



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, NOVEMBER 9, 2020

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

TIME: 6:30 PM



MEETING: Committee of the Whole

DATE: Monday, November 9, 2020

Reference No. COW - 41/51

CLOSED SESSION in S.H. Blake Memorial Auditorium at 5:00 p.m.

Committee of the Whole - Closed Session

Chair: Councillor T. Giertuga

Closed Session Agenda 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 - Community Services Session

Chair: Councillor S. Ch'ng

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - November 9, 2020 - Committee of the Whole **(Page 5)**

With respect to the November 9, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

DEPUTATIONS

Confederation College 2020-2025 Strategic Plan – Kaa-anokaatekin

Correspondence from Ms. K. Lynch, President - Confederation College, dated October 29, 2020 requesting to provide a deputation relative to the above noted. **(Pages 6-24)**

REPORTS OF COMMITTEES

The District of Thunder Bay Social Services Administration Board Minutes

Minutes of Meetings No. 13/2020 and No. 14/2020 (Closed) of The District of Thunder Bay Social Services Administration Board held on September 17, 2020, for information. **(Pages 25-36)**

Thunder Bay District Health Unit - Board of Health Minutes

Minutes of Thunder Bay District Health Unit - Board of Health Meeting, held on September 16, 2020 for information. **(Pages 37-44)**

REPORTS OF MUNICIPAL OFFICERS

2024 Ontario Winter Games Bid

Report No. R 132/2020 (Community Services - Recreation & Culture) recommending that Administration submit a bid for the City of Thunder Bay to host the 2024 Ontario Winter Games. **(Pages 45-52)**

THAT with respect to Report No. R 132/2020 (Community Services - Recreation & Culture), we recommend that Administration submit a bid for the City of Thunder Bay to host the 2024 Ontario Winter Games;

AND THAT funding in the amount of \$250,000 be approved in principle and distributed between the 2023 and 2024 operating budgets, should the bid for hosting the 2024 Ontario Winter Games be successful;

AND THAT a contribution of up to \$50,000 of in-kind services and/or waived fees be approved in principle and distributed between the 2023 and 2024 operating budgets should the bid for hosting the 2024 Ontario Winter Games be successful;

AND THAT _____ be appointed to represent City Council on the Bid Committee for the Games;

AND THAT Administration report back on the opportunity to bid for the 2024 Canada 55+ Games should the bid for the 2024 Ontario Winter Games not be successful;

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

Appointment of Chairs and Vice Chairs, Committee of the Whole

Report No. R 116/2020 (City Manager's Office - Office of the City Clerk) addressing the appointment of Chairs and Vice Chairs for the four sessions of Committee of the Whole. **(Pages 53-55)**

With respect to Report No. R 116/2020 (City Manager's Office - Office of the City Clerk), we recommend that the following Members of Council be appointed Chair and Vice Chair for Committee of the Whole Sessions as follows:

Chair, Operations Session: _____

Vice Chair, Operations Session: _____

Chair, Community Services Session: _____

Vice Chair, Community Services Session: _____

Chair, Planning Session: _____

Vice Chair, Planning Session: _____

Chair, Administrative Services Session: _____

Vice Chair, Administrative Services Session: _____

AND THAT the above appointments remain in effect until the last meeting of Committee of the Whole and City Council in November 2022.

PETITIONS AND COMMUNICATIONS

Survey and Continuous Improvement Initiative

Memorandum from Councillor M. Bentz, dated October 14, 2020 containing a motion relative to the above noted. **(Pages 56-58)**

With respect to the memorandum from Councillor M. Bentz dated October 14, 2020 relative to a continuous improvement process to collect feedback from and promote discussion on council regarding our work as elected representatives, we recommend that Administration be tasked with the following work:

- Creation of survey questions for council review that provides questions related to progress on efficiency of meetings, decision making and council procedures;
- Distribution of survey to all members for completion
- Compilation of data received from the survey
- Analysis of data, key themes, identify challenges and opportunities
- Facilitated session to receive data and determine any appropriate next steps

AND THAT this work be completed on or before the conclusion of the 2021 Budget Process;

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

Request for Policy – Legacy Funding Relating to Events

Memorandum from Mayor B. Mauro, dated October 29, 2020 containing a motion relative to the above noted. **(Pages 59-60)**

With Respect to the Memorandum from Mayor B. Mauro dated October 29, 2020, we recommend that Administration be directed to develop a policy which outlines the process for the management of surplus funds relating to events supported and hosted in the City of Thunder Bay;

AND THAT Administration report back on or before March 31, 2021 their recommendations and draft policy for Council review;

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

NEW BUSINESS

ADJOURNMENT

MEETING DATE 11/09/2020 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - November 9, 2020 - Committee of the Whole

RECOMMENDATION

With respect to the November 9, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

MEETING DATE 11/09/2020 (mm/dd/yyyy)

SUBJECT Confederation College 2020-2025 Strategic Plan – Kaa-anokaatekin

SUMMARY

Correspondence from Ms. K. Lynch, President - Confederation College, dated October 29, 2020 requesting to provide a deputation relative to the above noted.

ATTACHMENTS

1 K Lynch letter dated Oct 29 2020

October 29, 2020

Ms. Krista Power
City Clerk
Office of the City Clerk
500 Donald Street East
Thunder Bay ON P7E 5V3

Dear Ms. Power:

RE: Request for Deputation – Monday, November 9, 2020
Confederation College - 2020-2025 Strategic Plan – Kaa-anokaatekin

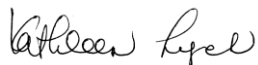
I am respectfully submitting a request to appear as a deputation before Committee of the Whole on Monday, November 29, 2020.

I have consulted with Norm Gale, City Manager about making a presentation to apprise City Council regarding the College's New 2020-2025 Strategic Plan – Kaa-anokaatekin. I will review our activities to date and the college's future direction.

A copy of my presentation is attached for your information.

If you have any further questions, I can be reached at klynch@confederationcollege.ca or through my Executive Assistant, Barbara Greer at bgreer2@confederationcollege.ca or 475-6351.

Yours truly,



Kathleen Lynch
President

cc. Norm Gale, City Manager
Kristen Oliver, Chair – Board of Governors

Enclosure Presentation



Presentation to City Council

By: Kathleen Lynch, President

November 9, 2020

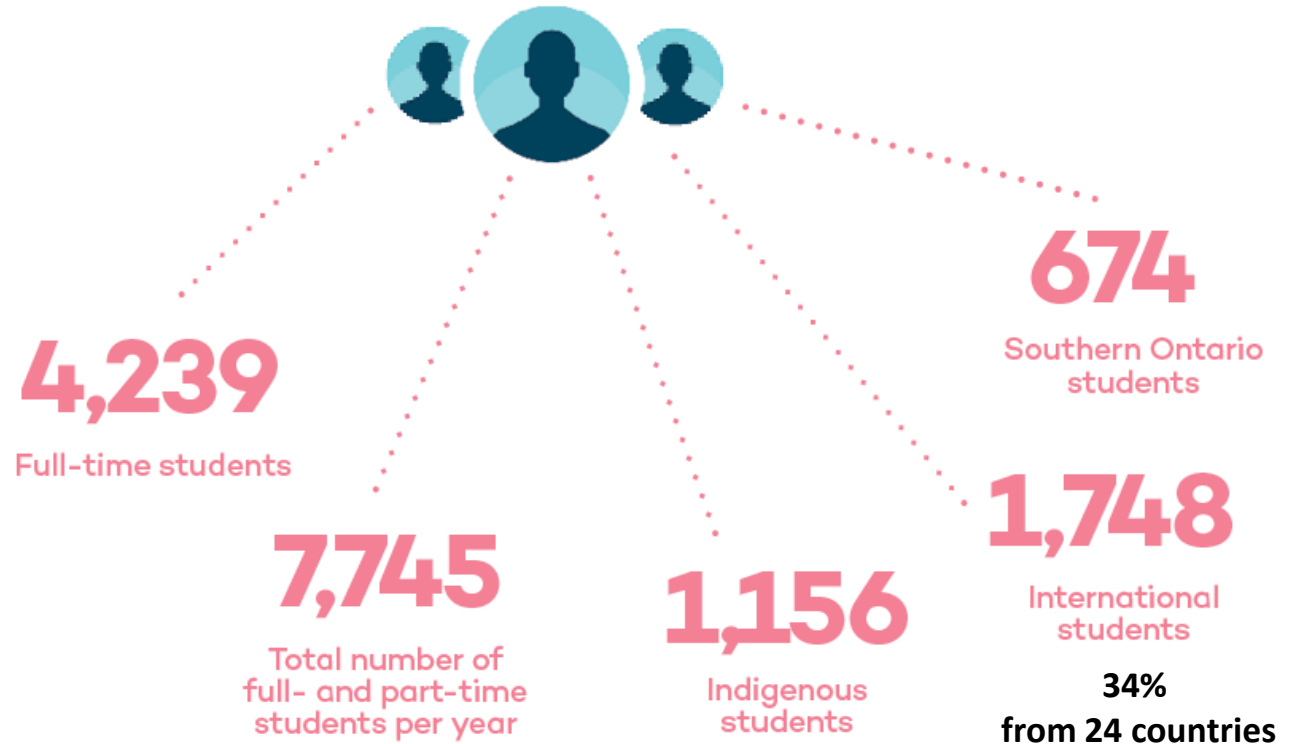
Confederation by the Numbers 2019/20

AREAS OF STUDY

11

FULL-TIME
PROGRAMS

58

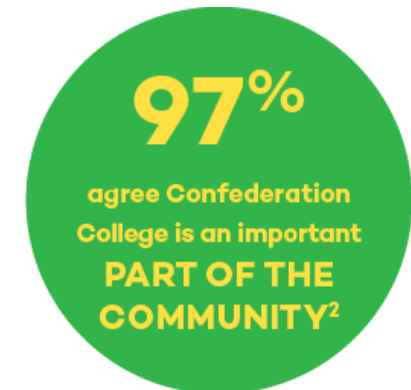


- 1,103 people engaged in Contract Training
- 337 students in Apprenticeship programs

Confederation by the Numbers 2019/20

- **52,000 Alumni**
- **\$643.4 million regional economic impact* (2018/19)**
 - **\$3.0 million added by International students**
 - **\$1.4+ million added by Indigenous students**

**to be updated this year (2020/21)*



Flexible, Technology-Enabled Learning

- Serves an area of some 550,000 km²
 - Similar to the size of France or Texas
 - Includes 88 Indigenous communities
- 9 campuses including Thunder Bay
- Growing Distance Education division
 - This year's enrolment up 72%



College Impact:

Corporation of the City of Thunder Bay

Programming that directly supports the City of Thunder Bay (Human Resources):

- **Bachelor of Science in Nursing**
(BScN collaborative program with Lakehead University)
- **Business**
- **Early Childhood Education**
- **Paramedic**
- **Personal Support Worker**
- **Police Foundations**
- **Practical Nursing**
- **Pre-Service Fire Fighter**
- **Trades and Technology**
- **and more**

&

**City staff sit on
Program Advisory
Committees to
keep curriculum
relevant**

Kaa-anokaatekin

Work that is now carried



Strategic Plan

2020-2025

Learn more: www.confederationcollege.ca/strategicplan



Mission

Confederation College inspires students to succeed in their lives and careers.

Vision

Confederation College enriches lives through learning.

Negahneewin Vision

Confederation College commits to realizing the Negahneewin Vision through reconciliation and renewed relationships with Indigenous peoples as partners for change in education. This is achieved by building common ground between Indigenous and non-Indigenous peoples through a mutual understanding of history, a shared vocabulary and rich dialogue.

4

Pillars

**Access
and
Success**

**Indigenous
Learning**

**Institutional
Excellence**

**Community
Prosperity**

Access and Success

Confederation College creates a positive, supportive environment that attracts students and meets their educational objectives.

Student Impact on the City of Thunder Bay

Support for many organizations through:

- Fundraising and volunteerism
- Applied learning – placements and co-ops
- Part-time employees for many businesses
- Future residents of the City to help replace our aging/declining population
- Graduates want to stay in the City
 - Rural and Northern Immigration Pilot NOC Codes match College programs/graduates

Indigenous Learning

Confederation College aspires to be a leader in Indigenous learning in Canada.

Equity and Decolonization

- Anti-Racism & Inclusion Coalition Member with the City
- Systemic Racism Review and Recommendations
 - Diversity, Equity and Indigenous Lens launched
 - Equity and Human Rights Advisor position established
- Negahneewin Education Strategy
 - 4 Seasons to Reconciliation mandatory staff training (almost 100% compliance)
 - Embedding Indigenous Learning Outcomes in all programs (5-year plan to complete)
- Renamed Centre for Policy and Research in Indigenous Learning to Negahneewin Research Centre
 - Embarking on applied research initiatives through the Centre

Institutional Excellence

Confederation College is recognized as an excellent and progressive organization.

- TEC Hub opening and activities
- Regional campus openings
 - Sioux Lookout, Northshore (Marathon), Greenstone (Longlac)
- Atikokan/Nakina Drive bridge re-construction with City partnership for multi-purpose pathway
- Energy Retrofit Project in Thunder Bay and Kenora
 - 624,000 m³ natural gas saved
 - \$150,000 anticipated cost savings



Institutional Excellence

Confederation College is recognized as an excellent and progressive organization.

TEC Campaign

\$1.975 million secured in private contributions towards \$2.0 million goal

- Cash - \$1.33 million
- Gifts-in-Kind - \$645,300
- Working on leveraging the FedNor and NOHFC contributions: \$1.5 to every \$1 raised to finish equipment purchases
- Part of COVID-19 Recovery Plan
 - Aerospace Manufacturing, Industrial Manufacturing Processes and Carpentry have expanded intakes
 - Attracts International and Indigenous students

Community Prosperity

Confederation College enriches the quality of life, prosperity and sustainability of diverse communities.



- 850+ full- and part-time employees
- 1 of 14 jobs are associated with the activities of Confederation College
- Provide employment supports through Northwest Employment Works (NEW)
- Experiential Entrepreneurship course with Northwestern Ontario Innovation Centre and RBC Futures – 971 learners participated in entrepreneurship activities
- Contract Training supports training needs across the region

Questions?

Thank You!

MEETING DATE 11/09/2020 (mm/dd/yyyy)

SUBJECT The District of Thunder Bay Social Services Administration Board
Minutes

SUMMARY

Minutes of Meetings No. 13/2020 and No. 14/2020 (Closed) of The District of Thunder Bay Social Services Administration Board held on September 17, 2020, for information.

ATTACHMENTS

- 1 TBDSSAB minutes Sept 17 2020
- 2 TBDSSAB minutes (closed) Sept 17 2020



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 13/2020
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: September 17, 2020

TIME OF MEETING: 10:15 AM

LOCATION OF MEETING: 1st Floor Training Room
TBDSSAB Headquarters
231 May Street South, 3rd Floor Boardroom
Thunder Bay, ON

CHAIR: Lucy Kloosterhuis

PRESENT:

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

OFFICIALS:

William (Bill) 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
Shari Mackenzie, Acting Manager, Human Resources
Crystal Simeoni, Manager, Housing Programs
Louise Piercey, Manager, Child Care & Early Years Programs
Aaron Park, Supervisor, Research & Social Policy

REGRETS:

Andrew Foulds
Ray Lake

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

Bill Bradica, CAO introduced Carole Lem to the Board Members as the new Communications and Engagement Officer.

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/60

Moved by: Albert Aiello
Seconded by: Elaine Mannisto

THAT with respect to the agenda for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for September 17, 2020, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Board Meeting No. 11/2020 and 12/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 16, 2020, were presented for confirmation.

Resolution No. 20/61

Moved by: Shelby Ch'ng
Seconded by: Kim Brown

THAT the Minutes of Meeting No. 11/2020 and 12/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 16, 2020, be confirmed.

CARRIED

REPORTS OF ADMINISTRATION

2021 Budget Update

Bill Bradica, CAO provided the Board with an update on the preparation being done for the 2021 Budget, and the impact it will have on the levy. Background was provided regarding the funding allocations and the steps that Administration has taken in preparing the budget to mitigate the shortfall.

Bill Bradica, CAO and Georgina Daniels, Director, Corporate Services Division responded to questions.

CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to employee negotiations and personal matters about identifiable individuals regarding the TBDSSAB budget and with respect to identifiable individuals including employees of the Board regarding the Chief Administrative Officer evaluation.

Resolution No. 20/62

Moved by: Jody Davis
Seconded by: Albert Aiello

THAT the Board adjourns to Closed Session relative to receipt of information with respect to employee negotiations and personal matters about identifiable individuals regarding the TBDSSAB budget and with respect to identifiable individuals including employees of the Board regarding the Chief Administrative Officer evaluation.

CARRIED

At 10:45 a.m., Carole Lem, Communications and Engagement Officer left the meeting.

At 11:23 a.m., the meeting reconvened in regular session with all members of the Board and Administration in attendance.

REPORTS OF ADMINISTRATION

Chief Administrative Officer Evaluation

Resolution No. 20/62A

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT the Chair to proceed as directed in Closed Session.

CARRIED

At 11:25 a.m., Crystal Simeoni, Manager, Housing Programs and Louise Piercey, Manager, Child Care & Early Years Programs joined the meeting.

Social Services Relief Fund Phase 2

Report No. 2020-35 (Integrated Social Services Division) was presented to the Board to provide information regarding the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 2, for consideration.

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

Resolution No. 20/63

Moved by: Albert Aiello
Seconded by: Kevin Holland

THAT with respect to Report No. 2020-35 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (the Board), authorize the Chair and Chief Administrative Officer to execute any required Agreement under the Community Homelessness Prevention Initiative with the Ministry of Municipal Affairs and Housing for the delivery of the Social Services Relief Fund Phase 2 Funding program, and any other documents related thereto provided there are no significant changes;

AND THAT any necessary By-law be presented to the Board for consideration.

CARRIED

Social Services Relief Fund,
Emergency Discretionary Benefits &
Child Care Update

Report No. 2020-36 (Integrated Social Services Division) was presented to provide the Board with updated information regarding the Ontario Social Services Relief Fund, Emergency Discretionary Benefits and the re-opening of child care centres and the EarlyON programs in the District of Thunder Bay during the COVID-19 pandemic.

Ken Ranta, Director, Integrated Social Services Division responded to questions.

Bill Bradica, CAO provided clarification and responded to questions.

Revised Housing Security Fund Policy

Report No. 2020-37 (Integrated Social Services Division) was presented to provide information regarding the revised Housing Security Fund (HSF) Policy being recommended by Administration, for consideration by the Board

Ken Ranta, Director, Integrated Social Services Division responded to questions.

Resolution No. 20/64

Moved by: Kim Brown
Seconded by: Shelby Ch'ng

THAT with respect to Report No. 2020-37 (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the revised Housing Security Fund Policy as presented;

AND THAT we authorize the Chief Administrative Officer to amend the policy with respect to housekeeping items, as may be required from time to time;

AND THAT any necessary by-law be presented to the Board.

CARRIED

At 11:43 a.m. Crystal Simeoni, Manager, Housing Programs left the meeting.

Federal Safe Restart Funding

Report No. 2020-38 (Integrated Social Services Division) was presented to provide the Board with an overview of the Federal Safe Restart Funding, a shared commitment by the Ontario and Federal governments, for information only.

Louise Piercey, Manager, Child Care & Early Years Programs responded to questions.

Maximum Daily Rates for Child
Care Fee Subsidy

Report No. 2020-39 (Integrated Social Services Division) was presented to the Board to provide information and rationale for Administration's recommendation for maintaining the maximum child care fee subsidy rates at the 2020 level for the 2021 budget year, for consideration.

Louise Piercey, Manager, Child Care & Early Years Programs responded to questions.

Resolution No. 20/65

Moved by: Rebecca Johnson
Seconded by: Wendy Wright

THAT with respect to Report No. 2020-39 (integrated Social Services Division) we, the District of Thunder Bay Social Services Administration Board, approve maintaining the maximum child care fee subsidy rates for 2021 at the 2020 rates.

CARRIED

At 11:47 a.m., the Chair called for a break for lunch and Louise Piercey, Manager, Child Care & Early Years Programs left the meeting.

At 12:20 p.m. the meeting reconvened and Aaron Park, Supervisor, Research & Social Policy and Keri Greaves, Manager, Finance joined the meeting.

TBDSSAB 2nd Quarter Operational Report

Report No. 2020-40 (Integrated Social Services Division) was to provide the Board with information relative to the trends within TBDSSAB programs and services

Aaron Park, Supervisor, Research & Social Policy responded to questions.

Bill Bradica, CAO provided further information and responded to questions.

At 12:23 p.m. Aaron Park Supervisor, Research & Social Policy left the meeting.

Budget Policy Update

Report No. 2020-41 (Corporate Services Division) was to provide the Board with a revised budget policy for consideration.

Bill Bradica, CAO provided an overview of the recommended changes to the budget policy.

Resolution No. 20/66

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT with respect to Report No. 2020-41 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the revised Budget Policy No. CS-02:83 as presented.

CARRIED

Enterprise Risk Management Reporting

Report No. 2020-42 (Corporate Services Division) was to provide the Board with an update on the organization's Enterprise Risk Management (ERM) Framework and the reporting template recommended by Administration, for consideration

Georgina Daniels, Director, Corporate Services Division and Bill Bradica, CAO responded to questions.

Resolution No. 20/67

Moved by: Kim Brown
Seconded by: Albert Aiello

THAT with respect to Report No. 2020-42 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, accept the annual reporting template and cycle for the Residual Heat Map and Risk Trajectory Dashboard.

CARRIED

At 12:48 p.m. Keri Greaves, Manager, Finance left the meeting and Steven Melnichuk, Manager, Information Services joined the meeting

Records Retention Schedule By-law
Updates

Report No. 2020-43 (Corporate Services Division) was presented to provide the Board with Administrations recommended amendments to the Board's record retention schedule, for consideration.

Resolution No. 20/68

Moved by: Jody Davis
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2020-43 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the updated Retention Schedules as presented;

AND THAT any necessary by-law be presented to the Board.

CARRIED

CORRESPONDENCE

AMO – OPP Detachments Boards
Discussion Paper

At the May 21, 2020 Board Meeting, the Board passed Resolution #20/45A directing the Board Chair to send correspondence to AMO and the Solicitor General for Ontario indicating that the Board is not in agreement with TBDSSAB becoming a Police Detachment Board.

The letter from the Solicitor General of Ontario dated July 3, 2020 to the Board Chair acknowledging receipt of the above noted correspondence was presented to the Board for information.

Encasa Change of Auditors

Letter from Derek Ballantyne, CEO of Encasa dated July 17, 2020 regarding notice to Unitholders of the change of Auditors, was presented to the Board for their information.

Additional Support for Mental Health,
Addictions and Housing

A letter from Dana Earle, Deputy City Clerk, City of Thunder Bay dated July 28, 2020 advocating for additional provincial and federal supports for mental health, addiction, and homeless prevention initiatives, was presented to the Board for their information.

A letter from George Pirle, Chair, CDSSAB dated August 19, 2020 relative to advocating for additional provincial supports for addiction and homeless prevention initiatives, was presented to the Board.

Additional Provincial Support for
Child Care

A letter from Ann-Marie Norio, Regional Clerk, Region of Niagara dated September 1, 2020 relative to advocating for additional supports for child care, was presented to the Board for their information.

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 15, 2020, in the 1st Floor training room, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/69

Moved by: Wendy Wright
Seconded by: Kevin Holland

THAT Board Meeting No. 13/2020 of The District of Thunder Bay Social Services Administration Board, held on September 17, 2020, be adjourned at 1:06 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. 14/2020
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: September 17, 2020

TIME OF MEETING: 10:45 a.m.

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

CHAIR: Lucy Kloosterhuis

PRESENT:

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

OFFICIALS:

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

GUESTS:

Shari MacKenzie, Acting Manager, Human Resources

REGRETS:

Andrew Foulds
Ray Lake

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BOARD MEETING

DISCLOSURES OF INTEREST

REPORTS OF ADMINISTRATION

TBDSSAB 2021 Budget

Bill Bradica, CAO provided the Board with information regarding identifiable individuals with respect to the development of the TBDSSAB 2021 budget and responded to questions.

At 11:01 a.m., William Bradica, CAO, Ken Ranta, Director, Integrated Social Services, Georgina Daniels, Director, Corporate Services and Glenda Flank, Recording Secretary left the meeting.

Shari Mackenzie, Acting Manager, Human Resources to record the meeting.

Chief Administrative Officer Evaluation

Lucy Kloosterhuis, Chair provided a verbal update of the 2019 Chief Administrative Officer 360 performance evaluation results.

On consensus of the Board, a resolution will be presented in Regular Session to proceed as directed.

NEW BUSINESS

ADJOURNMENT

Resolution No. 20/CS05

Moved by: Elaine Mannisto
Seconded by: Kim Brown

THAT the Board (Closed Session) Meeting No. 14/2020 of The District of Thunder Bay Social Services Administration Board, held on September 17, 2020, be adjourned at 11:22 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED


Chair
Chief Administrative Officer



MEETING DATE 11/09/2020 (mm/dd/yyyy)

SUBJECT Thunder Bay District Health Unit - Board of Health Minutes

SUMMARY

Minutes of Thunder Bay District Health Unit - Board of Health Meeting, held on September 16, 2020 for information.

ATTACHMENTS

1 BOH minutes Sept 16 2020



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: SEPTEMBER 16, 2020

TIME OF MEETING: 1:00 P.M.

PLACE OF MEETING: VIDEOCONFERENCE

CHAIR: MR. JAMES MCPHERSON

BOARD MEMBERS PRESENT:

Ms. Alana Bishop
Ms. Deborah Harris Shallow
Mr. Dave Hamilton
Ms. Maria Harding
Mr. John MacEachern
Mr. James McPherson
Ms. Karen O’Gorman
Ms. Kristin Oliver
Mr. Don Smith
Mr. Greg Vallance
Mr. Jim Vezina
Ms. Michelle Warywoda

ADMINISTRATION PRESENT:

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer
Mr. L. Dyll, Director – Corporate Services
Ms. Tanelle Rabachuk, Director – Health Protection
Ms. L. Roberts, Director – Health Promotion
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health

REGRETS:

Mr. Norm Gale

1. CALL TO ORDER

The Chair called the meeting to order at 1:00 p.m.

2. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Mr. Gale.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

Resolution No.: 65-2020

Moved By: D. Smith

Seconded By: M. Warywoda

THAT the Agenda for the Regular Board of Health Meeting to be held on September 16, 2020, be approved.

CARRIED

5. INFORMATION SESSION

There was no information session.

6. MINUTES OF THE PREVIOUS MEETINGS**6.1 Thunder Bay District Board of Health**

The Minutes of the Thunder Bay District Board of Health Regular and Closed Session Meeting held on June 17, 2020, to be approved.

Resolution No.: 66-2020

Moved By: G. Vallance

Seconded By: A. Bishop

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on June 17, 2020, be approved

CARRIED

6.2 Board of Health - Executive Committee

The Minutes of the Board of Health Executive Committee Meeting held on February 19, 2020, on March 18, 2020, on April 15, 2020, and on June 16, 2020, were presented for information.

6.3 Board of Health - Policy Committee

The Minutes of the Board of Health ad hoc Policy Committee Meeting held on October 28, 2019, were presented for information.

7. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

8. BOARD OF HEALTH (CLOSED SESSION) MEETING

Resolution No.: 67a-2020

Moved By: M. Warywoda

Seconded By: D. Smith

THAT the Board of Health move into Closed Session to receive information explicitly supplied in confidence to the Board.

CARRIED

At 1:15 p.m., the Board of Health moved into a closed session. The following individual left the meeting room:

Ms. S. Stevens, Executive Assistant

At 1:35 p.m., the Board of Health moved out of closed session to resume regular business. The following individual returned to the meeting room:

Ms. S. Stevens, Executive Assistant

9. DECISIONS OF THE BOARD**9.1 Street Outreach Mobile Unit**

Report No. 34-2020 (Finance) relative to providing the Board of Health with a recommendation for the purchase of a Street Outreach Mobile Unit was presented and discussed.

Resolution No.: 68-2020

Moved By: K. Oliver

Seconded By: M. Warywoda

THAT with respect to Report No. 34-2020 (Finance), we recommend that the purchase of a Street Outreach Mobile Unit be endorsed by the Board of Health;

9. DECISIONS OF THE BOARD (Continued)**9.1 Street Outreach Mobile Unit (Continued)**

AND THAT Administration be directed to proceed with the procurement process using the sole sourcing method;

AND THAT use of 100% Indigenous Communities funds be approved up to a total cost of \$162,725 (taxes extra);

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administration requirements of the budget submission process required.

CARRIED

9.2 User-fee Change: Oral Contraceptives

Report Number 31-2020 (Sexual Health) relative to providing the Board of Health with recommendations for changes to the user-fee schedule for oral contraceptives was presented and discussed.

Resolution No.: 69-2020

Moved By: J. MacEachern

Seconded By: G. Vallance

THAT with respect to Report No. 31 – 2020 (Sexual Health Program), we recommend that the changes to the fee schedule be approved as presented;

AND THAT the addition of Tricira Lo, Movisse and Alysena to the fee schedule be approved;

AND THAT the removal of Tricyclen Lo, Tricyclen, Cyclen and Micronor from the fee schedule be approved;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements relative to implementing these changes.

CARRIED

9. DECISIONS OF THE BOARD (Continued)**9.3 General Insurance Program Renewal**

Report Number 33-2020 (Finance) relative to providing the Board of Health with recommendations for renewal of the General Insurance Policy for the Thunder Bay District Health Unit was presented and discussed.

Resolution No.: 70-2020

Moved By: D. Harris Shallow

Seconded By: J. MacEachern

THAT with respect to Report No. 33 - 2020 (Finance), we recommend that the insurance program renewal for the Thunder Bay District Health Unit from Frank Cowan Company Limited, effective October 20, 2020 to October 20, 2021, at a total cost of \$82,486 (taxes extra) be approved;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the General Insurance Program Renewal, as required.

CARRIED

9.4 Closed Session Decision – 2020 Public Health Funding and Accountability Agreement

At the Board of Health Closed Session Meeting held earlier in the day, Report No. 30-2020 (Finance) containing recommendations relative to the above noted was presented.

At that time the Board of Health was advised that the resolution as contained in the report would be presented in open session for consideration.

Resolution No.: 67c-2020

Moved By: D. Smith

Seconded By: M. Warywoda

THAT with respect to Report No. 30–2020 (Finance) we recommend that effective January 1, 2020, the New Schedules to the Public Health Funding and Accountability Agreement with the Ministry of Health be approved, accepting up to \$12,499,900 in base funding and up to

9. DECISIONS OF THE BOARD (Continued)**9.4 Closed Session Decision – 2020 Public Health Funding and Accountability Agreement (Continued)**

\$4,329,100 in one-time funding for the 2020-21 funding year to support the provision of mandatory and related public health programs and services in the District of Thunder Bay.

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the submission and implementation process, as required.

CARRIED

10. COMMUNICATIONS FOR INFORMATION**10.1 Mitigation Funding**

A memorandum from Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer, dated September 16, relative to recommendations regarding the mitigation funding received from the Ministry of Health was presented for information. A presentation was also provided with additional information.

The Board of Health discussed the recommendations and agreed to an approach for the management of the mitigation funding.

Resolution No.: 71a-2020

Moved By: D. Smith

Seconded By: M. Harding

THAT the Board of Health endorses creation of a Reserve Fund for the mitigation funding received for 2020 and 2021;

AND THAT a by-law relative to the Reserve Fund be brought forward for approval at the October Board meeting.

CARRIED

10.2 COVID-19 Update

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, provided an update to the Board of Health on the work that occurred over the summer with respect to COVID-19 and the preparations underway for the fall.

10. COMMUNICATIONS FOR INFORMATION (Continued)**10.2 COVID-19 Update (Continued)**

Dr. DeMille noted in particular that the Thunder Bay District Health Unit moved to Stage Three of re-opening in July and recognized the effort and cooperation of facilities and businesses to successfully navigate the requirements of re-opening.

A significant amount of work has also taken place in a short period of time relative to re-opening schools and daycares and Dr. DeMille acknowledged the dedication of school boards and staff to accomplish that.

The Thunder Bay District Health Unit currently has no active cases of COVID-19.

10.3 Board of Health By-law and Policy Update

A memorandum from Mr. L. Dyll, Director of Corporate Services, relative to providing the Board of Health with an update on the review of the Board of Health By-law and policies was presented for information.

10.4 Organizational Overview

A copy of report Number 29-2020, (MOH/CEO Office) relative to providing the Board of Health with an overview of the organizational structure which was reviewed at the Board of Health Executive Committee meeting held on August 19, 2020, was presented for information.

11. NEXT MEETING

The next regularly scheduled meeting will be held on October 21, 2020.

12. ADJOURNMENT

Resolution No.: 71b-2020

Moved By: A. Bishop

Seconded By: K. Oliver

THAT the Board of Health meeting held on September 16, 2020, be adjourned at 2:27 p.m.

CARRIED

Corporate Report

DEPARTMENT/ DIVISION	Community Services - Recreation & Culture	REPORT NO.	R 132/2020
DATE PREPARED	10/15/2020	FILE NO.	
MEETING DATE	11/09/2020 (mm/dd/yyyy)		
SUBJECT	2024 Ontario Winter Games Bid		

RECOMMENDATION

THAT with respect to Report No. R 132/2020 (Community Services - Recreation & Culture), we recommend that Administration submit a bid for the City of Thunder Bay to host the 2024 Ontario Winter Games;

AND THAT funding in the amount of \$250,000 be approved in principle and distributed between the 2023 and 2024 operating budgets, should the bid for hosting the 2024 Ontario Winter Games be successful;

AND THAT a contribution of up to \$50,000 of in-kind services and/or waived fees be approved in principle and distributed between the 2023 and 2024 operating budgets should the bid for hosting the 2024 Ontario Winter Games be successful;

AND THAT _____ be appointed to represent City Council on the Bid Committee for the Games;

AND THAT Administration report back on the opportunity to bid for the 2024 Canada 55+ Games should the bid for the 2024 Ontario Winter Games not be successful;

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

LINK TO STRATEGIC PLAN

This recommendation aligns with the following strategies in the One City, Growing Together Plan:

Lead - Provide civic leadership to advance mutual respect, equal opportunity and hope; Provide opportunities for residents to express their civic pride

Renew - Promote, both inside and outside Thunder Bay, our many attractions, parks, facilities, services and innovative product development to encourage use.

EXECUTIVE SUMMARY

This report recommends that a bid for Thunder Bay to host the 2024 Ontario Winter Games be submitted and that cash and in-kind funding associated with hosting the Games be approved in principle should the bid be successful.

Pursuing this bid has been recommended by the Multi-sport Games Administrative Advisory Committee. This Committee's mandate is to investigate and evaluate opportunities for Thunder Bay to host multi-sport games in accordance with the Sport Tourism Events & Activities Policy (01-08-10).

DISCUSSION

Ontario Winter Games Overview

The Ontario Winter Games are a provincial multi-sport Games for young athletes and athletes with physical disabilities, operated by the Government of Ontario. The Winter Games began in 1972 and are held every two years. They have been held in Thunder Bay once before, in 1974. The Games include 24 to 30 sports (See Attachment A).

The 2024 Winter Games are expected to attract 2,700 to 3,300 athletes, coaches and team managers to the host community over 4 to 6 days in late February or early March. These Games traditionally attract many family members of the athletes as well.

The economic impact of the Games is anticipated to exceed \$6 million for the host community.

Policy and Master Plan Alignment

The Sport Tourism Events & Activities Policy (01-08-10) states that it is a policy of the City of Thunder Bay to encourage and support the hosting of sports events and activities that attract significant numbers of visitors to Thunder Bay. The policy further states that it is the City's vision that Thunder Bay be recognized as a leading sport host community by successfully hosting major sporting events and activities that attract visitors from outside the City.

Positioning Thunder Bay as a leading sport host community is also a priority of the Fit Together Thunder Bay Recreation and Facilities Master Plan. The Plan recognizes that protecting and enhancing local recreation and sport tourism can increase visitor spending in the City. Exploring the feasibility of the 2024 Games follows Master Plan Recommendation #75 to evaluate new opportunities for festivals and events and develop partnerships to deliver these as they arise over time.

The Multi-sport Games Administrative Advisory Committee assisted the Recreation & Culture Division with a review of 22 multi-sport opportunities this past summer. The committee has recommended that the City pursue a bid for the 2024 Ontario Winter Games. The committee has

further recommended a bid for the 2024 Canada 55+ Games, should the Ontario Winter Games bid not be successful.

Bid Process and Timelines

A bid to host the Ontario Winter Games involves submitting a professionally designed, comprehensive bid package and hosting a site visit by Games Ontario officials to evaluate the proposed venues. The bid document will include a proposed budget as well as sport and venue plans, accommodations and meals, transportation, volunteer management, marketing and communications, special events and ceremonies, medical, Green Games/sustainability, sponsorship and fundraising. A Legacy Plan is also a crucial component. It is important to demonstrate the community's support for the Games throughout the process.

The bid timelines are:

October 30, 2020	Letter of Intent Due (completed, non-binding)
January 8, 2021	Bid Document Due
February 2021	Site Visits by Games Ontario
March 2021	Games Awarded

In preparation for a potential bid, a Bid Committee has been formed to develop Thunder Bay's bid. The committee currently includes staff from the Recreation & Culture Division and Tourism Thunder Bay as well as community volunteers. Appointment of a Member of Council to this committee is requested should the bid process proceed.

Consultation, Community Impact and Capacity

In addition to the review by the Multi-sport Games Administrative Advisory Committee, discussions have been held with applicable local sports organizations and facility operators. All have expressed support for pursuing the 2024 Games.

Local businesses such as hotels, restaurants, sport venues, transportation companies and others will benefit from Thunder Bay hosting the Games.

A team of more than 850 volunteers would be required to host the Games. Of note, the volunteer team for the 2020 Special Olympics Canada Winter Games hosted in Thunder Bay included more than 800 people. It is anticipated that hosting the Games in Thunder Bay will help grow local participation in winter sports. This event will also help position Thunder Bay to host other large multi-sport games in the future.

Hosting Implications

Budget

If the hosting bid is successful, the Games will require an Operating Budget of approximately \$2 million. The Government of Ontario provides a hosting grant of \$900,000 as well as a Legacy/Contingency Fund of \$100,000 to cover any deficit. The remaining Operating Budget revenues are expected to come from a combination of host community contribution, registration fees, grants, sponsorship and local fundraising. The Operating Budget will include the cost to hire a Games Manager on contract.

Host committees are responsible for the costs of travel subsidies for participants. The overall cost of these subsidies is much greater when the event is held in Thunder Bay because most athletes will need to travel much farther. The Intergovernmental Affairs Committee will be asked to discuss this inequity with the Ministry of Heritage, Sport, Tourism and Culture Industries. Thunder Bay's bid may need to include a request for an additional \$250,000 or more from the Government of Ontario to assist with travel costs.

For this bid to be competitive, a municipal financial commitment of \$250,000 cash and a maximum of \$50,000 of in-kind City services and/or waived rental fees will be required from the City of Thunder Bay towards the 2024 Games Operating Budget.

Facilities

Existing facilities appear to meet the standards set out by Games Ontario and Provincial Sport Organizations. Therefore, new or renovated facilities and associated capital budget requests are not anticipated to be required.

Accommodations

A number of local hotels would serve as the Athletes Village for the Games.

Governance

If awarded the Games, the planning and delivery of the event, including human resources needs, would be the responsibility of the City. A local Games Organizing Committee would be formed with participation from community volunteers and City staff.

Proceeding with a Bid

The deadline to submit a bid document to host the 2024 Ontario Winter Games is January 8, 2021. A resolution from City Council endorsing the bid is required with the submission.

FINANCIAL IMPLICATION

Bid

\$15,000 approx.

Sponsors will be approached to assist with bid costs. Remaining costs for graphic design, printing and hosting of a site visit will be covered within existing budgets of the Recreation & Culture Division and CEDC/Tourism Thunder Bay. There is no fee to submit a bid.

Hosting

\$250,000 operating budget contribution plus up to \$50,000 in-kind

The Municipal operating budget contribution would be split between the 2023 and 2024 budget years. Up to \$50,000 of in-kind services and waived fees will be required between 2023 and 2024 if awarded the event. This could include waiving fees for the use of City-operated sport facilities.

The host municipality must cover any financial loss greater than \$100,000. The 2018 Games realized a surplus of \$170,000 and the 2020 Games held in Orillia and Barrie resulted in a \$70,000 legacy.

Legacy Plan

A Legacy Plan will be developed during the bid process to propose how any net profit will be used to help grow sport in Thunder Bay following the 2024 Games.

CONCLUSION

It is concluded that significant sport development, economic impact and community pride could result from hosting the 2024 Ontario Winter Games.

It is also concluded that Thunder Bay has the capacity to successfully host the Games, and that doing so would be in line with the objectives of the Sport Tourism Events & Activities Policy.

It is therefore concluded that a bid to host the 2024 Ontario Winter Games should be endorsed, that the identified cash and in-kind contributions for hosting the event should be approved in principle, contingent on a successful bid, and that a member of Council should be appointed to the Bid Committee.

BACKGROUND

City Council approved the Sport Tourism Events & Activities Policy in 2008. At that time, Council endorsed the pursuit of the 2011 Special Olympics Ontario Winter Games, the 2012 or 2014 Canada 55+ Games and the 2016 Can-Am Police-Fire Games. Thunder Bay won the bids for the Special Olympics Ontario Games and the Can-Am Games. A bid for the Canada 55+ Games was not submitted due to the event's governing body deciding to adopt a regional rotation.

As directed by the Policy, the Recreation & Culture Division established a Multi-sport Games Administrative Advisory Committee to help investigate and evaluate opportunities for Thunder Bay to host future games (Attachment B – Multi-sport Games Administrative Advisory Committee Members).

The committee has reviewed and regularly monitored more than 20 hosting opportunities since being established in 2009. The Advisory Committee recommended the City's pursuit of the 2020 Special Olympics Canada Winter Games and is now recommending a bid for the 2024 Ontario Winter Games.

The Sport Tourism Events & Activities Policy directs City support to:

- helping local sport organizations attract and host single-sport championships (international, national, provincial and regional) and multi-sport games;
- the municipality itself hosting multi-sport games;
- developing sport facility infrastructure;
- attracting participants and spectators to sports events;
- helping create new sport tourism events and activities as well as supporting existing annual ones; and
- promoting Thunder Bay as a training site.

Special Olympics Winter Games

Thunder Bay successfully hosted the 2011 Special Olympics Ontario Winter Games and the 2020 Special Olympics Canada Winter Games, earning accolades from athletes, families and Special Olympics. These experiences help make Thunder Bay an ideal host for winter sports events including the Ontario Winter Games.

REFERENCE MATERIAL ATTACHED:

ATTACHMENT 'A' - LIST OF ONTARIO WINTER GAMES SPORTS

ATTACHMENT 'B' - MULTI-SPORT GAMES ADMINISTRATIVE ADVISORY COMMITTEE MEMBERSHIP

PREPARED BY: PAUL BURKE – SPORT & COMMUNITY DEVELOPMENT SUPERVISOR

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kelly Robertson, General Manager – Community Services	October 27, 2020

Attachment A

Ontario Winter Games Sports

SPORT
5 PIN BOWLING
ALPINE SKIING
PARA ALPINE
ARTISTIC SWIMMING
BADMINTON
BIATHLON
CROSS COUNTRY SKIING
PARA NORDIC SKIING
CURLING:
FOURS
MIXED DOUBLES
WHEELCHAIR CURLING
FENCING
FIELD HOCKEY (INDOOR)
FUTSAL
HOCKEY (MEN'S)
JUDO
KARATE
KICKBOXING
RINGETTE
SLEDGE HOCKEY
SNOWBOARD
SPEED SKATING
SQUASH
TARGET SHOOTING – AIR PISTOL/RIFLE
WEIGHTLIFTING
WHEELCHAIR BASKETBALL
WRESTLING
WUSHU

Attachment B

City of Thunder Bay

Multi-sport Games Administrative Advisory Committee

Committee Members 2020

Chair – David Pineau

Vice-Chair – Gloria Hendrick-Laliberte

Katherine Ball

Pamela Caland (Government of Ontario Regional Services representative)

Christine Costa-Wilson (Lakehead University representative)

Jim Crooks

Dick Henderson

Dave Paddington

Jason Rybak

Tony Scarcello (Hotels Coalition representative)

Julie Tilbury

Rob Zuback (Confederation College representative)

Paul Pepe and John Cameron (CEDC-Tourism Thunder Bay representatives)

Staff:

Paul Burke and Cindy Orr (Recreation & Culture)

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT NO.	R 116/2020
DATE PREPARED	09/21/2020	FILE NO.	
MEETING DATE	11/09/2020 (mm/dd/yyyy)		
SUBJECT	Appointment of Chairs and Vice Chairs, Committee of the Whole		

RECOMMENDATION

With respect to Report No. R 116/2020 (City Manager's Office - Office of the City Clerk), we recommend that the following Members of Council be appointed Chair and Vice Chair for Committee of the Whole Sessions as follows:

Chair, Operations Session: _____

Vice Chair, Operations Session: _____

Chair, Community Services Session: _____

Vice Chair, Community Services Session: _____

Chair, Planning Session: _____

Vice Chair, Planning Session: _____

Chair, Administrative Services Session: _____

Vice Chair, Administrative Services Session: _____

AND THAT the above appointments remain in effect until the last meeting of Committee of the Whole and City Council in November 2022.

EXECUTIVE SUMMARY

This Report addresses the appointment of Chairs and Vice Chairs for the four sessions of Committee of the Whole. These appointments will be for a term ending the last meeting of Committee of the Whole and City Council held in the month of November 2022.

DISCUSSION

Council's procedures require that Members of Council shall be nominated and appointed for the positions of Chair and Vice Chair of the four sessions of Committee of the Whole. Members of Council are required to vote on each nomination until a minimum number of seven (7) votes are obtained for each position of Chair and Vice Chair.

The four sessions of Committee of the Whole each requiring a Chair and Vice Chair are as follows:

Operations Session

Community Services Session

Planning Session

Administrative Services Session

At the November 19, 2018 Committee of the Whole Meeting a change to the procedural rules was proposed and approved. This change would require the Chair of Administrative Services to Chair all Special Committee of the Whole Meetings (Council Budget Process) and the Chair of Planning Services would be required to Chair all closed sessions of Committee of the Whole. This change took effect as of November 26, 2018.

FINANCIAL IMPLICATION

There are no financial implications associated with this Report.

CONCLUSION

It is concluded that Chairs and Vice Chairs should be appointed for the respective Committee of the Whole sessions for a term ending at the last meeting of Committee of the Whole and City Council to be held in the month of November 2022.

BACKGROUND

The City of Thunder Bay's Procedural By-law provides for the appointment of Chairs and Vice Chairs for Committee of the Whole at the Inaugural Meeting of City Council. Such appointments shall terminate at the conclusion of the last meeting of City Council to be held in the month of November 2020 which is the end of the second year of the four year term of office. The positions of Chair and Vice Chair are to be filled in accordance with Council's procedures on appointments.

REFERENCE MATERIAL ATTACHED:

None

PREPARED BY: *Krista Power, City Clerk*

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: October 9, 2020
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MEETING DATE 11/09/2020 (mm/dd/yyyy)

SUBJECT Survey and Continuous Improvement Initiative

SUMMARY

Memorandum from Councillor M. Bentz, dated October 14, 2020 containing a motion relative to the above noted.

RECOMMENDATION

With respect to the memorandum from Councillor M. Bentz dated October 14, 2020 relative to a continuous improvement process to collect feedback from and promote discussion on council regarding our work as elected representatives, we recommend that Administration be tasked with the following work:

- Creation of survey questions for council review that provides questions related to progress on efficiency of meetings, decision making and council procedures;
- Distribution of survey to all members for completion
- Compilation of data received from the survey
- Analysis of data, key themes, identify challenges and opportunities
- Facilitated session to receive data and determine any appropriate next steps

AND THAT this work be completed on or before the conclusion of the 2021 Budget Process;

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

ATTACHMENTS

1 M Bentz memo dated Oct 14 2020

Memorandum

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

TO: Krista Power, City Clerk

FROM: Councillor Mark Bentz

DATE: October 14, 2020

SUBJECT: Motion – Survey and Continuous Improvement Initiative
Committee of the Whole – November 9, 2020

Since the start of our term in December 2018, there have been significant changes to how our meetings are conducted with the inclusion virtual meetings, numerous impactful community decisions have been made and we have responded to a global pandemic. We are living in challenging times where continuous change has become the norm.

In order to best serve our community, it is my request that Council consider undertaking the work involved in a continuous improvement process that I believe will assist us as we move through the remainder of our term. This type of work is a best practice of high functioning governance and corporate boards and allows them to reflect on their practice with the goals of increasing the effectiveness of meetings, realigning their work and encouraging communications between members. This is typically done via a survey that all members complete, followed by a session to discuss the results and determine if any follow up is required. I believe that a similar model can be successfully deployed with our municipal council and would be an excellent use of time and resources. If done well, such a process can vastly improve our effectiveness as a governing body.

To capture the maximum benefit of such a process, I believe that the work required should follow a staged approach. First, Administration would be directed to create a survey that would include questions to elicit feedback regarding Council practices, procedures, meeting effectiveness, etc. Second, the proposed survey would be distributed to Council for discussion, potential alterations and approval. Third, the survey would be administered to Council and lastly, the data and associated analysis would be provided to Council within a facilitated session to determine if changes, adjustments or other work is required to respond to the collective voice of Council.

As outlined above, the following motion is provided for Council's consideration;

With respect to the memorandum from Councillor M. Bentz dated October 14, 2020 relative to a continuous improvement process to collect feedback from and promote discussion on council regarding our work as elected representatives, we recommend that Administration be tasked with the following work:

- Creation of survey questions for council review that provides questions related to progress on efficiency of meetings, decision making and council procedures;
- Distribution of survey to all members for completion
- Compilation of data received from the survey
- Analysis of data, key themes, identify challenges and opportunities
- Facilitated session to receive data and determine any appropriate next steps

AND THAT this work be completed on or before the conclusion of the 2021 Budget Process;

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

MEETING DATE 11/09/2020 (mm/dd/yyyy)

SUBJECT Request for Policy – Legacy Funding Relating to Events

SUMMARY

Memorandum from Mayor B. Mauro, dated October 29, 2020 containing a motion relative to the above noted.

RECOMMENDATION

With Respect to the Memorandum from Mayor B. Mauro dated October 29, 2020, we recommend that Administration be directed to develop a policy which outlines the process for the management of surplus funds relating to events supported and hosted in the City of Thunder Bay;

AND THAT Administration report back on or before March 31, 2021 their recommendations and draft policy for Council review;

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

ATTACHMENTS

1 B Mauro memo dated Oct 29 2020

Memorandum

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

TO: Krista Power, City Clerk

FROM: Mayor Bill Mauro

DATE: October 29, 2020

SUBJECT: Request for Policy – Legacy Funding Relating to Events
Committee of the Whole – November 9, 2020

Council has approved financial support of national and international events hosted by the City of Thunder Bay, such as the 2020 Canadian Winter Special Olympics and the 2021 Scotties Tournament of Hearts. While there may be agreements with the host agencies to outline how surplus funds are managed, I believe the City should have a policy to guide instances where there is no formal agreement or where a negotiated formal agreement is possible.

As such, I offer the following motion for Council's consideration;

With Respect to the Memorandum from Mayor B. Mauro dated October 29, 2020, we recommend that Administration be directed to develop a policy which outlines the process for the management of surplus funds relating to events supported and hosted in the City of Thunder Bay;

AND THAT Administration report back on or before March 31, 2021 their recommendations and draft policy for Council review;

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