



# **AGENDA MATERIAL**

## **COMMITTEE OF THE WHOLE**

**MEETING DATE:** MONDAY, JUNE 1, 2020

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

**TIME:** 6:30 PM



**MEETING:** Committee of the Whole

**DATE:** June 1, 2020

*Reference No. COW - 26/51*

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**CLOSED SESSION in the McNaughton Room at 5:30 p.m.**

Committee of the Whole - Closed Session

Chair: Councillor T. Giertuga

Committee of the Whole - 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 - Operation Session

Chair: Councillor B. McKinnon

**DISCLOSURES OF INTEREST**

**CONFIRMATION OF AGENDA**

Confirmation of Agenda – June 1, 2020 - Committee of the Whole **(Page 4)**

With respect to the June 1, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**REPORTS OF MUNICIPAL OFFICERS**

**EarthCare Annual Report 2019**

Report No. R 49/2020 (Infrastructure & Operations) and the accompanying EarthCare Annual Report (Attachment A) providing information regarding the progress achieved in 2019 in the implementation of the EarthCare Sustainability Plan, for information only. **(Pages 5 – 29)**

Memorandum from Ms. S. Stevenson, Acting Sustainability Coordinator, dated May 19, 2020 requesting to provide a presentation relative to the above noted. **(Page 30)**

## **Asset Management Plan**

Report 53/2020 (Infrastructure & Operations) provides an update on the development and implementation of an Asset Management Plan and Program in compliance with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperities Act, 2015, for information only. **(Pages 31 – 35)**

## **Financial Assistance Program for Private Lead Water Service Replacement**

Report No. R 55/2020 (Infrastructure & Operations - Environment) recommending an interest free loan program be established to allow eligible property owners to borrow funds from the City to assist them in the replacement of their privately owned lead water service connection. **(Pages 36 – 39)**

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 Report No. 55/2020 (Infrastructure & Operations - Environment) we recommend that City Council approve an interest free loan program for Private Lead Water Service Replacements as contained within this report;

AND THAT the maximum loan amount be \$3,000 of eligible costs;

AND THAT the term of the loan be five years or a maximum of 10 years;

AND THAT Administration report back on the success of the program after two years;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to this matter;

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

## ***PETITIONS AND COMMUNICATIONS***

### **Mayor's Task Force – COVID-19**

Memorandum from Mayor B. Mauro dated May 19, 2020 containing a motion recommending that the outstanding item relative to the creation of a Mayor's Task Force as approved at the March 23, 2020 City Council Meeting – COVID-19 be removed from the outstanding list. **(Pages 40 – 41)**

With respect to memorandum from Ms. K. Power, City Clerk, dated May 8, 2020, we recommend that the outstanding item relative to the creation of a Mayor's Task Force as approved at the March 23, 2020 City Council Meeting – COVID-19 be removed from the outstanding list;

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

### **Designated Truck Route - Rescheduled Date**

Memorandum from Ms. K. Power, City Clerk dated May 23, 2020 advising that the Designated Truck Route By-law will be presented on Monday, June 22, 2020. **(Pages 42 – 43)**

### **2020 Committee of the Whole/City Council Meeting Calendar Update**

Memorandum from Ms. K. Power, City Clerk dated May 20, 2020 providing updated meeting dates relative to the above noted. **(Pages 44 – 45)**

With Respect to the 2020 Committee of the Whole and City Council Calendar, we recommend that the calendar be amended to reflect the re-scheduled dates for the Annual General Meetings of Tbaytel, Synergy North and the Community Economic Development Commission;

AND THAT the Office of the City Clerk report back on a new date for the Annual Citizens of Exceptional Achievement Banquet;

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

### ***NEW BUSINESS***

### ***ADJOURNMENT***

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***MEETING DATE***      06/01/2020 (mm/dd/yyyy)

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***SUBJECT***              Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - May 11, 2020 - Committee of the Whole

***RECOMMENDATION***

With respect to the June 1, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Infrastructure & Operations	<b>REPORT NO.</b>	R 49/2020
<b>DATE PREPARED</b>	04/23/2020	<b>FILE NO.</b>	
<b>MEETING DATE</b>	06/01/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	2019 EarthCare Annual Report		

## **RECOMMENDATION**

For information only.

## **LINK TO STRATEGIC PLAN**

This report directly supports the fifth goal under the *Lead* pillar of the City of Thunder Bay's Corporate 2019-2022 Strategic Plan to "Further [previous] commitments to sustainability and climate adaptation." In addition, this report supports numerous other goals from the plan including *Renew* Goal 3 "rehabilitate Boulevard Lake Dam," and *Renew* Goal 4 "focus beautification efforts to make significant progress on implementing the Image Route Plan." This report updates Council on the progress being made to implement the EarthCare Sustainability Plan which directly supports the implementation of the Corporate Strategic Plan.

## **EXECUTIVE SUMMARY**

This report and the accompanying EarthCare Annual Report (Attachment A) provide information regarding the progress achieved in 2019 in the implementation of the EarthCare Sustainability Plan.

## **DISCUSSION**

This report is the 11th Annual Report on the EarthCare Sustainability Plan presented to Council. The past year EarthCare continued to lead the implementation of the Climate Adaptation Strategy for the Corporation of the City of Thunder Bay. With sustained support from Council and varying levels of Administration, EarthCare continued collaboration with City divisions and departments and worked with external partners to implement a number of actions found in the strategy. Further to this, EarthCare was a successful recipient of external adaptation funding to assist in completing actions found in the strategy. The goals, objectives, and actions presented in the strategy will guide the City of Thunder Bay in preparing for, responding to, and recovering from the impacts of climate change.

With respect to climate mitigation, the EarthCare Sustainability Plan 2014-2020 sets a corporate greenhouse gas (GHG) emissions reduction target of 20% below 2009 levels by 2020. Steady progress has helped to achieve a 26% decrease in corporate GHG emissions from the baseline year of 2009, as well as implementation of other aspects of the Plan. A 2016 community GHG inventory was completed in 2017/18 and showed overall community GHG emissions have dropped by six per cent since 2009. Corporate activities and operations are considered a subset of community emissions, representing 2.2% of all of Thunder Bay's GHG's. Corporate GHG emissions have held constant from 2018. A detailed 2019 Corporate Energy Management Plan update, outlining the progress the Corporation has made towards reducing GHG emissions through energy efficient infrastructure projects and awareness can be found in Corporate Report No. R 165/2019.

In 2019, kick off meetings for the Community Energy & Emissions Plan were held with community stakeholders and consultants Sustainability Solutions Group and Arbora Management Services. An engagement strategy was completed for this project and data collection began to create a baseline GHG emissions inventory for the community. This inventory will provide a detailed analysis of community energy use and emissions as well as models that predict emissions in 2050 in both a business as usual and low-carbon scenario. Work on this project will continue on until January 2021.

Municipal governments currently have direct or indirect control over up to half of Canada's GHG emissions. The Federation of Canadian Municipalities (FCM) has shown that municipalities can contribute significantly to Canada's national emission reductions. Direct benefits that come from action include energy cost savings, avoided infrastructure impacts, and local job creation. The 2019 EarthCare Annual Report (Attachment A) notes many ways that Thunder Bay is taking action.

### ***LINK TO EARTHCARE SUSTAINABILITY PLAN***

This report presents the 2019 EarthCare Annual Report, a report highlighting progress on the EarthCare Sustainability Plan's implementation.

### ***FINANCIAL IMPLICATION***

There are no financial implications associated with this report.

### ***CONCLUSION***

It is concluded that Thunder Bay is making progress on the implementation of the EarthCare Sustainability Plan.

## ***BACKGROUND***

The Community Environmental Action Plan (CEAP) was adopted by City Council in 2008, R128/2008 (Environment). The CEAP has since been updated with the latest iteration – the EarthCare Sustainability Plan, R55/2014 (Environment), and is part of the City’s commitment to reducing greenhouse gas (GHG) emissions, and functions as the community’s integrated community sustainability plan (ICSP). The first Annual Report was presented in 2010, Report 002/2010 (Environment).

City Council originally approved Environmental Policy No. 04-02-02 after reviewing Report No. 290/2005 (Environment) on December 5, 2005. Two annual reports, R027/2007 (Environment) and R024/2008 (Environment), were presented to City Council in keeping with the Policy requirements. Report 024/2008 recommended that pending adoption of the CEAP by City Council, the reporting of the City’s Corporate environmental progress become part of the CEAP reporting process. The CEAP was adopted by City Council in October 2008 with R128/2008 (Environment).

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

Attachment A: 2019 EarthCare Annual Report

***PREPARED BY: Summer Stevenson, Acting Sustainability Coordinator***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kerri Marshall, General Manager – Infrastructure & Operations	May 15, 2020



# 2019

## ANNUAL REPORT

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earth7care  
Thunder Bay  
sustainable by nature



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# WHAT IS EARTHCARE?

EarthCare Thunder Bay (EarthCare) is a partnership between the City of Thunder Bay and the community to work together on issues of community sustainability, climate adaptation, and greenhouse gas reduction. Our mission is to lead the community in securing the environmental health of our region, and thereby improve the social, cultural, and economic well-being of future generations.

EarthCare has 11 Working Groups, providing a point of entry for the participation and engagement of the public and other stakeholders in the implementation of the EarthCare Sustainability Plan. Each Working Group represents an area essential to community sustainability, focusing on issues of air, climate adaptation, community greening, education, energy, food, green building, land use planning, mobility (active transportation, transit, and walkability), waste, and water.



EarthCare is guided by two strategic documents: *The EarthCare Sustainability Plan (2014-2020)* and the *Climate Adaptation Strategy (2015)*. The implementation of these plans will help Thunder Bay reduce greenhouse gas (GHG) emissions, become more climate-resilient, and create a more sustainable city. The Sustainability Plan and the Climate Adaptation Strategy both provide clear steps for moving forward. EarthCare will continue to represent the community by bridging community needs and wants with long-term planning of municipal investments that are resilient, evidence-based, and achieve multiple co-benefits.

The EarthCare Advisory Committee (EAC) of Council helps to guide EarthCare and the implementation of the Sustainability Plan.



**EarthCare Advisory Committee: Top l-r:** Jacob Porter, Lynn Duffield, Amy Coomes  
**Bottom l-r:** Margaret Wanlin, Shannon Costigan (Vice-Chair), Councillor Andrew Foulds (Chair), Michelle Warywoda, Councillor Kristen Oliver, Lynae Grace. **Missing:** Lindsay Galway, Sandy Stiles

EarthCare would like to thank all of the amazing volunteers, members of the Working Groups, and our community partners who give time and energy to making real change in our community and helping to create a more liveable Thunder Bay. These champions are integral in maintaining the momentum of EarthCare.

**This report outlines the progress made by the Corporation of the City of Thunder Bay as well as the Thunder Bay community on the implementation of the Sustainability Plan.**





# ENERGY

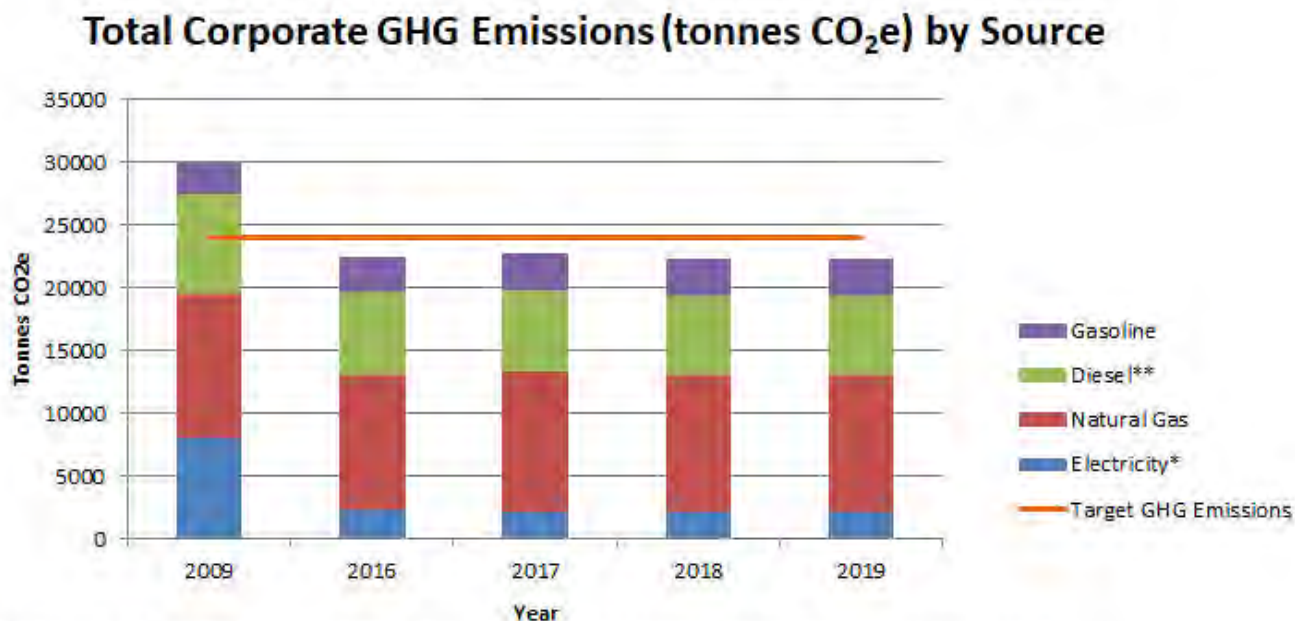
Goal: To promote the wise use of energy and the transition to a carbon-neutral future.

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## Progress Highlights

- In June 2019, Thunder Bay City Council approved the Corporate Energy Management Plan 2019-2024. The Plan outlines strategic initiatives to manage Corporate energy consumption and create a culture of conservation to ensure the wise use of energy within all corporate operations. A detailed 2019 Corporate Energy Management Plan update can be found in **Corporate Report No, 165/2019**.
- Kick-off meetings for the Community Energy & Emissions Plan (CEEP) were held with community stakeholders and the project team. The project started off with data requests and collection to create a baseline greenhouse gas (GHG) emissions inventory. A dynamic Community Engagement Strategy outlining how the CEEP will be shaped by the community was completed for this project.
- A GHG assessment of the Disaster Mitigation and Adaptation Fund project (see Climate Adaptation section) was initiated.

- Corporate GHG emissions held constant at 26% below 2009 baseline levels. This reduction exceeds the emissions reduction target, 20% below 2009 levels by 2020, outlined in the Plan. The graph below breaks down corporate emissions by tonnes of carbon dioxide equivalent (CO<sub>2</sub>e).



\* Electricity coefficient decreased from 0.00012 tCO<sub>2</sub>/kwh in 2009 to 0.00004 tCO<sub>2</sub>/kwh in 2014 - 2018

\*\* Diesel coefficients changed from 2009 to align with reporting standards of the Global Protocol for Community





# LAND USE

Goal: To include and implement concepts surrounding smart growth and sustainability into the planning and patterns of land use within the community and the Corporation.

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## Progress Highlights

- Thunder Bay has continued to see a shift towards a greater concentration of residential developments in the urban area. Permits were issued for a total of 147 dwelling units in the urban area, compared to 21 for the rural and suburban area.
- The Planning Services Division has played a supportive role in intensification, with five Zoning By-law amendments and seven minor variances being approved for infill projects in 2019. In addition, 17 new lots were created in the urban area to support new development. The Planning Services team works directly with applicants, developers, and community members to ensure these projects contribute to the vitality of the neighbourhoods they inhabit, and support the sustainability of the City in the long term.



**85.7% OF ALL NEW  
RESIDENTIAL  
DEVELOPMENT  
OCCURRED WITHIN  
THE URBAN AREA.**

- The new Official Plan adopted in 2019 enables intensification in the urban area by facilitating second units and accessory apartments in single-detached, semi-detached, and townhouse dwellings. An update to the Zoning By-law is currently underway to establish regulations that will further facilitate intensification.
- The Official Plan review process that concluded in 2019 involved a number of events and open houses to engage with the public. Meetings through the draft and adoption processes provided ongoing dialogue which helped ground the policies of the Official Plan in the real and lived experience of the residents it reflects.
- There were a total of five multi-unit buildings constructed in 2019, representing 76 dwelling units. These were all constructed in the urban area on full municipal services. Multi-unit construction is encouraged near public transportation, commercial corridors, and neighbourhood amenities.
- The Thunder Bay District Health Unit, in collaboration with the City's Planning Division, delivered presentations on Healthy Built Environments at two City Ward Meetings (Westford Ward and Current River Ward).



# CLIMATE ADAPTATION

Goal: Build a community that reduces the risks of climate change through available opportunities and initiatives.

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## Progress Highlights

- The Government of Canada committed to investing over \$13.2 million to help the City of Thunder Bay significantly upgrade and enhance its stormwater system through the Disaster Mitigation and Adaptation Fund. The project is set to start in 2020 and includes upgrades to the Boulevard Lake Dam, separating sewage from stormwater drainage, and increasing the capacity of six storm main collectors.
- The work of EarthCare, the City of Thunder Bay, and the community was shared at the ICLEI - Local Governments for Sustainability Livable Cities Forum held in Victoria, BC, promoting Thunder Bay as a hub of innovative climate adaptation partnerships.
- EarthCare, Environment North, and Lakehead University co-sponsored an event that brought Dr. Dianne Saxe to Thunder Bay to share her expertise on climate change and adaptation.

- The Climate Change PhotoVoice project was displayed at the Research Week Exhibition in the new Centre for Advanced Studies in Engineering and Sciences (CASES) building at Lakehead University. The display was launched with a walking tour on February 25 and was showcased there for the remainder of the year.
- The Lakehead Region Conservation Authority completed a detailed flood-mapping evaluation of McVicar Creek to identify floodplain areas that could be impacted based on a wide variety of storm intensities.
- Two Healthy Neighbourhood Harvest events were held in October at County Park and Franklin Street Park to foster connections between neighbours, improve neighbourhood level resilience, and to inform about services provided by the City that contribute to a more sustainable, healthy, and eco-active community.
- EarthCare continued to attend community events to educate residents on the importance of sustainability, climate adaptation, and resilience. This year, EarthCare connected with over 2,500 people through booths, presentations, and events.



## CLIMATE ADAPTATION WORKING GROUP MEMBERS

Aynsley Klassen, Chair  
 Amy Coomes  
 Courtney Strutt  
 Curniss McGoldrick  
 Gail Willis  
 Heather MacLeod  
 Jacob Porter  
 Ken Deacon  
 Lindsay Galway  
 Paul Berger  
 Rob Sanderson  
 Robyn Gillespie-Barten  
 Sharon Bak  
 Sharon Luhtala  
 Tammy Cook

Enjoying fresh corn on the cob at Healthy  
 Neighbourhood Harvest, Franklin Street Park, 2019  
 Committee of the Whole - Monday, June 1, 2020





# FOOD

Goal: To build a sustainable local food system in the Thunder Bay area that promotes social justice and supports local production, storage, processing, sale, and distribution of food.

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## **Progress Highlights from the Thunder Bay and Area Food Strategy**

- The second edition of the Northwest Nosh magazine, *Northwest Nosh: Growing in the North*, was published. 15,000 copies were printed and distributed across the region and into the United States.
- Increased the promotion of local food literacy through communications, social media publications/events, and delivering 10% Eat Local Challenge presentations in public and professional development settings.
- Worked with producers, agricultural, and economic development partners to provide educational and networking opportunities amongst producers, institutional, and wholesale buyers based on the Food & Agriculture Market Study (2017) recommendations.
- Coordinated the annual Agricultural Tour for local funding partners in September.

- Partnered with the Indigenous Food Circle to coordinate the Fall 2019 event, *Increasing Urban Access to Wild Game*, that focused on understanding wild game regulations. The event attracted 20+ Indigenous Food Circle member organizations including representation from Sioux Lookout's Meno Ya Win Health Centre, the national Nourish initiative, and local Ministries. Visit [www.understandingourfoodsystems.com](http://www.understandingourfoodsystems.com) to learn more.
- Provided human resource and administrative support to the Indigenous Food Circle supporting their growth and capacity through outreach, completion of a community needs assessment, and the development of Guiding Principles in partnership with 16 organizations.
- Developed and published *School Food Environments in Thunder Bay: An Inventory Project of Food Programs and Initiatives in Elementary Schools and High Schools*. The Report details current food programming, funding, barriers, needs, infrastructure, and food philosophies in public schools across the city.
- Continued outreach with local food producers to contribute to the City of Thunder Bay's institutional food procurement needs. With the help of forward-buy contracts the City has increased local food procurement to 34-36%.
- Developed a work plan and project deliverables for the Food Access and School Food Environment Working Groups.
- Continued to participate in, and connect with, local farming and agricultural networks including the Soil and Crop Association, Thunder Bay Country Market, and Thunder Bay Federation of Agriculture.
- Connected with groups and networks outside of Thunder Bay, including: Food Secure Canada, Food: Locally Embedded, Globally Engaged (FLEdGE), Sustain Ontario, and Food Communities Network.

**For a comprehensive list of food indicators please visit: [tbfoodstrategy.ca](http://tbfoodstrategy.ca)**

## **FOOD STRATEGY EXECUTIVE COMMITTEE MEMBERS**

Councillor Brandon Postuma, Oliver Paipoonge  
 Councillor Kristen Oliver, Thunder Bay  
 Charles Levkoe  
 Dan Munshaw  
 Ellen Mortfield  
 Erin Beagle  
 Gwen O'Reilly  
 Jeff Burke  
 Jessica McLaughlin  
 Karen Kerk, Coordinator  
 Ryan Moore  
 Silva Sawula  
 Sue Hamel



# MOBILITY

Goal: Inspire and influence the evolution of integrated urban mobility that is efficient, affordable, and accessible.

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## Progress Highlights

- New Transportation Master Plan and Active Transportation Plan were approved by City Council and include many sustainability and climate adaptation considerations. Key active transportation projects include a five-year North-South active transportation route and an ultimate 20-year route.
- Four pedestrian crossovers were installed (High Street, Junot Avenue, Algonquin Avenue, and Victoria Avenue).
- The City of Thunder Bay built 685 metres of multi-use trails on Ford Street (345 m) and Junot Avenue (340 m).
- A Pedestrian and Cyclist Wayfinding Plan was completed by the City. Implementation will begin in 2020.
- The transit hub at City Hall was renovated with improved bus shelters and sidewalk upgrades.
- The City of Thunder Bay received a silver Bike Friendly City designation.



- The number of participants in the Safe Cycling Thunder Bay program increased to 2,268, compared to 2,243 in 2018; 29 Bike Rodeos and Commuter Cycling Skills courses were offered to elementary classes in 2019, reaching a total of 617 elementary students. Safe Cycling Thunder Bay trained 13 new instructors.
- Walk or Wheel Thunder Bay (WOW TBay) Active School Travel Program developed "best routes" for children walking or wheeling to four local schools (Ecole Gron Morgan, Edgewater Park, St. Margaret School, and St. Thomas Aquinas).
- Commuter Challenge had its most successful year to date with 96 workplaces and 1,437 individuals registering. A total of 1,107 individuals participated travelling 74,897 kms! As a result, Thunder Bay saved 4,650 litres of fuel and avoided 12,392 kilograms of CO<sub>2</sub>.
- The Walkability Committee continued to post wayfinding signs in the North and South Cores to encourage walking.
- Thunder Bay Transit continued work on the Route Optimization Project that began in 2017. This included a series of stakeholder consultation sessions and public Open Houses.

## **WALKABILITY COMMITTEE MEMBERS**

Joanna Carastathis, Chair

Amy Coomes

April Hadley

Brian Spare

Caroline Cox

Cathy Farrell

Darrik Smith

David Binch

Ian Dew

Jillian Fazio

Kassandra Fernandes

Keith Nymark

Kim Mowrey

Lindsay Galway

Lindsay Gaw-Martin

Margaret Cousins

Marilyn Grudniski

Melissa Gagne

Mike Vogrig

Nancy Angus

Rachael Shaffer

Rob Sanderson

Shahzad Borjian

Silva Sawula

Sue Hamel

Susan Forbes

Werner Schwar



# WASTE

Goal: To progress to zero waste through an integrated waste management approach.

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## Progress Highlights

- Spring Up to Clean Up kick-off event was held on May 1 and drew over 120 participants! Free clean up materials were made available to hundreds of businesses and thousands of residents who volunteered their time to clean up litter in their own neighbourhoods throughout the month of May.
- 275 metric tonnes (MT) of household hazardous waste was diverted through the Household Hazardous Waste Depot in 2019.
- 2,076 MT of organic waste was diverted from the landfill in 2019.
- Residential waste diversion rate saw a slight increase at 28% diverted from the landfill in 2019 (1% increase in diversion from 2018; 8% increase in diversion from 2013).
- The City gave away 419m<sup>3</sup> of finished compost to residents for free.
- The tonnage of recyclable materials collected through curbside and depot operations has increased by 11% since 2013, despite an ongoing light-weighting trend in recyclable packaging.



- The 3rd Annual Pumpkin Parade was held at Hillcrest Park on November 1. More than 200 carved pumpkins were set up on candlelight display for spectators, kicking off the City's pumpkin collection program and Waste Reduction Week activities. A total of 28.1 MT of pumpkins were composted during this program.



*Members of the Spring Up to Clean Up Team, 2019.*

## **WASTE WORKING GROUP MEMBERS**

Lee Amelia, Co-Chair  
Diane Scocchia, Co-Chair  
Amy Coomes  
Annette Maurer  
Cindy Wall  
Dan Munshaw  
Glenn Berst  
Jason Sherband

John Staal  
Joshua Hewitt  
Kristin Maenpaa  
Kim Mowrey  
Lucy Laframboise  
Margaret Cousins  
Molly MacDonald  
Randy Mehagan  
Rebecca Johnson  
Sonja Lyons  
Tiina Ahokas





# COMMUNITY GREENING

Goal: To protect, maintain and improve the ecosystems and well-being of the green infrastructure in Thunder Bay.

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## Progress Highlights

- The City of Thunder Bay's Forestry & Horticulture Section increased the number of trees planted across the City to 1,000. Of the new trees there was an even mix of boulevard large-caliper and parkland small-caliper trees. Caliper trees are older and larger than saplings.
- There were 647 ash trees injected with TreeAzin biopesticide in 2019 for protection from the Emerald Ash Borer (EAB).
- City staff and volunteers from the Community Greening Working Group aided in plantings of pollinator gardens including 'Monarchs in the Rough' at Strathcona Golf Course.
- Arbor Day was held at Dalhousie Park in May 2019. Community members helped plant two dozen caliper trees/potted spruce, more than doubling the number of trees in the park.
- The Centennial Botanical Conservatory hosted numerous well-attended events.

- 127 ash trees were removed for cause across the City and 710 were pruned.
- EcoSuperior facilitated tree planting in Brent Park and County Park as part of their BEAN (Building Eco-Active Neighbourhoods) program.
- Canadian Institute of Forestry's National Forest Week was celebrated in County Park with more members of the community coming out to help plant trees.
- 500 tree seedlings were planted with Roots and Branches Forest School at Centennial Park.
- Forestry & Horticulture staff mowed down sites of Himalayan Balsam and invasive phragmites in an effort to help control their spread. These plants will be included in the upcoming Municipal Invasive Plant Management Strategy.
- KBM Forestry provided 2,500 tree seedlings of mixed conifer species, most of which were planted at Centennial Park. The planting was done by a local school group (ages 6-12) and supervised by Forestry & Horticulture staff.



Community Greening volunteers planting a new pollinator garden, 2019.  
 Committee of the Whole - Monday, June 1, 2020

## COMMUNITY GREENING WORKING GROUP MEMBERS

Kyle Jessiman, Chair  
 Allan Hall  
 Amy Coomes  
 Cory Halvorsen  
 Dan Fulton  
 Doug Picard  
 Jacob Porter  
 James Taylor  
 John Walas  
 Kathy Sakamoto  
 Margaret Cousins  
 Margaret Wanlin  
 Melissa Davidson  
 Mike Dixon  
 Ralph Bolough  
 Robert Scott  
 Rod Seabrook  
 Susan Jaward  
 Werner Schwar  
 William Vander Ploeg





# WATER

Goal: To ensure that water resources in the local watershed are protected and enhanced through the engagement of various stakeholders.

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## Progress Highlights

- To date, 25 green infrastructure/low impact development stormwater treatment facilities have been constructed. These facilities provide treatment to over 22 hectares (ha) of land, provide 2,400m<sup>3</sup> of flood storage volume, and treat an estimated 39,000m<sup>3</sup> of annual stormwater runoff.
- Low Impact Development training, sponsored by the City of Thunder Bay, was held in April with over 60 participants both days.
- The City continued with the installation of permanent storm drain markers next to City storm drains on new projects with the message: "Keep it Superior, Drains to Lake"
- Under the Remedial Action Plan (RAP) program for the Thunder Bay Area of concern three Beneficial Use Impairments (BUIs) were re-designated as "not impaired" during 2019.

- The City installed five new oil-grit separators as part of road construction and retro-fit projects. These facilities are designed to remove oil, gas, sand, debris, and other pollutants from stormwater runoff and provide treatment to over four hectares of street and lands that previously drained into our creeks and rivers without any treatment.
- Further evaluation of best options for the remediation of the North Harbour contaminated sediment took place in 2019.
- Through the City's Rain Garden Rebate Program, run in partnership with EcoSuperior, 19 additional rain gardens were constructed on residential properties. This brings the total to 120 rain garden installations over the past seven years.
- 42 rebates were issued under the Drainage Rebate Program in 2019. This includes backwater valve installations, sump pump, sump pit, and infiltration pit installations, and weeping tile disconnections.
- EcoSuperior implemented three DePave Paradise projects that took place at Claude Garton School, TD Bank on Memorial Ave, and Lakehead University. With the help of volunteers, these projects transformed 434m<sup>2</sup> of paved surfaces into green spaces.
- The fourth annual Rain Garden Self-Guided Tour, funded by the City of Thunder Bay and coordinated by EcoSuperior, took place on September 7.

## **WATER WORKING GROUP MEMBERS**

Samuel Pegg, Chair  
 Aaron Ward  
 Amy Coomes  
 Arsalan Behzadipour  
 Frank Edgson  
 Gail Willis  
 Hannah Gelling - van den Brand  
 Jacob Porter  
 Jake Guggenheimer

Julia Prinselaar  
 Kady Bilodeau  
 Kristin Maenpaa  
 Ledah McKellar  
 Nathalie Osipenko  
 Nathan Wilson  
 Nicola McFadden  
 Rena Viehbeck  
 Robert Stewart  
 Tammy Cook  
 Werner Schwar  
 Will Vander Ploeg

# GOING FORWARD

The EarthCare Sustainability Plan lays out the general direction that the community of Thunder Bay must take in order to reduce GHG emissions and continue transitioning to a more resilient, sustainable community. The Plan identifies needs for continued local action, the importance of education, and the challenge of integrating environment, economy, and community. The Plan also demonstrates how citizens can make a difference at home, in the workplace, and in the community. It challenges the public to work with EarthCare to make Thunder Bay a more sustainable city.

In 2020 EarthCare will continue to focus on engaging neighbourhoods to help both mitigate and adapt to climate change. The City and EarthCare will be creating a Community Energy & Emissions Plan (CEEP) that will provide a detailed framework for achieving a net-zero carbon future by 2050. The creation of the CEEP will be rooted in community engagement, gathering input from stakeholders, industry, and the citizens of Thunder Bay. In addition, EarthCare will continue implementing the Climate Adaptation Strategy throughout the many Divisions and Departments within the Corporation and take action on a variety of other EarthCare Working Group projects.

The EarthCare Sustainability Plan presents an ambitious vision and a specific set of actions for the Corporation of the City of Thunder Bay and its citizens. As the Plan enters its final year, it is important to reflect on the encouraging journey that has taken place since its implementation in 2014. Looking forward, the implementation and renewal of this Plan will continue to create new and exiting opportunities, and ultimately develop a stronger, more liveable Thunder Bay.



EarthCare Thunder Bay  
Infrastructure and Operations Department

Victoriaville Civic Centre  
111 Syndicate Ave. S. PO Box 800  
Thunder Bay, ON P7C 5K4

[www.earthcarethunderbay.ca](http://www.earthcarethunderbay.ca)

## MEMORANDUM

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**TO:** Krista Power

**FROM:** Summer Stevenson, A/ Sustainability Coordinator

**DATE:** May 19, 2020

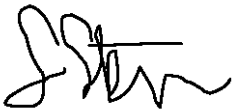
**RE:** *2019 EarthCare Annual Report – R49/2020  
Request to Present Information- June 1, 2020, COW Meeting*

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I respectfully request an opportunity to provide a presentation relevant to Corporate Report 49/2020 –2019 EarthCare Annual Report to the Committee of the Whole at their meeting on Monday, June 1, 2020. Ms. Summer Stevenson will present a PowerPoint Presentation highlighting progress relative to the EarthCare Sustainability Plan for 2019.

Should you have any questions regarding this request please contact me at 627-7268.

Sincerely,



Summer Stevenson  
A/ Sustainability Coordinator  
EarthCare Thunder Bay

cc: K. Marshall – General Manager – Infrastructure & Operations

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Infrastructure & Operations	<b>REPORT NO.</b>	R 53/2020
<b>DATE PREPARED</b>	05/05/2020	<b>FILE NO.</b>	
<b>MEETING DATE</b>	06/01/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	Asset Management Plan		

## **RECOMMENDATION**

For information only.

## **LINK TO STRATEGIC PLAN**

This report directly supports the Renew Strategy of the City of Thunder Bay's 2019-2022 Strategic Plan: One City – Growing Together, to “Focus on essential infrastructure, revitalize our cores and enhance our Image Routes” and the strategic action to “Develop the asset management plan to reflect sustainability goals and make it available in plain language.”

## **EXECUTIVE SUMMARY**

This report provides an update on steps being taken to develop and implement an Asset Management Plan and Program in compliance with *Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure* under the *Infrastructure for Jobs and Prosperities Act, 2015*. This work will support informed infrastructure investment decisions based on sound asset management practices and includes social, environmental and economic considerations.

To support successful strategic execution of this work, an Executive Lead, Steering Committee and Project Manager have been established and a strategic implementation plan has been documented. Change management, information technology management, public engagement, communications and education/training are key strategic areas of focus.

An Asset Management Policy was approved by Council as one of the first requirements of the regulation. The Asset Management Plan will be completed in phases in compliance with the regulation. Development of the Plan for Core Assets (water, wastewater, storm water, roads, and bridges & culverts) will be focused on initially. The Plan will estimate lifecycle costs; define and quantify current levels of service; incorporate risk and condition assessments; give consideration to the impacts of climate change; incorporate impacts of growth in the community;



and align with corporate strategic plans and priorities. This first phase will be completed by July 1, 2021.

The second phase will incorporate similar information for all other assets (facilities, fleet, machinery & equipment, parks, sidewalks) by July 1, 2023. Qualitative descriptions and technical metrics will be established for each asset.

By July 1, 2024 Council must approve a financing strategy to fund the asset management plan at a defined level of service to be established by Council informed through public consultation.

## ***DISCUSSION***

The City operates and maintains a diverse portfolio of infrastructure assets with an estimated replacement value of \$3.4 billion. These assets are critical for the delivery of a wide range of services to the community. During the 2020 Long Term Financial Overview it was estimated the City should be spending and/or putting aside in reserves \$55.1 million per year for future life cycle costs and replacement of the City's existing tax supported assets. Based on the 2020 approved budget, a shortfall in annual funding of \$21.7 million is estimated to maintain existing assets.

This means that some City facilities, roads, sidewalks, parks and other infrastructure will not get the maintenance and rehabilitation they need, when it is needed, and may not be replaced at the end of their useful life. The continued use of assets without appropriate life cycle maintenance and/or beyond their useful life means accepting a lower standard of infrastructure condition, an overall higher lifecycle cost and increased operating costs. It also means accepting a higher level of risk of asset failure.

These estimates exclude new infrastructure such as new subdivision development or new facilities and do not account for inflation.

Asset Management Planning in Thunder Bay is a work in process and will become more robust as the City works to meet the requirements of *Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure* under the *Infrastructure for Jobs and Prosperities Act, 2015*. This regulation sets out to provide greater standardization and consistency to municipal asset management planning across the Province; improve the comprehensiveness of the plans; establish a format and a tool that can be used by the provincial and federal governments to determine appropriate allocation of grant funding; and also serve as budgeting tools for municipalities to address infrastructure funding deficits and prioritize capital projects.

As a first step towards compliance with the regulation, Council approved a new Strategic Asset Management Policy in February 2019. Since that time, an internal steering committee comprised of senior levels of staff with representation from all departments and led by the General Manager – Infrastructure & Operations, has been established and key staff with responsibilities for asset management across the organization have been engaged in the development of a detailed work

plan to achieve compliance with the regulation. Responsibility for overall project management has been assigned to support the strategic execution of this work.

Strategic areas of focus to support the development and implementation of a successful corporate wide asset management program in compliance with O. Reg. 588/17 include:

1. Establish responsibility for overall Project Management and document detailed work plans to clearly identify roles, responsibilities and accountabilities across the organization.
2. Develop a Communications Strategy to build both internal and external awareness of asset management and employ the Public Engagement Framework to engage with Citizens on asset management.
3. Invest in education and training to staff at all levels of the organization involved in asset management to strengthen internal capacity and expertise.
4. Develop a detailed change management plan to integrate asset management in everyday practices and support long term success.
5. Develop a long term Corporate Information Technology Strategy and align where practical, asset data, management and reporting in a central information repository.
6. Establish Levels of Service for all corporate assets informed by public consultation, affordability, long term financial sustainability and technical constraints
7. Develop a Long Term Financing Strategy to fund established levels of service.
8. Align asset management program with corporate strategic plans and priorities.

A highlight of deliverables under the regulation for each phase is outlined below.

#### **Phase 1 – Core Assets - To be completed by July 1, 2021**

1. Document and review core asset inventory, determine level of confidence in data and reduce any asset inventory and condition data gaps.
2. Document existing levels of service for core assets in accordance with the prescribed technical and qualitative metrics defined in the regulation.
3. Complete lifecycle analysis, lifecycle costs including significant operating costs and assess risk/critically of each core asset to inform future desired levels of service considering associated economic, social and environmental risks for a 10 year projection.
4. Determine estimated costs of capital expenditures and significant operating costs due to service growth for core assets

#### **Phase 2 – All Other Corporate Assets - To be completed by July 1, 2023**

1. Review and make any required adjustments or updates to core asset inventory.
2. Update asset inventory to include all assets owned by the Corporation defined as a tangible capital asset in accordance with Public Sector Accounting Board reporting guidelines.
3. Document existing levels of service for all other assets by means of qualitative and technical metrics established by the municipality.

4. Complete lifecycle analysis including lifecycle costs and significant operating costs of all other assets considering associated economic, social and environmental risks for a 10 year projection.
5. Public engagement on community desired levels of service.

Determine the estimated costs of capital expenditures and significant operating costs due to service growth for all assets

### **Phase 3 – Financing and Establish Levels of Service - To be completed by July 1, 2024**

1. Review and make any required adjustments or updates to the asset management plan.
2. Develop proposed technical and community levels of service - considering affordability and sustainability for a 10 year projection.
3. Update asset lifecycles and risks models as necessary to reflect proposed levels of service.
4. Identify financial strategies to deliver proposed levels of service and address funding shortfalls.
5. City Council approval of proposed levels of service.
6. First annual progress report to Council.

### ***FINANCIAL IMPLICATION***

There are no direct financial implications associated with this information Report. However, this is significant work. Resource requirements will be refined through the development of detailed area work plans. It is expected that subject matter experts will be retained and additional resources will be necessary in the near term to comply with the regulation.

### ***CONCLUSION***

It is concluded that progress is being made on the development and implementation of an Asset Management Plan in compliance with Ontario Regulation 588/17.

### ***BACKGROUND***

On February 4, 2019 Council approved a new Strategic Asset Management Policy in compliance with Ontario Regulation 588/17 through Report No. R16/2019 (Infrastructure and Operations).

On January 1, 2018 Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure came into effect under the *Infrastructure for Jobs and Prosperity Act, 2015*.

Corporate Report R180/2017 (Corporate Services & Long Term Care – Financial Services) outlined the proposed requirements for municipalities through Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure under The Infrastructure for Jobs and Prosperity Act, 2015.

On November 6, 2017 Council passed a resolution with Report R 139/2017 (Infrastructure & Operations) to approve the receipt and expenditure of funding through the FCM through Phase I of the Climate and Asset Management Network.

On June 5, 2017 Council passed a resolution recommending that the City of Thunder Bay participate in FCM's Climate and Asset Management Network to develop an asset management policy, strategy and governance framework to align with the City's Climate Adaptation Strategy and other social, economic and environmental sustainability goals.

Version 3 of the City's Asset Management Plan was published in January 2017 with Report 3/2017 (Corporate Services & Long Term Care – Financial Services) and included all asset categories.

***REFERENCE MATERIAL ATTACHED:***

None.

***PREPARED BY: Steven Murphy, P.Eng., Project Manager***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kerri Marshall, General Manager – Infrastructure & Operations	May 21, 2020

## Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Infrastructure & Operations - Environment	<b>REPORT NO.</b>	R 55/2020
<b>DATE PREPARED</b>	05/12/2020	<b>FILE NO.</b>	
<b>MEETING DATE</b>	06/01/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	Financial Assistance Program for Private Lead Water Service Replacement		

### **RECOMMENDATION**

With respect to Report No. 55/2020 (Infrastructure & Operations - Environment) we recommend that City Council approve an interest free loan program for Private Lead Water Service Replacements as contained within this report;

AND THAT the maximum loan amount be \$3,000 of eligible costs;

AND THAT the term of the loan be five years or a maximum of 10 years;

AND THAT Administration report back on the success of the program after two years;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to this matter;

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

### **EXECUTIVE SUMMARY**

This report recommends an interest free loan program be established to allow eligible property owners to borrow funds from the City to assist them in the replacement of their privately owned lead water service connection. According to the research, loan programs have been implemented in four other municipalities across Ontario with others pending.

A maximum loan amount of \$3,000 of eligible costs, to be repaid over a five or 10-year period through monthly interest free payments is recommended.

Loan approvals would be subject to the availability of funding and priority given on a first come first serve basis.

## ***DISCUSSION***

During the 2020 Budget process, City Council approved \$50,000 for the creation of a Private Lead Water Service Replacement program to assist property owners with the removal of privately owned lead service connections.

Publicly owned lead service connections, the pipe from the water main to the property line are replaced through planned capital infrastructure projects, emergency repairs, and through the Priority Lead Service Replacement Program. Privately owned lead service connections, the pipe from property line to the water meter the responsibility of the property owner and are replaced at the property owner's discretion. Although property owners are encouraged to replace their lead service connections when the public portions are being renewed, private lead services are often not replaced. Costs are often noted as a factor. Costs for replacing private lead water service connection vary due to different service lengths (materials and excavation) and type of property restoration required (ie. walkways, driveways, landscaping, etc.). Cost estimates for this work have been in the range of \$2,000-\$4,000.

To further encourage replacement of privately owned lead water service connections, a number of municipalities have implemented financial assistance programs to assist with the cost of replacement. The table below identifies programs offered by five municipalities in Ontario.

<b>Municipality</b>	<b>Type</b>	<b>Amount</b>	<b>Years</b>
Brantford	Grant	up to \$1000	5 or 10
	Loan	up to \$3000	
Guelph	Grant	up to \$2000	
Hamilton	Loan	up to \$2000	up to 10
London	Loan	*	up to 10
Ottawa	Grant	up to \$1000	5 or 10
	Loan	not specified	

\*Loan amount determined after application review.

In offering a loan program, a property owner may be more inclined to replace the private lead service connection since the cost could be spread over a five or 10-year period making it more affordable. With a loan instead of a rebate or grant, the municipality recoups a portion of the loan each year, which could allow more property owners to access this type of program. The program cost is the interest revenue forgone on the money loaned to the property owner and the administrative costs. Based on a \$50,000 budget, a grant program would be capped at around 16 applicants, where as a loan program could provide financial assistance to approximately 160 property owners.

The loan program would be set up similar to the Core Area Renewal Program (CARP) Façade Improvement Loan Program the City offers. Loan repayments would be monthly-interest free payments over a five or 10-year period. If the loan is defaulted, the loan balance plus applicable administration charges would be added to property tax account for collection. Loans for a 10-year period would be available for property owners that qualify under the Tax and Water Credit Program for Low-Income Seniors and Low-Income Persons with Disabilities or the Tax and Water Credit Program for Low-Income Persons.

Criteria for a loan program for private lead water service replacement would be the following:

- Applicant must be the owner(s) of the property
- All owners of the property must apply for the loan
- Property must be a single family home, duplex or triplex
- Estimates to be obtained and loan application to be approved prior to starting work
- Applicable permits obtained
- Contractor must be licensed
- Property taxes must be fully paid with no outstanding debts with the City of Thunder Bay
- Eligible costs include contractor's labour, excavation, pipe materials and connection to the curb stop and water meter

Properties that have already replaced their privately owned lead service line replacement in 2020 will still be eligible for the program.

Payment of funds by the City to the property owner would not occur until the service line replacement work is complete, invoices have been received and work inspected by City staff.

Subject to Council approval, notice of the loan program will be provided to the public through a media release, City's website, advertisement in newsprint and social media. For properties undergoing publicly owned lead service line replacement as part of the 2020 capital projects construction season, notice of the program will be delivered directly to their residence.

### ***FINANCIAL IMPLICATION***

The program allotment of \$50,000 was approved in the 2020 budget financed through the Stabilization Reserve Fund.

### ***CONCLUSION***

It is concluded that City Council should approve a loan program to be accessed by eligible property owners for the replacement of private lead water service connections.

## ***BACKGROUND***

Prior to the mid-1950s many water service connections installed were made of lead. When water sits stagnant in lead water pipes the lead leaches into the drinking water which can pose a health risk if too much enters the body. To reduce lead exposure these lead pipes need to be replaced.

Since 2010, the City of Thunder Bay has followed its approved Corrosion Control Plan in accordance with Drinking Water Systems Regulation O. Reg. 170/3 to reduce lead levels at the tap. Part of the plan is the removal of lead water service connections attached to the City's drinking water system. According to City of Thunder Bay records, there are approximately 8,700 privately owned and 6,600 publicly owned lead water service connections in the city. Since 2007, the City has removed over 1,500 publicly owned service connections. In 2020, approximately 300 publicly owned service connections are scheduled for replacement.

On February 10, 2020, ref. CC/51 with respect to Report No. 1/2020 (Corporate Services & Long-Term Care – Financial Services) City Council approved \$50,000 to be funded from the tax stabilization reserve fund for 2020 to be used for a program to assist property owners with lead service pipe replacement. Administration was to report back to City Council on or before July 20, 2020 with further information, data from other municipalities and a recommended program framework for Council's review and approval.

## ***REFERENCE MATERIAL ATTACHED***

None.

***PREPARED BY: Michelle Warywoda, Director - Environment***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Kerri Marshall, General Manager – Infrastructure & Operations	DATE:  May 20, 2020
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**MEETING DATE**      06/01/2020 (mm/dd/yyyy)

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**SUBJECT**              Mayor's Task Force – COVID-19

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***SUMMARY***

Memorandum from Mayor B. Mauro dated May 19, 2020 containing a motion recommending that the outstanding item relative to the creation of a Mayor's Task Force as approved at the March 23, 2020 City Council Meeting – COVID-19 be removed from the outstanding list.

***RECOMMENDATION***

With respect to memorandum from Ms. K. Power, City Clerk, dated May 8, 2020, we recommend that the outstanding item relative to the creation of a Mayor's Task Force as approved at the March 23, 2020 City Council Meeting – COVID-19 be removed from the outstanding list;

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

***ATTACHMENTS***

1 Memorandum from Mayor B. Mauro

# Memorandum

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

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**TO:** Mayor & Council

**FROM:** Krista Power, City Clerk

**DATE:** May 19, 2020

**SUBJECT:** Mayor's Task Force – COVID-19  
Committee of the Whole – June 1, 2020

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At the March 23, 2020 Committee of the Whole meeting, a memorandum from Mayor B. Mauro, dated March 23, 2020 was presented. A resolution was passed and ratified that same evening by City Council relative to establishing the Mayor's Task Force related to issues associated with COVID-19 and provided direction for the creation of an associated terms of reference that includes membership of the task force, the purpose, goals, community agencies, and necessary resources needed to perform the work of the task force.

Since that time, it has been determined with conversations with Mayor Mauro that a committee structure such as the creation of a Task Force is not needed at this time. This is as a result of work being done by the Mayor currently that allows for connections with the business community, stakeholders from our educational sector and his work with the MECG. At this time, Mayor Mauro is available and will continue to be available to connect with stakeholders relative to the evolving situation as it affects our community.

As such, it is my request for Council to approve the removal of this item from the outstanding list.

“With respect to memorandum from Ms. K. Power, City Clerk, dated May 8, 2020, we recommend that the outstanding item relative to the creation of a Mayor's Task Force as approved at the March 23, 2020 City Council Meeting – COVID-19 be removed from the outstanding list;

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

C.C. Mayor Bill Mauro  
Norm Gale, City Manager



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**MEETING DATE**     06/01/2020 (mm/dd/yyyy)

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**SUBJECT**             Designated Truck Route - Rescheduled Dates

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***SUMMARY***

Memorandum from Ms. K. Power, City Clerk dated May 23, 2020 advising that the Designated Truck Route By-law will be presented on Monday, June 22, 2020.

***ATTACHMENTS***

1 Memorandum from Ms. K. Power

# Memorandum

*Office of the City Clerk*

*Fax: 623-5468*

*Telephone: 625-2230*

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**TO:** Members of Council

**FROM:** Krista Power, City Clerk

**DATE:** May 23, 2020

**SUBJECT:** **Committee of the Whole – June 1, 2020**  
**Scheduling - Designated Truck Route By-law**

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As a follow up to the previous memo provided at the March 2, 2020 Committee of the Whole meeting, it was required that my office poll for availability for members of Council with respect to presentation of the Designated Truck Route By-law.

Polling was completed and a date has been selected where all members of council indicated that they were able to attend. Monday, June 22, 2020 was the date most amenable to Council and Administration's availability for presentation of the Designated Truck Route By-law.

cc:

Mr. N. Gale, City Manager  
Ms. K. Marshall, General Manager – Infrastructure & Operations  
Mr. M. Grimaldi, Solicitor – Legal Services  
Ms. K. Dixon, Director – Engineering & Operations

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**MEETING DATE**     06/01/2020 (mm/dd/yyyy)

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**SUBJECT**             2020 Committee of the Whole/City Council Meeting Calendar Update

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***SUMMARY***

Memorandum from Ms. K. Power, City Clerk dated May 20, 2020 providing updated meeting dates relative to the above noted.

***RECOMMENDATION***

With Respect to the 2020 Committee of the Whole and City Council Calendar, we recommend that the calendar be amended to reflect the re-scheduled dates for the Annual General Meetings of Tbaytel, Synergy North and the Community Economic Development Commission;

AND THAT the Office of the City Clerk report back on a new date for the Annual Citizens of Exceptional Achievement Banquet;

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

***ATTACHMENTS***

1 Memorandum from K. Power

## Memorandum

*Office of the City Clerk*

**Fax:** 623-5468

**Telephone:** 625-2230

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**TO:** Mayor & Council

**FROM:** Krista Power, City Clerk

**DATE:** May 20, 2020

**SUBJECT:** 2020 Committee of the Whole/City Council Meeting Calendar Update  
Committee of the Whole – June 1, 2020

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At the April 27, 2020 Committee of the Whole meeting, I presented a memo informing Council that AGMs for Tbaytel, Synergy North and the Community Economic Development Commission would be postponed and re-scheduled in accordance with the amendments to the Order in Council 518/2020 made under the *Emergency Management and Civil Protection Act*.

My office has communicated with the CEO's of each organization and have re-scheduled the AGMs as follows:

- June 22, 2020 – Tbaytel
- September 14, 2020 – Synergy North
- September 28, 2020 – Community Economic Development Commission

The AGM scheduled for June 22 will be held through MS Teams and broadcast live on Tbaytel and Shaw, and streamlined on the City's website.

In addition to the AGM changes to the 2020 meeting calendar, the Annual Citizens of Exceptional Achievement Banquet has also been postponed due to the COVID-19 pandemic. The event was scheduled to be held on April 21, 2020. As the province and city work on re-opening, my office will advise Council of the recommended date for re-scheduling this event.

As such the following recommendation is provided for your consideration;

With Respect to the 2020 Committee of the Whole and City Council Calendar, we recommend that the calendar be amended to reflect the re-scheduled dates for the Annual General Meetings of Tbaytel, Synergy North and the Community Economic Development Commission;

AND THAT the Office of the City Clerk report back on a new date for the Annual Citizens of Exceptional Achievement Banquet;

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

Cc: Norm Gale, City Manager  
Robert Mace, CEO – Synergy North  
Eric Zakrewski, CEO – Community Economic Development Commission  
Dan Topatigh, CEO – Tbaytel