



Committee of the Whole Meeting Agenda

Monday, August 22, 2022, Immediately Following City Council (Public Meeting)

S.H. Blake Memorial Auditorium

Pages

1. Closed Session

Please be advised there is no Closed Session meeting scheduled for August 22, 2022.

2. Open Session (Planning Services)

Chair: Councillor A. Ruberto

3. Disclosures of Interest

4. Confirmation of Agenda

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

5. Presentations

5.a. The Thunder Bay Community Economic Development Commission (CEDC) presentation to City Council – Annual Presentation & The 2023-2025 Strategic Plan

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Letter received from Peter Marchl, Chair, Thunder Bay Community Economic Development Commission (CEDC), dated April 27, 2022 requesting that Eric Zakrewski, CEO – Thunder Bay CEDC appear before Committee and provided a PowerPoint presentation relative to the above noted.

6. Deputations

6.a. Availability of Lift Plus Para-Transit Service

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Deputation received from Justin Verner on August 5, 2022 requesting to appear before Committee relative to the above noted.

7. Items Arising from Closed Session

8. Reports of Committees, Boards and Outside Agencies

8.a. Heritage Advisory Committee Minutes

9 - 15

Minutes of Meeting 06-2022 of the Heritage Advisory Committee held on May 26, 2022, for information.

8.b. Committee of Adjustment Minutes

16 - 30

Minutes of Meetings 03-2022 of Committee of Adjustment held on March 31, 2022, for information.

8.c. Parking Authority Board Minutes

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Minutes of Meeting 05-2022 of the Parking Authority Board held on May 10, 2022, for information.

9. Reports of Municipal Officers

9.a. Amend Draft Approval of a Plan of Subdivision - DiGregorio Developments Inc. (R.S.Piper)

33 - 39

Report No. R 148/2022 (Development & Emergency Services - Planning Services) recommending draft plan approval (58T-15502) be extended to August 22, 2024, subject to the conditions outlined in Attachment "B" as it applies to a portion of Lot 3, Registered Plan 254, 2131 R.S. Piper Avenue.

With respect to Report No. R 148/2022 (Development & Emergency Services - Planning Services), we recommend draft plan approval (58T-15502) be extended to August 22, 2024, subject to the conditions outlined in Attachment "B" as it applies to a portion of Lot 3, Registered Plan 254, 2131 R.S. Piper Avenue;

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

ALL as contained in Report No. R 148/2022 (Development & Emergency Services - Planning Services), as submitted by the Development & Emergency Services Department.

10. Petitions and Communications

10.a. Ice Allocation Policy

At the August 8, 2022 Committee of the Whole meeting, Report R 50/2022 (Community Services - Recreation & Culture) recommending that the amended Ice Allocation Policy as attached to this Report be adopted was presented. A resolution was passed referring the Report to Administration for further work and consultation with stakeholders and that report back to council on or before August 22, 2022.

Memorandum relative to the above noted. **(Distributed Separately)**

10.b. Official Plan Amendment – 2811 Oliver Road Report 128/2022

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Memorandum from Planner II Jillian Fazio, dated August 10, 2022 containing an alternate resolution for consideration relative to Report 128/2022 (Planning Services) as presented at the July 25, 2022 City Council (Public Meeting).

WHEREAS a Public Meeting having been held with respect to the application by Lindstrom Holdings Inc., relative to PT LT MARKED GEORGE A.L. WOOD N OF NEEBING MCINTYRE SPO RT 1. 55R3329 THUNDER BAY, municipally known as 2811 Oliver Road, for a site specific amendment to amend the Lot Creation Policies in the Rural 1 designation to permit the creation of a new lot from the existing property;

AND WHEREAS it has been determined that the proposed amendment would maintain the existing rural character, represent infill of an existing serviced area, support an efficient development pattern, and add to the housing supply;

THAT the requested amendment to the Official Plan's Lot Creation Policies in the Rural 1 designation to permit the creation of a new lot from the existing property at 2811 Oliver Road be approved;

AND THAT City Council withdraw delegated authority to the Committee of Adjustment with respect to consent to sever the subject lands;

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

11. Outstanding Items

11.a. Outstanding List for Planning Services as of Tuesday, August 9, 2022

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Memorandum from City Clerk Krista Power, dated August 9, 2022
providing the Planning Services Outstanding Items List, for information.

12. Open Session (Administrative Services)

Chair: Councillor Brian Hamilton

13. Reports of Committees, Boards and Outside Agencies

13.a. Inter-Governmental Affairs Committee Minutes

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Minutes of Meeting 05-2022 the Inter-Governmental Affairs Committee
held on June 6, 2022, for information.

13.b. Anti-Racism & Equity Advisory Committee Minutes

48 - 51

Minutes of Meeting 05-2022 of the Anti-Racism & Equity Advisory
Committee held on May 31, 2022, for information.

14. Reports of Municipal Officers

**14.a. Application for Cancellation, Reduction Or Refund of Taxes Under
Section 357 Of The Municipal Act**

52 - 55

Report R 118/2022 (Corporate Services & Long Term Care - Revenue)
recommending the cancellation, reduction or refund of taxes totaling
\$5,199.98

Confidential memorandum from Manager - Billing & Collection Services
Chantal Harris, dated July 29, 2022 relative to the above noted.

**(Distributed separately to Members of Council, General Manager -
Corporate Services & Long Term Care, City Manager and City Solicitor
only.)**

WITH RESPECT to Report R 118/2022 (Corporate Services & Long
Term Care - Revenue), we recommend that the cancellation, reduction
or refund of taxes totaling \$5,199.98 as outlined in the Report be
approved;

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

**14.b. Application For Cancellation, Reduction or Refund of Taxes Re: Section
358 of the Municipal Act**

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Report R 119/2022 (Corporate Services & Long Term Care - Revenue) recommending approval of reduction and/or refund of property taxes, totaling \$5,128.46

Confidential Memorandum from Manager - Billing & Collection Services Chantal Harris dated July 29, 2022 relative to the above noted.

(Distributed separately to Members of Council, General Manager - Corporate Services & Long Term Care, City Manager and City Solicitor only.)

WITH RESPECT to Report R 119/2022 (Corporate Services & Long Term Care - Revenue), we recommend that the cancellation, reduction or refund of taxes totaling \$5,128.46 due to gross or manifest errors in the preparation of the assessment rolls as outlined in the Report be approved;

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

14.c. Work Life Initiatives Policy Update (Work from Home Program)

59 - 72

Report R 144/2022 (City Manager's Office - Human Resources & Corporate Safety) recommending the permanent addition of Corporate Procedure HR-02-64 Work from Home Program (Pilot) to Corporate Policy 06-01-36 Work Life Initiatives.

WITH RESPECT to Report R 144/2022 (City Manager's Office – Human Resources & Corporate Safety) we recommend that the amended Corporate Policy 06-01-36 Work Life Initiatives, appended to this report, be approved;

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

14.d. 2021 Corporate Safety Annual Review Report

73 - 86

Report R 146/2022 (City Manager's Office - Human Resources & Corporate Safety) providing an overview of the activities and initiatives undertaken in 2021 by the Human Resources & Corporate Safety Division, for information only.

15. Petitions and Communications

15.a. Thunder Bay Simpson Street BIA Reserve Fund

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Memorandum from Kristie Sinclair, Accountant - Corporate Services & Long-Term Care, dated July 14, 2022 containing a corrected resolution relative to Report 81/2022 (Corporate Services & Long-Term Care - Financial Services) as approved by Committee of the Whole on June 6, 2022.

WITH RESPECT to the Memorandum from Kristie Sinclair, Accountant, dated July 14, 2022, we recommend that the Thunder Bay Simpson Street BIA Reserve Fund be closed once all funds have been spent;

AND THAT By-law 265-1992 be repealed upon the closure of the Thunder Bay Simpson Street BIA Reserve Fund.

15.b. Updated date of presentation - By-law 78-2022, Temporary Closure of Municipal Roadway

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Memorandum from Manager - Central Support Matthew Pearson, dated August 15, 2022 advising Council that the presentation of By-law 78-2022 and the associated repeals will be brought forward at the September 12, 2022 City Council meeting.

WITH RESPECT to the Memorandum from Matt Pearson, Manager – Central Support, dated August 8th 2022, we recommend that the presentation date of By-law 78-2022, Temporary Closure of Municipal Roadway be updated to September 12, 2022.

16. Outstanding Items

16.a. Outstanding List for Administrative Services as of Tuesday, August 9, 2022

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Memorandum from City Clerk Krista Power, dated August 9, 2022 providing the Administrative Services Outstanding Items List, for information.

17. New Business

18. Adjournment

Memo

To: Dana Earle, Deputy City Clerk

From: Peter Marchl, Chair, Thunder Bay Community Economic Development Commission (CEDC)

Date: April 27, 2022

Re: The Thunder Bay Community Economic Development Commission (CEDC) presentation to City Council – Annual Presentation & The 2023-2025 Strategic Plan

Please accept this Memorandum as a request by the Thunder Bay Community Economic Development Commission (CEDC) to present a PowerPoint presentation to the Committee of the Whole relative to the above as follows:

Date: Monday, August 22, 2022
Time: 6:30 p.m. (Public Session)
Location: MS Teams
Subject: CEDC's Annual Report to City Council & the 2023-2025 Strategic Plan
Presenters: Mr. Eric Zakrewski, CEO – Thunder Bay CEDC

Hello,

Please note the following response to Speak to City Council has been submitted at Friday August 5th 2022 2:28 PM with reference number 2022-08-05-007.

- **If you would like to speak to City Council about another topic not associated with an agenda item, please state topic here (if applicable):**
Availability of Lift Plus para-transit service
- **What are you requesting from Council?**
change in City Policy or Program
- **Have you already been in contact with City Administration in regards to the subject matter of your deputation request?**
Yes
- **If yes, what was the outcome?**
No meaningful discussion took place.
- **Please select the date of the meeting:**
Committee of the Whole - Monday, September 12, 2022
- **Please choose**
Mr
- **First name:**
Jordan
- **Last name:**
Verner
- **Email:**
jordan@caturria.ca
- **Phone:**
(289) 698-5094

DATE: THURSDAY, MAY 26, 2022**MEETING NO. 06-2022****TIME:** 5:03 P.M.**PLACE:** VIA MS TEAMS**CHAIR:** ANDREW COTTER**MEMBERS – ELECTRONIC PARTICIPATION:**

Andrew Cotter, Chair
Jacob O'Neill
Kim Costa
Donna Gilhooly
Heidi Strobl
Douglas Yahn, Vice-Chair
Justine Waite

OFFICIALS – ELECTRONIC PARTICIPATION:

Matt Szybalski, Manager – Archives, Records & Privacy
Katie Piché, Council & Committee Clerk

RESOURCE PERSONS – ELECTRONIC PARTICIPATION:

Laurie Abthorpe, Heritage Researcher
Jamie Kirychuk, Planner II

GUESTS – ELECTRONIC PARTICIPATION:

Brad McKinnon, owner of 314 Bay Street

1.0 LAND ACKNOWLEDGEMENT

The Chair, Andrew Cotter, acknowledged that we are meeting on the traditional territory of the Ojibwa Anishnaabe people of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850, and recognized the contributions made to our community by the Métis people.

2.0 DISCLOSURES OF INTEREST

None.

3.0 AGENDA APPROVAL

The Chair introduced the newest member of the Heritage Advisory Committee, Donna Gilhooly, who will be the Thunder Bay Historical Museum representative.

MOVED BY: Douglas Yahn
SECONDED BY: Jennifer Bonazzo

WITH RESPECT to the May 26, 2022 Heritage Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed;

AND THAT 2022 ACO Heritage Awards, Museum Update, Victoriaville Revitalization and Emergency Meeting Protocol be added to the agenda.

CARRIED

4.0 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the Heritage Advisory Committee Meetings 05-2022 held on April 28, 2022, to be confirmed.

MOVED BY: Douglas Yahn
SECONDED BY: Heidi Strobl

THAT the Minutes of Meeting 05-2022 held on April 28, 2022 be confirmed.

CARRIED

5.0 ADMINISTRATIVE UPDATE

Manager – Archives, Records & Privacy Matt Szybalski provided a reminder that June will be the last Committee meeting until after the 2022 Municipal Election.

6.0 VICKERS PARK DESIGNATION UPDATE

Manager – Archives, Records & Privacy Matt Szybalski provided an update relative to the above noted and advised that the finalized by-law was ratified by Council at the May 16, 2022 City Council meeting.

It was noted that work with Indigenous Relations and Parks with further plans for Vickers Park will continue.

Heritage Researcher Laurie Abthorpe advised that the city website, and heritage register spreadsheet have been updated to include Vickers Park as a designated site.

7.0 HERITAGE REGISTER UPDATE

Manager – Archives, Records & Privacy Matt Szybalski provided an update relative to the above noted and advised that there has been no response from the property owners of 281 Ray Court (Doctor's Cottage). The Corporate Report to add the property to the register will be on hold until confirmation that the owners are in full support of adding it to the register.

8.0 HERITAGE TAX INCENTIVE PROGRAM UPDATE

Planner II Jamie Kirychuk provided an overview of the resolution that was passed in August 2021 relative to a proposed Heritage Tax Incentive Program. J. Kirychuk advised that the report is being drafted and on review and will be presented to Council in June 2022. The following items were also discussed:

- Summary of report, incentive options
- City has Tax Rebate Program – looked into how that program works
- Not a lot of uptake with old Heritage Tax Incentive Program, not enough public awareness
- Looked at Community Improvement Plan program – not specifically applicable to heritage properties
- Looked at other cities' programs
- Funding for this program would come out of the 2023 capital budget

J. Kirychuk will provide an update at the next meeting.

9.0 CHIPPEWA PARK CAROUSEL

Donna Gilhooly provided the following update:

- Funding approval for structure to cover carousel
- Working with Engineering Division and Parks Division to develop RFP
- Also working with Indigenous Consulting Group
- Have identified needs (ie: space requirements)
- Structure will be designed to reduce costs. It will be fully enclosed and will provide environmental protection of the carousel.
- Structure will be attached to pavilion
- Waiting on approvals – Carousel will be operating this year with all horses

Jennifer Bonazzo noted that an email on fundraising efforts for the Save the Carousel was sent out to the Committee earlier in the month.

10.0 HERITAGE ADVISORY COMMITTEE BUDGET

Manager - Archives, Records & Privacy Matt Szybalski advised that no update was available at this time.

11.0 HERITAGE RESEARCHER UPDATE

Jacob O'Neill provided an update relative to the Heritage Property Anniversary procedures. The following information was provided:

- Revised document was emailed out to Committee
- Overview of revisions
- Procedures, requirements to receive certificates
- Citizen requests
- Yes or No aspects of application – based on three elements
- Options to present certificates

Heritage Researcher Laurie Abthorpe provided an update relative to the following:

- Doors Open
 - Save the date for Doors Open has been advertised in My TBay and social media.
 - Virtual sites posted online
 - Site meetings occurring
 - 18 total sites – 2 virtual
 - Sponsorship overview
- Upcoming Walleye – Jennifer Bonazzo to work on next article
- Have updated website and guide re: Vickers Park designation
- Women's History Month – showcased at Archives this month

Brad McKinnon, owner of 314 Bay Street entered the meeting via MS Teams.

12.0 314 BAY STREET UPDATE

Brad McKinnon, owner of 314 Bay Street provided an overview and update relative to the above noted property and responded to questions. Discussion was held relative to the following:

- Overview of proposed new build
- Images of drawings shared on screen via MS Teams
- Form Studio Architects design
- Restaurant in new build will be on main floor – importance of accessibility
- Incorporating old plaques from previous structure
- Timeline of construction plans /project completion
- Facebook page – Rebuild the Finlandia Cupula

MOVED BY: Jennifer Bonazzo
SECONDED BY: Douglas Yahn

WITH RESPECT to the presentation from Brad McKinnon at the May 26, 2022 Heritage Advisory Committee meeting, we support the design concept drawings relative to Phase I redevelopment of the 314 Bay Street property, formerly known as the Finnish Labour Temple;

AND THAT a copy of this resolution be forwarded to the City of Thunder Bay's Building Division, if required.

CARRIED

The Chair thanked B. McKinnon for his dedication and efforts to rebuild the historic site.

13.0 LISTED AND DESIGNATED SUBCOMMITTEE

Douglas Yahn provided an overview relative to the above noted. The Committee was asked if the subcommittee could resume and once the subcommittee is re-formed, it would report back on a regular basis on progress. Douglas Yahn, Kim Costa and Laurie Abthorpe will meet to determine when the subcommittee can start refocusing efforts and get the committee back on track after the delay with Covid-19.

14.0 NEW BUSINESS

14.1 2022 ACO Heritage Awards

Information relative to the above noted was emailed to the Committee. Nominations will be accepted until June 30th, 2022.

14.2 Museum Update

Donna Gilhooly provided an update including the following:

- Appointment of new Executive: Michel Beaulieu, President/Chair; Doug Yahn, Vice President; Jenna Kirker, Treasurer; Nick Duplessis, Secretary; Frank Gerry, Past President.
- The Museum has been focusing on creating more diversity on its board and strengthening board governance.
- Since the hiring of the new director, Scott Bradley, the Museum has undertaken a community engagement process building new partnerships and relationships.
- The Board has also undertaken a lengthy examination of its operating policies over the last year. As it stands, all policies have been reviewed and updated and brought to the board for approval.
- The Museum is beginning to look at its future needs in terms of facility and programming. A Strategic Planning Committee has been struck to begin talks in this area.

14.3 Victoriaville Revitalization Committee

Heritage Researcher Laurie Abthorpe advised that the above noted committee has been identified as a key stakeholder for demolition and redevelopment of Victoriaville mall.

14.4 Parameters for Emergency Meetings

Kimberley Costa expressed concerns relative to being polled for emergency meetings during working hours. A discussion was held relative to putting together guidelines and/or criteria for specific agenda items/meetings that are time sensitive that require an emergency meeting.

The committee provided feedback and the following items were discussed:

- Do not want Committee to be seen as a roadblock for property owners
- Committee can be flexible, within reason
- Do not get a lot of requests for special agenda items that are time sensitive
- Committee members sometimes feel pressure when called upon during working hours and are not able to attend
- Can the Committee review on a case by case basis,

- Can various availabilities be provided for emergency meetings (after hours vs. business hours)
- Are requests actual emergencies or can they wait for the monthly meeting?
- Members can be polled once determined it is an emergency

It was noted that Kim Costa will draft a guidelines document for the Committee's review/input.

14.5 James Whalen Tug Update

Manager - Archives, Records & Privacy Matt Szybalski provided an update relative to the above noted, and advised that Administration is working on a solution to get the boat lifted out of the water and assessed for damage. On May 1, 2022, the boat took on a large amount of water and partially sunk. It remains in the water until a solution is determined.

It was noted that the James Whalen Tug is not designated or listed on register as it is a moveable asset. It is unable to be designated or listed while in water and without a property address.

15.0 NEXT MEETING DATE

The next meeting is scheduled for Thursday, June 23, 2022 at 5:00 p.m. in the McNaughton Room and MS Teams.

16.0 ADJOURNMENT

The meeting adjourned at 7:08 p.m.

March 31, 2022



COMMITTEE OF ADJUSTMENT

DATE March 31, 2022

MEETING NO. 03-22

TIME 2:00 p.m.

PLACE S.H. Blake Memorial Auditorium Electronic Participation using MS teams

CHAIR: K. DesRosiers, present

Chair Kevin DesRosiers did an introduction of Committee members and administration. The attendance was recorded.

Kevin DesRosiers, present
present

Joe Talarico, (*)

Norman Roy, (*)

Richard Togman, (*)

Matthew Pascuzzo, (*)

Susan Henton, Acting Secretary-Treasurer,

Darrik Smith, Mobility Coordinator (*)

Aaron Ward, Engineering & Operations (*)

Decio Lopes, Senior Planner (*)

Jamie Kirychuk, Planner II (*)

Devon McCloskey, Planning Supervisor (*)

Jillian Fazio, Planner II (*)

(*) indicates electronic participant

ABSENT: Andreas Petersen

Chair Kevin DesRosiers outlined the procedure which the Committee would follow in dealing with an application.

The Chair polled the Committee Members for Conflict of Interest.

DISCLOSURE OF INTEREST: Dr. Richard Togman
(B-14-2022 & B-16-2022)

APPLICATIONS

The Committee members received all written comments prior to the hearing.

1. Application A-12-2022, 3271 Fairview Ave, Applicants: Brad & Deanna Osborne

The Secretary- Treasurer described the application, noting that the purpose of the application is to gain relief from the Zoning Bylaw, as set forth in the application and described in the table below:

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Section 5.3.3 a(i)	Increase the wall height from 3.5 metres to 4.267 metres
Section 5.3.3 a(i)	Increase the building height from 5.2 metres to 6.114 metres

The effect of this application would be to allow the applicant to install a 2 post vehicle hoist in the garage.

The lands are located in the “R1” – Residential Zone One and are designated as “Rural” in the Official Plan. The subject lands are not subject to any other application under the Planning Act at this time.

Applicant Brad Osborne participated electronically for the meeting and was available to answer questions regarding the application. The Chair asked if the required sign had been posted, and the applicant confirmed that it was.

The Acting Secretary-Treasurer advised that notices were circulated, comments were received, and provided directly to the committee members.

There were no concerns from TbayTel, Building Services, Parks and Open Spaces, Synergy North, Realty Services and Engineering and Operations.

There were no public comments received.

Senior Planner D. Lopes, Planning Services Division, presented comments in support of the proposal and had no concerns or conditions to recommend.

The Chair asked the applicant if he had any comments and they responded that they haven’t had the garage drawings made up as yet, but it may not be as high as proposed. Member Roy asked if this is for the purpose of a hobby or commercial use. Applicant Brad Osborne confirmed it was for a hobby.

There were no other questions from members.

There was no one to speak for or against the application.

The Chair polled the members for questions or comments.

Member Roy asked about the 2 post hoist. The applicant described it that it was a two post hoist that lifts vehicles in the air and you need the garage height in order to lift the car up.

There were no conditions for approval of this application.

The Chair asked the members for a vote as to the approval of the application. A recorded vote was taken. Chair K. DeRosiers and members, A. Petersen, J. Talarico, N. Roy, Dr. Togman, and M. Pascuzzo were in favour.

The majority of members have supported the approval of application A-12-2022 and therefore the application is approved.

2. Application A-13-2022 421 Hardisty Street North, Agent: Stefan Huzan – Northern Planning

March 31, 2022
The Acting Secretary-Treasurer read out the Notice of Hearing for application A-13-2022:

The purpose of the application is to gain relief from the Zoning By-law, as set forth in the application and described as follows:

Table 27.2.1	To reduce the minimum Rear Yard from 6.0 metres to 1.5 metres
Table 27.2.1	To reduce the minimum Interior Side Yard from 3.0 metres to 1.5 metres
Table 27.2.1	To reduce the minimum Lot Frontage from 22.0 metres to 15.2 metres
Table 27.2.1	To reduce the minimum Landscaped Open Space from 3.0 metres along all Lot Lines abutting a Street Line to 0 metres along all Lot Lines abutting a Street Line

The effect of this application would be to allow the applicant to build an industrial building to provide on-site transport truck loading and unloading. The lands are located in the “IN2” – Medium Industrial Zone and are designated as “Industrial” in the Official Plan. The subject lands are not subject to any other application under the Planning Act at this time.

The Agent for the application, Stefan Huzan, participated at the meeting and was available to answer questions regarding this application. The Chair asked if the required signs had been posted. The applicant confirmed that the signs were posted. The agent described that the applicant would like to build a cold storage warehouse. The character of the neighbourhood is warehouses up and down Hardisty Street and typically accessed by transport trucks using that street and backing up into loading docks. The primary reason for all these reductions is that all warehouses on this street are located in close proximity to the laneway allowing 15 metres at the front so that they can get a 51 foot transport truck in there and without impeding traffic flow.

Agent Huzan also commented that there are no trees along Hardisty Street and the requirement requested condition to plant trees is inappropriate and that is why the applicant is seeking relief from that requirement for landscaping.

The Acting Secretary-Treasurer advised that notices were circulated, comments were received and provided directly to the committee members.

There were no concerns from TbayTel, Realty Services or Engineering and Operations. CP Rail reminded the developer that the 2013 Proximity Guidelines need to be followed. Building Services commented that the size and location of the building may be impacted by overhead electrical conductors in the rear lane.

Parks and Open Spaces supported three of the variances but did not support variance request of the reduction of the minimum Landscape Open Space from 3.0 metres along all lot lines abutting a street line to 0 metres along all lot lines abutting a street line. They suggested a compromise as a condition being a street tree fee of one tree for every 12 metres of the 100.5 metre frontage being 8 street trees at a total of \$4000, and if not planted in the road right-of-way frontage, the trees would be planted in another location in the city at the City’s discretion.

Synergy North has a concern with the variance request to reduce the minimum Rear Yard to 1.5 metres, as they have a primary cable running in the laneway behind the property. Their concern was that the proposed building and or eaves may encroach into the minimum horizontal clearance to above ground conductors.

There were no Public comments received.

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Jamie Kirychuk, Planner II, Planning Services Division, was supportive of the application and stated that the rationale to reduce the minimum Landscape Open Space from 3 metres to 0 metres is fair, given Parks and Open Spaces' compromise of the street trees.

Chair DesRosiers asked the agent whether he understood this condition in terms of going from 3 metres to 0 metres and the planting of trees at another site.

Agent Huzan stated that he and the applicant understand but are opposed to the proposed "tree tax". He also clarified information about the hydro concern, explaining that the hydro line is

located on the far side of the lane, which is the northwest side rather than the south east side, and the lane is 4 metres wide.

The minimum requirement hydro was speaking of was 4.8 metres for a high voltage line so the proposed set back and building would meet that requirement and the building can be constructed with the appropriate yards and in compliance with hydro requirements. This would also be addressed at the building permit stage.

There was no one to speak for or against the application.

The Chair polled the members for questions or comments.

Member Talarico asked where the loading docks were to be located.

Agent Huzan responded that it would be located on the south east facing wall of the building and that if the building were to be moved into the lot more, then the truck would be sticking out onto Hardisty Street.

Member Talarico asked about whether any future buildings were proposed for these lands and Agent Huzan responded that after this was built, then there were plans for another commercial warehouse on the property.

Member Talarico asked Planning asked if variances would apply subsequent buildings on the lands.

J. Kirychuk, Planner II, Planning Services Division, responded that the variances would only apply to the main use building and not an accessory building.

Member Talarico commented that it doesn't make sense to put street trees on Hardisty but would rather see them on Simpson Street or the neighbourhood.

Members Roy and Togman also commented that they were supportive of the trees being planted in other areas of the neighbourhood.

Member Pascuzzo stated that the street tree payment cost seemed quite excessive for this particular application. He did not agree with the agent's characterization as a "tree tax" as this is standard in most cases but hasn't seen this in an industrial setting before. He asked Planning to comment on whether this typically occurs in industrial areas.

J. Kirychuk, Planner II, Planning Services Division, responded that it is consistent with past approaches in that they typically ask for a landscaped strip to be kept and don't recommend a reduction from 3 metres to 0 metres. In this case they are being consistent with the past approach of a compromise in asking for the street trees.

Agent Huzan stated that he called it a "tax" because it is not consistent with normal development agreement approach to properties. He also stated that when a property is being developed and there is a need for an improvement to municipal services, such as

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new sewer or water line, then it is appropriate for the applicant to pay for those services that development is necessitating. That goes onto parkland as well. Whenever a property is severed, they pay their 5% in lieu of parkland and the reason for that is that that property accommodates more people and more people need parkland therefore that specific property has generated a need for additional improvements to be paid for by the applicant to the city. The principal behind all those improvements specifically generated by the particular application at the particular property and that it why he has a concern with street trees as there is no trees to be planted on Hardisty Street. If not necessary for this property, it is essentially a tax to take money and spend it elsewhere, which is contrary to and violates the whole principle of development charges applied to a property. The applicant is willing to pay some fee toward future trees but thinks the \$4000 street tree fee is quite unreasonable.

The Acting Secretary-Treasurer read out the recommended conditions.

Member Talarico asked if the application came up again with another building would the street tree fee be asked for again.

Chair DesRosier commented that the fee was for the whole entire length where the relief is being asked and that there is a record of the condition and that is what the applicant would have to meet.

Member Pascuzzo asked for clarity on the street tree fee and how it came to the value of \$4000 for 8 street trees.

J. Kirychuk, Planner II, Planning Services Division, responded that Parks & Open Spaces references the formula to determine how many trees are required in this situation.

The Chair asked the members for a vote as to the approval of the application. A recorded vote was taken. Chair K. DeRosiers and members, J. Talarico, N. Roy, Dr. Togman, and M. Pascuzzo were in favour.

The majority of members have supported the approval of application A-13-2022 and therefore the application is approved.

3. Application A-09-2022 & B-10-2022 Junot Aveue South, Applicant: Harry Ganja

The Notices for application A-66-2021 and B-67-2021 were read together by the Acting Secretary-Treasurer.

The application for the Minor Variance was presented first.

The purpose of the application is to gain relief from the Zoning By-law, as set forth in the application and described as follows:

Table 18.2.1	Reduce the minimum required Front Yard from 6.0 metres to 3.0 metres
Table 5.15.2 (c)	Reduce the width of a Driveway leading to any Parking Lot for two way traffic from 6.0 metres to 3.0 metres

The effect of this application would be to allow the applicant sell the property in order for the purchaser to build a 2 Storey 3 unit apartment building.

The lands are located in the “NC3” – Neighbourhood Centre Three Zone and are designated as “Residential” in the Official Plan. The subject lands are also subject to a Consent application (file no. B-10-2022).

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The concurrent application is Application B-10-2022 at Junot Avenue South

The purpose of the application is to create three (3) new parcels of land.

The effect of this application would be the severance and conveyance of three (3) new parcels of land. The first severed lot, will have a Lot Frontage of 27.46 metres, a Lot Depth of 35.33 metres and a Lot Area of 970.16 square metres. The second severed lot will have a Lot Frontage of 27.48 metres, a Lot Depth of 35.33 metres and a Lot Area of 97.68 square metres. The third Severed Lot will have a Lot Frontage of 27.18, a Lot Depth of approximately 35.33 metres, and a Lot Area of 940.16 square metres. The Retained Lot will have a frontage of 82.36 metres a Lot Depth of 35.38 metres and a Lot Area of 2646.0 square metres, as set forth in the application. In addition, there would be private easements in favour of Severed Lots 2 and 3, for shared driveways being Parts 10, 11, 12 & 13 55R-14706.

The lands are located in the “NC3” – Neighbourhood Centre Three Zone and are designated as “Residential” in the Official Plan. The subject lands are also subject to a Minor Variance application (file no. A-09-2022).

Applicant Harry Ganja participated electronically for the meeting and was available to answer questions regarding the application. The Chair asked if the required signs had been posted. The applicant confirmed that the signs were posted.

The Acting Secretary-Treasurer explained that notices were circulated and comments were received and provided directly to the committee members. For application A-09-2022 there were no concerns from TbayTel, Building Services, Parks and Open Spaces and Realty Services.

Synergy North no objection but commented to contact them regarding servicing options.

No public comments were received.

Jillian Fazio, Planner II, Planning Services Division, presented comments in support of the proposal and had no concerns. She also explained that a recommended condition be imposed – that the concurrent severance application B-10-2022 is approved.

The Acting Secretary-Treasurer advised that for concurrent application B-10-2022 that there were no concerns from TbayTel, Building Services or Realty Services.

Parks is in support of Planning’s request of the 5% Parkland dedication and requesting the street tree payment of one tree per 12 metres of frontage - in this case, in the form of a \$3000 street tree fee.

Synergy North no objection but commented to contact them regarding servicing options.

No public comments were received.

J. Fazio, Planner II, Planning Services Division, presented comments in support of the proposal with conditions that the concurrent minor variance application is approved by the committee, that a survey and proper legal description be prepared by an Ontario Land Surveyor, and that payment of the parkland fee is paid.

Chair DesRosiers asked Applicant H. Ganja if he understand the comments and conditions being requested, to which he responded that he understood them.

There was no one to speak for or against the application.

The Chairman polled the members for questions.

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Member Talarico noted that the retained lot is big enough to sever into 3 more lots and was wondering whether the Committee would deal with that or else City Council would deal with it.

J. Fazio, Planner II, Planning Services Division, advised that it would most likely come to Committee through an application because the lands have already gone through pre-consultation for the larger piece.

Member Talarico asked what the rule was about chopping up a parcel three times.

J. Fazio responded by explaining that since this is in an urban area, with an existing street and the majority of requirements can be achieved through the committee, a subdivision application it is not required in this case.

There were no other questions by the members.

The Acting Secretary-Treasurer read out the recommended conditions; that concurrent application B-10-2022 be approved by the committee, and for Application B-10-2022 conditions are that the concurrent application A-09-2022 be approved, that a survey be completed, parkland fee is paid, and that the street tree fee payment of \$3000 be made.

The Chair asked the members for a vote as to the approval of the application A-09-2022. A recorded vote was taken. Chair K. DeRosiers and members J. Talarico, N. Roy, Dr. Togman, and M. Pascuzzo were in favour.

The majority of members have supported the approval of application A-09-2022 and therefore the application is approved.

The Chair asked the members for a vote as to the approval of the application B-10-2022. A recorded vote was taken. Chair K. DeRosiers and members J. Talarico, N. Roy, Dr. Togman, and M. Pascuzzo were in favour.

The majority of members have supported the approval of application B-10-2022 and therefore the application is approved.

3. Application B-07-2022 1955 West Riverdale Road, Applicant: Kenny Whent

The Acting Secretary-Treasurer read the Notice of Hearing for application B-07-2022 as circulated, explaining that the purpose of the application is to create one (1) new parcel of land. The effect of this application would be the severance and conveyance of one (1) new parcel of land, (which contains the existing dwelling), having a Lot Frontage of approximately 156.0 metres, an irregular Lot Depth and a Lot Area of 1.2 hectares. The retained parcel, will have a Lot Frontage of 128.0 metres, an irregular Lot Depth and a Total Lot Area of 5.6 hectares, as set forth in the application.

The lands are located in the "R1" – Residential Zone One, "R1-H" Residential Zone One Holding, the "RU1" Rural Area Zone, the "EP" Environmental Protection Zone, the "EO" Environmental Overlay and are designated as "Rural" (Rural 1 & Rural 3) and "Natural Heritage System" in the Official Plan. The subject lands are not subject to any other application under the Planning Act at this time.

Applicant Kenny Whent participated electronically for the meeting and was available to answer questions regarding this application. The Chair asked if the required signs had been posted. The applicant confirmed that the signs were posted.

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Applicant Whent requested members look at the LRCA documentation and maps of his property. The configuration of the lot is because it sits on a plateau. The house is utilized as the family home, and the idea of severing the property at this time is for estate planning.

Applicant Whent also commented on the parkland fee and questioned how it would be applied to either the size of this land or the portion with his home, as the total size of the property is about 54 acres. He is reluctant to pay 5% parkland fee as there is parkland already attributable to the property. He also stated that Engineering and Operations requested a condition for submission of a drainage plan, which he believes would be expensive, and so he would terminate the application. He questioned whether the drainage plan was necessary as the land has been draining satisfactorily on its own for hundreds of years, so requested this be removed from the conditions requested. He also was concerned about the 2 metre road widening and said it would not be appropriate because the land drops off on the eastern portion of the road. He stated that if someone could address his concerns he would evaluate them and continue on with the severance or not.

The Acting Secretary-Treasurer advised that notices were circulated and comments were received and provided directly to the committee members.

There were no concerns from TbayTel or Building Services and Synergy North advised to contact their office for servicing options. Parks and Open Spaces was in support of a 5% Parkland fee since it would be a new buildable lot. The LRCA had no objections and stated this application was consistent with the Provincial Policy Statement, and that a permit would be required prior to any development. They also stated that the subject site is not located within an area subject to policies contained in the source protection plan.

Realty Services advised that a land dedication would be required for future road widening and that the subject lands are subject to an easement in favour of Thunder Bay Hydro Electricity Distribution Inc.

No public comments were received.

Aaron Ward, Project Engineer, Engineering and Operations, stated that Engineering had no objections to the application but recommends conditions of approval. He explained that this application will result in a new suburban residential lot, the applicant has the option of installing a new water service connection or else a well on the lot. A notification agreement would be required if the applicant chose the city water connection. A two metre wide road dedication along the south side of the severed and retained lands for the purpose of a potential future road widening would also be required. The city's Transportation Master Plan, adopted in 2019, identified West Riverdale Road as a Rural Arterial road requiring a width of 24 metres, thus, the request for the 2 metre wide road dedication. The other condition would be a lot grading and drainage plan. A. Ward also clarified that larger suburban rural properties only require the city's topographic maps overlaid onto the property and then it is reviewed by Engineering to see if anything unique is required. It would be a few hours of drafting work by the surveyor.

Senior Planner, D. Lopes, Planning Services Division, was supportive of the application with conditions of approval including a survey, payment of the Parkland fee, preliminary approval from the Thunder Bay District Health Unit, and a well water quantity testing form be completed or else that an application and deposit for the installation of new water service be submitted.

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Chair DesRosier asked the applicant whether he understood the comments and conditions.

Applicant Whent responded that he understood the comments but didn't hear anything about the 5% parkland fee and how it was going to be determined. He stated that he didn't have a problem paying for a water connection but couldn't see it being utilized. He then also mentioned where they are going to get 5% and how it's going to be calculated because it wouldn't be acceptable.

There was no one to speak for or against the application.

The Chairman polled the members for questions.

Member Pascuzzo asked for clarification from Planning about whether this was a buildable lot given the topographic make-up of the land, considering there is a 128 metre frontage on the retained parcel.

Senior Planner, D. Lopes, responded that the application to sever the lot that contains the dwelling and the larger retained and the severed lot is what the parkland fee would be based on.

The Acting Secretary-Treasurer read out the recommended conditions.

The Chair asked the members for a vote as to the approval of the application B-07-2022. A recorded vote was taken. Chair K. DeRosiers and members J. Talarico, N. Roy, Dr. Togman, and M. Pascuzzo were in favour.

The majority of members have supported the approval of application B-07-2022 and therefore the application is approved.

4. Application B-08-2022 1081 Gorham Street, Applicant: Kenny Whent

The Acting Secretary-Treasurer read the Notice of Hearing for application B-08-2022 as circulated.

The purpose of the application is for a lot addition from 1081 Gorham Street to abutting property located at 1080-1096 Memorial Avenue to allow for extra parking and a turning radius.

The severed lot will have a Lot Frontage of approximately 75.0 metres, a Lot Depth of 9.14 metres and a Lot Area of approximately 0.07 hectares. The retained lot, being 1081 Gorham Street, will have a lot Frontage of approximately 75.0 metres, a Lot Depth of 40.0 metres and a Lot Area of approximately 0.10 hectares, as set forth in the application.

The lands are located in the "IN2" – Medium Industrial Zone and "C4A" – Arterial Commercial Zone and are designated as "Commercial" in the Official Plan. The subject lands are not subject to any other application under the Planning Act at this time.

Applicant Kenny Whent participated electronically for the meeting and was available to answer questions regarding this application. The Chair asked if the required signs had been posted. The applicant confirmed that the signs were posted.

Applicant Whent commented that when the building was constructed on Memorial Avenue it was built to the lot line, and to alleviate the congestion it would be to the

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advantage to the tenants to have the additional property. He had no objections to any of the comments that were made.

The Acting Secretary-Treasurer advised that notices were circulated and comments were received and provided directly to the committee members.

There were no concerns from TbayTel, Building Services, Engineering and Operations. Parks and Open Spaces is supportive of Planning's comments about Site Plan Control. Synergy commented that they had no objections but commented that they have a registered easement over the entirety of the severed lot as well as two pad mount transformer and primary cable servicing Memorial Avenue properties. Realty Services advised the Applicant that the property is subject to an existing easement in favour of the city.

One public comment was received stating that they did not object to the application.

J. Kirychuk, Planner II, Planning Services Division presented comments in support of the proposed lot addition with condition of a survey with legal description and that the parcel is severed and conveyed to the adjacent parcel known as 1080-1096 Memorial Avenue, and the third condition being that 1081 Gorham Street be designated for Site Plan Control.

Applicant Whent stated that he understood the comments and agreed to the conditions.

There was no one to speak for or against the application.

The Chairman polled the members for questions.

Member Talarico asked the applicant what the lot was being used for. Applicant Whent responded explaining that it is vacant and sometimes used for snow removal.

Member Talarico noted that the property is owned by two numbered companies plus the applicants' corporation. He asked who the owners are.

Applicant Whent advised that his children's numbered companies plus his company own the property at 1081 Gorham Street and his company, Kenny Whent Inc., owns the strip mall at 1080-1096 Memorial Avenue.

Member Roy advised that because of conflicts it would be good to know the owners in case they need to declare a conflict and they wouldn't have the opportunity to do that otherwise. Applicant Whent provided their names.

The Acting Secretary-Treasurer read out the recommended conditions.

The Chair asked the members for a vote as to the approval of the application B-08-2022. A recorded vote was taken. Chair K. DeRosiers and members J. Talarico, N. Roy, Dr. Togman, and M. Pascuzzo were in favour.

The majority of members have supported the approval of application B-07-2022 and therefore the application is approved.

5. Application B-14-2022 , 788 Onion Lake Road Applicant: Umberto Larizza

The Acting Secretary-Treasurer read the Notice of Hearing for application B-14-2022 as circulated.

The purpose of the application is to create one (1) new parcel of land.

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The effect of this application would be the severance and conveyance of one (1) new parcel of land having a Lot Frontage of 174.43 metres, a Lot Depth of 435.56 metres and a Lot Area of 75974.591 square metres. The retained parcel which has the existing dwelling, will have a Lot Frontage of 174.43 metres, a Lot Depth of 435.56 metres and a Lot Area of 75974.591 square metres, as set forth in the application.

The lands are located in the “RU1” – Rural Area Zone and the Environmental Overlay are designated as “Rural” and “Natural Heritage” in the Official Plan. The subject lands are not subject to any other application under the Planning Act at this time.

There was no one present to represent the application.

The Acting Secretary-Treasurer advised that notices were circulated and comments were received and provided directly to the committee members.

There were no concerns from TbayTel or Building Services. Parks and Open Spaces was requesting a condition of a 5% parkland fee.

LRCA does not support the application as they will not support a dwelling to be located within the Regional Floodplain in accordance with the Provincial Policy Statement. If the applicant proposes to build, safe access and egress needs to be demonstrated. A site visit by LRCA staff is required to assess an alternative building location. The lot should not be created if not approved by the LRCA.

No public comments were received.

Project Engineer A. Ward, Engineering and Operations supported the request from the Conservation Authority for deferral of the application as the suitability of these lands for development and possible lot creation can be reviewed further.

J. Kirychuk, Planner II, Planning Services Division, was in agreement with Engineering, to not give consideration until LRCA's support is received, and requested that the application be deferred until a site visit and further investigations can be undertaken.

Chair DesRosiers asked the members whether they supported deferral. Chair DesRosiers and members Talarico, Roy, and Pascuzzo were in favour. Dr. Togman couldn't vote on deferral as he declared a conflict of interest.

Member Pascuzzo questioned why this application even came to this stage if we knew it was going to be deferred.

J. Kirychuk, Planner II, Planning Services Division, provided clarity and background information in that during the pre-consultation administration was lead to believe that consultation with the LRCA had occurred and that the LRCA had given approval for this development to move forward so we moved forward based on that assumption and based on what we were told.

6. Application B-15-2022 , 1152 Arthur Street West Agent: Syl Menic – Menic Planning Services

The Acting Secretary-Treasurer read the Notice of Hearing for application B-15-2022 as circulated.

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The purpose of the application is to create one (1) new parcel of land.

The effect of this application would be the severance and conveyance of one (1) parcel of land having a Lot Frontage of 12.5 metres and a Lot Depth of 28.65 metres and a Lot Area of 358.13 square metres. The vacant retained parcel will also have a Lot Frontage of 12.5 metres, a Lot Depth of 28.65 metres and a Lot Area 358.13 square metres, as set forth in the application.

The lands are located in the “R2-N” – Residential Two-Noise Zone and are designated as “Residential” in the Official Plan. The subject lands are not subject to any other application under the Planning Act at this time.

Agent Syl Menic participated electronically for the meeting and was available to answer questions regarding this application. The Chair asked if the required signs had been posted. The applicant confirmed that the signs were posted.

Agent Menic commented that this application is the same application that was considered and approved in December 2020, and most of the conditions were completed by the applicant before the application lapsed and had to reapply.

Notices were circulated, comments were received and provided directly to the committee members.

There were no concerns from TbayTel or Building Services. Parks and Open Spaces requests a condition for payment of a 5% parkland fee.

Engineering & Operations has no comments or conditions as the applicant has satisfied conditions from prior application and Synergy North has no objection and to call them regarding servicing options.

One public comment was received with concerns being drainage which could cause flooding to his mother-in-law’s property. The complaint also explained that the driveway access to the back of the lots, via the back lane, should be restricted. If both issues are implemented, he had no issue with the proposed change.

Senior Planner, Decio Lopes, Planning Services Division supported the proposal with condition of a survey and Parkland fee. Planning acknowledged that some of the conditions may have already been met but restated these conditions since it is a new application.

Agent Menic stated that he understood the comments and agreed to the conditions.

There was no one to speak for or against the application.

The Chairman polled the members for questions.

Member Talarico asked Planning to explain the noise zoning that is applicable to the property.

Senior Planner, D. Lopes advised that through the Official Plan it identifies areas around the airport and Broadway Avenue rail yards as an area that are subject to noise provisions. The Zoning By-law captures these as zones, and when new construction may require noise mitigation features, and to consult with the Building Division to determine what those features may be. In some cases building standards may require triple glazed windows, ducting for air conditioning, brick work, depending on the decibel levels. There can be obligations for land owners to incorporate as certain design features may be required to be incorporated into the building.

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Member Talarico asked about accessing Arthur Street and whether it could sustain two additional entrances.

Project Engineer A. Ward, Engineering and Operations, stated that driveway permits were already approved off Arthur Street.

Member Roy questioned why the applicant had let the application lapse.

Agent Menic explained that the applicant went his own way once the approval was granted from the committee and wasn't sure why the conditions were not completed. When time ran out he asked Mr. Menic to represent him again on this application.

Member Roy wondered about whether COVID issues resulted in the conditions not being completed in time and if the city had any leeway on that timeline.

There were no other questions from committee members.

The Acting Secretary-Treasurer read out the recommended conditions.

The Chair asked the members for a vote as to the approval of the application B-15-2022. A recorded vote was taken. Chair K. DeRosiers and members J. Talarico, N. Roy, Dr. Togman, and M. Pascuzzo were in favour

The majority of members have supported the approval of application B-15-2022 and therefore the application is approved.

7. Application B-16-2022 , 160 Masters Street Agent: Stefan Huzan – Northern Planning

Member Dr. R. Togman declared a conflict on this application.

The Acting Secretary-Treasurer read the Notice of Hearing for application B-16-2022 as circulated.

The purpose of the application is for a Lot Addition from 160 Masters Street to be added to the abutting property located at 154 Masters Street.

The effect of this application would be the severance and conveyance of one (1) parcel of land for the purpose of a Lot Addition to 154 Masters Street. The severed portion will have a Lot Frontage of 6.09 metres, a Lot Depth of 75.88 metres and a Lot Area of 1247 square metres. The retained parcel being 160 Masters Street will have a Lot Frontage of 18.29 metres, a Lot Depth of 32.94 metres and a Total Lot Area of 602 square metres, as set forth in the application.

The lands are located in the "R1" – Residential Zone One and are designated as "Residential" in the Official Plan. The subject lands are not subject to any other application under the Planning Act at this time.

Agent Stefan Huzan participated at the meeting and was available to answer questions regarding this application. The Chair asked if the required signs had been posted. The applicant confirmed that the signs were posted.

Notices were circulated and comments were received and provided directly to the committee members.

There were no concerns from TbayTel, Building Services, Parks & Open Spaces and Synergy North.

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No public comments were received.

Project Engineer A. Ward, Engineering and Operations, had no objections to the application with a condition requesting of a 10 metre strip of land at the rear of the property be severed and dedicated to the city for future road purposes.

J. Kirychuk, Planner II, Planning Services Division, supported the application and agreed with Engineering's requested road dedication for a 10 metre strip to the city as this would facilitate future in-fill development areas. In terms of conditions, he stated that a survey and the parcel to be severed be conveyed to the adjacent lands know as 154 Masters Street.

Agent Huzan understand the comments and conditions being requested.

There was no one to speak for or against the application.

The Chairman polled the members for questions.

Member Talarico asked what the city's plan was for the 10 metre strip of land.

J. Kirychuk, Planner II, explained it is for future planning and infill and if the city ever achieves the full road dedication required to build the road then the city would consider building a road.

Member Talarico questioned whether other 10 metre strips of land are being requested along Sherwood Drive.

J. Kirychuk, Planner II, explained that the city has received some dedications from other adjacent properties.

Project Engineer, A. Ward, advised that we aren't requesting anything as part of this application, but on the north side as properties have been severed, the city would be requesting 10 metres

from the other side to allow for a 20 metre wide standard right of way to be created. Approximately 80% of the lands have already been acquired for this right of way. This area in

the official plan has been referred to as "back lot" development and there are restrictions on these lots as to how far back they can build their primary dwellings so the back yards are actually available for new single family development when this future road does go through.

There were no further comments from the members.

The Acting Secretary-Treasurer read out the conditions.

The Chair asked the members for a vote as to the approval of the application. A recorded vote was taken. Chair K. DeRosiers and members, A. Petersen, J. Talarico, N. Roy, and were in favour.

The majority of members have supported the approval of application and therefore the application B-16-2022 is approved.

Application B-17-2022 is being deferred until the May hearing as requested by the agent..

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SUPPLEMENTARY AGENDA

Signing of January 27, 2022 meeting minutes

Moved by: J. Talarico
Seconded by: N. Roy

Signing of February 24, 2022 meeting minutes

Moved by: J. Talarico
Seconded by: N. Roy

NEW BUSINESS:

J. Talarico requested a presentation on street tree fees and cash in lieu of, as well as how the 5% Parkland fee is determined. The Chair suggested we have a meeting and have that dialogue when all members are present. The Acting Secretary-Treasurer will advise Parks and Open Spaces about the request.

N. Roy requested information as to who the owners or directors of the numbered companies are in order for them to declare a conflict of interest.

ADJOURNMENT

The meeting adjourned at 4:05 p.m.

CARRIED

CHAIR

ACTING SECRETARY-

TREASURER

Minutes of Meeting

Parking Authority Board

MEETING #: 05
DATE: May 10, 2022
TIME: 10:00 AM
PLACE: MS Teams
CHAIR: Brian Hamilton, Member

ATTENDEES: Frances Larizza, Member
Jonathan Paske, Supervisor – Parking Authority
Kara Pratt – Waterfront BIA Representative

REGRETS: Chris Krumpholz, Member
Karen Lewis, GM – Development & Emergency Services
Doug Vincent, Manager – Licensing & Enforcement

1. Confirmation of Agenda

Moved by Frances Larizza, seconded by Brian Hamilton.

“With respect to the May 10, 2022 Parking Authority Board meeting, it is recommended that the agenda as printed, including any additional information and new business, be confirmed.”

CARRIED

2. Minutes of April 12, 2022 Meeting

Moved by Frances Larizza, seconded by Brian Hamilton.

“That the minutes of the Parking Authority Board meeting held April 12, 2022 be approved.”

CARRIED

3. Outstanding Items

The RFP for Parking Management Solutions (mobile parking purchase, ticket management system, and online payments) has launched and been in place for a few weeks. The mobile app is beginning to be used, meters have had zone decals applied and zone signs are almost all installed. The online ticket payment portal is also being well used and violators are being directed to use it. Officers

are using the new enforcement app and are pleased with the new system. The backend of the system for office staff has a few glitches that are currently being worked through with the vendor.

The RFPs for engineering services for the Waterfront and Victoriaville parkade rehabilitation projects have been posted and close soon.

4. Financial Statement

The financial statement indicates revenues are approximately 6% (\$128,000) below budget. Snow clearing/removal expenses have exceeded budget due to the amount of snow received this season. Members were informed the annual audit is currently in progress. Last meeting it was requested to ask Finance if loan principle repayments could be deferred. This is not something Finance would typically consider.

5. Parkade Incident Report

The report indicates mainly loiterers being escorted out of the parkades. There was an instance of a stolen car reported and an EMS call for an unconscious individual at the Victoriaville parkade. There was drug paraphernalia found and an individual checking car doors reported at the Waterfront parkade.

6. New Business

Members would like to see signage directing drivers to parking available at the parkades. Parking Authority will have signs installed and look into marketing options.

7. Next Meeting

The next meeting will be June 14, 2022 at 10:00 AM.

This will be the final regular meeting before the election.

Moved by Frances Larizza, seconded by Brian Hamilton.

“That the May 10, 2022 Parking Authority Board meeting be adjourned.”

CARRIED

Meeting adjourned at 10:30 AM.

Corporate Report

DEPARTMENT/ DIVISION	Development & Emergency Services - Planning Services	REPORT NO.	R 148/2022
DATE PREPARED	08/03/2022	FILE NO.	58T-15502
MEETING DATE	08/22/2022 (mm/dd/yyyy)		
SUBJECT	Amend Draft Approval of a Plan of Subdivision - DiGregorio Developments Inc. (R.S. Piper)		

RECOMMENDATION

THAT with respect to Report No. R 148/2022 (Development & Emergency Services - Planning Services), we recommend draft plan approval (58T-15502) be extended to August 22, 2024, subject to the conditions outlined in Attachment "B" as it applies to a portion of Lot 3, Registered Plan 254, 2131 R.S. Piper Avenue;

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

ALL as contained in Report No. R 148/2022 (Development & Emergency Services - Planning Services), as submitted by the Development & Emergency Services Department.

EXECUTIVE SUMMARY

The subject lands received draft approval for a plan of subdivision on August 29, 2016. The Developer has commenced the process to enter into a Subdivision Agreement with the City; however there have been challenges with completing conditions prior to the execution of the agreement and eventual registration of the plan. As such, the draft approval will lapse without an extension.

Administration is recommending that the extension be granted given that the Developer is well into the process to finalize an agreement and complete the required conditions of draft approval.

DISCUSSION

The lands (shown on Attachment A) have draft approval for a residential plan of subdivision that is to be serviced by municipal piped water and individual private septic systems. The plan consists of:

1. 26 lots for single detached dwellings
2. One block for a walkway
3. Two new streets
4. One Block for future development retained by the Developer
5. One green space/storm retention management Block.

The subject lands received draft approval for a plan of subdivision on August 29, 2016. The draft plan approval was valid for 3 years ending August 29, 2019. A further extension was granted on August 26, 2019 for 3 years ending August 26, 2022.

The owner is in the process of negotiating a Subdivision Agreement with the City, however there have been challenges with completing certain conditions prior to finalizing the agreement and ultimately commencing the registration process. In particular the provision of the private septic systems in consultation with the Thunder Bay District Health Unit has required design changes.

The draft approval will lapse if an extension is not granted.

All of the conditions contained in Attachment "B" are the same as those originally imposed. No additional conditions or modification of conditions are required as part of the proposed extension. It is only the private septic system design that has impacted the finalization of the Agreement. The additional two years for an extension will provide ample time for reports to be finalized, the agreement to be executed, and ultimately the registration process to be completed.

Administration recommends that the extension be granted given that the Developer has made reasonable efforts to finalize an agreement and complete the required conditions of draft approval.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONCLUSION

In conclusion, the extension will allow for completion of the conditions of the draft plan of subdivision as outlined in this Report. As such, Administration supports the request and recommends that City Council approve the extension.

REFERENCE MATERIAL ATTACHED

1. Attachment A – Draft Approved Plan
2. Attachment B - Draft Approval Conditions for File 58T-15502

PREPARED BY: Decio Lopes, RPP., Senior Planner

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
J Depeuter, Acting GM, DES	August 11, 2022

KEY PLAN
NOT TO SCALE

**DRAFT PLAN OF SUBDIVISION OF
PART OF LOT 3
REGISTERED PLAN W-254
CITY OF THUNDER BAY
DISTRICT OF THUNDER BAY**

SCALE 1:1000

J. D. BARNES LIMITED

LAND USE

LOTS 1-24 ZONE R1-N 6.18 +/- ha
STREETS 14' x 8' 1.31 +/- ha
BLOCKS 27 & 28 2.34 +/- ha
TOTAL 9.81 +/- ha

TOTALS

NOTES

LOT FRONTAGES SHOWN ON THE TRACK ARE BASED ON THE CITY OF THUNDER BAY BY-LAW. FRONTAGE DETENTION VOLUMES ARE BASED ON THE TRACK. ALL LOT AREAS SHOWN ARE APPROXIMATE BUT EITHER MEET OR EXCEED MINIMUM REQUIREMENTS.

ADDITIONAL INFORMATION
REQUIRED UNDER SECTION 50(7) OF THE PLANNING ACT

(i) AS SHOWN ON DRAFT PLAN
(ii) AS SHOWN ON DRAFT PLAN
(iii) AS SHOWN ON DRAFT PLAN
(iv) RESIDENTIAL
(v) AS SHOWN ON DRAFT PLAN
(vi) AS SHOWN ON DRAFT PLAN
(vii) AS SHOWN ON DRAFT PLAN
(viii) PIPED HANDSAL WATER
(ix) ROCK SANDY LOAM
(x) AS SHOWN ON DRAFT PLAN
(xi) ALL URBAN SERVICES EXCEPT MUNICIPAL SEWAGE
(xii) AS SHOWN ON DRAFT PLAN

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT PROPERTIES ARE ACCURATELY AND CORRECTLY SHOWN.

DATE MARCH 19, 2014

PETER ON HAN
ONTARIO LAND SURVEYOR

OWNER'S AUTHORIZATION

I AUTHORIZE J.D.BARNES LIMITED TO PREPARE THIS DRAFT PLAN OF SUBDIVISION.

DIOREGGIO DEVELOPMENTS INC.

DATE MARCH 19, 2014

"I HAVE THE AUTHORITY TO BIND THE CORPORATION"

ZONING: R1-N - RESIDENTIAL ZONE ONE - (Nois)
R1 - RESIDENTIAL ZONE ONE

REGISTERED PLAN W-254

LOT 1 LOT 2 LOT 3 LOT 4 LOT 5 LOT 6 LOT 7 LOT 8

W-255

MURPHY AVENUE

W-254

STREET "A"

STREET "B"

W-254

W-255

W-256

W-257

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ATTACHMENT B - Draft Approval Conditions for File 58T-15502

DRAFT APPROVAL CONDITIONS FOR 58T-15502:

1. That this approval applies for a period of 2 years, ending on August 22, 2024 to the draft plan prepared by J.D. Barnes Ltd., dated May 29, 2015, which shows a total of 26 lots for single detached dwellings (Lots 1 to 26), one future development block (Block 28), one storm water management/parkland block (Block 27), one walkway block (Block 29), two new streets, and one new walkway block (redlined as Block 29).
2. That the street be shown and dedicated as a public highway on the final plan.
3. That the streets be named to the satisfaction of the City of Thunder Bay.
4. That the owner satisfies itself that all lots conform to the requirements of By-law 100-2010, as amended.
5. That the owner enter into a Subdivision Agreement satisfactory to the City of Thunder Bay to satisfy all the requirements, financial and otherwise, concerning the provision of roads, installation of services and drainage.
6. That prior to entering into a Subdivision Agreement with the City, the applicant shall provide a satisfactory final servicing study prepared by a Professional Engineer, to the satisfaction of the City Engineer.
7. That the owner satisfies the Parks & Open Spaces Section with respect to parkland purposes.
8. That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
9. That prior to final approval, the owner shall provide a satisfactory final stormwater management report and erosion control plan prepared by a Professional Engineer confirming the stormwater management quantity and quality control requirements, to the satisfaction of the City Engineer and the Lakehead Region Conservation Authority.
10. That the Subdivision Agreement between the City and the owner contain a provision wherein the owner agrees to include in all offers of purchase and sale the following notices:
 - (a) For all lots, notice that the adjacent street allowance between Lots 25 and 26 has been identified as a potential location for a community mailbox.
 - (b) For lots 1-5, notice that these lots are affected by the Lakehead Region Conservation Authority's Regulations.

ATTACHMENT B - Draft Approval Conditions for File 58T-15502

- (c) For all lots, notice that for lots that are located under the NEF (Noise Exposure Forecast) 30 Contour that development is subject to the following requirements:
- i) Building components are to be designed to achieve an indoor NEF value of 0, or a 24 hour equivalent sound level of 31 dBA;
 - ii) The heating and ventilation system must be sized to allow for future installation of central air conditioning;
 - iii) All prospective tenants or purchasers of dwelling units should be made aware of the potential for annoyance caused by aircraft noise, including the following warning clause in all purchase/sale agreements:
"This dwelling has been designed with the provision of adding central air conditioning at the occupants' discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."
 - iv) The Acoustic Insulation Factor (AIF) of each dwelling must meet the requirements to achieve suitable indoor sound levels.
11. That prior to final approval, the owner shall satisfy the City Engineer with respect to servicing the subdivision and providing all required easements and for releasing or modifying any existing easements.
12. That the Subdivision Agreement between the City and the owner contain a provision wherein the owner agrees to stop all work and notify the Ministry of Citizenship, Culture, and Recreation in the event that cultural heritage assets are uncovered during construction.
13. That the Subdivision Agreement between the City and the owner contain a provision wherein the owner agrees to stop all work and notify the Police, Ministry of Citizenship, Culture and Recreation, and the Registrar of Cemeteries – Ministry of Government Services in the event human remains are uncovered during construction.
14. That prior to final approval, the owner shall enter into an agreement with Thunder Bay Hydro Electricity Distribution Inc. for the costs of supplying electricity service to the development and that the City is to be advised in writing, by Thunder Bay Hydro Electricity Distribution Inc. how this condition has been met.
15. That prior to final approval, the owner shall enter into an agreement with Thunder Bay Telephone, a telecom provider, for the provision of telephone service to the development and that the City is to be advised in writing, by Thunder Bay Telephone how this condition has been met.

ATTACHMENT B - Draft Approval Conditions for File 58T-15502

16. That prior to final approval, the owner shall enter into an agreement with Union Gas Limited for the provision of natural gas service to the development and that the City is to be advised in writing, by Union Gas Limited how this condition has been met.
17. That prior to final approval, the owner shall satisfy the City Engineer that the applicable requirements of the *Environmental Assessment Act* have been met.
18. That prior to final approval, the Subdivision Agreement be registered against the title of the lands to which it applies.
19. That prior to final approval, the owner shall update the Hydrogeological Study and the Geotechnical Study to the satisfaction of the City Engineer and the Thunder Bay District Health Unit and that the City is to be advised in writing, by the Thunder Bay District Health Unit how this condition has been met.
20. That any recommendations in the updated Hydrogeological Study be incorporated into the Subdivision Agreement.
21. That prior to final approval, the owner shall provide an Environmental Impact Study, which includes an evaluation of the subdivision's impact on the nearby watercourse and that any recommendations be incorporated into the Subdivision Agreement.
22. That prior to entering into a Subdivision Agreement with the City, the owner shall prepare a final lot grading and drainage plan to the satisfaction of the City Engineer.
23. That prior to final approval, the shed on Block 27 be removed or lands occupied by said shed be acquired by the abutting property owner at no cost to the City.

MEMORANDUM

TO: Krista Power, City Clerk

FILE: O-07-2022

FROM: Jillian Fazio, Planner II
Planning Services Division

DATE: August 10, 2022

RE: Official Plan Amendment – 2811 Oliver Road Report 128/2022
Committee of the Whole – August 22, 2022

On July 25, 2022, Planning Services presented Report 128/2022 at City Council (Public Meeting) which included a recommendation that Council not approve a site specific Official Plan Amendment to amend the Lot Creation Policies in the Rural 1 designation which would permit the creation of a new lot from the existing property municipally known as 2811 Oliver Road.

In Report 128/2022, the Planning Services Division provided its opinion that the proposed amendment was not supported. The planning rationale provided in Report 128/2022 concluded that the request is not consistent with the Official Plan or Provincial Policy Statement, as it does not promote sustainable land use patterns or cost effective development.

City Council referred the matter to Administration to provide an alternate resolution which would provide the opportunity to approve the applicant's request.

City Council agreed with the rationale provided by the Applicant and concluded that approval of the proposed amendment was consistent with the Provincial Policy Statement and the Official Plan as it would maintain the existing rural character, represent infill of an existing serviced area, and contribute to the housing supply.

Alternate Resolution for consideration

The recommendation contained in Report 128/2022 (Planning Services), presented July 25, 2022, recommended that the proposed Official Plan Amendment not be approved.

Should City Council wish to support the request of the Applicant, the following recommendation and attached draft Official Plan Amendment are provided for council's consideration. The following recommendation would also withdraw delegated authority to the Committee of Adjustment for this request to create an additional rural lot from the subject lands. This would enable Council to approve the forthcoming Consent to Sever application and finalize approval of Applicant's request.

RECOMMENDATION

WHEREAS a Public Meeting having been held with respect to the application by Lindstrom Holdings Inc., relative to PT LT MARKED GEORGE A.L. WOOD N OF NEEBING MCINTYRE SPO RT 1. 55R3329 THUNDER BAY, municipally known as 2811 Oliver Road, for a site specific amendment to amend the Lot Creation Policies in the Rural 1 designation to permit the creation of a new lot from the existing property;

AND WHEREAS it has been determined that the proposed amendment would maintain the existing rural character, represent infill of an existing serviced area, support an efficient development pattern, and add to the housing supply;

THAT the requested amendment to the Official Plan's Lot Creation Policies in the Rural 1 designation to permit the creation of a new lot from the existing property at 2811 Oliver Road be approved;

AND THAT City Council withdraw delegated authority to the Committee of Adjustment with respect to consent to sever the subject lands;

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

Regards,

A handwritten signature in black ink, appearing to read 'Jillian Fazio', with a stylized, cursive script.

Jillian Fazio,
Planner II

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: Tuesday, August 9, 2022

SUBJECT: Outstanding List for Planning Services as of Tuesday, August 9, 2022
Committee of the Whole – Monday, August 22, 2022

The following items are on the outstanding list for Administrative Services:

Department/Division	Outstanding Item Subject	Resolution Report Back Date	Revised Report Back Date (Memos presented at COW updating or delaying Item)
Development & Emergency Services / Licensing & Enforcement	Sign By-law Amendment	No date included in referral resolution	Sep-12-2022
Development & Emergency Services / Licensing & Enforcement	Request for Report – Development of a Nuisance By-law	Sep-28-2020	Aug-22-2022
Development & Emergency Services / Thunder Bay Fire and Rescue	Open Air Burning Policy	Nov-15-2021	Sep-12-2022
Development & Emergency Services	Official Plan - Partial Servicing & Advanced Wastewater Treatment for Subdivisions	Feb-14-2022	Sep-12-2022
Development & Emergency Services/Licensing & Enforcement	Fence Related Bylaws	Mar-28-2022	18-Dec-23

Development & Emergency Services/Licensing & Enforcement	Animal Bylaw Amendment	Dec-13-2021	27-Feb-23
Development & Emergency Services / Thunder Bay Fire and Rescue	Sacred and Ceremonial Burning Policy	Aug-22-2022	Sep-12-2022
Development & Emergency Services/Planning	Strategic Core Areas Community Improvement Plan - Update	Dec-19-2022	Feb-27-2023
Development & Emergency Services/Planning	The Need for a Belrose Plan	Jul-25-2022	
Development & Emergency Services/Planning	Heritage Grant Program	Dec-19-2022	
Development & Emergency Services/Planning	Update- Implementation - Work Plan for Superior North EMS 2021-2030 Master Plan	Q3 - 2023	

DATE: MONDDAY, JUNE 6, 2022

MEETING NO. 05-2022

TIME: 12:06 P.M.

PLACE: MICROSOFT TEAM MEETING

CHAIR: COUNCILLOR BRIAN MCKINNON

PRESENT *via electronic participation:*

Councillor Albert Aiello
Councillor Brian McKinnon
Councillor Kristen Oliver

OFFICIALS *via electronic participation:*

Norm Gale, City Manager
Krista Power, City Clerk
Erin Nadon, Executive Administrator to
the City Manager

GUESTS *via electronic participation:*

Eric Zakrewski, CEO-CEDC

RESOURCE PERSON *via electronic
participation:*

Jeff Howie, Policy Assistant to the Mayor

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

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

With respect to the June 6, 2022 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. 04-2022 held on May 9, 2022, of the Inter-Governmental Affairs Committee, to be confirmed.

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

THAT the Minutes of Meeting No. 04-2022 held on May 9, 2022, of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Ring of Fire Update

CEO Eric Zakrewski, will be meeting with Wyloo Metals shortly and will provide an update at a future meeting.

4.2 Advocacy – Pedestrian Bridge Neebing-McIntyre Floodway

A letter has been sent to CN for their consideration, still waiting to hear back on a meeting date for further discussion.

4.3 Advocacy – Review of Toll Roads

Copy of memo from City Manager Norm Gale, City of Thunder Bay to Councillor Peng You, City of Thunder Bay, dated May 30, 2022, relative to the above-noted, for information.

5.0 ASSOCIATION OF MUNICIPALITIES ONTARIO (AMO) 2022 CONFERENCE

The Association of Municipalities of Ontario (AMO) Conference is being held in person from August 14-17, 2022 in Ottawa, Ontario. Policy Assistant Jeff Howie provided an overview relative to preparations for the AMO 2022 Conference:

As of June 6, 2022, the following issues will be brought to AMO:

- Police Services Funding
- Part III Download
- Various Infrastructure Projects – Pool 6, Waterfront Trail, Conservatory, Multi Sport Indoor Turf
- Mental Health and Addictions Crises Centre
- Thunder Bay Expressway Project
- Northwest Arterial
- Alstom/Bombardier
- Provincial Offences Act (POA)
- Science North's Proposed Project in Thunder Bay
- Lithium Hydroxide Facility

As of June 6, 2022, the following issues will be reviewed for possible discussion at AMO:

- Next Generation 911
- Northern Ontario Heritage Fund Corporation (NOHFC) Application
- Natural Areas – Erosion, Storm water, Invasive Species etc.

Councillor Brian McKinnon will bring a memo to Council identifying any potential areas requiring gas expansion to support economic development and that the CEDC would provide some feedback if expansion was necessary.

6.0 CORRESPONDENCE

6.1 Northern Ontario Municipal Association (NOMA) Board Meeting Summary Report

Copy of letter from Executive Director Andrea Strawson, NOMA to Mayor Bill Mauro and Council, City of Thunder Bay, dated May 4, 2022, relative to the above-noted, for information.

Copy of the Northwestern Ontario Municipal Association Strategic Plan 2022 – 2027, for information.

6.2 Ontario's Big City Mayors (OBCM) Meets with Ontario Party Leaders

Copy of media release from OBCM, dated May 6, 2022, relative to the above-noted, for information.

6.3 Motion - Voluntary Russian Sanction Request

Copy of resolution from Niagara Region, dated May 25, 2022, relative to the above-noted, for information.

Clerk Krista Power shared that the Sister Cities Committee received a letter with regard to China relations.

7.0 OUTSTANDING ITEMS

Outstanding List for the Intergovernmental Affairs Committee as of June 1, 2022.

Memorandum from Executive Administrator Erin Nadon, dated June 1, 2022 providing the Intergovernmental Affairs Committee Outstanding Items List, for information.

8.0 NEW BUSINESS

None.

9.0 NEXT MEETING

The next regular Inter-Governmental Affairs Committee meeting is scheduled for September 12, 2022 at 12:00 p.m. via Microsoft Teams.

10.0 ADJOURNMENT The meeting adjourned at 12:40 p.m.

DATE: MAY 31, 2022**MEETING NO. 05-2022****TIME:** 12:08 P.M.**PLACE:** MCNAUGHTON ROOM & MS TEAMS**CHAIR:** JASON VELTRI**PRESENT:**

Ryan Scott, *Community Representative*
Moffat Makuto, *Reg. Multicultural Youth Council*
Ann McGuire, *Kinna-aweya Legal Clinic*

ELECTRONIC PARTICIPATION:

Councillor Rebecca Johnson
Carol Audet/Breanne Anderson, *Matawa First Nations*
Heather Carroll, *Indigenous Students – Confederation College*
Julianna Cook, *LUSU Representative*
Ronnie Kasana, *SUCCI Representative*
Jason Veltri, *Community Representative*
Inspector Derek West, *Thunder Bay Police Service*
Tannis Kastern, *Fort William First Nation*

OFFICIALS:

Cynthia Olsen, Manager – Community Strategies
Tanis Thompson, Manager – Indigenous Relations
Katie Piché, Council & Committee Clerk

ELECTRONIC PARTICIPATION - GUESTS:

Marie Klassen, Executive Director – LSPC
Kristen Tomcko, Manager – 211 North

1.0 LAND ACKNOWLEDGMENT

Council and Committee Clerk Katie Piché 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

Council and Committee Clerk Katie Piché welcomed those in attendance. There were no disclosures of interest declared at this time.

3.0 CONFIRMATION OF AGENDA

MOVED BY: Ryan Scott
SECONDED BY: Moffat Makuto

WITH RESPECT to the May 31, 2022 meeting of the Anti-Racism & Equity Advisory 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 04-2022 of the Anti-Racism & Respect Advisory Committee held on April 28, 2022 to be confirmed.

MOVED BY: Tannis Kastern
SECONDED BY: Ronnie Kasana

THAT the Minutes of Meeting 04-2022 of the Anti-Racism & Respect Advisory Committee, held on April 28, 2022, be confirmed.

CARRIED

At 12:16 p.m. Jason Veltri joined the meeting and assumed the Chair.

5.0 INDIGENOUS RELATIONS UPDATE

Manager – Indigenous Relations Tanis Thompson provided an update relative to the above noted including the following:

- Indigenous Relations Liaison hired – James Wilkinson in February 2022
- Launched Maamawe Art Bus this spring
- Working on other projects, incorporating Indigenous culture
- Public Engagement online survey has closed, how to implement IRO strategy
- Community engagement sessions on MS Teams on June 8 and 9
 - to discuss key actions: how to implement in community, how to move forward with valued partners, reconciliation action plans, internal accord working group meeting soon
- Launching new IRO website soon
- Partnered with CSWB: letter of support for anti-hate grant application
- Working with Archives – Indigenous Recognition wall, to be launched sometime in June to recognize Indigenous History Month, potential other locations as well
- Orange Shirt Day Planning Committee recently reconvened and will become the

Truth and Reconciliation Committee: working on terms of reference, several indigenous partners at table, collaborate and work with partners to unite and to make a big impact in community and access funding/ share resources where possible.

- Permanent commemorations around City ie: Every Child Matters flags, billboards (Projects guided by Elders Advisory Council)
- Upcoming - Indigenous Peoples Day
- Summer Festival and Showcase on June 25 – will create awareness
- Canada Day festivities to be more inclusive

6.0 PRESENTATION – 211 NORTH

Marie Klassen Executive Director of Lakehead Social Planning Council and Manager Kristen Tomcko of 211North provided a PowerPoint presentation relative to the above noted and responded to questions. The following items were discussed:

- Overview – Incident Reporting & Referral Service
- 211 North hotline launched in 2017
- Goals and objectives
- Baseline data – to help assist and record magnitude of racism in Thunder Bay
- Tracking incidents
- Provide individuals with information and referrals to relevant and current resources
- Provide a voice
- 3 channels of access: Phone, in-person or online reporting
- Overview of data from 2017 to present
- Awareness campaigns – spike in reports – direct correlation
- Sample referrals
- Follow up and advocacy may be offered with the permission of the person filing complaints
- Dr. Amy Siciliano who is contracted through LSPC collects data from 211 and offers recommendations within a report to Council
- Past reports are on LSPC website

A discussion was held relative to developing signage for organizations on committees and community partners.

7.0 NEXT MEETING

The next hybrid meeting will be held on Tuesday, June 28, 2022 at 12:00 p.m. via MS Teams and the McNaughton Room, 3rd floor City Hall.

8.0 ADJOURNMENT

The meeting adjourned at 1:00 p.m.

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Revenue	REPORT NO. R 118/2022
DATE PREPARED	06/24/2022	FILE NO.
MEETING DATE	08/22/2022 (mm/dd/yyyy)	
SUBJECT	Application for Cancellation, Reduction Or Refund of Taxes Under Section 357 Of The Municipal Act	

RECOMMENDATION

WITH RESPECT to Report R 118/2022 (Corporate Services & Long Term Care - Revenue), we recommend that the cancellation, reduction or refund of taxes totaling \$5,199.98 as outlined in the Report be approved;

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

EXECUTIVE SUMMARY

This report recommends for approval the cancellation, reduction, and/or refund of property taxes, totaling \$5,199.98.

The *Municipal Act, 2001* provides authority for taxes to be adjusted in situations where: a change occurs on the property during the year requiring the assessment to be altered such as a fire or demolition; a person was overcharged due to a gross and manifest error in calculating the assessment; or repairs or renovations to the land prevented the normal use of the land for a period of at least three months during the year.

DISCUSSION

A property owner may make an application under Section 357 of the *Municipal Act, 2001* to the Treasurer for the cancellation, reduction, or refund of taxes levied in the year. Section 357 provides situations where tax adjustments may be made. This includes the following:

- ☐ a change event during a taxation year that is not reflected on the assessment roll such as a demolition, fire, or change of tax class;
- ☐ acquisition by an exempt body;
- ☐ removal of a mobile home;

- ☐ gross and manifest error in preparation of the assessment roll;
- ☐ sickness or extreme poverty; and
- ☐ renovations rendering the property unusable for more than 90 days.

Section 357 does not permit applications for situations where there was an error in judgment in making the assessment upon which the taxes have been levied. In those situations, the property owner must file an assessment appeal.

Applications can be made up until the last day in February of the year following the year in respect of which the application is made. Upon receiving an application, the Revenue Division forwards the application to the Municipal Property Assessment Corporation for a determination of the change implications on the properties assessment and the effective date of the change. If it is an application due to extreme sickness or poverty, the application is forwarded to the Thunder Bay District Social Services Administration Board (TBDSSAB) for a determination of an applicant's ability to pay.

Upon return to the Revenue Division, tax implications are calculated; applicants are notified and given an opportunity to appeal if they object. If no objections are received, a listing of applications is prepared and submitted to Council for approval. If there is an objection, the Assessment Review Board (ARB) schedules a hearing where the applicant may present their case for objecting and the ARB in turn makes a final determination. Subsequently, the appropriate refund or cancellation is made. Each applicant has been advised of the recommended amount for cancellation, reduction, or refund, and has been given an opportunity to object and receive a formal hearing before the ARB. No objections were received.

Attachment A contains a listing of proposed tax reductions arising from applications under Section 357 of the *Municipal Act, 2001*.

FINANCIAL IMPLICATION

Taxes recommended to be cancelled have been provided for in the 2022 Operating Budget.

CONCLUSION

It is concluded that the tax adjustments as outlined in this Report should be approved.

BACKGROUND

Section 357 of the *Municipal Act, 2001* provides authority for Council to consider applications for adjustments of taxes in specific instances.

REFERENCE MATERIAL ATTACHED:

Attachment A – Application for Cancellation, Reduction or Refund of Taxes Under Section 357 of the Municipal Act, 2001.

PREPARED BY: CHANTAL HARRIS, MANAGER - BILLING AND COLLECTION SERVICES

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Linda Evans, GM Corporate Services & Long Term Care, City Treasurer	August 10, 2022

Proposed Tax Reductions Arising from Applications
Under Section 357 of the Municipal Act, 2001

<u>Roll Identifier Address</u>	<u>Reason For Application</u>	<u>Year of Appeal</u>	<u>Tax Adjustment</u>
01.001.11100.0000 240 A RED RIVER RD	Fire	2021	481.79
01.037.32200.0000 1040 GORHAM ST	Fire	2021	211.84
02.099.00442.0000 733 LEXINGTON CRES	Fire	2020	2,022.11
03.108.17705.0000 1911 FREDERICA ST W	Class Change	2022	1,031.51
04.162.15600.0000 1412 CUMMING ST	Demolition	2022	81.71
04.175.10800.0000 507 SYNDICATE AVE S	Manifest Error	2022	551.40
04.190.08400.0000 2055 RIDGEWAY ST E	Class Change	2021	603.45
04.239.07400.0000 202 POINT PLACE	Became Exempt	2021	216.17
			<hr/> <hr/> 5,199.98

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Revenue	REPORT NO.	R 119/2022
DATE PREPARED	06/21/2022	FILE NO.	
MEETING DATE	08/22/2022 (mm/dd/yyyy)		
SUBJECT	Application For Cancellation, Reduction or Refund of Taxes Re: Section 358 of the Municipal Act		

RECOMMENDATION

WITH RESPECT to Report R 119/2022 (Corporate Services & Long Term Care - Revenue), we recommend that the cancellation, reduction or refund of taxes totaling \$5,128.46 due to gross or manifest errors in the preparation of the assessment rolls as outlined in the Report be approved;

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

EXECUTIVE SUMMARY

This Report recommends for approval the reduction and/or refund of property taxes, totaling \$5,128.46 due to errors in assessment.

DISCUSSION

Any person who was overcharged due to any gross or manifest error in the preparation of the assessment roll that was an error of fact, which may include clerical errors, the transposition of figures or typographical errors, may make application for a reduction under Section 358 of the *Municipal Act, 2001*. This Section does not provide for errors in judgment in making the assessment upon which the taxes have been levied.

Attachment A contains a listing of proposed tax reductions arising from applications under Section 358 of the *Municipal Act, 2001*. This section provides for applications to be submitted to Council for the cancellation, reduction, or refund of taxes levied in each or either of the two years preceding the year in which the application is made in cases where an assessment appeal has not been made under the *Assessment Act*.

By authority of Section 4 of the *Statutory Powers Procedure Act*, proceedings may be disposed of by agreement, consent or a decision may be given without a hearing, if the

parties have waived such hearing or compliance. Council has previously approved this procedure.

Applications for cancellation, reduction, or refund of taxes have been verified by the Assessment Review Board for compliance. As well, the Municipal Property Assessment Corporation has confirmed gross or manifest errors of fact and has made assessment reductions.

All applicants have waived their right to a hearing.

FINANCIAL IMPLICATION

Taxes recommended to be refunded have been provided for in the 2022 Operating Budget.

CONCLUSION

It is concluded that the tax adjustments requested for the reduced assessments as outlined in the Report should be approved.

BACKGROUND

Section 358 of the *Municipal Act, 2001*, provides that Council may consider applications for adjustments of taxes for the prior two years where over-billings are a result of gross or manifest errors in assessment.

REFERENCE MATERIAL ATTACHED:

Attachment A – Application for Cancellation, Reduction or Refund of Taxes Re: Section 358 of the Municipal Act, 2001.

PREPARED BY: CHANTAL HARRIS, MANAGER – BILLING & COLLECTION SERVICES

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Linda Evans, GM Corporate Services & Long Term Care, City Treasurer	August 10, 2022

Proposed Tax Reductions Arising from Applications
Under Section 358 of the Municipal Act, 2001

Roll Identifier <u>Address</u>	Reason For <u>Application</u>	Year of <u>Appeal</u>	Tax <u>Adjustment</u>
03.110.25200.0177 305 HECTOR DOUGAL WAY	MANIFEST ERROR	2020	571.75
03.110.25200.0177 305 HECTOR DOUGAL WAY	MANIFEST ERROR	2021	2,232.13
03.110.25200.0176 0 HECTOR DOUGAL WAY	MANIFEST ERROR	2020	474.01
03.110.25200.0176 0 HECTOR DOUGAL WAY	MANIFEST ERROR	2021	1,850.57
			<hr/> 5,128.46 <hr/>

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Human Resources & Corporate Safety	REPORT NO. R 144/2022
DATE PREPARED	07/20/2022	FILE NO.
MEETING DATE	08/22/2022 (mm/dd/yyyy)	
SUBJECT	Work Life Initiatives Policy Update (Work from Home Program)	

RECOMMENDATION

WITH RESPECT to Report R 144/2022 (City Manager's Office – Human Resources & Corporate Safety) we recommend that the amended Corporate Policy 06-01-36 Work Life Initiatives, appended to this report, be approved;

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

EXECUTIVE SUMMARY

The purpose of this report is to recommend the permanent addition of Corporate Procedure HR-02-64 Work from Home Program (Pilot) to Corporate Policy 06-01-36 Work Life Initiatives (Attachment A).

City Council approved the addition of the Work from Home Program to the Work Life Initiatives policy as a pilot in September 2021. Council requested that Administration provide an update on the rollout of the pilot Work from Home Program including any financial impacts, number of staff involved, and overall cost benefit.

DISCUSSION

At the onset of the COVID-19 Pandemic in March 2020, the City of Thunder Bay quickly transitioned many office-based employees to work from home in order to maintain employee safety and adhere to public health orders.

When preparing to return staff to the physical workplace in 2021, Administration developed Corporate Procedure HR-02-64 Work from Home Program (Attachment B) which formalized options for employees to continue to work remotely on an ongoing basis. The Work from Home Program is voluntary, and supports a hybrid model which

results in a combination of some remote work and some office presence for interested employees working in eligible positions.

The introduction of a hybrid model of remote work is a work-life balance benefit that allows an employee to fulfil their regular job responsibilities remotely, meeting the needs of both the employee and the municipality. Providing a program that employees can participate in, when appropriate, supports the wellness of our employees, as well as the City's ability to recruit and retain employees as an employer of choice in the community.

Work from Home Program Participation

There are approximately 150 City of Thunder Bay employees participating in the Work from Home Program. Of the employees participating in the Program, 21 employees (14%) work primarily from home and report in-person to the office as operationally required. The remainder of participating employees are hybrid and alternate between working remotely and in-person at the office.

Program Requirements

Not all jobs can be effectively performed remotely. Participation in the Work from Home Program is subject to approval and ongoing review, based on the following eligibility criteria:

- The position is deemed eligible to participate in the program by the Director or General Manager;
- The duties can be performed reasonably and successfully from home;
- Services to the public are not compromised;
- Collaboration with colleagues and clients can be achieved with digital collaboration tools;
- There are no concerns regarding the employee's ability to work independently;
- Work tools, supplies, equipment and technology can be accessed at home to meet the requirements of the work; and
- The security and confidentiality requirements of the position can be met from home.

Approved Work from Home requests are subject to the following:

- The Employee will provide a dedicated and appropriate workspace in which to conduct business while ensuring privacy and confidentiality is maintained at all times;
- The employee must complete a Health & Safety Inspection Checklist of their home workspace;

- The City provides only one primary work location setup. If the primary work location is the employee's home, the employee and supervisor will collaborate to determine the employee's office equipment needs at home, and CTB will provide the required equipment (i.e. office chair, keyboard, mouse);
- The employee will provide and is responsible for the cost of a phone (landline or cellular);
- The employee will provide and is responsible for the cost of a high-speed internet connection of a minimum standard as determined by Corporation;
- The employee is responsible for any costs associated with working from home, including any increase in home insurance or utility costs;
- Employees working from home must report to the CTB work location as operationally required (team meetings, committee meetings, training, etc.) and at a regular duration as agreed/determined with the supervisor (for example twice per month); and
- Employees are expected to make appropriate dependent care arrangements and manage personal responsibilities in a way that allows successful completion of their job responsibilities.

Implementation

The pilot Work from Home Program was initially rolled out to City employees in October 2021, with implementation planned for December 2021. The timing of implementation was planned to coincide with the City's gradual transition back to the office.

By December 2021, COVID cases were rising locally and the Omicron variant was beginning to spread in the province. In January 2022, return to office plans were halted and staff were directed to work from home where they were able to do so. The pilot Work from Home Program did not begin as anticipated in 2021. The Program was implemented when employees returned to office at the end of March, 2022.

Cost Benefit

The implementation of the pilot Work from Home Program was delayed until March, 2022 due to the ongoing COVID-19 Pandemic. In light of this delay, the pilot Program has been in place for a shorter period of time than was intended prior to this report back to Council. Given that the pilot Program has only been in place for four (4) months it is too early to estimate cost savings. In general, the City anticipates some savings in expenses including employee mileage, photocopying and printing, and general office supplies as a result of ongoing remote work. Additionally, it is anticipated that the inclusion of a Work from Home Program as an employee work-life balance benefit will result in cost savings through the reduction of employee turnover and enhancement of recruitment measures for eligible positions.

Office space optimization is a Strategic Action under the pillar of Service Excellence. Through the office space optimization project, an initial inventory assessment has taken

place to identify the unique space savings opportunities and space pressures in each workspace/department. Upon approval of a permanent Work from Home Program, work will begin with the departments to determine which staff will continue to need a fixed desk/office space and which staff can transition to a flexible workspace.

While the Program may not result in real estate savings through the reduction of overall office space required, it is anticipated that the transition to flexible workspace for eligible employees will assist the City to address space pressures and may prevent future expansion of some office spaces.

Municipal Trends

Upon returning to office post-pandemic, many municipalities in Ontario have implemented a remote work program. The following is a sample of municipalities that have a remote work program in place for employees:

- Greater Sudbury
- Muskoka
- Niagara Region
- Chatham-Kent
- Ottawa
- Halton Region
- Barrie
- Toronto
- Markham
- Region of Waterloo
- York Region

There is no one-size-fits-all approach for adopting a new workplace model, and municipalities are no exception. Remote work policies vary at each municipality, with some providing fully-remote options for employees, and others restricting employees to a hybrid approach with in-office attendance required on prescribed days of the week.

Alignment with Digital Strategy

One of the major initiatives identified in the Digital Strategy is the advancement of a Digital Workplace that will connect all staff and use technology to make staff working lives easier and simpler.

The City is in the process of implementing technology that will increase the ability of staff to collaborate remotely and from different work locations, including Microsoft 365 implementation and a broader deployment of Microsoft Teams amongst employees.

Corporate Information Technology (CIT) is presently undergoing a device review. Many municipalities have moved to a primarily laptop fleet and/or have offered staff choices from among various devices (desktop, laptop, tablets). Presently, there are 260 laptops

in the City's fleet and CIT anticipates that the number of laptops issued to staff will increase by 45-50% with the device replacement program (based on lifecycle) planned and budgeted for in 2023. It is anticipated that the increase in the number of laptops supplied to staff will enable additional staff to participate in the Work from Home Program.

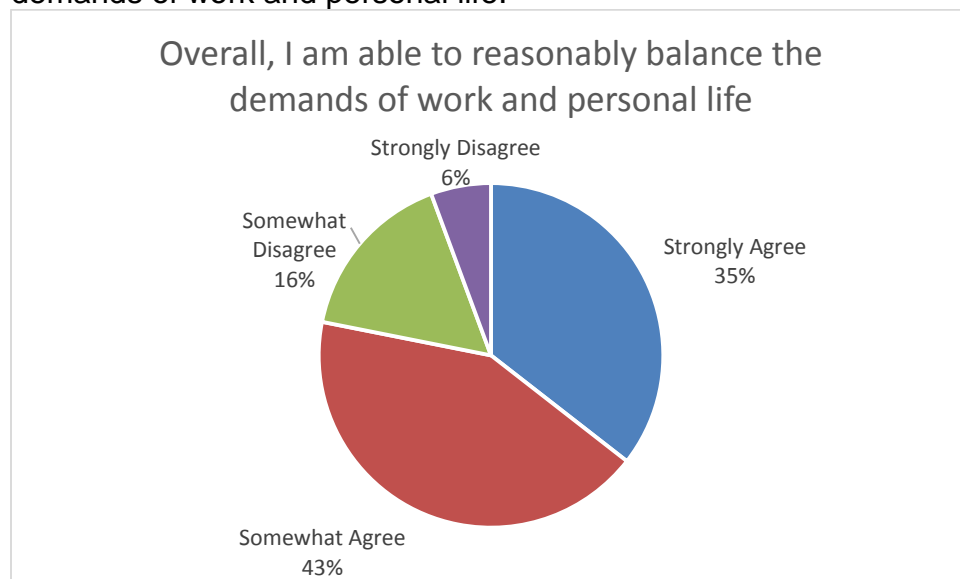
Employee Survey

In June 2022, the City conducted a survey of employees on a variety of work life topics, including the Work from Home Program. 420 employees responded to the survey, and of these:

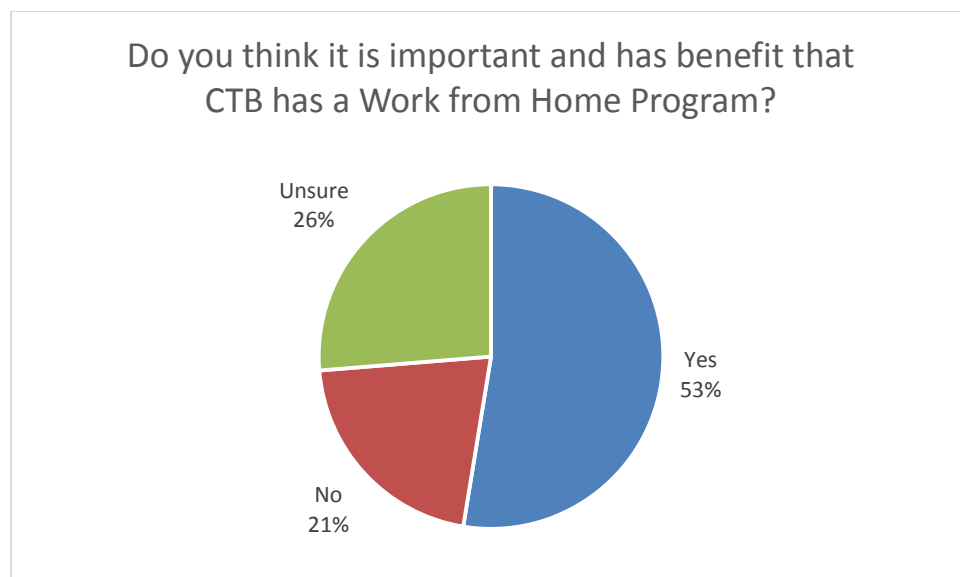
- 209 (50%) identified that they are not participating in the Work from Home Program and their coworkers are not participating
- 102 (24%) identified that they are not participating in the Work from Home Program and their co-workers are participating
- 109 (26%) identified that they are participating in the Work from Home Program

The variety of respondents provide a good snapshot of input from each of the different employee groups regarding the Work from Home Program.

The majority of survey respondents agreed that they are able to reasonably balance the demands of work and personal life:



All survey participants were asked whether the Work from Home Program is important and has benefit. The results, although mixed, show that the majority of employees who responded feel the Program is important and has benefit.



Of the 109 employees who identified that they are participating in the Work from Home Program, 97% agreed that the Program:

- supports their work life balance;
- contributes to job satisfaction; and
- is an important, value-added benefit as an employee.

A number of employees identified that they do not presently participate in the Work from Home Program because it is not feasible to transfer a desktop computer between their home office and the workplace. It is anticipated that the increase in the number of laptops supplied to staff through the device replacement program in 2023 will enable additional staff to participate in the Work from Home Program.

The survey responses highlighted that there is frustration and a lack of understanding about the Work from Home Program from some employees who are not participating in the program themselves. As well, there is opportunity to provide additional support and resources to supervisors and teams who are participating in hybrid work to ensure effective communication and team cohesiveness.

Given the numerous services and lines of business that the City operates it is not possible to provide all employees with the same options for hybrid or remote work. The City continues to explore opportunities to incorporate work life balance initiatives for all employee groups, including those whose jobs require them to be fully on-site.

FINANCIAL IMPLICATION

There are no immediate financial implications directly resulting from the approval of Corporate Policy 06—01-36 Work Life Initiatives.

Over time it is anticipated that a permanent Work from Home Program will contribute to cost savings through enhanced employee recruitment and retention, and office space optimization and sustainability.

CONCLUSION

It is concluded that Corporate Policy 06-01-36 Work Life Initiatives, as amended to include a permanent Work From Home Program, should be approved.

BACKGROUND

The City has a Work Life Initiatives Policy that serves to support work life balance initiatives for employees wherever possible in a manner consistent with the Corporate Visions and Values and the terms of collective agreements or the Managerial/Non-Union By-law, and the Employment Standards Act. The policy was updated in August 2021 to include the Work from Home Program (Pilot) as approved by Council.

REFERENCE MATERIAL ATTACHED:

Attachment 'A' - Corporate Policy 06-01-36 Work Life Initiatives

Attachment 'B' - Corporate Procedure HR-02-64 Work From Home Program

PREPARED BY: *Karie Ortgiese, Director Human Resources & Corporate Safety*

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Norm Gale, City Manager	August 11, 2022

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

POLICY STATEMENT

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

PURPOSE

To ensure that Work Life Initiatives are in place.

REFERENCE

HUMAN RESOURCES PROCEDURES MANUAL

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

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

Corporate Procedures

No. HR-02-64

Effective Date: TBD

Supersedes Date: September 13, 2021

SECTION:	SUBJECT:
WORK LIFE INITIATIVES	WORK FROM HOME PROGRAM (PILOT)
DEPARTMENT/DIVISION:	CITY MANAGER'S OFFICE/HUMAN RESOURCES & CORPORATE SAFETY

POLICY REFERENCE:

Corporate Policy 06-01-36, Work Life Initiatives

PROCEDURE STATEMENT:

The Corporation is committed to evolving business practices and increasing work/life balance by supporting employees who request to work from home. Working from home allows an employee to fulfil their regular job responsibilities in an environment that is as productive as it is within a City work location. Providing a program that employees can participate in, when appropriate, supports the wellness of our employees and our Community.

This procedure is applicable when an employee applies for the Work from Home Program and the employer deems that their position is eligible and is approved to participate.

The purpose of this procedure is to provide guidelines for supervisors deeming positions eligible to work remotely and for employees requesting to work remotely.

This procedure applies to all employees who are participating in the program or who have requested to participate in the program.

RESPONSIBILITIES:

Employee Responsibilities

- Submits the Work from Home Request Form to their supervisor.
- Complies with all procedures, ergonomic and health & safety requirements outlined in this procedure and the Health & Safety Checklist.
- Ensures all equipment, software, and hardware are maintained and used properly.
- Arranges and pay for fees, installation, maintenance, and support of available high-speed internet services at their home work location.

Supervisor Responsibilities

- Reviews and considers requests to work from home from employees.
- Reviews position to identify eligibility to work from home.
- Communicates with employees whether or not they are eligible to work from home and provides context as to why they or their position are deemed not eligible.
- Establishes a method of communication between the employee, the team, and the supervisor, with consideration to maintaining team cohesiveness.

- Identifies communication expectations with the employee and schedules regular check-in meetings.
- Establishes clear, performance-related objectives.
- Ensures that employees have appropriate resources, including technology, hardware and applications required to support working from home, in line with the CIT guidelines.
- Reviews and approves or denies the intended work area using the completed Working from Home Health and Safety Inspection Checklist.
- Ensures the Working from Home Request is completed in its entirety and the Working from Home Agreement is signed.
- Evaluates the on-going suitability of the Working from Home Agreement on an annual basis.

Human Resources Responsibilities:

- When requested, supports the supervisor to review the employee portion of the Work from Home Request and supports the decision making process.

PROCEDURE:

It is important to recognize that not all jobs can effectively be performed from home. Participation in the Working from Home Program is subject to approval and ongoing review, and will be based on the eligibility criteria.

An employee may be eligible to work from home if:

- Their position has been deemed eligible to participate in the program.
- Their duties can be performed reasonably and successfully from home.
- Services to the public are not compromised, and collaboration with colleagues and clients can be achieved with digital collaboration tools.
- There are no concerns regarding the employee's ability to work independently.
- Work tools, supplies, equipment and technology can be accessed at home to meet the requirements of the work.
- The security and confidentiality requirements of the position can be met from home.

Employees can request to work from home on a full-time, part-time or ad hoc basis. The supervisor has the discretion to withdraw the Work from Home Agreement if the arrangement proves unsatisfactory, or the conditions change such that the work can no longer be effectively performed while working from home.

While working from home, employees must adhere to all Corporate Policy and Procedures regardless of their work location.

ELIGIBILITY PROCESS:

The eligibility process has three steps:

1. Employee requests participation in the Work from Home Program.
 - Employee completes the Employee Section of the Work from Home Request Form.

2. Supervisor assesses the position to determine the effectiveness of the position to work remotely.
 - Supervisor completes the Position Eligibility Questionnaire that addresses the duties of the position and whether they can be effectively executed from home
 - Supervisor completes the Supervisor/Manager Section of the Work from Home Request Form. A portion of the form requires an assessment of the employee's suitability to participate in the Work from Home Program.

The supervisor, considering all requirements and factors, and in consultation with their manager/director (and human resources when requested), approves or denies the request to participate in the Work from Home Program, and communicates the outcome and rationale with the employee.

OFFICE EQUIPMENT:

The Employer will provide one primary work location office setup. If the primary work location is not in a CTB work location, the employee and supervisor will collaborate to determine the employee's office equipment needs at home, and the Employer will provide the required equipment (i.e. office chair, keyboard and mouse). A phone (landline or cellular) will be the responsibility of the employee to provide. Printers will also not be provided.

IT Requirements:

The Corporation will provide the computer equipment and support outlined in the IT Guideline for Employees approved for a home office.

The employee will provide a high-speed internet connection, with data port at the workstation and Internet router (if required).

Costs:

Costs associated with working from home will be covered by the employee, including but not limited to:

- Travel to a CTB work location required throughout the day, which would otherwise not be included in the Mileage Expense Policy.
- Parking fees if required when at a CTB work location.
- Installation/connection and all associated internet fees (minimum standard required).
- Any increase in home insurance, if applicable.
- Any office furniture, not provided by CTB, associated with creating a safe, appropriate and ergonomically correct workspace and work environment*.
- Utility costs for home office.
- Maintenance and repair of any privately owned equipment.
- Expenses for supplies that are regularly available at a CTB work location (i.e. the employee is expected to go to the office to get office supplies and should not personally order supplies).

An employee who applies to the Work from Home Program is not eligible to request a T2200 Declaration of Conditions of Employment Form. CRA has designated that the employer must require the position to be worked from home rather than an employee volunteering to work from home.

SECURITY AND CONFIDENTIALITY:

Employees will provide a dedicated and appropriate workspace in which to conduct business while ensuring privacy and confidentiality is maintained at all times.

Employees are responsible for taking the necessary precautions to secure and protect CTB property, documents and the confidentiality of information at the home location (i.e. ensuring family members, other individuals living in the home office location and visitors do not have access to the information). Use of a secure space (e.g. desk cabinet/filing cabinet) is required for all confidential information

Employees must adhere to the Code of Conduct, the Responsible Use of Technology, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This includes maintaining data security and confidentiality practices consistent with the standard expected when working at the regular assigned CTB work location.

Employees who connect their computing devices, personal or CTB issued, to their Wi-Fi network should take the necessary precautions to secure their home wireless network. Refer to the IT Guideline for details.

PERFORMANCE EXPECTATIONS & ACCOUNTABILITY

Employees must continue to perform their work as assigned and report on progress as required. Employees must report any problems encountered that prevents them from performing their work while working from an alternate work location.

Employees are expected to make appropriate dependent care arrangements and manage personal responsibilities in a way that allows successful completion of their job responsibilities. Where an emergency and/or unforeseen situation arises that impacts staff, every reasonable effort should be made between the supervisor and the employee to ensure flexibility and adjust work expectations accordingly.

ENDING THE WORK FROM HOME PROGRAM:

Upon ending the Work from Home Program due to:

- the employment contract ending
- the supervisor withdrawing approval and the employee's return to the designated CTB work location, or
- the employee's absence from work in excess of 30 days (i.e. ongoing sick leave, leave of absence)

The employee will be responsible for the return of all equipment provided. The supervisor is required to manage the return of all equipment, and ensure that all equipment belonging to CTB is returned.

Employees choosing to end the Work from Home Program and return to their designated CTB regular work location must request approval from their supervisor at least one month in advance of their desired return date.

HEALTH AND SAFETY:

Regardless of the work location of their employees, the responsibilities of supervisors regarding the health and safety still apply. Employees are covered for work-related illnesses or injuries arising out of the course of their employment. All incidents of injury while working from home must be reported to the immediate supervisor as per reporting procedures.

ATTENDANCE REQUIREMENT AT CTB WORK LOCATION:

Employees working from home must report to the CTB work location as operationally required (team meetings, committee meetings, training, etc.) and at a regular duration as agreed/determined with the supervisor (for example twice per month).

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Human Resources & Corporate Safety	REPORT NO. R 146/2022
DATE PREPARED	07/27/2022	FILE NO.
MEETING DATE	08/22/2022 (mm/dd/yyyy)	
SUBJECT	2021 Corporate Safety Annual Review Report	

RECOMMENDATION

For Information Only.

EXECUTIVE SUMMARY

This Report provides an overview of the activities and initiatives undertaken in 2021 by the Human Resources & Corporate Safety Division.

The Corporate Safety Section is mandated to establish a safety program, act as a resource and provide oversight of the safety program for all City departments, excluding the Thunder Bay Police Service and the outside boards and agencies of the Corporation of the City of Thunder Bay (CTB).

DISCUSSION

2021 Summary of Key Accomplishments

- Asbestos, silica and respirator awareness training complete with respirator fit testing for 18 staff in work functions that would have exposures
- Investigated two critical injuries and three major incidents
- Created 11 Temporary Procedures, made 68 procedure revisions and 39 updates to supporting documents for screening
- Nine new Safety Talks were created
- Two Safety Alerts and one Safety Guideline developed
- Validated respirators (N95) and managed personal protective equipment (PPE) allocations. Worked with Supply Management to develop a steady state of PPE supply for future consideration
- Safety Management System (SMS) gap analysis completed on Elements 005 Incident Investigation and 007 Health and Safety Communication
- Recruited and trained two new staff

Occupational Health and Safety Policy

There are no amendments to the Occupational Health, Safety and Wellness Policy suggested this year.

Safety Management System (SMS) Implementation

In January 2021 the SMS system implementation resumed after being paused through 2020 to focus on COVID-19 pandemic related work. Through the budget process the SMS Coordinator position was approved to be a full-time permanent position and the recruitment process to permanently fill the role took place in June of 2021.

The SMS Coordinator successfully met the 2021 objectives for gap analysis completion, and completed the recruitment and training of internal auditors to meet the internal audit requirements of the management system. Forty eight gap analyses were conducted throughout the five departments for Elements 005 – Incident Investigation and 007 – Health and Safety Communication. These Elements cover the following items related to the element description.

- **Element 005 – Incident Investigation**
 - Executive Management Responsibilities
 - Safety Specialist Responsibilities
 - Supervisors Responsibilities
 - Employees Responsibilities
 - Incident Notification Procedure
 - Occupational Illness Notification Procedure
- **Element 007 – Health and Safety Communication**
 - Management Responsibilities
 - Supervisor Responsibilities
 - Employees Responsibilities
 - Health & Safety Communication Procedures
 - Various Information Sharing Formats
 - Off the job safety communication
 - Health & Safety Boards
 - Employee Engagement

In 2022, Elements 005 and 007 will be audited and gap analyses conducted on three more elements from the SMS.

Legislative and Standards Update

Several amendments to the Occupational Health and Safety Act (OHSA) are expected in 2022. Proposed amendments include increased fines and penalties for directors and officers but also for individuals. Maximum fines for directors and officers will be

increased from \$100,000 to \$1,500,000 while the maximum fine for individuals will be \$500,000. The legislation has been revised to include a listing of aggravating factors. Aggravating factors were previously considered in sentencing under common law principles, now they will be codified into the legislation giving further weight to their applicability.

List of aggravating factors:

- i. the offence resulted in the death, serious injury or illness of one or more workers;
- ii. the defendant committed the offence recklessly;
- iii. the defendant disregarded an order of an inspector;
- iv. the defendant was previously convicted of an offence under the OHSA or another act;
- v. the defendant has a record of prior non-compliance with the OHSA or the regulations;
- vi. the defendant showed a lack of remorse;
- vii. there is an element of moral blameworthiness to the defendant's conduct;
- viii. in committing the offence, the defendant was motivated by a desire to increase revenue or decrease costs; and
- ix. after the commission of the offence, the defendant attempted to conceal the commission of the offence from the Ministry or other public authorities, or failed to co-operate with the Ministry or other public authorities.

Additionally, the limitation period for instituting a prosecution under the OHSA will be extended from one year to two years.

The OHSA will be amended to require employers to provide naloxone kits in the workplace where the employer becomes aware, or ought reasonably to be aware, there may be a risk of a worker having an opioid overdose at a workplace. To protect employee privacy, the legislation also sets out limits on disclosure. Employers are required to provide a kit at the worksite under certain circumstances: a worker has overdosed on site, has overdosed off site, opioids have been found in workplace areas restricted to workers and/or if the employer has reason to believe that a worker is suffering from an opioid addiction or taking opioids. Training on recognizing signs of overdose and the administration of naloxone are also required with this amendment.

Looking further ahead, the Ministry of Labour, Training and Skill Development (MLTSD) has advised that as a result of the COVID-19 pandemic that they are working on a new regulation to address infection prevention assessment and control (IPAC) that would impact all workplaces, not just healthcare.

Training/Communication

In-person training continued to be limited through 2021 due to the pandemic, however required operational safety training did occur. Corporate Safety coordinated training for departments to ensure compliance and the safety of staff.

The following training was offered:

Working at Heights
Chainsaw
Bucket training
First Aid
Orientation
SafetyLine working alone app

Safety talks have long been recognized as a leading indicator of safety. Compliance with safety talks was again impacted by COVID-19, and facility closures. However anecdotal evidence, gathered through discussions with Supervisors and staff, indicates that while dedicated safety talks did not occur Supervisors and staff were regularly discussing safety in large part due to the constant COVID related procedure changes.

Ministry of Labour, Training and Skills Development (MLTSD)

MLTSD Visits and Orders

	2017	2018	2019	2020	2021
Total Visits	15	34	22*	33	15
Visits with Orders Issued	1	10	5	5	4
Number of Orders Issued	1	27	20	8	13

In 2021 there were 15 visits by the MLTSD to CTB workplaces.

Of the 2021 MLTSD Visits:

- Three were COVID audits;
- One was related to a contractor fatality that occurred on CTB property. The incident was not work related but the City was required to provide documentation to the MLTSD to assist in their investigation (seven (7) orders issued);
- One was related to a non CTB incident, where the MLTSD requested information from Thunder Bay Fire regarding their response to a non CTB workplace injury to assist in the MLTSD investigation (one (1) order issued);
- Three were proactive MLTSD visits (one (1) order issued); and
- Seven were follow ups to previous visits (four (4) orders issued).

In 2021 there were two critical injuries. One critical injury was the result of a loss of consciousness experienced by an employee after their COVID-19 vaccination and the second injury was a fractured ankle by a patron.

Year	Number of Critical Injuries
2017	8
2018	10
2019	4
2020	4
2021	2

Workplace Incidents by Claim Type

Figure 1, compares the total claims based on the claim type for the last five years. The numbers may fluctuate annually based on Workplace Safety & Insurance Board (WSIB) activity such as claim approvals, denials or appeals.

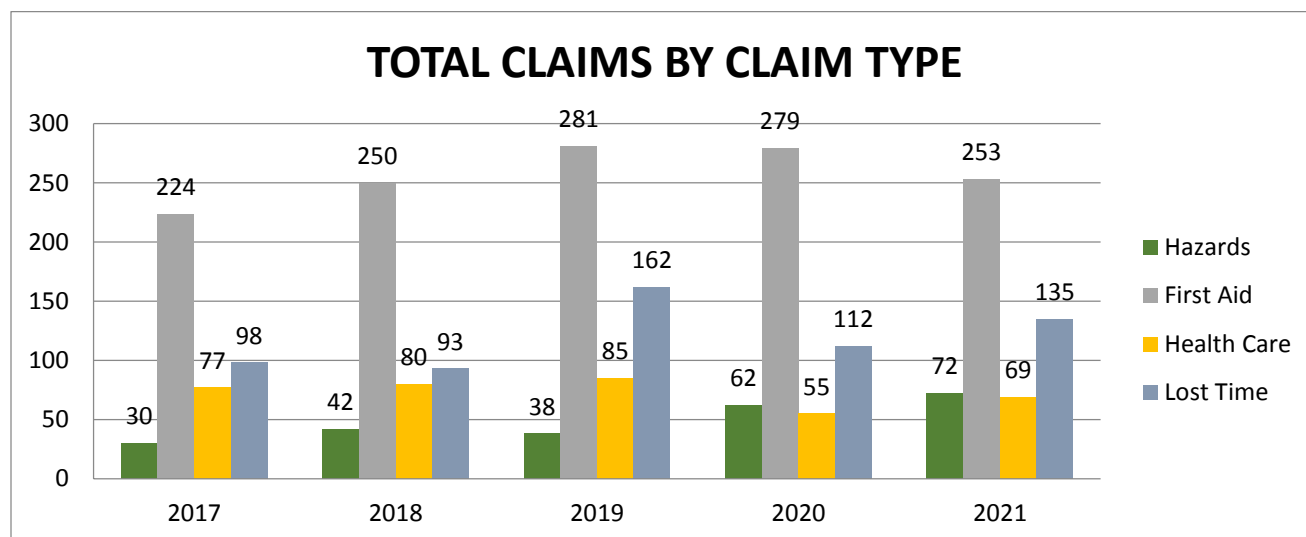


Figure 1: Total Claims by Claim Type

NOTE: The above incidents do not include Recurrent Claims, Denied Claims, & Police & O/S Boards.

The following defines the categorizing of incidents:

- Hazards: there is potential for injury.
- First Aid: employee is injured, e.g. a bump to the head where no remedial action is taken, a scratch or cut where a bandage is applied.
- Health Care: requires medical intervention or consultation, e.g. health care is sought for a strained muscle or a more serious incident.
- Lost Time: employee loses time from work (does not include the day of injury).

NOTE: Claims may change categories, e.g. a First Aid incident may become a Health Care or Lost Time claim, a Health Care incident claim may become a Lost Time claim.

Incident Totals by Type and Year

The top three incident types reported in 2021 were Over Exertion/Strain (OES), Exposure/Stress and Struck or Contact By. Over Exertion/Strain injuries are reported across the Corporation. OES injuries is the most common type of injury in Infrastructure and Operations due to the physical nature of the work in that department. Other areas of the Corporation where OES injuries are high include long-term care from manoeuvring residents. In Fire and EMS injuries also occur as a result of patient lifts or transfers in difficult or unpredictable conditions.

Struck or Contact By injuries are typically a result of reported aggression/violence towards staff. EMS paramedics and long-term care workers routinely report incidents where patients have kicked, punched or scratched staff members. Staff are encouraged to report when there is contact regardless of the degree of injury (or lack thereof). In long-term care, staff review care plans and work with their teams to identify resident triggers and manage behaviours. In EMS, the behaviours are less predictable and often involve impairment.

Reported incidents of exposure/stress continue to increase and approximately 27% of those reported exposure/stress injuries result in a claim. Exposure/stress claims are often more costly than physical injuries due to the length of recovery and medical treatment required. The increase in first responders reporting stress related injury is not unique to Thunder Bay. In recognition of the mental health crisis for first responders, the province announced the establishment of a dedicated facility in Toronto that will specialize in the treatment of Post Traumatic Stress Disorders (PTSD) in first responders. To support both EMS and Fire's timely access to support the City provides Trauma Assist, a specialized PTSD program for first responders, through its Employee and Family Assistance Program provider.

Incidents classified as "other" are either incidents where there is not a direct workplace cause that could be identified by the Supervisor, or where the events are unusual and cannot be slotted within the standardized categories.

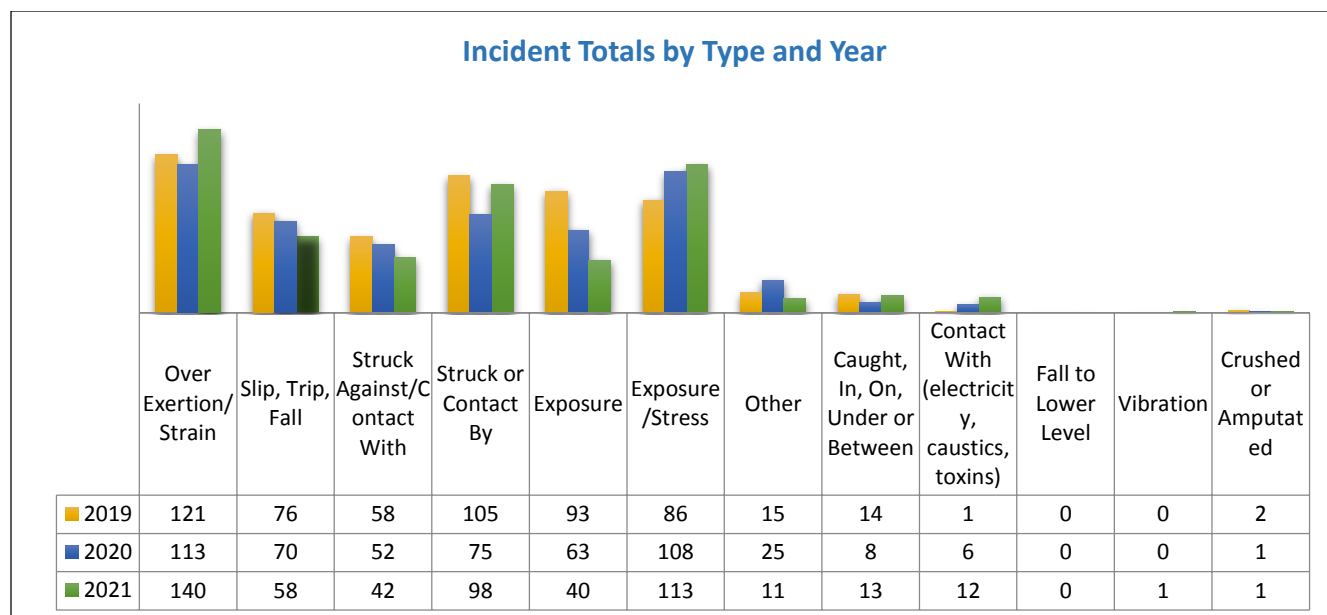
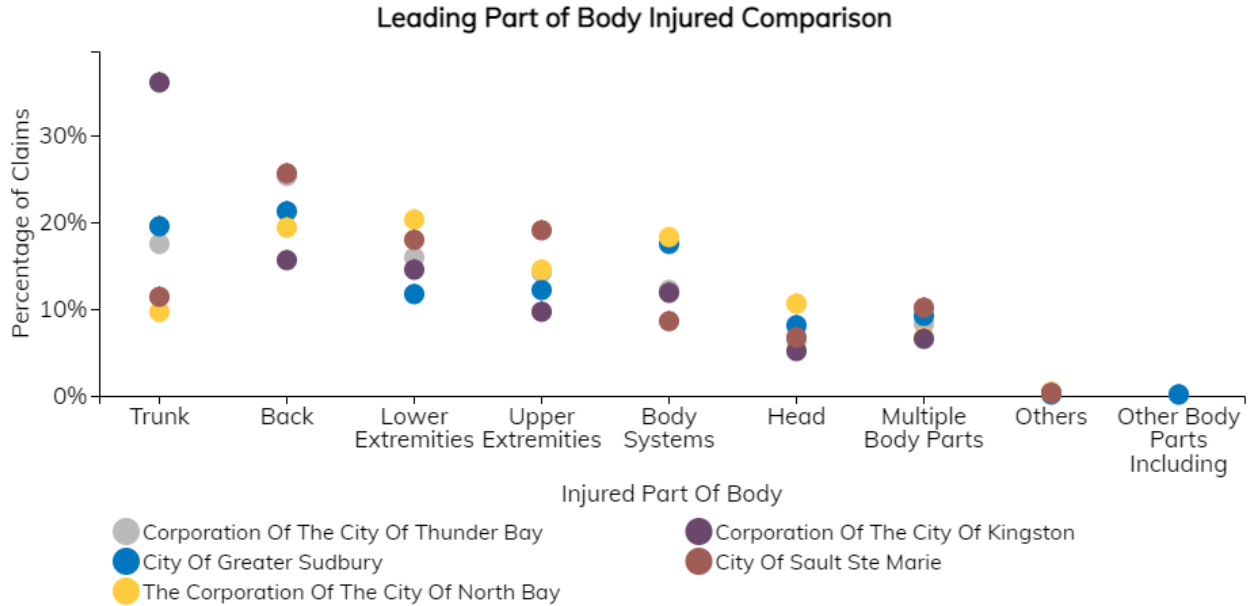


Figure 2: Incident Totals by Type and Year

Comparative Statistics

Through the Government of Ontario Open Data License, WSIB provides limited information on injury statistics that can be used as comparator for the City of Thunder Bay. The following two figures demonstrate the leading part of body part injured and lost time claims in receipt of benefits at the end of one year for Thunder Bay and four comparator municipalities – Sudbury, North Bay, Kingston and Sault Ste. Marie.

In Figure 3, the results for Thunder Bay fall within the middle of the pack for body part injured. In Figure 4 Thunder Bay was amongst the lowest of the comparators until 2020 where the data indicates movement towards in the middle of the pack. The information on claims that are still receiving benefits after one year is important as it relates to the severity of the injury. The increase in Figure 4 amongst the comparators, beginning in 2017 until 2020 aligns with the legislative change recognizing PTSD and mental stress claims in 2017. Mental health claims are very complex, with limited access to care and it is not uncommon for workers to be off two years or more.



WSIB generated report for Corporation Of The City Of Thunder Bay, City Of Greater Sudbury, The Corporation Of The City Of North Bay, Corporation Of The City Of Kingston, City Of Sault Ste Marie

Data source: Workplace Safety and Insurance Board

Data maturity: As at March 31st 2021 for all years displayed

Data notation: includes data from 2012 to 2020

Other notes: You will only see data in a summary or group form, for example, by grouping the data by type of injury or by the number of injuries per year. Data that contains any personal information is not included.

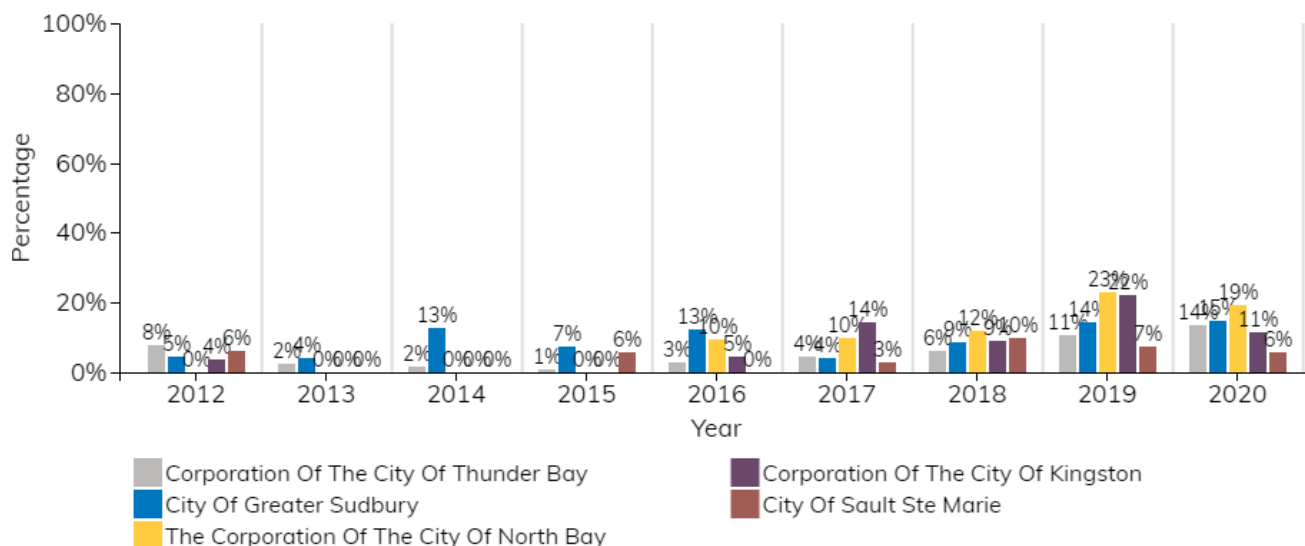
This data is licensed to you under the Government of Ontario's Open Data License <https://www.ontario.ca/page/ontarios-open-data-directive#section-8> and subject to the provisions described therein Data downloaded from the WSIB's website.

Data downloaded from WSIB Safety Check tool.

Report downloaded on 2022-07-13 14:00:22

Figure 3: Part of Body Injured

Lost Time Claims Receiving Wage Loss Benefits at 1 Year Comparison



WSIB generated report for Corporation Of The City Of Thunder Bay, City Of Greater Sudbury, The Corporation Of The City Of North Bay, Corporation Of The City Of Kingston, City Of Sault Ste Marie

Data source: Workplace Safety and Insurance Board

Data maturity: As at March 31st 2021 for all years displayed

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Data downloaded from WSIB Safety Check tool.

Report downloaded on 2022-07-13 14:00:17

Figure 4: Lost Time Claims

Workplace Violence

In 2021, there were a total of 113 reported incidents of violence towards City staff. Five incidents were reported outside of the normal reporting system from Animal Services, Jasper Place, Recreation, Waste Collection and the Landfill and are in addition to those reported below from EMS, Transit and Pioneer Ridge.

Incidents of violence directed at front line City staff, such as Transit drivers, paramedics and health care workers, by patients, residents, and or passengers through the normal course of their work will continue to be addressed through workplace supports and contact to Thunder Bay Police where required.

2021 Incidents of Violence Resulting in Injury*

Department/Section	2019	2020	2021
EMS (District)	3	2	3
Transit	9	10	11
EMS (City)	18	34	49
Pioneer Ridge	53	26	45

*some incidents did not result in incident but were classified as a near miss – a punch thrown that did not connect with an employee would fall into this classification. Many of the most effective measures to mitigate violence to workers were required to be paused through 2020 and 2021 due to COVID-19 and the public health measures implemented.

Transit service delivery increased through 2021 to 88% and overall ridership increased to 54% of pre-pandemic levels respectively. However, transit has struggled with staffing vacancies, despite regular and ongoing recruitment efforts. Staffing challenges and inability to replace Operators on the road has resulted in a limited ability to train staff. The Ambassador training, developed by the Canadian Urban Transit Association, teaches appropriate approaches when dealing with challenging situations and may assist in decreasing incidents of violence towards Operators. However, the majority of reported incidents on transit buses and at the City Hall transfer hub continue to involve impairment, which is not specifically covered in the Ambassador training. In 2022, ongoing discussions and efforts will continue between administration, Amalgamated Transit Union 966, contracted security service providers and other outside agencies in order to ensure that the most appropriate and effective actions are employed in order to protect transit workers when exposed to these types of broader community related safety issues.

EMS implemented the Scene Management and Response Tactics (SMART) training program in the third quarter of 2019. The program teaches threat mitigation and self-defence, providing practical tools for paramedics to avoid confrontation and protect themselves if a situation arises. The pandemic impacted the ability to train staff, and a refresher course for instructors and additional training material review is slated to occur in Q3 of 2022. Training on reporting and completing reports for incidents of violence committed against paramedics was implemented through the Learning Management System (LMS).

EMS regularly communicates with Central Ambulance Communication Centre (CACC) and Thunder Bay Police to improve information related to information relayed to paramedics in the field. Operational Impact Reports are used to identify issues and these reports are investigated by EMS management and shared with the Joint Health & Safety Committee for review and input. Issues that arise from these reports are communicated and discussed with police. EMS has also signed a memorandum of understanding with police to establish a method of escalating paramedic calls for assistance in potentially unsafe situations.

Pioneer Ridge reports incidents of resident aggression towards staff, and continues to actively encourage employees to report these types of incidents. Long-term care workers must provide care while managing unpredictable behaviours to those that may have dementia and other health issues. The Behavioural Support Lead, introduced in 2019, supports the assessment and management of response techniques for residents with aggressive behaviours.

2021 Workplace Safety and Insurance Board (WSIB) Appeals Summary

The worker and employer both have an equal right under Part XI of the Workplace Safety and Insurance Act (WSIA) to object to and appeal any decision the WSIB renders in the management of a claim. There are three progressive levels of appeal:

- reconsideration of the decision by the WSIB Claim Manager through the Intent to Object (ITO) process;
- appeals to the WSIB Appeals Resolution Officer (ARO); and
- appeals to the Workplace Safety and Insurance Appeals Tribunal (WSIAT).

WSIAT is the last level of appeal and is independent from the WSIB. The Tribunal's mandate is to hear and decide appeals from WSIB decisions under dispute, based on the WSIA (Act) and WSIB policies and procedures.

In 2021, the City was party to three potential appeals, meaning there were ITO documents filed by workers to begin the appeals process. All three were reconsidered at the claim manager level. None of the three potential appeals have progressed further.

In addition to those filed in 2021, there are 27 outstanding appeals in various stages filed from 2017 to 2020. Legal representation is engaged during the appeals process, with consideration given to the financial impact an unfavourable outcome might have on the Corporation.

A three year summary chart of WSIB claim costs is provided as an appendix.

Targets and Goals

In 2022 Corporate Safety's goal is to resume prevention activities that were halted during the pandemic to focus efforts on managing the changing COVID requirements.

Management Review

The Executive Management Team (EMT) reviews the City of Thunder Bay Safety Program annually. On June 23, 2022 EMT approved the following recommendations for 2022 as part of the safety program review:

- Conduct audits of SMS Element 005 -Incident Investigation and Element 007 – Health and Safety Communication.
Person Responsible & Timeline: Safety Management System Coordinator, Q4 2022.
- Conduct gap analysis of SMS Element 003 - Training Awareness and Competence, Element 006 - Emergency Preparedness and Response and Element 011 - Corrective Action Reporting.

Person Responsible & Timeline: Safety Management System Coordinator, Q4 2022

- Support CTB leaders to complete required SMS inspections.
Person Responsible & Timeline: Corporate Safety Manager, Specialist and SMS Coordinator, ongoing throughout 2022
- Train Safety Specialist in audiometric assessments and resume hearing assessments for employees working in high noise environments.
Person Responsible & Timeline: Manager of Corporate Safety/ Safety Specialist, Q3 2022
- Review/update a minimum of four (4) Corporate Procedures that are unrelated to COVID-19 to align with objectives and goals of the Safety Management System.
Person Responsible & Timeline: Corporate Safety Manager, Q3 2021.

FINANCIAL IMPLICATION

There are no financial implications.

CONCLUSION

It is concluded that the information in this report appropriately describes the events and activities associated with the Corporate Safety Section.

BACKGROUND

Each year the Corporate Safety Section reports to Council outlining the status of the safety program in the previous year and making recommendations for the ensuing year.

REFERENCE MATERIAL ATTACHED:

Appendix - 2021 Annual Corporate Safety Council Report

PREPARED BY: KERRI BERNARDI, MANAGER, CORPORATE SAFETY

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Norm Gale, City Manager	August 2, 2022

City of Thunder Bay
CORPORATE WSIB COSTS (less POLICE)
2019 2020 2021

ADDITIONAL CLAIM COSTS (not subject to WSIB Admin. Charges)	<u>TOTAL COSTS</u>	<u>TOTAL COSTS</u>	<u>TOTAL COSTS</u>
Private Physio therapy (Fast-track)	\$ 455.00	\$ -	\$ -
Miscellaneous	\$ 1,217.35	\$ 79.32	\$ -
TOTAL =	\$ 1,672.35	\$ 79.32	
ITEMIZED WSIB CLAIM COSTS - less POLICE:			
Temporary Compensation	\$ 1,466,983.72	\$ 1,898,750.20	\$ 2,201,033.21
Health Care	\$ 1,415,933.39	\$ 1,218,169.33	\$ 817,348.44
Pensions	\$ 475,068.67	\$ 474,349.97	\$ 437,225.16
Survivors	\$ 156,385.08	\$ 159,356.28	\$ 160,950.00
Rehabilitation	\$ 30,528.82	\$ 6,098.78	\$ 62,109.55
Non-Economic Loss (NEL)	\$ 67,795.52	\$ 47,566.28	\$ 63,473.44
Future Economic Loss (FEL)	\$ 209,035.40	\$ 204,147.69	\$ 154,639.92
Retirement	\$ 67,015.89	\$ 79,975.94	\$ 101,666.35
Perm. Partial Disability Perm. Supplement	\$ 7,295.28	\$ 7,433.88	\$ 7,508.16
102 Advances	\$ 361,499.26	\$ 281,233.99	\$ 412,541.49
TOTAL =	\$ 4,257,541.03	\$ 4,377,082.34	\$ 4,418,495.72
ACTUAL TOTAL WCB CLAIM COSTS:			
Total WCB Costs and 102 Advances	\$ 4,259,213.38	\$ 4,377,161.66	\$ 4,418,495.72
Physician Fees (ADJUSTMENT APPLIED)	\$ 20,831.47	\$ 23,929.67	\$ 28,604.62
Administration Charges (ADJUSTMENT APPLIED)	\$ 992,582.42	\$ 977,024.67	\$ 1,327,865.99
* WSIB Physician Fee Adjustment			
* WSIB Administration Charge Adjustment			
TOTAL =	\$ 5,272,627.27	\$ 5,378,116.00	\$ 5,774,966.33
WSIB Administration Charges as a Percentage	0.232	0.222	

Memorandum

TO: Krista Power, City Clerk **FILE:**

FROM: Kristie Sinclair, Accountant
Corporate Services & Long Term Care - Financial Services

DATE: 07/14/2022

SUBJECT: Thunder Bay Simpson Street BIA Reserve Fund

MEETING DATE: Committee of the Whole - 08/22/2022 (mm/dd/yyyy)

Report R 81/2022 (Corporate Services & Long Term Care - Financial Services) included Administration's recommendation to close the Thunder Bay Simpson Street BIA Reserve Fund once all the funds have been spent, and following the closure of the fund that By-law 265-1992 be repealed as it is no longer required.

There was however, a clerical error and the Resolution did not include Administration's recommendations as noted above. As a result, Administration is presenting the following recommendation for Council's consideration to complete the closure of the Thunder Bay Simpson Street BIA Reserve Fund.

WITH RESPECT to the Memorandum from Kristie Sinclair, Accountant, dated July 14, 2022, we recommend that the Thunder Bay Simpson Street BIA Reserve Fund be closed once all funds have been spent;

AND THAT By-law 265-1992 be repealed upon the closure of the Thunder Bay Simpson Street BIA Reserve Fund.

Memorandum

TO: Krista Power, City Clerk **FILE:**

FROM: Matthew Pearson, Manager Central Support
Infrastructure and Operations – Central Support

DATE: 08/15/2022

SUBJECT: Updated date of presentation - By-law 78-2022, Temporary Closure
of Municipal Roadway

**MEETING &
DATE:** Committee of the Whole - 09/22/2022

At the August 8, 2022 Committee of the Whole Meeting, Report R 114/2022 (Infrastructure & Operations - Engineering & Operations) recommending the repeal of By-law 134-1994, a By-law to provide for closing to vehicular traffic on a temporary basis for social, recreational, community, athletic, or cinematographic purposes along with the repeal of Chapter 639 of the City of Thunder Bay Municipal Code respecting Street Closing-Temporary and the approval of draft By-law 78-2022 was approved by Committee of the Whole. By-law 78-2022 were scheduled for presentation along with the associated repeals to be brought forward for presentation on August 22, 2022.

This memo advises council that the presentation of By-law 78-2022 and the associated repeals will be brought forward at the September 12, 2022 City Council meeting.

WITH RESPECT to the Memorandum from Matt Pearson, Manager – Central Support, dated August 8th 2022, we recommend that the presentation date of By-law 78-2022, Temporary Closure of Municipal Roadway be updated to September 12, 2022.

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: Tuesday, August 9, 2022

SUBJECT: Outstanding List for Administrative Services as of Tuesday, August 9, 2022
Committee of the Whole – Monday, August 22, 2022

The following items are on the outstanding list for Administrative Services:

Department/Division	Outstanding Item Subject	Resolution Report Back Date	Revised Report Back Date (Memos presented at COW updating or delaying Item)
Corporate Services & Long Term Care / Financial Services	Landfill Gas Generation Project	Apr-12	Dec-22-2025
City Manager's Office / Office of the City Clerk	Committee Meals	Report back when 75% of Committees are meeting in person	
City Manager's Office / Human Resources & Corporate Safety	Work Life Initiatives - Policy (Work from Home)	Jun-27-2022	Aug-22-2022
City Manager's Office	Conversion Therapy Resolution	Sept-12-2022	
Corporate Services & Long Term Care / Financial Services	Landfill Gas Generation Project	Apr-12	Dec-22-2025