



**Committee of the Whole Meeting
Agenda**

**Monday, September 12, 2022, 6:30 p.m.
S.H. Blake Memorial Auditorium**

Pages

1. Closed Session

Closed Session Agendas will be distributed separately to Members of Council and EMT only.

2. Open Session Operations Session

Chair: Councillor Brian McKinnon

3. Disclosures of Interest

4. Confirmation of Agenda

WITH RESPECT to the September 12, 2022 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

5. Deputations

5.1. Environment North and We the Nuclear Free North

10

Correspondence received from Dodie Legassick dated July 20, 2022, requesting to provide a deputation relative to the above noted.

6. Items Arising from Closed Session

7. Petitions and Communications

7.1. Outstanding Item - Monument to Injured Workers and Potential Policy Development

11

At the February 7, 2022 Committee of the Whole meeting, a resolution was passed relative to a potential policy development request and

recommending that Administration begin the work associated with a potential policy relative to donations to house monuments, art installations and statues on municipal lands which would include information about staff time, financial implications for upkeep, cleaning and repair and other considerations and that this item be added to City Council's Outstanding List for Administration to report back on or before September 12, 2022.

Memorandum from Cory Halvorsen, Manager - Parks and Open Spaces dated August 29, 2022, containing a recommendation relative to the above noted.

WITH RESPECT to the Memorandum from C. Halvorsen, Manager – Parks and Opens Spaces dated August 29, 2022, we recommend that the report back date relating to the Monument to Injured Workers and Potential Policy Development Request be changed from September 12, 2022 to March 6, 2023.

8. Outstanding Items

8.1. Outstanding List for Operations as of August 30, 2022

12 - 13

Memorandum from City Clerk Krista Power dated August 30, 2022, relative to the above noted, for information.

9. Open Session Community Services

Chair: Councillor Shelby Ch'ng

10. Deputations

10.1. Thunder Bay International Baseball Association

14

Correspondence received from Nick Melchiorre dated August 17, 2022, requesting to provide a deputation relative to the above noted.

11. Reports of Municipal Officers

11.1. Lifeguard Program Review

15 - 19

At the April 4, 2022 Committee of the Whole meeting, a Memorandum from Councillor Aldo Ruberto was presented recommending that Administration undertake a review of the City's lifeguard program and provide for Council's consideration recommendations to increase

recruitment and retention of qualified staff and that Administration report back on or before September 12, 2022.

Report R 155/2022 (Community Services - Recreation & Culture) relative to completed and planned strategies to improve recruitment and retention of lifeguards for aquatics facilities and programs in the Recreation & Culture Division, for information.

12. Petitions and Communications

12.1. Free Menstrual Products at City Facilities

20 - 22

At the December 2, 2019 Committee of the Whole meeting a resolution was passed recommending that administration provide options and costs for a pilot project that would offer menstrual products in recreation centres and library locations.

At the May 17, 2021 Committee of the Whole meeting memorandum from Franco Marchese, Manager - Facilities containing a recommendation relative to the above noted. A resolution was passed recommending that Administration proceed with Option 1 as outlined in the Memorandum and that Administration report the results of the pilot project on or before September 30, 2022.

At the January 10, 2022 Committee of the Whole a resolution was passed as contained in the memorandum from City Manager Norm Gale directing Administration to defer items on the Outstanding List for all Departments by up to two (2) months.

Memorandum from Franco Marchese, dated August 29, 2022, containing a recommendation relative to the above noted.

WITH RESPECT to the memorandum from Franco Marchese, Manager Facilities Fleet and Energy Management dated September 12, 2022, we recommend that the Free Menstrual Products Pilot Program continue;

AND THAT the program be expanded into other municipally owned public facing facilities;

AND THAT the expansion of the program utilize dispensers from areas with significant waste or under utilization;

AND THAT Outstanding Item 2021-101-CS Free Menstrual Products at City Facilities be removed from the Outstanding List;

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

13. Outstanding Items

13.1. Outstanding List for Community Services as of August 30, 2022 23 - 24

Memorandum from City Clerk Krista Power dated August 30, 2022, relative to the above noted, for information.

14. Open Session - Planning Services

Chair: Councillor Aldo Ruberto

15. Reports of Municipal Officers

15.1. EMS Headquarters Interior Renovations – Tender Award 25 - 27

Report R 153/2022 (Community Services - Facilities, Fleet and Energy Management) recommending the expansion of two locker rooms and an infill of the second floor over the existing warehouse space within the building.

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

WITH RESPECT to Corporate Report R 153/2022 (Community Services – Facilities, Fleet and Energy Management), we recommend that Project No. 22-0023-012, for the EMS Headquarters Interior Renovations be awarded to Whitehall Contractors, up to the amount of \$681,936.17 (inclusive of all taxes and a contingency allowance);

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

AND THAT the Director, Facilities, Fleet and Energy Management report any circumstances to City Council should significant variations in contract values occur as the work proceeds;

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

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

ratification.

15.2. Thunder Bay Drug Strategy Report to Community 28 - 31

Report 156/2022 (Development & Emergency Services - Community Strategies) containing a summary of key activities implemented from the recommended actions in Building a Better Tomorrow: Thunder Bay Drug Strategy 2017-2021, for information.

15.3. Partial Servicing & Advanced Treatment Systems in New Subdivisions 32 - 36

At the November 15, 2021 Committee of the Whole meeting a resolution was passed directing Administration to review the planned development or partially-services subdivisions and, in consultation with the Thunder Bay District Health Unit and Lakehead Region Conservation Authority review implications and other options which may be available including advanced treatment systems and to report back on or before February 14, 2022.

At the January 10, 2022 Committee of the Whole a resolution was passed as contained in the Memorandum from City Manager Norm Gale directing Administration to defer items on the Outstanding List for all Departments by up to two (2) months.

At the May 16, 2022 Committee of the Whole meeting, a resolution was passed deferring this item until September 12, 2022.

Report R 157/2022 (Development & Emergency Services - Planning Services) we recommend that Administration be directed to update the Engineering and Development Standards as part of the annual update cycle, specifically Sections 9.2.1.e) and 9.2.2.f)

WITH RESPECT to Report 157/2022 (Development & Emergency Services – Planning Services) we recommend that Administration's future consideration of Plan of Subdivision applications in partially serviced areas follow the proposed strategy outlined in this report;

AND THAT Outstanding Item 2021-112-DEV Official Plan – Partial Servicing & Advanced Wastewater Treatment for Subdivisions be removed from the outstanding list.

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

16. Petitions and Communications

16.1. Outstanding Item - Request for Deferral - Sign By-law #135-1992 Amendments

37

At the July 30, 2018 City Council meeting a resolution was passed, referring BL 69/2018, a by-law to regulate signs within the City of Thunder Bay, to Administration for further consultation with stakeholders.

At the September 20, 2021 Committee of the Whole meeting, Report R 120/2021 was presented. A resolution was passed recommending that policies, procedures and by-laws be reviewed and amended in the priority order outlined in the report so as to streamline enforcement efforts and improve overall efficiency and effectiveness. The initial update of the sign by-law to address mobile signs/penalties was scheduled to be presented on or before March 28, 2022.

At the January 10, 2022 Committee of the Whole a resolution was passed as contained in the memorandum from City Manager Norm Gale directing Administration to defer items on the Outstanding List for all Departments by up to two (2) months.

At the May 16, 2022 Committee of the Whole meeting, a resolution was passed to defer this item until September 12, 2022.

Memorandum from Doug Vincent, Manager - Licensing & Enforcement dated August 22, 2022 containing a recommendation relative to the above noted.

WITH RESPECT to the Memorandum from D. Vincent, Manager – Licensing & Enforcement dated August 22, 2022 we recommend that Outstanding Item No 2018-010-DEV Sign By-law #135-1992 Amendments be deferred from September 12, 2022 to February 13, 2023.

16.2. Outstanding Item - Revisions to Thunder Bay Open Air Burning Policy Update

38 - 39

At the May 17, 2021 Committee of the Whole meeting a Memorandum was presented containing a motion from Councillor Kristen Oliver. A resolution was passed recommending that Administration provide Council with options for a by-law relating to open air fire burning that would provide a fair and balanced approach of rules and regulations

and that Administration consult with the public and report back on or before November 15, 2021.

At the November 15, 2021 Committee of the Whole meeting, Report R 158/2021 was presented and a resolution was passed recommending that Administration report back relating to the policy review and development on or before August 22, 2022. It was also recommended that the Division Chief of Fire Prevention be directed to work with the Manager of Indigenous Relations to develop a formal Sacred and Ceremonial Burning Policy for the City of Thunder Bay.

At the January 10, 2022 Committee of the Whole a resolution was passed as contained in the Memorandum from City Manager Norm Gale directing Administration to defer items on the Outstanding List for all Departments by up to two (2) months.

Memorandum from Eric Nordlund, Deputy Fire Chief dated August 29, 2022, containing a recommendation relative to the above noted.

WITH RESPECT to the Memorandum from E. Nordlund, Deputy Chief – Thunder Bay Fire Rescue, we recommend that Outstanding Item 2021-103-DEV Open Air Burning Policy be removed from the Outstanding List (Planning Services);

AND THAT Outstanding Item 2021-119-DEV Sacred and Ceremonial Burning Policy be deferred from September 12, 2022 to April 17, 2023;

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

17. Outstanding Items

17.1. Outstanding List for Planning Services as of August 30, 2022

40 - 41

Memorandum from City Clerk Krista Power dated August 30, 2022, relative to the above noted, for information.

18. Open Session Administrative Services

Chair: Councillor Mark Bentz

19. Reports of Municipal Officers

19.1. Accessibility Progress Report

42 - 49

Report R 135/2022 (City Manager's Office - Office of the City Clerk) providing an update of the City's progress on achieving the compliance required through the Accessibility for Ontarians with Disabilities Act, 2005, for information.

20. Petitions and Communications

20.1. Advocacy - Federal Electoral Districts

50

Memorandum from Mayor Bill Mauro dated August 29, 2022, containing a motion relative to the above noted.

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

WITH RESPECT to the Memorandum from Mayor Bill Mayor dated August 29, 2022, we call on the Federal Electoral Commission to maintain the current electoral representation of Northern Ontario;

AND THAT a copy of this resolution be sent to Prime Minister Justin Trudeau; the Electoral Boundary Commission; Hon. Patty Hajdu, Minister of Health; Marcus Powlowski, MP – Thunder Bay-Rainy River; and all Northern Ontario MP's.

20.2. Resignation & Establishment of Special Committee of the Whole and City Council Meetings

51 - 52

Memorandum from City Clerk Krista Power dated August 26, 2022 recommending that a Special Meeting of Committee of the Whole on Tuesday, October 4, 2022 at 6:30 p.m. be established for the purpose of receiving information from the City Clerk relative to the vacancy on City Council created by the resignation of Mayor Bill Mauro.

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

WITH RESPECT to the Memorandum from Krista Power, City Clerk, dated August 26, 2022, we recommend that a Special Meeting of Committee of the Whole on Tuesday, October 4, 2022 at 6:30 p.m. be established for the purpose of receiving information from the City Clerk

relative to the vacancy on City Council created by the resignation of Mayor Bill Mauro;

AND THAT a Special City Council meeting be established directly following Committee of the Whole meeting in order to ratify any decisions made relative to the above noted;

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

21. Outstanding Items

21.1. Outstanding List for Administrative Services as of August 30, 2022

53

Memorandum from City Clerk Krista Power dated August 30, 2022, relative to the above noted, for information.

22. New Business

23. Adjournment

Please note the following response to Speak to City Council has been submitted at Wednesday July 20th 2022 1:50 PM with reference number 2022-07-20-018.

- **Please state what agenda item you would like to speak about:**
Nuclear Waste in Northwestern Ontario: Why we should be concerned. We are requesting time for a deputation with a focus on transportation issues and a response to NWMOs deputation followed by questions from Council and our responses.
- **If you would like to speak to City Council about another topic not associated with an agenda item, please state topic here (if applicable):**
No
- **What are you requesting from Council?**
other:
- **If other:**
This is a request for a deputation followed by questions from council
- **Have you already been in contact with City Administration in regards to the subject matter of your deputation request?**
No
- **Please select the date of the meeting:**
Committee of the Whole - Monday, September 12, 2022
- **Please choose**
Ms
- **First name:**
Dodie
- **Last name:**
Legassick
- **Email:**
dleg@tbaytel.net
- **Phone:**
(807) 473-9608
- **Organization you represent: (optional)**
Environment North and We the Nuclear Free North
- **Please note the names of the presenters that will be attending with you:**
Peter Lang, Wendy O Connor

Memorandum

TO: Krista Power- City Clerk

FROM: Cory Halvorsen- Manager-Parks & Open Spaces

DATE: August 29, 2022

SUBJECT: Outstanding Item- Monument to Injured Workers and Potential Policy Development
Committee of the Whole- September 12, 2022

At the December 2, 2021 Committee of the Whole meeting, a resolution was passed recommending that Administration begin the work associated with a potential policy relative to donations to house monuments, art installations and statues on municipal lands which would include information about staff time, financial implications for upkeep, cleaning and repair and other considerations. At the February 7, 2022 Committee of the Whole meeting an amended resolution was passed directing Administration to report back on this item on or before September 12, 2022. It was also requested that a status update regarding the Injured Workers Monument project be included in the September 12 report back.

Due to project workloads, resource scheduling, and lead times required for administrative reviews and planning, more time is required.

With this, Administration recommends the following:

WITH RESPECT to the Memorandum from C. Halvorsen, Manager – Parks and Opens Spaces dated August 29, 2022, we recommend that the report back date relating to the Monument to Injured Workers and Potential Policy Development Request be changed from September 12, 2022 to March 6, 2023.

Sincerely,

Cory Halvorsen

cc: Kerri Marshall, General Manager-Infrastructure & Operations

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: August 30, 2022

SUBJECT: Outstanding List for Operations as of August 30, 2022
 Committee of the Whole – September 12, 2022

The following items are on the outstanding list for September 12, 2022:

Reference Number (yyyy- nnn-MTG)	Department/Division	Outstanding Item Subject	Resolution Report Back Date - (on or before date)	Revised Report Back Date - (on or before date) (Memos presented at COW updating or delaying Item)
2014-002-INO	Infrastructure & Operations / Engineering & Operations	Residential Wattage Reduction Report	No date included in original resolution	May-05-2025
2020-047-INO	Infrastructure & Operations / Engineering & Operations	Electric Scooter Pilot Participation	Dec-01-2026	Feb-01-2027
2020-048-INO	Infrastructure & Operations / Engineering & Operations	Automated Speed Enforcement (Photo Radar) - Request for Report	Nov-30-2021	Dec-12-2022

2021-105-INO	Infrastructure & Operations / Engineering & Operations	Boulevard Dam Electrical Power Production	Mar-07-2022	May-31-2023
2021-107-INO	Infrastructure & Operations / Engineering - Parks & Open Spaces	Tree Production at Conservatory	Dec-20-2021	Sept-1-2023
2021-108-INO	Infrastructure & Operations/Engineering & Operations	Tactile Walking Indicators	Jan-15-2024	Mar-4-2024
2021-111-INO	Infrastructure & Operations	School Bus Stop Arm Cameras	Sept-12-2022	Dec-12-2022
2022-101-INO	Infrastructure & Operations/Parks	Injured Workers Monument & Policy Development	Sep-12-2022	
2022-103-INO	Infrastructure & Operations	Climate Refugees	Feb-27-2023	

Please note the following response to Speak to City Council has been submitted at Wednesday August 17th 2022 9:20 PM with reference number 2022-08-17-036.

- **Please state what agenda item you would like to speak about:**
Thunder Bay International Baseball Association report to counsel on the 2022 WBSC Baseball Friendship Series held in Thunder Bay from July 28 to August 2, 2022 .
- **What are you requesting from Council?**
presentation of special event
- **Have you already been in contact with City Administration in regards to the subject matter of your deputation request?**
Yes
- **If yes, what was the outcome?**
Advised Friendship Series was a success and Baseball Canada and USA encouraged TBIBA to bid on the 2024 Women's World Baseball Championship; conditional on both PA Stadium and Baseball Central meeting WBSC standard. PA Stadium needs maintenance.
- **Please select the date of the meeting:**
Committee of the Whole - Monday, September 12, 2022
- **Please choose**
Mr
- **First name:**
Nick
- **Last name:**
Melchiorre
- **Email:**
nmelchio@wmnlaw.com
- **Phone:**
(807) 625-8883
- **Organization you represent: (optional)**
Thunder Bay International Baseball Association
- **Please note the names of the presenters that will be attending with you:**
Larry Hebert (past President/director) Reg Galbraith (director)

Corporate Report

DEPARTMENT/ DIVISION	Community Services/Recreation & Culture	REPORT	R 155/2022
DATE PREPARED	08/25/2022	FILE	
MEETING DATE	09/12/2022 (mm/dd/yyyy)		
SUBJECT	Lifeguard Program Review		

RECOMMENDATION

This report is provided for information.

EXECUTIVE SUMMARY

This report provides information on completed and planned strategies to improve recruitment and retention of lifeguards for aquatics facilities and programs in the Recreation & Culture Division.

DISCUSSION

On April 4, 2022 Council directed Administration to undertake a review of the City's lifeguard program and provide for Council's consideration recommendations to increase recruitment and retention of qualified staff and report back on or before September 12, 2022.

A cross-departmental project team from Community Services, Recreation & Culture and Human Resources & Corporate Safety has completed related research and developed associated go-forward strategies based on the findings. These strategies include initiatives related to:

- compensation
- incentive programs (recruitment & retention)
- recruitment & candidate development
- retention.

Lifeguard shortages continue to be a nation-wide challenge that has been building for many years and was heightened by the pandemic. These shortages can result in limited operating hours, pool capacities, and/or provision of services such as swimming lessons. As of the end of July, the Recreation & Culture Division is operating with

approximately 60% of staff with lifeguard qualifications that are required for full planned operations.

Research & Findings

The Recreation & Culture Division's Aquatics team obtained information from nine (9) other municipalities in Ontario and Canada, engaged in conversations with staff from the Lifesaving Society, and had ongoing conversations with current staff to determine what others are doing to address this issue and generate new ideas to improve recruitment and retention of lifeguard staff locally.

This research demonstrated that the Recreation & Culture Division is well in line with the industry, has been offering similar incentives and strategies to others, and that we are in a similar situation of attempting to tackle the nation-wide issue of lifeguard shortages.

Based on findings, and consultation with the project team, the Aquatics team intends to continue with current strategies and implement some new strategies that have been successful in other communities as follows.

Strategies

Compensation

In May 2022, the City applied a market rate exception to the hourly rate of pay for all positions that require lifeguard certification. The market rate exception was required in order to maintain lifeguard rates of pay at a competitive level in the local market.

As a result of the market rate exception and the July 1, 2022 Non-Affiliate salary schedule realignment as approved by Council, the starting hourly wage for a lifeguard has increased from \$15.71 to \$19.35. A number of other municipalities across the country have implemented similar wage increases for lifeguards in 2022.

The increase in pay has positioned the City competitively in the local market and will support Aquatics to retain and recruit staff.

Incentives

Existing lifeguard incentives include:

1. Complimentary membership to all 3 aquatic facilities
2. One (1) free uniform at sign on
3. Recertification cost covered after 250hrs of work for the City

Additional incentives to be implemented based on research findings include:

4. Begin to cover the cost of lifeguard/instructor certification courses for newly hired candidates
 - contingent upon successful employment pre-screening, including completion of a swim assessment, job interview, and commitment to employment upon certification.
5. Expand the existing practice of covering the cost of re-certification to existing employees that require lifeguard qualifications (i.e. instructor certification, advanced qualifications, and Standard First Aid).
6. Provide additional free uniform(s):
 - seasonally
 - when moving into a new position, i.e. pool control becoming a lifeguard or lifeguard becoming head guard.

Another potential incentive that is being explored is working with a local business to offer a discount on staff swimsuits.

These will be implemented starting in September, with all new incentives anticipated to be in place by end of 2023. The anticipated cost of these incentives is approximately \$16,000/yr, which is available within the Recreation & Culture Division's typical annual operating budget for training and uniforms due to staffing shortages.

Recruitment & Development Initiatives

To increase development of potential lifeguards and support future recruitment, the team is working on new promotional material and ways to engage youth with an increased social media presence. This includes:

1. New promotional video
 - featuring former lifeguards who have gone on to become accomplished nurses, doctors, firefighters, paramedics, etc.
 - showing how lifeguarding and the skills required for the job give candidates interested in these careers extra experience, practice and hands on learning.
2. Shift in marketing focus
 - marketing the City of Thunder Bay as an employer of choice and showing what we offer our employees rather than the skills they need
 - including dynamic new pictures showing lifeguards enjoying the environment and position.
3. Increased advertising to post-secondary students
 - to reach non-local students who have the required qualifications
 - including more targeted promotion and outreach to dorm facilities to provide information on positions and application processes.

4. Increased offerings of advanced courses
 - to increase capacity within current head guards and supervisors to be able to offer more courses and training to current lifeguards that want to advance their certifications and become future trainers
 - to support succession planning, retention, and leadership development within aquatics.

Ongoing marketing will continue with focus on grade 8 classes, the Thunder Bolts Swim Club and youth members who frequent the facilities and may have interest in future employment. Engagement of priority populations and community organizations in Learn to Swim activities will also continue as a long-term investment in building community capacity and potential feeder pool for future staff.

These will be implemented starting this fall and are anticipated to be fully implemented by the end of 2023. The anticipated cost of these incentives is approximately \$6,000, which is available within the Recreation & Culture Division's typical annual operating budget for marketing.

Retention

The work environment is key to employee retention. Supervisors work with head staff to create as many fun activities, meetings and initiatives for staff as possible. The Aquatics & Wellness unit provides staff appreciation, organized staff events and engagement activities such as theme days or weeks.

The recent increase in wages has had a strong retention impact on lifeguards currently working for the City, and for those who were looking to obtain work elsewhere. Wages will continue to be monitored to ensure they stay in line with the lifeguarding industry and local market.

The new incentives for existing employees that are outlined above are also anticipated to contribute to retention.

Monitoring

The Recreation & Culture Division is monitoring actual staff versus necessary complement for planned operations on a monthly basis. As of the end of July, the Division is operating at approximately 60% of the lifeguard staff required for full planned operations. This monitoring will continue and will help to demonstrate the impact the strategies outlined above are having on closing the staffing gap.

Engagement with applicants, potential applicants and existing staff will also continue in order to obtain information on the effectiveness of these strategies as well as potential new suggestions.

FINANCIAL IMPLICATION

There are no new financial implications associated with this report. All proposed activities can be completed within typical Recreation & Culture Division operating budget allocations, and will be included in the 2023 budget submission with no net increase.

The anticipated costs include:

Item	Estimate/Yr
Uniform Incentives	\$ 4,300
Lifeguard Courses	\$11,700
Marketing Strategy	\$6,000
Total/Yr	\$22,000

CONCLUSION

It is concluded that Administration has completed the review of lifeguard recruitment and retention strategies, that the implementation of the suggested new strategies will help improve recruitment and retention for positions that require lifeguard qualifications, and that the financial implications of these strategies fall within the typical annual operating budget allocation for Recreation & Culture Division.

It is therefore concluded that Council should receive this report for information.

BACKGROUND

On April 4, 2022 Council directed Administration to undertake a review of the City's lifeguard program and provide for Council's consideration recommendations to increase recruitment and retention of qualified staff and report back on or before September 12, 2022.

REFERENCE MATERIAL ATTACHED:

None

PREPARED BY: *LEAH PRENTICE, DIRECTOR – RECREATION & CULTURE*
KIM BEGIN, SUPERVISOR – AQUATICS, WELLNESS, CHILDREN & YOUTH

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Kelly Robertson, General Manager, Community Services	DATE: August 31, 2022
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Memorandum

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

FROM: Franco Marchese, Manager – Facilities, Fleet and Energy
Management
Community Services Department

DATE: August 29, 2022

SUBJECT: Free Menstrual Products Pilot Program

MEETING DATE: Committee of the Whole – September 12, 2022

At the December 2, 2019 Committee of the Whole meeting City Council directed Administration to provide options and costs for a pilot project that would offer menstrual products in recreation centres and library locations.

At the May 17, 2021 Committee of the Whole meeting a memorandum from, Manager Facilities Services, Franco Marchese dated May 7, 2021 was presented. City Council directed Administration to proceed with option 1 as outlined in the memorandum which included the provision of menstrual products for the public to be available at no cost at all recreational facilities. The pilot project was to be funded from the Stabilization Reserve Fund at an anticipated cost of \$ 79,820.00 including both dispensers and products for 2021. The costs associated with the pilot project were to be included in the respective operating budgets for 2022. Further, administration was directed to report the results of the pilot project on or before September 30, 2022 as per Outstanding Item 2021-101-CS.

Update

The pilot project began in October of 2021, and included City Arena's, Stadia, Aquatic Facilities and Thunder Bay Public Library locations. A subsequent public engagement survey was completed between May 11 and June 15, 2022 to garner feedback on the pilot project. The survey was hosted on the City's Get Involved web page.

Information collected from the survey concluded the following;

- That 31% of respondents took advantage of the free menstrual products offered.

- Of these, the majority users were at the City pools (42%) and Thunder Bay Public Library (TBPL) (34%) followed by the Arena & Stadia.
- A majority, 90% of respondents feel that the program should continue and 80% feel that the program should be expanded to other City Locations.
- Comments also expressed the desire to have the products included in the broader community.

During the pilot it was realized that product waste was occurring in the change rooms at the Arenas, usage was primarily from their public washrooms. Should Council approve the continuation of the program, Administration intends to relocate those units to other corporately managed facilities providing greater access to free menstrual products for the general public.

The total cost to date for the Pilot Program was \$28,952.00 including the purchase of dispensers and costs for purchase of menstrual products.

Operational & Renewal Costs

The cost to supply the Aquatic, Arena and Stadia Facilities is approximately \$100 per month. Currently we have enough product remaining from the original purchase for the pilot to continue the program through 2023 without impact to the operations budget.

Based on usage rates realized through the remainder of 2022 and through 2023, administration will adjust budget accordingly for an expansion in 2024 to the Janitorial Supplies cost element for Councils' consideration. Thunder Bay Public Libraries reported a lower than anticipated usage with a cost of \$25 per month for the 10 month period ending June 2022, this may be due to closures during the pandemic. According to Thunder Bay Public Library, they are also planning on continuing the program.

Recommendation

Overall the program has been well received by the community. Based on the minimal cost and positive public feedback, Administration recommends continuing the existing program and expanding into other municipally owned public facing facilities. The expansion will utilize dispensers from areas noted with significant waste or underutilization. The following recommendation is provided for council's consideration.

WITH RESPECT to the Memorandum from Franco Marchese, Manager – Facilities, Fleet and Energy Management dated September 12, 2022, we recommend that the Free Menstrual Products Pilot Program continue;

AND THAT the program be expanded into other municipally owned public facing facilities;

AND THAT the expansion of the program utilize dispensers from areas with significant waste or underutilization;

AND THAT Outstanding Item 2021-101-CS Free Menstrual Products at City Facilities be removed from the Outstanding List;

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Franco Marchese".

Franco Marchese

Cc EMT

Cherri Braye, Thunder Bay Public Libraries
Gerry Broere, Director – Facilities, Fleet & Energy Management

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: Tuesday, August 30, 2022

SUBJECT: Outstanding List for Community Services Session as of August 30, 2022
 Committee of the Whole – September 12, 2022

The following items are on the outstanding list for September 12, 2022:

Reference Number (yyyy-nnn-MTG)	Department/Division	Outstanding Item Subject	Resolution Report Back Date - (on or before date)	Revised Report Back Date - (on or before date) (Memos presented at COW updating or delaying Item)
2021-101-CS	Community Services / Facilities, Fleet & Energy Management	Free Menstrual Products at City Facilities	Sep-12-2022	
2021-106-CS	Community Services - Recreation & Culture; Infrastructure and Operations - Parks and Open Spaces	Former Dease Pool Site - Detailed Design and Concept Plan	Dec-13-2022	Feb-13-2023
2022-102-CS	Community Services - Recreation & Culture	Affordable Access Pilot Program - Transit and Recreation & Culture	Sep-01-2024	

2022-103-CS	Community Services	Proposed Multi-use Indoor Sports Facility	Jan-01-2023	
2022-101-CS	Community Services	Lifeguard Recruitment and Retention Review	Sep-12-2022	
2022-105-CS	Community Services	Availability of Lift+ Specialized Transit Service	Dec-5-2022	

Corporate Report

DEPARTMENT/ DIVISION	Community Services – Facilities, Fleet and Energy Management	REPORT	R 153/2022
DATE PREPARED	08/22/2022	FILE	
MEETING DATE	09/12/2022 (mm/dd/yyyy)		
SUBJECT	EMS Headquarters Interior Renovations – Tender Award		

RECOMMENDATION

WITH RESPECT to Corporate Report R 153/2022 (Community Services – Facilities, Fleet and Energy Management), we recommend that Project No. 22-0023-012, for the EMS Headquarters Interior Renovations be awarded to Whitehall Contractors, up to the amount of \$681,936.17 (inclusive of all taxes and a contingency allowance);

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

AND THAT the Director, Facilities, Fleet and Energy Management report any circumstances to City Council should significant variations in contract values occur as the work proceeds;

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

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

EXECUTIVE SUMMARY

The work being recommended in this tender award includes the expansion of two locker rooms and an infill of the second floor over the existing warehouse space within the building.

Four responses were received as a result of a call for tenders. The low tender for this project was submitted by Whitehall Contractors. This firm has completed similar construction contracts for this type of work. Administration is recommending them as experienced and capable of doing the work.

There are sufficient funds in existing Capital budgets for the work to proceed as Tendered. The work was funded within the 2022 Capital Budget.

DISCUSSION

KGS Group (Kontzamanis Graumann Smith MacMillan Inc.) was retained via the RFP process to provide design development, contract documents, and contract administration services for the work associated with the EMS HQ Renovations.

EMS included the expansion of the locker rooms and 2nd floor in the 2022 Capital Budget to alleviate staffing pressures as a result of increased need for their services and an expanded Community Paramedicine Programs mandate. The work associated includes:

- expansion of the female locker space into the existing garage space;
- expansion of the male locker space into an existing mail and coat room;
- development of the second floor space over the existing warehouse into additional offices and cubicles- structural steel supports for the expansion were installed in the original build in 2011;
- development of office space in existing open area adjacent to the 2nd floor expansion.

As a result of unprecedented inflationary pressure in the construction industry, the fit up of the second floor space was listed as a separate price, to be delayed until 2023 if necessary.

The bid was posted on the Bids & Tenders website on August 8, 2022 and a public tender was advertised in the Chronicle Journal on Saturday, August 13th, 2022, and submissions were received via the Bids and Tenders portal at 12:00pm on August 29, 2022.

As a result of a call for tenders, four (4) responses as listed below were received. The tendered costs below include both the separate price and HST.

<u>Contractor</u>	<u>Tendered Cost</u>
Whitehall Contractors	\$ 648,990.64
Tom Jones Corporation	\$ 1,013,703.79
Louis Pradal & Sons Limited	\$ 1,054,177.00
RJ Concrete & Construction Limited	\$ 1,537,256.52

The low tender for this project was submitted by Whitehall Contractors. This company has successfully completed similar construction contracts of this type for the City of Thunder Bay.

FINANCIAL IMPLICATION

Cost identified below is inclusive of HST:

Low Tender	\$ 648,990.64
Project Contingency	\$ 90,000.00
Permits	\$ 7,500.00
Less HST Rebate	<u>\$ 64,554.47</u>
Net Cost	\$681,936.17

There are sufficient funds in existing Capital budgets for the work to proceed as Tendered, with the separate price included.

CONCLUSION

It is concluded that Project No. 22-0023-012 for the EMS Headquarters Interior Renovations be awarded to Whitehall Contractors in the amount of \$681,936.17 (inclusive of all taxes, permits and tax rebates) and that the work proceed as tendered.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY:

Kelvin Jankowski, Construction Services Supervisor

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Kelly Robertson, General Manager, Community Services	DATE: September 1, 2022
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DEPARTMENT/ DIVISION	Development & Emergency Services – Community Strategies	REPORT	R 156/2022
DATE PREPARED	09/01/2022	FILE	
MEETING DATE	09/12/2022 (mm/dd/yyyy)		
SUBJECT	Drug Strategy 2020/22 Report to the Community		

RECOMMENDATION

For information only.

EXECUTIVE SUMMARY

This Report contains a summary of key activities implemented from the recommended actions in Building a Better Tomorrow: Thunder Bay Drug Strategy 2017-2021. Key areas of focus over the past two years have been responding to the COVID-19 pandemic through enhanced supports for the vulnerable population; community engagement and knowledge exchange activities; and, expanding harm reduction, treatment and housing services in the community.

DISCUSSION

Through the Drug Strategy's numerous working groups, ad-hoc committees and community allies, progress has been made implementing many evidence-based initiatives to address community identified priority issues related to substance use and harms within Thunder Bay, the district and the region.

The following is an overview of key activities over the past few years:

COVID-19 Response

- Established the Vulnerable Populations COVID-19 Planning Table with cross-sector participation to better respond to the pandemic's impact on those most vulnerable in our community
- Secured funding for continued operations of safe isolation spaces for individuals experiencing homelessness; along with coordinated efforts for dedicated testing and vaccination services

- Distributed masks and rapid antigen tests through community partners to vulnerable population
- Developed a Severe Weather Plan, including support for Warming/Cooling Centres
- Implemented the Care Bus, connecting vulnerable individuals to health, social, housing and harm reduction services across the community

Treatment

- Expanded Rapid Access Addiction Medicine (RAAM) Services; additional site opened at Dilico Family Health Centre in Fort William First Nation, and another two sites in the District of Thunder Bay
- Continued advocacy for a mental health and substance use crisis centre

Harm Reduction

- Launched Lifeguard Digital Health, an app that provides access to information and resources available nearby, quick access to regional drug safety notifications, and a valuable self-protection tool for people who use drugs
- Submitted application to Health Canada to pilot a Safer Supply initiative

Prevention

- Supported or led numerous community awareness and educational events such as Recovery Day, International Overdose Awareness Day, Drug Amnesty Day, International Harm Reduction Day, and National Human Trafficking Awareness Day, and annual Harm Reduction Conferences
- Submitted municipal responses to cannabis retail store applications in the city of Thunder Bay

Enforcement

- Prepared and presented discussion paper on decriminalization to the Intergovernmental Affairs Committee
- Expanded the Joint Mobile Crisis Response Team into the Integrated Mobile Police Assessment Crisis Team (IMPACT) featuring a team of one police officer and one crisis worker who will respond to all mental health related calls for service on a 24-hour and seven-day-a-week schedule

Housing

- Collaborated to enhance the approach of supporting individuals experiencing unsheltered homelessness
- Funded successful projects through Canada's Homelessness Strategy – Reaching Home, providing support to: Kwaie Kii Win, John Howard Society, Elizabeth Fry Society, Alpha Court, and Grace Place

Over the next year, while implementation of evidence-based initiatives continue, we will work to update the situational assessment and develop a new strategic plan for the Thunder Bay Drug Strategy. Following approval of the strategic plan, annual reports to the community will resume.

FINANCIAL IMPLICATION

The City of Thunder Bay provides support for the Drug Strategy Office through a budget of approximately \$169,700, with approximately one-third of the total contributed by community partners and some additional external funding for projects.

Recommendations are implemented through the approved budget allocation, and through external funding sources including activities and efforts of the 35 plus member organizations of the Drug Strategy Implementation Panel.

CONCLUSION

It is concluded that through collaborative Community Allies, Working Groups and the Implementation Panel, the Drug Strategy continues to implement evidence-based initiatives to reduce the burden and harms related to substance use in our city and region.

BACKGROUND

The Thunder Bay Drug Strategy was created in 2009 as a partnership between the City and the Thunder Bay District Health Unit. Chaired by Councillor Rebecca Johnson, nearly 40 different community members from various organizations formed a Steering Committee that created the Drug Strategy.

Subsequently, City Council endorsed the Thunder Bay Drug Strategy on September 26, 2011, and a Community Partnership was established to contribute to the implementation of the Strategy.

In March 2021, the Community Partnership agreements were renewed for another three year term (2021-2023). All partnership agreements have been signed by the following organizations: St. Joseph's Care Group; Thunder Bay Regional Health Sciences Centre; Superior North EMS; Thunder Bay Police; Thunder Bay District Health Unit, and additional funding has been received annually by Ontario Health North.

Building a Better Tomorrow: Thunder Bay Drug Strategy 2017-2021 and Check In 2012-2016: A Closer Look at Substance Use & Related Harms in Thunder Bay were presented to Committee of the Whole on October 30, 2017, and the new Strategy was endorsed.

The recommendations contained in Building a Better Tomorrow: Thunder Bay Drug Strategy 2017-2021 are rooted in evidence, and have been chosen to address community identified priority issues related to substance use and harms within Thunder Bay, the district and the region.

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: Cynthia Olsen, Manager – Community Strategies, Development & Emergency Services

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Karen Lewis, General Manager, Development and Emergency Services	September 2, 2022

Corporate Report

DEPARTMENT/ DIVISION	Development & Emergency Services - Planning Services	REPORT	R 157/2022
DATE PREPARED	08/24/2022	FILE	
MEETING DATE	09/12/2022 (mm/dd/yyyy)		
SUBJECT	Partial Servicing & Advanced Treatment Systems in New Subdivisions		

RECOMMENDATION

WITH RESPECT to Report 157/2022 (Development & Emergency Services – Planning Services) we recommend that Administration’s future consideration of Plan of Subdivision applications in partially serviced areas follow the proposed strategy outlined in this report;

AND THAT Outstanding Item 2021-112-DEV Official Plan – Partial Servicing & Advanced Wastewater Treatment for Subdivisions be removed from the outstanding list.

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

EXECUTIVE SUMMARY

Relating to partially serviced subdivisions and the potential use of advanced sewage (septic) treatment systems, Administration has consulted with the Thunder Bay District Health Unit (TBDHU), the Lakehead Region Conservation Authority (LRCA), local developers and their consultants / agents, and also reached out to other municipalities for input on what practices are being completed in other jurisdictions.

Administration also completed a review of the City’s current Engineering & Development Standards, applicable Ministry Guidelines, and investigated past water consumption records for areas of the City’s partially serviced subdivisions.

Based on this consultation and review, Administration has determined that the City’s current Engineering Standards for evaluating the impacts to the environment due to the use of individual private septic systems are overly conservative and will be updated. These updates will also help to mitigate the TBDHU’s concerns.

Administration generally supports the request from the TBDHU that new subdivision developments that require the use of advanced sewage systems on all lots should not

be supported. The key rationale is that requiring advanced systems on all lots does not fully align with the Provincial Policy Statement, it puts additional burden and expense on property owners and the TBDHU, it increases the potential for violation of the Building Code and subsequent legal action / enforcement, and it may pose more long-term risk to the natural environment.

In the event new developments would still require all lots to have advanced systems, notwithstanding the forthcoming changes to the Engineering Standards, these developments would be evaluated on a case-by-case basis. In general, Administration would recommend that the approach used with the recently approved 1811 Mountain Road subdivision (Shorebay Bay Estates) be used, where a holding “H” symbol be applied to a certain number of lots to restrict them from being developed until it is demonstrated that these can be developed without the use of advanced sewage systems.

DISCUSSION

The City’s Official Plan (OP) currently allows for new partially serviced developments, which are lands serviced with municipal water and individual private sewage (septic) treatment systems, within the Rural Settlement Area. Typically, these subdivisions have been developed with conventional sewage treatment systems, however, in recent years, there has been a trend towards new subdivisions requiring the use of advanced (or tertiary) sewage treatment systems.

Advanced systems include additional treatment modules to reduce nutrient discharge levels beyond what conventional septic systems are intended to do. They are also more expensive than conventional systems and require additional maintenance by a certified 3rd party.

Prior to subdivision development occurring, developers are required to submit a series of reports to the City to support the development, to evaluate the impacts of the development on the environment, and to recommend mitigation measures. Subdivision developments in partially serviced areas are also required to provide a hydrogeological study that evaluates the impacts of sewage systems on the environment, and the impacts of providing municipal water in an area that is not serviced by conventional sanitary sewer system (i.e. the sewage is not directed to the City’s water pollution control plant). These studies are completed in accordance with various Ministry Guidelines and the City’s Engineering and Development Standards.

It is not until these subdivisions proceed to the building permit stage that a permit is required and issued from the TBDHU for the septic systems, and it typically takes several years for a subdivision to progress from Draft Plan approval to building permit issuance. The TBDHU has seen an increase in the request for permits for advanced treatment systems, and has concurrently noticed that many new planned subdivisions were also proposed to require advanced systems, most recently the 69 lot subdivision

at 1811 Mountain Road (Shore Bay Estates). This trend, combined with the historical concerns the TBDHU has expressed regarding partially serviced developments, led to the deputation from the TBDHU to the Committee of the Whole on November 15, 2021.

A summary of the TBDHU's concerns with advanced systems, including the potential for increased staffing/costs and liability, as well as the situations that trigger the need for these systems are included in the presentation attached as Appendix A. This presentation is from the joint meeting held by the City with the TBDHU, the LRCA, and with local subdivision developers and their consultants and agents. In addition to this comprehensive group meeting, individual meetings and discussions took place with various parties.

In addition to consultation with the local stakeholders, Administration reached out to other municipalities for input on what practices are being completed in other jurisdictions, and we conducted a review and comparison of the City's current Engineering Standards against the current Ministry Guidelines. This process also led to the review of past water consumption records for different areas of the City's partially serviced subdivisions.

Based on this consultation and review, it is Administration's opinion that the City's current Engineering Standards require an overly conservative estimate of how much treated sewage would be discharged (or released) for each new lot. The current Engineering Standards require an assumed sewage loading rate of 3,500 litres per day per lot to be used, whereas the applicable Ministry Guidelines require an assumed loading rate of 1,000 litres per day per lot.

Administration will be proceeding with updating the City's Engineering Standards to align with the Ministry Guidelines, which is similar to the approach taken by other municipalities. It should be noted that partially serviced subdivisions with individual private septic system were not found to be common across the province.

Another concern noted by the TBDHU is the potential for the groundwater elevations to increase (known as groundwater mounding) in partially serviced subdivisions due to importing (piping) municipal water into areas that are not serviced by a municipal sewer system. An assessment of these impacts is currently included in the Engineering Standards, however, it is combined with the evaluation of the impacts of the nutrient loading from the sewage systems (i.e. groundwater mounding is currently based on 3,500 litres per day per lot).

Administration will also be updating the Engineering Standards to use a rate of 2,500 litres per day per lot for groundwater mounding calculations, and this calculation be separated from the nutrient loading calculations. This update is a result of findings that areas with higher water use records tend to also have a higher use of sprinkler systems. While sprinkler systems add additional water to the groundwater table, they do not add additional nutrients associated with the discharge from septic fields.

Administration generally supports the request from the TBDHU that new subdivision developments that require the use of advanced systems on all lots should not be supported. The key rationale for this is that requiring these advanced systems on all lots does not fully align with the Provincial Policy Statement, it puts additional burden and expense on property owners and the TBDHU, it increases the potential for violation of the Building Code and subsequent legal action / enforcement, and may pose more long-term risk to the natural environment – as further summarized in Attachment A.

In the event new developments would still require all lots to have advanced systems, notwithstanding the forthcoming changes to the Engineering Standards, these developments would be evaluated on a case-by-case basis. In general, Administration would recommend that the approach used with the recently approved 1811 Mountain Road subdivision (Shorebay Bay Estates) be used, where a holding “H” symbol be applied to a certain number of lots to restrict them from being developed until it is demonstrated that these can be developed without the use of advanced sewage systems (Report R38/2022 – Development & Emergency Services).

Through the consultation with the local stakeholders, the forthcoming changes to the Engineering Standards and the approach for the review of future partially serviced subdivisions suggested by Administration is not unanimously supported by all parties, however, it is Administration’s position that this is a suitable solution.

The TBDHU has confirmed their support for this approach, and appreciates that their broader issue around allowing partially serviced subdivisions is best reserved for the next review of the City’s Official Plan.

Lastly, Administration has partnered with the LRCA to complete expanded water quality sampling, starting with the Mosquito Creek watershed in 2022. This will allow the collection of more data on the health of the watershed to watch for indications if the watershed is being negatively impacted as a result of continued development, and if further action is required.

FINANCIAL IMPLICATIONS

There are no direct financial implications to the City as a result of the changes summarized in this report.

BACKGROUND

On November 15, 2021, the Committee of the Whole received a deputation from the Thunder Bay District Health Unit (TBDHU) regarding partially serviced subdivisions and concerns with the increased frequency of new subdivision developments requiring the use of advanced sewage (septic) treatment systems. This matter was referred back to

Administration for review (Referral 2021-112-DEV) to consult with the TBDHU and the Lakehead Region Conservation Authority (LRCA).

CONCLUSION

We recommend that Administration's future review of Plan of Subdivision applications in partially serviced areas follow the proposed strategy outlined in this report, and that outstanding Item 2021-112-DEV Official Plan – Partial Servicing & Advanced Wastewater Treatment for Subdivisions be removed from the outstanding list.

REFERENCE MATERIAL ATTACHED

Attachment A – Presentation from Development Community Meeting

PREPARED BY:

Aaron Ward, P.Eng, Project Engineer

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Karen Lewis, General Manager – Development and Emergency Services Department	September 1, 2022

MEMORANDUM

TO: Krista Power, City Clerk

FROM: Doug Vincent, Manager – Licensing & Enforcement

DATE: August 22, 2022

RE: Outstanding Item – Request for Deferral – Sign By-law #135-1992 Amendments Committee of the Whole – September 12, 2022

Administration is recommending a revised report back date for Item 2018-010-DEV Sign By-law #135-1992 Amendments on the outstanding list from September 12, 2022 to end of February 2023. The deferral is requested as Administration is currently finalizing the roll-out of the new restructured Municipal Enforcement Services section of the Licensing & Enforcement Division which cannot be fully implement until on-going recruitment is completed; it continues to remain the highest priority at this time.

Further, Administration will continue to work the legal services team through the fall to complete the necessary review of the extensive interim amendments required for the existing Sign By-law. These amendments will provide the necessary tools, processes and deterrent penalties to effectively control signage until a new by-law is established. Report R83/2018, presented to Council in February, laid the foundation for moving forward with a comprehensive review of the present Sign By-law, that will include Council-directed industry consultations, for a Report on a new by-law in late 2023/24 and an update on that progress will be included in the Report for these ammendments .

I provide the following recommendation for Council's consideration.

WITH RESPECT to the Memorandum from D. Vincent, Manager – Licensing & Enforcement dated August 22, 2022 we recommend that Outstanding Item No 2018-010-DEV Sign By-law #135-1992 Amendments be deferred from September 12, 2022 to February 13, 2023.

cc: Karen Lewis, General Manager – Development & Emergency Services

Memorandum

TO: Krista Power, City Clerk

FROM: Eric Nordlund, Deputy Chief – Thunder Bay Fire Rescue

DATE: August 29, 2022

SUBJECT: Update - Revisions to Thunder Bay Open Air Burning Policy
Committee of the Whole – September 12, 2022

This memo is provided to advise Members of Council on the status of the review and update to the Thunder Bay Fire Rescue (TBFR) policy regarding open air burning.

On November 15, 2021, Council confirmed that open air burning continue to be regulated and managed using the Ontario Fire Code, O. Reg. 213/07, as amended, and the Authority provided by the Fire Code to the Fire Chief.

The Fire Chief was directed to review the Open Air Burning Policy in an effort to reduce smoke complaints by improving the location of fire pits relative to neighbouring properties, and to improve guidance to responding officers to identify and extinguish those fires that are creating bothersome smoke.

The Thunder Bay Fire Rescue Public Education Officer was directed to work with the Director of Strategic Initiatives and Engagement to create and publicize relevant public information regarding safe open air burning in a manner which minimizes smoke and smoke complaints from neighbouring properties.

The Division Chief of Fire Prevention was directed to work with the Manager of Indigenous Relations to develop a formal Sacred and Ceremonial Burning Policy for the City of Thunder Bay.

Administration was directed to report back relating to this policy review.

A review of the TBFR open air burning policy identified that the current program is generally successful and well accepted by the community. When surveyed, approximately 95% of respondents Thunder Bay residents reported never having a negative experience because of smoke from a neighbor's outdoor fire.

The policy has been amended to reduce the clearance to combustible structures in an effort to ensure that fire pits are well located for the enjoyment of permit holders and so as to reduce potential neighbour concerns.

The frequency of requests for sacred fires has increased. TBFR is currently working with the Indigenous Relations Committee to implement a process that respects these requests and ensures that these fires are approved and held in a culturally appropriate manner while respecting fire safety and neighbour relations.

The Public Education Officer will work with the Director of Strategic Initiatives and Engagement to create and publicize relevant public information regarding safe open air burning in a manner which minimizes smoke and smoke complaints from neighbouring properties. This will be completed when the details of the sacred fire process has been completed.

The open air burning policy will be reviewed on a regular basis and continues to improve in an effort to address resident concerns in a reasonable manner. It is important to implement a process for approving sacred fires. TBFR continues to work with the Indigenous Relations Committee in this regard.

The following recommendation is presented for Council's consideration.

WITH RESPECT to the Memorandum from E. Nordlund, Deputy Chief – Thunder Bay Fire Rescue, we recommend that Outstanding Item 2021-103-DEV Open Air Burning Policy be removed from the Outstanding List (Planning Services);

AND THAT Outstanding Item 2021-119-DEV Sacred and Ceremonial Burning Policy be deferred from September 12, 2022 to April 17, 2023;

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

Sincerely,

Eric Nordlund
Deputy Chief, Thunder Bay Fire Rescue

C.c. N. Gale, City Manager
K. Lewis, General Manager - Development & Emergency Services
G. Hankkio, Fire Chief - TBFR
D. Paxton, Deputy Chief – TBFR

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: August 30, 2022

SUBJECT: Outstanding List for Planning Services as of August 30, 2022
Committee of the Whole – September 12, 2022

The following items are on the outstanding list for September 12, 2022:

Reference Number	Department/Division	Outstanding Item Subject	Resolution Report Back Date	Revised Report Back Date
2018-010-DEV	Development & Emergency Services / Licensing & Enforcement	Sign By-law Amendment	No date included in referral resolution	Sep-12-2022
2020-024-DEV	Development & Emergency Services / Licensing & Enforcement	Request for Report – Development of a Nuisance By-law	Sep-28-2020	Sept-18-2023
2021-103-DEV	Development & Emergency Services / Thunder Bay Fire and Rescue	Open Air Burning Policy	Nov-15-2021	Sep-12-2022
2021-112-DEV	Development & Emergency Services	Official Plan - Partial Servicing & Advanced Wastewater Treatment for Subdivisions	Feb-14-2022	Sep-12-2022
2021-114-DEV	Development & Emergency Services/Licensing & Enforcement	Fence Related Bylaws	Mar-28-2022	Dec-18-2023
2021-116-DEV	Development & Emergency Services/Licensing & Enforcement	Animal Bylaw Amendment	Dec-13-2021	Feb-27-2023

2021-119-DEV	Development & Emergency Services / Thunder Bay Fire and Rescue	Sacred and Ceremonial Burning Policy	Aug-22-2022	Sep-12-2022
2021-120-DEV	Development & Emergency Services/Planning	Strategic Core Areas Community Improvement Plan - Update	Dec-19-2022	Feb-27-2023
2022-104-DEV	Development & Emergency Services/Planning	Heritage Grant Program	Dec-19-2022	
2022-105-DEV	Development & Emergency Services/Planning	Update - Implementation - Work Plan for Superior North EMS 2021-2030 Master Plan	Q3 - 2023	

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT	R 135/2022
DATE PREPARED	08/07/2022	FILE	
MEETING DATE	09/12/2022 (mm/dd/yyyy)		
SUBJECT	Accessibility Progress Report		

RECOMMENDATION

This Report is for information only.

LINK TO STRATEGIC PLAN

LEAD: Provide civic leadership to advance mutual respect, equal opportunity and hope.

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

These pillars of the Strategic Plan are inherent to the 2019-2024 Multi-year Accessibility Plan.

EXECUTIVE SUMMARY

This Report provides an update of the City's progress on achieving the compliance required through the *Accessibility for Ontarians with Disabilities Act, 2005*, (the "Act"). Along with the Act, the City of Thunder Bay must also be in compliance with the Integrated Accessibility Standards Regulation (O.Reg. 191/11) (the "Regulation") in order to establish and maintain barrier-free access to municipal facilities, services, information, communications, employment and transportation. To date, the City is well positioned in meeting the deadlines required by the legislation and we are seeing ongoing improvements in capital projects across the corporation that meet the needs of people living and working in our community with a disability.

DISCUSSION

The City of Thunder Bay is a leader in the area of accessible programs and services for those with accessible needs. Engagement with the disabled community through the Accessibility Advisory Committee includes direct communications through the website,

social media, and engagement opportunities, in addition to receiving feedback via phone, electronic and regular mail and through various organizations in our community. Communication with those with accessible needs is a priority and has been emphasized by corporate training and an overall commitment to making our city accessible to those living with a disability.

In March 2021, City Council adopted the 2019-2024 Multi-year Accessibility Plan and the Corporate Accessibility Policy (Policy No. 08-01-04).

The City of Thunder Bay is well positioned to respond to concerns relating to accessibility in municipal spaces and facilities as a result of the support from a variety of members of administration and committees. The City of Thunder Bay currently has one full-time staff member (Municipal Accessibility Specialist) dedicated to projects related to accessibility. The Specialist provides advice and assistance to municipal staff from across the corporation as well as supporting the Accessibility Advisory Committee (AAC) and the Administrative Accessibility Working Group (AAWG). The AAC is a requirement of the Act; the AAWG includes members of Administration from all departments within the corporation. In addition to these staff and volunteers, the Deputy City Clerk provides oversight and direction to initiatives and projects that relate to accessibility.

Compliance Requirements

The Ontario Regulation 191/11: Integrated Accessibility Standards Regulation (IASR) is a grouping of five standards that was developed under the Accessibility for Ontarians with Disabilities Act (AODA). The City of Thunder Bay must follow the IASR to prevent and remove barriers for people with disabilities. The City of Thunder Bay must also provide mandatory biennial compliance reports to the Ministry for Seniors and the Accessibility Compliance Assurance Branch (formerly the Accessibility Directorate of Ontario).

The 2019-2024 Multi-year Accessibility Plan highlights twelve “Strategies and Actions for Barrier Identification and Removal” that each department uses as a benchmark to achieve compliance in their respective areas.

Information and Communications Standard

The standard outlines requirements for organizations to create, provide, and receive information and communications that are accessible for people with disabilities. For example, the City of Thunder Bay must provide information and communications in an accessible format to people with disabilities upon request and in a timely manner.

The City of Thunder Bay is committed to providing information electronically in an accessible format for those who require it. The city’s website is reviewed on a regular basis to ensure content and documents are in an accessible format and city staff

regularly attend training provided by the IT Department in order to ensure they are well versed on how to create and modify documents to make them accessible.

In 2021, the Ontario Network of Accessibility Professionals (ONAP) undertook a voluntary peer review of accessible website compliance in meeting the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA requirements legislated in the Integrated Accessibility Standards Requirement (IASR) of the AODA. The peer review, which included the City of Thunder Bay, concluded that none of the peer municipalities could, in good faith, report to the Ministry for Seniors and Accessibility Compliance Assurance Branch that they were 100 percent compliant with this requirement.

The reason for reporting the non-compliance is due to the ever-changing nature of technology and software provided by vendors, the unique knowledge required to create accessible electronic documents by staff, and the skill of the consumer to access the electronic documents or webpages using their preferred assistive technology. The Compliance Assurance Branch was satisfied, in the case of the City of Thunder Bay, that Corporate Information Technology, the Office of the City Clerk, and other departments were diligently attempting to remediate accessibility issues and create new, accessible electronic documents and webpages that meet the WCAG 2.0 Level AA requirements.

Employment

The standard requires that employers must make their workplace and employment practices accessible to potential or current employees with disabilities. For example, employers that make an offer of employment to a successful job applicant must inform the applicant of their organization's policies for accommodating employees with disabilities.

Employment practices across the City of Thunder Bay are accessible, including how the City hires, retains, and provides career development opportunities.

Transportation

The transportation standard sets out the requirements for transportation service providers. Particularly, features and equipment on vehicles, routes, and services offered must be accessible to people with disabilities. For example, no conventional or specialized transportation service is permitted to charge a fare to a support person who is accompanying a person with a disability.

Transit Services strives to meet and exceed its accessibility requirements outlined in the Transit 2015-2025 Accessibility Plan to communicate the AODA compliance and accessibility improvements within both Thunder Bay Transit and Lift+ Specialized Transit Services.

Transit now provides dual operator training during which new Transit operators are trained on both Conventional and Lift+ buses. Not only does this allow Transit the flexibility to schedule an operator on either system, it also ensures that passengers with disabilities receive accessible customer service on whichever system they use.

In 2021, Transit was required by the Ministry for Seniors and Accessibility Compliance Assurance Branch to complete a mandatory desk audit. The audit focused on five areas of compliance: training records, transit stops, priority seating, service disruptions, and alternative fare payment options. The audit also required clarification on the 2015-2025 Transit Accessibility Plan. Transit staff responded to the desk audit in a timely manner with assistance from the Municipal Accessibility Specialist and successfully passed the audit with no further concerns from the Compliance Assurance Branch.

Design of Public Spaces

The design of public spaces standard outlines the need for newly constructed or redeveloped public spaces to be accessible for people with disabilities. For example, the City of Thunder Bay must provide barrier-free exterior paths of travel around all of its facilities.

The City's Engineering department has been actively installing Tactile Walking Surface Indicators at newly rebuilt intersections. Fourteen new sidewalk ramps with tactile plates were installed in 2021 at ten intersections across Thunder Bay.

Customer Service

The City of Thunder Bay has mandatory training for all members of Council, employees and volunteers on the Customer Service Standard and Ontario Human Rights Code, which includes policies and procedures on providing goods and services to people with disabilities in the areas of:

- An Accessibility Policy incorporating dignity, independence integration, and equity;
- Use of service animals and support persons;
- Notice of temporary service disruptions;
- Provision of a feedback process for the public to submit concerns about accessibility; and,
- Use of assistive devices.

Accessibility Advisory Committee (AAC)

Members of the Accessibility Advisory Committee (AAC) are Council's representatives relative to accessibility issues affecting municipal facilities, programs, and services and provide advice on the development and implementation of the 2019-2024 Multi-Year Accessibility Plan and the effectiveness of the Plan and the City's status on the ongoing requirements of legislation relative to the AODA. The AAC is comprised of appointed

citizen members who represent those living in our community with a disability. Members consult on municipal undertakings by the City of Thunder Bay and provide advice and context for City Council as they make decisions that affect accessibility and those living with a disability in our community.

The AAC is comprised of:

- 1 person who is hard of hearing or late deafened
- 1 person who has a mental health-related disability
- 1 person who has a mobility-related disability
- 1 person with a developmental disability
- 1 person who is blind or visually impaired
- 1 person with a brain injury
- 1 older adult with a disability
- 1 person with a speech impairment
- 1 person with a learning disability
- 1 parent or guardian of a child or youth with a disability
- 1 caregiver to a person with a disability
- 1 Member of Council
- 1 citizen at large
- 1 service agency representative with a mandate/responsibility for people with disabilities

The AAC meets on a monthly basis throughout the year and holds an annual Open House that welcomes community participation and provides information and discussion relative to issues affecting those with accessible needs in our city. They are an actively engaged advisory committee who dedicate considerable volunteer time and expertise to providing input and context to ongoing issues affecting those with accessible needs in our community.

The AAC has developed effective working relationships with city departments and regularly receives information from administration including Transit, Roads, Engineering, Planning Services, Building Services, Licensing & Enforcement, Parks, and the City Manager's Office.

The AAC also has a sub-committee known as the Built Environment Working Group. The Built Environment Working Group has been active since 2013 and regularly visits city facilities and advises on capital improvements that impact those living with a disability in our community. This group is comprised of two members with a visual impairment, and two members with mobility disabilities. Members have knowledge in

the area of construction and a high degree of familiarity with regulations relative to the Ontario Building Code and the AODA.

The Built Environment Working Group has been integral in providing consultation early in the process for capital projects and has worked with administration when possible to adopt best practices relative to capital works that may have a high impact on those with accessible needs. There have also been outside requests for the Built Environment Group to provide consultation on projects outside of municipal facilities including the Thunder Bay Regional Health Sciences Centre and NorWest Community Health Centre.

Barrier Identification and Removal

Attachment A is provided and identifies the 2021 Identification of Accessibility Barriers/Improvements that have been ongoing within the City of Thunder Bay to address and respond to concerns related to accessible needs for community members utilizing city facilities.

Highlighted Projects include:

- Delaney Arena ramped barrier-free viewing area above ice level
- Fort William Gardens hand rail design and placement
- Churchill Pool change room upgrades
- Addition of low-floor Lift+ specialized buses
- Centennial Park Woodland Adventure Playground with accessible walkways, play surface and sitting area
- Northwood Splash Pad with accessible walkways from the sidewalk and parking area, sitting area with shade structure and spray components

Future work is planned for 2022-2023 and includes:

- New Jumpstart Inclusive Playground and Adult Fitness Area at Boulevard Lake
- New accessible path of travel from the Jumpstart Inclusive Playground to the beach, including Mobi-Mats and specialized beach wheelchairs
- Dease Park accessible permanent concrete surface and boarded play surface to double as a winter rink with new accessible walkways
- Continued implementation of accessible pedestrian crossovers at various locations

Consultation

Consultation is a regular part of the Accessibility Plan and a main focus of the AAC. Working with the AAC is an integral part of connecting with the community regarding concerns, issues and projects that are required in order to address issues in municipal facilities relative to accessible needs. As previously noted, the AAC meets once a month and regularly provides feedback with respect to concerns that need to be addressed by Administration.

The Covid-19 pandemic made public consultation through annual Open House events in 2020, 2021 and 2022 difficult to plan and execute. The 2020 open house was cancelled due to health and safety reasons related to Covid-19 and the 2021 open house was held as a series of online videos, which received positive feedback from the public. The 2022 open house was held outdoors for the first time in McGillivray Square and included representation from City facilities and services as well as community service agencies. A flag raising of the Disability Pride flag was also held. The open house was well attended by the public.

Consultation is also an important part of the AAC's work related to the City of Thunder Bay's overall accessibility plan. It is a standard with the corporation for departments to present information or plans to the AAC prior to it being presented to City Council or the public so that input can be provided in the early stages of planning related to any issues affecting accessibility. A number of staff from Community Services, Human Resources and Engineering now regularly attend AAC meetings rather than await an invitation from the AAC.

The AAC has participated in the consultation process relative to the following City of Thunder Bay initiatives:

- 2019-2024 Multi-Year Accessibility Plan
- Development of the City's first high-traffic roundabout at Edward St. and Redwood Ave.
- Centennial Park Woodland Adventure Playground
- Boulevard Lake Jumpstart Inclusive Playground
- Potential Red River Rd. closure and redesign

FINANCIAL IMPLICATION

There are no financial implications associated with this report.

CONCLUSION

This report is presented for information only.

BACKGROUND

In Ontario, approximately 2.6 million people have a disability. This means roughly one in four Ontarians live with a disability and face various types of accessibility challenges in their everyday life. Also, as the aging population is expected to grow in the next 25 years, it is projected that the number of people living with a disability is also expected to grow in our province.

Under the Accessibility for Ontarians with Disabilities Act, 2005, and requirements through the Integrated Accessibility Standards Regulation (O.Reg. 191/11) (IASR), the City of Thunder Bay must comply with this legislation in order to create and maintain barrier-free access to City facilities, programs, services, information, communications, employment and transportation.

Mandatory compliance is legislated with biennial reporting to the provincial accessibility directorate. Penalties apply if compliance requirements are not met. Non-compliance fines may result in penalties of up to a maximum of \$100,000 per day for corporations.

In March 2021, City Council adopted the 2019-2022 Multi-Year Accessibility Plan and the Corporate Accessibility Policy (Policy No. 08-01-04).

REFERENCE MATERIAL ATTACHED

Attachment A - 2021 Accessibility Barriers and Improvements, City of Thunder Bay

PREPARED BY: Scott Garner, Municipal Accessibility Specialist

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: September 1, 2022
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Memorandum

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

TO: Krista Power, City Clerk
FROM: Mayor Bill Mauro
DATE: August 29, 2022
SUBJECT: Advocacy – Federal Electoral Districts
Committee of the Whole – September 12, 2022

The Federal Electoral Boundaries Commission of Ontario is proposing several riding changes in the province including drastic changes in Northwestern Ontario. The proposed changes would change the boundary lines and reduce from four (4) – Thunder Bay-Superior North, Thunder Bay-Rainy River, Kenora and Timmins-James Bay – to three (3) ridings – Thunder Bay-Superior North, Kenora-Thunder Bay-Rainy River, and Kiiwetinoong-Mushkegowuk.

This decision is contradictory to the 2017 electoral boundary changes for Ontario that recognized the need to add two seats to ensure fair participation for northern residents. Northern Ontario's population per riding is already much higher than many other rural and isolated regions in Canada's north.

The Commission will be holding public hearings to gather feedback on the proposed boundary and electoral district name changes. These hearings can be virtual, in person or by written submission. In person sessions are scheduled for October 3 (Sioux Lookout) and October 4 (Kenora); virtual sessions are scheduled for October 26 and 29.

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

WITH RESPECT to the Memorandum from Mayor Bill Mauro dated August 29, 2022, we call on the Federal Electoral Commission to maintain the current electoral representation of Northern Ontario;

AND THAT a copy of this resolution be sent to Prime Minister Justin Trudeau; the Electoral Boundary Commission; Hon. Patty Hajdu, Minister of Health; Marcus Powlowski, MP – Thunder Bay-Rainy River; and all Northern Ontario MP's.

Memorandum

TO: City Council **FILE:**

FROM: Krista Power, City Clerk
City Manager's Office – Office of the City Clerk

DATE: 08/26/2022

SUBJECT: Mayor Mauro – Resignation & Establishment of Special Committee of the Whole and City Council Meetings

MEETING & DATE: Committee of the Whole - 09/12/2022

On August 24, 2022 Mayor Mauro announced his intent to resign from office as of October 4, 2022; his last day in office will be October 3, 2022. As required by section 260 of the *Municipal Act, 2001*, (the "Act") the Mayor provided his resignation to my office in writing. The Act also requires Council declare the seat vacant following his last day in office and determine how or if the vacancy will be filled. These decisions cannot proceed until the seat is vacant. With no regular meeting scheduled until November 14, 2022, a meeting must be established.

At that time, information will come forward from my office on the options available for City Council to either fill the vacant seat by appointment as per the Vacancy Policy or leave it vacant and utilize the existing Acting Mayor process as outlined in By-law 69/2021 as amended (Appointment of Acting Mayors) to ensure continuity of representation and appropriate authority is in place should it be required.

As such, the following recommendation is provided for consideration;

WITH RESPECT to the Memorandum from Krista Power, City Clerk, dated August 26, 2022, we recommend that a Special Meeting of Committee of the Whole on Tuesday, October 4, 2022 at 6:30 p.m. be established for the purpose of receiving information from the City Clerk relative to the vacancy on City Council created by the resignation of Mayor Bill Mauro;

AND THAT a Special City Council meeting be established directly following Committee of the Whole meeting in order to ratify any decisions made relative to the above noted;

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

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: August 30, 2022

SUBJECT: Outstanding List for Administrative Services as of August 30, 2022
Committee of the Whole – September 12, 2022

The following items are on the outstanding list for September 12, 2022:

Reference Number	Department/Division	Outstanding Item Subject	Resolution Report Back Date	Revised Report Back Date
2009-028-ADM	Corporate Services & Long Term Care / Financial Services	Landfill Gas Generation Project	Apr-12	Dec-22-2025
2020-049-ADM	City Manager's Office / Office of the City Clerk	Committee Meals	Report back when 75% of Committees are meeting in person	
2021-104-ADM	City Manager's Office / Human Resources & Corporate Safety	Work Life Initiatives - Policy (Work from Home)	Jun-27-2022	Feb-23-2023
2022-103-DEV	City Manager's Office	Conversion Therapy Resolution	Sept-12-2022	Nov-14-2022
2022-002-ADM	City Manager's Office/Office of the City Clerk	Ontario Team Centennial Canoe - the 'William McGillivray' Task Force	Mar-13-2023	