



**MEETING:** Committee of the Whole

**DATE:** Monday, May 13, 2019

**Reference No.** COW - 31/50

---

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

Committee of the Whole - Community Services Session  
Chair: Councillor S. Ch'ng

**DISCLOSURES OF INTEREST**

**CONFIRMATION OF AGENDA**

Confirmation of Agenda - May 13, 2019 - Committee of the Whole

With respect to the May 13, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**REPORTS OF COMMITTEES**

**Thunder Bay District Health Unit - Board of Health Minutes**

Minutes of Thunder Bay District Health Unit - Board of Health Meetings, held on March 20, 2019 for information.

**Sister Cities Advisory Committee**

Minutes of Meeting No. 3-2019 of the Sister Cities Advisory Committee, held on March 6, 2019 for information.

**REPORTS OF MUNICIPAL OFFICERS**

**55 Plus Centre South Side Reserve Fund**

Report No. 51/2019 (Community Services - Recreation and Culture) recommending that the City amend By-law No. 91-2001 – 55 Plus Centre South Side Reserve Fund to meet the current needs of older adult programming in the south side of the City.

With respect to Report No. 51/2019 (Community Services – Recreation & Culture), we recommend that By-law No. 91-2001 be amended, which will allow the funds to be redirected for the use of older adult programming development in the City of Thunder Bay;

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

### **Proposed Operating Models for Community Centres**

Report No. 73/2019 (Community Services - Recreation & Culture) relative to the above noted.  
(Distributed Separately)

Memorandum from Mr. P. Burke, Sports & Community Development Supervisor, dated May 1, 2019 requesting to provide a presentation relative to the above noted. (Distributed Separately)

### **Investing in Canada Infrastructure Program Update - Transit Funding**

Report No. R 77/2019 (Community Services - Transit Services) relative to the above noted.  
(Distributed Separately)

### **Thunder Bay Fire Services - Emergency Program/Plan**

Report No. 52/2019 (Development & Emergency Services - Thunder Bay Fire Rescue) recommending that City Council approve and adopt the attached Emergency Management Program and Emergency Plan.

With respect to Report No. R 52/2019 (Thunder Bay Fire Rescue), we recommend that City Council approve and adopt the attached Emergency Management Program and Emergency Plan;

AND THAT City Council designate the Community Emergency Management Coordinator (CEMC), or the CEMC's alternate as the Emergency Management Program Coordinator;

AND THAT City Council designate the Director of Corporate Strategic Services or this Director's alternate as the Emergency Information Officer;

AND THAT By-law No. 002-1997 Thunder Bay Emergency Measures Organization and bylaw number 081-1991 of the Corporation of the City of Thunder Bay Emergency Plan be amended;

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

## **Compliance Report - Candidates' Financial Statements**

Report No. 83/2019 (City Manager's Office - Office of the City Clerk) containing the identities of all candidates in default of filing their financial statement by the legislated filing deadline, for information only.

## ***PETITIONS AND COMMUNICATIONS***

### **User Fee By-law 14/2019 - Revised Schedule D**

Memorandum from Ms. E. Westover, (Acting) Manager, Budgets & Long-Term Planning dated April 25, 2019 containing a revised Schedule D for By-law 14/2019, for information.

### **Appointment of Acting City Clerk - Leanne Lavoie**

Memorandum from Ms. K. Power, Deputy City Clerk, dated April 29, 2019 containing a resolution to appoint Leanne Lavoie as Acting City Clerk for The Corporation of the City of Thunder Bay.

With respect to By-law BL 54/2019 being a By-Law to Appoint an Acting City Clerk, to be presented at the May 13, 2019 City Council meeting, we recommend that Council pass a by-law to appoint an Acting City Clerk for The Corporation of the City of Thunder Bay to support on-going office procedures, in the absences of the of the City Clerk and Deputy City Clerk;

AND THAT By-law BL 54/2019 to appoint Leanne Lavoie as Acting City Clerk for The Corporation of the City of Thunder Bay;

AND THAT the necessary by-law be presented to City Council for ratification.

## ***NEW BUSINESS***

## ***ADJOURNMENT***

---

***MEETING DATE***     05/13/2019 (mm/dd/yyyy)

---

***SUBJECT***             Confirmation of Agenda

---

***SUMMARY***

Confirmation of Agenda - May 13, 2019 - Committee of the Whole

***RECOMMENDATION***

With respect to the May 13, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.



---

**MEETING DATE**     05/13/2019 (mm/dd/yyyy)

---

**SUBJECT**             Thunder Bay District Health Unit - Board of Health Minutes

---

***SUMMARY***

Minutes of Thunder Bay District Health Unit - Board of Health Meetings, held on March 20, 2019 for information.

***ATTACHMENTS***

1. Board of Health Minutes March 20 2019



# BOARD OF HEALTH MEETING

**MINUTES OF THE MEETING:** MARCH 20, 2019

**TIME OF MEETING:** 1:00 P.M.

**PLACE OF MEETING:** BOARDROOM – FIRST FLOOR

**CHAIR:** MR. JAMES MCPHERSON

**BOARD MEMBERS PRESENT:**

Ms. Alana Bishop  
Mr. Andrew Bringham  
Mr. Norm Gale  
Mr. Dave Hamilton  
Ms. Deborah Harris Shallow  
Ms. Maria Harding  
Mr. John MacEachern  
Mr. James McPherson  
Ms. Karen O’Gorman  
Mr. Don Smith  
Mr. Jim Vezina  
Mr. Greg Vallance

**ADMINISTRATION PRESENT:**

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer  
Ms. L. Roberts, Director of Health Promotion  
Mr. L. Dyll, Director of Corporate Services  
Ms. T. Rabachuk, Director of Health Protection (A)  
Ms. A. Jennings, Manager of Human Resources (A)  
Mr. D. Hrychuk, Manager of Finance  
Mr. L. Sieswerda, Manager of Human Resources  
Dr. C. Chizea, NOSM Resident  
Ms. S. Stevens, Executive Assistant and Secretary to the Board of Health

**REGRETS:**

Ms. Kristen Oliver  
Mr. Brian Hamilton

**CALL TO ORDER**

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

**1. ATTENDANCE AND ANNOUNCEMENTS**

The Chair presented regrets from Ms. Oliver and Mr. Hamilton and welcomed all members in attendance.

**2. DECLARATIONS OF INTEREST**

There were no declarations of conflict of interest.

### **3. AGENDA APPROVAL**

Resolution No. 30-2019

MOVED BY: G. Vallance  
SECONDED BY: D. Hamilton

THAT the Agenda for the Regular Board of Health Meeting to be held on March 20, 2019, be approved as amended.

CARRIED

### **4. INFORMATION SESSION**

Mr. Lee Sieswerda presented the Board of Health with information on the Radon Prevalence Studies that were conducted in the Thunder Bay District and responded to questions.

### **5. MINUTES OF THE PREVIOUS MEETINGS**

#### **5.1 Thunder Bay District Board of Health**

The Minutes of the Thunder Bay District Board of Health Meeting held on February 13, 2019, to be approved.

Resolution No.:31-2019

MOVED BY: D. Hamilton  
SECONDED BY: D. Harris Shallow

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on February 13, 2019, be approved.

CARRIED

### **6. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

### **7. BOARD OF HEALTH (CLOSED SESSION) MEETING**

The closed session was moved to the end of the meeting, following regular business.

## 8. DECISIONS OF THE BOARD

### 8.1 In Good Hands Reserve Fund Request

Report No. 17-2019 (Environmental Health) relative to a request for approval to withdraw funds from the Safe Food Handler Training Reserve Fund was presented.

Resolution No.: 32-2019

MOVED BY: D. Hamilton  
SECONDED BY: A. Brigham

THAT with respect to Report No. 17 - 2019 (Environmental Health Programs), we recommend that the Board of Health approve the withdrawal of up to \$15,000 from the Safe Food Handler Training Reserve Fund to cover equipment purchases and one-time activities to support the launch of the *In Good Hands* online safe food handler training course;

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

CARRIED

### 8.2 In Good Hands Online Food Safety Course - User Fee Change

Report No. 18-2019 (Environmental Health) relative to recommendations for a change to the bulk purchase user fee discount for the online Food Safety Course was presented.

Resolution No.:33-2019

MOVED BY: G. Vallance  
SECONDED BY: M. Harding

THAT with respect to Report No. 18 – 2019 (Environmental Health), we recommend that Administration be permitted the ability to apply the Board-approved bulk purchase discount of \$5.00 per course fee to non-bulk In Good Hands Online Food Safety Course fee purchases;

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



**8. DECISIONS OF THE BOARD (Continued)**

**8.3 Recruitment and Retention Funding -  
Nurse Practitioner 2019-2020**

Report No. 20– 2019 (Sexual Health & Harm Reduction) relative to providing the Board of Health with information on additional base funding for recruitment and retention in the Primary Care Nurse Practitioner program was presented.

Resolution No.: 34-2019

MOVED BY: A. Brigham  
SECONDED BY: M. Harding

THAT with respect to Report No. 20 – 2019 (Sexual Health & Harm Reduction), we recommend that the Board of Health accept the additional base funding of \$8,300 for the 2019-20 funding year (April 1, 2019 to March 31, 2020) to support recruitment and retention in the Primary Care Nurse Practitioner Program bringing the total yearly funding to \$157,053;

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

CARRIED

**8.4 Youth Mental Health and Addictions Champions  
Project Funding Approval**

Report No.19-2019 (School Health) relative to recommendations for approval of the successful funding application from the Registered Nurses' Association of Ontario for the Youth Mental Health and Addictions Champion Project Funding was presented.

Resolution No.: 35-2019

MOVED BY: M. Harding  
SECONDED BY: K. O'Gorman

THAT with respect to Report No. 19 – 2019 (School Health), we recommend the acceptance of one-time funding from Registered Nurses' Association of Ontario (RNAO) for the Youth Mental Health & Addiction Champion Project totaling \$10,000;

---

**8. DECISIONS OF THE BOARD (Continued)**

**8.4 Youth Mental Health and Addictions Champions  
Project Funding Approval (Continued)**

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

CARRIED

**8.5 Employee Group Benefit Program**

Report No. 21-2019 (Finance and Human Resources) relative to recommendations for the renewal of the Employee Group Benefit Plan Program was presented.

Resolution No.: 36-2019

MOVED BY: A. Brigham  
SECONDED BY: M. Harding

THAT with respect to Report No. 21 – 2019 (Finance / Human Resources), we recommend that the renewal of the Employee Group Benefit Plan with Green Shield Canada and Sun Life Financial through the alPHa Employee Group Benefit Consortium Plan as presented for the policy term of April 1, 2019 to March 31, 2020.

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

CARRIED

**9. COMMUNICATIONS FOR INFORMATION**

**9.1 Facilities Report**

Report No. 20-2019 (Information Systems and Property) relative to providing the Board of Health with the annual review of facilities and equipment, for information. Mr. Phil Avella, Manager of Information Systems and Property, was in attendance and provided additional information to the Board of Health in a power point presentation and responded to questions from the Board.

## 9. COMMUNICATIONS FOR INFORMATION (Continued)

### 9.2 General Insurance Coverage

A memorandum from Mr. L. Dyll, Director of Corporate Services, dated March 20, 2019, relative to providing the Board of Health with information on the General Insurance Policy and applicable coverage for Board of Health members was provided for information.

### 9.3 Risk Management

Dr. J. DeMille provided a verbal update to the Board of Health on the proposed Risk Management orientation, and plan for future reporting of Risk Management Board of Health, for information.

### 9.4 TBDHU Strategic Plan 2017-2020

Dr. J. DeMille provided a verbal update to the Board of Health on the proposed orientation to the TBDHU Strategic Plan 2017-2020 and plan for regular updates to the Board of Health on the Strategic Plan implementation.

### 9.5 alPHa Winter Meeting

A report on the alPHa Winter Meeting held in Toronto on February 21, 2019, was provided by the members that attended.

## 7. BOARD OF HEALTH (CLOSED SESSION) MEETING (Continued)

Resolution No.: 37a-2019

MOVED BY: D. Smith  
SECONDED BY: J. MacEachern

THAT the Board of Health move into a closed session to receive information that is subject privilege.

CARRIED

At 2:04 pm the Board of Health moved into a closed session. The following individuals left the meeting room:

Ms. T. Rabachuk, Director of Health Protection (A)  
Ms. A. Jennings, Manager of Human Resources (A)  
Mr. D. Hrychuk, Manager of Finance  
Mr. L. Sieswerda, Manager of Human Resources  
Dr. C. Chizea, NOSM Resident

At 2:45 pm the Board of Health moved out of closed session to resume regular business.

**RESOLUTION(S) FROM CLOSED SESSION**

**Item 2.1 Closed Session Agenda**  
**Legal Matter - SLFNHA**

Resolution No.: 37c-2019

MOVED BY: G. Vallance  
SECONDED BY: N. Gale

THAT we recommend that a Special Meeting of the Board of Health be held on the morning of April 18, 2019, pending confirmation.

CARRIED

**10. NEXT MEETING**

The next regularly scheduled Board of Health meeting will be held on Wednesday, April 17, 2019, at 1:00 p.m.

**11. ADJOURNMENT**

Resolution No.37d-2019

MOVED BY: D. Harris Shallow  
SECONDED BY: D. Hamilton

THAT the Regular Board of Health meeting held on March 20, 2019, be adjourned at 2:47 p.m.

CARRIED

---

Chair, Board of Health

---

Medical Officer of Health/Chief  
Executive Officer

---

Recording Secretary



---

**MEETING DATE**     05/13/2019 (mm/dd/yyyy)

---

**SUBJECT**             Sister Cities Advisory Committee

---

***SUMMARY***

Minutes of Meeting No. 3-2019, held on March 6, 2019 for information.

***ATTACHMENTS***

1 March 6, 2019 Sister Cities Minutes

**DATE:** WEDNESDAY, MARCH 6, 2019 **MEETING NO. 03-2019**  
**TIME:** 5:35 P.M.  
**PLACE:** MCNAUGHTON ROOM  
**CHAIR:** MR. MATTHEW VILLELLA

**PRESENT:**

Councillor Cody Fraser  
Councillor Peng You  
Mr. Andrew Ault  
Ms. Hiroko Bekki-Moller  
Mr. Robert Eady  
Mr. Andrew Garro  
Mr. Stephen Margarit  
Ms. Carol Pollard  
Mr. Matthew Villella  
Ms. Josie Virdiramo

**OFFICIALS:**

Ms. Karen Lewis, Director – Corporate Strategic  
Services  
Mrs. Nyomie Korcheski, Committee Coordinator

1.0 DISCLOSURES OF INTEREST

2.0 AGENDA APPROVAL

It was the consensus of the Committee to add Friendship Agreement – England, Communication Plan, and 50<sup>th</sup> Anniversary to the agenda.

MOVED BY: Mr. Stephen Margarit  
SECONDED BY: Ms. Carol Pollard

With respect to the March 6, 2019 Sister Cities Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING

Minutes of Meeting No. 02-2019 of the Sister Cities Advisory Committee, held on February 6, 2019, to be confirmed.

MOVED BY: Councillor Cody Fraser  
SECONDED BY: Ms. Josie Virdiramo

THAT the Minutes of Meeting No. 02-2019 held on February 6, 2019, be confirmed.

CARRIED

#### 4.0 LIAISON UPDATES

##### 4.1 DULUTH, MN

###### Border Cats

Mr. Robert Eady noted that work continues with the Border Cats management relative to May 28 and 29, 2019 home opener games. There is the potential as well for a delegation to visit Thunder Bay from Duluth for this event.

The Office of the City Clerk will follow up with respect to what the Committee has in terms of promotional banners to use for the event.

###### International Day of Peace

Mr. Robert Eady provided an update relative to the International Day of Peace scheduled for Saturday, September 21, 2019. It was noted that Mr. Robert Eady and Mr. Stephen Margarit are working on coordinating with Duluth and will provide updates as available.

###### Hubert Humphrey Fellowship Program

Mrs. Nyomie Korcheski provided an update relative to the upcoming annual visit to Duluth from the Hubert Humphrey Fellowship Program scheduled for April 24 and 25, 2019. It was noted that there will be participation from Thunder Bay from the Thunder Bay Multi-Cultural Association as well as from Fort William First Nation.

###### Chef Exchange – Sister Cities

Mr. Matthew Villella provided an update relative to the upcoming Chef Exchange being held in Duluth and noted that he is unavailable to attend. Councillor Peng You and Ms. Josie Virdiramo will attend the event in Duluth.

Discussion was held relative to attendance at the Thunder Bay Chef Exchange.

MOVED BY: Councillor Cody Frasier  
SECONDED BY: Councillor Peng You

With respect to the Chef Exchange – Sister Cities being held in Thunder Bay on Monday, April 8, 2019, we authorize three Committee members to attend;

AND THAT the tickets be paid from the Sister Cities budget.

CARRIED

It was noted that Mr. Matthew Villella, Mr. William Hryb and Mr. Stephen Margarit will attend the Thunder Bay Chef Exchange.

It was noted that the event poster and Facebook link will be recirculated to Committee to share in order to help promote the event.

#### Tai Chi Connection

Councillor Peng You noted that he continues to work with representatives from Duluth with respect to a tour bus for tai chi group anticipated end of May/beginning of June. It was noted that he will meet with representatives from Duluth during his attendance at Chef Exchange – Sister Cities and will also provide a tai chi seminar.

### 4.2 GIFU CITY, JAPAN

#### ECE Teachers Exchange Program

Ms. Hiroko Bekki-Moller provided an update relative to the above noted. It is anticipated that the exchange in Thunder Bay will occur mid-June and in Japan in July.

#### Artwork Exhibition

Ms. Hiroko Bekki-Moller noted that she is working with Councillor Peng You relative to the above noted. It was noted that the display is anticipated to occur after the Easter holiday.

#### Peace Bell Ceremony

Ms. Hiroko Bekki-Moller noted that the annual will event will take place on Tuesday, July 9, 2019 at 11:30 am at City Hall. It was also noted that this year the focus will be on youth participation.



4.3 LITTLE CANADA, MN

Ms. Josie Virdiramo provided information relative to conversation with Mr. Tom Gornik, Firefighter from City of Little Canada, relative to upcoming visit to Thunder Bay over Canada Day holiday. It was noted that the itinerary is currently being developed and that Ms. Josie Virdiramo will follow up with Mr. Tom Gornik.

Mr. Matthew Villella provided an update relative continued conversation with Mr. Chris Heineman, City Administrator – City of Little Canada. It was noted that Mr. Matthew Villella and Ms. Josie Virdiramo will meet via Skype or Zoom with Mr. Chris Heineman and report back to Committee as necessary. It was also noted that the idea of senior exchange/tai chi connection will be presented at the next Skype/Zoom meeting.

4.4 SEINAJOKI, FINLAND

Mr. Andrew Ault noted that he met with Mr. Andrew Garro relative to the relationship with Seinajoki, Finland and background information.

It was noted that the focus at this time continues to be staff exchanges and it was also noted that this initiative is moving forward.

It was also noted that meetings will take place via Zoom/Skype and Councillor Cody Fraser noted his willingness to participate in the meetings. Seinajoki representatives consist of elected officials and not citizen representatives.

4.5 JIAOZUO, CHINA

Councillor Peng You provided information relative to change in Administration in Jiaozuo. It was noted that the Mayor has not changed and that Mr. Li has changed positions.

It was also noted that a high school exchange is currently being explored for students from China to come to Thunder Bay. It was noted that connections are being made towards the establishment of friendship schools.

It was also noted that the International Tai Chi Academic Conference is still being explored and that there have been some connections made between education institutions relative to kinesiology.

Councillor Peng You noted that the World Tai Chi Championships are held every two years with approximately 500 athletes in attendance worldwide. It was noted that there is potential for Thunder Bay to apply to host the event. The event will be hosted in Italy for 2020.

It was also noted that world is underway to involve Thunder Bay in the Beijing Winter Olympics – 2022. An application has been submitted for participation in the opening ceremony – Athlete's Village.

Councillor Peng You and Councillor Cody Fraser are also exploring a hockey summer training camp.

## 5.0 COMMITTEE TERMS OF REFERENCE

Discussion was held relative to the above noted.

It was noted that the Terms will be discussed at the April Committee meeting.

It was also noted that the budget will be presented at the next meeting.

It was also noted that a calendar of Committee delegations/events will be developed and distributed to the Committee for information.

## 6.0 NEW BUSINESS

### 6.1 FRIENDSHIP AGREEMENT - ENGLAND

Mr. Matthew Villella circulated the itinerary for the visit to England by delegation from Thunder Bay, for the Committee's information.

### 6.2 COMMUNICATION PLAN

Ms. Karen Lewis, Director – Corporate Strategic Services, noted that the draft work plan will be circulated to the sub-committee for review. The sub-committee will review the plan and present back to the Committee. The work plan will then be used to develop the communication plan.

### 6.3 50<sup>TH</sup> ANNIVERSARY – CITY OF THUNDER BAY

Ms. Karen Lewis, Director – Corporate Strategic Services, advised the Committee that January 1, 2010 marks the official 50<sup>th</sup> Anniversary of the City of Thunder Bay.

It was noted that Committee will discuss contribution of funds to the anniversary event at an upcoming meeting.

It was also noted that a representative from the City's Tourism Division will attend an upcoming meeting relative to further discussion relative to the anniversary event.

7.0 NEXT MEETING

Wednesday, April 3, 2019, 5:30 p.m.

8.0 ADJOURNMENT

The meeting adjourned at 6:50 p.m.

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Community Services – Recreation and Culture	<b>REPORT NO.</b>	R 51/2019
<b>DATE PREPARED</b>	03/29/2019	<b>FILE NO.</b>	
<b>MEETING DATE</b>	05/13/2019 (mm/dd/yyyy)		
<b>SUBJECT</b>	55 Plus Centre South Side Reserve Fund		

## **RECOMMENDATION**

With respect to Report No. 51/2019 (Community Services – Recreation & Culture), we recommend that By-law No. 91-2001 be amended, which will allow the funds to be redirected for the use of older adult programming development in the City of Thunder Bay;

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

## **EXECUTIVE SUMMARY**

This Report recommends that the City amend By-law No. 91-2001 – 55 Plus Centre South Side Reserve Fund to meet the current needs of older adult programming in the south side of the City.

The City has completed all necessary communication to donors of this fund to inform them of the change in direction for the funds and provisions for returning donations if requested.

## **DISCUSSION**

The current 55 Plus Centre South Side Reserve Fund By-law was established to allow for the depositing of donations and fundraising revenues as part of the New Centre Advisory Committee fundraising contribution towards the construction of a new older adult centre. At the end of 2018, the balance of that fund was \$136,422.00.

Between 2003-2008, the Herb Carroll 55 Plus Centre Board of Directors began fundraising for a new South Side Facility. In 2014, the Board of Directors participated in the Recreation Division's Senior Strategy and supported the outcome of that report; one being to use existing community facilities to offer city-wide senior programs rather than a dedicated stand-alone Senior Centre in the south side.

In April of 2014, a letter was sent to all donors of the 55 Plus Centre South Side Reserve Fund to advise them that the funds would be redirected to the continued development of older adult programs and improve the interior and/or exterior of the Herb Carroll Centre (Attachment A).

Donors were provided with the option of receiving their original donation back. A public meeting was held at the Herb Carroll Centre on May 16, 2014 to communicate this information. A notice was also placed in the Chronicle Journal newspaper advising that individuals could come forward to Committee of the Whole to make a deputation when this was presented to City Council.

### ***FINANCIAL IMPLICATION***

There are no financial implications associated with this report.

### ***CONCLUSION***

It is concluded that the City should amend By-law No. 91-2001. The original By-law is included in Attachment B.

### ***BACKGROUND***

The 55 Plus Centre South Side Board operated out of the Herb Carroll Centre on Lincoln Street. In 2015, the lease for the Centre had expired and the Board members approached the West Arthur Community Centre Board to reinstate their programming at that site.

The West Arthur Community Centre Board agreed to provide space for programming at their site. Subsequently, members of the Herb Carroll Centre Board were elected to positions on the West Arthur Community Centre Board.

Today, the West Arthur Community Centre is staffed by City of Thunder Bay employees and has become a vibrant centre for 55 Plus programming. Administration supports the current West Arthur Community Centre Board's programs and activities.

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

**Attachment A:** Letter to Donors (Dated April 22, 2014)

**Attachment B:** By-law Number 0091-2001 (Enacted May 28, 2001)

**PREPARED BY:** Donna Sippala, Director – Recreation, Culture, and Municipal Child Care

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Donna Sippala, Acting General Manager – Community Services	May 6, 2019

April 22, 2014

Name  
Address  
Address  
Thunder Bay, ON  
Postal Code

Dear

Between 2003 and 2008, the Herb Carroll 55 Plus Centre Board of Directors began fund raising for a new South Side facility. You are receiving this letter as you made a donation to that campaign.

Since that time, the Board of Directors has participated in the Recreation Division's Senior Strategy and supports the outcome of that report; one being to use existing community facilities to offer city-wide senior programs rather than a dedicated stand-alone Seniors Centre in the south side. The Board has continued to program for seniors at the Herb Carroll 55 Plus Centre and has supported programs in other locations throughout the south side. The Board is now planning to reallocate funds previously collected for a new Centre to improve the interior and/or exterior of the Herb Carroll Centre and to the continued development of older adult programs.

We are contacting you to advise that your donation will be used to help us reach this new goal and we do hope that you continue to support our efforts. If you do not want your original donation used in this manner, you must notify us using the attached form by Friday May 30, 2014 and the original amount of your donation will be returned to you by cheque. If you require additional information, a general meeting will be held on Friday May 16, 2014, 10:00 am at the Herb Carroll 55 Plus Centre, 1100 Lincoln Street.

Sincerely,



Gerald Ainsworth, President  
Herb Carroll 55 Plus Board of Directors

Name  
Address  
Address  
Thunder Bay, ON  
Postal Code

**Please select one of the two options below and mail back to us with the enclosed self-addressed, stamped envelope by Friday May 30, 2014.**

**OPTION 1:**

- ☐ I agree that my donation be reallocated to improve the interior and/or exterior of the Herb Carroll Centre and to the continued development of older adult programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**OPTION 2:**

- ☐ I am requesting that my original donation be returned to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



THE CORPORATION OF THE CITY OF THUNDER BAY

BY-LAW NUMBER 91 - 2001

A By-law to provide for the establishment and maintenance of a Reserve Fund to be known as the "55 Plus Centre – South Side Reserve Fund".

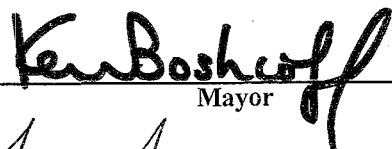
WHEREAS pursuant to Section 163 of The Municipal Act, the Council may, in each year, provide the estimates for the establishment or maintenance of a reserve fund for any purpose for which it has authority to expend funds;


AND WHEREAS it is advisable and expedient to establish a reserve fund for the purpose of depositing donations and fundraising revenues as part of the New Centre Advisory Committee fundraising contribution towards the construction of a new older adult centre;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF THUNDER BAY ENACTS AS FOLLOWS:

1. That the New Centre Advisory Committee's fundraising revenues and donations shall be deposited to a special account designated as the "55 Plus Centre – South Side Reserve Fund" and may be invested in such securities as a trustee may invest in under The Trustee Act and the earnings derived from the investment of such monies form part of the reserve fund.
2. That a copy of this By-law, duly certified by the City Clerk of the Corporation, be filed with the bank in which the reserve fund is deposited.
3. That the Auditor of the Corporation in his Annual Report shall report on the activities and position of the said reserve fund.
4. This By-law shall come into force and take affect upon the final passing hereof.

Enacted and passed this 28th day of May, A.D. 2001 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Deputy City Clerk

Read a First and Second time this 28th day of May, A.D., 2001

Read a Third Time and finally passed this 28th day of May, A.D., 2001



---

**MEETING DATE** 05/13/2019 (mm/dd/yyyy)

---

**SUBJECT** Proposed Operating Models for Community Centres

---

***SUMMARY***

Report No. 73/2019 (Community Services - Recreation & Culture) relative to the above noted.  
(Distributed Separately)

Memorandum from Mr. P. Burke, Sports & Community Development Supervisor, dated May 1, 2019 requesting to provide a presentation relative to the above noted. (Distributed Separately)

---

***MEETING DATE***     05/16/2019 (mm/dd/yyyy)

---

***SUBJECT***             Investing in Canada Infrastructure Program Update - Transit Funding

---

***SUMMARY***

Report No. R 77/2019 (Community Services - Transit Services) relative to the above noted.  
(Distributed Separately)

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Development & Emergency Services - Thunder Bay Fire Rescue	<b>REPORT NO.</b>	R 52/2019
<b>DATE PREPARED</b>	03/29/2019	<b>FILE NO.</b>	
<b>MEETING DATE</b>	04/29/2019 (mm/dd/yyyy)		
<b>SUBJECT</b>	Thunder Bay Fire Services - Emergency Program/Plan		

## **RECOMMENDATION**

With respect to Report No. R 52/2019 (Thunder Bay Fire Rescue), we recommend that City Council approve and adopt the attached Emergency Management Program and Emergency Plan;

AND THAT City Council designate the Community Emergency Management Coordinator (CEMC), or the CEMC's alternate as the Emergency Management Program Coordinator;

AND THAT City Council designate the Director of Corporate Strategic Services or this Director's alternate as the Emergency Information Officer;

AND THAT By-law No. 002-1997 Thunder Bay Emergency Measures Organization and bylaw number 081-1991 of the Corporation of the City of Thunder Bay Emergency Plan be amended;

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

## **EXECUTIVE SUMMARY**

The Office of the Fire Marshal and Emergency Management has advised that the City of Thunder Bay has fallen out of compliance with the Emergency Management and Civil Protection Act (the Act, EMCPA).

Most notably, the Act requires municipalities to adopt an Emergency Management Program and Emergency Plan by By-law. Further, the Act requires that municipalities appoint an Emergency Management Program Coordinator and appoint an Emergency Information Officer. The purpose of this report and its associated recommendations is to bring us back into compliance with the EMCPA in these respects.

## ***DISCUSSION***

### The Emergency Management Program

The proposed Emergency Management Program (see Attachment ‘A’) is structured so as to meet the requirements of the EMCPA.

The proposed Emergency Management Program speaks to the Emergency Response Plan, staff training and public education. The Program is designed to support strategic activities for our community to plan, prepare for, mitigate, respond to and recover from the impacts of an emergency.

The Program, once established will identify the roles, responsibilities and composition of the Emergency Management Program Committee (EMPC) and the Emergency Management Control Group (EMCG).

The Program will be maintained by the City’s Community Emergency Management Coordinator (CEMC). It is recommended that the CEMC be appointed by Council as the Emergency Management Program Coordinator. The CEMC is supported by an Emergency Management Program Committee that assists in the development and advises on the implementation of the Program. The adoption of a Program and the appointment of an EMPC are requirements of the legislation. The EMPC meets periodically throughout the year and is chaired by the CEMC with the committee members consisting of knowledgeable representatives who are in a position to best assess potential threats and risks.

The primary role of the EMPC is to advise on the development and implementation of the municipality’s emergency management program and to conduct an annual review of the municipality’s emergency management program. The Committee will make recommendations to Council for Plan revisions if necessary through the CEMC.

### The Emergency Response Plan

The City’s Emergency Response Plan (see Attachment ‘B’) defines how the City will plan, prepare for and deal with emergency situations where responders need additional resources and support to effectively manage an incident or when the incident is of a scale or magnitude that presents a significant threat to the community or part thereof.

The Plan identifies the respective roles and responsibilities of different divisions within the Corporation during an emergency and specifically that of the Municipal Emergency Control Group (MECG). The primary role of the MECG is to carry out the strategic functions including communications within the Emergency Response Plan, to implement the Incident Management System, to support emergency site activities, maintain business continuity and to collaborate and ensure that response priorities are established and coordinated within the Emergency Operations Centre (EOC). The Plan sets out specific support roles and responsibilities provided to the MECG members and the expected services to be delivered during an emergency. In support of this, the Community Emergency Management Coordinator will ensure all specific support roles and the subject matter experts have both the training and awareness of their responsibilities to the MECG.

The MECG is to make collaborative decisions on behalf of the municipality and members may invite support agencies to provide subject matter expertise and advice during an emergency event. Designates are determined and assigned for each MECG member to act for them in their absence as required and also are responsible to maintain their training currency as well.

Over the years the City's Emergency Plan has been edited to incorporate the more universal Incident Management System (IMS) principles and framework and has served the community well when activated in response to an emergency. However, additional work on the Plan is required in order that it be cogent, current, relevant, inclusive, and accessible. It shows its age. The Emergency Plan will be put through a robust review during the next six months and will be represented to Council following this review.

It is recommended that Council repeal the current Emergency Response Plan bylaw adopted in 1991 and at it also repeal the by-law that established the Thunder Bay Emergency Measures Organization – an organization that no longer exists.

### ***FINANCIAL IMPLICATION***

There are no financial implications associated with this report.

### ***CONCLUSION***

It is recommended that Council approve and adopt the attached Emergency Management Program and Emergency Plan and that Council designate the Community Emergency Management Coordinator (CEMC), or the CEMSs alternate as the Emergency Management Program Coordinator and that City Council designate the Director of Corporate Strategic Services or this Director's alternate as the Emergency Information Officer.

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

Attachment A - Draft Emergency Program 2019  
Attachment B - Draft Emergency Plan 2019

### ***PREPARED BY: DAVE PAXTON, DEPUTY FIRE CHIEF***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Mark Smith, GM Development & Emergency Services	May 6, 2019

## **The Corporation of the City of Thunder Bay Emergency Management Program**

The Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended. Section 2.1(1) of the Act requires that every municipality shall develop and implement an Emergency Management Program and the Council of the municipality shall, by by-law, adopt the Emergency Management Program.

Section 3(1) of the Act requires that every municipality shall formulate an Emergency Plan, outlining the provision of necessary services during an emergency, the procedures related thereto, and the manner in which employees of the municipality and other persons will respond to the emergency, and the Council of the municipality shall by by-law adopt the Emergency Response Plan.

Section 4(1) of the Act makes provision for the Head of Council of a municipality to declare that an emergency exists in the municipality, or any part thereof, and may take such action and make such orders as he or she considers necessary, and are not contrary to law, to implement the Emergency Response Plan of the municipality in order to protect the property, health, safety and welfare of the inhabitants of the emergency area.

Section 9(c) of the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council under this Act during the absence of the Head of Council or during his or her inability to act.

The Corporation of The City of Thunder Bay Municipal Emergency Control Group (MECG) and Emergency Management Program Committee (EMPC) provides Emergency Management services to The Corporation of the City of Thunder Bay.

In support of above, The Corporation of The City of Thunder Bay will develop, implement, maintain, test and review an Emergency Management Program in accordance with the standards published by the Office of the Fire Marshal and Emergency Management, and such program shall ensure:

- a) The establishment and maintenance of an Emergency Response Plan (Schedule A);
- b) The appointment by council of an Emergency Management Control Group, which shall be chaired by the City Manager and shall include:
  - i. City Manager
  - ii. Fire Chief
  - iii. Police Chief
  - iv. EMS Chief
  - v. Community Emergency Management Coordinator
  - vi. General Manager – Development and Emergency Services
  - vii. General Manager of Infrastructure and Operations
  - viii. General Manager of Community Services
  - ix. Emergency Information Officer

- c) The establishment of an Emergency Management Program Committee (EMPC), which shall be chaired by the Community Emergency Management Coordinator or Alternate and shall include:
  - i. Mayor (Head of Council)
  - ii. Community Emergency Management Coordinator and Alternates,
  - iii. City Manager
  - iv. Fire Chief
  - v. Police Chief
  - vi. Ems Chief
- d) Required training programs and exercises for employees of the municipality and others who are identified in the emergency plan with respect to the provisions of necessary services and procedures to be followed;
- e) Distribution of information and public education on emergency preparedness and identified risks to public safety;
- f) The completion of a Hazardous Identification Risk Assessment (HIRA) and an annual review thereof by EMPC;
- g) Completion of a Critical Infrastructure Listing (Schedule B), noting key infrastructure required to maintain a continuity of operations within the municipality, and an annual review thereof by the EMPC;
- h) The establishment and maintenance of an Emergency Operations Centre, to be used by the Municipal Emergency Control Group in an emergency;
- i) Designation of an Emergency Information Officer who shall act as the primary media and public contact for the municipality in an emergency;
- j) Annual review, maintenance and enhancement of the Emergency Management Program and updating of all resource and contact listings;
- k) Other activities as required by the Office of the Fire Marshal and Emergency Management to meet the requirements of the Act, and any regulations, policies and procedures related thereto.

Where required by law, and for personal privacy and protection, certain personal information and resources identified in the Emergency Plan appendices are not to be made public.



## EMERGENCY PLAN CITY OF THUNDER BAY

---

### 1. **AIM**

To establish a general plan of action for the co-ordinated response in the event of an emergency, or impending emergency, in order to preserve life, health, property and the environment.

### 2. **COMPOSITION, RESPONSIBILITIES AND POWERS OF THE MUNICIPAL EMERGENCY CONTROL GROUP**

All emergency operations shall be directed and controlled by the Municipal Emergency Control Group primary members or designated alternates who will assemble at the Emergency Operation Centre. The Municipal Emergency Control Group shall be comprised of positions listed below.

1. City Manager
2. General Manager – Development & Emergency Services
3. Fire Chief (Deputy Fire Chief)
4. Police Chief (Deputy Police Chief)
5. EMS Chief (Deputy EMS Chief)
6. Community Emergency Management Coordinator
7. General Manager – Infrastructure & Operations
8. General Manager – Community Services
9. Emergency Information Officer

### **SUPPORT POSITIONS to the MUNICIPAL EMERGENCY CONTROL GROUP**

1. Mayor
2. District of Thunder Bay Social Services Administration Board
3. Red Cross
4. Medical Officer of Health – T.B.D.H.U.
5. Tbaytel
6. Thunder Bay Hydro
7. Emergency Operations Scribe

EOC Security ( Fire Prevention Division )

### **Additional Resources to the MUNICIPAL EMERGENCY CONTROL GROUP**

Airport Manager  
M.N.R.F.  
Lakehead Region Conservation Authority





## EMERGENCY PLAN CITY OF THUNDER BAY

---

CAER Group  
Min. of Environment and Climate Change  
Salvation Army  
St. John Ambulance  
Min. of Municipal Affairs  
Lakehead Search & Rescue  
Environment Canada Weather Office  
NW LHIN - Area Hospitals  
Hydro One & OPG  
Lakehead Amateur Radio Club  
Boards of Education  
Law Enforcement - O.P.P. & R.C.M.P.  
Canadian Coast Guard  
211  
Central Ambulance Communications Centre

In the case of a major aircraft accident off airport: Airport Manager

In the case of a flood: District Manager, Ministry of Natural Resources

General Manager - Lakehead Region Conservation Authority

In the case of a forest fire: District Manager - Ministry of Natural Resources

In the event of Hydro One having major outages: Manager – Hydro One

In the event of an emergency involving or impacting the Thunder Bay Regional Health Sciences Centre (TBRHSC), and/or St. Joseph's Care Group :

Senior Manager – TBRHSC

Senior Manager – St. Joseph's Care Group

In the event of a Hazardous Materials or Dangerous Goods Incident:

Community Awareness & Emergency Response Group



## **EMERGENCY PLAN CITY OF THUNDER BAY**

---

### **3. IMPLEMENTATION OF THE PLAN**

It is the responsibility of the first responding agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the situation warrants, a site manager will be appointed. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that department/agency, the plan shall be put into effect. Any member of the Municipal Emergency Control Group, upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so.

### **4. EMERGENCY ALERTING OF THE MUNICIPAL EMERGENCY CONTROL GROUP**

- A. On receipt of instructions from a member of the Municipal Emergency Control Group, **POLICE COMMUNICATIONS CENTRE (684-1555)** will call out the Municipal Emergency Control Group (MECG). All members of the MECG and Support Positions (listed in Appendix 'A') will be called or their alternates if the MECG member cannot be contacted. Two attempts should be made to contact each MECG member and Support Position member or alternate. The E.O.C. can function without all members in attendance. Central Communications should advise the CEMC of who was not contactable. In the event telephone service is out, the Police Communications Centre will contact the MECG and Support positions by the most effective means. The member of the group giving the call-out instruction will decide if this is to be a call-out or standby. The Thunder Bay Police Communications staff shall ensure the instructions are explicit. Instructions will include:

- (i) This is an emergency call-out. Please attend the Emergency Operations Centre at:

**OR**

- (ii) This is an emergency standby call only. Please remain by your telephone until further notice (etc.). The standby call may also be made by one of the E.O.C. MECG members who would supply more information.

- B. The Primary Emergency Operations Centre is at **STATION #3, 60 S. WATER STREET.**

- C. The Secondary Emergency Operations Control Centre is at **STATION #1, 330 N. VICKERS STREET.**



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- D. An Alternate Emergency Operations Centre is the **THUNDER BAY POLICE STATION, 1200 BALMORAL STREET.**
- E. Another Alternate Emergency Operations Centre is at **SUPERIOR NORTH EMS, 105 JUNOT AVE SOUTH.**
- F. Should the magnitude of an emergency be so extensive that communications are disrupted, and it is apparent to the Municipal Emergency Control Group members that a disaster has occurred, they are to proceed to the Emergency Operations Centre immediately.

### 5. NOTIFICATION OF DECLARATION OF AN EMERGENCY

The Mayor or alternate can officially declare an emergency at any time and upon doing so, shall immediately notify:

1. the Minister of Community Safety and Correctional Services;
2. all members of Council;
3. neighbouring municipal officials as required;
4. the public; and
5. the media

Notification of the Minister of Community Safety and Correctional Services must be done through the **Ontario Fire Marshall & Emergency Management (OFMEM) at the Provincial Emergency Operations Centre (PEOC)** by calling **1-866-314-0472**. An oral declaration may be made followed by faxing a hard copy of the declaration on the community's letterhead to the **OFMEM Provincial Emergency Operations Centre** at **1-416-314-6220**.

If an emergency situation is pending, the notification process can be put into effect prior to the actual declaration of an emergency to alert the Municipal Emergency Control Group to standby status.

### 6. OPERATIONS CYCLE REVIEW

#### A. Meeting and Reporting Schedules

The Community Emergency Management Coordinator (CEMC) shall schedule and coordinate meetings of the Municipal Emergency Control Group at regular intervals to inform each other of actions taken and problems encountered. The frequency of meetings and agenda items will be established by the CEMC. Maps and status boards shall be prominently displayed and kept up to



## EMERGENCY PLAN CITY OF THUNDER BAY

---

date by the CEMC or by support staff designated by the CEMC.

### B. Request for Assistance

Assistance may be requested from neighbouring municipalities and/or the private sector at any time. Such a request for assistance shall not be deemed to be a request that the assisting entity assume authority and control of the emergency.

Assistance may be requested from the Province of Ontario, or from the Federal Government through the Province of Ontario, at any time. Such a request can be made by contacting the **OFMEM Duty Officer at the Provincial Emergency Operations Centre by telephone at 1-866-314-0472 (toll free), or by fax at 1-416-314-6220.**

Such a request for assistance shall not be deemed to be a request that the Province assume authority and control of the emergency (see “resource Contact List” attached)

## 7. TERMINATIONS OF A STATE OF EMERGENCY

The Mayor (or alternate), or Council as a whole can officially declare the termination of the emergency at any time and upon doing so shall immediately notify:

6. the Minister of Community Safety and Correctional Services;
7. all members of Council;
8. neighbouring municipal officials as required;
9. the public; and
10. the media

Notification of the Minister of Community Safety and Correctional Services must be done through **OFMEM (at the PEOC)** by calling **1-866-314-0472**. An oral termination may be followed by faxing a hard copy of the termination on the communities' letterhead to OFMEM at 1-416-314-6220.

## 8. AIRPORT EMERGENCY

In the event of a major emergency at Thunder Bay Airport, the Thunder Bay International Airport Authority Emergency Response Procedures Plan will be activated. All City emergency responding Departments holding this plan will keep their copy updated and respond accordingly. Should the emergency be of such magnitude that City departments require extra resources, Thunder Bay's Emergency Operations Centre and Emergency Response Plan may be activated to provide additional assistance to City departments and the Thunder Bay International Airport.



## **EMERGENCY PLAN CITY OF THUNDER BAY**

---

### **9. HARBOUR EMERGENCY**

In the event of a major emergency in the Thunder Bay Harbour, Thunder Bay Harbour Commission will activate the Port of Thunder Bay Marine Emergency Plan. All City emergency responding departments will keep their copy of the plan updated. The Harbour Master will be the On-Site Co-ordinator unless he delegates the position. Should the emergency be of such magnitude that responding City Departments require extra resources, Thunder Bay's Municipal Emergency Control Group may be activated to provide additional assistance to City departments and Thunder Bay Harbour Commission.

### **10. FLOOD EMERGENCY**

In the event of a flood or anticipated flood, the Lakehead Region Conservation Authority will activate their Flood Warning System (Emergency Plan). All City emergency responding departments will keep their copy of the plan updated and utilize the information in a flood situation.

### **11. SNOW EMERGENCY**

#### **(A) ALERT**

In the event of a possible Snow Emergency, which will be based on a weather warning by Environment Canada and a serious buildup of snow, the Community Emergency Management Coordinator or alternate will consult with Environment Canada's Weather Office and the General Manager of Infrastructure & Operations. If it appears that conditions will continue or escalate, he/she will alert the City Manager and the Mayor.

#### **(B) WARNING**

- i) The City Manager, if conditions warrant, will authorize the closing of non-emergency municipal offices. He will arrange for all Department Heads to be notified and advise the Chamber of Commerce that they consider requesting local business establishments to close in order to permit employees to proceed home.
- ii) The City Manager and Community Emergency Management Coordinator will, in consultation with the General Managers of Infrastructure & Operations and Community Services (Transit Division), assist the Emergency Information Officer in the preparation of news releases.



## **EMERGENCY PLAN CITY OF THUNDER BAY**

---

### **(C) EMERGENCY**

- i) If snow accumulation continues so that snowplows cannot keep main arteries open or if emergency vehicles are incapacitated due to impassable streets, the Emergency Operations Centre will be activated according to the Emergency Response Plan.
- ii) The utilization of snowmobiles for emergency use must be first authorized by the Mayor because their use is controlled under the by-law. If conditions warrant, the Community Emergency Management Coordinator, or alternate, will obtain permission from the Mayor by requesting her/him to declare a snow emergency.
- iii) Snowmobile and 4-Wheel Drive volunteers will be requested through the electronic media. These volunteers will register with and be dispatched by the respective District Chiefs from the Thunder Bay Fire Rescue. These vehicles will be used strictly for emergency purposes.

### **12. THE MUNICIPAL EMERGENCY CONTROL GROUP SHALL:**

- A) Bring cellular telephones, where resources permit, to the E.O.C. for back-up communication;
- B) Appoint a Site Manager;
- C) Dispatch a member from their department with a portable radio to the Message Control Centre for communication or back-up communications where warranted;
- D) Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality and its inhabitants;
- E) Direct, co-ordinate and supply administrative and logistic support to all municipal departments and volunteer organizations in controlling the emergency or disaster;
- F) Be prepared to authorize the expenditure of municipal funds, which are required for the preservation of life, health, and the environment;
- G) Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- H) Take initiative on any action required which isn't covered in the emergency response plan;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- I) Share information on the emergency and important action taken by each department/agency with other members of the Municipal Emergency Control Group via the electronic print board or flip chart and retain the pages for record purposes, in the form of an E.O.C. log;
- J) Ensure all personnel have been accounted for and advised of the termination of the emergency in order that no workers are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check-off list" at the termination of the emergency;
- K) Ensure all departments/agencies maintain their individual logs.

### 13. **THE MAYOR SHALL:**

- A) Consult with members of the Municipal Emergency Control Group and decide if an emergency should be declared;
- B) Declare an emergency to exist if warranted;
- C) In a formal emergency, order an evacuation of people from the danger zone in potentially life-threatening situations if warranted and recommended by the applicable experts in the Municipal Emergency Control Group;
- D) Ensure the Minister of Community Safety and Correctional Services through OFMEM (the PEOC) has been notified of the declaration of an emergency;
- E) Approve news and public announcements;
- F) Request assistance from Mayors and Reeves in neighbouring municipalities and/or from senior levels of government, when required;
- G) Update Council on emergency situations;
- H) If a declaration of an emergency has been declared, make an official order that the "Emergency is Terminated" at the end of the situation;
- I) Maintain a log of all action taken.





## **EMERGENCY PLAN CITY OF THUNDER BAY**

---

### **14. THE CITY MANAGER SHALL:**

- A) Assume the role of Manager (Chair) of the Municipal Emergency Control Group;
- B) Update Head of Council on administrative matters;
- C) Ensure up-to-date information is obtained and displayed to the Municipal Emergency Control Group at all times;
- D) Determine if municipal resources are adequate or if additional resources are required;
- E) Advise the MECG of any necessary actions that should be taken which are not covered in the emergency response plan;
- F) Oversee media arrangements and the preparation and outflow of press and public announcements;
- G) Maintain a record of all expenditures for later cost-recovery, if warranted; and
- H) If municipal records are in jeopardy, assign the City Clerk or other person(s) to oversee their safety;
- J) Maintain a log of all action taken.

### **15. THE FIRE CHIEF SHALL:**

- A) Activate the Fire Service's Emergency Call-Out System;
- B) Ensure that an on-site Incident Commander is appointed;
- C) Ensure that fire fighting operations are initiated if required;
- D) Ensure that rescue operations are initiated if required;
- E) Activate the Fire Mutual Aid System, if required;
- F) In the event of a dangerous goods spill:
  - i) ensure the Ministry of the Environment and CANUTEC are contacted for any assistance required;
  - ii) Make available the applicable portion(s) of the book entitled "Dangerous Goods Guide to Initial Emergency Response" to the MECG;
- G) Supply a FAX operator for the MECG (Fire Service fax);





## EMERGENCY PLAN CITY OF THUNDER BAY

---

- H) Establish and supervise the EOC Message Control Centre;
- I) Provide EOC security;
- J) If necessary, obtain assistance from Human Resources Development Canada;
- K) If necessary, obtain assistance from Environment Canada to activate Environment Canada Alert Weather Radio;
- L) Keep the Municipal Emergency Control Group updated on the emergency situation;
- M) If warranted, set up an on-site command post, either in existing facilities or in a mobile command post;
- N) Maintain a log of all action taken.

**15A. THE AIRPORT MANAGER, IN THE EVENT OF A MAJOR OFF-AIRPORT AIRCRAFT ACCIDENT IN THUNDER BAY, SHOULD:**

- A) Activate the Airport's emergency response plan;
- B) Liaise with the airline representative(s) and the applicable federal departments who deal with aircraft crashes;
- C) Provide or arrange for technical data involving the aircraft and rescue operations;
- D) Keep a log of action taken.

**15B. THE MINISTRY OF NATURAL RESOURCES & FORESTRY DISTRICT MANAGER, IN THE EVENT OF A FOREST FIRE OR FLOOD, SHOULD:**

- A) Issue the preliminary alert in a forest fire situation to City of Thunder Bay officials;
- B) If advised of a flood situation, notify the Lakehead Region Conservation Authority;
- C) Provide for forest firefighting or flood control as per Ministry policy;
- D) Determine the evacuation routes, if outside City limits, in conjunction with Municipal officials and the Ontario Provincial Police;
- E) Provide rescue resources, if necessary;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- F) On completion of the fire or flood emergency, authorize the return of the residents if the Ministry has ordered the evacuation;
- F) Maintain a log of all action taken.

### **15C. LAKEHEAD REGION CONSERVATION AUTHORITY, IN THE EVENT OF A FLOOD SITUATION, SHOULD:**

- A) Activate the Authority's Flood Warning Plan;
- B) Issue a preliminary flood "Advisory" in a potential flood situation to municipal officials and to the media;
- C) Issue a flood "Warning" in a flood situation to municipal officials and to the media;
- D) Provide technical flood data;
- E) In the event of the declaration of a local emergency and after depletion of municipal resources, and at the request of the Mayor, recommend to the Ministry of Natural Resources that a Provincial Flood Emergency be declared;
- F) Cancel flood Advisory/Warning as the situation warrants;
- G) Maintain a log of all action taken.

### **15D. THE CAER GROUP CO-ORDINATOR SHOULD:**

- A) Have call-out person and alternate report to EOC;
- B) Activate your group's emergency alert system;
- C) Co-ordinate local CAER Group support to assist in the specified incident;
- D) Maintain records of manpower and equipment requested;
- E) Issue emergency identification cards for on-site representatives;
- F) Arrange, with the GM Community Services - Transit Division, for the transportation of representatives to and from the emergency site(s) or provide transportation for specified representative;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- G) Have on-site representatives report to incident Site Manager;
- H) Maintain a log of all action taken.

### 15E. **INDUSTRY SHOULD:**

- A) Inform the Fire and Police Departments of any dangerous chemicals or products that are located within the emergency area;
- B) At the request of the Municipal Emergency Control Group, provide advice on the hazards, safety precautions and procedures for handling and cleanup of hazardous products;
- C) Be prepared to provide an emergency response team or other manpower and material resources in support of the emergency;
- D) Assist in recovery;
- E) Maintain a log of all action taken.

### 15F. **THE MINISTRY OF THE ENVIRONMENT, IN THE EVENT OF A SERIOUS SPILL UNDER THE ENVIRONMENTAL PROTECTION ACT, SHOULD:**

- A) Provide available information requested by the Municipal Emergency Control Group;
- B) Recommend appropriate procedures to the agency in charge of the emergency where necessary;
- C) Determine the nature and extent of environmental damage which may be caused by the emergency;
- D) Evaluate the adequacy of cleanup and disposal efforts;
- E) Enforce the duties imposed on any persons responsible;
- F) Administer clean-up operations in the case of:



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- i) a spill of unknown origin;
- ii) the discharger not accepting responsibilities; or
- iii) the magnitude of the spill being so large that the discharger is unable to respond effectively;

G) Maintain a log of all action taken.

### 16. **THE POLICE CHIEF SHALL:**

- A) Activate the department's internal alert system;
- B) If appropriate, appoint an "on-site Incident Commander";
- C) If warranted, set up an on-site command post, either in existing facilities or in a mobile command post;
- D) Seal off the emergency area in the event such action is necessary and provide containment;
- E) Control traffic to facilitate the movement of emergency and evacuation vehicles;
- F) Conduct the evacuation of buildings and areas authorized by the Head of Council;
- G) Provide security in emergency zones, evacuation areas and reception centres;
- (H) Arrange for additional police assistance, if required and liaise with other Law Enforcement Agencies;
- I) Advise the Coroner in the event of suspected fatalities and perform additional duties that may be necessary under the Coroners Act and other statutes;
- J) In the event of a flood or potential flood, provide water level watch to the Lakehead Region Conservation Authority officials;
- K) Should the EOC be at the Police station, provide security, establish and supervise the Emergency Operations Control Centre Message Control Centre;
- L) Provide a Communications Officer;

### 16A. **THE ONTARIO PROVINCIAL POLICE SHOULD:**



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- A) Upon receiving a request from the Thunder Bay Police Chief (or alternate) or the MECG, activate the O.P.P.'s Emergency Alert System;
- B) Assist the Thunder Bay Police Service with emergency duties as outlined in the City's emergency plan and as per O.P.P. policy;
- C) Maintain a log of all action taken.

### **16B. THE R.C.M.P. SHOULD:**

- A) Upon receiving a request from the Chief of Police (or alternate) or the E.O.C. Group, supply personnel, vehicles with personnel, and communication equipment that can be reasonably provided for rescue, security, and communications duties;
- B) Maintain a log of all action taken.

### **17. THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR SHALL:**

- A) Call out the E.O.C. scribe to document events on the electronic print board and to assist the Municipal Emergency Control Group;
- B) Ensure the Municipal Emergency Control Group appoints an Emergency Site Manager;
- C) Advise OFMEM via the Duty Officer of the emergency;
- D) Co-ordinate municipal response;
- E) Act as a resource person for equipment, advisors, and volunteers, provincial and federal agencies;
- F) Recommend to the Mayor that assistance is requested from the Provincial Government, if required;
- G) Conduct a debriefing session following the termination of the emergency with all members of the Municipal Emergency Control Group and representatives of other



## EMERGENCY PLAN CITY OF THUNDER BAY

---

departments/agencies involved in the emergency;

- H) Maintain a log of all action taken.

### **18. INFRASTRUCTURE & OPERATIONS:**

Infrastructure & Operations Department is responsible for planning, operation and maintenance of much of the infrastructure in the City of Thunder Bay. This includes roads and bridges, street lighting, traffic control, water supply, water distribution, waste reduction and recycling, garbage collection and disposal, sewage collection, sewage treatment, drainage, park operation and maintenance, and administrative functions.

#### **The General Manager of Infrastructure and Operations, or designate, shall:**

- A) activate the Department's Emergency Response Plan;
- B) provide municipal equipment and personnel, as necessary;
- C) provide engineering and public work operations advice to the MECG;
- D) act as liaison with local and provincial utilities and agencies;
- E) arrange for disconnection of utilities under the control of Infrastructure & Operations, which represent a hazard;
- F) advise the MECG when damage to infrastructure managed by the Department presents a hazard or use is restricted;
- G) restore and obtain assistance in restoring essential services;
- H) provide assistance in cleanup operations, and repair damages where there is a municipal responsibility;
- I) maintain a log of all major decisions, instructions issued, and actions taken by the Department;
- J) prepare and submit report on evaluation of Department's responsibilities, including any recommended changes to the corporate Emergency Plan or the Department's Emergency Response Plan;
- K) maintain accurate records of all emergency equipment and facilities assigned to Department and perform periodic physical inventories;
- L) perform regular testing to provide reasonable assurance that the emergency procedures contained in the Department Emergency Response Plan are effective and that the emergency equipment is in good working order.

### **19. COMMUNITY SERVICES - FACILITIES & FLEET SHALL:**



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- A. Activate the department's emergency alert system;
- B. Recommend and provide the appropriate facility venues as required;
- C. Provide security services as required on municipal properties as per the security plan;
- D. Provide municipal vehicles and equipment and mechanical personnel as necessary;
- E. Arrange for the procurement of specialty vehicles and equipment as required;
- F. Restore and obtain assistance in restoring essential services
- G. Act as liaison with local and provincial utilities;
- H. Maintain a log of all action taken.

### 20. **SUPERIOR NORTH EMERGENCY MEDICAL SERVICE SHALL:**

- A) Activate the department's emergency alert system and emergency plan;
- B) Assume responsibility for triage and transport of casualties from the emergency site;
- C) Assume responsibility for additional resources of ambulances, transport vehicles, personnel and acquiring communications equipment;
- D) Maintain communications with the Central Ambulance Communications Centre;
- E) Liaise with the Central Ambulance Communications Centre to ensure the adequate distribution of casualties to local hospitals;
- F) Liaise with other EMS providers including ORNGE should additional resources be required;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- G) Co-ordinate and provide transportation in the event of the evacuation of hospitals and related medical facilities;
- H) Keep the Medical Officer of Health (MECG) informed of all ambulance service activities;
- H) Maintain a log of all action taken.

### **20A THE THUNDER BAY CENTRAL AMBULANCE COMMUNICATIONS CENTRE SHOULD:**

- A) Activate the department's emergency alert system and emergency plan;
- B) Assume responsibility for additional resources of other ambulance services and allied agencies;
- C) Ensure the adequate distribution of casualties to local hospitals;
- D) Co-ordinate the movement of all ambulance vehicles in the event of the evacuation of hospitals and related medical facilities;
- E) Keep the Base Hospital Physician, hospital emergency rooms and the Ambulance Site Coordinator informed of all ambulance service activities;
- F) Call St. John Ambulance if additional ambulance service is still required. Lead time is required to access drivers;
- G) Contact neighbouring CACC's to request and coordinate additional resources if required;
- H) Maintain a log of all action taken.

### **21. THE MEDICAL OFFICER OF HEALTH (OR DESIGNATE) SHALL:**

- A) Activate the Thunder Bay District Health Unit's emergency response plan and continuity of operations plan, if required;
- B) Ensure a Thunder Bay District Health Unit delegate is available 24/7 to respond to urgent public health issues;





## EMERGENCY PLAN CITY OF THUNDER BAY

---

- C) Provide mass immunization or other disease prophylaxis, if required;
- D) Conduct disease surveillance;
- E) Conduct an epidemiological investigation, if required;
- F) Conduct a health hazard investigation, if required;
- G) Provide infectious disease case and contact investigation, management, and referral, if required;
- H) Use powers under the *Health Protection and Promotion Act* to protect the health of the public, if required;
- I) In collaboration with the Emergency Information Officer, provide timely health information to first responders, medical professionals, decision-makers, and the public;
- J) Provide direction to water systems operators in conjunction with the Ministry of Environment and Climate Change to ensure the provision of potable water, if required;
- K) Provide public health-related advice to the Head of Council or MECG on, for example, the evacuation of buildings, sheltering in place, on the prevention and control of infectious diseases, if required;
- L) Notify the Ministry of Health and Long-term Care, the Ministry of Environment and Climate Change, and Public Health Ontario, if required;
- M) Maintain a log of all action taken.

### 21A. NW LHIN AND AREA HOSPITALS SHOULD:

- A) Report to the EOC if requested and activate their hospital emergency plan as required;
- B) Liaise with the Municipal Emergency Control Group, the Medical Officer of Health, and the Central Ambulance Communications Centre as required by the situation, as to the number of casualties expected, the number of available beds and like matters;
- C) Maintain a log of all action taken.

### 22. THE EMERGENCY INFORMATION OFFICER SHALL:

- A) Activate the department's emergency alert system;
- B) Staff an Inquiry Centre (eg 211), unless circumstances dictate otherwise, to handle



## EMERGENCY PLAN CITY OF THUNDER BAY

---

multiple telephone inquiries from the public and media;

- C) Arrange for media facilities at Fire Station 3, or other location as directed by the Municipal Emergency Control Group;
- D) Co-ordinate the dissemination of special information to the public, eg. information on health hazards as prepared by the Medical Officer of Health;
- E) Schedule press conferences on a regular basis;
- F) Provide public relations support to the emergency site;
- G) Gather information from emergency services and prepare releases for the approval of the City Manager;
- H) Brief the Mayor prior to all press conferences;
- I) Maintain a log of all action taken.

### **22A. THE MEDIA SHOULD:**

- A) Provide accurate and timely information to the public on the progress of emergency operations and recovery;
- B) Liaise with the Emergency Information Officer to acquire required information;
- C) Maintain a log of all action taken.

### **23 THE DISTRICT OF T.B. SOCIAL SERVICES ADMINISTRATION BOARD SHOULD:**

- A) Activate the division's emergency alert system, notify the Canadian Red Cross Society and report to the E.O.C.
- B) Alert/call-out the following:
  - i) Salvation Army
  - ii) St. John Ambulance
  - iii) Ministry of Community & Social Services;
- C) The manager of Social Services shall liaise with The Red Cross to ensure they can provide the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons;
- D) Based on the nature of the emergency, District of T.B. Social Services Administration



## EMERGENCY PLAN CITY OF THUNDER BAY

---

Board and the Canadian Red Cross will work cooperatively towards providing for the survival and well-being of people during and following an emergency by coordinating with the Ministry of Community & Social Services and volunteer groups to supply:

- i) Emergency clothing to provide adequate protection from the elements;
- ii) Emergency lodging to provide adequate temporary accommodation for the homeless;
- iii) Emergency feeding to sustain those without food or adequate food preparation facilities, and in conjunction with the Salvation Army;
- iv) Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;

G) Maintain a log of all action taken.

### **23A. THE SALVATION ARMY SHOULD:**

- A) Activate its emergency alert system;
- B) Operate in co-operation with the District of Thunder Bay Social Services Administration Board and Red Cross;
- C) Direct and co-ordinate the emergency feeding requirements for workers at the site and for victims located in reception centers;
- D) Assist District of Thunder Bay Social Services Administration Board and Red Cross in providing bedding and clothing;
- E) Provide and co-ordinate clergy assistance;
- F) Keep the Municipal Emergency Control Group apprised of the emergency situation;
- G) Maintain a log of all action taken.

### **23B. ST. JOHN AMBULANCE SUPERINTENDENT SHOULD:**

- A) Activate the agency's emergency alert system;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- B) Provide first aid at the disaster site(s) and reception centres;
- C) Establish first aid posts as required in reception centres;
- D) Assist local ambulance authorities and/or Central Ambulance Communication Centre by providing ambulance service as lead time and resources permit;
- E) Assist municipal authorities in the evacuation of persons or patients from homes, hospitals or other facilities, when requested;
- F) Maintain a log of all action taken.

### **23C. THE MINISTRY OF COMMUNITY & SOCIAL SERVICES SHOULD:**

- A) Upon receiving a request from the Manager - Social Services Division, or alternate, activate the department's emergency alert system;
- B) Assist District of T.B. Social Services Administration Board with emergency duties as outlined in the City's Emergency Response Plan and as per Ministry policy;
- C) Maintain a log of all action taken.

### **23D. THE CANADIAN RED CROSS SOCIETY SHOULD:**

- A) Activate the Society's emergency alert system;
- B) Provide a lead role for the District of Thunder Bay Social Services Administration Board at reception and evacuation centres;
- C) Operate registration and inquiry centres;
- D) Support emergency or disaster operations with: lodging, food, personal services, and clothing, as per MOU;
- E) Assist with other social services activities as requested, as per MOU;
- F) Maintain a log of all action taken.



## **EMERGENCY PLAN CITY OF THUNDER BAY**

---

### **24. COMMUNITY SERVICES SHALL:**

- A) Activate the department's emergency alert system;
- B) Provide equipment and personnel, as necessary, to assist the Municipal Emergency Control Group;
- C) Provide accommodation for evacuees at municipal recreational facilities;
- D) Plan for and initiate social/recreational activities at all reception centres;
- E) Maintain a log of all action taken.

### **24A. THE BOARDS OF EDUCATION SHOULD:**

- A) Activate the Board's Emergency Plan;
- B) Provide control over school population and protection of school property;
- C) Hold student population in schools until instructed otherwise by the Municipal Emergency Control Group unless students are in imminent danger;
- D) Make available designated schools for the reception of evacuees;
- E) Ensure the Board and all its schools have a coordinated and up-to-date emergency plan which includes provisions for obtaining transportation for evacuating all school students at any given time;
- F) Maintain a log of all action taken.

### **25. COMMUNITY SERVICES - TRANSIT DIVISION SHALL:**

- A) Activate the department's emergency alert system;
- B) Establish effective control over all public transportation;
- C) Provide transportation as required;
- D) Provide qualified personnel to operate transportation vehicles;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- E) Reroute public transportation where necessary;
- F) Provide transportation for casualties, evacuees and special care persons;
- G) Act as liaison with local transport companies, taxi firms, airlines, railroads and school boards for additional means of transportation;
- H) Provide a list of private and public sector transportation; and,
- I) Maintain a log of all action taken.

### 26. **TBAYTEL SHOULD:**

- A) Activate the Department's alert system;
- B) Provide telecommunications in support of emergency or disaster operations;
- C) Provide back-up telecommunications;
- D) Establish mobile telecommunications posts as required;
- E) Provide liaison with Bell Canada and other providers;
- F) Maintain a log of all action taken.

### 26A. **CORPORATE INFORMATION & TECHNOLOGY SHALL:**

- A) Activate the Department's alert system;
- B) Provide IT support to the EOC by supplying personnel, technical expertise and equipment;



## **EMERGENCY PLAN CITY OF THUNDER BAY**

---

- C) Provide liaison with Tbaytel and Shaw Cable;

### **27. THE COMMUNICATIONS OFFICER SHALL:**

- A) Assist the Manager - Corporate Information and Technology Services;
- B) Set-up and supervise the Message Control Centre (a room near the Emergency Operations Centre for radio communications, since radio communication in the Emergency Operations Centre is too noisy and disruptive);
- C) Be responsible for taking written messages from the Municipal Emergency Control Group to the Message Centre for radio transmission;
- D) If possible, coordinate radio frequencies used;
- E) Ensure logs are maintained of all in and out radio messages;
- F) Provide liaison with the Thunder Bay Amateur Radio Club;
- G) Maintain a log of all action taken.

### **27A. THE LAKEHEAD AMATEUR RADIO CLUB SHOULD:**

- A) Activate the Club's emergency alert system;
- B) Provide radio communications between the Emergency Operations Centre, the emergency site command post and the Thunder Bay Regional Health Sciences Centre;
- C) Supply a list of amateur radio operators and their communications resources to the Communications Officer;
- D) Co-ordinate the deployment of amateur radio operators and resources according to the requirements of the Communications Officer;
- F) Maintain a log of all action taken.



## **EMERGENCY PLAN CITY OF THUNDER BAY**

---

### **28. THUNDER BAY HYDRO SHOULD:**

- A) Activate the department's emergency alert system;
- B) Co-ordinate the restoration of hydro services;
- C) Advise the Municipal Emergency Control Group on Hydro matters;
- D) Disconnect hydro service to any consumer(s) where it is considered necessary in the interest of public safety and authorized by the Mayor;
- E) Arrange for alternate sources of power where necessary and practicable (eg. generators, temporary power lines, etc.);
- F) Liaise with Hydro One;
- G) If Hydro One is a major player, notify the following:
  - a) Manager Northwest District - See Appendix 'B' Page 14 for contact number.
  - b) 24 hour Emergency – See Appendix 'B' Page 14 for contact number.
- H) Maintain an up-to-date inventory of equipment and supplies that could be required by the department including type, quantity, location and method of procurement;
- I) Maintain a log of all action taken.

### **28A. HYDRO ONE, DURING A MAJOR POWER OUTAGE, SHOULD:**

- A) Activate the department's emergency alert system;
- B) Co-ordinate the restoration of Hydro services;
- C) Liaise with Thunder Bay Hydro;
- D) Maintain an up-to-date inventory of equipment and supplies that could be required by the department including type, quality, location and method of procurement;





## EMERGENCY PLAN CITY OF THUNDER BAY

---

- F) Maintain a log of all action taken.

### 29. **EMERGENCY OPERATIONS SCRIBE SHALL:**

- A) Bring laptop computer to the EOC and set up equipment to record emergency activities;
- B) Take minutes and record all activities regarding the emergency and ensure that copies of the minutes are distributed to all members of the MECG;
- C) Participate in the debriefing session following the termination of the emergency to record all actions taken and ensure that MECG members are provided with copies of the outcome;

### 30. **THE EMERGENCY SITE MANAGER SHALL:**

- A) Organize and coordinate the response at the emergency site with the Branch commanders;
- B) Assess the situation under existing and potential conditions by consulting with the Branch Commander and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency.
- C) Coordinate with the Municipal Emergency Control Group and the Branch commander to ensure that the necessary equipment, supplies, and personnel are available;
- D) Provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;
- E) Schedule briefings with individual and collective Operations Officers as to agency response status;
- F) Activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions, or as directed by the Municipal Emergency Control Group;
- G) Consider response alternatives and determine appropriate response actions (evacuations, containment, etc.) in consultation with Branch commanders and the MECG;
- H) Establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- I) Brief Branch Commanders regarding the situation as they become involved;
- J) Obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situations(s), and consult with experts, as required, to mitigate the emergency;
- K) Develop an Emergency Site Organization Layout with the assistance of Agency Branch commanders, and establish inner and outer perimeters and staging areas to control access to the movement within the emergency site;
- L) Coordinate the release of information at the scene with the Emergency Information Officer;
- M) Request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- N) Ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment – a Safety Officer will be provided by the Municipal Emergency Control Group upon request.
- O) In consultation with Branch commanders, develop a demobilization plan for all resources within the emergency site and implement this plan upon official notification of the termination of the emergency;
- P) Ensure that all Branch commanders have established work schedules for their personnel at the emergency site;
- Q) Maintain a detailed log of all actions taken by the Emergency Site Manager;
- R) Participate in a post-emergency debriefing and provide such reports as requested by the Community Emergency Management Coordinator

### **31A. THE CANADIAN COAST GUARD, IN THE EVENT OF A SERIOUS EMERGENCY ON LAKE SUPERIOR, SHOULD:**

- A) Activate their Central Region Marine Contingency Plan, as required;
- B) Provide search and rescue services;
- C) The Ship Safety Branch will investigate all pollution incidents originating from within



## EMERGENCY PLAN CITY OF THUNDER BAY

---

Canadian waters and any incidents involving dangerous goods shipping;

- D) Conduct clean-up operations in the case of:
  - i) a mystery spill;
  - ii) the discharger not accepting responsibilities, or
  - iii) the magnitude of the spill being so large that the discharger is unable to respond effectively,
- E) Act as a resource agency to the Municipal Emergency Control Group,
- F) Maintain a log of all action taken.

### **31B. THE LAKEHEAD SEARCH & RESCUE UNIT SHOULD:**

- A) Activate the Unit's emergency alert system;
- B) Assist the Emergency Site Manager with search and rescue operations, as required;
- C) Supply a list of personnel and resources to the Municipal Emergency Control Group;
- D) Maintain a log of all action taken.

### **31C. CTB ANIMAL SERVICES SHALL:**

- A) Activate the Department's emergency alert system;
- B) Arrange for the care and feeding of pets and livestock left behind by evacuees;
- C) Arrange for the apprehension or destruction of pets and livestock which have escaped or have become uncontrollable, respectively, because of the disaster;
- D) Maintain a log of all action taken.

### **31D. THE ENVIRONMENT CANADA WEATHER OFFICE SHOULD:**

- A) Supply all actual and forecasted meteorological information as needed;
- B) Arrange for special transport/dispersal of forecasts, as necessary;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- C) Broadcast evacuation reports via tone alert on Weather radio;
- D) Arrange for the on-site support of the mobile weather unit, dependent on the duration and magnitude of the emergency;
- E) Maintain a log of all action taken.

### 32. **EVACUATION PROCEDURES:**

Whenever an evacuation is being considered, *protect in-place* should be contemplated as an alternate method.

*Protect in-place* is a means of directing people to go inside a dwelling or sound structure quickly, and remain inside until the danger is over. During *protect in-place*, residents will be advised to close all doors and windows and shut off all ventilating, heating, and cooling systems. This method is used when evacuating the public would cause greater risk than directing them to stay where they are, or when an evacuation cannot be undertaken.

In the event that a portion of Thunder Bay is ordered evacuated, reception centres in safe areas of the City will be utilized. Reception Centre selection will be dictated by the nature of the emergency and the safety of the evacuation routes. The perimeters of the evacuated area(s) will be chosen so they can easily be described to residents.

On evacuation or in-place protection orders by the Head of Council, the Thunder Bay Police Service will be responsible for ensuring either the evacuation orders or in-place protection orders are carried out. The Thunder Bay Police Service will ensure that appropriate actions are completed in order that the affected residents are alerted. The MCEG will ensure that appropriate actions are completed in order that the community as a whole is alerted. In certain instances, Thunder Bay Fire Rescue, or the Thunder Bay Police Service will be responsible for either the evacuation orders, or in-place protection orders. This will be based on the incident and who is the lead agency, and may be prior to the authorization of the order by the Head of Council.

The Emergency Information Officer will use the electronic media to assist in alerting residents, explaining evacuation routes and reception centres for the various area(s) of the City, as recommended by the Municipal Emergency Control Group.

The Head of Council, time permitting, will give a brief interview to the electronic media to verify for citizens the authenticity of the evacuation order and to provide reassurance.



## EMERGENCY PLAN CITY OF THUNDER BAY

---

### **ENVIRONMENT CANADA ALERT WEATHER RADIO**

The Fire Chief or his designate will alert residents utilizing Environment Canada Alert Weather radio if necessary by contacting Environment Canada at their unlisted emergency telephone number, 1-416-739-4420, Fax 1-416-739-4603. Should Environment Canada want confirmation of authority, they may call back. A personal dispatch would be necessary if the telephone and fax were out of order.

### **PUBLIC INFORMATION GUIDE**

#### *HAZARDOUS MATERIALS-DANGEROUS GASES*

#### **IF AN EMERGENCY IS CALLED:**

- (A) Turn on radio for instructions.
- (B) Evacuation areas will be decided by wind direction.
- (C) Each School, Institution, Factory, Office, and Household is responsible for its own evacuation plan.
- (D) **DO NOT** PANIC.
- (E) **DO NOT** Attempt to locate pets before leaving.
- (F) **DO NOT** Attempt to travel to school or place of employment to locate family. The Board of Education will ensure students are out of the danger area.

#### **IF UNABLE TO ESCAPE OR ARE TRAPPED:**

- (G) Go inside.
- (H) Tightly close all doors, windows and exterior openings.
- (I) Turn off forced air heating or ventilation systems.
- (J) Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
- (K) **DO NOT** go into the basement.
- (L) Move quickly but do not run if moving through gas.
- (M) Soak cloth in water and breathe through it if breathing becomes difficult.
- (N) **DO NOT** PANIC AND **DO NOT** RUN OUTSIDE.

#### **IN YOUR CAR:**



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- (O) Close all windows.
- (P) Shut off ventilation.
- (Q) Continue driving away from the area and do not drive through the gas cloud or your car engine may stall.

### **WHILE WALKING:**

- (R) Go to nearest building or car and follow the above instructions.
- (S) If in open area and in the path of the cloud, move quickly to high ground at right angles to the wind direction.

If an evacuation is anticipated, the public will be warned by the Police.

On hearing a warning, residents are requested to turn on radios or T.V.s to local stations and listen for announcements and/or instructions.

When evacuation becomes necessary and is ordered:

Residents who do not have their own transportation will be asked to assemble at:

*NAME OF EVACUATION CENTRE will be identified*

Residents who are physically unable to move to these locations are requested to phone the broadcasted numbers and place a white cloth into the door of residence facing the street or road.

Pick-up will be arranged as soon as possible.

Residents who have their own transportation are asked to await further instructions.

Residents relying on emergency public transportation and/or public reception centres for accommodation are reminded that pets are not permitted in either of these facilities.

For the safety and comfort of your family and protection of your property, the following is suggested in case of an evacuation:

- (a) Secure home;
- (b) Carry identification (driver's license, birth certificate, medical alert, etc.);
- (c) Carry sufficient money to meet contingencies;
- (d) Take 1 blanket or sleeping bag per person;



## EMERGENCY PLAN CITY OF THUNDER BAY

---

- (e) Take 1 air mattress per person, if available;
- (f) Clothes, depending on season, and change of clothes;
- (g) Raincoat, windbreaker or parka, depending on season;
- (h) Enough ready-to-eat food to last at least 72 hours;
- (i) Thermos bottle of hot beverage;
- (j) Flashlight with spare batteries;
- (k) Battery powered radio with spare batteries;
- (l) Prescription drugs as required (carry prescription, if possible);
- (m) Soap, towel, personal toilet or hygiene articles;
- (n) Kleenex or similar tissue paper;
- (o) Book, magazine, game, deck of cards, etc.

Adults with small children should include items of special needs as required.

- (p) Infant formula in thermos bottle;
- (q) Disposable diapers;
- (r) Toys.

### **NOTES**

1. If evacuation is by private vehicle and you have room in your vehicle, please stop at \_\_\_\_\_ for extra passenger(s);
2. If transportation is by emergency public transport (other than train):
  - a) only 1 piece of luggage per person can be taken;  
(identify your luggage - it may be transported separately)
  - b) carry valuables and documents in a handbag or on your person.
3. Residents will be asked to register at Registration Centre(s) in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.
4. An Emergency Public Information Service will be established in the reception community.
5. Arrangements will be made with the local stores and gasoline outlets to remain open during an evacuation as long as conditions permit.



## EMERGENCY PLAN CITY OF THUNDER BAY

---

### PUBLIC INFORMATION GUIDE:

#### *TORNADO-STORMS*

##### **(A) WEATHER WATCHES AND WARNINGS**

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio and television.

A severe weather watch is issued up to six hours in advance to alert the general public that, for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.

A severe weather warning is issued to alert the public that severe thunderstorms or tornadoes are imminent in the warning area -- ie, a severe thunderstorm is in progress or expected to occur within two hours.

##### **(B) TORNADO SAFETY HINTS**

A personal tornado awareness program should include:

- i) being aware of the weather, knowing the radio or television stations which broadcast up-to-the-minute weather information;
- ii) knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings;
- iii) reviewing your plans of action;

##### **(C) WHEN A TORNADO THREATENS**

1. Stay away from your windows, doors and outside walls.  
Protect your head.





## EMERGENCY PLAN CITY OF THUNDER BAY

---

2. For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
3. Try to reach the centre of the house or the side away from the storm.
4. Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets. If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy.
5. If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their car.
6. If no shelter can be found, hang on to the base of a small tree or shrub.
7. Remember that damaged and weakened structures, fallen debris, downed hydro wires, and gas leaks are potential dangers after a storm has passed.

### **PLAN MAINTENANCE AND REVISIONS:**

An Emergency Management Program Committee, chaired by the CEMC or designate, will be composed of the Mayor, City Manager, Fire Chief, Police Chief, and the CEMC. The Committee will obtain input from outside agencies as deemed necessary or desirable. The committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information. The committee will also be responsible for planning and conducting the required four hours of annual municipal training and annual exercise for the Municipal Emergency Control Group and staff as per the EMCPA.

The Emergency Management Program Committee will review and revise the Plan in January of each year, and any amendments shall be distributed to all of the Plan stakeholders in a timely manner.



## EMERGENCY PLAN CITY OF THUNDER BAY

---

APPENDIX “A” – MCEG & Support Positions Contact List

APPENDIX “B” - Resource List

APPENDIX “C” – Critical Infrastructure

APPENDIX “D” - Community Risk Profile

APPENDIX “E” - Plan Holders’ List

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	City Manager's Office - Office of the City Clerk	<b>REPORT NO.</b>	R 83/2019
<b>DATE PREPARED</b>	05/01/2019	<b>FILE NO.</b>	
<b>MEETING DATE</b>	05/13/2019 (mm/dd/yyyy)		
<b>SUBJECT</b>	Compliance Report - Candidates' Financial Statements		

## **RECOMMENDATION**

For information only.

## **EXECUTIVE SUMMARY**

The *Municipal Elections Act, 1996* (referred to as “the Act”) requires the Clerk to provide a report as soon as possible after April 30<sup>th</sup> in electronic format stating whether candidates (for City Council and School Boards) complied with s. 88.25 of the Act. The report will include the identities of all candidates in default of filing their financial statement by the legislated filing deadline.

## **DISCUSSION**

All prescribed forms and timelines associated with the 2018 Municipal & School Board Elections were provided for each candidate on a USB thumb drive at registration. All candidates were asked to provide their campaign email addresses for communication purposes between candidates, the Office of the City Clerk, and the Election Office. All candidates provided valid email addresses that were confirmed by Election Office administration.

The filing date and deadline for the 2018 Municipal & School Board Elections was on or before 2:00 p.m. on Friday, March 29<sup>th</sup>, 2019. As required by the Office of the City Clerk, all candidates were sent notice of their obligations by email on Tuesday, October 30, 2018 and Monday, February 25, 2019.

In reference to the duties of candidates, the Act states:

### **Filing date**

**88.30** (1) The filing date for documents that are to be filed under section 88.25 or 88.29 is the following:

1. In the case of a regular election, the last Friday in March following the election.

**Candidates' financial statements, etc.**

**88.25** (1) On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

- (a) in the case of a regular election, as of December 31 in the year of the election;

**Effect of default by candidate**

**88.23** (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60.

**Penalties**

(2) Subject to subsection (7), in the case of a default described in subsection (1),

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies. 2016, c. 15, s. 60.

In reference to the duties of the Clerk, the Act states:

**Clerk's report re filing requirements**

(4) The clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25. 2016, c. 15, s. 60.

**Same**

(5) The report mentioned in subsection (4) shall be made available on a website or in another electronic format as soon as possible after,

- (a) April 30 in the year following a regular election;

101 candidates registered for the 2018 Municipal & School Board Elections.

1. 89 candidates complied with the Act and filed their financial statements by the legislated deadline of March 29, 2019;
2. one (1) candidate applied to the Ontario Superior Court of Justice for an extension to file their financial statement, and was granted a 30-day extension;
3. 3 candidates filed their financial statements within 30 days after the March 29, 2019 deadline with a late filing fee of \$500; and
4. 8 candidates failed to meet their obligations under the Act.

As outlined in the table below, the following eight (8) candidates failed to meet their obligations under the *Municipal Elections Act, 1996* and are ineligible to be elected or appointed to any office until after the 2022 Municipal & School Board Elections:

Chookomolin	Ronald	Mayor		NO	\$200
Gamble	Jim	Mayor		NO	\$200
Lankinen	Derek W.	Councillor	At Large	NO	\$100
DeGagné	Robert	Trustee	Thunder Bay Catholic District School Board	NO	\$100
Stadey	Jim	Councillor	At Large	NO	\$100
McCraw	Charmaine	Councillor	At Large	NO	\$100
Schoor	Wolfgang	Mayor		NO	\$200
Gunn	Richard	Councillor	Neebing	NO	\$100

## ***FINANCIAL IMPLICATION***

### **Refund**

**34** A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection. 2016, c. 15, s. 26.

The above-noted candidates were in default of the Act, and forfeited the refund of their nomination filing fee. Approximately \$1,300 became the property of the municipality.

### **Cessation of penalty**

**88.23(9)** The penalties set out in subsection (2) for a default described in clause (1)(a) do not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the candidate files the relevant document as required under section 88.25 or 88.32 and pays the clerk a late filing fee of \$500. 2016, c. 15, s. 60.

As of this report, the following candidates filed their financial statements within 30 days after the March 29, 2019 deadline with a late filing fee of \$500:

1. Kevin Cernjul, Candidate for Mayor
2. Ashley Nurmela, Candidate for McKellar Ward Councillor
3. Lori Paras, Candidate for Councillor At Large

The fees of \$1,500 became the property of the municipality.

### ***CONCLUSION***

It is concluded that, as required by ss.88.23 (4, 5) of the Act, the identities of all candidates who did not comply with the Act and are in default be submitted to City Council for information purposes.

Furthermore, until the next regular municipal election has taken place in 2022, the eight (8) candidates listed in the above-noted table are ineligible to be elected or appointed to any office to which the Act applies.

### ***BACKGROUND***

The Act requires that the Clerk shall make available a public report setting out all candidates in an election and indicating whether each candidate complied with the Act.

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

None.

### ***PREPARED BY: LINDA DOUGLAS, ELECTION COORDINATOR***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)  Norm Gale, City Manager	DATE:  May 6, 2019
-------------------------------------------------------------------------------------------------	--------------------------

---

***MEETING DATE***     05/13/2019 (mm/dd/yyyy)

---

***SUBJECT***             User Fee By-law 14/2019 - Revised Schedule D

---

***SUMMARY***

Memorandum from Ms. E. Westover, (Acting) Manager, Budgets & Long-Term Planning dated April 25, 2019 containing a revised Schedule D for By-law 14/2019, for information.

***ATTACHMENTS***

- 1 Memorandum from E. Westover
- 2 Revised User Fee By-law

## **Memorandum**

**Date:** April 25, 2019  
**To:** City Council  
**From:** Emma Westover, (Acting) Manager, Budgets & Long-Term Planning  
**Subject:** **User Fee By-law 14/2019 – Revised Schedule D**

---

Please find attached, revised Schedule D for *BL14/2019 – Amendment to User Fee By-law 028-2007*. Due to a clerical error, the Schedule has been changed as follows:

- The following fees have been added to the Schedule, they were approved in 2018:
  - Tax New account setup fee - \$35.00
  - Water New account setup fee - \$35.00
  - Water Final Bill fee - \$10.00
- The following fees have been formatted to correctly reflect that they are in percentage:
  - Late Penalty – Water - 5%
  - Interest on Outstanding General Accounts Receivable (per month) - 1.25%

Attached is the revised Schedule D.

cc: John Hannam, City Clerk



# SCHEDULE D - CORPORATE SERVICES AND LONG TERM CARE

DIVISION	USER FEE DESCRIPTION	User Fee (\$)
Financial Services	Copies of Budget Books, Publications, Studies	Recovery Cost
Supply Management	Tender Document Fee	30.97
	Weigh Scale Fee	21.24
	Stores Re-sale	Purchase Cost Plus 15%
	Print Shop	Recovery Cost
Revenue	NSF Cheques	40.00
	Municipal Tax Sales Administration Fee:	
	Registration	725.00
	Extension Agreements	500.00
	Sale of Property	300.00
	Late Penalty – Water	5.00%
	Interest on Outstanding General Accounts Receivable (per month)	1.25%
	Collection Fee on Outstanding Provincial Offense Fines	30.00
	Tax Certificate	60.00
	Tax New account setup fee	35.00
	Water New account setup fee	35.00
	Tax Statement of Information (prior years 1974 and later)	10.00
	Tax Statement of Information (1973 and earlier)	15.00
	Tax Property Ownership Changes	35.00
	Additions to Tax Account	35.00
	Tax Arrears Notices	5.00
	Tax Bill Reprint Fee	5.00
	Water Certificate	60.00
	Water Account Ownership Changes	35.00
	Water Statement of Information	10.00
	Water Bill Reprint Fee	5.00
	Water Arrears Notice	5.00
	Water Final Bill fee	10.00
	Mortgage Listing Fee (per account)	10.00
	Photocopies of court documents or exhibits, transcripts of trials and proceedings - Prices per applicable legislation and/or Ministry of the Attorney General policies.	

**SCHEDULE D - CORPORATE SERVICES AND LONG TERM CARE**

<b>DIVISION</b>	<b>USER FEE DESCRIPTION</b>	<b>User Fee (\$)</b>
<b>Long Term Care and Senior Services</b>	Jasper Tenant Fees:	
	Single Tenant Fee – per day (.25 x 15 meals/30 day/month) =	10.75
	Double Tenant Fee – per day	16.25
	Extra Tenant Meals - per meal	5.50
	Guest Meals – per meal	6.00
	Meals on Wheels – per meal	7.25
	Hairdressing Service – Rent Free	7% of gross earnings
	Cafeteria Meals	Recovery Cost

---

**MEETING DATE** 05/13/2019 (mm/dd/yyyy)

---

**SUBJECT** Appointment of Acting City Clerk - Leanne Lavoie

---

***SUMMARY***

Memorandum from Ms. K. Power, Deputy City Clerk, dated April 29, 2019 containing a resolution to appoint Leanne Lavoie as Acting City Clerk for The Corporation of the City of Thunder Bay.

***RECOMMENDATION***

With respect to By-law BL 54/2019 being a By-Law to Appoint an Acting City Clerk, to be presented at the May 13, 2019 City Council meeting, we recommend that Council pass a by-law to appoint an Acting City Clerk for The Corporation of the City of Thunder Bay to support on-going office procedures, in the absences of the of the City Clerk and Deputy City Clerk;

AND THAT By-law BL 54/2019 to appoint Leanne Lavoie as Acting City Clerk for The Corporation of the City of Thunder Bay;

AND THAT the necessary by-law be presented to City Council for ratification.

***ATTACHMENTS***

1 Memo from Ms. K. Power

## Memorandum

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

---

**TO:** Members of City Council

**FROM:** Krista Power, Deputy City Clerk

**DATE:** April 29, 2019

**SUBJECT:** Appointment of Acting City Clerk – Leanne Lavoie

---

In order to provide for the effective management of the Office of the City Clerk, and more particularly ensuring that the statutory responsibilities of the Clerk can be fulfilled over the next year during absences of the Deputy City Clerk and City Clerk, it is recommended that Leanne Lavoie be appointed as Acting City Clerk, effective May 27, 2019.

The *Municipal Act, 2001*, Section 228(4), provides authority the delegation of the duties of the City Clerk for the appointment of acting city clerks, as might be necessary.

Accordingly the following motion is presented for consideration of Committee of the Whole at its meeting May 13, 2019.

“With respect to By-law BL 54/2019 being a By-Law to Appoint an Acting City Clerk, to be presented at the May 13, 2019 City Council meeting, we recommend that Council pass a by-law to appoint an Acting City Clerk for The Corporation of the City of Thunder Bay to support on-going office procedures, in the absences of the of the City Clerk and Deputy City Clerk;

AND THAT By-law BL 54/2019 to appoint Leanne Lavoie as Acting City Clerk for The Corporation of the City of Thunder Bay;

AND THAT the necessary by-law be presented to City Council for ratification.”