



# **AGENDA MATERIAL**

## **COMMITTEE OF THE WHOLE**

**MEETING DATE:** MONDAY, MARCH 30, 2020

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

**TIME:** 6:30 PM



**MEETING:** Committee of the Whole

**DATE:** Monday, March 30, 2020

*Reference No. COW - 32/51*

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

Committee of the Whole - Special Session

Chair: Councillor M. Bentz

***DISCLOSURES OF INTEREST***

***CONFIRMATION OF AGENDA***

Confirmation of Agenda - March 30, 2020 - Committee of the Whole (Special Session) **(Page 4)**

With respect to the March 30, 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***

**New Ambulance Purchase**

Report No. R 31/2020 (Development & Emergency Services - Superior North EMS) recommending that the purchase of four (4) new new emergency vehicles be awarded to Crestline Coach Ltd which submitted the successful proposal for the amount of \$559,159.37 plus HST.  
**(Pages 5-7)**

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. R 31/2020 (Development & Emergency Services - Superior North EMS), we recommend that the purchase of four (4) new emergency vehicles be awarded to Crestline Coach Ltd. which submitted the successful proposal for the amount of \$549,448.08 plus HST;

AND THAT Crestline Coach Ltd. be the proponent to supply up to four (4) more new emergency vehicles in 2020;

AND THAT the Manager-Supply Management be authorized to issue a purchase order to award this contract;

AND THAT the Mayor and Clerk be authorized to sign any necessary agreement related to the report;

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

### **COVID-19 Pandemic – Financial Relief**

At the March 23, 2020 Committee of the Whole meeting a resolution was passed directing Administration to report back to City Council on Monday, March 30, 2020 with financial relief options that include but are not limited to; deferral of payments and penalties and alteration of the May 6, 2020 tax billing schedule.

Report No. R 40/2020 relative to the above noted. **(Distributed separately)**

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

#### **Funding Contributions**

Memorandum from Ms. K. Lewis, Director - Corporate Strategic Services, dated March 25, 2020 containing a motion relative to funding contributions to Poverty Reduction Strategy (Lakehead Social Planning Council), Thunder Bay Food Strategy (EcoSuperior), and Age Friendly (Thunder Bay Age Friendly Strategy). **(Pages 9-10)**

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 Ms. K. Lewis, Director – Corporate Strategic Services, dated March 25, 2020, we recommend that funding contributions in the amount of \$35,000 be provided to the following community- based strategies: Poverty Reduction Strategy (Lakehead Social Planning Council), Thunder Bay Food Strategy (EcoSuperior), and Age Friendly (Thunder Bay Age Friendly Strategy) to support coordination of these community- based strategies;

AND THAT representatives of the strategies continue to report back annually on progress in implementing their respective strategy;

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.

## **Reduced Transit Service Hours During COVID-19 State of Emergency**

Memorandum from Mr. B. Loroff, Manager – Transit Services, dated March 25, 2020 containing a motion relative to the above noted. **(Pages 11-13)**

Confidential memorandum from Ms. T. O'Neill, Manager - Labour Relations, dated March 26, 2020 relative to the above-noted. **(Distributed separately to Members of City Council and EMT only.)**

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 City of Thunder Bay's COVID-19 response, we recommend that Transit Services implement reduced hours by introducing an amended Sunday/Holiday service seven days/week;

AND THAT the service hours be in effect from approximately April 1, 2020 until the Province terminates the current state of emergency and/or further direction is received from Council;

AND THAT Transit Services report to Council further recommendations for service reductions as necessary;

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

***NEW BUSINESS***

***ADJOURNMENT***

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***MEETING DATE***     03/30/2020 (mm/dd/yyyy)

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***SUBJECT***             Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - March 30, 2020 - Committee of the Whole (Special Session)

***RECOMMENDATION***

With respect to the March 30, 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>	Development & Emergency Services - Superior North EMS	<b>REPORT NO.</b>	R 31/2020
<b>DATE PREPARED</b>	03/05/2020	<b>FILE NO.</b>	
<b>MEETING DATE</b>	03/30/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	New Emergency Vehicle Purchase		

## **RECOMMENDATION**

With respect to Report No. R 31/2020 (Development & Emergency Services - Superior North EMS), we recommend that the purchase of four (4) new emergency vehicles be awarded to Crestline Coach Ltd. which submitted the successful proposal for the amount of \$549,448.08 plus HST;

AND THAT Crestline Coach Ltd. be the proponent to supply up to four (4) more new emergency vehicles in 2020;

AND THAT the Manager-Supply Management be authorized to issue a purchase order to award this contract;

AND THAT the Mayor and Clerk be authorized to sign any necessary agreement related to the report;

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

## **EXECUTIVE SUMMARY**

The 2020 capital budget includes \$684,000.00 for the purchase of four (4) new emergency vehicles and associated equipment. In 2016, there were three (3) responses to a request for proposal to cover five consecutive years of emergency vehicle purchases (2016 – 2020). Administration recommended the contract for supply and delivery of four (4) new emergency vehicles be awarded to Crestline Coach Ltd. in 2016, and subsequent annual purchases of emergency vehicles from Crestline Coach Ltd. up to and including the 2020 budget year.

The request for proposal also outlined the City may be interested in additional emergency vehicles in the years 2017 to 2020.

## ***DISCUSSION***

A request for proposals for the supply and delivery of up to eight (8) new emergency vehicles was advertised in the Chronicle Journal on April 9, 2016 and on the City of Thunder Bay website for three weeks closing on May 4, 2016.

After review of the responses by the Supply Management Division and Superior North EMS, it was deemed the bid from Crestline Coach Ltd. met all the requirements as outlined in the proposal document. City Council approved the recommendations as outlined in Corporate Report No. R116/2016 (Superior North EMS).

Four (4) emergency vehicles were ordered in 2016 with the remainder to be ordered in 2017 through 2020 pending budget approval.

## ***FINANCIAL IMPLICATION***

The 2020 capital budget includes \$684,000.00 for the purchase of four (4) new emergency vehicles and associated equipment. In 2016, there were three (3) responses to a request for proposal. Administration recommended the contract for supply and delivery of four (4) new emergency vehicles be awarded to Crestline Coach Ltd. in 2016, four (4) new emergency vehicles in 2017, (4) new emergency vehicles in 2018 and (4) in 2020. There are sufficient funds in the 2020 capital budget to proceed with purchase based on the breakdown of costs as detailed below:

Contract Proposal Price \$549,488.08

HST @ 13%	\$71,433.45
Less HST Rebate	\$61,762.46
Net Cost	\$559,159.07

## ***CONCLUSION***

It is concluded that Superior North EMS should continue with the contract awarded in 2016 (Report 116/2016) and proceed with the purchase of four (4) new emergency vehicles from Crestline Coach Ltd.

***BACKGROUND***

Capital funds are included in the 2020 capital budget for the purchase of four (4) new emergency vehicles. Superior North EMS responds to over 30,000 calls for service each year and the four (4) new emergency vehicles will replace four (4) units that have reached the end of their life cycle. Superior North EMS has a fleet of 38 ambulances with an average life cycle of six to nine years. The recommended purchase of the new ambulances is critical to maintaining a reliable emergency ambulance fleet.

***REFERENCE MATERIAL ATTACHED:***

None.

***PREPARED BY:*** Deputy Chief E. Kadikoff, EMS

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Mark J. Smith, GM Development & Emergency Services	March 13, 2020



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***MEETING DATE***      03/30/2020 (mm/dd/yyyy)

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***SUBJECT***              COVID-19 Pandemic – Financial Relief

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***SUMMARY***

At the March 23, 2020 Committee of the Whole meeting a resolution was passed directing Administration to report back to City Council on Monday, March 30, 2020 with financial relief options that include but are not limited to; deferral of payments and penalties and alteration of the May 6, 2020 tax billing schedule.

Report No. R 40/2020 relative to the above noted. (Distributed separately)

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**MEETING DATE** 03/30/2020 (mm/dd/yyyy)

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**SUBJECT** Funding Contributions

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***SUMMARY***

Memorandum from Ms. K. Lewis, Director - Corporate Strategic Services, dated March 25, 2020 containing a motion relative to funding contributions to Poverty Reduction Strategy (Lakehead Social Planning Council), Thunder Bay Food Strategy (EcoSuperior), and Age Friendly (Thunder Bay Age Friendly Strategy).

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.

***RECOMMENDATION***

With respect to the memorandum from Ms. K. Lewis, Director – Corporate Strategic Services, dated March 25, 2020, we recommend that funding contributions in the amount of \$35,000 be provided to the following community- based strategies: Poverty Reduction Strategy (Lakehead Social Planning Council), Thunder Bay Food Strategy (EcoSuperior), and Age Friendly (Thunder Bay Age Friendly Strategy) to support coordination of these community- based strategies;

AND THAT representatives of the strategies continue to report back annually on progress in implementing their respective strategy;

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.

***ATTACHMENTS***

1 K Lewis memo dated Mar 25 2020

## MEMORANDUM

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**TO:** Krista Power, City Clerk

**FROM:** Karen Lewis, Director – Corporate Strategic Services

**DATE:** March 25, 2020

**RE:** Funding Contributions – Committee of the Whole March, 30, 2020

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The approved 2020 Budget includes allocations of \$35,000 each for the following community based strategies: Poverty Reduction Strategy (Lakehead Social Planning Council), Thunder Bay Food Strategy (EcoSuperior), and Age Friendly (Thunder Bay Age Friendly Strategy).

A Resolution is required to allow the Corporation to enter into service agreements with the not-for-profit organizations leading implementation of the strategies.

With respect to the memorandum from Ms. K. Lewis, Director – Corporate Strategic Services, dated March 25, 2020, we recommend that funding contributions in the amount of \$35,000 be provided to the following community-based strategies: Poverty Reduction Strategy (Lakehead Social Planning Council), Thunder Bay Food Strategy (EcoSuperior), and Age Friendly (Thunder Bay Age Friendly Strategy) to support coordination of these community-based strategies;

AND THAT representatives of the strategies continue to report back annually on progress in implementing their respective strategy;

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.

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**MEETING DATE** 03/30/2020 (mm/dd/yyyy)

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**SUBJECT** Reduced Transit Service Hours During COVID-19 State of Emergency

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**SUMMARY**

Memorandum from Mr. B. Loroff, Manager – Transit Services, dated March 25, 2020 containing a motion relative to the above noted.

Confidential memorandum from Ms. T. O'Neill, Manager - Labour Relations, dated March 26, 2020 relative to the above noted, distributed separately on Thursday, March 26, 2020 to Members of City Council and EMT only.

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.

**RECOMMENDATION**

With Respect to the City of Thunder Bay's COVID-19 response, we recommend that Transit Services implement reduced hours by introducing an amended Sunday/Holiday service seven days/week;

AND THAT the service hours be in effect from approximately April 1, 2020 until the Province terminates the current state of emergency and/or further direction is received from Council;

AND THAT Transit Services report to Council further recommendations for service reductions as necessary;

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

**ATTACHMENTS**

1 B Loroff memo dated Mar 25 2020

# Memorandum

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

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**TO:** Mayor & Council

**FROM:** Brad Loroff, Manager – Transit Services Division

**DATE:** March 25, 2020

**SUBJECT:** Recommendation to Introduce Reduced Transit Service Hours during COVID-19 State of Emergency Committee of the Whole – March 30, 2020

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Due to physical distancing and self isolation measures recommended by health officials to help contain the spread of the COVID-19 virus, including the temporary closures of schools, child care centres, recreation facilities, and more recently non-essential services, transit ridership has been declining. Transit is considered an essential service. On March 16, 2020 the City requested that the general use public transportation for essential travel only. This has lead to a decline in ridership on the conventional transit service of approximately 55% from regular levels.

Transit Services is recommending that the current Sunday/Holiday schedule be implemented with some minor amendments seven days/week. This will also allow Administration the flexibility to better react to occasional crowding issues. This expected temporary reduction in service will require a reduced staff complement. Transit will require approximately 24 hours to implement the changes and will advise the public through established communication channels. The reduced service schedule would continue until the demand for transit increases as a result of the Province's termination of the current state of emergency and/or further direction received from Council.

As such the following recommendation is provided for your consideration;

With Respect to the City of Thunder Bay's COVID-19 response, we recommend that Transit Services implement reduced hours by introducing an amended Sunday/Holiday service seven days/week;

AND THAT the service hours be in effect from approximately April 1, 2020 until the Province terminates the current state of emergency and/or further direction is received from Council;

AND THAT Transit Services report to Council further recommendations for service reductions as necessary;

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

Sincerely,

Brad Loroff  
Manager, Transit Services

c.c.:  
Norm Gale, City Manager  
Kelly Robertson, General Manager, Community Services