



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, MAY 25, 2020

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

TIME: 6:30 PM



MEETING: Committee of the Whole

DATE: Monday, May 25, 2020

Reference No. COW - 25/51

CLOSED SESSION in the McNaughton Room at 5:00 p.m.

Committee of the Whole - Closed Session

Chair: Councillor T. Giertuga

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

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

Committee of the Whole - Planning Session

Chair: Councillor T. Giertuga

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - May 25, 2020 - Committee of the Whole **(Page 6)**

With respect to the May 25, 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

Statutory Public Meetings – Electronic Participation

Report No. R 56/2020 (Development & Emergency Services - Planning Services) recommending that statutory public meetings and hearings under the Planning Act be held by electronic participation during the COVID-19 Emergency Order. **(Pages 7-10)**

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.

THAT with respect to Report No. R 56/2020 (Development & Emergency Services - Planning Services), statutory public meetings and hearings under the *Planning Act* be held by electronic participation, in accordance with the procedure described in this report, during the COVID-19 Emergency Order;

AND THAT By-law 128-2012 Procedural By-law of Council and its Committees be amended to include these provisions for electronic participation as per Section 5.11 - Public Meeting;

AND THAT the Committee of Adjustment be requested to include provisions for electronic participation in its rules and procedures.

Contract 15, 2020 Marina Park Pedestrian Overpass Rehabilitation

Report No. R 54/2020 (Infrastructure & Operations - Engineering & Operations) recommending that Contract 15, 2020 – Marina Park Pedestrian Overpass Rehabilitation be awarded. **(Distributed separately)**

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.

PETITIONS AND COMMUNICATIONS

Pop-Up Patio Pilot Program Review

Memorandum from Mayor B. Mauro, dated May 19, 2020 containing a motion relative to the above noted. **(Pages 12-13)**

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 Pop-Up Patio Pilot Program, we recommend that Realty Services report back on the utilization of the pilot program for 2018 and 2019 including the number of known restaurants who have shown interest but have not participated and potential barriers for participation;

AND THAT the report include recommendations to expand the existing pilot to allow for increased participation;

AND THAT the report include recommendations to close suitable streets or surface parking lots that continue to ensure that the flow of pedestrian travel is not disrupted and that accessible parking spaces are maintained as much as possible;

AND THAT administration determine if timeframes associated with the application need to be altered to allow for an expedited process;

AND THAT information regarding the potential waiving of fees associated with the program for 2020 be included in the report;

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

OPEN SESSION in the S.H. Blake Memorial Auditorium

Committee of the Whole - Administrative Services Session

Chair: Councillor M. Bentz

PETITIONS AND COMMUNICATIONS

Police Facility Needs Assessment - Request for Additional Options

Memorandum from Councillor T. Giertuga, dated March 11, 2020 containing a motion recommending that the Steering Committee report to Council additional options for police facilities in the City. **(Pages 14-15)**

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 review of options for the Thunder Bay Police Services Facility, we recommend that the Steering Committee report to Council additional options for police facilities in the City;

AND THAT additional options including, but not be limited to neighbourhood-based satellite offices;

AND THAT the Steering Committee report to Council any financial implications of completing the additional review;

AND THAT Administration report back on or before September 30, 2020;

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

Committee of the Whole and City Council Agenda Process

At the April 20, 2020 Committee of the Whole meeting, a memorandum from Ms. K. Power, City Clerk dated April 9, 2020 was presented, containing a motion relative to the development of agendas for Committee of the Whole and City Council during the State of Emergency, and directing Administration to provide an update at the May 25, 2020 meeting.

Memorandum from Ms. K. Power, City Clerk dated May 12, 2020 containing a motion relative to the above noted. **(Pages 16-19)**

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. Power, City Clerk dated May 12, 2020, relative to the development of agendas for Committee of the Whole and City Council, we recommend that the City Clerk in consultation with the Committee Chair and the Executive Management Team be designated the responsibility of determining the appropriate items for agendas from now until the end of June;

AND THAT agendas only contain items that are time sensitive/urgent, relate to the current State of Emergency and where resources are appropriately available to respond to the matter;

AND THAT information reports and minutes of Committees and Local Boards where prepared and where resources are available be included in agendas going forward regardless of the time sensitive nature of the subject matter to decrease the backlog of reports;

AND THAT this practice be revisited on June 22, 2020;

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

Committees – Electronic Meetings

Memorandum from Ms. K. Power, City Clerk, dated May 15, 2020 recommending an amendment to the Procedural By-law to allow for electronic participation of some Committees of Council.
(Pages 20-22)

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. Power, City Clerk dated May 15, 2020, relative to electronic participation by the following committees, we recommend that By-Law 55/2020 - A By-law to amend 128-2012 - Procedural By-law of Council and its Committees be approved;

AND THAT the City Clerk report back to City Council on or before September 28, 2020 on the status of all Committees of Council.

Thunder Bay Community Auditorium Inc.

Memorandum from Ms. L. Evans, General Manager - Corporate Services & Long Term Care, dated May 12, 2020 relative to financial reporting for Thunder Bay Community Auditorium Inc., for information. **(Pages 23-24)**

Confidential memorandum from Ms. L. Evans, General Manager - Corporate Services & Long Term Care, dated May 12, 2020 relative to the above noted, for information. **(Distributed separately to Members of City Council and EMT, only)**

NEW BUSINESS

ADJOURNMENT

MEETING DATE 05/25/2020 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - May 25, 2020 - Committee of the Whole

RECOMMENDATION

With respect to the May 25, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

Corporate Report

DEPARTMENT/ DIVISION	Development & Emergency Services - Planning Services	REPORT NO.	R 56/2020
DATE PREPARED	05/14/2020	FILE NO.	
MEETING DATE	05/25/2020 (mm/dd/yyyy)		
SUBJECT	Statutory Public Meetings – Electronic Participation		

RECOMMENDATION

THAT with respect to Report No. R 56/2020 (Development & Emergency Services - Planning Services), statutory public meetings and hearings under the *Planning Act* be held by electronic participation, in accordance with the procedure described in this report, during the COVID-19 Emergency Order;

AND THAT By-law 128-2012 Procedural By-law of Council and its Committees be amended to include these provisions for electronic participation as per Section 5.11 - Public Meeting;

AND THAT the Committee of Adjustment be requested to include provisions for electronic participation in its rules and procedures.

EXECUTIVE SUMMARY

Through the *Planning Act*, City Council is required to hold public meetings prior to making decisions on Official Plan and Zoning Amendments, Draft Plans of Subdivision, and Draft Plans of Condominium. Similarly, the Committee of Adjustment is required to hear applications for Minor Variance in public.

On March 25, 2020 the Province enacted the *Hearings in Tribunal Proceedings (Temporary Measures) Act* allowing Tribunals like the Committee of Adjustment to meet electronically until such time as the *Temporary Measures Act* is repealed.

On April 14th, the Province passed Bill 189 followed by O. Reg 149/20 on April 15th allowing municipalities to hold virtual/electronic public meetings, and to make decisions on planning matters during the COVID-19 outbreak.

On April 20, 2020, City Council passed an amendment to By-law 128-2012 Procedural By-law of Council and its Committees to allow for electronic participation. The use of technology is authorized by the Municipal Emergency Act, 2020, S.O. 2020, c. 4 - Bill 187.

On April 27th, City Council successfully held its first Council meeting using the Microsoft Teams videoconferencing platform, opening an opportunity to host other types of meetings using this software.

Development and construction in our community will be important to the economic recovery necessary to overcome the impacts of the COVID-19 outbreak. Advancing planning applications is an important step in the development process. For these reasons, Administration recommends that statutory public meetings under the *Planning Act* proceed using electronic participation and the procedures described in this report.

DISCUSSION

- *The Planning Act*

Subsections 22(1), 34(12), 51(20) of the *Planning Act* require that City Council hold at least one public meeting prior to making decisions on applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, and Draft Plan of Condominium. Subsection 45(6) of the *Planning Act* requires that the Committee of Adjustment hold a public hearing of Minor Variance applications. The *Planning Act* also establishes various timeframes for processing applications, including deadlines for when decisions are to be made.

On April 14, 2020 the Province passed Bill 189 followed by O. Reg 149/20 on April 15th allowing municipalities to hold virtual/electronic public meetings, and to make decisions on planning matters during the COVID-19 outbreak. This regulation also froze several *Planning Act* timeframes. The timeframes will remain on hold until the COVID-19 Emergency Order ends. The intent of the O. Reg 149/20 is to empower municipalities to choose how they wish to proceed with planning decisions during the current emergency.

The regulation creates three potential paths for municipalities. First, a municipality may choose to place all planning decisions on hold until the regulation is repealed. Second, a municipality may choose to proceed with planning decisions but delay all appeals by refraining from forwarding appeal documents to the Local Planning Appeal Tribunal (LPAT) until the regulation is repealed. Third, a municipality may choose to proceed with planning decisions in the same manner they were dealt with prior to the current emergency.

Planning Services is prepared to proceed with planning decisions in the same manner they were dealt with prior to the current emergency and to prepare any appeal records for the LPAT as required. In this case, anticipated delays in the appeal process would be the responsibility of the LPAT and not the City.

On April 27th City Council successfully held its first virtual Council meeting using the Microsoft Teams platform. This success opens opportunities to host other types of meetings using this software.

Development and construction in our community will be important to the economic recovery necessary to overcome the impacts of the COVID-19 outbreak. Advancing planning applications is an important step in the development process and will allow developers, businesses, and homeowners to proceed with their building plans as soon as it is safe to do so.

Proceeding with public meetings and hearings required under the *Planning Act* will require a new virtual/electronic format under the declared emergency. Administration recommends that these meetings proceed virtually and provide for electronic participation using the procedures described in the following section of this report.

- Proposed process

To give the public an opportunity to share their thoughts and comments on planning applications a number of options will be made available. As always, written submissions can be made and will be available for Council and the Committee of Adjustment to review. In addition, the public will be invited to register to participate either electronically through the Microsoft Teams platform or via teleconference.

Registration details will be provided in the required notices that are sent to surrounding property owners and posted on signs.

The Planner and the Committee of Adjustment Secretary-Treasurer will work with the Clerk to track registrants and co-ordinate their participation. Individuals who do not wish to participate via teleconference and do not have the ability to participate using Microsoft Teams on their own computers will be accommodated via a public kiosk set up in the lobby of City Hall. All use of this public facing station will be by appointment only (appointment must be made in advance of the meeting) and physical distancing will be observed and sanitization of the computer kiosk will take place in between each user. The regulation that requires public gatherings to have no more than 5 people will be observed at all times while in force. Further, the procedural by-law for City Council and its committees (By-law 128-2012) will be further amended to allow for a maximum of 10 minutes per participant in order to ensure that appointments can be made in a timely manner and that the regulation for public gatherings can be managed at all times. This change to deputation time limits was contemplated and approved by the Coordinating Committee pre-pandemic and has yet to be presented so is in keeping with previous direction from this committee.

Meetings will be live streamed on-line and broadcast via Shaw Cable and TBayTel community channels and the public will be encouraged to watch the meetings. Video of meetings will be available for viewing following the meeting online at www.thunderbay.ca.

- Consultation with other municipalities

The City Clerk's Office has been tracking the changes associated with Public Meetings on planning matters and working with colleagues in other municipalities to determine best practices where possible. A scan of other municipalities approach to Public Meetings was conducted in late April by the City Clerk.

Ottawa, Brampton, Kingston, Vaughn, Mississauga, Windsor and Waterloo have all either held electronic meetings or are planning to hold electronic meetings in May and June. Meetings will or have been held using a variety of platforms (WebEx, Zoom, Skype) in addition to the use of teleconferencing for those who have unreliable access to internet. Discussion with colleagues of the City Clerk continues to take place so that Administration can be best informed on best practices as it relates to Public Meetings.

FINANCIAL IMPLICATION

There is minimal impact to the budget. An additional security guard may be required to assist with those attending appointments at City Hall to access the Microsoft Teams computer platform. Cost is estimated to be absorbed by the existing budget in the Office of the City Clerk. As equipment is already available there is no anticipated impact for the technology installation in the City Hall lobby.

CONCLUSION

The proposed procedure will provide the necessary transparency to the public and flexibility for residents who wish to participate in the public meetings and hearings. Advancing planning applications will allow developers, businesses, and homeowners to proceed with their building plans as soon as it is safe to do so. Supporting development and construction will support the economic recovery of the community. As such, Administration recommends that statutory public meetings under the Planning Act proceed as described in this report.

BACKGROUND

On March 11, 2020, the World Health Organization (WHO) assessed the novel coronavirus, COVID-19, as a worldwide pandemic. On March 17, 2020, a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.01 of the *Emergency Management and Civil Protection Act*, which declaration applies to the Province of Ontario.

On April 23, 2020, Mayor Bill Mauro announced a Declaration of Emergency in the City of Thunder Bay as per the *Emergency Management and Civil Protection Act* due to the novel coronavirus.

PREPARED BY: JILLIAN FAZIO, PLANNER II

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Mark J. Smith, GM Development & Emergency Services	May 15, 2020

MEETING DATE 05/25/2020 (mm/dd/yyyy)

SUBJECT Contract 15, 2020 Marina Park Pedestrian Overpass Rehabilitation

SUMMARY

Report No. R 54/2020 (Infrastructure & Operations - Engineering & Operations) recommending that Contract 15, 2020 – Marina Park Pedestrian Overpass Rehabilitation be awarded.
(Distributed separately)

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.

MEETING DATE 05/25/2020 (mm/dd/yyyy)

SUBJECT Pop-Up Patio Pilot Program Review

SUMMARY

Memorandum from Mayor B. Mauro, dated May 19, 2020 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.

RECOMMENDATION

With respect to the Pop-Up Patio Pilot Program, we recommend that Realty Services report back on the utilization of the pilot program for 2018 and 2019 including the number of known restaurants who have shown interest but have not participated and potential barriers for participation;

AND THAT the report include recommendations to expand the existing pilot to allow for increased participation;

AND THAT the report include recommendations to close suitable streets or surface parking lots that continue to ensure that the flow of pedestrian travel is not disrupted and that accessible parking spaces are maintained as much as possible;

AND THAT administration determine if timeframes associated with the application need to be altered to allow for an expedited process;

AND THAT information regarding the potential waiving of fees associated with the program for 2020 be included in the report;

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

ATTACHMENTS

1 B Mauro memo dated May 19 2020

Memorandum

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

TO: Ms. Krista Power, City Clerk

FROM: Mayor Bill Mauro

DATE: May 19, 2020

SUBJECT: Motion to Review Pop-Up Patio Pilot Program
Committee of the Whole – May 25, 2020

In May 2018, Realty Services launched Pop-Up Patio Pilot Program that allows temporary, seasonal patios and seating areas to be built on sidewalks and streets in front of restaurants. The pilot was extended until 2020 and a review is expected at the end of this season.

I would like to request that Realty Services report back in June the outcome of the pilot for 2018 and 2019 and include recommendations that would allow expedited access for restaurants in light of the COVID-19 pandemic.

I present the following motion for City Council's consideration,

With respect to the Pop-Up Patio Pilot Program, we recommend that Realty Services report back on the utilization of the pilot program for 2018 and 2019 including the number of known restaurants who have shown interest but have not participated and potential barriers for participation;

AND THAT the report include recommendations to expand the existing pilot to allow for increased participation;

AND THAT the report include recommendations to close suitable streets or surface parking lots that continue to ensure that the flow of pedestrian travel is not disrupted and that accessible parking spaces are maintained as much as possible;

AND THAT administration determine if timeframes associated with the application need to be altered to allow for an expedited process;

AND THAT information regarding the potential waiving of fees associated with the program for 2020 be included in the report;

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

MEETING DATE 05/25/2020 (mm/dd/yyyy)

SUBJECT Police Facility Needs Assessment - Request for Additional Options

SUMMARY

Memorandum from Councillor T. Giertuga, dated March 11, 2020 containing a motion recommending that the Steering Committee report to Council additional options for police facilities in the City.

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 review of options for the Thunder Bay Police Services Facility, we recommend that the Steering Committee report to Council additional options for police facilities in the City;

AND THAT additional options including, but not be limited to neighbourhood-based satellite offices;

AND THAT the Steering Committee report to Council any financial implications of completing the additional review;

AND THAT Administration report back on or before September 30, 2020;

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

ATTACHMENTS

1 T Giertuga memo dated Mar 11 2020

Memorandum

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

TO: Ms. Krista Power, City Clerk

FROM: Councillor Trevor Giertuga

DATE: March 11, 2020

SUBJECT: Motion to Police Facility Needs Assessment – Request for Additional Options Committee of the Whole – March 23, 2020

At the March 9, 2020 Committee of the Whole meeting, Council received a report and presentation from Form Architects providing the results of the Police Facility Needs Assessment. The needs assessment presented options to either build a new facility or expand and upgrade the existing facility. Both options exceeded \$50 million.

Council raised several relevant questions about the options presented and indicated that a further review should be completed to provide Council with additional options.

I present the following motion for City Council's consideration:

With respect to the review of options for the Thunder Bay Police Services Facility, we recommend that the Steering Committee report to Council additional options for police facilities in the City;

AND THAT additional options including, but not be limited to neighbourhood-based satellite offices;

AND THAT the Steering Committee report to Council any financial implications of completing the additional review;

AND THAT Administration report back on or before September 30, 2020;

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

cc: Chief Sylvie Hauth, Thunder Bay Police Services
Georjann Morriseau, Chair – Thunder Bay Police Services Board

MEETING DATE 05/25/2020 (mm/dd/yyyy)

SUBJECT Committee of the Whole and City Council Agenda Process

SUMMARY

At the April 20, 2020 Committee of the Whole meeting, a memorandum from Ms. K. Power, City Clerk dated April 9, 2020 was presented, containing a motion relative to the development of agendas for Committee of the Whole and City Council during the State of Emergency, and directing Administration to provide an update at the May 25, 2020 meeting.

Memorandum from Ms. K. Power, City Clerk dated May 12, 2020 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.

RECOMMENDATION

With respect to the memorandum from Ms. K. Power, City Clerk dated May 12, 2020, relative to the development of agendas for Committee of the Whole and City Council, we recommend that the City Clerk in consultation with the Committee Chair and the Executive Management Team be designated the responsibility of determining the appropriate items for agendas from now until the end of June;

AND THAT agendas only contain items that are time sensitive/urgent, relate to the current State of Emergency and where resources are appropriately available to respond to the matter;

AND THAT information reports and minutes of Committees and Local Boards where prepared and where resources are available be included in agendas going forward regardless of the time sensitive nature of the subject matter to decrease the backlog of reports;

AND THAT this practice be revisited on June 22, 2020;

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

ATTACHMENTS

1 K Power memo dated May 12 2020

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: May 12, 2020

SUBJECT: Committee of the Whole/City Council – Agenda Process
Committee of the Whole – May 25, 2020

At the April 20, 2020 Committee of the Whole meeting, a memorandum was presented that included a recommendation relative to the process of building agendas for Committee of the Whole and City Council meetings until the end of May. This approach was to continue to bring items forward that are urgent, time sensitive, require compliance and are appropriate to the COVID-19 response between April 20th and the end of May and that this approach should be re-evaluated at the end of May to determine the best path forward.

Weekly agenda review meetings have been held with the Chairs of the appropriate Committee of the Whole sessions, the Executive Management Team and necessary staff. At those meetings a list of items for agenda preparation has been discussed and vetted through the following threshold.

Each of the items on the list is being evaluated to determine the following:

- 1) Is this report urgent or time sensitive?
- 2) Is this report required for compliance/legislative reasons?
- 3) Are there appropriate staff resources dedicated to complete this report and work associated?
- 4) Is this report a matter of public interest that requires consultation that cannot be achieved at this time as a result of the current situation and would be best suited to move forward?

It is the recommendation of Administration that this approach should continue until the end of June with the addition of the inclusion of reports that are for information and where staff are available to attend and participate in the associated meeting and respond to any questions. This will allow the addition of reports that are not time sensitive but are currently prepared and ready but are being held due to the current threshold of vetting agenda items. It is further recommended that minutes that are confirmed and prepared for presentation from committees of council and local boards should also be included where practical. Both of these additions will aid my office in decreasing the size of agendas and decrease a backlog of reports as we move forward through the year.

The rationale for this recommendation to extend our approach to building agendas is as a result of the work of the administration to re-open municipal services areas and return to a greater sense of business continuity. This work is vast and encompasses all areas across the corporation and is a priority to ensure that the re-opening of all city services, facilities and programs is done so with a focus on safety for employees and customers.

In addition to this work, Report 56/2020 is being presented concurrently at this meeting that will provide for a process to begin with virtual participation by applicants, objectors and supporters within the City Council- Public Meeting framework for applications subject to *The Planning Act*. This change will require attention from a variety of areas but much of the groundwork for those meetings will be completed between my office and Corporate Information and Technology.

Below is a list of items that are outstanding and will be either presented, held or deferred until the Fall for your information.

Scheduled for Presentation before June 30, 2020

- Non-Consolidated Financial Statements and Reserve Fund (Corporate Services & Long Term Care)
- Cost Containment re: Covid-19 (Corporate Services & Long Term Care)
- Tax Policy Report (Corporate Services & Long Term Care)
- Tax Policy By-law (Corporate Services & Long Term Care)
- Designated Truck Route - Rescheduled Dates (Office of the City Clerk)
- R 15/2020 New Mandatory Pre-Consultation Process (Development and Emergency Services)
- Financial Assistance Program for Private Lead Water Service Replacement (Infrastructure and Operations)
- EarthCare Annual Report 2019 (Infrastructure and Operations)
- Asset Management Plan (Infrastructure and Operations)
- Community, Youth and Cultural Funding Program Emergency Fund Phase II (Community Services)
- Multi-use Indoor Sports Facility Update (Community Services)
- Drug Strategy Annual Report (City Manager's Office)
- Crime Prevention Annual Report (City Manager's Office)

Deferred for Presentation until after September 2020 (as is no longer time sensitive as it relates to the current State of Emergency)

- Procedural By-law Annual Review (Office of the City Clerk)
- Committee Expenses – Meals Review (Office of the City Clerk)
- Update – Memorandum of Understanding with Lakehead University (City Manager's Office)
- BL 4/2020 - A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual (Office of the City Clerk)
- Vehicle for Hire and Designated Driver By-law – One-Year Review (Development and Emergency Services)
- R 29/2020 TBFR Strategic Master Plan (Development and Emergency Services)
- James Whalen Tug and Brill Buses (Development & Emergency Services)

- Designated Truck Route By-law (Infrastructure and Operations)
- Parking Exemption – Jumbo Gardens (Infrastructure and Operations)
- Parks & Open Spaces FTE reduction service levels (2020 Budget Amendment) (Infrastructure and Operations)
- E-Scooters – Review & Recommendation (Infrastructure and Operations)
- Cultural Awareness & Walk a Mile Training (City Manager's Office)
- Free Menstrual Products at City Facilities – Proposed Pilot Program (Community Services)
- Transit Route Optimization (Community Services)
- Homemakers Program (Corporate Services & Long Term Care)
- Open Data Portal (Corporate Services & Long Term Care)

Presentations/Deputations

- Anti-Racism Advisory Committee Presentation on Incident Reporting
- Confederation College 2019/2020 Business Plan and Strategic Plan Development

This information is provided for Council's information and to best inform you as to my current approach in building agendas for Committee of the Whole and City Council.

In conclusion, I provide the following recommendation for Council's consideration:

With respect to the memorandum from Ms. K. Power, City Clerk dated May 12, 2020, relative to the development of agendas for Committee of the Whole and City Council, we recommend that the City Clerk in consultation with the Committee Chair and the Executive Management Team be designated the responsibility of determining the appropriate items for agendas from now until the end of June;

AND THAT agendas only contain items that are time sensitive/urgent, relate to the current State of Emergency and where resources are appropriately available to respond to the matter;

AND THAT information reports and minutes of Committees and Local Boards where prepared and where resources are available be included in agendas going forward regardless of the time sensitive nature of the subject matter to decrease the backlog of reports;

AND THAT this practice be revisited on June 22, 2020;

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

c.c. Norm Gale, City Manager
Executive Management Team
Patty Robinet, City Solicitor

MEETING DATE 05/25/2020 (mm/dd/yyyy)

SUBJECT Committees – Electronic Meetings

SUMMARY

Memorandum from Ms. K. Power, City Clerk, dated May 15, 2020 recommending an amendment to the Procedural By-law to allow for electronic participation of some Committees of Council.

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. Power, City Clerk dated May 15, 2020, relative to electronic participation by the following committees, we recommend that By-Law 55/2020 - A By-law to amend 128-2012 - Procedural By-law of Council and its Committees be approved;

AND THAT the City Clerk report back to City Council on or before September 28, 2020 on the status of all Committees of Council.

ATTACHMENTS

1 K Power memo dated May 15 2020

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: May 15, 2020

SUBJECT: Committees – Electronic Meetings
Committee of the Whole – May 25, 2020

In response to the current State of Emergency and in conjunction with the Province of Ontario's amendment to the *Municipal Act, 2001* to permit meetings to be held electronically during an emergency declared pursuant to the *Emergency Management and Civil Protection Act*; the City of Thunder Bay enacted By-law BL 36/2020 on March 23, 2020 to permit meetings of Council to be held electronically. To date the allowance to hold meeting electronically has only been extended to the Committee of Adjustment as per the *Hearings in Tribunal Proceedings (Temporary Measures) Act*.

Going forward, it is my recommendation that a further amendment be made to the Procedural By-law to allow for electronic participation of several committees be approved. There is work associated with some Committees of Council that requires attention and can be completed via electronic meetings. To date, the following committees are recommended to proceed to scheduled meetings electronically beginning May 26th with Council's approval.

- Intergovernmental Affairs Committee
- Multi-Use Indoor Sports Facility Special Purpose Committee
- Coordinating Committee
- Audit Committee
- Accessibility Advisory Committee
- Heritage Advisory Committee
- Community Youth and Cultural Funding – Appeals Committee

This list has been vetted by the Executive Management Team and the Office of the City Clerk in order to determine that appropriate resources can be allocated. Due to the increased work associated with COVID-19 and the city's emergency response, many members of administration have been redirected to work associated with the response. As we move through the re-opening phase in the coming months, it is our hope that all committees will be able to resume their work with the appropriate administrative resources and supports in the coming months.

In conclusion, I provide the following recommendation for Council's consideration:

With respect to the memorandum from Ms. K. Power, City Clerk dated May 15, 2020, relative to electronic participation by the following committees, we recommend that By-Law 55/2020 - A By-law to amend 128-2012 - Procedural By-law of Council and its Committees be approved;

AND THAT the City Clerk report back to City Council on or before September 28, 2020 on the status of all Committees of Council.

c.c. Norm Gale, City Manager
Executive Management Team

MEETING DATE 05/25/2020 (mm/dd/yyyy)

SUBJECT Thunder Bay Community Auditorium Inc.

SUMMARY

Memorandum from Ms. L. Evans, General Manager - Corporate Services & Long Term Care, dated May 12, 2020 relative to financial reporting for Thunder Bay Community Auditorium Inc., for information.

Confidential memorandum from Ms. L. Evans, General Manager - Corporate Services & Long Term Care, dated May 12, 2020 relative to the above noted, for information. (Distributed separately to Members of City Council and EMT, only.)

ATTACHMENTS

1 L Evans memo dated May 12 2020

TO: Mayor and Members of Council

FROM: Linda Evans GM, Corporate Services & Long Term Care, Treasurer

DATE: May 12, 2020

RE: Thunder Bay Community Auditorium Inc.

The purpose of this memo is to advise Council that the Thunder Bay Community Auditorium Inc. (TBCA) financial records will not be consolidated with the financial statements of the City of Thunder Bay commencing the year ended December 31, 2019 and the prior year results will be restated to reflect this change. Audit Committee members will be advised of this change at the May 27, 2020 meeting.

The TBCA is a not-for-profit corporation without share capital, incorporated under the Ontario Business Corporations Act. Since its creation in 1971, membership of the Board of Directors has varied. In 2003, City of Thunder Bay and TBCA entered into a Lease and a Management & Operating Agreement that continues to govern the relationship today. Currently, three of nine TBCA Board of Director positions are appointed by City of Thunder Bay Council.

Following an analysis of the criteria for control under Section PS1300 and PS4250 of the Canada Public Sector Accounting Handbook, it was concluded the financial statements of TBCA should not be consolidated into the financial statements of City of Thunder Bay.

TBCA administration has been advised of this required change in financial reporting.