



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, FEBRUARY 1, 2021

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

TIME: 6:30 P.M.



MEETING: Committee of the Whole

DATE: Monday, February 1, 2021

Reference No. COW - 14/52

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 - February 1, 2021 - Committee of the Whole **(Page 4)**

With respect to the February 1, 2021 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

PRESENTATIONS

The Thunder Bay Community Economic Development Commission (CEDC) presentation to City Council on Tourism Thunder Bay

Memorandum from Mr. P. Pepe - Manager of Tourism Thunder Bay, dated January 18, 2021 requesting to provide a presentation relative to the 2020 year end review and 2021 tourism sector outlook by Tourism Thunder Bay a section of the Thunder Bay Economic Development Commission (CEDC). **(Pages 5 – 6)**

REPORTS OF COMMITTEES

Clean, Green & Beautiful Minutes

Minutes of Meeting 05-2020 of the Clean, Green and Beautiful Committee held on November 18, 2020, for information. **(Pages 7 – 10)**

Committee of the Whole – February 1, 2021

Parking Authority Board Minutes

Minutes of Meetings 10-2020, 11-2020 and 12-2020 of the Parking Authority Board held on October 20, November 10 and December 8, 2020, respectively, for information. **(Pages 11 – 19)**

PETITIONS AND COMMUNICATIONS

2020 Management Review Report – DWQMS – City of Thunder Bay

Memorandum from Ms. K. Marshall, General Manager - Infrastructure & Operations, dated January 18, 2021 providing an update relative to the above noted, for information only. **(Pages 20 – 22)**

OPEN SESSION in the S.H. Blake Memorial Auditorium

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

REPORTS OF COMMITTEES

The District of Thunder Bay Social Services Administration Board

Minutes of Meetings 17/2020, 18/2020 and 19/2020 (Closed) of The District of Thunder Bay Social Services Administration Board held on November 18, 2020, and November 19, 2020 respectively, for information. **(Pages 23 – 38)**

Accessibility Advisory Committee Minutes

Minutes of meetings No. 03-2020 held on December 17, 2020, for information. **(Pages 39 – 44)**

REPORTS OF MUNICIPAL OFFICERS

Canada Games Complex 40th anniversary

Report R 11/2021 (Community Services - Recreation & Culture) providing information on initiatives planned in 2021 in celebration of the Canada Games Complex's 40 years of operation as a recreation and fitness facility and recommending a special one-month membership rate during the anniversary year. **(Pages 45 – 48)**

WITH RESPECT to Report R 11/2021 (Community Services – Recreation & Culture), we recommend that a one-month membership fee of \$40 be added to 2021 User Fees as a one-time addition to celebrate the 40th anniversary of the Canada Games Complex;

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

PETITIONS AND COMMUNICATIONS 2

Overview of Service Delivery During COVID-19

Memorandum from Mr. N. Gale, City Manager, dated January 21, 2020 providing information on the City of Thunder Bay's approach to managing service delivery in the context of COVID-19 and the provincially ordered lockdown, for information only. **(Pages 49 – 52)**

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

Memorandum from Mayor B. Mauro, dated January 17, 2020 containing a motion recommending that the provincial government be requested to revise the Rules for Areas in Stage 1 under Ontario Regulation 82/20 ("lockdown") to address the inequity created between small businesses required to close and businesses permitted to open and continue sales. **(Pages 53 – 56)**

WITH RESPECT to the Memorandum from Mayor B. Mauro dated January 17, 2021, we recommend that the provincial government be requested to revise the Rules for Areas in Stage 1 under Ontario Regulation 82/20 ("lockdown") to address the inequity created between small businesses required to close and businesses permitted to open and continue sales; to avoid unfair competitive advantage between businesses; and to provide consistency with continued effective health risk management in consultation with Public Health;

AND THAT the provincial government be requested to revise the physical distancing with capacity limits determined on a per square metre basis for persons admitted to all businesses, including restaurants, which are currently subject to a hard-capped occupancy limit regardless of business size or capacity based on the current provincial re-opening framework subject to consultation on Public Health best practices;

AND THAT the City of Thunder Bay calls on the Province to partner with municipalities to pilot unique/additional parameters and programs with our local business community that may be key to offering a safe consumer and employee experience so that businesses can remain open and viable while recognizing the unique makeup of local communities;

AND THAT a copy of this Resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction, the Honourable Rod Phillips, Minister of Finance, Thunder Bay's MPPs, Association of Municipalities of Ontario (AMO), the Ontario Big City Mayors (OBCM) and Northern Ontario Municipal Association (NOMA) municipalities;

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

NEW BUSINESS

ADJOURNMENT



MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - February 1, 2021 - Committee of the Whole

RECOMMENDATION

With respect to the February 1, 2021 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT The Thunder Bay Community Economic Development Commission
 (CEDC) presentation to City Council on Tourism Thunder Bay

SUMMARY

Memorandum from Mr. P. Pepe - Manager of Tourism Thunder Bay, dated January 18, 2021 requesting to provide a presentation relative to the 2020 year end review and 2021 tourism sector outlook by Tourism Thunder Bay a section of the Thunder Bay Economic Development Commission (CEDC).

ATTACHMENTS

1 Memorandum from P. Pepe

Memo

To: Dana Earle, Deputy City Clerk

From: Paul Pepe, Manager of Tourism Thunder Bay

Date: January 18, 2021

Re: The Thunder Bay Community Economic Development Commission
(CEDC) presentation to City Council on Tourism Thunder Bay

Please accept this memo requesting an opportunity to provide a presentation relative to the 2020 year end review and 2021 tourism sector outlook by Tourism Thunder Bay a section of the Thunder Bay Economic Development Commission (CEDC) at the February 1, 2021 Committee of the Whole meeting.



MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT Clean, Green & Beautiful Minutes

SUMMARY

Minutes of Meeting 05-2020 of the Clean, Green and Beautiful Committee held on November 18, 2020, for information.

ATTACHMENTS

1 November Minutes

DATE: NOVEMBER 18, 2020

MEETING NO. 05-2020

TIME: 10 AM - NOON

PLACE: MICROSOFT TEAMS

CHAIR: COUNCILLOR R. JOHNSON

MEMBERS:

Mayor B. Mauro, *City Council*
Councillor R. Johnson, *City Council*
Ms. B. Baker, *Local Artist*
Ms. S. Hamel, *EcoSuperior*
Ms. M. Davidson, *EcoSuperior*
Mr. A. Viljoen, *Citizen Representative*
Ms. S. Godwin, *Thunder Bay Art Gallery*
Ms. D. Pallen, *Heritage Advisory Committee*
Mr. S. Margarit – *Large Business Representative*
Mr. P. Mersch, *Landscape Designer*
Mr. A. Puiatti, *Architecture*
Mr. G. Ritchie, *Labour Representative*
Ms. K. Holmes, *Public Art Committee*

OFFICIALS:

Ms. K. Lewis, Director, Corporate
Strategic Services
Ms. J. Fazio, Planner II
Ms. K. Hell, Administrative Assistant –
Corporate Strategic Services

GUESTS

Ms. L. Costanzo, Cultural Development &
Events
Mr. .I. Mediwick, Matawa Education &
Care Centre
Mr. W. Schwar, Parks & Open Space
Planning,
Mr. A. Ward, Engineering & Operations
Ms. L. McEachern, Planning Services

1. **WELCOME & DISCLOSURES OF INTEREST**

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

2. **AGENDA APPROVAL**

It was the consensus of the Committee that the agenda for Meeting No. 05-2020 of the Clean, Green & Beautiful Committee, held on November 18, 2020, be changed to allow for certain items due to time constraints.

3. MINUTES OF PREVIOUS MEETING

It was consensus of the Committee to confirm the Minutes of Meeting No. 04-2020 held on October 21, 2020, be confirmed.

4. SECONDARY SCHOOL EMERGING PROJECT PRESENTATIONS

Mr. I. Medick from Matawa Education & Care Centre shared the plans for their Healing Garden. The area will include mosaic rock, benches made from cedar trees from their property and a solar powered waterfall. Images of the completed project will be available to share with the Committee.

5. VIRTUAL TOUR

Ms. K. Lewis, Ms. L. McEachern, Ms. J. Fazio, Mr. W. Schwar and Mr. A. Ward took the Committee on an Image Route Virtual Tour, showing before and after images. The Committee appreciates the work on the image route and all the transformations that have taken place including the work the city has done. The plans for Red River Rd. are exciting.

The Committee each received an electronic copy of the Virtual Tour slide show.

6. 2021 OVERVIEW FINANCIAL

Ms. K. Lewis provided the Committee with an overview of the Clean, Green & Beautiful 2021 proposed budget and contribution to reserve fund, for \$208,100, as amended at the October 21, 2020 meeting:

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- \$20,000 - Emerging Projects includes High Schools
- \$20,000 - Anti-Litter
- \$10,000 - Awards & Promotions (including 1800 for award in partnership with Chamber of Commerce)
- \$15,000 - Public Art
- \$135,000 - Image Route and New Projects

The 2021 budget requires Council approval and the budget overall may be impacted by COVID-19.

A discussion was held relative to reviewing projects that have funding set aside and may not be moving forward. Ms. K. Lewis will review said projects prior to the December meeting.

7. ECOSUPERIOR PROPOSAL

Ms. M. Davidson gave a high-level overview for EcoSuperior.

The cigarette butt litter campaign continues with subsidized ashtrays, pocket ashtrays and cigarette butt recycling.

Working on personal protective equipment recovery plan due to so many disposable masks within the community

The Last Straw Thunder Bay Campaign to encourage local businesses to use paper straws or no straws at all.

A detailed update to be provided at the December meeting.

8. FUTURE PROJECT DISCUSSION

A discussion was held relative to determining where we are before moving forward with any projects.

9. FUTURE MEETING DATES

- Wednesday, December 16, 2020

10. ADJOURNMENT

The meeting adjourned at 11:53 am.



MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT Parking Authority Board Minutes

SUMMARY

Minutes of Meetings 10-2020, 11-2020 and 12-2020 of the Parking Authority Board held on October 20, November 10 and December 8, 2020, respectively, for information.

ATTACHMENTS

- 1 October Minutes
- 2 November Minutes
- 3 December Minutes

Minutes of Meeting

Parking Authority Board

MEETING #: 10
DATE: October 20, 2020
TIME: 10:00 AM
PLACE: Community Services Boardroom
CHAIR: Chris Krumpholz, Member

ATTENDEES: Frances Larizza, Member
Jonathan Paske, Supervisor – Parking Authority
Doug Vincent, Manager – Licensing & Enforcement
Kara Pratt – Waterfront BIA Representative

REGRETS: Brian Hamilton, Member
Mark Smith, GM – Development & Emergency Services

1. Confirmation of Agenda

Moved by Frances Larizza, seconded by Chris Krumpholz.

“With respect to the October 20, 2020 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 September 15, 2020 Meeting

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That the minutes of the Parking Authority Board meeting held September 15, 2020 be approved.”

CARRIED

3. Outstanding Items

The RFP for Parking Management Solutions (mobile parking purchase, ticket management system, and online payments) is in progress. Legal Services has reviewed the agreement and a meeting later this afternoon to discuss their comments has been scheduled. Once the agreement is signed it will be approximately a three month implementation period for all solutions. The mobile parking purchase app will be the first

priority. Protection of privacy and personal data will be of the utmost importance and the appropriate departments have been consulted.

Members were informed that priority work at the two parkade projects would be completed this year. At the Waterfront parkade this includes door, piping, and heat trace replacement. At Victoriaville this includes removal of spalling concrete.

4. Financial Statement

The financial statement indicates at this point in time revenues are approximately 35% (\$885,000) below budget primarily due to COVID. Expenses are approximately 14% (\$231,000) below budget, mainly due to staff and enforcement officers previously being laid off or redeployed because of COVID. Members were provided the Q3 pandemic variance projection report. It estimates a year-end unfavourable budget variance of \$980,500 because of decreased revenues due to COVID.

5. Parkade Rate Increase Discussion

Parking Authority recommends increasing the monthly rental rate and maximum daily rate at the parkades in order to better reflect the cost of operating and maintaining the structures, and to be more in line with the rates of other municipally operated parking garages. Incremental increases over the next two years are suggested. In 2021, it is suggested to increase the monthly rental rate by \$2.50 and the maximum daily rate by \$0.50, including HST.

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That the parkade monthly rental rate increase by \$2.50 from \$60.00 to \$62.50 and the parkade maximum daily rate increase by \$0.50 from \$6.00 to \$6.50, including HST, and that the proposed 2021 operating budget be adjusted accordingly to reflect these rate increases.”

CARRIED.

6. New Business

Members discussed the meeting schedule. The upcoming meetings will be November 10, 2020 and December 8, 2020 at 11:00am in the Community Services Boardroom. The option to conduct virtual meetings is being looked into by City Clerks.

It was requested that information about meter cards be presented at the top of the Parking webpage on the City's website. It was asked if it would be possible to have the BIA issue parking meter cards to customers. Parking Authority will investigate this possibility.

The City of Orillia is offering free parking in its surface lots beginning mid-October to the end of December to promote local holiday shopping, a month earlier than usual. Members do not support free parking at this time in Thunder Bay, however will consider the usual holiday shopping parking promotion in December at the next meeting.

Members are concerned when on-street meter spaces are lost due to road closures, events, patios, etc. that Parking Authority is losing revenue. Parking Authority will present potential options at a future meeting.

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That council consider a usage fee for if parking is removed from the Parking Authority’s ability to generate revenue.”

CARRIED

7. Next Meeting

The next meeting will be November 10, 2020 at 11:00 AM in the Community Services Boardroom.

8. Adjournment

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That the October 20, 2020 Parking Authority Board meeting be adjourned.”

CARRIED

Meeting adjourned at 12:00 PM.

Minutes of Meeting

Parking Authority Board

MEETING #: 11
DATE: November 10, 2020
TIME: 11:00 AM
PLACE: Community Services Boardroom
CHAIR: Chris Krumpholz, Member

ATTENDEES: Frances Larizza, Member
Jonathan Paske, Supervisor – Parking Authority
Brian Hamilton, Member (teleconference)

REGRETS: Doug Vincent, Manager – Licensing & Enforcement
Kara Pratt – Waterfront BIA Representative
Mark Smith, GM – Development & Emergency Services

1. Confirmation of Agenda

Moved by Frances Larizza, seconded by Chris Krumpholz.

“With respect to the November 10, 2020 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 October 20, 2020 Meeting

Moved by Frances Larizza, seconded by Brian Hamilton.

“That the minutes of the Parking Authority Board meeting held October 20, 2020 be approved as amended.”

CARRIED

3. Outstanding Items

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

The Waterfront and Victoriaville parkade capital project tenders have been cancelled and will be removed from the outstanding list.

Members requested that the motion passed at the last meeting regarding consideration by Council to approve a usage fee when parking spaces are removed/occupied be added to the outstanding list. More information will be brought to the next meeting on this topic.

4. Financial Statement

The financial statement indicates at this point in time revenues are approximately 38% (\$947,900) below budget primarily due to COVID. Expenses are approximately 15% (\$252,100) below budget, mainly due to staff and enforcement officers previously being laid off or redeployed because of COVID. Members we advised that Parking Authority pays a lease to the City for the PUC lot and shares the profit from the City Hall lots with the City. Parking Authority receives a rebate on its taxes for these lots. Details will be provided at the next meeting. The “Administration Charges” line item consists of internal charges for City provided support services (HR, Legal, Accounts Payable/Receivable, etc.). The amount budgeted in 2020 remained unchanged from 2019 and remains the same for 2021. The actual amount charged is calculated at year-end and is typically less than budgeted. Members requested the formula for this calculation.

5. Holiday Parking Promotion

Members discussed a letter request from the Waterfront BIA to offer the annual holiday parking promotion at street meters from December 13, 2020 leading up to Christmas. Given the free parking offered in the summertime and the reduction in revenues this year the Board compromised and decided to offer the week of Christmas (December 20, 2020) for the parking promotion.

*Note – the Board reconsidered the start date of the promotion after the meeting and opted to instead begin it December 14, 2020 in order to help promote local shopping and support local merchants.

6. New Business

The “grace period” at street meters was explained to members. After a customer’s paid time ends, Parking Authority provides 15 minutes of free “grace time” before the meter expires. When the meter reaches zero time it begins counting negative to -15:00 before it resets to zero, at which point a ticket could then be issued.

Members questioned a street meter location where only a housing was present and the inside electronics were missing. It was explained that the electronics were removed and

Minutes of November 10, 2020 Meeting

used in another location which is more practical. The missing electronics will be replaced when new equipment is purchased. In the meantime the housing will be removed.

7. **Next Meeting**

The next meeting will be December 8, 2020 at 11:00 AM in the Community Services Boardroom.

8. **Adjournment**

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That the November 10, 2020 Parking Authority Board meeting be adjourned.”

CARRIED

Meeting adjourned at 12:00 PM.

Minutes of Meeting

Parking Authority Board

MEETING #: 12
DATE: December 8, 2020
TIME: 11:00 AM
PLACE: Community Services Boardroom
CHAIR: Chris Krumpholz, Member

ATTENDEES: Frances Larizza, Member
Jonathan Paske, Supervisor – Parking Authority
Doug Vincent, Manager – Licensing & Enforcement
Kara Pratt – Waterfront BIA Representative

REGRETS: Brian Hamilton, Member
Mark Smith, GM – Development & Emergency Services

1. Confirmation of Agenda

Moved by Frances Larizza, seconded by Chris Krumpholz.

“With respect to the December 8, 2020 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 November 10, 2020 Meeting

Moved by Frances Larizza, seconded by Brian Hamilton.

“That the minutes of the Parking Authority Board meeting held November 10, 2020 be approved.”

CARRIED

3. Outstanding Items

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

The Board discussed implementing a revenue recovery strategy for when the Engineering department closes a street and removes meters from Parking Authority's ability to generate revenue. It is requested that this cost be built into infrastructure projects. Members suggest this revenue recovery plan should also apply to when the City or Council makes a decision with the same effect. A monthly rate of \$42/space lost was provided to members for consideration, based on the average revenue amount generated per meter in 2019. This request will be provided to senior City management for discussion in the new year.

4. Financial Statement

The financial statement indicates at this point in time revenues are approximately 41% (\$1,035,800) below budget primarily due to COVID. Expenses are approximately 16% (\$269,200) below budget, mainly due to staff and enforcement officers previously being laid off or redeployed because of COVID. Members were provided information on how Administration Charges are calculated and what they include, as well as information on taxes paid at each lot/parkade.

5. New Business

Members were informed that any person interested in purchasing or leasing City land can contact Realty Services for more information.

6. Next Meeting

The next meeting will be January 12, 2020 at 11:00 AM in the Community Services Boardroom.

7. Adjournment

Moved by Frances Larizza, seconded by Chris Krumpholz.

"That the December 8, 2020 Parking Authority Board meeting be adjourned."

CARRIED

Meeting adjourned at 12:15 PM.



MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT 2020 Management Review Report – DWQMS – City of Thunder Bay

SUMMARY

Memorandum from Ms. K. Marshall, General Manager - Infrastructure & Operations, dated January 18, 2021 providing an update relative to the above noted, for information only.

ATTACHMENTS

1 Memorandum from Ms. K. Marshall

Memorandum

TO: Mayor Mauro and Members of City Council

FROM: Kerri Marshall, General Manager – Infrastructure & Operations

DATE: January 18, 2021

SUBJECT: 2020 Management Review Report – DWQMS – City of Thunder Bay
Bare Point Water Treatment Plant and Distribution Subsystem

The Environment Division – Water Authority has continued to demonstrate its commitment towards continual improvement of the Drinking Water Quality Management System (DWQMS) for the City of Thunder Bay Bare Point Water Treatment Plant and Distribution Subsystem.

Report No. 84/2015 (Environment) authorized the continued designation of the General Manager – Infrastructure and Operations as the Owners Representative for the City of Thunder Bay DWQMS. As such, the 2020 Annual Management Review Report for the Bare Point Water Treatment Plant and Distribution Subsystem has been completed and presented to myself, as the Owner's designate. The annual Management Review evaluates the suitability, adequacy and effectiveness of the DWQMS and includes a review of the internal and external audits results, water quality results, operational performance and a review of system infrastructure as a highlight. The Management Review Report outlines the results of the Management Review and identifies corrective actions to support continual improvement of the system including specific action items, time lines and personnel responsible.

My review of this report finds that the Water Authority has demonstrated the continued delivery of high quality safe drinking water and their commitment to continual improvement. A full scope external audit which entailed an extensive document review and a series of interviews with Water Authority staff was carried out by SAI Global in November and December 2020. This audit confirmed the Water Authority is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review. The objective of the external audit was to determine whether the DWQMS conforms to the requirements of the Ontario Ministry of the Environment & Climate Change Drinking Water Quality Management Standard (Version 2).

The COVID-19 pandemic required the Water Authority to quickly adapt to new processes and platforms to carry out work effectively and continue to follow the Operational Plan. Throughout the pandemic, operators were able to maintain their training and certification requirements as required through the Safe Drinking Water Act (SDWA). A full scale risk assessment was completed in September 2020 for both the Water Treatment and Distribution Systems. A full scale risk assessment is required every three (3) years. Further, the evaluation of the Corrosion Control Program continues in order to meet the conditions set out in the Safe Drinking Water Act. Short term measures have been

put in place to reduce lead levels at the tap.

The Statutory Standard Duty of Care under the SDWA requires system owners to be aware of the Quality Management System for its drinking water system and its components. The Operational Plan documents the DWQMS and is based on meeting or exceeding the requirements of the Ministry of Environment, Conservation and Parks' Drinking Water Quality Management Standard.

If you have any questions regarding this review, please do not hesitate to contact the undersigned.

A handwritten signature in cursive script, appearing to read "K. Marshall".

Kerri Marshall, General Manager
Infrastructure & Operations

- cc - EMT
 - Krista Power, City Clerk
 - Michelle Warywoda, Director - Environment Division
 - Tony Santos, Manager – Compliance & Quality Control



MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT The District of Thunder Bay Social Services Administration Board

SUMMARY

Minutes of Meetings 17/2020, 18/2020 and 19/2020 (Closed) of The District of Thunder Bay Social Services Administration Board held on November 18, 2020, and November 19, 2020 respectively, for information.

ATTACHMENTS

1. TBDSSAB 20.11.18 REGULAR SESSION BOARD MEETING MINUTES
2. TBDSSAB 20.11.19 REGULAR SESSION BOARD MEETING MINUTES
3. TBDSSAB 20.11.19 CLOSED SESSION BOARD MEETING MINUTES



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 17/2020
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING:	November 18, 2020
TIME OF MEETING:	1:00 PM
LOCATION OF MEETING:	1st Floor Training Room & Microsoft Teams TBDSSAB Headquarters 231 May Street South Thunder Bay, ON
CHAIR:	Lucy Kloosterhuis
PRESENT:	OFFICIALS:
Kim Brown	William (Bill) Bradica, Chief Administrative Officer
Shelby Ch'ng	Georgina Daniels, Director, Corporate Services Division
Jody Davis	Ken Ranta, Director, Integrated Social Services Division
Andrew Foulds	Glenda Flank, Recording Secretary
James Foulds	
Kevin Holland	
Lucy Kloosterhuis	GUESTS:
Ray Lake	Jennifer Lible, Manager, Social Assistance Programs
Elaine Mannisto	Keri Greaves, Manager, Finance
Aldo Ruberto	Aaron Park, Supervisor, Research & Social Policy
Wendy Wright	Crystal Simeoni, Manager, Housing Programs
REGRETS:	Louise Piercey, Manager, Child Care & Early Years Programs
Albert Aiello	Roxanne Brunelle, Manager, Human Resources
Brian Hamilton	Steve Melnichuk, Manager, Information Services

Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

Bill Bradica, CAO advised the Board that Administration is looking for input on the method of voting by secret ballot to be used for the Executive and Board Committees during an electronically held Board Meeting in January 2021.

A discussion was held regarding possible solutions to ensure all voting remained anonymous.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/82

Moved by: Kim Brown
Seconded by: James Foulds

THAT with respect to the agenda for the Board Regular Session meeting of The District of Thunder Bay Social Services Administration Board for November 18, 2020, we approve the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Board Meeting No. 15/2020 and 16/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on October 15, 2020, were presented for confirmation.

Resolution No. 20/83

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT the Minutes of Meeting No. 15/2020 and 16/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on October 15, 2020, be confirmed.

CARRIED

Committee / Table Meetings

Community Homelessness Prevention
Initiative Advisory Table

Minutes of the Community Homelessness Prevention Advisory Table of TBDSSAB, held on October 27, 2020 were presented for information only.

PRESENTATION

Social Assistance Modernization:
Centralized and Automated Intake

Jennifer Lible, Manager, Social Assistance Programs provided a presentation to the Board regarding Social Assistance Modernization: Centralized and Automated Intake and responded to questions.

A copy of the presentation was distributed at the meeting.

Bill Bradica, CAO provided clarification and responded to questions.

At 11:55 a.m. the Board Chair called for a lunch break. The meeting resumed at 12:15 p.m.

Georgina Daniels, Director, Corporate Services Division provided further financial context for the budget.

Bill Bradica, CAO provided further information, responded to questions and advised that Administration will provide a further report to the Board early in 2021.

At 1:57 p.m. Steven Melnichuk, Manager, Information Services joined the meeting.

REPORTS OF ADMINISTRATION

TBDSSAB Third Quarter Financial
Report

Report No. 2020-52 (Corporate Services Division) was presented to the Board to provide the 2020 Third Quarter Financial Report, and projection to year end.

Bill Bradica, CAO responded to questions.

Contract Award: Electronic Document
Management Project

Report No. 2020-53 (Corporate Services Division) was presented to the Board to provide the results of the 2020/21 property insurance quotation process for the TBDSSAB direct-owned housing portfolio for consideration.

Georgina Daniels, Director, Corporate Services Division provided an overview of the annual review process and responded to questions.

Resolution No. 20/84

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT with respect to Report No. 2020-53 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 3-year contract for digitizing Ontario Works Records, totaling \$461,000 (taxes excluded), be awarded to Nimble Information Strategies, Inc.;

AND THAT the Chief Administrative Officer and Director, Corporate Services Division be authorized to complete any administrative requirements for the award of this contract, as required.

CARRIED

At 2:02 p.m. Steven Melnichuk left the meeting and Aaron Park, Supervisor, Research & Social Policy and Crystal Simeoni, Manager, Housing Programs joined the meeting.

TBDSSAB 3rd Quarter Operational
Report

Report No. 2020-54 (Integrated Social Services Division) was presented to the Board providing containing the trends within TBDSSAB programs and services.

Bill Bradica, CAO responded to questions.

At 2:05 p.m. Aaron Park, Supervisor, Research & Social Policy left the meeting.

Social Services Relief Fund Phase 2

Report No. 2020-55 (Integrated Social Services Division) was provided to the Board with information regarding the business case approval for the Ministry of Municipal Affairs and Housing (MMAH) Social Services Relief Fund (SSRF) Phase 2.

Bill Bradica, CAO responded to questions.

At 2:07 p.m. Louise Piercey, Manager, Child Care and Early Years Programs and Roxanne Brunelle-Crupi joined the meeting.

Social Services Relief Fund and Child Care Update

Report No. 2020-56 (Integrated Social Services Division) was presented to provide the Board with updated information regarding the Ontario Social Services Relief Fund and the status of child care centres and EarlyON programs in the District of Thunder Bay during the COVID-19 pandemic.

Bill Bradica, CAO and Ken Ranta, Director, Integrated Social Services Division responded to questions.

Update on the Achievement of TBDSSAB's Service Level Standards

Report No. 2020-57 (Integrated Social Services Division) was presented to update the Board on the progress made towards meeting the Service Level Standards (SLS) established by the province and the direction for the future.

Bill Bradica, CAO responded to questions.

Workplace Safety & Insurance Board Schedule Change

Report No. 2020-58 (Integrated Social Services Division) was presented to obtain approval of Administrations recommendation to transfer to Schedule 1 under the Workplace Safety & Insurance Act.

Bill Bradica, CAO provided background regarding the differences between Schedule 1 and 2 and responded to questions.

Roxanne Brunelle-Crupi responded to questions.

Resolution No. 20/85

Moved by: Shelby Ch'ng
Seconded by: Ray Lake

THAT with respect to Report No. 2020-58 (Chief Administrative Officer Division), we approve the transfer to Schedule 1 under the Workplace Safety and Insurance Act (WSIA) effective January 1, 2021;

AND THAT we authorize the Chief Administrative Officer to complete any administrative requirements necessary for the transfer.

CARRIED

Strategic Plan 2023 Quarterly Update

Report No. 2020-59 (Chief Administrative Officer's Division) was presented to the Board to provide an update on the progress of the Strategic Plan 2023.

Bill Bradica, CAO provided clarification, confirmed that the Communications and Engagement Officer would provide information to the public via social media and responded to questions.

Resolution No. 20/86

Moved by: Kim Brown
Seconded by: James Foulds

THAT with respect to Report No. 2020-59 (CAO Division), we, The District of Thunder Bay Social Services Administration Board receive the Strategic Plan 2023 Quarterly Update for information only.

CARRIED

February 2021 Mortgage Renewal
Parsons/Kenwood/Melvin

Report No. 2020-60 (Corporate Services Division) was presented to the Board to provide them with the upcoming mortgage renewal arrangements for the properties located on Parsons Street, Kenwood Avenue, and Melvin Avenue in the City of Thunder Bay.

Resolution No. 20/87

Moved by: Aldo Ruberto
Seconded by: Rebecca Johnson

THAT with respect to Report No. 2020-60 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Ministry Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law No. 01-2017 (Governance and Procedural);

AND THAT we authorize the Board Chair and Chief Administrative Officer to execute the mortgage financing documents related thereto.

CARRIED

BY-LAWS

First and Final Reading

Resolution No. 20/88

Moved by: Elaine Mannisto
Seconded by: Kevin Holland

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Administrative Officer, sealed and numbered:

A By-law to adopt the designate appointments of Ontario Works Administrator under the Ontario Works Act and Senior Administrator of Thunder Bay District Housing Corporation for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to adopt the designate appointments for Ontario Works Administrator and Senior Administration.

Authorization: Board Meeting 2020Oct15.

BY-LAW NUMBER 06-2020

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, November 19, 2020, in the 1st Floor training room, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 20/89

Moved by: Kim Brown
Seconded by: Andrew Foulds

THAT Board Meeting No. 17/2020 of The District of Thunder Bay Social Services Administration Board, held on November 18, 2020, be adjourned at 2:30 p.m.

CARRIED



Chair



Chief Administrative Officer



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 18/2020
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING:	November 19, 2020
TIME OF MEETING:	10:00 AM
LOCATION OF MEETING:	1st Floor Training Room & Microsoft Teams TBDSSAB Headquarters 231 May Street South Thunder Bay, ON
CHAIR:	Lucy Kloosterhuis
PRESENT:	OFFICIALS:
Albert Aiello	William (Bill) Bradica, Chief Administrative Officer
Kim Brown	Georgina Daniels, Director, Corporate Services Division
Shelby Ch'ng	Ken Ranta, Director, Integrated Social Services Division
Jody Davis	Glenda Flank, Recording Secretary
Andrew Foulds	
James Foulds	GUESTS:
Kevin Holland	Roxanne Brunelle, Manager, Human Resources
Lucy Kloosterhuis	Carole Lem, Communications & Engagement Officer
Ray Lake	Keri Greaves, Manager, Finance
Elaine Mannisto	Steven Melnichuk, Manager, Information Services
Aldo Ruberto	Barry Caland, Manager, Infrastructure & Asset
Wendy Wright	Management
	David Hardick, Supervisor, Purchasing & Inventory
REGRETS:	Control
Brian Hamilton	Jennifer Libe, Manager, Social Assistance Programs
	Crystal Simeoni, Manager, Housing Programs
	Louise Piercey, Manager, Child Care & Early Years
	Programs
	Aaron Park, Supervisor, Research & Social Policy

Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

None.

At 10:01 a.m., Keri Greaves, Manager, Finance, Roxanne Brunelle, Manager, Human Resources and Carole Lem, Communications and Engagement Officer joined the meeting.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/90

Moved by: Kevin Holland
Seconded by: Kim Brown

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for November 19, 2020, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

None.

PRESENTATION

2021 Proposed Budget Presentation

Administration provided a presentation to the Board to provide the details of the 2021 Proposed Operating and Capital Budget for information and discussion. A copy of the presentation was distributed at the meeting.

Bill Bradica, CAO Provided information regarding the organizations staff, expenses, revenues, levy information, proposed Board budget, different areas of the proposed CAO Division budget and responded to questions.

At 10:37 a.m. Roxanne Brunelle, Manager, Human Resources left the meeting and Steven Melnichuk, Manager, Information Services, Barry Caland, Manager, Infrastructure & Asset

Management and David Hardick, Supervisor, Purchasing & Inventory Control joined the meeting.

Georgina Daniels, Director, Corporate Services Division introduced members of management from Corporate Services Division and provided an overview of the different areas of the proposed budget for Corporate Services Division.

Georgina Daniels provided clarification and responded to questions.

Bill Bradica, CAO also responded to questions.

At 11:03 a.m. Steven Melnichuk, Barry Caland and David Hardick left the meeting and Jennifer Lible, Manager, Social Assistance Programs, Crystal Simeoni, Manager, Housing Programs, Louise Piercey, Manager, Child Care & Early Years Programs, Diane Atkinson, Manager, Intake & Eligibility and Aaron Park, Supervisor, Research and Social Policy joined the meeting.

Ken Ranta, Director, Integrated Social Services Division provided an overview of the proposed budget for the Directors office and Intake and Eligibility section of the proposed budget.

Diane Atkinson provided a brief overview on Intake and Eligibility section of the proposed budget.

Jennifer Lible provided an overview on the Social Assistance section of the proposed budget.

Louise Piercey provided an overview on the Child Care and Early Years section of the proposed budget.

Ken Ranta and Bill Bradica responded to questions regarding the Child Care and Early Years section.

Crystal Simeoni provided an overview on the Housing Programs section of the proposed budget

At 11:40 a.m. Diane Atkinson, Jennifer Lible, Louise Piercey and Aaron Park left the meeting.

Georgina Daniels, Director, Corporate Services Division provided an overview on the proposed Capital Budget and responded to questions.

At 11:50 a.m. the Board Chair called for a lunch break.

At 12:15 p.m. the meeting reconvened.

CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to security of the property of the Board regarding the 2021 Capital Project details provided in Confidential Attachment #6 to Report No. 2020-51.

Resolution No. 20/91

Moved by: Jody Davis
Seconded by: Elaine Mannisto

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board regarding the TBDSSAB Proposed 2021 Capital Budget Capital Project detail.

CARRIED

At 12:19 p.m. the meeting reconvened in Regular Session with all members of the Board and Administration in attendance.

REPORTS OF ADMINISTRATION

TBDSSAB Proposed 2021 Operating and Capital Budgets

Report No. 2020-51 (Corporate Services Division) was presented to the Board to provide the proposed 2021 Operating and Capital Budgets for review and discussion.

Administration provided a Memorandum from Georgina Daniels, Director, Corporate Services Division dated November 19, 2020 enclosing a missing page from Attachment #5 to Board Report No. 2020-51 at the meeting.

Bill Bradica, CAO provided a brief overview of the Board Report, requested the Board's input on two additional items to be added to the budget that would increase the levy and responded to questions.

Georgina Daniels, Director, Corporate Services Division responded to questions.

On consensus, Administration to add the two additional items to the final proposed budget.

CORRESPONDENCE

None.

BY-LAWS

None.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, December 17, 2020, in the 1st Floor training room and via Microsoft Teams, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

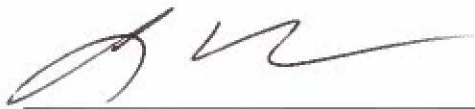
ADJOURNMENT

Resolution No. 20/92

Moved by: Jody Davis
Seconded by: James Foulds

THAT Board Meeting No. 18/2020 of The District of Thunder Bay Social Services Administration Board, held on November 19, 2020, be adjourned at 12:49 p.m.

CARRIED



Chair



Chief Administrative Officer



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

BOARD MINUTES

**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 19/2020
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: November 19, 2020

TIME OF MEETING: Following the Opening of the Regular Session

LOCATION OF MEETING: 1st Floor Training Room & Microsoft Teams
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Lucy Kloosterhuis

PRESENT:
Albert Aiello
Kim Brown
Shelby Ch'ng
Jody Davis
James Foulds
Kevin Holland
Rebecca Johnson
Lucy Kloosterhuis
Ray Lake
Elaine Mannisto
Aldo Ruberto
Wendy Wright

OFFICIALS:
William Bradica, Chief Administrative Officer
Georgina Daniels, Director, Corporate Services Division
Ken Ranta, Director, Integrated Social Services Division
Glenda Flank, Recording Secretary

GUESTS:
Keri Greaves, Manager, Finance

REGRETS:
Andrew Foulds
Brian Hamilton

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BOARD MEETING

DISCLOSURES OF INTEREST

None.

REPORTS OF ADMINISTRATION

TBDSSAB Proposed 2021 Operating
and Capital Budgets

Memorandum from Georgina Daniels, Director, Corporate Services Division was provided to the Board enclosing the Confidential Attachment #6 – 2021 Capital Budget Summary to Report No. 2020-51.

NEW BUSINESS

ADJOURNMENT

Resolution No. 20/CS07

Moved by: Kevin Holland
Seconded by: Kim Brown

THAT the Board (Closed Session) Meeting No. 19/2020 of The District of Thunder Bay Social Services Administration Board, held on November 19, 2020, be adjourned at 12:19 p.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED



Chair



Chief Administrative Officer



MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT Accessibility Advisory Committee Minutes

SUMMARY

Minutes of meetings No. 03-2020 held on December 17, 2020, for information.

ATTACHMENTS

1. 2020-12 -17 AAC MINUTES - FINAL

ACCESSIBILITY ADVISORY COMMITTEE

Meeting No. 03-2020

Date: Thursday, December 17, 2020

Time: 1:00 P.M.

Virtual Location: MS Teams

MEMBERS

Ms. A. Antenucci
Mr. T. Brownlee
Mr. K. Crites
Mr. J.P. Gamache
Ms. R. Harrison
Councillor R. Johnson
Ms. T. Lennox
Mr. M. Rubenick
Ms. T. Soderberg
Mr. B. Spare
Mr. R. Sponchia
Mr. J.R. Wheeler

SECTOR REPRESENTATIVE

Parent to a Child with a Disability
Caregiver to a Person with a Disability
Mental Health Representative
Mobility Disability Representative
Service Agency Representative
Council Representative
Learning Disability Representative
Senior with a Disability Representative
Visually Impaired or Blind Representative
Hard of Hearing/Late Deafened Representative
Development Disability Representative
Brain Injury Representative

OFFICIALS

Ms. K. Power	City Clerk
Ms. D. Earle	Deputy City Clerk
Ms. F. Track	Committee Coordinator

GUESTS

Ms. K. Dixon	Director of Engineering
Mr. M. Miedema	Project Engineer

AGENDA

1. WELCOME AND INTRODUCTIONS

The Chair called the meeting to order and a roundtable of introductions followed.

2. COMMUNICATION PROCESS

The Chair explained the communication process.

3. AGENDA APPROVAL

MOVER: Ms. T. Lennox
SECONDER: Mr. M. Rubenick

WITH respect to the December 17, 2020 meeting of the Accessibility Advisory Committee, we recommend that the Agenda as printed, including any additional information and new business, be confirmed.

CARRIED

4. PRESENTATIONS

4.1 Round A Bouts

Ms. K. Dixon, Director of Engineering appeared before the Committee via MS Teams, provided an update relative to the above noted and responded to questions.

Mr. M. Miedema, Project Engineer appeared before the Committee via MS Teams, provided a PowerPoint presentation and responded to questions.

Memorandum from Mr. M. Miedema, Project Engineer dated December 11, 2020 relative to the above noted was distributed separately on Wednesday, December 16, 2020.

Discussion included the following:

- Engineering explained the criteria utilized to consider the selection of roundabout locations, the metrics for reviewing performance of roundabouts, the location of transit stops, and the location and use of pedestrian crossovers.
- Roundabouts will be designed and implemented in compliance with the Highway Traffic Act, City of Thunder Bay Engineering standards, transport Association of Canada Design Guidelines and AODA – Design of Public Spaces.
- Roundabouts are fairly new to municipalities in Ontario, as such there is limited research available for the safety performance of roundabouts in Ontario. Most of the research has been conducted in the United States and Europe. Waterloo, Ontario has approximately 15 years of experience. They have 36 roundabouts as of 2019. Their standards have been reviewed for potential best practices in addition to Transport Association of Canada design guidelines.

- Level 2, Type “B” pedestrian crossovers, with flashing lights, audible signals, and push button activation will be located on Edward St. Level 2, Type “D” pedestrian crossovers without flashing beacons will be installed on Redwood Ave. Vehicles will be required to yield to pedestrians as per the Highway Traffic Act. Committee members raised concerns that there may be confusion if two different types of pedestrian crossovers are being utilized. Engineering will review.
- Committee members would prefer that Level 2, Type “B” pedestrian crossovers are installed on all legs of the roundabout
- Street lighting will be installed at all pedestrian access points to the roundabout.
- Committee members raised concerns that proposed green space and shrubbery near the pedestrian crossings will reduce or deaden traffic noise utilized by some individuals to gauge when it is safe to cross roadways. Engineering will review.
- Speed limits are typically lower in a roundabout which assists with traffic calming and pedestrian safety.
- Snow removal will occur on the roadway, sidewalks, medians and truck aprons according to CTB standards to ensure that pedestrian accessibility is maintained and sight lines are maintained for drivers and pedestrians.
- Pedestrian access to Northwood Mall from the transit stop location on Edward St will be included in the project. The stairs will be replaced with a ramp.
- Cost comparison of roundabouts and signalized intersections.
- Public consultation.
- An education campaign will be developed for roundabout users including drivers, pedestrians, and cyclists. The campaign will include social media, media releases, videos, print and radio and hopefully a trial location in a parking lot.
- Statistics have shown that roundabouts reduce severe injury collisions by 70-80%.
- Additional traffic capacity was reviewed and considered relating to the multi use indoor sports facility.

The meeting recessed at 2:21 pm

The meeting reconvened at 2:35 pm

4.2 Tactile Plates

Discussion was held relative to the above noted.

Ms. K. Dixon, Director of Engineering responded to questions.

Members of the AAC would like the City of Thunder Bay to reconsider the colour of tactile plates. The current CTB standard is a burnished bronze but the preference of the AAC is high visibility yellow similar to the colour used on the sidewalks at the controlled intersection to Intercity Shopping Centre on Fort William Road.

Discussion included the following:

- Committee members raised concerns regarding the decision to fund a portion of the cost of cosmetic treatments for three (3) crosswalks at Bay & Algoma and Donald & May.
- As discussed at previous meetings of the AAC, Administration has advised that patina steel tactile plates meet contrast requirements of the AODA – Design of Public Spaces and are the standard utilized across the province. The cost of maintenance and replacement due to damage is negligible.
- Yellow plastic tactile plates or painted tactile plates may not withstand snow removal or Thunder Bay's climate.
- The City will continue to utilize the patina steel, because they meet the standards and require little additional maintenance.
- Painted bike lanes and all lines on roads are done mechanically and efficiently. Tactile plate paint would require manual application causing an increase beyond operating capacity.

4.3 Pedestrian Crosswalks & Crossovers

Discussion was held relative to the above noted.

Ms. K. Dixon, Director of Engineering responded to questions.

Discussion included the following:

- The installation of pedestrian crossovers that are not 90 degrees to the roadway, for example Court & Mc Vicar, are less accessible for individuals with limited or no vision.
- Engineering will consult with the Committee in the future to improve accessibility at locations where angled crosswalks and crossovers are the only option.

- There are current crosswalks in the city that are not 90 degrees. Suggestions to improve accessibility include change location to where they can be installed perpendicular to the road, installation of audible and flashing signals and increase volume of audible signals, and collaborated education or training with CNIB.

The Chair, Mr. K. Crites thanked members of Administration for participating.

5. COMMUNICATIONS - OUTSIDE STAKEHOLDER GROUPS

Item deferred to January 17, 2020

6. ROUNDTABLE OF ACCESSIBILITY ISSUES

Item deferred to January 17, 2020

7. MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 02-2020 Accessibility Advisory Committee, held on February 13, 2020, to be confirmed.

MOVED BY: Ms. T. Lennox
SECONDED BY: Mr. J.P. Gamache

THAT the Minutes of Meeting No. 02-2020 of the Accessibility Advisory Committee, held on February 13, 2020 be confirmed.

CARRIED

8. NEXT MEETING

Thursday, January 14, 2021

9. ADJOURNMENT

The meeting adjourned at 3:10 PM

Corporate Report

DEPARTMENT/ DIVISION	Community Services - Recreation & Culture	REPORT NO.	R 11/2021
DATE PREPARED	01/13/2021	FILE NO.	
MEETING DATE	02/01/2021 (mm/dd/yyyy)		
SUBJECT	Canada Games Complex 40th Anniversary		

RECOMMENDATION

WITH RESPECT to Report R 11/2021 (Community Services – Recreation & Culture), we recommend that a one-month membership fee of \$40 be added to 2021 User Fees as a one-time addition to celebrate the 40th anniversary of the Canada Games Complex;

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

EXECUTIVE SUMMARY

This report provides information on initiatives planned in 2021 in celebration of the Canada Games Complex's 40 years of operation as a recreation and fitness facility and recommends a special one-month membership rate during the anniversary year.

DISCUSSION

The Canada Games Complex (CGC) is celebrating its 40th year in 2021. While this year might be a difficult time to celebrate due to the ongoing COVID-19 Pandemic, the Recreation & Culture Division wants to recognize the importance of this facility, and its programs that play a vital role in our community. CGC staff are planning a number of opportunities for the community to take part in – both from the comfort of their homes, and at the facility once allowed by provincial orders.

The Canada Games Complex, the City's largest recreational and fitness facility, opened its doors in 1981 and has been a popular destination for families and individuals ever since. In a typical year, the Canada Games Complex attracts between 200,000-250,000 visitors.

Throughout the years, the facility has seen many changes and upgrades. In the past five years a new whirlpool and sauna renovations were completed, new flooring was installed in the weight room and fitness rooms, and equipment has been replaced on an ongoing basis.

Programming at the Canada Games Complex includes, but is not limited to:

- Fitness classes
- Inclusion services
- Children and youth programs
- Swimming lessons
- Advanced lifeguard courses
- Chronic disease management
- Recreational swimming, and more.

These programs and services provide a great value to the community, contributing to and enhancing the health and wellbeing of families and individual users, providing life skills for young people, and offering training and employment opportunities.

The CGC continues to maintain relationships with several partner organizations and clubs that use the facility, including the Thunder Bay Dive Club, Thunderbolts Swim Club, Thunder Rays Masters Swim Club, Metre Eaters, and Thunder Bay Squash Association. These organizations play an important part in the facility's daily operations and their members contribute a large number of facility users (members). These organizations also develop provincial and national level athletes that continue on to higher levels of performance and education after leaving these programs, a great source of pride for our facility and community. These groups are creative and bring strength to the facility with new ideas and event hosting, and work collaboratively with staff.

Celebrating the 40th Anniversary

The fitness and aquatic industry has experienced various partial and complete shut downs during the COVID-19 Pandemic. Recovery will take time, and the Canada Games Complex would like to encourage existing and new users to come to the facility once it is safe to do so.

The Recreation & Culture Division plans to celebrate the facility's 40th Anniversary with monthly giveaways, challenges, sharing stories of longstanding members and, presenting family events if/when it is safe to do so. Some examples of 40th Anniversary activities include:

- A t-shirt design contest will be launched in February for local children and youth to share their ideas. The submissions will also be included in a 2022 calendar.
- The 40th Anniversary theme will flow through the year's Children and Youth Programs including Adventures Camp.
- Fitness incentives will be offered throughout the year to help members make the commitment to fitness

Administration would also like to offer a one time, promotional one-month time membership fee of \$40 for a time limited period during 2021 (eg. 3 months). It is anticipated that this would not only help increase one-month membership sales for the year, but also attract and retain facility users after the promotion is over, which will contribute to the Canada Games Complex's recovery from COVID-19 impacts.

In a typical year approximately 1,200 one-month memberships are sold. These memberships are usually popular around summer time and winter holidays. They've generally been purchased by people visiting town, students, etc. One month memberships may be more attractive during the pandemic when facilities are subject to limitations or closures, and potential members may be unwilling to commit to longer term memberships. One hundred twenty-eight (128) one-month memberships were sold from October to December 2020, despite ongoing COVID limitations.

The Canada Games Complex staff are hopeful for the future and remain positive and optimistic that they will overcome current challenges and continue to focus on new and exciting opportunities. On the horizon staff are looking towards being a potential location for the Ontario Winter Games 2024 for Squash and Synchro, and are collaboratively looking into funding with user groups to upgrade starting blocks in the pool to host provincial/national swim events.

FINANCIAL IMPLICATION

The proposed 2021 budget for the Canada Games Complex anticipates reduced membership revenue as a result of ongoing COVID-19 impacts in 2021. The proposed budget will absorb the financial implications of a reduced rate one-month membership.

It is recommended that the one-month membership fee be reduced to \$40/month for a time limited period in 2021. Outside of the promotional period, the fee of \$60/month would apply as per the proposed 2021 User Fee By-law.

CONCLUSION

It is concluded that the 40th anniversary of the Canada Games Complex is significant to the community and that staff are planning ways to celebrate this milestone with safe opportunities for public engagement.

It is further concluded that as part of the 40th anniversary celebrations, the Canada Games Complex should offer a reduced one-month membership fee of \$40/month as a one-time incentive for a time limited period in 2021 to encourage new and returning memberships.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Kim Begin, Supervisor- Aquatics, Wellness, Children & Youth

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Kelly Robertson, General Manager, Community Services	DATE: January 21, 2021
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MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT Overview of Service Delivery During COVID-19

SUMMARY

Memorandum from Mr. N. Gale, City Manager, dated January 21, 2020 providing information on the City of Thunder Bay's approach to managing service delivery in the context of COVID-19 and the provincially ordered lockdown, for information only.

ATTACHMENTS

1 Memorandum from Mr. N. Gale

MEMORANDUM

TO: Members of City Council

FROM: Norm Gale, City Manager

DATE: January 21, 2021

SUBJECT: Overview of Service Delivery During COVID-19
Committee of the Whole – February 1, 2021

This memo provides information on the City of Thunder Bay's approach to managing service delivery in the context of COVID-19 and the provincially ordered lockdown.

Executive Summary

The leaders of the Corporation of the City of Thunder Bay (CTB) are managing a delicate balance between reducing costs where we can, providing ongoing services to residents and businesses, and maintaining our readiness to reopen for the benefit of all in the community as circumstances improve.

While it is generally acknowledged only widespread immunization will pave the way for a full reopening of Ontario, we now know from experience that this process will be gradual, sometimes bumpy, and the CTB is an important driver in recovery and readiness.

To the extent possible, we continue to provide service where Provincial regulation allows.

Regular financial updates continue with the next quarterly update to come in late April.

Savings from shutdowns are offset by a loss of revenues and ongoing fixed costs.

Our Principles

In the first wave of the pandemic last spring there was a lockdown, followed by a gradual reopening over the summer guided by three following principles:

1. Safety First: for public and employees, as informed by public health professionals;
2. Value for Money: reopening programs and services that deliver the highest value at best cost or adjust services to support cost containment; and
3. Create Opportunity: innovative ways to serve the community and support economic recovery.

While acknowledging that safety is paramount, and we are committed to creating opportunity, my primary focus in this memo is the *Value for Money* principle adhered to by Administration:

Administration has undertaken careful and detailed planning including impacts and requirements for personal protective equipment, physical distancing, staffing, technology and Occupational Health and Safety assessments to make recommendations to Council with three separate reports and one memo on recreational services, two City Manager memos on general approach and four pandemic finance reports to date.

It is fair to say that, while there have been many changes, as guided by Council and to the extent possible, we continue to provide service where Provincial regulation allows.

Our Approach to Staffing

Since the most recent Province-wide lockdown and, in general, our approach to staffing is:

- Where there is no work because of Provincial regulations, staff are not scheduled, redeployed internally or laid-off (this affects mostly non-affiliated or temporary staff);
- Where staff can work from home to provide necessary services, they work from home;
- Where staff are required in the work place to provide mandated services, they work in the work place (office or in the field); and
- Some staff have been redeployed to provide mandated services such as at Pioneer Ridge.

Since the December 26, 2020 lockdown, a number of recreational facilities have been closed including the Canada Games Complex (CGC), arenas, older adult centres and community centres. In November 2020, Council deferred a reopening of the Volunteer Pool to achieve cost savings yet still meet the majority of demand for aquatic services.

Savings from shutdowns are offset by a loss of revenues. And these facilities require continued monitoring and maintenance, thus fixed costs continue to be incurred. A good example are the City arenas: although the arenas have been closed since the December 26, 2020 lockdown, a minimum number of staff are required to operate and maintain the ice plant; thus facility fixed costs continue while revenues for the period are lost. To the extent we can, maintaining readiness to operate is also prudent as we anticipate an increased demand for service when the facilities are allowed to open.

In the pandemic, some staff have lost hours of employment with the City, while others have seen an intensity that only a *bona fide* emergency can demand. The latter provide leadership and service where they can; they change how they work and where. Indeed, they are responding to the emergency.

For example, our Safety Section has developed 21 new procedures with 76 amendments as well as supporting and training materials to keep staff and the public safe and, most recently, a contractor checklist. New signage has been developed and installed at City Facilities in partnership with the Thunder Bay District Health Unit (TBDHU) and our Communications

Section, Safety and Operations. In response to Provincial mandates, seven versions of health screening tools for employees and the public have been developed and updated as direction changed.

Finance and Departments have also stepped up to maximize the Corporation's financial situation through an additional layer of work, often with tight turnaround times. This includes additional applications for funding (such as Restart), more reporting on top of regular requirements and transactions such as an unusual level of refunds.

Thank You to Staff for Stepping Up

I acknowledge the CTB's administrative leadership team for stepping up throughout the pandemic and all of the employees of the Corporation for continuing to provide great service and programs to the people who live and visit here. Most especially, I applaud those on the front lines of service delivery and community health like those in Pioneer Ridge, Superior North EMS, Fire Rescue, and Thunder Bay Transit for their diligence, good spirit and dedicated service to the people of Thunder Bay.

As the pandemic has stretched on, through various phases of uncertainty, we have looked to fulfill our third principle – *'Create Opportunity.'* There have been many innovations and changes that will have long lasting benefits in terms of continuous improvement. A few examples are the new appointment system that has streamlined in person services, the widespread use of video meetings which has saved time and fuel costs, and well received virtual programming that we expect will continue to complement in person events when they are able to resume.

Administration is seizing this moment to continue to further the recommendations of Council's Program and Service Review such as developing the Digital Strategy.

Again, guided by Council, and given the hardship the community has faced, we are diligently looking for every valuable lesson from this unprecedented event to change for the better; we are looking for ways to do business differently, and we are carefully recording every decision and financial implication.

Thank you to Members of Council for your support of City staff and to the public for your understanding as we deliver service differently during these challenging times.

MEETING DATE 02/01/2021 (mm/dd/yyyy)

SUBJECT Advocacy – Rules for Areas in Stage 1 under Ontario Regulation 82/20

SUMMARY

Memorandum from Mayor B. Mauro, dated January 17, 2020 containing a motion recommending that the provincial government be requested to revise the Rules for Areas in Stage 1 under Ontario Regulation 82/20 (“lockdown”) to address the inequity created between small businesses required to close and businesses permitted to open and continue sales.

RECOMMENDATION

WITH RESPECT to the Memorandum from Mayor B. Mauro dated January 17, 2021, we recommend that the provincial government be requested to revise the Rules for Areas in Stage 1 under Ontario Regulation 82/20 (“lockdown”) to address the inequity created between small businesses required to close and businesses permitted to open and continue sales; to avoid unfair competitive advantage between businesses; and to provide consistency with continued effective health risk management in consultation with Public Health;

AND THAT the provincial government be requested to revise the physical distancing with capacity limits determined on a per square metre basis for persons admitted to all businesses, including restaurants, which are currently subject to a hard-capped occupancy limit regardless of business size or capacity based on the current provincial re-opening framework subject to consultation on Public Health best practices;

AND THAT the City of Thunder Bay calls on the Province to partner with municipalities to pilot unique/additional parameters and programs with our local business community that may be key to offering a safe consumer and employee experience so that businesses can remain open and viable while recognizing the unique makeup of local communities;

AND THAT a copy of this Resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction, the Honourable Rod Phillips, Minister of Finance, Thunder Bay’s MPPs, Association of Municipalities of Ontario (AMO), the Ontario Big City Mayors (OBCM) and Northern Ontario Municipal Association (NOMA) municipalities;

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

ATTACHMENTS

1 Memorandum from Mayor B. Mauro

Memorandum

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

TO: Krista Power, City Clerk

FROM: Mayor Bill Mauro

DATE: January 17, 2021

SUBJECT: Advocacy – Rules for Areas in Stage 1 under Ontario Regulation 82/20
Committee of the Whole – February 1, 2021

We must do everything possible to protect our economy, while at the same time balancing the interests of public health and safety. As the City of Thunder Bay continues to support the Province's COVID-19 response framework, it is critical to recognize that some of the public health measures have created an uneven playing field in affected jurisdictions. Small businesses and local retailers are at a significant competitive disadvantage when lockdowns or the red control level are implemented, while larger retail outlets are permitted to remain open in lockdown and sell more than just essentials in direct competition with small retailers.

The survival of small businesses is essential to the Province's recovery efforts, and as such, the current inequity in lockdown zones between small businesses required to limit their sales to online or curbside pickup and those businesses permitted to remain open and continue in-person sales, must be addressed to avoid unfair competitive advantage between businesses and to provide consistency with continued effective health risk management in consultation with Public Health.

As we move through the pandemic, the City will continue to seek opportunities to work with the Province to help its residents and businesses to be innovative and provide localized solutions, recognizing that public health measures and restrictions on business are not one size fits all and need to be varied based on local public health conditions, demographics and geographic scale.

The City recognizes that the provincial government has been responsive in rolling out and adapting public health measures on a provincial scale. However, we move into the second year of managing the pandemic response it must be acknowledged that what is appropriate in the Province's largest cities may not be appropriate in smaller municipalities that are facing different issues in managing public health while balancing supporting local businesses and economic growth.

I present the following motion for Council's consideration,

WITH RESPECT to the Memorandum from Mayor B. Mauro dated January 17, 2021, we recommend that the provincial government be requested to revise the Rules for Areas in Stage 1 under Ontario Regulation 82/20 ("lockdown") to address the inequity created between small businesses required to close and businesses permitted to open and continue sales; to avoid unfair competitive advantage between businesses; and to provide consistency with continued effective health risk management in consultation with Public Health;

AND THAT the provincial government be requested to revise the physical distancing with capacity limits determined on a per square metre basis for persons admitted to all businesses, including restaurants, which are currently subject to a hard-capped occupancy limit regardless of business size or capacity based on the current provincial re-opening framework subject to consultation on Public Health best practices;

AND THAT the City of Thunder Bay calls on the Province to partner with municipalities to pilot unique/additional parameters and programs with our local business community that may be key to offering a safe consumer and employee experience so that businesses can remain open and viable while recognizing the unique makeup of local communities; and

AND THAT a copy of this Resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction, the Honourable Rod Phillips, Minister of Finance, Thunder Bay's MPPs, Association of Municipalities of Ontario (AMO), the Ontario Big City Mayors (OBCM) and Northern Ontario Municipal Association (NOMA) municipalities;

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