



# **AGENDA MATERIAL**

## **COMMITTEE OF THE WHOLE**

**MEETING DATE:** MONDAY, FEBRUARY 10, 2020

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

**TIME:** IMMEDIATELY FOLLOWING CITY COUNCIL (PUBLIC MEETING)



**MEETING:** Committee of the Whole

**DATE:** February 10, 2020

*Reference No. COW - 8/51*

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**CLOSED SESSION in the McNaughton Room at 6:00 p.m.**

Committee of the Whole - Closed Session

Chair: Councillor T. Giertuga

Closed Session agenda items for February 10, 2020 will be distributed separately to Members of Council and EMT only.

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

Committee of the Whole - Planning Services Session

Chair: Councillor T. Giertuga

***DISCLOSURES OF INTEREST***

***CONFIRMATION OF AGENDA***

Confirmation of Agenda - February 10, 2020 - Committee of the Whole **(Page 4)**

With respect to the February 10, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

***REPORTS OF COMMITTEES***

**Appeals Tribunal (Property Standards) Minutes**

Minutes of Meeting No. 03-2019 of the City of Thunder Bay Appeals Tribunal (Property Standards) held on December 10, 2019, for information. **(Pages 5 – 7)**

## **Lakehead Region Conservation Authority Minutes**

Minutes of Meeting No. 10-2019 of the Lakehead Region Conservation Authority Committee held on November 27, 2019, for information. **(Pages 8 – 15)**

### ***REPORTS OF MUNICIPAL OFFICERS***

#### **Committee of Adjustment Membership**

Report No. R 14/2020 (Development & Emergency Services - Planning Services) recommending an additional Committee of Adjustment member. **(Pages 16 – 18)**

With Respect to Report 14/2020 (Development & Emergency Services – Planning) we recommend that the membership total for the Committee of Adjustment be increased from five to six members;

AND THAT By-law 150-1983 be amended to reflect this change;

ALL as contained in Report No. 14/2020 (Planning Services) as submitted by the Development & Emergency Services Department.

### ***PETITIONS AND COMMUNICATIONS***

#### **Housing in the City of Thunder Bay**

Memorandum from Mr. P. Olsen, Property Agent, dated January 29, 2020 providing information relative to the above noted. **(Pages 19 – 22)**

#### **OPEN SESSION in the S.H. Blake Memorial Auditorium**

Committee of the Whole – Administrative Services Session  
Chair: Councillor M. Bentz

### ***REPORTS OF COMMITTEES***

#### **Anti-Racism & Respect Advisory Committee Minutes**

Minutes of Meeting No. 07-2019 of the Anti-Racism & Respect Advisory Committee held on November 25, 2019, for information. **(Pages 23 – 28)**

## ***REPORTS OF MUNICIPAL OFFICERS***

### **Provincial Land Tax Administration – Agreement Renewal**

Report No. R 4/2020 (Corporate Services and Long Term Care - Revenue) providing information on the Agreement entered into between the Corporation of the City of Thunder Bay and the Ministry of Finance for the continued provision of Provincial Land Tax (PLT) Administration, for information purposes only. **(Pages 29 – 31)**

## ***PETITIONS AND COMMUNICATIONS***

### **Camera & AV Installation**

Memorandum from Ms. K. Power, City Clerk, dated February 3, 2020, relative to re-scheduling the installation date for the cameras in Council Chambers. **(Pages 32 – 34)**

With Respect to the Committee of the Whole Operations/Community Services and City Council meetings scheduled for Monday, April 6, 2020, we recommend that if needed, these meetings be rescheduled to an offsite location that meets the requirements for accessibility and provides for access to live stream services for public connection;

AND THAT Administration report back on the confirmed location at the March 16, 2020 Committee of the Whole Meeting;

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

## ***NEW BUSINESS***

## ***ADJOURNMENT***

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***MEETING DATE***      02/10/2020 (mm/dd/yyyy)

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***SUBJECT***              Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - February 10, 2020 - Committee of the Whole

***RECOMMENDATION***

With respect to the February 10, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

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***MEETING DATE***     02/10/2020 (mm/dd/yyyy)

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***SUBJECT***             Appeals Tribunal (Property Standards) Minutes

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***SUMMARY***

Minutes of Meeting No. 03-2019 of the City of Thunder Bay Appeals Tribunal (Property Standards) held on December 10, 2019, for information.

***ATTACHMENTS***

1. Minutes - Appeals Tribunal - December 10, 2019

**CITY OF THUNDER BAY APPEALS TRIBUNAL  
HEARING: PROPERTY STANDARDS**

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**PAGE 1 OF 2**

DATE: DECEMBER 10, 2019

**HEARING NO.: 03-2019**

TIME: 1:26 P.M.

PLACE: MARTIN ROOM  
3<sup>RD</sup> FLOOR CITY HALL

CHAIR: MR. ANDREAS PETERSEN

**PRESENT:**

Ms. Melanie Mayhew-Hammond  
Mr. Andreas Petersen  
Mr. Robin Rickards

**OFFICIALS:**

Ms. Dana Earle, Deputy City Clerk  
Ms. Leanne Lavoie, Committee Coordinator  
Mr. James Forget, Licensing & Enforcement Officer

**APPELLANT:**

Mr. Giani Domenis

**DISCLOSURES OF INTEREST**

There were no disclosures announced at this time.

**INTRODUCTION**

The purpose of the hearing was to review the order on the property known municipally as 123 Duke Street, Plan 157, N PT Lot 17 E Duke, Thunder Bay, Ontario as adopted by By-law 066-2008, and the Building Code Act, S.O. 1992, c.23, for the maintenance and occupancy of property in the City of Thunder Bay. All of the work was to be completed by November 8, 2019.

Mr. Giani Domenis was appealing the order and requesting an extension to the completion date originally set at November 8, 2019.

**OPENING STATEMENTS**

The City of Thunder Bay was represented by Mr. James Forget, Licensing and Enforcement Officer. Mr. James Forget provided an overview of the steps taken to date relative to the above noted property and provided photographs of the site under review. These pictures will be kept on file in the By-Law and Licensing Department as well as the City Clerk's Office.

Mr. Giani Domenis, the appellant, detailed the reasons for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

The appellant responded to questions from the Committee

Mr. James Forget responded to questions from the Committee.

### **DECISION**

It was consensus of the Committee that Item #1 of the Property Standards Order be confirmed. It states that the appellant is to repair or demolish the dwelling and the foundation the dwelling sits on, repair the soffit and fascia boards, replace the shingles, repair and install eave trough and downspout, ensuring water is directed to the appellant's own property, repair all broken windows and the rear and front doors, ensuring the windows and doors are in good repair, weather tight and reasonably drought free, install hand rails and guards on the open sides of the stairway at the back entrance and install hand rails and guards onto the front deck. Should the appellant choose to demolish the dwelling, appropriate permits must be obtained from the City of Thunder Bay Building Services Division. This item was to be completed by November 8, 2019; However the Committee has amended the order to state that the work is to be completed by November 8, 2020.

MOVED BY:           Ms. M. Mayhew-Hammond  
SECONDED BY:       Mr. R. Rickards

With respect to the Property Standards Order for 123 Duke Street, dated October 8, 2019, we recommend that the date of completion be extended for one year, to November 8, 2020.

CARRIED

Mr. Giani Domenis will receive a letter via registered mail with the new details of the order.

### **ADJOURNMENT**

The meeting adjourned at 1:42 p.m.



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***MEETING DATE***      02/10/2020 (mm/dd/yyyy)

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***SUBJECT***              Lakehead Region Conservation Authority Minutes

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***SUMMARY***

Minutes of Meeting No. 10-2019 of the Lakehead Region Conservation Authority Committee held on November 27, 2019, for information.

***ATTACHMENTS***

1. Minutes - LRCA - November 27, 2019



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

Minutes of the Tenth Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, November 27, 2019, in the Authority Boardroom. The Chair called the Meeting to order at 4:30 p.m.

**PRESENT:** Donna Blunt, Chair  
Rudy Buitenhuis  
Erwin Butikofer  
Andrew Foulds  
Umed Panu  
Allan Vis  
Jim Vezina

**REGRETS:** Grant Arnold, Vice-Chair  
Ed Chambers  
Trevor Giertuga  
Andrea Goold

**ALSO  
PRESENT:** Tammy Cook, Chief Administrative Officer  
Gail Willis, Watershed Manager  
Mark Ambrose, Finance Manager  
Ryne Gilliam, Lands Manager  
Ryan Mackett, Communications Manager  
Melanie O'Riley, Receptionist/Admin Clerk, recorder of Minutes

### 1. ADOPTION OF AGENDA

Resolution #114/19

Moved by Allan Vis, Seconded by Jim Vezina

*"THAT: the Agenda be adopted as published."* **CARRIED.**

### 2. DISCLOSURE OF INTEREST

None.

### 3. MINUTES OF PREVIOUS MEETING

Resolution#115/19

Moved by Jim Vezina, Seconded by Allan Vis

***"THAT: the Minutes of the Lakehead Region Conservation Authority Ninth Regular Meeting held on Wednesday, October 30, 2019, together with the In-Camera portion be adopted as published."***  
**CARRIED.**

### 4. IN-CAMERA AGENDA

Resolution #116/19

Moved by Allan Vis, Seconded by Jim Vezina

***"THAT: we now go into Committee of the Whole (In-Camera) at 4:31 p.m."*** **CARRIED.**

Resolution #117/19

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

***"THAT: we go into Open Meeting at 4:45 p.m."*** **CARRIED.**

The purpose of the In-Camera Meeting pertained to personnel, property and legal matters.

### 5. BUSINESS ARISING FROM PREVIOUS MINUTES

#### (a) File: Conservation Authority Consultation with MECP

Members were advised that the CAO and Chair participated in a teleconference with Ministry of the Environment, Conservation and Parks (MECP) Minister's Office staff person Holly Fullager and Rebecca Teare from the Deputy Minister's Office on November 7, 2019. The Minister did not participate. MECP has indicated that they consider this to be pre-consultation with full consultation to come in the future. Calls were being held with all 36 Conservation Authorities. The call provided an opportunity to discuss the LRCA proposed 2020 and highlight what is unique about the LRCA.

(b) File: 2020 Budget and Levy

Members reviewed and discussed the 2020 Budget and Levy.

Resolution #118/19

Moved by Jim Vezina, Seconded by Erwin Butikofer

***“THAT: the Lakehead Region Conservation Authority adopts the non-matching levy of \$1,517,462 AND FURTHER THAT all member municipalities are designated as benefitting and pay \$880,573 AND FURTHER THAT the City of Thunder Bay is designated as the sole-benefitting municipality for maintaining floodplain mapping, Neebing-McIntyre Floodway projects and Kaministiquia River erosion projects and pays \$636,889 AND FURTHER THAT each member municipality is to be advised of their apportionment of the non-matching levy.” CARRIED.***

Non-Matching Funds Levy Portion - Weighed Recorded Vote Results:

Municipality	Member	Vote %	Vote
Conmee	Grant Arnold	1.54%	Absent
Dorion	Ed Chambers	1.03%	Absent
Gillies	Rudy Buitenhuis	0.88%	Yes
Neebing	Erwin Butikofer	7.87%	Yes
O'Connor	Jim Vezina	1.65%	Yes
Oliver Paipoonge	Allan Vis	19.30%	Yes
Shuniah	Donna Blunt	17.73%	Yes
Thunder Bay	Andrew Foulds	12.50%	Yes
Thunder Bay	Trevor Giertuga	12.50%	Absent
Thunder Bay	Umed Panu	12.50%	Yes
Thunder Bay	Andrea Goold	12.50%	Absent

Resolution #119/19

Moved by Erwin Butikofer, Seconded by Rudy Buitenhuis

***“THAT: the Lakehead Region Conservation Authority adopts the matching levy of \$150,940 AND FURTHER THAT all member municipalities are designating as benefitting AND FUTHER THAT each member municipality is to be advised of their apportionment of the matching levy.” CARRIED.***

Resolution #120/19

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

***“THAT: funds will be taken from the Vehicle and Equipment Reserve during 2020 to purchase a push lawn mower and brush cutter AND FURTHER THAT the estimated cost is \$1,400.” CARRIED.***

Resolution #121/19

Moved by Erwin Butikofer, Seconded by Umed Panu

***“THAT: funds will be taken from the Forest Management Reserve during 2020 for consultant fees and the annual tree subsidy AND FURTHER THAT the estimated cost is \$11,827.” CARRIED.***

Resolution #122/19

Moved by Jim Vezina, Seconded by Erwin Butikofer

***“THAT: the Lakehead Region Conservation Authority adopts the 2020 Budget Document, Version 2.0 for a total budget of \$2,415,719.” CARRIED.***

## **6. CORRESPONDENCE**

### **(a) File: 2018/19 Lakehead University Endowment Report**

Members were advised that the recipient of the 2018/2019 Lakehead University Endowment was Emily Hunt, who is enrolled in first year Honors Bachelor of Science.

### **(b) File: Printed Material**

Printed material was circulated.

## **7. MINUTES**

### **(a) File: Lakehead Conservation Foundation**

The minutes of the Lakehead Conservation Foundation dated June 17, 2019, which were adopted at their November 4, 2019 meeting were noted.

### **(b) File: Conservation Ontario Council Minutes**

The minutes of the Conservation Ontario Council Meeting held on September 30, 2019 were noted.

## **8. STAFF REPORTS**

Members reviewed and discussed Staff Report WM-04-2019 related to the Little Pine River Watershed Assessment Report.

Resolution #123/19

Moved by Erwin Butikofer, Seconded by Jim Vezina

***“THAT: the Little Pine River Watershed Assessment Report be received AND FURTHER THAT the recommendations contained therein are endorsed.” CARRIED.***

Tenth Regular LRCA Meeting Minutes – November 27, 2019

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Members reviewed and discussed Staff Report WM-05-2019 related to the North Current River Watershed Assessment Report.

Resolution #124/19

Moved by Umed Panu, Seconded by Jim Vezina

***"THAT: the North Current River Watershed Assessment Report be received AND FURTHER THAT the recommendations contained therein are endorsed."*** **CARRIED.**

Members reviewed and discussed Staff Report LM-03-2019 related to the 2019 Hazard Tree Removal Program.

Resolution #125/19

Moved by Jim Vezina, Seconded by Umed Panu

***"THAT: Staff Report LM-03-2019 be received for information."*** **CARRIED.**

Members reviewed and discussed Staff Report LM-04-2019 related to the 2019 Conservation Area Maintenance.

Resolution #126/19

Moved by Jim Vezina, Seconded by Umed Panu

***"THAT: Staff Report LM-04-2019 be received for information."*** **CARRIED.**

#### **9. CHIEF ADMINISTRATIVE OFFICER REPORT**

Members were provided with the monthly Treasurer's Report for expenses and revenues for October plus totals to date for Administration, Capital and Vehicle and Equipment Program.

Resolution #127/19

Moved by Umed Panu, Seconded by Allan Vis

***"THAT: the Chief Administrative Officer is authorized to transfer funds within the 2019 budget AND FURTHER THAT the revised Treasurer's Report will be presented at the Annual Meeting."*** **CARRIED.**

Resolution #128/19

Moved by Allan Vis, Seconded by Jim Vezina

***"THAT: the Chief Administrative Officer is authorized to transfer unexpended funds to project balances where required AND FURTHER THAT this is required to facilitate the preparation of the 2019 financial statements." CARRIED.***

It was noted that Staff have begun the process of drafting an Indemnification By-Law for the Authority, as required in the Administrative By-Law.

Members were provided with the 2020 Annual Meeting Agenda format. It was noted the 2020 Annual Meeting will be held on Wednesday January 29, 2020 starting at 4:30 p.m.

**10. PASSING OF ACCOUNTS**

Resolution #129/19

Moved by Jim Vezina, Seconded by Allan Vis

***"THAT: having examined the accounts for the period of October 1, 2019 to October 31, 2019 cheque #1781 to #1813 for \$84,295.23 and preauthorized payments of \$62,418.33 for a total of \$146,713.56, we approve their payment." CARRIED.***

**11. REGULATORY ROLE**

The Plan Input and Review for the period from October 31, to November 27, 2019, was circulated.

The Permits issued for the period from October 31, to November 27, 2019, were circulated.

**12. PROJECTS UPDATE**

Members were advised that the Lake Superior Shoreline Flood Watch was updated on November 6, 2019 in response to the continued high-water levels on Lake Superior.

It was noted that the Watershed Manager and the GIS/Water Resources Technologist attended the 2019 Planning Workshop on October 23, 2019 in Thunder Bay, hosted by the Ministry of Municipal Affairs and Housing Planning Team.

It was noted that printed copies of the 2020 LRCA Fundraising Calendar are available.

It was noted that tickets to the 2020 Conservation Dinner & Auction are now available.

It was noted that the LRCA's education programs have now been completed for 2019. Approximately 3,033 participants took part in programs, school field trips and workshops during 2019, which is an increase of more than 251 participants from 2018.

It was also noted that the current Education Coordinator has retired, as of November 22, 2019. The position has been posted, with interviews conducted during the week of November 18. It is anticipated to have the new Education Coordinator selected with a starting date in January 2020.

It was noted that on November 13<sup>th</sup> the Communications Manager and Information Systems Coordinator attended and presented at the 2019 GIS Day event. The event was hosted at Lakehead University and featured various organizations and businesses conducting quick information sessions to rotating groups of grade 9 high school students to talk about how GIS is implemented at those various organizations.

**13. NEW BUSINESS.**

It was noted that Staff have been working with Eco Logging regarding continuing harvesting within William's Forest per the Forest Management Plan.

**14. NEXT MEETING**

The Annual Meeting will be held on Wednesday, January 29, 2019, starting at 4:30 p.m.

**15. AJOURNMENT**

Resolution #130/19

Moved by Andrew Foulds, Seconded by Allan Vis

***"THAT: the time being 5:27 p.m. AND FURTHER THAT there being no further business we adjourn." CARRIED.***

  
Chair

  
Chief Administrative Officer



# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Development & Emergency Services - Planning Services	<b>REPORT NO.</b>	R 14/2020
<b>DATE PREPARED</b>	10/01/2020		
<b>MEETING DATE</b>	Committee of the Whole – 02/10/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	Committee of Adjustment Membership		

## **RECOMMENDATION**

With Respect to Report 14/2020 (Development & Emergency Services – Planning) we recommend that the membership total for the Committee of Adjustment be increased from five to six members;

AND THAT By-law 150-1983 be amended to reflect this change;

ALL as contained in Report No. 14/2020 (Planning Services) as submitted by the Development & Emergency Services Department.

## **EXECUTIVE SUMMARY**

The Committee of Adjustment currently consists of five members. Adding another member to the Committee will improve its function and increase the opportunity of reaching quorum at meetings. Achieving quorum at meetings in 2019 has been a challenge and the addition of another member will assist with ensuring that the committee can meet and make decisions in a timely manner.

## **DISCUSSION**

The Planning Act allows City Council to delegate its authority to grant minor variances to the Zoning By-law and to create lots through consent to sever by appointing a Committee of Adjustment. By-law 150-1983 constitutes and appoints a five member Committee of Adjustment. There must be three members in attendance at a Committee of Adjustment Hearing to render a decision. Over the last few years there have been a number of occasions when it has been difficult to secure quorum at a Committee meeting. Recently, a meeting had to be cancelled and rescheduled as quorum could not be reached. Cancelling and rescheduling a meeting has real costs to both the City and the Applicant and results in the delay of development projects.

Applications considered by the Committee of Adjustment are governed by the Planning Act and Ontario Regulations. There are required notices that must be provided prior to Committee of Adjustment meetings. When a meeting has to be rescheduled new notices must be mailed and new signs posted. There are costs associated with the production and redistribution of these new notices and the Applicant can incur costs associated with the delay in advancing their development project.

By increasing the number of Committee members to six there is a greater likelihood that there will be a minimum of three members in attendance to meet quorum.

To increase the Committee's membership, the City Clerk will follow Corporate Policy 08-01-01 Citizen Appointments to Committees and Boards, by notifying the previous unsuccessful candidates to determine whether they wish to let their name be reconsidered for appointment, and will arrange for a public notice and advertisement of the vacancy. Committee of the Whole (Closed Session) will consider the applications and recommend an Applicant for appointment.

### ***FINANCIAL IMPLICATION***

Given the recent struggles to obtain a quorum at meetings it is not anticipated that an additional Committee member will result in any extra cost and expenses will be accommodated within Planning Services' existing budget. There will be opportunities for cost savings associated with rescheduling meetings that are cancelled due to a lack of quorum.

### ***CONCLUSION***

Increasing the number of Committee of Adjustment members from five to six will allow the Committee to operate more efficiently and will help to advance development applications in a timely fashion.

### ***BACKGROUND***

A five member Committee of Adjustment was constituted by By-law 150-1983. In 1989, due to a lack of experience on the Committee, membership was increased to six members to allow for the appointment of an additional member who had previous Committee experience and was able to assist with the duties of Chairman. The Committee operated with six members until 1992 when one of the members resigned mid-term. Rather than fill the vacancy, Council chose to reduce the membership of the Committee to five. The Committee has operated with five members since that time; however, over the last few years it has been challenging to ensure quorum, which has made the scheduling of meetings and the advancement of some development applications difficult.

***REFERENCE MATERIAL ATTACHED:***

None

***PREPARED BY:*** Leslie McEachern, Director Planning Services

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Mark J. Smith, General Manager – Development & Services	February 4, 2020



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**MEETING DATE**     02/10/2020 (mm/dd/yyyy)

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**SUBJECT**             Housing in the City of Thunder Bay

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***SUMMARY***

Memorandum from Mr. P. Olsen, Property Agent, dated January 29, 2020 providing information relative to the above noted.

***ATTACHMENTS***

1 Memorandum from Mr. P. Olsen

## **MEMORANDUM**

***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*

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**TO:** Committee of the Whole

**FROM:** Peder Olsen, Property Agent  
Realty Services Division

**DATE:** January 29, 2020

**RE:** Housing in the City of Thunder Bay

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**FILE NO.:** 18 806851

This memorandum provides information as requested by Council referral resolution at its August 27, 2018 meeting with regards to the Presentation and Motion – Housing in the City of Thunder Bay.

### **Referral Resolution – Presentation and Motion – Housing in the City of Thunder Bay**

“With respect to the Presentation & Motion – Housing in the City of Thunder Bay, we recommend that Administration and the proponent report back to Committee of the Whole by a recommendation on the grant program, The City of Thunder Bay’s potential application and the associated financial costs.”

### **Request**

Committee of the Whole received a memorandum and presentation by Councillor A. Ruberto, Mr. P. Stevenson and Ms. B. Kryswaty, Social Researcher/Planner - Lakehead Social Planning Council at its August 27, 2018 meeting regarding opportunities to investigate and pursue alternative housing options for the City.

The presentation focused on the opportunities to cooperatively develop a program to establish small or tiny housing units as a pilot program within the City for hard to house community members. There was a request that the City provide funding support to assist in defining the development of a proposal of a small or tiny housing unit’s pilot program and apply for funding from other sources.

### **Grant Programing**

At the time of the presentation to Council the hope was that an application could be developed and submitted to the Ontario Trillium Foundation for project development. However, municipalities were not permitted to be leads in applications to the Ontario Trillium Foundation.

In the fall of 2018, Ontario Trillium Foundation stopped accepting applications to the funding stream that was being considered while the Foundation's structure and funding budget were reviewed by the new Provincial government.

The Ontario Trillium Foundation, as of fall 2019, is now again accepting applications for project development funding "Seed Grants". The application deadline for "Seed Grants" is February 26, 2020. Municipalities with populations over 20,000 remain ineligible applicants.

Lakehead Social Planning Council is currently preparing their application to the Trillium Foundation for funding to develop the project business plan and project definition and anticipates meeting the February 26, 2020 deadline.

### **Project Proponents**

Administration has met and held discussions with project participants Lakehead Social Planning Council and Habitat for Humanity Thunder Bay. In October it was confirmed that Habitat for Humanity Thunder Bay will take on the role of project Lead Proponent.

### **Potential Participation Role for the City of Thunder Bay**

Until the proposed project is more fully defined in terms of objectives, evidenced based expected outcomes, leadership, management, scale, monitoring, and ongoing property operations and maintenance, Administration is limited in its ability to recommend the City's participation beyond application of the current Municipal policies noted below.

Administration reviewed with the project proponents Municipal policies that may have application. The policies reviewed were as follows:

- Policy No. 09-04-65 – Corporate Land-Related Financial Assistance, allows that non-profit organizations may purchase or lease City-owned lands at a discount of 25% of appraised land value, but not to exceed \$25,000.
- Policy No. 05-06-02 – Community Partnership, allows that the City may partner with community groups for major capital projects. Major capital projects are projects of an unusual or extraordinary nature, with a total project capital cost of at least \$100,000. The City contribution towards capital projects for community owned assets will be a maximum of 25% of the eligible capital costs for the project. Contributions may be in the form of cash or land contributions.

The City's Official Plan promotes "an ample and varied supply of dwelling types designed to be safe, accessible, and to meet the needs of the all income groups." In keeping, Administration, will provided the project proponents with a letter of support for the purposes of the Trillium Foundation Application.

Additionally, Administration has met with project proponents to review surplus City lands that may have potential for the proposed pilot project.

## Background

Small or tiny housing has been broadly defined by the Ontario Ministry of Municipal Affairs and Housing as a:

small, private and self-contained dwelling unit:

- with living and dining areas
- with kitchen and bathroom facilities
- with a sleeping area
- intended for year-round use

A tiny home can be a primary home or a separate structure on a property that already has an existing house. Camper, recreational vehicles, cottages and other structures used on a seasonal basis are not considered tiny homes.<sup>ii</sup>

Small or tiny homes, if either built on site or pre-manufactured, must comply with all the requirements of the Ontario Building Code. Pre-manufactured units must be constructed in a certified factory and the units must meet Canadian Standards Association (CSA) standards, as well as all building permits, inspections and connections to municipal services, municipal zoning and all other local by-laws.

The Ontario Building Code sets out minimum room sizes in a dwelling depending on a number of factors. However, a small or tiny home with an open-concept design could be as small as 17.5 m<sup>2</sup> (188.4 ft<sup>2</sup>)<sup>iii</sup>

Planning Services notes that small or tiny homes are not defined in the City's Zoning By-law. Under the current Zoning By-law an amendment would be required to add a second home on a property. Additionally, a small or tiny home subdivision would require planning approvals, especially the Zoning By-law since the standard lot size would most likely have to be reduced.

The Official Plan supports the addition of dwellings within a building lot accessory to a single detached, semi-detached, or townhouse dwelling. The work being done presently on the Zoning By-law update would permit such additions under certain circumstances (minimum lot sizes, etc.).

Garden Suites, under section 39.1 of the Planning Act are permitted with a temporary use by-law; which can be for up to 20 years and renewable thereafter. An agreement addressing the occupancy, siting, and eventual removal is required. The garden suite would have to be a "portable" structure.

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<sup>i</sup> City of Thunder Bay Official Plan, 2019, p. 71

<sup>ii</sup> Ontario, The Ministry of Municipal Affairs and Housing, "Build or buy a tiny home" December 2019, p. 3.

<sup>iii</sup> Ibid. p. 11.

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***MEETING DATE***     02/10/2020 (mm/dd/yyyy)

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***SUBJECT***             Anti-Racism & Respect Advisory Committee Minutes

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***SUMMARY***

Minutes of Meeting No. 07-2019 of the Anti-Racism & Respect Advisory Committee held on November 25, 2019, for information.

***ATTACHMENTS***

1. Minutes - Anti-Racism & Respect Advisory Committee - November 25, 2019



**DATE:** NOVEMBER 25, 2019**MEETING NO. 07-2019****TIME:** 12:05 p.m.**PLACE:** MCNAUGHTON ROOM, 3<sup>RD</sup> FLOOR, CITY HALL**CHAIR:** JASON VELTRI**PRESENT:**

Councillor Rebecca Johnson  
Ms. Kristin Fisher, *Indigenous Students –  
Confederation College*  
Mr. Chris Krumpholz, *Community Representative*  
Mr. Moffat Makuto, *Regional Multicultural Youth  
Association*  
Ms. Melanie Mayhew-Hammond, *Community  
Representative*  
Mr. Jason Veltri, *Community Representative*  
Ms. Anita Muggerridge, *Thunder Bay  
Multicultural Association*  
Mr. Ryan Scott, *Community Representative*  
Mr. Vignesh Viswanathan, *International Students  
– Confederation College*

**OFFICIALS:**

Mr. Norm Gale, City Manager  
Ms. Karen Lewis, Director – Corporate  
Strategic Services  
Ms. Regina Mandamin, Manager – Indigenous  
Relations & Inclusion  
Ms. Lorraine MacPhail, Supervisor - Staffing,  
Development & Support Services  
Mr. Jeff Howie, Policy Assistant to the Mayor  
Ms. Maureen Nadin, Committee Resource  
Ms. Katie Piche, Committee Coordinator

**GUESTS:**

Mr. James Plourde, Oshki Anishnawbeg  
Student Association  
Insp. Derek West, Thunder Bay Police Service

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

The Chair called the meeting to order at 12:05 p.m. There were no disclosures of interest declared at this time.

**2.0 CONFIRMATION OF AGENDA**

**MOVED BY:** Mr. V. Vaswanathan  
**SECONDED BY:** Mr. C. Krumpholz

With respect to the November 25, 2019 meeting of the Anti-Racism & Respect Advisory Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**CARRIED**

**3.0 WALK A MILE PRESENTATION**

Ms. Regina Mandamin, Manager – Indigenous Relations & Inclusion provided an overview.

Chapter Two of Walk a Mile was viewed.

A discussion was held relative to the above noted.

#### 4.0 HUMAN RESOURCES PRESENTATION

Ms. Lorraine MacPhail, Supervisor – Staffing, Development & Support Services provided a PowerPoint presentation relative to the City’s Employment Equity Survey and Cultural Awareness Training across the Corporation. The following statistics and information were discussed:

- Most recent survey: 25% response rate
- 2017 work force profile survey results
- 2017 job applicant demographic and data
- Self-identification (voluntary)
- Reporting to Council
- Employment outreach and retention plan (multi-year plan, live document)
- 1<sup>st</sup> Annual CTB Career Fair (April 2020)
- Indigenous Youth Fair (February 2020)
  - Resume/interview prep
  - One on one discussions with youth
- Employment Outreach Survey
- Cultural Training to date:
  - Accessibility Awareness Training (AODA)
  - Indigenous Cultural Awareness Training
  - Celebrating Differences & Embracing Diversity
  - Walk a Mile, **respect.**, Code of Conduct, Workplace Harassment & Discrimination, Recruitment, Selection & Hiring training

Ms. L. MacPhail provided an overview and responded to questions relative to statistics on successful hires, types of positions, response rates, and LGBTQ+ outreach.

#### 5.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 06-2019 of the Anti-Racism & Respect Advisory Committee held on October 28, 2019 to be confirmed, as amended.

Ms. K. Lewis, Director – Corporate Strategic Services provided information relative to the resolution contained in the October 28, 2019 minutes, regarding a proposed Indigenous Relations Advisory Committee.

A discussion was held relative to the proposed changes to the resolution and Ms. K. Lewis responded to questions.

MOVED BY: Mr. C. Krumpholz  
SECONDED BY: Ms. A. Muggeridge

THAT the Minutes of Meetings No. 06-2019 of the Anti-Racism & Respect Advisory Committee, held on October 28, 2019, be confirmed, as amended.

CARRIED

## 6.0 BUSINESS ARISING FROM PREVIOUS MEETINGS

### 6.1 Terms of Reference

Report No. R 160/2019 – Terms of Reference – Anti-Racism & Respect Advisory Committee, for information.

### 6.2 Radicalization Against Violence

Mr. C. Krumpholz provided an overview relative to the Radicalization Against Violence session that was held in October 2019. Members from the Crime Prevention Council, Youth Inclusion and Thunder Bay Police Service were also in attendance.

Document entitled “Radicalization Leading to Violence Training Synopsis” was distributed on desks, for information.

## 7.0 CITY OF THUNDER BAY RESPECT. COMMITTEE UPDATE

Councillor R. Johnson provided a brief update relative to City of Thunder Bay’s respect. Committee. New postcards were distributed, for information.

Councillor R. Johnson advised that the respect. Committee is interested in having member(s) from the Anti-Racism & Respect Advisory Committee attend their upcoming three (3) year planning meetings to provide input. Mr. C. Krumpholz and Mr. V. Viswanathan put their names forward to attend.

Councillor R. Johnson also provided information regarding having a respect. component at the upcoming Special Olympics being held in Thunder Bay in 2020.

## 8.0 2020 BLACK HISTORY MONTH PLANNING

Mr. C. Krumpholz provided information relative to the above noted.

It was consensus of the Committee that Mr. C. Krumpholz begin planning the 2020 Black History Month event.

It was noted that the Committee can promote the event on the City's Facebook page.

An update with more details of the event will be provided at the next meeting.

#### 9.0 WORKING GROUP UPDATE – CARL CRAWFORD PRESENTATION

Ms. M. Nadin, Committee Resource provided an update relative the above noted. Mr. Crawford has confirmed that he will be in Thunder Bay on April 28-30, 2020.

On Wednesday, April 29, 2020, a full day community engagement session and public presentation with Mr. Crawford will be scheduled. Location to be determined.

Ms. Nadin will provide an update at the next meeting. The next working group meeting is scheduled for January 2020.

#### 10.0 CITY OF THUNDER BAY 2019 - 2022 STRATEGIC PLAN

Ms. K. Lewis advised that the above noted report will be presented at Committee of the Whole on November 25, 2019, for Council's consideration. An update will be provided at the next meeting.

#### 11.0 INCIDENT REPORTING WORKING GROUP

Mr. J. Veltri advised that the next incident reporting working group meeting has been rescheduled to January 2020.

#### 12.0 ANNOUNCEMENTS

- J. Veltri - Thunder Pride AGM – November 27 from 7pm-9pm;
  - Thunder Pride event at Sleeping Giant Brewing Co. – December 1 from 2pm-5pm
- M. Makuto - Diversity Thunder Bay AGM – November 27;
  - RMCYA working with TBPS and LU regarding Police/Youth relations

#### 13.0 NEW BUSINESS

Proposed 2020 Committee Budget

Ms. K. Lewis provided an overview relative to the Committee's proposed 2020 budget.

Memorandum from Ms. K. Lewis, dated November 25, 2019, was distributed on desks, for information.

14.0 NEXT MEETING

Committee meetings are held on the last Monday of each month, except July, August, and December, commencing at 12:00 p.m. in the McNaughton Room, 3rd Floor of City Hall.

MOVED BY: Ms. A. Muggeridge  
SECONDED BY: Mr. R. Scott

We recommend that the proposed 2020 Anti-Racism & Respect Advisory Committee meeting schedule be approved.

CARRIED

The 2020 meetings are scheduled as follows:

- Monday, January 27, 2020
- Monday, February 24, 2020
- Monday, March 30, 2020
- Monday, April 27, 2020
- Monday, May 25, 2020
- Monday, June 29, 2020
- Monday, September 28, 2020
- Monday, October 26, 2020
- Monday, November 30, 2020

15.0 ADJOURNMENT

The meeting adjourned at 2:05 p.m.

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Corporate Services & Long Term Care - Revenue	<b>REPORT NO.</b>	R 4/2020
<b>DATE PREPARED</b>	11/28/2019	<b>FILE NO.</b>	
<b>MEETING DATE</b>	02/10/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	Provincial Land Tax Administration – Agreement Renewal		

## **RECOMMENDATION**

This report is for information only.

## **EXECUTIVE SUMMARY**

This report provides information on the Agreement entered into between the Corporation of the City of Thunder Bay and the Ministry of Finance for the continued provision of Provincial Land Tax (PLT) Administration services effective January 1, 2020, for a term of five years with options to renew for two additional years. PLT Administration includes billing and collection services for approximately 74,000 accounts including levies for Provincial Land Tax, school boards, local service boards, and local roads boards in the unincorporated territories of Ontario.

## **DISCUSSION**

Provincial Land Tax (PLT) Administration services include the following:

- Billing and collection of 74,000 property tax accounts in the unincorporated territories of Ontario
- Billing and collection on behalf of 24 school boards
- Billing and collection on behalf of 43 local service boards
- Billing and collection on behalf of 189 local roads boards
- Customer Service requirements
- Account maintenance services
- Financial reporting requirements

### **Master Agreement**

The Corporation of the City of Thunder Bay has entered into Agreement with the Ministry of Finance to continue to provide Provincial Land Tax (PLT) administration services on behalf of the Ministry of Finance. This Agreement takes effect January 1, 2020 and expires December 31,

2024, with the Ministry having the option to extend the contract for up to two additional one (1) year terms.

The City initially entered into Agreement with the Ministry for PLT administration services January 1, 2009. The contract had an initial term of five years with the option to renew for an additional three years. Ancillary agreements of one year each extended the term for a total of another three years to the end of 2019.

The Ministry, satisfied with the City's service related to PLT administration, requested that a new Agreement be executed. This Master Agreement establishes the deliverables for the contract. It sets out expectations and performance criteria, as well as data security and confidentiality with respect to property tax rolls, customer service levels, performance management and reporting, as well as billing and payment services, rebate and deferral programs.

### ***Statement of Work – Ongoing Administration***

The City has also executed a Statement of Work for Ongoing Administration for the year 2020 with the Ministry of Finance.

In addition to the Master Agreement, which establishes the overall guiding principals for the term of the Agreement, a Statement of Work for Ongoing Administration is completed each year the Agreement is in effect. The Statement of Work documents the deliverables, fees and payment process for the year, sets tax billing and performance review timeframes, and updates City and Ministry contacts.

### ***FINANCIAL IMPLICATION***

The City of Thunder Bay bills the Ministry of Finance for 100% of the costs related to providing PLT administration services, including salaries and benefits of eight Full Time Equivalencies. In addition to the continuation of these jobs for the next five to seven years, an annual administration fee paid by the Ministry generates net revenue to the City.

For the years 2020 to 2024, the initial term of the Agreement, the total net revenue to the City is \$886,894, with an additional \$193,658 and \$199,468, respectively, if the Ministry of Finance exercises its right to extend the term for the two additional one (1) year terms.

### ***CONCLUSION***

It is concluded that this report be received for information purposes.

## ***BACKGROUND***

In June 2008, the Land Tax Section of the Tax Revenue Division of the Ministry of Revenue undertook a search in Northern Ontario for a municipality to act as service provider on behalf of the Ministry for administration of provincial land taxes effective January 1, 2009. The intent of the Ministry was to enter into an arrangement to purchase services from a northern municipality and leverage its municipal property tax expertise and systems to improve efficiency and customer service to taxpayers in the unincorporated territories of Ontario by providing them with additional payment options and consolidated tax bills.

The Ministry followed an extensive evaluation process to select a municipality that had an interest in being the service provider as well as having the capacity and capability. The City of Thunder Bay was successful in its bid to be the service provider.

In October 2008, City Council gave the General Manager of Corporate Services and Long Term Care, City Treasurer authority to sign the required agreements, including ancillary and renewal agreements, and annual statements of work related to PLT administration.

Following the 2011 Ontario general election, the Ministry of Revenue was merged into the Ministry of Finance.

## ***REFERENCE MATERIAL ATTACHED:***

None.

***PREPARED BY:*** Karen Caren, Supervisor – Provincial Land Tax Administration

THIS REPORT SIGNED AND VERIFIED BY:  Linda Evans, GM Corporate Services & Long Term Care, Treasurer	DATE:  January 9, 2020
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**MEETING DATE** 10/02/2020 (mm/dd/yyyy)

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**SUBJECT** Camera & AV Installation

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***SUMMARY***

Memorandum from Ms. K. Power, City Clerk, dated February 3, 2020, relative to the above noted.

***RECOMMENDATION***

With Respect to the Committee of the Whole Operations/Community Services and City Council meetings scheduled for Monday, April 6, 2020, we recommend that if needed, these meetings be rescheduled to an offsite location that meets the requirements for accessibility and provides for access to live stream services for public connection;

AND THAT Administration report back on the confirmed location at the March 16, 2020 Committee of the Whole Meeting;

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

***ATTACHMENTS***

1. Memo -Camera Install - Council Chambers - K Power - Feb 10 COW FINAL

# Memorandum

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

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**TO:** Mayor & Council

**FROM:** Krista Power, City Clerk

**DATE:** February 3, 2020

**SUBJECT:** Update – Camera & AV Installation – Council Chambers  
Committee of the Whole – February 10, 2020 - For Information

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This memorandum provides for information on the work associated with the updating of camera and audio visual equipment in Council Chambers. This work began with in early 2019 with the procurement of a design for a new high definition system of camera and audio visual equipment for Council Chambers.

Our planning team of Jack Avella, Manager – Corporate Information Technology, Paul Draper, Supervisor – Network and Technology Services, Vicki Gagne-Smith, Senior Buyer, and me have confirmed the design for the system and we've completed the tender process. Equipment is currently arriving at City Hall for installation.

It was our goal that installation would take place February 11 – 28<sup>th</sup> but due to the lack of availability of crucial pieces of equipment, the installation date has been rescheduled. Administration has determined that this specific equipment could not be sourced from another supplier nor replaced with other pieces of equipment.

As a result, we have re-evaluated the installation date and rescheduled to begin on March 24, 2020. Evolution Inc. has been contracted to begin the work associated with the installation of equipment. It is estimated that this work will be completed by April 15<sup>th</sup>. In order to provide for full and unfettered access to Chambers during the installation period, it is expected that the April 6<sup>th</sup> Committee of the Whole – Operations/Community Services Session and City Council meetings will need to be rescheduled to another location or cancelled.

As such the following recommendation is provided for your consideration;

With Respect to the Committee of the Whole Operations/Community Services and City Council meetings scheduled for Monday, April 6, 2020, we recommend that if needed, these meetings be rescheduled to an offsite location that meets the requirements for accessibility and provides for access to live stream services for public connection;

AND THAT Administration report back on the confirmed location at the March 16, 2020 Committee of the Whole Meeting;

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

c.c. Norm Gale, City Manager  
John Morassutti, Supervisor – Facility Services  
Jack Avella, Manager – Corporate Information Technology  
Paul Draper, Supervisor – Network & Technology Services  
Vicki Gagne-Smith, Senior Buyer