or unintended and unexpected impacts of policy decisions via corporate reports.
- Information will be provided to Members of Council on the implications of the recommendations which may impact services or work plans as it relates to capacity issues.
- Staff/Administration will work in good faith and give effect to the lawful decisions, policies and procedures approved by City Council regardless of Administration's opinion or agreement with the direction provided.
- Staff/Administration will provide City Council with all materials, reports and information necessary and requested by Council in order to make decisions.
- Staff/Administration will provide a written response to inquiries from Members of Council within 2 working days with at a minimum an acknowledgement of the receipt and a timeline for providing the requested information.

Part C

Policy Management:

This Policy forms part of the ethical framework for Members of Council and the Integrity Commissioner may at any time be consulted by a Member of Council with regard to interpretation or compliance.

The City Clerk is delegated the authority to make administrative changes to this Policy that may be required from time to time due to legislative changes or if, in the opinion of the City Clerk, the amendments do not change the intent of the policy.

Part D

Contraventions of the Policy/Code/Complaints:

The City Clerk and/or City Manager shall be responsible for receiving complaints and/or concerns related to this policy.

Upon receipt of a complaint and/or concern:

- In the case of a complaint against officers and employees of the Corporation by a Member of Council – the City Manager shall be the contact.
- In the case of a complaint against a Member of Council – the City Clerk would be the initial point of contact and the Integrity Commissioner shall be notified and information shall be provided to the complainant on how to file a complaint with the Integrity Commissioner.
- In the case of a complaint against the City Manager – the City Clerk shall be the contact and City Council shall be notified.

Complaints relative to employees or officers of the corporation shall be handled in accordance with the guidelines of the Staff Code of Conduct or as per the investigative policies of the Human Resources & Corporate Safety Division.

REFERENCE:

REPORT NO. – R 45/2021 (City Manager's Office – Office of the City Clerk)

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Revenue	REPORT NO.	R 46/2021
DATE PREPARED	04/07/2021	FILE NO.	
MEETING DATE	04/26/2021 (mm/dd/yyyy)		
SUBJECT	2021 Tax Policy Report		

RECOMMENDATION

WITH RESPECT to the Corporate Tax Policy Report R 46/2021 (Corporate Services & Long Term Care - Revenue), we recommend that the special service area boundary be extended for street lighting as identified in Attachment 2;

AND THAT graduated taxation apply to the large industrial property class for 2021 with two bands of taxation, the lower band being taxed at 96% of the upper band and the CVA boundary between taxation bands be \$18.5 million;

AND THAT the recommended tax ratios and tax rates included in Attachment 7 be approved for the 2021 taxation year;

AND THAT the final tax levy be due in two installments on August 4 and October 6, 2021;

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

EXECUTIVE SUMMARY

This report is being presented to provide City Council with recommendations on the Corporate Tax Policy options and requirements under the *Municipal Act, 2001* for the setting of tax policies, tax rates, and tax due dates in preparation for the 2021 final property tax billing. This report recommends tax ratios that are consistent with the approved long-term tax strategy.

DISCUSSION

Long-Term Property Tax Strategy

At the May 13, 2019 Committee of the Whole meeting, Report No. 59/2019 (Corporate Services & Long Term Care - Revenue), was presented and direction was provided by City Council to establish a long-term property tax strategy that included the following considerations:

1. Graduated taxation in the large industrial property class be phased out by increasing the low band rate;
2. The broad class industrial ratio be reduced to 2.63, the provincial threshold ratio for the industrial property class, by reducing the large industrial tax ratio;
3. The multi-residential tax ratio be reduced to the provincial threshold ratio of 2.0;
4. The commercial tax ratio be reduced to 1.98, the provincial threshold ratio for the commercial property class by adopting the starting ratio each year;
5. Recommendations in paragraphs 1-4 be limited to the extent that the impact on the residential property class does not exceed the Council approved tax levy increase for the year by more than 0.5%;
6. The annual tax policy report provide three options for Council's consideration including; an option which will reflect recommendations in paragraphs 1-5; a status quo option (starting ratios with same tax policies as adopted by City Council in the previous year) and a tax shift mitigation option.

As noted above, Administration was directed by Council to provide a tax shift mitigation option in the annual tax policy report for Council's consideration. However, due to the fact the Municipal Property Assessment Corporation (MPAC) reassessment has been deferred, revenue neutral ratios are the same as starting ratios in 2021. Therefore, only two options are provided in 2021 for Council's consideration.

MPAC Reassessment and Assessment Growth

There is a four-year phase-in of assessment increases as determined by the MPAC, whereby increases are spread equally over a four-year term. The reassessment that was scheduled in 2020 with a valuation date of January 1, 2019 and phase-in over 2021-2024 was deferred. Therefore, there are no re-assessment shifts (value/equity changes) in 2021 as shown in Attachment 1.

Assessment growth was 0.42%, with the City experiencing negative growth in the industrial classes. The majority of the growth continues to come from the residential class resulting in the ongoing shift of the tax levy onto the residential property class.

Net assessment growth of 0.42% in 2020 has contributed \$465,000 in taxation revenue in 2021.

Education Taxes

The Province sets the education rates across all municipalities in Ontario. To provide property tax relief to businesses, the Province reduced the commercial/industrial education tax rates from 0.98% to 0.88% resulting in savings of \$1.67 million for City of Thunder Bay businesses, as shown below. The residential education tax rate remained at 0.153%.

The following table shows the change in education taxes levied by property class from 2020 to 2021:

	Education Tax Levy		Change
	2020	2021	
Residential	14,018,707	14,018,707	0
New Multi Residential	38,333	38,333	0
Multi Residential	710,466	710,466	0
Commercial	15,806,701	14,291,640	(1,515,061)
Industrial	616,383	556,830	(59,553)
Large Industrial	630,190	574,129	(56,061)
Landfills	6,762	6,762	0
Pipeline	370,322	332,534	(37,788)
Farm	948	948	0
Managed Forest	443	443	0
TOTAL	32,199,255	30,530,792	(1,668,463)

Urban/Special Area Services

Urban Service Area By-laws were established when the City was first amalgamated as a fairness measure so that citizens who did not receive the benefit of certain services (transit, street lighting, sewage and drainage, and garbage collection) did not pay for them.

Report No. 2002.53 (Corporate Services & Long Term Care - Revenue) authorized Administration to bring forward by-laws as required to expand the areas within which special services (historically known as urban services).

Expanding the areas does not generate additional revenue for the City, but it does spread the cost of providing the services over more properties. This results in a decrease for those currently paying a special services charge and an increase for those who now benefit from the special service being made available.

In this regard, expansion to Schedule B – Street Lighting Special Area of By-law 46-2006 is in order to reflect properties now benefiting from street lighting. Special area expansions are included in Attachment 2.

Municipal Tax Levy

City Council approved a 2021 municipal tax levy including payments in lieu of taxes of \$203,053,800. This represents an increase of \$3.66 million or 1.83% over 2020. For billing purposes, the budget is allocated as follows in order to levy separately for urban/special services:

2020	2021
-------------	-------------

Municipal General Tax Levy	\$176,101,267	\$181,752,790
Urban/Special Services:		
Garbage Collection	6,580,206	7,689,912
Street Lighting	3,866,312	3,546,505
Sewage and Drainage	1,433,206	385,666
Public Transportation	11,416,909	9,678,927
Total Municipal Tax Levy	\$199,397,900	\$203,053,800

Tax Ratios

- A municipal tax ratio is the degree by which a property class is taxed relative to the residential class.
- The residential tax ratio is always 1.0.
- Tax ratios determine how much of the municipal tax burden is borne by each property class.
- Altering tax ratios does not alter the overall levy amount, only how it is distributed.
- Education tax rates are set by the Province and are not dependent on tax ratios approved by municipal Councils.
- The Province has established a range of fairness for each property class. With the exception of revenue neutral ratios, tax ratios cannot be moved further away from the range of fairness.
- The Province has established threshold ratios for the multi-residential (2.0), commercial (1.98) and industrial (2.63) property classes. Property tax increases cannot be spread evenly over all property classes if any tax ratio exceeds the provincial thresholds.
- Revenue neutral tax ratios are a ratio flexibility decision that is made annually by the Province. This flexibility allows municipalities to adjust tax ratios away from the range of fairness to offset tax shifts that may occur between property classes as a result of the phase-in of reassessment changes. Revenue neutral ratios are not permitted in 2021 due to the re-assessment deferral.
- Attachment 3 provides an overview of Thunder Bay's historical tax ratios including those recommended in 2021.
- The chart below is a comparison of the tax ratios approved for 2020, and the tax ratios for each of the options identified in this report.

Property Class	2020 Approved Tax Ratios	2021 Option 1 Ratios	2021 Option 2 Ratios
Residential	1.000000	1.000000	1.000000
New Multi-Residential	1.000000	1.000000	1.000000
Multi-Residential	2.142500	2.000000	2.076859
Commercial	2.108740	2.076437	2.076437
Industrial	2.407719	2.370836	2.370836
Large Industrial (no band)	2.975329	2.881955	2.929751
Landfills	2.583329	2.583329	2.583329
Pipelines	2.768387	2.768387	2.768387
Farm	0.250000	0.250000	0.250000
Managed Forests	0.250000	0.250000	0.250000

Graduated Taxation

Since 1998, graduated taxation has been an option available to municipalities. The objective of graduated taxation is to reduce taxation levels on businesses that are located on lower-value properties.

Municipalities are permitted to tax commercial and industrial properties at different rates depending upon their CVA. Graduated CVA bands are defined by CVA ranges. Either two or three bands may be chosen with no limits being placed on where the CVA boundaries between bands are set. Municipalities also have full flexibility to choose the relative tax levels for each band although the band with the highest value properties is always set at 100%. This program is self-funded within the class, and as such, by providing a lower tax rate for a lower band, the tax rate for the higher band increases.

The 2014 Tax Policy established graduated taxation as the tool to manage significant tax shifts that would have occurred among properties within the large industrial property class leading to tax increases in excess of 10% for some properties. Graduated taxation was utilized in 2014 with the intent of phasing it out in future years so the year over year tax changes among the properties in the class were reasonable.

The CVA boundary between taxation bands in 2020 was \$18.5 million with the low band being taxed at 90% of the high band.

Graduated taxation is a means to mitigate shifts in taxation levels among properties within the large industrial property class. Administration recommends changes to graduated taxation as outlined in option 1.

Optional Property Classes

In addition to the standard property classes, municipalities can adopt optional classes. Optional classes provide flexibility in spreading the municipality's property tax burden within the commercial and industrial property classes.

The optional property classes are:

Commercial

- Office Building
- Shopping Centre
- Parking Lot/Vacant Land

Industrial

- Large Industrial

Commercial/Industrial

- Small Business (New optional class – regulation not released)

As outlined in report R14/2021 – 2020 Provincial Budget – Property Tax Relief Measures for Businesses, the optional small business tax class will be reviewed following the release of the regulation by the Province, and reported back to Council with recommendations for the 2022 and subsequent taxation years.

All four optional classes were adopted by City Council in 1998 as a temporary solution to mitigate large shifts in the overall tax burden that would have otherwise occurred. The optional classes were not intended to be a permanent solution and in 2006, Council ceased using all but the large industrial optional class.

The large industrial ratio was 2.975329 in 2020 compared to the industrial residual ratio of 2.407719.

There are currently six properties in large industrial class, two of which are vacant land. Having so few properties in the class, increases the volatility of the class, which is magnified by the high ratios. Therefore, administration recommends that the large industrial class ratio be reduced as outlined in option 1.

Summary of Options

	Option 1	Option 2
Residential property class total levy increase	2.07%	2.09%
Increase in tax bill for a median residential single family detached home	\$59.75 1.82%	\$60.32 1.84%
# of multi-residential tenants subject to rent reduction	0%	0%
Graduated taxation- low band rate	96%	90%
Multi-residential ratio	2.000000	2.076859
Large industrial ratio	2.881955	2.929751
Commercial ratio	2.076437	2.076437

Option 1 – Approved Long-Term Tax Strategy

This option seeks to reduce the large industrial ratio, the multi-residential ratio and the commercial ratio while limiting the impact on the residential property class to a maximum of 0.5% more than the 1.83% municipal tax levy increase (2.33%).

Graduated Taxation: Consistent with the long-term tax strategy, administration is recommending that the lower band be taxed at 96% of the upper band. The CVA boundary between taxation bands is recommended to remain unchanged at \$18.5 million. Properties in the low band would experience an overall tax increase of 1.75%, while the one property having a value in excess of \$18.5 million will have a tax decrease of 1.88%.

This option would shift taxes within the large industrial class of \$29,755 from properties with assessment in the low band to the property with assessment in the high band.

Tax Ratios: In conjunction with the change to graduated taxation as noted above, the large industrial ratio would be reduced to 2.88 for this option. The industrial broad class ratio will equal the provincial threshold of 2.63. Therefore, the industrial and large industrial property classes will no longer be subject to the levy restriction. This results in an additional \$33,000 of the levy shifting to the Industrial/Large Industrial classes despite a reduction in the ratio.

The multi-residential ratio would be reduced to 2.00. The multi-residential ratio will be equal to the provincial threshold and no longer subject to the levy restriction. No properties in the multi-residential class would experience a tax reduction in excess of 2.49%.

As shown in Attachment 4, the residential property class would see a municipal levy increase of 2.30%; however, with no change to the education rate, the overall increase to the residential property class is 2.07%.

The median residential single family detached home in Thunder Bay has an assessment of \$210,000 and would see an increase to their tax bill of 1.82% or \$59.75, \$0.57 less per year compared to option 2.

This approach is consistent with the approved long-term tax strategy, fully achieves objective 2 and 3 of the long term tax strategy by reducing the broad class industrial tax ratio and the multi-residential tax ratio to the provincial threshold and is the recommended option.

Option 2 - Status Quo

Option 2 is the approach that is typically adopted when Council has achieved its desired ratios and is satisfied that the shifts that are occurring due to reassessment and growth are not significant enough to warrant a different approach.

Graduated Taxation: Under option 2, the lower band would remain unchanged from 2020 and would be taxed at 90% of the upper band. The CVA boundary between taxation bands would also remain unchanged at \$18.5 million. Properties in the low band would experience an overall tax decrease of 0.48%, while the one property having a value in excess of \$18.5 million will have a tax decrease of 0.57%.

This option would shift taxes within the large industrial class of \$77,549 from properties with assessment in the low band to the property with assessment in the high band.

Tax Ratios: Under this option, the 2020 tax ratios are updated to account for the 2020 levy restrictions applicable to the commercial, industrial, and multi-residential property classes. These updated tax ratios become the starting ratios for 2021 and are shown in Attachment 5.

As shown in Attachment 5, the residential property class would see a municipal levy increase of 2.32%; however with no change to the education rate, the overall increase to the residential property class is 2.09%.

The median residential single family detached home in Thunder Bay has an assessment of \$210,000 and would see an increase to their tax bill of 1.84% or \$60.32, \$0.57 more per year compared to recommended option 1.

No properties in the multi-residential class would experience a tax reduction in excess of 2.49%.

The large industrial and multi-residential ratios remain above the provincial thresholds under this option, therefore Option 2 is not recommended for 2021.

Attachment 6 highlights the Municipal Tax Shift by property class and the total tax increase by property class moving from Option #1 to Option #2.

Tax Rates and Due Dates

Attachment 7 provides the tax ratios and tax rates required to raise the 2021 Municipal Tax Levy using Option 1 – Long Term Tax Strategy. This option is recommended.

Attachment 8 provides tax ratios and tax rates that would be required to raise the 2021 Municipal Tax Levy using option 2 – Status Quo. This option is not recommended.

Final bills are anticipated to be ready for mailing early June.

Administration recommends the final tax levy be due in two installments: August 4th and October 6th.

FINANCIAL IMPLICATION

Approval of the 2021 tax policies and tax rates as recommended will ensure that the 2021 tax levy will be sufficient to meet budgeted taxation revenue.

CONCLUSION

It is concluded that the tax policies, tax ratios, and tax rates, as recommended in Report R46/2021 (Revenue) should be approved for the 2021 taxation year.

BACKGROUND

The provincial government sets the province-wide policies and rules with respect to property assessment and taxation. The Ministry of Finance sets assessment policy and standards and is responsible for establishing the majority of legislation and regulations governing tax policy. It also is responsible for setting education tax rates for all property classes. The Ministry of Education is responsible for establishing the deadlines for municipalities to pay their education tax installments and is responsible for allocating the education taxes to the school boards.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing all property in Ontario. The Province transferred responsibility for property assessment to what is now called MPAC on December 31, 1998. MPAC carries out its activities in accordance with the provisions of the Assessment Act, as well as regulations issued under the Act by the Province. Municipalities use the values MPAC establishes for properties when they calculate property taxes.

Municipalities have been granted some decision-making responsibility by the Province relating to municipal taxation. In this regard, there are options made available by the Province through

the Municipal Act, 2001, and regulations issued thereunder whereby certain tax policy decisions must be made by December 31 of each year.

Since the introduction of current value assessment by the Province in 1998, inequities in tax treatment have been identified in the multi-residential, commercial and industrial property classes in many cities including Thunder Bay. On May 13, 2019, City Council approved a long-term tax strategy that is designed to reduce property tax ratios to enhance long-term financial stability and achieve greater fairness and relative competitiveness over time.

REFERENCE MATERIAL ATTACHED

- Attachment 1 - Assessment Changes 2020-2021
- Attachment 2 - Special Service Area Expansions
- Attachment 3 - Tax Ratios 1998 - 2021
- Attachment 4 - Impact of using Option 1 – Approved Long Term Tax Strategy
- Attachment 5 - Impact of using Option 2 – Status Quo
- Attachment 6 - Impact Options 1 & 2 have on Distribution of the Tax Levy
- Attachment 7 - 2021 Tax Rates & Ratios with Option 1 – Long Term Tax Strategy
- Attachment 8 - 2021 Tax Rates & Ratios with Option 2 – Status Quo

PREPARED BY: Kathleen Cannon – Director of Revenue

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Linda Evans, GM Corporate Services & Long Term Care, City Treasurer	April 19, 2021

Assessment Changes 2020 - 2021
(No Reassessment in 2021)

PROPERTY CLASS	2020 Returned Roll	2020 Yearend Roll	2020 Growth	2021 Returned Roll	2021 Value Change	% Growth	% Value Change	Total % Change
	A	B	C (B - A)	D	E (D - B)	F (C/A)	G (E/B)	H (D/A)
Residential	9,116,598,215	9,163,858,625	47,260,410	9,163,858,625	0	0.52	0.00	0.52
New Multi-Residential	17,030,000	25,053,900	8,023,900	25,053,900	0	47.12	0.00	47.12
Multi-Residential	462,627,800	464,356,800	1,729,000	464,356,800	0	0.37	0.00	0.37
Commercial	1,715,057,440	1,719,290,330	4,232,890	1,719,290,330	0	0.25	0.00	0.25
Industrial	66,946,300	63,008,100	-3,938,200	63,008,100	0	-5.88	0.00	-5.88
Large Industrial	72,396,400	64,810,800	-7,585,600	64,810,800	0	-10.48	0.00	-10.48
Landfill	690,000	690,000	0	690,000	0	0.00	0.00	0.00
Pipeline	37,788,000	37,788,000	0	37,788,000	0	0.00	0.00	0.00
Farm	4,129,000	2,478,600	-1,650,400	2,478,600	0	-39.97	0.00	-39.97
Managed Forest	1,429,000	1,158,700	-270,300	1,158,700	0	-18.92	0.00	-18.92
Total Taxable/PIL	11,494,692,155	11,542,493,855	47,801,700	11,542,493,855	0	0.42%	0.00%	0.42%

Attachment 2

Special Service Area Expansion

By-law 46-2006, Schedule B – street lighting special area expansion:

1. Part of Dawson road, being Assessment Roll Identifiers:

58 04 020 102 503 20
58 04 020 102 504 20
58 04 020 102 506 00
58 04 020 102 506 02
58 04 020 102 534 00
58 04 020 102 535 00
58 04 020 102 536 00
58 04 020 102 537 00
58 04 020 102 538 00
58 04 020 102 541 00
58 04 020 102 542 00

**Tax Ratios for the City of Thunder Bay
1998 to 2021**

	Residential	New Multi- Residential	Multi- Residential	Commercial	Shopping Centre	Office Building	Parking/ Vac Land	Industrial	Large Industrial (No Band)	Landfill	Pipelines	Farmland	Managed Forests
1998	1.000000		2.903900	2.445000	2.213600	2.582300	1.493900	3.230100	3.471800		2.198400	0.250000	0.250000
1999	1.000000		2.903900	2.445000	2.213600	2.582300	1.493900	3.230100	3.471800		2.198400	0.250000	0.250000
2000	1.000000		2.903900	2.445000	2.213600	2.582300	1.493900	3.230100	3.471800		2.198400	0.250000	0.250000
2001	1.000000		2.538500	2.445000	2.213600	2.582300	1.493900	3.230100	3.471800		2.152000	0.250000	0.250000
2002	1.000000		2.538500	2.394081	2.167501	2.528523	1.462789	3.162832	3.399498		2.152000	0.250000	0.250000
2003	1.000000		2.538500	2.020900	1.829700	2.134400	1.234800	2.475700	2.660900		2.152000	0.250000	0.250000
2004	1.000000		2.740000	2.020900	1.829700	2.134400	1.234800	2.382400	2.681200		2.152000	0.250000	0.250000
2005	1.000000		2.740000	1.980000	1.866300	2.091700	1.259500	2.430000	2.627500		2.152000	0.250000	0.250000
2006	1.000000		2.740000	1.952709	n.a	n.a	n.a	2.430000	2.627500		2.152000	0.250000	0.250000
2007	1.000000		2.740000	1.952709	n.a	n.a	n.a	2.430000	2.627500		2.152000	0.250000	0.250000
2008	1.000000		2.740000	1.952709	n.a	n.a	n.a	2.430000	2.627500		2.152000	0.250000	0.250000
2009	1.000000		2.740000	1.952709	n.a	n.a	n.a	2.430000	2.627500		2.152000	0.250000	0.250000
2010	1.000000		2.740000	1.952709	n.a	n.a	n.a	2.430000	2.465000		2.152000	0.250000	0.250000
2011	1.000000		2.740000	1.952709	n.a	n.a	n.a	2.430000	2.465000		2.152000	0.250000	0.250000
2012	1.000000		2.740000	1.952709	n.a	n.a	n.a	2.430000	2.465000		2.152000	0.250000	0.250000
2013	1.000000		2.708571	1.980000	n.a	n.a	n.a	2.559283	2.596145		2.271603	0.250000	0.250000
2014	1.000000	1.000000	2.685576	1.980000	n.a	n.a	n.a	2.540000	3.230648		2.388795	0.250000	0.250000
2015	1.000000	1.000000	2.649522	2.045366	n.a	n.a	n.a	2.503555	3.325639		2.502278	0.250000	0.250000
2016	1.000000	1.000000	2.631000	2.067700	n.a	n.a	n.a	2.445300	3.376233		2.612379	0.250000	0.250000
2017	1.000000	1.000000	2.566505	2.144417	n.a	n.a	n.a	2.488302	3.368219	2.453732	2.691541	0.250000	0.250000
2018	1.000000	1.000000	2.422438	2.137932	n.a	n.a	n.a	2.441050	3.304256	2.583329	2.768387	0.250000	0.250000
2019	1.000000	1.000000	2.285000	2.115246	n.a	n.a	n.a	2.415148	3.170000	2.583329	2.768387	0.250000	0.250000
2020	1.000000	1.000000	2.142500	2.108740	n.a	n.a	n.a	2.407719	2.975329	2.583329	2.768387	0.250000	0.250000
2021 (recommended)	1.000000	1.000000	2.000000	2.076437	n.a	n.a	n.a	2.370836	2.881955	2.583329	2.768387	0.250000	0.250000
Percent change	0.00	0.00	-31.13	-15.07				-26.60	-16.99	5.28	25.93	0.00	0.00

Notes:

In 2006 City Council stopped using the optional commercial property classes (shopping centre, office building, and parking/vac Land).

In 2014 City Council created the optional new multi-residential property class and confirmed a tax ratio of 1.0 for the class.

In 2017 the Province created a new property class for landfills.

Large Industrial properties are subject to graduated taxation with the lower band (assessment up to \$18.5 million) being taxed at 96% of the higher band (assessment over \$18.5 million) in 2021.

Analysis of 2021 Tax Change by Property Class
Option 1 - Long Term Tax Strategy
Recommended

Property Class	2021 Tax Ratio	2020 Municipal Taxation at Year-end \$	2020 Education Taxation at Year-end \$	2020 Total Taxation at Year-end \$	2021 Municipal Taxation \$	2021 Education Taxation \$	2021 Total Taxation \$	Difference Between 2020 and 2021 Taxation					
								Municipal \$	Municipal %	Education \$	Education %	Total Change \$	Total Change %
Residential	1.000000	127,550,410	14,018,707	141,569,117	130,484,173	14,018,707	144,502,880	2,933,763	2.30%	-	0.00%	2,933,763	2.07%
New Multi-Residential	1.000000	353,166	38,333	391,499	360,295	38,333	398,628	7,129	2.02%	-	0.00%	7,129	1.82%
Multi-residential	2.000000	13,648,143	710,466	14,358,609	13,355,645	710,466	14,066,111	(292,498)	-2.14%	-	0.00%	(292,498)	-2.04%
Commercial	2.076437	50,205,545	15,806,701	66,012,246	50,518,416	14,291,640	64,810,056	312,871	0.62%	(1,515,061)	-9.58%	(1,202,190)	-1.82%
Industrial	2.370836	1,977,967	616,383	2,594,350	2,141,664	556,830	2,698,494	163,697	8.28%	(59,553)	-9.66%	104,144	4.01%
*Large Industrial	2.881955	2,644,806	630,190	3,274,996	2,682,402	574,129	3,256,531	37,596	1.42%	(56,061)	-8.90%	(18,465)	-0.56%
Landfills	2.583329	22,814	6,762	29,576	23,744	6,762	30,506	930	4.08%	-	0.00%	930	3.14%
Pipelines	2.768387	1,474,635	370,322	1,844,957	1,504,401	332,534	1,836,935	29,766	2.02%	(37,788)	-10.20%	(8,022)	-0.43%
Farm	0.250000	8,070	948	9,018	8,375	948	9,323	305	3.79%	-	0.00%	305	3.39%
Managed Forests	0.250000	3,750	443	4,193	3,893	443	4,336	143	3.81%	-	0.00%	143	3.41%
Total		197,889,306	32,199,255	230,088,561	201,083,008	30,530,792	231,613,800	3,193,702	1.61%	(1,668,463)	-5.18%	1,525,239	0.66%
*Large Industrial (Properties < \$18.5 M)		961,137	228,068	1,189,205	994,698	215,303	1,210,001	33,561	3.49%	(12,765)	-5.60%	20,796	1.75%
*Large Industrial (Properties > \$18.5 M)		1,683,669	402,122	2,085,791	1,687,704	358,826	2,046,530	4,035	0.24%	(43,296)	-10.77%	(39,261)	-1.88%
Total Large Industrial Property Class		2,644,806	630,190	3,274,996	2,682,402	574,129	3,256,531	37,596	1.42%	(56,061)	-8.90%	(18,465)	-0.56%
*Graduated taxation reflected with two bands of taxation; the lower band being taxed at 96% of the upper band and CVA boundary between taxation bands is \$18.5 million. There is currently one property in the Large Industrial Class having an assessment in excess of \$18.5 million.													

Analysis of 2021 Tax Change by Property Class
Option 2 - Status Quo
Not Recommended

Property Class	2020 Tax Ratio	2020 Municipal Taxation at Year-end \$	2020 Education Taxation at Year-end \$	2020 Total Taxation at Year-end \$	2021 Municipal Taxation \$	2021 Education Taxation \$	2021 Total Taxation \$	Difference Between 2020 and 2021 Taxation					
								Municipal \$	Municipal %	Education \$	Education %	Total Change \$	Total Change %
Residential	1.000000	127,550,410	14,018,707	141,569,117	130,513,008	14,018,707	144,531,715	2,962,598	2.32%	-	0.00%	2,962,598	2.09%
New Multi-Residential	1.000000	353,166	38,333	391,499	360,363	38,333	398,696	7,197	2.04%	-	0.00%	7,197	1.84%
Multi-residential	2.076859	13,648,143	710,466	14,358,609	13,423,515	710,466	14,133,981	(224,628)	-1.65%	-	0.00%	(224,628)	-1.56%
Commercial	2.076437	50,205,545	15,806,701	66,012,246	50,454,705	14,291,640	64,746,345	249,160	0.50%	(1,515,061)	-9.58%	(1,265,901)	-1.92%
Industrial	2.370836	1,977,967	616,383	2,594,350	2,107,394	556,830	2,664,224	129,427	6.54%	(59,553)	-9.66%	69,874	2.69%
*Large Industrial	2.929751	2,644,806	630,190	3,274,996	2,683,311	574,129	3,257,440	38,505	1.46%	(56,061)	-8.90%	(17,556)	-0.54%
Landfills	2.583329	22,814	6,762	29,576	23,754	6,762	30,516	940	4.12%	-	0.00%	940	3.18%
Pipelines	2.768387	1,474,635	370,322	1,844,957	1,504,685	332,534	1,837,219	30,050	2.04%	(37,788)	-10.20%	(7,738)	-0.42%
Farm	0.250000	8,070	948	9,018	8,378	948	9,326	308	3.82%	-	0.00%	308	3.42%
Managed Forests	0.250000	3,750	443	4,193	3,895	443	4,338	145	3.87%	-	0.00%	145	3.46%
Total		197,889,306	32,199,255	230,088,561	201,083,008	30,530,792	231,613,800	3,193,702	1.61%	(1,668,463)	-5.18%	1,525,239	0.66%

*Large Industrial (Properties < \$18.5 M)	961,137	228,068	1,189,205	972,528	211,020	1,183,548	11,391	1.19%	(17,048)	-7.47%	(5,657)	-0.48%
*Large Industrial (Properties > \$18.5 M)	1,683,669	402,122	2,085,791	1,710,783	363,109	2,073,892	27,114	1.61%	(39,013)	-9.70%	(11,899)	-0.57%
Total Large Industrial Property Class	2,644,806	630,190	3,274,996	2,683,311	574,129	3,257,440	38,505	1.46%	(56,061)	-8.90%	(17,556)	-0.54%

*Graduated taxation reflected with two bands of taxation; the lower band being taxed at 90% of the upper band and CVA boundary between taxation bands is \$18.5 million. There is currently one property in the Large Industrial Class having an assessment in excess of \$18.5 million.

Tax Ratio Options - Impact on Distribution of 2021 Municipal Tax Levy

Property Class	A		B	
	2021 Municipal Tax Levy Option 1 (Recommended)	2021 Municipal Tax Levy Option 2 (Not recommended)	Municipal Tax Levy \$ Change between Option 1 and Option 2	% Change
Residential	130,484,173	130,513,008	(28,835)	-0.02%
New Multi-Residential	360,295	360,363	(68)	-0.02%
Multi-Residential	13,355,645	13,423,515	(67,870)	-0.51%
Commercial	50,518,416	50,454,705	63,711	0.13%
Industrial	2,141,664	2,107,394	34,270	1.63%
Large Industrial Properties <\$18.5M	994,698	972,528	22,170	2.28%
Large Industrial Properties >\$18.5M	1,687,704	1,710,783	(23,079)	-1.35%
Landfills	23,744	23,754	(10)	-0.04%
Pipelines	1,504,401	1,504,685	(284)	-0.02%
Farm	8,375	8,378	(3)	-0.04%
Managed Forest	3,893	3,895	(2)	-0.05%
Total	201,083,008	201,083,008	0	0.00%

2021 Tax Rates Summary
Option 1 - Long Term Tax Strategy

Recommended

	Residential	New Multi-Residential	Multi-Residential	Commercial			Industrial		
				Occupied	Excess Land	Vacant Land	Occupied	Excess Land	Vacant Land
Tax Ratios	1.000000	1.000000	2.000000	2.076437			2.370836		
Education	0.00153000	0.00153000	0.00153000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000
General	0.01277627	0.01277627	0.02555254	0.02608962	0.02608962	0.02608962	0.03029044	0.03029044	0.03029044
Garbage	0.00054420	0.00054420	0.00108840	0.00113000	0.00113000	0.00113000	0.00129021	0.00129021	0.00129021
PubTrans	0.00076075	0.00076075	0.00152150	0.00157965	0.00157965	0.00157965	0.00180361	0.00180361	0.00180361
SewDrain	0.00003147	0.00003147	0.00006294	0.00006535	0.00006535	0.00006535	0.00007461	0.00007461	0.00007461
Street Lighting	0.00026811	0.00026811	0.00053622	0.00055671	0.00055671	0.00055671	0.00063564	0.00063564	0.00063564
Total Full Service 2021	0.01591080	0.01591080	0.03029160	0.03822133	0.03822133	0.03822133	0.04289451	0.04289451	0.04289451

	Large Industrial						Landfills	Pipelines	Farm	Managed Forests
	Occupied			Excess Land			Occupied	Occupied	Occupied	Occupied
	No Band	Low Band	High Band	No Band	Low Band	High Band				
Tax Ratios	2.881955						2.583329	2.768387	0.250000	0.250000
Education	0.00880000	0.00866992	0.00903116	0.00880000	0.00866992	0.00903116	0.00880000	0.00880000	0.00038250	0.00038250
General	0.03682064	0.03630777	0.03782059	0.03682064	0.03630777	0.03782059	0.03300530	0.03536966	0.00319407	0.00319407
Garbage	0.00156836	0.00154651	0.00161095	0.00156836	0.00154651	0.00161095	0.00140585	0.00150656	0.00013605	0.00013605
PubTrans	0.00219245	0.00216191	0.00225199	0.00219245	0.00216191	0.00225199	0.00196527	0.00210605	0.00019019	0.00019019
SewDrain	0.00009070	0.00009070	0.00009448	0.00009070	0.00009070	0.00009448	0.00008130	0.00008712	0.00000787	0.00000787
Street Lighting	0.00077268	0.00076192	0.00079366	0.00077268	0.00076192	0.00079366	0.00069262	0.00074223	0.00006703	0.00006703
Total Full Service 2021	0.05024483	0.04953873	0.05160283	0.05024483	0.04953873	0.05160283	0.04595034	0.04861162	0.00397771	0.00397771

2021 Tax Rates Summary

Option 2 - Status Quo

Not Recommended

	Residential	New Multi-Residential	Multi-Residential	Commercial			Industrial		
				Occupied	Excess Land	Vacant Land	Occupied	Excess Land	Vacant Land
<u>Tax Ratios</u>	1.000000	1.000000	2.076859	2.076437			2.370836		
Education	0.00153000	0.00153000	0.00153000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000
General	0.01278366	0.01278366	0.02558510	0.02606218	0.02606218	0.02606218	0.02975730	0.02975730	0.02975730
Garbage	0.00054271	0.00054271	0.00112713	0.00112690	0.00112690	0.00112690	0.00128668	0.00128668	0.00128668
PubTrans	0.00075843	0.00075843	0.00157515	0.00157483	0.00157483	0.00157483	0.00179811	0.00179811	0.00179811
SewDrain	0.00003138	0.00003138	0.00006517	0.00006516	0.00006516	0.00006516	0.00007440	0.00007440	0.00007440
Street Lighting	0.00026733	0.00026733	0.00055521	0.00055509	0.00055509	0.00055509	0.00063380	0.00063380	0.00063380
Total Full Service 2021	0.01591351	0.01591351	0.03043776	0.03818416	0.03818416	0.03818416	0.04235029	0.04235029	0.04235029

	Large Industrial						Landfills	Pipelines	Farm	Managed Forests
	Occupied			Excess Land			Occupied	Occupied	Occupied	Occupied
	No Band	Low Band	High Band	No Band	Low Band	High Band				
<u>Tax Ratios</u>	2.929751						2.583329	2.768387	0.250000	0.250000
Education	0.00880000	0.00846145	0.00940161	0.00880000	0.00846145	0.00940161	0.00880000	0.00880000	0.00038250	0.00038250
General	0.03677246	0.03543758	0.03937508	0.03677246	0.03543758	0.03937508	0.03302440	0.03539012	0.00319591	0.00319591
Garbage	0.00159001	0.00153229	0.00170255	0.00159001	0.00153229	0.00170255	0.00140200	0.00150243	0.00013568	0.00013568
PubTrans	0.00222201	0.00214135	0.00237928	0.00222201	0.00214135	0.00237928	0.00195927	0.00209963	0.00018961	0.00018961
SewDrain	0.00009194	0.00009194	0.00010216	0.00009194	0.00009194	0.00010216	0.00008106	0.00008687	0.00000785	0.00000785
Street Lighting	0.00078321	0.00075478	0.00083864	0.00078321	0.00075478	0.00083864	0.00069060	0.00074007	0.00006683	0.00006683
Total Full Service 2021	0.05025963	0.04841939	0.05379932	0.05025963	0.04841939	0.05379932	0.04595733	0.04861912	0.00397838	0.00397838



MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT 2021 Budget Variance Report #1

SUMMARY

Report No. R 49/2021 (Corporate Services & Long Term Care - Financial Services) relative to the above noted. (Distributed Separately)

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Financial Services	REPORT NO.	R 24/2021
DATE PREPARED	03/12/2021	FILE NO.	
MEETING DATE	04/26/2021 (mm/dd/yyyy)		
SUBJECT	2022 Proposed Budget Calendar		

RECOMMENDATION

WITH RESPECT to Report R 24/2021 (Corporate Services & Long Term Care - Financial Services), we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2022 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A - 2022 Budget Calendar;

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

EXECUTIVE SUMMARY

This Report identifies recommended timelines for the 2022 Budget Calendar, with the distribution of proposed Capital and Operating Budget documents to members of Council on December 20, 2021. Review of the 2022 Budget by the Committee of the Whole would commence on January 18, 2022, with budget ratification scheduled for February 7, 2022. These proposed timelines are consistent with the 2021 Budget Calendar.

DISCUSSION

2021 Operating and Capital Budgets

The recommended timelines for the Council review process for the 2022 Budget are provided in Attachment A to this Report. Distribution of proposed Capital and Operating Budget documents to members of Council is scheduled for December 20, 2021.

The Budget review process includes an Informal Question and Answer session with City Council scheduled for January 11, 2022, providing an opportunity for City Council to meet with Administration to discuss and answer questions about the proposed Capital and Operating Budgets. Additional sessions could be added to the schedule if desired by Council.

The Long Term Financial Overview begins the budget review cycle and is proposed for January 11, 2022. This overview provides information about the City's proposed budget, and the economic and fiscal environment, including significant future challenges and opportunities facing the City of Thunder Bay.

The 2022 proposed Operating and Capital Budgets would be available on the City of Thunder Bay website on January 4, 2022. Copies of the Budget would also be available for viewing at City Hall and at the Brodie and Waverly Thunder Bay Public Library branches.

The proposed budget calendar provides opportunities to involve the community in the budget process including: a Public Pre-Budget consultation session proposed to be held in June, a Public Pre-Budget deputation meeting on January 13, 2022 prior to the start of Council deliberations, and a Public Post-Budget deputation meeting on February 3, 2022 prior to budget ratification. In addition, between January 4 and February 3, community feedback on the proposed budget will be solicited both online in the Get Involved Tbay website and in paper through the Community Handbook.

Council review of the Budget is proposed for January 18, 20, 26, and February 1, 2022. City Administration will be available to respond to questions related to the Operating and Capital Budgets.

Based on the proposed schedule, budget ratification is scheduled on February 7, 2022.

FINANCIAL IMPLICATION

There are no financial implications resulting from the recommendation contained in this Report.

CONCLUSION

It is concluded that the proposed 2022 Budget Calendar, should be approved.

BACKGROUND

As required under Section 290(1) of the Municipal Act, 2001, Council is to adopt estimates of all sums required during the year for the purposes of the municipality, and as such, Administration annually presents a recommended Capital and Operating Budget package to Committee of the Whole for consideration. It is necessary to establish dates for Special Committee of the Whole meetings to consider the 2022 Operating and Capital Budgets.

REFERENCE MATERIAL ATTACHED:

Attachment A – Proposed 2022 Budget Calendar

PREPARED BY: KRISTIE SINCLAIR, ACTING MANAGER – BUDGETS AND LONG TERM PLANNING

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Linda Evans, GM Corporate Services & Long Term Care, City Treasurer	DATE: April 16, 2021
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2022 Budget Calendar

Public Pre-Budget Consultation	November 4 -25, 2020	June, 2021
Budget Directions Report	August 24, 2020	July, 2021
Budget Package (Operating and Capital) delivered to City Council	Dec 21, 2020	Dec 20, 2021
Budget Available on Web	Jan 5, 2021	Jan 4, 2022
Informal Question and Answer Session with Council (Operating and Capital)	Jan 12, 2021 4 – 5:30 pm	Jan 11, 2022 3 – 5:30 pm
Long Term Financial Overview	Jan 12, 2021 6:30 pm start	Jan 11, 2022 6:30 pm start
Public Pre-Budget Deputation Meeting	Jan 14, 2021 6:30 pm start	Jan 13, 2022 6:30 pm start
Council Budget Review	Jan 19, 21, 27, Feb 2, 2021 5:00 pm start	Jan 18, 20, 26, Feb 1, 2022 5:00 pm start
Public Post-Budget Deputation Meeting	Feb 4, 2021	Feb 3, 2022
Ratification by City Council	Feb 8, 2021	Feb 7, 2022
Tax Policy	April 2021	May 2022

Capital Module Open in FMW	May 4, 2020	May 3, 2021
Capital Envelopes	Early May, 2020	Early May, 2021
Capital Budget Software (FMW) Training	Early June, 2020	Early June, 2021
Capital Budget Packages to Budget Office (Departments & Outside Boards)	July 27, 2020	July 28, 2021
Administrative Review of Capital Budgets	July 28 - Aug 11, 2020	July 29 - Aug 18, 2021
EMT Meetings on Capital Budget	Aug 12-21, 2020	Aug 19-26, 2021
Final Capital Budget Packages to Budget Office (Departments & Outside Boards)	Aug 28, 2020	Aug 31, 2021

2022 Budget Calendar

Administrative Operating Budget Timelines	2021 Approved	2022 Proposed
Operating and Salary Plan Modules Open in FMW	Mid June, 2020	Mid June, 2021
Operating Budget Software (FMW) Refresher & New User Training	Early June, 2020	Early June, 2021
Operating Budget Packages to Budget Office (Departments & Outside Boards)	Sept 4, 2020	Sept 3, 2021
Administrative Review of Operating Budgets	Sept 8 – 30, 2020	Sept 7 – 30, 2021
EMT Meetings on Operating Budget	Oct 1 - 20, 2020	Oct 1 - 19, 2021
Final Operating Budget to Budget Office (Departments & Outside Boards)	Oct 26, 2020	Oct 25, 2021
User Fee Schedules to Budget Office	Oct 26, 2020	Oct 25, 2021
Department & Outside Board Overviews Finalized	Nov 2, 2020	Nov 1, 2021
Budget Team – Budget Packaged Budget Executive Summary Compilation, Drafting Corporate Report, Community Handbook, Long Term Financial Overview	Oct 26 - Nov 24, 2020	Oct 25 - Nov 23, 2021
Budget Corporate Report Formal Review	Dec 3, 2020	Dec 2, 2021
Budget Package Final Review before Printing	Nov 25 - Dec 10, 2020	Nov 24 - Dec 9, 2021
Budget Books submitted to Print shop	Dec 11, 2020	Dec 10, 2021
Detailed Agendas for COW Meetings, and Community Handbook Finalized	Dec 18, 2020	Dec 17, 2021
Long Term Financial Overview Finalized	Dec 18, 2020	Dec 23, 2021

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations- Engineering & Operations	REPORT NO.	R 42/2021
DATE PREPARED	04/06/2021	FILE NO.	
MEETING DATE	04/26/2021 (mm/dd/yyyy)		
SUBJECT	Contract 7, 2021 - Edward Street Bridge Replacement		

RECOMMENDATION

WITH RESPECT to Report No. 42/2021 (Infrastructure & Operations - Engineering & Operations) we recommend that Contract 7, 2021 for Edward Street Bridge Replacement, be awarded to LH North Ltd. who submitted the lowest tender in the amount of \$6,458,418.95 [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 consulting engineering services be awarded to the firm of WSP Ltd. with an agreement approved in the amount of \$237,528.26 [inclusive of HST] for construction administration and inspection associated with this contract;

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

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

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

LINK TO STRATEGIC PLAN

This report directly supports the 'Renew' strategy of the 2019-2022 Corporate Strategic Plan: focus on essential infrastructure, revitalize our cores and enhance our Image Routes. This project includes the replacement of a key arterial road vehicular bridge following Engineering's Asset Management Plan.

EXECUTIVE SUMMARY

This project includes the demolition and full replacement of the Edward Street Bridge. Eight of the girders will be salvaged for reuse in future pedestrian bridge projects. A new multiuse trail will be constructed under the south side of the bridge.

LH North Ltd. was the lowest tender for the project. LH North Ltd. has extensive experience with both the MTO and City of Thunder Bay completing bridge rehabilitation and reconstruction projects. Both administration and the consultant responsible for design recommend LH North Ltd. as being capable of carrying out the work involved in the contract.

DISCUSSION

Contract Award

As a result of the call for tenders, four [4] responses as listed below were received for the Replacement of the Edward Street Bridge. The total tendered costs include the applicable HST. The bids have been checked for mathematical errors and the corrections noted.

Contractor	Tendered Cost	Corrected Bid
LH North Ltd.	\$ 6,426,778.95	\$ 6,458,418.95
PDR Contracting	\$ 6,871,293.46	\$ 6,871,285.69
K.A. Vanderzwaag	\$ 7,322,957.66	
Wilco	\$ 8,070,620.46	

The pre-tender engineering estimate for the work on this contract was \$7,138,434.59.

The work includes demolition of the existing structure including the salvage of eight [8] girders for reuse in future pedestrian bridge projects. The new structure work includes installation of new piles to refusal, abutments, precast concrete girders and approach slabs, new deck, waterproofing and asphalt paving. In addition, rehabilitation of the existing multi-use trail under the north side of the structure including re-grading to meet the latest accessibility standard, and a new multi-use trail on the south side of the structure will be completed, along with full lighting components.

The bridge will be fully closed for the duration of construction.

WSP Ltd. has been responsible for the detailed design of the bridge replacement. Administration recommends WSP Ltd. provide contract administration services and inspection services for the project at a cost of \$237,528.26 [HST included].

FINANCIAL IMPLICATION

Funding for the bridge replacement was included in the 2021 Capital Budget including an allotment from Federal Gas Tax. The following summary of project costs to complete the work is presented based on the low contract tender and contract administration provided by the consultant.

Summary of Expenditures	Monetary Amounts
Revised Contract Tender Price	\$6,458,418.95
Contract Administration and Inspection	\$ 237,528.26
Contract Total	\$6,695,947.21
HST Rebate	(\$ 666,039.35)
TOTAL	\$6,029,907.86

The 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 7, 2021 should be awarded to the lowest tender, LH North Ltd., and that all work should proceed.

It is also concluded that contract administration services should be awarded to the firm WSP Ltd.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: Mike Vogrig, P.Eng., Project Engineer

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kerri Marshall, General Manager – Infrastructure & Operations	April 12, 2021

MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Review of Credit and Collection Policy

SUMMARY

Memorandum from Councillor C. Fraser, dated April 9, 2021 containing a motion recommending that Administration review the Credit and Collection Policy to ensure that it includes all available provisions contained within the Municipal Act for the collection of receivables.

RECOMMENDATION

WITH RESPECT to the Memorandum from Councillor C. Fraser dated April 9, 2021, we recommend that Administration review the Credit and Collection Policy to ensure that it includes all available provisions contained within the *Municipal Act* for the collection of receivables;

AND THAT Administration report to Council on or before July 31, 2021;

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

ATTACHMENTS

1 Memorandum from Councillor C. Fraser

Memorandum

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

TO: Dana Earle, Deputy City Clerk
FROM: Councillor Cody Fraser
DATE: April 9, 2021
SUBJECT: Review of Credit and Collection Policy
Committee of the Whole – April 26, 2021

I would like Administration to review the City's Credit and Collection Policy to ensure that it includes all available provisions contained within the *Municipal Act* for the collection of receivables. In particular, section 351(1) of the Act provides additional authorities to seize personal and real property by the Treasurer of a municipality with respect to the collection of unpaid property taxes.

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

WITH RESPECT to the Memorandum from Councillor C. Fraser dated April 9, 2021, we recommend that Administration review the Credit and Collection Policy to ensure that it includes all available provisions contained within the *Municipal Act* for the collection of receivables;

AND THAT Administration report to Council on or before July 31, 2021;

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

MEETING DATE 04/26/2021 (mm/dd/yyyy)

SUBJECT Update - Superior North EMS Master Plan

SUMMARY

Memorandum from Ms. K. Lewis, General Manager – Development & Emergency Services, dated April 13, 2021 advising that the restructuring of some district services require further consideration before a path forward can be identified and that Administration will report back by June 21, 2021, for information.

ATTACHMENTS

1 Memorandum from K. Lewis

***Development & Emergency
Services***

*Victoriaville Civic Centre, 2nd Floor
111 Syndicate Avenue South
Thunder Bay, ON P7C 5K4*

TO: Krista Power, City Clerk

FROM: Karen Lewis, General Manager – Development & Emergency Services

DATE: April 13, 2021

RE: Update - Superior North EMS Master Plan – Committee of the Whole, April 26, 2021

At the January 25, 2021, Committee of the Whole meeting the SNEMS Master Plan was received (R8/2021) and Administration was directed to report back with respect to its implementation.

The Plan recommended many changes to Superior North EMS and the implementation of several recommendations including the Community Paramedicine Long Term Care program is currently underway. However, recommendations with respect to the restructuring of some district services require further consideration before a path forward can be identified.

I will be working with Chief Gates and his team to identify options including further communications with communities and First Nations along the north shore and in Greenstone and will report back by June 21, 2021.