



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, AUGUST 9, 2021

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

TIME: 6:30 PM



MEETING: Committee of the Whole

DATE: Monday, August 9, 2021

Reference No. COW - 34/52

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

Committee of the Whole - Operations Session

Chair: Councillor B McKinnon

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - August 9, 2021 - Committee of the Whole **(Page 7)**

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

REPORTS OF MUNICIPAL OFFICERS

Installation of 40km/h Speed Zones on Lillie Street and River Street

Report R 107/2021 (Infrastructure & Operations - Engineering & Operations) recommending that 40km/h speed limit zones be established on Lillie Street from Walnut Street to Victoria Avenue and on River Street from Court Street to Cumberland Street. **(Pages 8 – 10)**

WITH RESPECT to Report R 107/2021 (Infrastructure & Operations - Engineering & Operations), we recommend that 40km/h speed limit zones be established on Lillie Street from Walnut Street to Victoria Avenue and on River Street from Court Street to Cumberland Street;

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

Report on Dufferin and Secord Four Way Stop

Report R 108/2021 (Infrastructure & Operations - Engineering & Operations) providing an update on the four-way stop at the intersection of Secord Street at Dufferin Street, for information. **(Pages 11 – 14)**

PETITIONS AND COMMUNICATIONS

Canadian Tire Jumpstart Charities Gift Agreement – Boulevard Lake Inclusive Playground Installation

Memorandum from Mr. W. Schwar, Supervisor – Parks & Open Space Planning, dated July 19, 2021 containing a motion relative to the above noted. **(Pages 15 – 17)**

WITH RESPECT to the memorandum from W. Schwar, Supervisor – Parks & Open Space Planning dated July 19, 2021, we recommend that the Gift Agreement provided by Canadian Tire Jumpstart Charities for the Boulevard Lake Park Inclusive Playground between the Canadian Tire Jumpstart Charities and the City of Thunder Bay be executed;

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

Standard for Trails and Walking Paths – Line Painting

Memorandum from Councillor A. Foulds, dated June 29, 2021 containing a motion relative to development of a standard for trails and walking paths. **(Pages 18 – 19)**

WITH RESPECT to the Memorandum from Councillor A. Foulds dated June 29, 2021, we recommend that Administration review and develop a standard for walking trails/paths that increases safety and decreases collisions for users;

AND THAT Administration report back on or before March 7, 2022;

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

Request for Report - Boulevard Dam Electrical Power Production

Memorandum from Councillor M. Bentz, dated June 29, 2021 containing a motion requesting a report relative to the feasibility of resuming small-scale electrical power production at the Boulevard Lake Dam. **(Pages 20 – 22)**

WITH RESPECT to the Memorandum from Councillor M. Bentz dated June 29, 2021, we recommend that Administration review the existing power generation infrastructure at the Boulevard Lake Dam to explore the feasibility of resuming a small-scale electrical power production at the site;

AND THAT the report include assumptions relating to potential revenue based on time-of-use purchase pricing and the ability for the City to partner with Synergy North to utilize the green power source;

AND THAT the report include a high level capital cost and operating expense estimate to initiate and maintain the power production;

AND THAT Administration report back on or before March 7, 2022;

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

Request for Report – Speed Restrictions on Arthur Street

Memorandum from Councillor C. Fraser, dated June 29, 2021 containing a motion requesting a report on a potential decrease of speed limits on Arthur Street in addition to any potential traffic calming measures that may be recommended. **(Pages 23 – 24)**

WITH RESPECT to the Memorandum from Councillor C. Fraser dated June 29, 2021, we recommend that Administration investigate and report back on potential decrease of speed limits on Arthur Street in addition to any potential traffic calming measures that may be recommended;

AND THAT Administration report back on or before December 6, 2021;

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

Request for Report - Tree Production at Conservatory

Memorandum from Councillor Peng You, dated June 29, 2021 containing a motion requesting a report on the feasibility of building an orchard in the City and growing trees in the renewed Conservatory greenhouses. **(Pages 25 – 27)**

WITH RESPECT to the Memorandum from Councillor Peng You dated June 29, 2021, we recommend that Administration prepare a report on the feasibility of building an orchard in the City and growing trees in the renewed Conservatory greenhouses;

AND THAT the report include estimated costs of the project as well as potential cost-savings of producing the resource in-house as well as revenue generating opportunities;

AND THAT Administration report back on or before December 20, 2021 for Council's consideration for the 2022 budget;

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

Automated Speed Enforcement - Report Back Change

At the November 2, 2020 Committee of the Whole meeting, Administration was directed to provide a report on the costs and timelines associated with the implementation of automated speed enforcement systems, as well as recommended locations for installation, by November 30, 2021.

Memorandum from Ms. K. Dixon, Director - Engineering and Operations, dated July 20, 2021 advising that to allow time for proper analysis, a report relative to the above noted will be provided in February 2022, unless otherwise directed by Council. **(Pages 28 – 29)**

OPEN SESSION in the S.H. Blake Memorial Auditorium

Committee of the Whole - Community Services Session
Chair: Councillor S. Ch'ng

REPORTS OF MUNICIPAL OFFICERS

Purchase of One Additional Motor Grader with Snow Wing

Report R 101/2021 (Community Services - Facilities, Fleet & Energy Management) recommending that a contract for the purchase of one motor grader with snow wing be awarded to Brandt Tractor LTD. **(Pages 30 – 32)**

WITH RESPECT to Corporate Report R 101/2021 (Community Services – Facilities, Fleet, and Energy Management), we recommend that a contract for the purchase of one additional four-wheel drive motor grader with snow wing in the amount of \$367,250.00 (inclusive of HST) be awarded to Brandt Tractor LTD.;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to this tender;

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

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

Purchase of Two Conventional Transit Buses and Four Specialized Transit Buses

Report R 102/2021 (Community Services - Facilities, Fleet & Energy Management) recommending that the contract for the purchase of two conventional transit buses be awarded to Nova Bus, and the contract for the purchase of four specialized transit buses be awarded to Creative Carriage Ltd. **(Pages 33 – 36)**

WITH RESPECT to Report R 102/2021 (Community Services – Facilities, Fleet, and Energy Management), we recommend the contract for the purchase of two (2) new twelve meter low floor conventional transit buses in the amount of \$1,462,554.48 (inclusive of HST) be awarded to Nova Bus of Saint Eustache, Quebec;

AND THAT the contract for the purchase of four (4) new 8 meter low floor specialized transit buses in the amount of \$885,472.61 (inclusive of HST) be awarded to Creative Carriage Ltd of Saint George, Ontario;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to these purchases;

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

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

Election Readiness 2022

At the September 14, 2021 Committee of the Whole meeting, a resolution was passed directing Administration to report back by August 23, 2021 on the status of the 2022 Municipal Election and on any potential COVID-19 impacts.

Report R 74/2021 (City Manager's Office - Office of the City Clerk) relative to the above noted, for information. **(Pages 37 – 42)**

PETITIONS AND COMMUNICATIONS

Outstanding Item - Strategic Land Management Policy

Memorandum from Mr. J. DePeuter, Manager – Realty Services Division, dated July 28, 2021 recommending that Outstanding Item 2008-008, Strategic Land Management Policy be removed from the Outstanding List. **(Pages 43 – 45)**

WITH RESPECT to the Memorandum from Manager DePeuter, Realty Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2008-008 relative to a corporate policy dealing with strategic land management be removed from the Outstanding List.

Outstanding Item – Sale of Municipal Property – Landscaping Conditions and/or Site Plan Control Policy

Memorandum from Ms. L. McEachern, Director – Planning Services, dated July 28, 2021 recommending that Outstanding Item 2008-009, Sale of Municipal Property – Landscaping Conditions and/or Site Plan Control Policy be removed from the Outstanding List. **(Pages 46 – 48)**

WITH RESPECT to the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2008-009 relative to a policy with respect to the sale of municipal property that would require the implementation of specific landscaping conditions and/or site plan control be removed from the Outstanding List.

Outstanding Item – By-laws Impacting Student Housing

Memorandum from Ms. L. McEachern, Director – Planning Services, dated July 28, 2021 recommending that Outstanding Item 2011-012, By-laws Impacting Student Housing be removed from the Outstanding List. **(Pages 49 – 51)**

WITH RESPECT to the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2011-012 relative to policy and regulatory changes associated with Student Housing be removed from the Outstanding List.

Outstanding Item – Non-Urgent Medical Transportation

Memorandum from Chief W. Gates, Superior North EMS, dated July 28, 2021 recommending that Outstanding Item 2013-014, Non-Urgent Transportation be removed from the Outstanding List. **(Pages 52 – 54)**

WITH RESPECT to the memorandum from W. Gates, Chief of Superior North Emergency Medical Services dated July 28, 2021, we recommend that Outstanding Item No. 2013-014, Non-Urgent Transportation be removed from the Outstanding List.

Outstanding Item – Fair Trade Town

Memorandum from Ms. L. McEachern, Director – Planning Services, dated July 28, 2021 recommending that Outstanding Item 2013-033, Fair Trade Town be removed from the Outstanding List. **(Pages 55 – 57)**

WITH RESPECT to the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2013-033 relative to the Fair Trade Town initiative be removed from the Outstanding List.

Correspondence - Collection of Unpaid Provincial Offences Act Fines

Memorandum from Mayor B. Mauro, dated July 23, 2021, containing correspondence from Northern Ontario Large Urban Mayors (NOLUM) to The Honourable Doug Downey, Attorney General, relative to the above noted, for information. **(Pages 58 – 61)**

NEW BUSINESS

ADJOURNMENT



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

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - August 9, 2021 - Committee of the Whole

RECOMMENDATION

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

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations – Engineering & Operations	REPORT NO.	R 107/2021
DATE PREPARED	07/19/2021	FILE NO.	
MEETING DATE	08/09/2021 (mm/dd/yyyy)		
SUBJECT	Installation of 40km/h Speed Zones on Lillie Street and River Street		

RECOMMENDATION

WITH RESPECT to Report R 107/2021 (Infrastructure & Operations - Engineering & Operations), we recommend that 40km/h speed limit zones be established on Lillie Street from Walnut Street to Victoria Avenue and on River Street from Court Street to Cumberland Street;

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

LINK TO STRATEGIC PLAN

This report supports the ‘Renew’ strategy of the 2019-2020 One City, Growing Together Corporate Strategic Plan, supporting the priority area of cost effective and quality services to citizens through improvements to safety programs related to traffic control infrastructure.

EXECUTIVE SUMMARY

This report recommends the reduction of speed limits from 50 km/hr to 40 km/hr in two locations in the City of Thunder Bay. Inquiries by two school boards has prompted Administration to examine locations in which a new school and residence are being constructed as well as an existing location for potential speed modifications.

The recommendation from Administration for each location is outlined in this report.

DISCUSSION

Lillie Street between Walnut and Victoria Ave

Matawa Education Center on Lillie Street is currently under construction and set to open in the fall semester in September 2021. 200 Lillie Street North existed previously as an assisted living home and is now being utilized as a combined student residence and school. The maximum

capacity for school enrollment is 250 students and has a maximum residence occupancy of 100 persons. The majority of the residents will be attending local high schools.

A speed study of the current conditions was performed on Lillie Street. The study found that 85 % of the vehicles are traveling at 44 km/h or less. Two vehicle collisions are listed for the intersection of Lillie and Walnut in 2018 and 2020. Administration recommends the posted speed limit be reduced from 50 km/h to 40 km/h as an appropriate vehicle travel speed in areas of high student pedestrian populations.

River Street between Court Street and Cumberland Street

Ecole Catholique Franco-Superieur has requested a 40km/h designation on River Street. The school enrollment is a 300 student capacity with an attached daycare for children under age four. The school has two parental drop off locations, one on Elgin Street which is already designated a 40km/h zone and a new location accessed from River Street. Ecole Catholique Franco-Superieur has communicated that the school is experiencing a high volume of vehicles waiting to enter both drop off zones which is resulting in congestion on River Street during the morning and afternoon peak hours. The school has initiated the process to lease property across River Street to acquire extra space to accommodate the peak hours. This addition of a new site will likely result in students and parents crossing River Street in greater volumes. A recent speed study found the current operating speed in front of the school to be 51 km/h. One collision is listed on River Street between Court Street and Cumberland Street which occurred in 2019.

The Thunder Bay Police Traffic Unit was consulted for their consideration and expressed their support for the speed reduction.

FINANCIAL IMPLICATION

The costs associated with the installations of signs will be covered under existing operating budgets.

CONCLUSION

It is concluded that 40km/h speed zones be established as a result of new school openings and existing school amendments.

The Engineering Division will continue to monitor school zones and identify hazards with the assistance of the Thunder Bay Police and school stakeholders.

BACKGROUND

At the July 2, 2002 Committee of the Whole meeting (Report 2002.194 Engineering) was presented recommending a resolution to implement 40 km/h speed zones at specific school locations.

At the December 3, 2012 Committee of the Whole, a report was presented regarding School Zone Safety (Corporate Report 2012.143 Engineering). This report examined the overview of tools used and information considered in the review of roadway speeds surrounding schools.

REFERENCE MATERIAL ATTACHED:

N/A

PREPARED BY: David Binch, Traffic Technologist

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kerri Marshall, General Manager – Infrastructure & Operations	July 27, 2021

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations – Engineering & Operations	REPORT NO.	R 108/2021
DATE PREPARED	07/19/2021	FILE NO.	
MEETING DATE	08/09/2021 (dd/mm/yyyy)		
SUBJECT	Report on Dufferin and Secord Four Way Stop		

RECOMMENDATION

For information.

LINK TO STRATEGIC PLAN

This report supports the ‘Renew’ strategy of the 2019-2020 One City, Growing Together Corporate Strategic Plan and supports the priority area of cost effective and quality services to citizens through improvements to safety programs related to traffic control infrastructure.

EXECUTIVE SUMMARY

At the August 26th 2019 Committee of the Whole Committee of the Whole - Planning Services Session meeting, Council passed a resolution directing that a four way stop be erected at the intersection of Dufferin and Secord Street. Council also directed Engineering to report back on the effectiveness of the four-way stop. This report provides comparison analysis of the Dufferin Street and Secord Street intersection with other four-way stop intersections in the City.

Administration recommends maintaining the 4-way stop control at the Secord Street and Dufferin Street intersection and will continue to monitor as part of Engineering’s traffic review.

DISCUSSION

There has been longstanding public pressure to install four way stops at intersections in areas where citizens perceive drivers are speeding, using residential streets as shortcuts, high vehicle collision rates, or other unsafe driver behaviour.

The degree to which a four way stop is effective at reducing collisions is related to the perceived need for the stop signs by the driver. If a driver perceives the stop sign as necessary due to usual cross traffic they are more likely to follow the stop regulation. If a driver does not perceive the

stop sign as necessary they are more likely to disregard the sign, which maybe evident by rolling stops, accelerating faster than normal from the stop, or ignoring the stop sign completely.

To measure a driver's perception of a warranted versus unwarranted four way stop, Engineering conducted an acceleration study of various four way stop intersections, some that meet warrants and some that do not. The intersections were chosen for their similar characteristics of intersection size, layout and surrounded by a long stretch of roadway that is not impacted by other stop signs or traffic signals along the main roadway. Secord Street and Bay Street was the exception to the above characteristics. It was studied as it provides a comparison of the traffic travelling through the Secord Street corridor and changes to driver behaviour at a warranted versus unwarranted four way stop. Speeds and acceleration were measured of vehicles as they left the intersection. The following chart includes the recorded speeds, the percentage of vehicles which are traveling over 50km/h while still in the four-way stop intersection, and their rate of acceleration. Rates of acceleration have been compared to the accepted average acceleration of 1.4m/s^2 based on a Transportation Association of Canada study.

Table 1 Acceleration Study Results

Intersection	Average Speed Recorded	Percent traveling over 50 km/h	Rate of Acceleration over/below Canadian Average	Type of Roadway
Secord & Dufferin	33 km/h	3.25 %	+ 18 % above avg	Collector
Hodder & Arundel	33 km/h	1.8 %	+ 18 % above avg	Minor Arterial
Piccadilly & Brittany	30 km/h	0.74 %	+ 3 % above avg	Residential
Marlborough & Bay	26 km/h	1.2 %	- 8 % below avg	Residential
Secord & Bay	25 km/h	0.7 %	- 12 % below avg	Collector

The above data details how the majority of drivers are reacting in the intersection. The Secord Street at Dufferin Street and Hodder Street at Arundel intersections recorded acceleration rates 18% above the expected rate. This is indicative of 1 in 3 driver behaviours showing increased acceleration. Also of note 3.25 % of vehicles traveling on Secord Street at Dufferin Street are exiting the intersection at speeds over 50 km/h, indicating drivers either rolling the stop sign or ignoring the stop sign completely. These statistic can be compared to 0.7% of vehicles traveling over 50 km/hr and a below average rate of acceleration at the warranted Secord St and Bay Street intersection. Traffic safety manuals cite increased acceleration rates as a cause of angled collisions in intersections that operate as a four-way stop. This increased acceleration rate is a safety concern to other drivers and pedestrians crossing the intersection.

Intersection Collision Analysis

An analysis of the Secord Street and Dufferin Street intersection function was completed and the historical vehicle volume and collision frequency is listed below. A point of discussion is the

increase in vehicle traffic and collisions for the years of 2017-2018. An increase of approximately 1,000 vehicles per day was recorded which is attributed to the High Street roadway closure in 2017-2018 to repair the High Street retaining wall resulting in bypass traffic on Dufferin Street and Secord Street. A traffic count in 2019 confirmed the intersection returned to pre 2017 traffic volumes.

Table 2 Secord & Dufferin Intersection Collision/Volume Evaluation

Year	Frequency of Collisions	Volume per day
2014	1	4,470
2015	1	4,515
2016	2	4,560
2017	3	5,463
2018	3	5,518
2019	0	4,680
2020	0	4,726
2021	1	4,773

Collision rates are not regarded as problematic at this intersection. One right angle collision resulting in injuries occurred since four-way stop control was implemented at the intersection.

FINANCIAL IMPLICATION

There are no financial implication associated with this report.

CONCLUSION

Research shows that the installation of unwarranted stop signs to improve safety results in less stop compliance. It is concluded that the unwarranted four way stop controls at Secord Street and Dufferin Street do have a measureable impact to increase acceleration in the intersection compared to what users expect at stop controls. This has not to date resulted in a significant negative impact to the collision frequency.

Considering the above information, Administration is not recommending any intersection alterations at this time. Administration is recommending the intersection of Secord Street at Dufferin Street continue to be monitored for a period of three years for consideration of any changes.

BACKGROUND

At the August 26th 2019 Committee of the Whole Committee of the Whole - Planning Services Session meeting, Council passed a resolution directing that a four way stop be erected at the intersection of Dufferin and Secord Street Streets;

AND THAT Administration report back to City Council on the effectiveness of the four way stop on or before September 1, 2021.

PREPARED BY: DAVID BINCH, TRAFFIC TECHNOLOGIST

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Kerri Marshall, General Manager – Infrastructure & Operations	DATE: July 28, 2021
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MEETING DATE 08/09/2021 (mm/dd/yyyy)

SUBJECT Canadian Tire Jumpstart Charities Gift Agreement – Boulevard Lake
Inclusive Playground Installation

SUMMARY

Memorandum from Mr. W. Schwar, Supervisor - Parks & Open Space Planning, dated July 19, 2021 containing a motion relative to the above noted.

RECOMMENDATION

WITH RESPECT to the memorandum from W. Schwar, Supervisor – Parks & Open Space Planning dated July 19, 2021, we recommend that the Gift Agreement provided by Canadian Tire Jumpstart Charities for the Boulevard Lake Park Inclusive Playground between the Canadian Tire Jumpstart Charities and the City of Thunder Bay be executed;

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

ATTACHMENTS

1 W Schwar memo dated July 19 2021

Memorandum

TO: Krista Power
City Clerk

FROM: Werner Schwar, Supervisor Parks & Open Space Planning

DATE: July 19, 2021

SUBJECT: **Canadian Tire Jumpstart Charities Gift Agreement – Boulevard Lake Inclusive Playground Installation – August 9, 2021 COW Meeting**

This memo recommends a Gift Agreement be executed between the Canadian Jumpstart Charities and the City of Thunder Bay for the construction of a new inclusive playground at Boulevard Lake Park. The Charity wishes to contribute up to \$750,000 for the design and construction of a predetermined approximate 102m² foot print inclusive playground including structures and rubber safety surface with an estimated value of \$850,000 to \$1,000,000. The City would be responsible for the additional amount beyond the base funding, as well as permits and approvals, site survey and soil testing, site preparation and drainage, site security during construction, any ancillary elements to support the accessible playground, such as 2m wide access walkways, shade structures and sitting areas, bike racks, accessible washrooms and any plant material, as well as future maintenance. The City's \$250,000 matched funding meets the criteria for the Renew Thunder Bay Reserve Fund and will be presented for Council's consideration for the 2022 Budget.

Canadian Jumpstart Charities has requested for construction to occur during the 2022 calendar year. This opportunity is timely as the existing playground structure has come to the end of its useful life and requires replacement. The Parks & Open Spaces Section was already proposing the replacement of Boulevard Lake playground as part of the 2022 Capital Budget for an amount of \$800,000 with construction completion in 2023. With the gift and pre-design from Jumpstart, the construction can be accelerated to 2022. The additional funding will allow the Parks & Open Spaces Section to investigate additional improvements in the playground area, such as accessible beach access, accessible outdoor adult fitness equipment and a beach volleyball court.

Based on the above, the following recommendation is provided for Council's consideration.

WITH RESPECT to the memorandum from W. Schwar, Supervisor – Parks & Open Space Planning dated July 19, 2021, we recommend that the Gift Agreement provided by Canadian Tire Jumpstart Charities for the Boulevard Lake Park Inclusive Playground between the Canadian Tire Jumpstart Charities and the City of Thunder Bay be executed;

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

On March 31, 2021, Leah Prentice, Director – Recreation & Culture was contacted by Marco Di Buono, Associate Vice President, Operations & Programs of Canadian Tire Jumpstart Charities wishing to discuss Jumpstart funding opportunities for the City of Thunder Bay. A meeting was then organized with Jumpstart and members of City Administration from both Recreation & Culture and Parks & Open Spaces.

Jumpstart presented the opportunity to fund either an inclusive playground, and accessible play court or an accessible outdoor rink. Administration discussed and explored the options and possible sites and it was determined by consensus that an inclusive playground at Boulevard Lake was the best location and fit with the Jumpstart program. It was also agreed that Parks & Open Spaces Section would be the lead on the project.

WS

cc: Norm Gale – City Manager
Kerri Marshall – General Manager – Infrastructure & Operations
Kayla Dixon – Director – Engineering & Operations
Cory Halvorsen – Manager – Parks & Open Spaces

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

SUBJECT Standard for Trails and Walking Paths – Line Painting

SUMMARY

Memorandum from Councillor A. Foulds, dated June 29, 2021 containing a motion relative to development of a standard for trails and walking paths.

RECOMMENDATION

WITH RESPECT to the Memorandum from Councillor A. Foulds dated June 29, 2021, we recommend that Administration review and develop a standard for walking trails/paths that increases safety and decreases collisions for users;

AND THAT Administration report back on or before March 7, 2022;

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

ATTACHMENTS

1 A Foulds memo dated June 29 2021

Memorandum

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

TO: Krista Power, City Clerk
FROM: Councillor Andrew Foulds
DATE: June 29, 2021
SUBJECT: Standard – Line Painting – Trails and Walking Paths
Committee of the Whole – August 9, 2021

Thunder Bay residents are spending more time outdoors as result of the pandemic and recreational activities such as walking, biking and rollerblading have increased in popularity. As a result walking paths and city trails are being used more frequently and by a variety of users. Safety is important when using walking paths and trails and in some cases there are risks of collisions due to lack of understanding about which side users should be on and a lack of delineation within those walkaways. Some city trails and walking paths have divided lines and others do not. When speaking with Administration it is my understanding that there have been some loose guidelines that include painted lines on paths around corners or where there is a hill in order to best assist users and provide greater safety but that the City of Thunder Bay does not have a standard for the inclusion of painted lines on walking paths.

As such, it is my request that Administration complete the work relative to review of safety on walking trails/paths and provide council with a standard to review and approve as policy going forward. This would ensure consistency for users, increase safety and also allow for appropriate budget to be dedicated to this work to be completed on an annual basis and within new installations.

WITH RESPECT to the Memorandum from Councillor A. Foulds dated June 29, 2021, we recommend that Administration review and develop a standard for walking trails/paths that increases safety and decreases collisions for users;

AND THAT Administration report back on or before March 7, 2022;

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

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

SUBJECT Request for Report - Boulevard Dam Electrical Power Production

SUMMARY

Memorandum from Councillor M. Bentz, dated June 29, 2021 containing a motion requesting a report relative to the feasibility of resuming small-scale electrical power production at the Boulevard Lake Dam.

RECOMMENDATION

WITH RESPECT to the Memorandum from Councillor M. Bentz dated June 29, 2021, we recommend that Administration review the existing power generation infrastructure at the Boulevard Lake Dam to explore the feasibility of resuming a small-scale electrical power production at the site;

AND THAT the report include assumptions relating to potential revenue based on time-of-use purchase pricing and the ability for the City to partner with Synergy North to utilize the green power source;

AND THAT the report include a high level capital cost and operating expense estimate to initiate and maintain the power production;

AND THAT Administration report back on or before March 7, 2022;

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

ATTACHMENTS

1 M Bentz memo dated June 29 2021

Memorandum

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

TO: Krista Power, City Clerk
FROM: Councillor Mark Bentz
DATE: June 29, 2021
SUBJECT: Boulevard Dam – Electrical Power Production
Committee of the Whole – August 9, 2021

I would like to request a report from Administration that outlines information relating to the power production infrastructure that currently exists at the Boulevard Lake Dam as well as a high level overview of what would be required to resume small scale green energy production at the site. In keeping with the City's adoption of the Net-Zero Strategy, I believe the City should continue to explore opportunities to create green energy where feasible.

The report should include, at minimum:

- an inventory of the existing power generation infrastructure;
- an overview of potentially required infrastructure improvements to re-establish power generation;
- a high-level estimate of capital expenditures and potential revenues;
- a review of continuous or seasonal power generation; and
- a review of a potential partnership with Synergy North.

I understand that the City would eventually require the assistance of a subject-matter-expert to pursue a further, more extensive review of this potential project. I would ask that Administration provide Council a high-level overview of the potential project, at this time, so that Council will then be better informed to determine if they wish to pursue a more extensive study into the matter involving expert analysis.

I provide the following motion for Council's consideration:

WITH RESPECT to the Memorandum from Councillor M. Bentz dated June 29, 2021, we recommend that Administration review the existing power generation infrastructure at the Boulevard Lake Dam to explore the feasibility of resuming a small-scale electrical power production at the site;

AND THAT the report include assumptions relating to potential revenue based on time-of-use purchase pricing and the ability for the City to partner with Synergy North to utilize the green power source;

AND THAT the report include a high level capital cost and operating expense estimate to initiate and maintain the power production;

AND THAT Administration report back on or before March 7, 2022;

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

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

SUBJECT Request for Report – Speed Restrictions on Arthur Street

SUMMARY

Memorandum from Councillor C. Fraser, dated June 29, 2021 containing a motion requesting a report on a potential decrease of speed limits on Arthur Street in addition to any potential traffic calming measures that may be recommended.

RECOMMENDATION

WITH RESPECT to the Memorandum from Councillor C. Fraser dated June 29, 2021, we recommend that Administration investigate and report back on potential decrease of speed limits on Arthur Street in addition to any potential traffic calming measures that may be recommended;

AND THAT Administration report back on or before December 6, 2021;

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

ATTACHMENTS

1 C Fraser memo dated June 29 2021

Memorandum

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

TO: Krista Power, City Clerk
FROM: Councillor Cody Fraser
DATE: June 29, 2021
SUBJECT: Request for Report – Speed Restrictions on Arthur Street
Committee of the Whole – August 9, 2021

As the Ward Councillor for Neebing, residents are consistently advising that there are concerns related to speeding on Arthur Street not only with large trucks but also with regular motor vehicle traffic. As we have not yet proceeded forward with the Designated Truck Route, it is my request to make an impactful change that will assist residents in feeling safer in the area.

As such, it is my request that Administration complete the work relative to review and recommendation for decrease in speed limits and any other traffic calming measures that may be in order and recommended on Arthur Street.

WITH RESPECT to the Memorandum from Councillor C. Fraser dated June 29, 2021, we recommend that Administration investigate and report back on potential decrease of speed limits on Arthur Street in addition to any potential traffic calming measures that may be recommended;

AND THAT Administration report back on or before December 6, 2021;

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

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

SUBJECT Request for Report – Tree Production at Conservatory

SUMMARY

Memorandum from Councillor Peng You, dated June 29, 2021 containing a motion requesting a report on the feasibility of building an orchard in the City and growing trees in the renewed Conservatory greenhouses.

RECOMMENDATION

WITH RESPECT to the Memorandum from Councillor Peng You dated June 29, 2021, we recommend that Administration prepare a report on the feasibility of building an orchard in the City and growing trees in the renewed Conservatory greenhouses;

AND THAT the report include estimated costs of the project as well as potential cost-savings of producing the resource in-house as well as revenue generating opportunities;

AND THAT Administration report back on or before December 20, 2021 for Council's consideration for the 2022 budget;

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

ATTACHMENTS

1 Peng You memo dated June 29 2021

Memorandum

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

TO: Krista Power, City Clerk
FROM: Councillor Peng You
DATE: June 29, 2021
SUBJECT: Request for Report – Tree Production at Conservatory
Committee of the Whole – August 9, 2021

I believe the City of Thunder Bay has an opportunity to save money by growing its own trees from seedlings to large-caliper size which can be transplanted onto city boulevards and green spaces. At the June 7, 2021 Committee of the Whole meeting, Administration advised that the City currently spends \$500 to purchase and plant each large caliper tree and \$170 to purchase and plant a small caliber trees from private growers. This is funded through the approved Emerald Ash Borer program and Parks & Open Spaces budget. In 2021 alone, it was reported that the City will purchase approximately 1500 trees. The City's proposed Net-Zero Strategy, the section on land-use and natural areas commits the City to planting 100,000 additional trees within the municipality's boundaries by 2050.

On June 7, 2021, Council also approved the renewal of the Thunder Bay Conservatory which includes plans to significantly expand the capacity of the production greenhouses at that facility. Administration reported that this expansion could include the production of trees from seedlings to small- and large-caliper sized trees. However, at this time Administration says there is no program in place to meet the demand projected by the Net-Zero Strategy.

It is my desire to determine if it is feasible for the City to grow trees in its own facilities to meet the projected demand in the Net-Zero Strategy and for its other small- and large-caliper tree replacement programs.

I provide the following motion for Council's consideration:

WITH RESPECT to the Memorandum from Councillor Peng You dated June 29, 2021, we recommend that Administration prepare a report on the feasibility of building an orchard in the City and growing trees in the renewed Conservatory greenhouses;

AND THAT the report include estimated costs of the project as well as potential cost-savings of producing the resource in-house as well as revenue generating opportunities;

AND THAT Administration report back on or before December 20, 2021 for Council's consideration for the 2022 budget;

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

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

SUBJECT Automated Speed Enforcement - Report Back Change

SUMMARY

At the November 2, 2020 Committee of the Whole meeting, Administration was directed to provide a report on the costs and timelines associated with the implementation of automated speed enforcement systems, as well as recommended locations for installation, by November 30, 2021.

Memorandum from Ms. K. Dixon, Director - Engineering and Operations, dated July 20, 2021 advising that to allow time for proper analysis, a report relative to the above noted will be provided in February 2022, unless otherwise directed by Council.

ATTACHMENTS

1 K Dixon memo dated July 20 2021



Engineering Division

Tel: (807) 625-3022

Fax: (807) 625-3588

MEMORANDUM

TO: Krista Power, City Clerk
FROM: Kayla Dixon – Director Engineering and Operations
DATE: July 20, 2021
RE: Automated Speed Enforcement Report Back Change
Committee of the Whole – August 9, 2021

On November 2, 2020 Council directed Administration to provide a report on the costs and timelines associated with the implementation of automated speed enforcement systems as well as recommended locations for installation by November 30, 2021. Engineering has been collecting data for this report, but field data collection will be required through the remainder of the summer. Proper analysis of possible locations as well as the associated costs and revenues will not be completed in time to report to Council in November as requested. At this time Administration is advising that this report will be provided in February 2022 unless otherwise redirected by Council.

KD

Copy to: Norm Gale, City Manager
Kerri Marshall, GM Infrastructure & Operations
David Binch, Traffic Technologist
Jesse Mikulinski, Supervisor Design & Field Engineering

Corporate Report

DEPARTMENT/ DIVISION	Community Services - Facilities, Fleet & Energy Management	REPORT NO.	R 101/2021
DATE PREPARED	07/07/2021	FILE NO.	
MEETING DATE	08/09/2021 (mm/dd/yyyy)		
SUBJECT	Purchase of One Additional Motor Grader with Snow Wing		

RECOMMENDATION

WITH RESPECT to Corporate Report R 101/2021 (Community Services – Facilities, Fleet, and Energy Management), we recommend that a contract for the purchase of one additional four-wheel drive motor grader with snow wing in the amount of \$367,250.00 (inclusive of HST) be awarded to Brandt Tractor LTD.;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to this tender;

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

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

EXECUTIVE SUMMARY

The report recommends that the Corporation award the contract to purchase one additional four-wheel drive motor grader with snow wing from Brandt Tractor through RFP 2021-22. The unit will replace an existing motor grader that is 13 years old and is at the end of its useful life. The unit has exceeded the expected average life cycle of eleven (11) years for this class of asset.

As a result of a request for proposal, two responses were received to supply and deliver up to two motor graders with snow wings in 2021 and up to an additional three motor graders with snow wings in 2022. After the evaluation process, Brandt Tractor Limited of Thunder Bay was determined to be the successful bidder, and one six wheel drive motor grader was purchased. The net cost of the six-wheel drive grader was \$361,248 (inclusive of HST). Administration since review planned capital purchases and has determined that purchasing a second motor grader in 2021 is an operational priority.

As purchasing the second motor grader from this same RFP will exceed the threshold for a single project purchase, Administration is seeking Council approval to move forward with the purchase.

DISCUSSION

The long term Fleet Asset Management Plan includes the cyclical replacement of Fleet assets to optimize life cycle costs and ensure the corporate fleet remains safe and reliable, and continues to meet specific operational requirements.

The approved Facilities, Fleet and Energy Management (Asset Management) 2021 Capital Budget included funding for the replacement of up to two motor graders.

The unit being replaced is 13 years old, and has exceeded the expected average eleven (11) year life cycle for this class of asset.

A request for proposal to supply up to two (2) motor graders with snow wings in 2021 and up to two (2) motor graders with snow wings in 2022 was advertised on Bids and Tenders. Two (2) responses were received and evaluated as per the Supply Management Purchasing By-law.

As a result of the evaluation process, Brandt Tractor of Thunder Bay was determined to be the successful bidder, and one six wheel drive grader was ordered at a cost of \$361,248 (inclusive of HST).

At the time of award, the capital budget did not support purchasing two motor graders in 2021. However, after review of the budget and priorities for equipment, Administration has determined that the purchase of a second grader is a priority. Thus a project has been put together using capital carry forward from previous years, as well as, Infrastructure and Operations Fleet contingency funds, and funding for a smaller deferred piece of equipment.

As purchasing the second motor grader from RFP 2021-22 will see the contract exceed the \$500,000 threshold, Administration is seeking Council approval to purchase the additional grader from the same RFP.

The unit specifications and submitted bids have been reviewed and approved by the Manager – Fleet Services, the Manager – Roads, and a representative from Supply Management. The equipment will meet the needs of the Roads operation in the coming years.

FINANCIAL IMPLICATION

Proposal Price	\$ 367,250.00
Less HST Rebate	(\$ 36,530.20)
Net Cost	\$ 330,719.80

There are sufficient funds in the existing Capital budgets for the purchase to proceed as Tendered.

CONCLUSION

It is concluded that as per Request for Proposal 2021-22 the purchase of one additional motor grader in 2021 from Brandt Tractor of Thunder Bay ON be approved.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: DOUG GLENA, MANAGER – FLEET SERVICES

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Brad Loroff, Acting General Manager – Community Services	July 29, 2021

Corporate Report

DEPARTMENT/ DIVISION	Community Services - Facilities, Fleet & Energy Management	REPORT NO.	R 102/2021
DATE PREPARED	07/07/2021	FILE NO.	
MEETING DATE	08/09/2021 (mm/dd/yyyy)		
SUBJECT	Purchase of Two Conventional Transit Buses and Four Specialized Transit Buses		

RECOMMENDATION

WITH RESPECT to Report R 102/2021 (Community Services – Facilities, Fleet, and Energy Management), we recommend the contract for the purchase of two (2) new twelve meter low floor conventional transit buses in the amount of \$1,462,554.48 (inclusive of HST) be awarded to Nova Bus of Saint Eustache, Quebec;

AND THAT the contract for the purchase of four (4) new 8 meter low floor specialized transit buses in the amount of \$885,472.61 (inclusive of HST) be awarded to Creative Carriage Ltd of Saint George, Ontario;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to these purchases;

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

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

EXECUTIVE SUMMARY

This report recommends the purchase of two (2) new low floor conventional transit buses and the purchase of four (4) new low floor specialized transit buses as part of the 2021 approved Capital Budget. These buses will be part of our cyclical replacement plan and will replace conventional units that have reached and/or exceeded their expected life cycle of sixteen (16) years and specialized units that have reached and /or exceeded their expected life cycle of seven (7) years. The life cycles and life expectancies are consistent for these classes of asset.

The procurement of the buses is consistent with the City of Thunder Bay's Metrolinx Joint Procurement Initiative agreement. Funding for this purchase is part of a successful Investing in Canada Infrastructure Program (ICIP) funding application.

DISCUSSION

The long term Fleet Asset Management Plan includes the cyclical replacement of Fleet assets to optimize life cycle costs and ensure the corporate fleet remains safe and reliable, and continues to meet specific operational requirements.

The approved Facilities, Fleet and Energy Management (Asset Management) 2021 Capital Budget included funding for the replacement of two (2) conventional transit buses and four (4) specialized transit buses.

The conventional vehicles being replaced are sixteen (16) years old and the specialized vehicles being replaced are seven (7) years old. All have reached their expected life cycles for the class of asset.

Consistent with Report No. R 77/2020 (Community Services - Asset Management), the City of Thunder Bay continues as a member of, and participant in the Metrolinx Multi-Year Agreement for the Joint Transit Procurements Initiative ending March 31, 2024.

Metrolinx has completed a Joint Transit Procurement Initiative for the purchases of new low floor conventional transit buses and new low floor specialized transit buses. The results include a multi-year purchase option with Nova Bus of Saint Eustache, Quebec, the lowest compliant bidder, for the purchase of conventional transit buses during the contract period, and with Creative Carriage of Saint George Ontario, the lowest compliant bidder, for the purchase of specialized transit buses during the contract term.

The vehicle specifications of the units being purchased have been reviewed and approved by both the Manager – Fleet Services, and the Manager – Transit Services.

FINANCIAL IMPLICATION

Conventional Transit Buses

Low Bidder Nova Bus –two (2) units inclusive of HST	\$ 1,462,554.48
Less HST Rebate	(145,478.87)
Net Cost	\$ 1,317,075.61

2021 Budget - Purchase of two Low Floor Conventional Transit Buses Funding Summary

Funding Investing in Canada Infrastructure Program (ICIP)

Federal Government	\$504,000.00
Provincial Government	\$419,958.00
City of Thunder Bay	<u>\$393,117.61</u>
Total Net Funding Conventional Transit Buses	\$1,317,075.61

Specialized Transit Buses

Low Bidder Creative Carriage –six units inclusive of HST	\$ 885,472.61
Less HST Rebate	(88,077.10)
Net Cost	\$ 797,395.51

2021 Budget - Purchase of four Low Floor Specialized Transit Buses Funding Summary

Funding Investing in Canada Infrastructure Program (ICIP)

Federal Government	\$318,959.20
Provincial Government	\$265,771.92
City of Thunder Bay	<u>\$212,665.39</u>
Total Net Funding Specialized Transit Buses	\$797,395.51

There are sufficient funds in the existing 2021 Capital budgets for the purchases to proceed as recommended.

CONCLUSION

It is concluded that the contract for the purchase of two (2) Low Floor Conventional Transit Buses be awarded to Nova Bus in the amount of \$ 1,462,554.48 (inclusive of all taxes), and that the purchase proceed as tendered, and that the contract for the purchase of four (4) Low Floor Specialized Transit Buses be awarded to Creative Carriage Ltd in the amount of \$ 885,472.61 (inclusive of all taxes), and that the purchase proceed as tendered.

BACKGROUND

At the July 27, 2020 City Council meeting the following recommendations were ratified.

With respect to Report No. R 77/2020 (Community Services - Asset Management), we recommend the City of Thunder Bay continue as a member of, and participant in the Metrolinx Multi-Year Agreement for the Joint Transit Procurements Initiative ending March 31, 2024;

AND THAT the Manager Fleet Services be designated as Thunder Bay's representative and signatory for business relating to the Metrolinx Transit Joint Procurements Initiative Steering Committee along with the Manager, Supply Management (or designate) being designated as the Alternate Member;

AND THAT the Mayor and City Clerk be authorized to sign any necessary agreements related to any contract;

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

REFERENCE MATERIAL ATTACHED:

NONE

PREPARED BY: DOUG GLENA, MANAGER – FLEET SERVICES

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Brad Loroff, Acting Manager – Community Services	July 29, 2021

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT NO.	R 74/2021
DATE PREPARED	05/14/2021	FILE NO.	
MEETING DATE	08/09/2021 (mm/dd/yyyy)		
SUBJECT	2022 Municipal Election – Election Readiness		

RECOMMENDATION

This report is provided for information only.

LINK TO STRATEGIC PLAN

Serve

Advance service excellence through a citizen focus and best use of technology.

EXECUTIVE SUMMARY

This report provides information for City Council and the public relative to the 2022 Municipal Election and Administration's work to prepare and conduct the upcoming election as per the *Municipal Elections Act, 1996*. The report also provides information on potential impacts relative to the COVID-19 pandemic.

DISCUSSION

The following outlines the plan for the 2022 Municipal Election with respect to bringing voters to the polls, staffing and administering the election, responding to the COVID-19 pandemic as well as legislative changes that have occurred since 2018.

Voting Opportunities

In 2018, telephone, online and in person polling stations were in place for both advanced voting and for Election Day.

Below is a breakdown of number of voters and how they registered their vote in 2018.

Eligible Electors	Telephone Votes	Online Votes	In-Person Votes	Total Votes
81,100	2,101	23,851	15,294	41,246

Eligible Electors	Telephone Participation Rate	Online Participation Rate	In Person Participation Rate	Total Participation Rate
100%	2.6%	29.4%	18.9%	50.9%

In 2022, it is planned to use both online and in-person voting opportunities. As telephone voting was only used by a small percentage of voters and the highest number of voter complaints received was connected to telephone voting, this method of voting will not be offered for the 2022 election.

Review of voting opportunities and concerns relative to the removal of telephone voting was discussed and presented to the Accessibility Advisory Committee (AAC) at the Committee's June 10, 2021 meeting. The AAC supports the removal of telephone voting and will review and approve the Accessibility Plan prior to presentation to council in advance of the 2022 Municipal Election. Similar to the 2018 Municipal Election Accessibility Plan, the 2022 plan will provide information on accessible voting locations, specific tabulators for accessible needs and the online voting platform. There is little concern that the removal of telephone voting will impact voter turnout as there are opportunities available to use online voting as well as accessible voting options will be in place at polling stations for those who require it. Proxy voting is also permissible as per the *Municipal Elections Act, 1996* should voters choose to use a proxy to register their vote.

COVID-19 Impact

Work is ongoing relative to potential alterations that may be required due to public health guidelines or protocols that may be in place for the 2022 Municipal Election. A review of municipal by-elections conducted since March 2020 is currently being completed and there is a great deal of information that will benefit the City of Thunder Bay.

Two areas Administration is currently reviewing are related to the use of drive through polling stations and assistance from paramedics and students in health care programs to support registered voting in long term care and assisted living facilities.

Additional budget has been included for 2022 that allows for additional staff for sanitization, distancing, personal protective equipment and potential contingency plans should mail in voting be a necessary step due to any significant change in public health guidelines.

Should Thunder Bay have additional public health measures in place related to requirements for distancing and personal protective equipment for the 2022 Municipal Election, Administration is prepared to respond. Plans will include ensuring public safety at polling stations in addition to encouraging the use of online voting for those unable to access polling stations.

The implementation of appointment bookings for candidates seeking an opportunity to register and options for online nomination package submission will be in place in advance of the 2022 Municipal Election. This will decrease crowding and gathering at City Hall to complete required nomination packages and also assist with better management of staff resources.

The use of virtual meetings is also anticipated in advance of the 2022 Municipal Election. Opportunities for engagement may take place with a combination of in-person and virtual information sessions for candidates.

Should there be a need for mail in voting due to any significant impact of the pandemic, Administration will be prepared to provide City Council and the public with information about any potential need to include mail in voting in the spring of 2022.

Additional costs have been forecasted for personal protective equipment and cleaning within the 2022 Operating Budget. The number of staff required may increase control of physical distancing and provide safe access to polling stations.

Staffing

The 2022 Municipal Election will be administered under the supervision of the City Clerk; per the *Municipal Elections Act, 1996* the Clerk is designated as the Returning Officer for the Municipal Election.

It has been past practice to use existing capacity and expertise for planning and administering the municipal election in Thunder Bay. In 2018, a longtime staff person in the Office of the City Clerk filled the duties of Election Coordinator, that staff person has since retired. Leanne Lavoie, Council and Committee Clerk will be the lead support to the Returning Officer in administering the 2022 Municipal Election in Thunder Bay. Election Coordinator Lavoie will commence work relating to the election in December 2021.

Additional contract staffing will be hired on a full and part-time basis for Advance Voting and Election Day and all costs will be included in the 2022 proposed budget. For 2022, it is a goal of the Returning Officer to involve more city staff in the election process by encouraging departments to 'Adopt a Poll' whereby department staff would operate the poll on Election Day.

Legislation Changes

Municipal elections in all Ontario municipalities are governed by the *Municipal Elections Act, 1996* (MEA). Bill 218 and Bill 254 provide for the following changes:

Bill 218

On Friday, November 20, 2020, Bill 218, *Supporting Ontario's Recovery and Municipal Elections Act, 2020*, received Royal Assent making a number of changes to the MEA. These changes include:

1. Removing the option to hold ranked ballot elections in Ontario municipalities by revoking Ontario Regulation 310/16 in its entirety, and by repealing Subsections 41.1 and 41.2 of the MEA.
2. Moving Nomination Day in a regular election from the fourth Friday in July to the third Friday in August (August 19, 2022).
3. Amending Section 42 to allow by-laws authorizing the use of vote-counting equipment and alternative voting methods to be passed on or before May 1 in the year of the election.
4. Moving the date for establishing procedures and forms for the use of any voting and vote-counting equipment or alternative voting method to June 1 in the year of the election.

Bill 254

On Monday, April 19, 2021, Bill 254, *Protecting Ontario Elections Act, 2021* received Royal Assent, making the following changes to the MEA:

1. The Clerk may put conditions in place that would allow candidates and third party advertisers to submit their nomination and registration forms electronically. Endorsements of a nomination that is filed electronically must still be collected as original signatures and a person who files a nomination that must be endorsed shall retain the copy of the document bearing the original endorsement signatures.
2. A registered third party advertiser may withdraw their registration by filing a written withdrawal with the Clerk during the time for filing a notice of registration (no later than the Friday before Voting day, at a time when the Clerk's office is open).

If a registered third party advertiser files a nomination to run for office, their third party advertiser registration is deemed to be withdrawn and their advertising campaign automatically closes.

LINK TO EARTHCARE SUSTAINABILITY PLAN

7.0 Community Lifestyle – Waste

By using online voting opportunities and new initiatives such as an online nomination portal, this meets the Earthcare Sustainability plan by decreasing waste created by the 2022 Municipal Election.

FINANCIAL IMPLICATION

The budget for the 2022 Municipal Election will be included in the proposed 2022 Operating budget.

The planned budget and actual expenditures for the 2014 and 2018 Municipal Elections were as follows:

	Planned Budget	Actual Expenditures
2014	\$498,300	\$453,995
2018	\$566,600	\$526,133

The budget for the 2022 Municipal Election is anticipated to be \$650,000. Increased costs have been estimated for postage, staff wages, COVID-19 sanitization, personal protective equipment and anticipated increase in cost for rentals of equipment. Minimal costs of approximately \$25,000 will be forecasted in 2023 for maintenance of the Voters List and staffing requirements to finalize the election.

The balance of the Election Reserve Fund at December 31, 2021 will be \$457,631. Beginning in 2018, \$135,000 was contributed annually to the reserve fund. The Office of the City Clerk, in consultation with the Finance Services Division will be presenting an increase on an annual basis to the Election Reserve Fund as is appropriate. Expenditures in off-election years are minimal and relate to the maintenance of the voter list. As in previous years, there will also be expenditures in the year following the election.

CONCLUSION

It is concluded that this report should be accepted for information.

BACKGROUND

At the April 10, 2017 City Council meeting, By-Law 30/2017 was passed allowing alternate methods of voting such as mail in/telephone/internet. This by-law does not require any amendment at this time and remains in force.

At the September 28, 2020 City Council meeting, a decision was ratified directing Administration to report back on or before August 23, 2021 relative to election readiness for the 2022 Municipal Election including any potential impacts resulting from the COVID-19 pandemic.

On Friday, November 20, 2020, Bill 218, *Supporting Ontario's Recovery and Municipal Elections Act, 2020*, received Royal Assent making a number of changes to the MEA.

On Monday, April 19, 2021, Bill 254, Protecting Ontario Elections Act, 2021 received Royal Assent, making a number of changes to the MEA.

PREPARED BY: KRISTA POWER, CITYCLERK

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Norm Gale, City Manager	July 26, 2021

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

SUBJECT Outstanding Item - Strategic Land Management Policy

SUMMARY

Memorandum from Mr. J. DePeuter, Manager - Realty Services Division, dated July 28, 2021 recommending that Outstanding Item 2008-008, Strategic Land Management Policy be removed from the Outstanding List.

RECOMMENDATION

WITH RESPECT to the Memorandum from Manager DePeuter, Realty Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2008-008 relative to a corporate policy dealing with strategic land management be removed from the Outstanding List.

ATTACHMENTS

1 J DePeuter memo dated July 28 2021

REALTY SERVICES DIVISION

Victoriaville Civic Centre, 2nd Floor

111 Syndicate Avenue South

Thunder Bay, ON P7C 5K4

Tel: (807) 625-3199 Fax: (807) 625-2977

MEMORANDUM

TO: Krista Power, City Clerk

FROM: Joel DePeuter, Manager
Realty Services Division

DATE: July 28, 2021

RE: Outstanding Item 2008-008 – Strategic Land Management Policy
Committee of the Whole – August 9, 2021

In 2008 Council passed a resolution relative to Report No. 2008CLS.013 (Realty Services) 'Property Acquisition and Disposal in the Fort William Downtown' directing Administration to present for Council's consideration, a corporate policy dealing with strategic land management.

The Terms of Reference for the soon to be formed Downtown Fort William Revitalization Advisory Committee were adopted by Council on April 19, 2021. The Terms of Reference for this Committee include to 'Achieve a Downtown Fort William Strategic Renewal Plan' inclusive of a 'Recommended Land Management Strategy/Policy'. The Terms of Reference indicate that this work will be undertaken in 2021-2022.

Administration will be working with the Committee to determine a recommended land management strategy for the Fort William Downtown, report the results back to Council and at the same time seek approval for any necessary policy changes.

As well, Realty Services, under the Real Estate Policy 09-04-01 'Real Property – Administration, Acquisition, Development and Disposal – General', works to the best long term-economic advantage of the City and harmonizes its activities with the City's 2019-2022 Strategic Plan, Official Plan, and 2020 Employment Land Strategy by extension.

It is recommended that Outstanding Item No. 2008-008 be removed from the list as it has been superseded by the scope of work included in the Terms of Reference for the Downtown Fort William Revitalization Advisory Committee.

Please present the following recommendation for consideration at the August 3, 2021 Committee of the Whole meeting:

WITH RESPECT TO the Memorandum from Manager DePeuter, Realty Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2008-008 relative to a corporate policy dealing with strategic land management be removed from the Outstanding List.

Cc: Norm Gale, City Manager
Karen Lewis, General Manager, Development & Emergency Services

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

SUBJECT Outstanding Item – Sale of Municipal Property; Landscaping Conditions
and/or Site Plan Control Policy

SUMMARY

Memorandum from Ms. L. McEachern, Director - Planning Services, dated July 28, 2021 recommending that Outstanding Item 2008-009, Sale of Municipal Property – Landscaping Conditions and/or Site Plan Control Policy be removed from the Outstanding List.

RECOMMENDATION

WITH RESPECT to the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2008-009 relative to a policy with respect to the sale of municipal property that would require the implementation of specific landscaping conditions and/or site plan control be removed from the Outstanding List.

ATTACHMENTS

1 L McEachern memo dated July 28 2021

MEMORANDUM

TO: Krista Power, City Clerk

FROM: Leslie McEachern
Director Planning Services

DATE: July 28, 2021

RE: Outstanding Item 2008-009 – Policy re Sale of Municipal Property; Landscaping
Conditions and/or Site Plan Control
Committee of the Whole – August 9, 2021

In 2008 Council passed a resolution recommending that Administration establish a policy with respect to the sale of municipal property that would require the implementation of specific landscaping conditions and/or site plan control.

The Realty Services and Planning Services Divisions have implemented a procedure that ensures that lands to be sold by the City are designated for Site Plan Control (SPC) when it's appropriate, and that new development is consistent with the City's urban design guidelines and meets landscaping requirements.

Early in the land sale process when a property is identified as surplus, the Planning, Engineering and Parks Divisions are circulated and asked to provide comment on whether it would be appropriate to designate the lands for SPC as a condition of sale. In most instances, where the land to be sold has the ability to accommodate new development, SPC is applied prior to finalizing the sale. It is through SPC that the City is able to review and approve a site's development with respect to design features such as access and egress, the massing, character, scale and location of buildings, lot grading and drainage, stormwater management and landscaping. The SPC process, which includes a designating by-law, application review and an agreement, is administered by the Planning Services Division and is required prior to the issuance of a building permit. To provide developers with guidance with respect to the City's landscaping expectations, the Planning Services Division has developed a resource document [Sample Landscape Strips](#), that provides sample designs and approved planting lists. This resource assists developers in preparing Site Plans that meet the City's landscaping requirements and streetscaping goals.

There are land sale situations where it is not appropriate to apply SPC; these include the sale of single family residential lots, lanes, and some lot additions.

It is recommended that Item 2008-009 be removed from the Outstanding List. The procedures currently in place and followed by the Realty Services and Planning Services Divisions ensure that, where appropriate, Site Plan Control is applied to City lands that are offered for sale, and that through the SPC process, urban design and landscaping requirements are met.

Please present the following recommendation for consideration at the August 9, 2021 Committee of the Whole meeting:

WITH RESPECT TO the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2008-009 relative to a policy with respect to the sale of municipal property that would require the implementation of specific landscaping conditions and/or site plan control be removed from the Outstanding List.

Copy: Norm Gale, City Manager
Karen Lewis, General Manager, Development & Emergency Services

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

SUBJECT Outstanding Item – By-laws Impacting Student Housing

SUMMARY

Memorandum from Ms. L. McEachern, Director - Planning Services, dated July 28, 2021 recommending that Outstanding Item 2011-012, By-laws Impacting Student Housing be removed from the Outstanding List.

RECOMMENDATION

WITH RESPECT to the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2011-012 relative to policy and regulatory changes associated with Student Housing be removed from the Outstanding List.

ATTACHMENTS

1 L McEachern memo dated July 28 2021

MEMORANDUM

TO: Krista Power, City Clerk

FROM: Leslie McEachern
Director Planning Services

DATE: July 28, 2021

RE: Outstanding Item 2011-012 – By-laws Impacting Student Housing
Committee of the Whole – August 9, 2021

The Resolution associated with Report No. 2011.013 (Legal Services) requested that Administration consider policy and regulatory changes associated with Student Housing during the review and update of the City's Official Plan and Zoning By-law.

During the development of the 2019 Official Plan it was noted that Lakehead University, Confederation College, and Thunder Bay's role as a regional education centre make off-campus student housing an important consideration. The housing policies of the new Official Plan provide for a broad range and variety of dwelling types to accommodate housing for students that is affordable and accessible, and the policies of the Plan provide for the rental of up to three bedrooms provided the dwelling operates as a single housekeeping unit. This applies to any housing situation, not just students, although direct rental of a bedroom is common in the case of students.

A review of the implementing Zoning By-law is currently underway and will include an update to the regulations that control the types and locations of dwellings; however, the Human Rights Code does not allow for zoning regulations to discriminate against people based on a protected ground or social area such as age, gender, race or ethnicity. For this reason, the new Zoning By-law will not include regulations specific to Student Housing, but will provide a framework for housing options that are accessible to all demographic and income groups, as well as those requiring special care or living arrangements.

It is recommended that Item 2011-012 be removed from the Outstanding List. Best practices and the Human Rights Code support housing policies and regulations that do not identify students or any other group specifically, but that are accommodating of everyone.

....2

Please present the following recommendation for consideration at the August 9, 2021 Committee of the Whole meeting:

WITH RESPECT TO the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2011-012 relative to policy and regulatory changes associated with Student Housing be removed from the Outstanding List.

Copy: Norm Gale, City Manager
Karen Lewis, General Manager, Development & Emergency Services

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

SUBJECT Outstanding Item – Non-Urgent Medical Transportation

SUMMARY

Memorandum from Chief W. Gates, Superior North EMS, dated July 28, 2021 recommending that Outstanding Item 2013-014, Non-Urgent Transportation be removed from the Outstanding List.

RECOMMENDATION

WITH RESPECT to the memorandum from W. Gates, Chief of Superior North Emergency Medical Services dated July 28, 2021, we recommend that Outstanding Item No. 2013-014, Non-Urgent Transportation be removed from the Outstanding List.

ATTACHMENTS

1 W Gates memo dated July 28 2021

Headquarters – Chief of EMS
105 S. Junot Ave.
Thunder Bay ON P7B 4X6

Tel: (807) 625-3271 Fax: (807) 684-2657
E-mail: wayne.gates@thunderbay.ca



MEMORANDUM

TO: Krista Power, City Clerk

FROM: Wayne Gates, Chief of EMS

DATE: July 28, 2021

SUBJ: Outstanding Item 2013-014 – Non-Urgent Medical Transportation
Committee of the Whole – August 9, 2021

At the August 26, 2013 Committee of the Whole, meeting Report No. 2013.016 (SNEMS) directed in principle that the Superior North EMS assume a governance /oversight role in the provision of non-urgent transportation services throughout the District of Thunder Bay, with the condition that any new system be funded 100% by the Province and administration bring to Council implementation plans for the District and the City. Work has been ongoing with our funder and this model recently became operational.

On January 21, 2021, the SNEMS received provincial funding of \$253,600 for non-urgent transportation for the District North Shore area as well \$253,600 for the City of Thunder Bay. Total of this annual base funding of \$507,200 is in place till 2023.

In partnership with the Nipigon District Memorial Hospital and McCausland Hospital, a non-urgent transfer advisory committee was established and a contract provider is now servicing both hospitals (the North Shore corridor) five days a week. Non-urgent medical transportation began February 22, 2021 and as of June 30, 2021, a total of 156 transports were done. The SNEMS completed 49 North Shore non-urgent transfers during this period as well.

In partnership with the Thunder Bay Regional Health Sciences Centre and St. Joseph's Care Group, a contract provider has done a total of 1,894 non-urgent transports were done between January 1, 2021 and June 30, 2021, while the SNEMS completed 162 non-urgent transfers.

Headquarters – Chief of EMS
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E-mail: wayne.gates@thunderbay.ca



The SNEMS will continue to advocate for increased funding as the current funding envelope does not meet the demand for non-urgent transfers. In addition to the CTB and the North Shore corridor, non-urgent services are still needed in the municipalities of Marathon, Manitouwadge and Greenstone.

The purpose of this memo is to recommend that this item (Outstanding Item No. 2013-014) be removed from the outstanding list. Please present the following recommendation for consideration at the August 9, 2021 Committee of the Whole meeting:

WITH RESPECT to the memorandum from W.Gates, Chief of Superior North Emergency Medical Services dated July 28, 2021, we recommend that Outstanding Item No. 2013-014, Non-Urgent Transportation be removed from the Outstanding List.

Cc: Karen Lewis, GM Development & Emergency Services
Krista Power, City Clerk

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

SUBJECT Outstanding Item – Fair Trade Town

SUMMARY

Memorandum from Ms. L. McEachern, Director – Planning Services, dated July 28, 2021 recommending that Outstanding Item 2013-033, Fair Trade Town be removed from the Outstanding List.

RECOMMENDATION

WITH RESPECT to the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2013-033 relative to the Fair Trade Town initiative be removed from the Outstanding List.

ATTACHMENTS

1 L McEachern memo dated July 28 2021

MEMORANDUM

TO: Krista Power, City Clerk

FROM: Leslie McEachern
Director Planning Services

DATE: July 28, 2021

RE: Outstanding Item 2013-033 – Fair Trade Town
Committee of the Whole – August 9, 2021

At the August 26, 2013 Committee of the Whole meeting Report No. 2013.117 (Supply Management) was provided for Council's information. The resulting resolution referred the Report to the Food Strategy Steering Committee for further review.

As requested by Council, the Food Strategy Steering Committee reviewed the Fair Trade Town initiative and decided not to pursue Fair Trade Town certification, but instead chose to focus on local food procurement. However, the Fair Trade Town framework was used when the Thunder Bay and Area Food Strategy was developed in 2014. Consistent with that framework, the Thunder Bay and Area Food Strategy has received strong political and community support and through its Steering Committee actively advances public education initiatives. The Food Strategy has successfully maintained its momentum since 2014 and has advanced numerous initiatives, most recently the In Season Food Guide.

The Procurement Pillar of the Food Strategy includes a strategic recommendation for procurement policies that adopt environmental and social commitments such as Fair Trade. The City of Thunder Bay's Procurement By-law, which includes Sustainable Ethical & Environmental Procurement, the No Sweat Policy, and the Fair Wage Policy all align with the objectives of Fair Trade. In addition, the City's current procurement practices include procuring Fair Trade product where and when available.

It is recommended that Item 2013-033 be removed from the Outstanding List. The Food Strategy Steering Committee reviewed the Fair Trade Town initiative and is actively implementing the Thunder Bay and Area Food Strategy, which was developed using a similar framework. Later this year, the Food Strategy Co-ordinator will be providing City Council with the annual update on the Strategy's implementation and ongoing projects.

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Please present the following recommendation for consideration at the August 9, 2021 Committee of the Whole meeting:

WITH RESPECT TO the Memorandum from Director McEachern, Planning Services Division, dated July 28, 2021, we recommend that Outstanding Item No. 2013-033 relative to the Fair Trade Town initiative be removed from the Outstanding List.

Copy: Norm Gale, City Manager
Karen Lewis, General Manager, Development & Emergency Services

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

SUBJECT Correspondence - Collection of Unpaid Provincial Offences Act Fines

SUMMARY

Memorandum from Mayor B. Mauro, dated July 23, 2021, containing correspondence from Northern Ontario Large Urban Mayors (NOLUM) to The Honourable Doug Downey, Attorney General, relative to the above noted, for information.

ATTACHMENTS

1 B Mauro memo dated July 23 2021

Memorandum

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

TO: Krista Power, City Clerk

FROM: Mayor Bill Mauro

DATE: July 23, 2021

SUBJECT: Correspondence - Collection of Unpaid Provincial Offences Act Fines
Committee of the Whole – August 9, 2021

Attached, for information, is a letter from Northern Ontario Large Urban Mayors (NOLUM) to The Honourable Doug Downey, Attorney General, dated July 23, 2021 containing suggested additional and enhanced tools to improve collection of unpaid Provincial Offences Act (POA) fines.



July 23, 2021

The Honourable Doug Downey
Ministry of the Attorney General
11th Floor
720 Bay Street
Toronto ON M7A 2S9

Dear Attorney General Downey:

As the Mayors of NOLUM (Northern Ontario Large Urban Mayors) we are writing to you regarding the current difficulties facing our municipalities when trying to collect unpaid Provincial offences fines. In each of our communities, these unpaid fines represent a substantial amount of revenue that at this point we have been unable to access. We believe the current system with its limitations regarding the collection of POA fines is unfair to those citizens who pay their fines on time as well as those who have not incurred fines.

We are requesting that the Province consider the following additional/enhanced tools to improve POA fine collection:

1. Tax Rolling – Enable collection of defaulted fines through property tax rolls for jointly owned properties. Currently legislation only permits the fine to be added to a property tax account if the debtor is the sole owner of the property.
2. Tax Rolling – Change the status of additions to the tax roll from “Same manner as taxes” to “Priority Lien” status. In the event a property owner is in tax arrears and a tax arrears certificate is registered, the transferred POA fine would form part of the cancellation price further ensuring collection.
3. CRA – Implement Set-Off Programs as an avenue for collection. Ontario municipalities must be allowed to have POA fines registered as a debt and collected through the CRA Set-Off program. This is a tool that will allow municipalities to recover the majority of the outstanding POA receivables. British Columbia, Alberta, Saskatchewan, New Brunswick, Newfoundland & Labrador have agreements in place to add debtors with unpaid provincial court fines to the CRA programs.

4. Plate Denial – Explore additional sanctions for fines involving a company-owned vehicle or for companies with Highway Traffic Act (HTA) or Compulsory Automobile Insurance Act (CAIA) offences. Plate denial does not apply if the debtor is not the registered owner of the vehicle in which the offence was committed. It does not apply to companies cited for commercial motor vehicle-based offences.
5. Many individuals owe multiple fines and they can currently choose which order to pay them in. As a result, they choose to pay the fines that have resulted in driver's license suspensions and plate denial and ignore the fines that do not impact them. The 2017 – Stronger Fairer Ontario Act requires the oldest fine in default to be paid first, but it is not yet in effect.

We appreciate your consideration of our suggestions and look forward to your Government implementing changes that will allow municipalities the opportunity to increase badly needed revenues while at the same time ensuring a system that is at the same time fair and equitable to all Ontarians.

Sincerely,



Mayor Al McDonald
City of North Bay



Mayor Christian Provenzano
City of Sault Ste. Marie



Mayor Brian Bigger
City of Greater Sudbury



Mayor George Pirie
City of Timmins



Mayor Bill Mauro
City of Thunder Bay