



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, SEPTEMBER 30, 2019

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

TIME: 6:30 PM



MEETING: Committee of the Whole

DATE: September 30, 2019

Reference No. COW - 43/50

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

Committee of the Whole - Administration Session

Chair: Councillor Mark Bentz

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - September 30, 2019 - Committee of the Whole **(page 5)**

With respect to the September 30, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

PRESENTATIONS

EMS Exemplary Service Medal Recipients (pages 6 - 7)

Memorandum received from Mr. Wayne Gates - Chief of EMS, dated September 3, 2019 announcing that, Advanced Care Paramedic James Long, Primary Care Paramedic Jan Morrison and Primary Care Paramedic Brian Brock are being awarded the Governor General's EMS Exemplary Service Medal.

The recipients will be presented their medals by the Lieutenant-General Richard Rohmer on behalf of the Governor General in Windsor on September 26, 2019.

Mayor Mauro to acknowledge the recipients on behalf of the City of Thunder Bay and Council.

Official Recognition - Citizens of Exceptional Achievement (pages 8 - 9)

Memorandum from Ms. K. Power, City Clerk, dated September 19, 2019 relative to presentation of Monthly Achievement Awards.

DEPUTATIONS

Deputation - Regional Multicultural Youth Council (page 10)

Deputation request received on August 20, 2019, from Mr. H. Singh, representative of the Regional Multicultural Youth Council, requesting to appear before Committee with respect to funding for Anti-Racism and Respect Initiatives.

REPORTS OF COMMITTEES

Inter-Governmental Affairs Committee Minutes (pages 11 - 16)

Minutes of Meeting No. 08-2019 of the Inter-Governmental Affairs Committee held on August 12, 2019, for information.

REPORTS OF MUNICIPAL OFFICERS

2018 Corporate Safety Report (pages 17 - 27)

Report 141/2019 (Human Resources & Corporate Safety) providing an overview of the activities and initiatives undertaken in 2018 by the Human Resources & Corporate Safety Division and provides information to support a recommendation to amend Policy #06-01-15 (Occupational Health & Safety Policy) to reflect the City of Thunder Bay's commitment to the implementation of a safety management system guided by a recognized standard.

With respect to Report No. R 141/2019 (Human Resources & Corporate Safety), we recommend that the updated Occupational Health and Safety Policy attached as Appendix "A" be approved and included within the Corporate Policy Manual;

AND THAT City Council affirm its commitment to implementing, maintaining and continually improving an occupational health and safety program guided by the elements of ISO 45001:2018;

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

Application for Cancellation, Reduction Or Refund of Taxes Under Section 357 Of The Municipal Act (pages 28 - 32)

Report No. R 139/2019 (Corporate Services & Long Term Care - Revenue) recommending the cancellation, reduction or refund of taxes totaling \$43,647.89.

Confidential memorandum from Ms. Chantal Harris, Manager - Billing and Collection Services dated September 18, 2019, relative to the above noted was distributed separately on Monday, September 23, 2019 to members of Council, EMT and City Solicitor only.

With respect to Report No. R 139/2019(Corporate Services & long Term Care -Revenue), we recommend that the cancellation, reduction or refund of taxes totaling \$ 43,647.89 as outlined in the Report be approved;

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

Application For Cancellation, Reduction or Refund of Taxes Re: Section 358 Of The Municipal Act (pages 33 - 35)

Report No. R 140/2019 (Corporate Services & Long Term Care - Revenue) recommending approval of reduction and/or refund of property taxes, totaling \$211.65.

Confidential memorandum from Ms. Chantal Harris, Manager - Billing and Collection Services dated September 18, 2019, relative to the above noted was distributed separately on Monday, September 23, 2019 to members of Council, EMT and City Solicitor only.

With respect to Report No. R 140/2019 (Corporate Services & Long Term Care - Revenue), we recommend that the cancellation, reduction or refund of taxes totaling \$ 211.65 due to gross or manifest errors in the preparation of the assessment rolls as outlined in the Report be approved;

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

Heritage Register – Paramount Theatre, Centennial Botanical Conservatory (pages 36- - 40)

Report No. R 129/2019 (City Manager's Office - Office of the City Clerk) recommending that Paramount Theatre and Centennial Botanical Conservatory be listed on the City of Thunder Bay Heritage Register.

With respect to Report No. R 129/2019 (City Manager's Office - Office of the City Clerk), we recommend that the following properties be listed on the City of Thunder Bay Heritage Register:

1. 1501 Dease Street known locally as the Centennial Botanical Conservatory excluding the Greenhouses (Lots 8-9 and 27-31 Block 3 Registered Plan W160, and part of the lane and part of the (closed) Dufferin Street);
2. 24 Court Street South known locally as the Paramount Theatre;

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

PETITIONS AND COMMUNICATIONS

Revised Date for Presentation – Heritage Designation – Dease Pool (pages 41 - 42)

Memorandum dated September 20, 2019, from Mr. M. Szybalski, City Archivist, relative to the above noted.

Terms of Reference - Multi-Use Indoor Sports Facility Committee (pages 43 - 47)

Memorandum from Mayor B. Mauro, Chair - Multi-Use Indoor Sports Facility Committee, dated September 10, 2019 containing a motion relative to Terms of Reference for the Multi-Use Indoor Sports Facility Committee.

With respect to the Multi-Use Indoor Sports Facility Committee (Special Purpose Committee) we recommend that the Terms of Reference for the Committee be approved;

AND THAT the Committee continue to execute the Objectives and Deliverables outlined within the Terms;

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

NEW BUSINESS

ADJOURNMENT

MEETING DATE 09/30/2019 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - September 30, 2019 - Committee of the Whole

RECOMMENDATION

With respect to the September 30, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

MEETING DATE 09/30/2019 (mm/dd/yyyy)

SUBJECT EMS Exemplary Service Medal Recipients

SUMMARY

Memorandum received from Mr. Wayne Gates - Chief of EMS, dated September 3, 2019 announcing that, Advanced Care Paramedic James Long, Primary Care Paramedic Jan Morrison and Primary Care Paramedic Brian Brock are being awarded the Governor General's EMS Exemplary Service Medal.

The recipients will be presented their medals by the Lieutenant-General Richard Rohmer on behalf of the Governor General in Windsor on September 26, 2019.

Mayor Mauro to acknowledge the recipients on behalf of the City of Thunder Bay and Council.

ATTACHMENTS

1. MEMO - EXEMPLARY SERVICE MEDAL 2019

Headquarters – Chief of EMS
105 S. Junot Ave.
Thunder Bay ON P7B 4X6

Tel: (807) 625-3271 Fax: (807) 684-2657
E-mail: w gates@thunderbay.ca



MEMORANDUM

TO: All Paramedics

FROM: Chief Gates

CC: Mark Smith, Norm Gale, City Council

DATE: September 3, 2019

SUBJ: EMS Exemplary Service Medal Recipient

I am very pleased to announce that Advanced Care Paramedic James Long and Primary Care Paramedics Jan Morrison and Brian Brock are being awarded the Governor General's EMS Exemplary Service Medal.

James served in the City of Thunder Bay as a primary care paramedic from 1995 to 2007 and then obtained advanced care paramedic status in 2008.

Jan started his paramedic career with the Nipigon District Memorial Hospital in 1995 and has worked in the Township of Schreiber for the past 15 years. Jan is also the Volunteer Fire Chief of the Schreiber Volunteer Fire Department.

Brian first started as a volunteer with the White River Ambulance Service in 1993 and then became a full time paramedic with the Marathon Ambulance Service in 1996 where he still serves today.

Emergency Medical Services Exemplary Service Medal

The Emergency Medical Services Exemplary Service Medal, created on July 7, 1994, recognizes professionals in the provision of pre-hospital emergency medical services to the public, who have performed their duties in an exemplary manner, characterized by good conduct, industry and efficiency.

Recipients must have been employed with emergency medical services on or after October 31, 1991, and have completed 20 years of exemplary service, including at least 10 years in the performance of duties involving potential risk.



MEETING DATE 09/30/2019 (mm/dd/yyyy)

SUBJECT Official Recognition - Citizens of Exceptional Achievement

SUMMARY

Memorandum from Ms. K. Power, City Clerk, dated September 19, 2019 relative to presentation of Monthly Achievement Awards.

ATTACHMENTS

1. MEMO DATED SEPTEMBER 19, 2019 - K. POWER

Memorandum

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

TO: Members of City Council

FROM: Krista Power, City Clerk

DATE: September 19, 2019

SUBJECT: Monthly – Citizens of Exceptional Achievement Award
Committee of the Whole – September 30, 2019

Please be advised that the following teams will be awarded a certificate for their accomplishments representing Northern Ontario at the 2019 Youth Bowl Canada National 5 Pin Championship held May 3 – 5, 2019 in Oshawa:

Superior Bowladrome Bantam Girls Doubles Team – Gold Medalist

- Kayleen Kajorinne
- Karmyn Zewiec
- Katherine Bonnie (coach)

Mario's Bowl Junior Girls Doubles Team – Gold Medalist

- Hailey Beswetherick
- Jordyn Graham
- Stacey Hames (coach)

Galaxy Lanes Junior Boys Doubles Team – Silver Medalist

- Adam Meier
- Sayer Sawchuk
- Darren Davies (coach)

/kp

MEETING DATE 30/09/2019 (mm/dd/yyyy)

SUBJECT Deputation - Regional Multicultural Youth Council

SUMMARY

Deputation request recieved on August 20, 2019, from Mr. H. Singh, representative of the Regional Multicultural Youth Council, requesting to appear before Committee with respect to funding for Anti-Racism and Respect Initiatives.

MEETING DATE 30/09/2019 (mm/dd/yyyy)

SUBJECT Inter-Governmental Affairs Committee Minutes

SUMMARY

Minutes of Meeting No. 08-2019 of the Inter-Governmental Affairs Committee held on August 12, 2019, for information.

ATTACHMENTS

1. IGAC MINUTES AUGUST 2019

DATE: MONDAY, AUGUST 12, 2019

MEETING NO. 08-2019

TIME: 12:03 P.M.

PLACE: MCNAUGHTON ROOM, 3RD FLOOR, CITY HALL
500 DONALD STREET EAST

CHAIR: COUNCILLOR B. MCKINNON

PRESENT:

Councillor A. Aiello
Councillor S. Ch'ng
Councillor B. McKinnon

OFFICIALS:

Mr. N. Gale, City Manager
Ms. K. Power, City Clerk
Ms. E. Nadon, Executive Administrator to the
City Manager

GUESTS:

Mr. D. Murray, CEO-CEDC
Ms. P. Robinet, City Solicitor
Ms. L. Taylor, Solicitor-Prosecutor

RESOURCE PERSON:

Mr. J. Howie, Policy Assistant to the Mayor

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: Councillor S.Ch'ng
SECONDED BY: Councillor A. Aiello

With respect to the August 12, 2019 Inter-Governmental Affairs Committee, we recommend that the agenda as amended, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETINGS

The Minutes of Meeting No. 07-2019 held on June 17, 2019, of the Inter-Governmental Affairs Committee, to be confirmed.

MOVED BY: Councillor K. Oliver
SECONDED BY: Councillor A. Aiello

THAT the Minutes of Meeting No. 07-2019 held on June 17, 2019, of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

4.0 JOINT AND SEVERAL LIABILITY

Ms. P. Robinet and Ms. L. Taylor provided a power point presentation regarding the above noted item. Ms. L. Taylor provided a definition of joint and several liability.

When a person suffers a loss, the court may find that more than one person is responsible for the loss sustained.

When this occurs, the Court will apportion a percentage of fault to each person at fault. In theory, each person will be required to pay a percentage of the damages awarded to the injured person which is equal to their degree of fault.

However, often times, one or more persons will not be able to pay the portion of damages attributable to them. When this happens, joint and several liability comes into play.

Each person at fault is liable to the injured person, both together and individually, for the damages awarded by the court.

This means that if one or more person cannot pay their share of damages the injured person can recover the total of the damages from the other person(s) who has the ability to pay.

It then becomes the responsibility of the person to recover any amount over and above their share that they paid to the injured person from the other defendants.

The purpose of joint and several liability is to ensure that the injured party is able to recover all of the damages awarded.

The Attorney General is seeking input from municipalities on how to reform this issue. Ms. P. Robinet outlined the steps the City has taken to date, a submission will be submitted to the Attorney General by September 27, 2019.

It was the consensus of the committee that IGAC lobby for a Combined Model of reform which would provide protection for municipalities by ensuring there are reasonable limits on the amount of damages which may be recovered from municipalities, while still ensuring that Plaintiffs are not left entirely uncompensated for harm suffered. The Chair advised that this information will be brought to Council for their information at the August 26, 2019 Committee of the Whole Meeting. Ms. K. Power, City Clerk will provide for a memorandum on the agenda that provides for an outline of the above noted information.

Ms. K. Oliver shared NOMA's position on joint and several liability, they will be supporting the Combined Model.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Ring of Fire Update

No update.

5.2 Bombardier Update

Mr. D. Murray, CEO-CEDC provided an update related to the above. A discussion was held on Bombardier meetings with Premier Ford and senior council. Discussed the confusion on the transfer of funds for the state of good repair, CEDC will follow up with a letter to the Premier regarding this.

5.3 Next Generation 911 Update

No update.

6.0 AMO 2019

Mr. J. Howie, Policy Assistant provided an overview relative to meetings secured for the AMO 2019 Conference being held August 18-21, 2019.

The following issues will be brought to AMO:

1. RegenMED
2. Indoor Turf Facility
3. Cardiovascular Surgery
4. Police Funding/Guns and Gangs
5. North Harbour Mercury Contamination
6. Inquest Recommendations 114, 115 and 116
7. Bombardier
8. Thunder Bay Expressway Project
9. Shelter House Funding
10. Next Generation 911
11. POA (Provincial Offenses Collection)
12. EMS Inter-facility Transportation (Non-Urgent Transport)
13. Joint and Several Liability
14. Blue Box Program – Full Producer Responsibility

MOVED BY: Councillor K. Oliver
SECONDED BY: Councillor A. Aiello

With respect to the 2019 AMO Conference, being held August 18-21, 2019, we recommend that all expenses for this conference be paid for Mayor B. Mauro, Councillor S. Ch'ng, Mr. N. Gale and Mr. J. Howie;

AND THAT these expenses be paid through the Inter-Governmental Affairs Committee budget.

CARRIED

7.0 CORRESPONDENCE

7.1 North Bay Council Resolution – Renaming of Highway 11

Copy of letter from Karen McIsaac, City Clerk City of North Bay to the Honourable Victor Fedeli, Minister of Finance, dated June 15, 2019, relative to the above-noted, for information.

7.2 Endangered Species Act of Ontario

Copy of letter from The Honourable Doug Ford, Premier of Ontario to Mayor Bill Mauro and Councillor Brian McKinnon, Chair – Inter-Governmental Affairs Committee, dated June 11, 2019, relative to the above-noted, for information.

7.3 Funding for Ontario's After School Program 2019-20

Copy of letter from the Honourable Michael Tibollo, Minister of Tourism, Culture and Sport to Mayor Bill Mauro, dated June 17, 2019, relative to the above-noted, for information.

7.4 Ontario Library Services Provincial Budget Cuts

Copy of letter from Mayor Bill Mauro and Councillor Brian McKinnon, Chair – Inter-Governmental Affairs Committee to The Honourable Doug Ford, Premier of Ontario and The Honourable Michael Tibollo, Minister of Tourism, Culture and Sport dated June 20, 2019, relative to the above-noted, for information.

Copy of letter from The Honourable Doug Ford, Premier of Ontario to Mayor Bill Mauro and Councillor Brian McKinnon, Chair – Inter-Governmental Affairs Committee dated July 19, 2019, relative to the above-noted, for information.

7.5 Thunder Bay Expressway

Copy of letter from the Honourable Jeff Yurek, Minister of Transportation to Ms. Judith Monteith-Farrell, MPP Thunder Bay-Atikokan dated June 19, 2019, relative to the above-noted, for information.

7.6 Flood Mitigation Project Funding

Copy of letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing to Mayor Bill Mauro dated June 21, 2019, relative to the above-noted, for information.

8.0 BLUE BOX TRANSITION TO FULL PRODUCER RESPONSIBILITY

Mr. N. Gale provided an update relative to the above noted item. The Ministry of the Environment, Conservation and Parks is looking to transition the blue box program to full producer responsibility. The City of Thunder Bay would like this change to occur as soon as possible to reduce costs to the municipality and increase diversion rates. Administration would like IGAC to lobby in favour of full producer responsibility for reducing waste. Also, the Province of Ontario will mandate municipalities to have a food and organic waste program by 2025, this mandate does not include funding opportunities. Administration would like IGAC to advocate for funding as the cost of recycling is increasing exponentially.

9.0 NEW BUSINESS

None.

10.0 NEXT MEETING

The next regular Inter-Governmental Affairs Committee meeting is scheduled for Monday, September 9, 2019 at 12:00 p.m. in the McNaughton Room, 3rd Floor, City Hall.

11.0 ADJOURNMENT

The meeting adjourned at 1:06 p.m.

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Human Resources & Corporate Safety	REPORT NO.	R 141/2019
DATE PREPARED	09/09/2019	FILE NO.	
MEETING DATE	09/30/2019 (mm/dd/yyyy)		
SUBJECT	2018 Corporate Safety Report		

RECOMMENDATION

With respect to Report No. R 141/2019 (Human Resources & Corporate Safety), we recommend that the updated Occupational Health and Safety Policy attached as Appendix "A" be approved and included within the Corporate Policy Manual;

AND THAT City Council affirm its commitment to implementing, maintaining and continually improving an occupational health and safety program guided by the elements of ISO 45001:2018;

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

EXECUTIVE SUMMARY

This Report provides an overview of the activities and initiatives undertaken in 2018 by the Human Resources & Corporate Safety Division and provides information to support a recommendation to amend Policy #06-01-15 (Occupational Health & Safety Policy) to reflect the City of Thunder Bay's commitment to the implementation of a safety management system guided by a recognized standard. The previous standard, BSI OHSAS 18001 has been replaced with the ISO 45001:2018 standard and the policy should reflect this change.

The Corporate Safety Section is mandated to establish a safety program, act as a resource and provide oversight of the safety program for all City departments, excluding the Thunder Bay Police Service and the outside boards and agencies of the Corporation of the City of Thunder Bay.

DISCUSSION

Occupational Health and Safety (OH&S) Policy

The Occupational Health and Safety Policy is a dynamic document that should reflect the current priorities of the Corporation related to the safety and health of its employees. In 2018 the

International Organization for Standardization finalized the ISO 45001:2018 standard for Occupational Health and Safety Management. Upon approval of the international standard the BSI OHSAS 18001 standard was revoked. To maintain currency, the language in the existing City of Thunder Bay Occupational Health and Safety Policy should be updated to reflect the new standard reference.

Legislative and Standards Update

In January 2018, legislative changes under the Workplace Safety and Insurance Act (WSIA) included chronic mental stress as a new compensable workplace illness for all workers in Ontario. Mental stress claims have been allowed in the past for emergency service workers under the presumptive legislation and for other occupations with very specific qualifying criteria. Under the presumptive legislation PTSD claims for emergency workers are automatically approved as it is presumed the injury is a direct result of their duties. For all other workers in Ontario approval of a PTSD claim is not automatic and the claim is assessed on its merit against WSIB policy.

As a result of the legislative changes, the City has experienced an increase in the reporting of mental stress injuries. In 2016 there were 25 reported incidents of stress related injury and in 2018 there were 52 reported incidents of stress related injuries.

Training

Corporate Safety continues to arrange training for supervisors, employees and Joint Health and Safety Committee members (JHSC). Operational training, such as Ontario Traffic Manual – Book 7 or chainsaw awareness, is coordinated with departments and divisions. Maximization of class sizes and the use of existing corporate space and resources for training allows the Corporation to train workers to achieve legislative compliance in a cost effective manner. Monthly, a leader in each section gives a safety talk on issues that are relevant or required by legislation. To assist supervisors, Corporate Safety identifies safety talk topics based on injury statistics trends, Ministry of Labour initiatives and legislative requirements. In 2018 six topics were identified as ‘required’ safety talks and supervisors were allowed flexibility to select the remaining sessions based on topics relevant to their work area or specific requirements.

Ministry of Labour (MOL)

Corporate Safety continues to maintain a close and cooperative relationship with the local office of the MOL.

MOL Visits and Orders

	2013	2014	2015	2016	2017	2018
Total Visits	34	5	10	27	15	34
Visits with Orders Issued	18	0	3	8	1	10
Number of Orders Issued	66	0	7	22	1	27

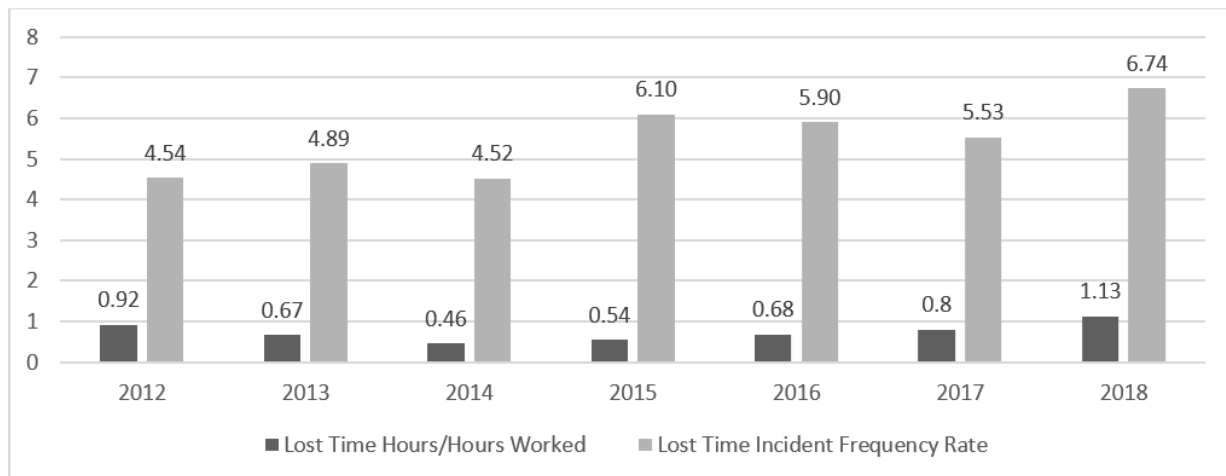
The high number of orders issued compared to the number of visits with orders issued in 2018 is a result of the MOL process to obtain documents or interview individuals. If the MOL wishes to

speak to an individual or obtain a document, an order must be issued. One event last year generated 18 orders as a result of an anonymous complaint about City workers. While the investigation did not result in punitive action (tickets/charges) against the employees or the Corporation each request of documentation such as a training record for an individual employee resulted in an order. The number of visits from the MOL per year can vary significantly based on their workload and sector specific initiatives undertaken. If the MOL directive is to focus efforts on traffic closures then the City may experience multiple visits, conversely if the MOL initiative is for inspectors to inspect chemical exposure in beauty salons, the number of visits that year could be significantly less.

Statistics for 2018

In the table below, the dark grey bar represents the number of lost time hours (LTH) expressed as a percentage of the number of hours worked within the Corporation. These figures are produced for the Corporation as a whole. The light grey bar represents the lost time incident frequency Rate (LTIF) which is the number of lost time incidents per 100 employees.

The LTH and LTIF are included in this report to demonstrate overall trending of incidents. A review of the departmental data indicates the increases in LTH and LTIF occurred in Development and Emergency Services and Community Services while the other departments show a reduction or remain relatively constant. The increase in these two specific departments is due to claims related to post traumatic or chronic mental stress. Stress related claims are typically longer than physical injury claims.



Critical Injuries

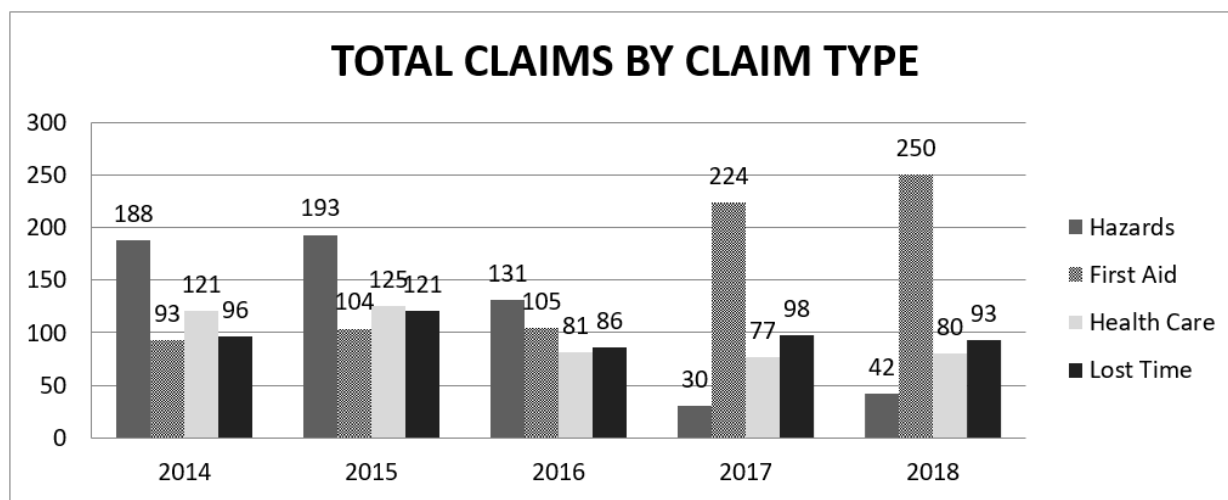
A critical injury is reportable to the Ministry of Labour and is defined under the OHSA as:

- an injury that places life in jeopardy;
- produces unconsciousness;
- a substantial loss of blood;
- fracture of a leg or arm;

- amputation of a leg, arm, hand or foot;
- burns to a major portion of the body; or
- loss of sight in an eye.

In 2018 the City reported ten (10) critical injuries; six (6) were injuries or incidents involving employees, and four (4) involved the public. Six (6) of the ten (10) critical injuries were due to a loss of consciousness, and in five (5) of those six (6) critical injuries, a hazard in the workplace could not be linked to the injury. In cases where the City is unsure if an injury should be considered critical or not, it will be reported and the Ministry of Labour will make the final determination.

<u>Year</u>	<u># of Critical Injuries</u>
2015	9
2016	6
2017	8
2018	10



The 2018 Incident Totals have been calculated as of March 31st 2019 and only include WSIB approved healthcare and lost-time claims. From year to year these numbers may fluctuate as WSIB claims are approved, denied or appealed.

TOTALS OF INCIDENTS

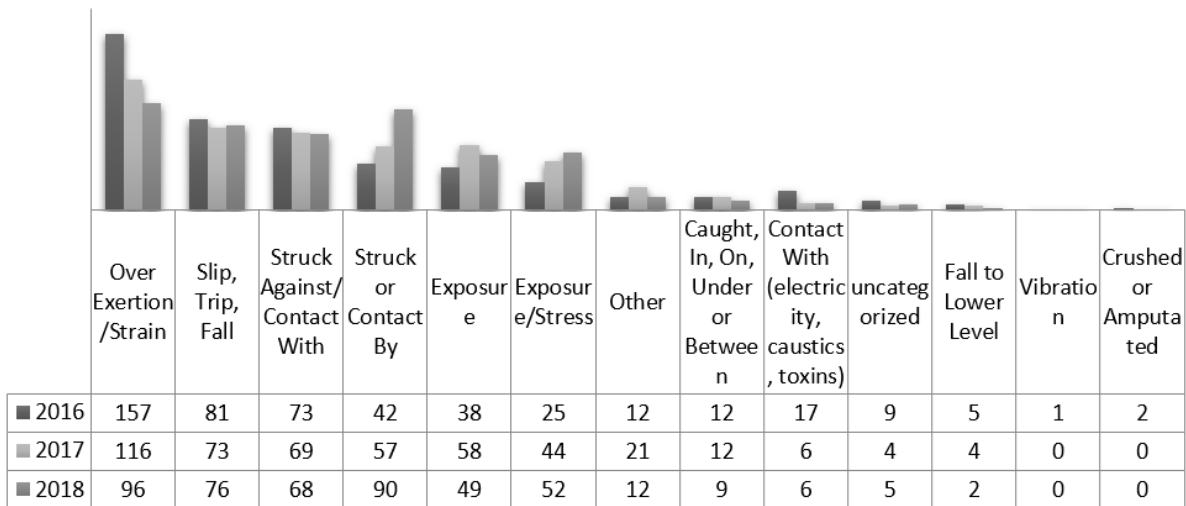
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Hazards	188	193	126	30	42
First Aid	96	104	110	224	250
Health Care	120	126	90	77	80
Lost Time	99	121	98	98	93

NOTE: The above incidents do not include Recurrent Claims, Denied Claims, & Police & O/S Boards.

The reduction in hazards and corresponding increase in the number of first aid incidents in 2017 is primarily due to an administrative change for the recording of incidents.

Definitions:

- Hazards are identified as incidents where there is the potential for injury.
- Reports of first aid are any incidents that result in injury. A bump to the head where no remedial action is taken or a scratch where a bandage is applied constitutes a first aid incident.
- A health care claim is any incident that requires medical intervention or consultation and may range from an employee seeking health care for a strained muscle to a more serious incident involving medical intervention.
- Lost time injuries are those that cause an employee to lose time from work excluding the day of the injury.
- NOTE: Claims that begin as first aid can become a health care or lost time claim. Similarly, a health care claim can often become a lost time claim.

Incident Totals by Type and Year

Consistent with the past, the top three incident types for 2018 were Struck or Contact By, Over Exertion/Strain, and Slip, Trip, Fall.

Over the last three years, while most types of incidents have had small fluctuations, two types of incidents have seen significant increases: Struck Against or Contact By and Exposure/Stress. The

increase in Struck Against or Contact By injuries is due in part to improved staff reporting within EMS and long-term care. Staff are being encouraged to report whenever there is contact regardless of the degree of injury (or lack thereof) from resident or patient violence. Similarly, the increase in Exposure/Stress injuries is the result of an increase in reporting incidents that may not have been documented in the past. Documenting attendance at troubling or stressful scenes for EMS and Fire has increased as it may support future PTSD claims. Transit has experienced an increase in reporting incidents of stress when they encounter potential or actual violence or experience stress because of a collision.

Overexertion/Strain injuries have consistently been in the top five types of injuries sustained province wide and are often due to poor workplace design or body positioning. Recognizing this trend across the province, the MOL is focusing efforts on a Municipal Ergonomics Initiative. In 2018 the MOL advised that the City of Thunder Bay will be included in this initiative. The information initially provided by the Public Service Health and Safety Association (PSHSA) indicated that the initiative would focus solely on the public works departments of the various Ontario municipalities, however it has been clarified with the MOL that the initiative will include all areas of municipal operations. Other municipalities that have been targeted in this initiative have indicated that the process begins with an administrative review of incidents and processes. The ergonomist with the MOL will identify areas that require more investigation. The experience of other municipalities indicates that Infrastructure and Operations will be targeted for follow up but the inspector may request to observe other work groups as well.

To support ergonomic awareness with the City, Corporate Safety coordinated an ergonomic awareness education session in the fall of 2018 with the PSHSA. The training covered basic awareness and was directed at Supervisors. In 2019 new safety talks topics on ergonomics were introduced with a number of talks that are applicable to specific areas within the Corporation such as:

- Ergonomics for Dietary Staff
- Driving and Ergonomics
- Safety lifting techniques of children
- Carpal Tunnel Syndrome

Joint Health and Safety Committee monthly inspections will include a basic assessment of worker ergonomics and in October 2019 JHSC members and Health and Safety Representatives will participate in a half day training session on ergonomic principles and considerations for workers.

Workplace Violence

In 2018, Corporate Safety investigated five reports of violence involving City staff. Incidents that Corporate Safety investigates are typically employee vs employee. Incidents of violence that are directed at front line City staff such as Transit drivers, paramedics and health care workers in Long Term Care through the normal course of their work will be reported to Thunder Bay Police as well as being documented internally.

Incidents of violence that resulted in an injury:

<u>Department/Section</u>	<u># of Incidents</u>
Transit	9
EMS (City)	11
Pioneer Ridge	28

The following efforts are underway to mitigate incidents of workplace violence for these workers.

- Thunder Bay Transit is a generally safe way to travel with 133 reported incidents of inappropriate behaviour related to potential violence in 4.6 million trips. However as part of their regular duties, frontline transit staff may be subject to incidents of harassment and assaults by a small segment of riders. Transit has re-introduced the Canadian Urban Transit Association's Ambassador Training Program to empower employees with skills to better handle the many situations that may arise when interacting with customers. Through this program staff are being trained how to properly avert or minimize potential conflict and defuse anger while dealing with customer disruptions, fare disputes, or other difficult and/or dangerous situations. Additional measures such as the installation of operator safety shields are also being explored.
- EMS will begin training paramedics on the Street SMART program that is a threat based situational awareness program that focuses on de-escalation and self defense. EMS has also been working with Central Ambulance Communication Centre, Thunder Bay Police Dispatch and Ontario Provincial Police dispatch to improve the information relayed to paramedics in the field to better prepare them for the environment they may enter into or to have them stage the call until police arrives.
- Pioneer Ridge reports incidents of resident aggression towards workers and has been active in encouraging employees to report. Workers must provide care while managing unpredictable behaviours to those populations that may have mental health or dementia issues. A Behavioural Supports Lead has been hired to serve as an in-house expert on behaviour assessment and response techniques.

WSIB Appeals Summary

The worker and the employer have an equal right under Part XI of the Workplace Safety and Insurance Act (WSIA) to object to and appeal any decision the Workplace Safety & Insurance Board (WSIB) renders in the management of a claim. There are three progressive levels of appeal:

- Reconsideration of the decision by the WSIB Claim Manager
- Appeals to the WSIB Appeals Resolution Officer (ARO)
- Appeals to the Workplace Safety and Insurance Appeals Tribunal (WSIAT)

WSIAT, the last level of appeal, is independent from the WSIB and hears appeals from final decisions of the WSIB.

In 2018, the City was a party to a total of approximately 23 potential appeals - “potential” in that there were formal ‘Intent to Appeal’ documents filed by workers to initiate the appeals process. All 23 appeals were heard at the claim manager level and of those four progressed to ARO level and two were heard at the WSIAT level.

In addition to those filed in 2018, there are 72 outstanding Intent-to-Appeal notifications filed in 2017 and earlier that have not yet been resolved.

WSIB Claim Costs for City of Thunder Bay*

*costs include Police

<u>Year</u>	<u>Cost</u>
2016	\$4,173,980.41
2017	\$6,037,748.32
2018	\$5,455,467.12

In the first quarter of 2016 Grandview Lodge and Dawson Court Long Term Care facilities were permanently closed. The reduction of claims from the closures resulted in lower WSIB costs in 2016. In 2017 the cost increase was related to a single payout of a survivor benefit for a Firefighter presumptive claim. In light of the increase in numbers of mental stress related claims, WSIB costs will continue to rise. As noted previously, workers are typically off work for longer periods for mental stress related claims than for claims of a physical injury. Through the Well at Work corporate wellness program, significant effort is being invested in the implementation of the National Standard for Psychological Health and Safety in the Workplace. The implementation of the Standard is intended to create a safer workplace for employees and to introduce knowledge and tools to assist employees in maintaining positive mental health and providing early resources when assistance is needed.

WSIB is budgeted within each department with the exception of a few corporate accounts that are specific to legacy costs from Dawson Court and Grandview Lodge and specific injury claims.

Management Review

The Executive Management Team (EMT) reviews the City of Thunder Bay Safety Program annually. On July 25, 2019, EMT approved the following recommendations for 2019 as part of the safety program review:

- Update the Occupational Health and Safety Policy #06-01-15 to reference the ISO 45001 Standard replacing BSI 18001
- Update Hazard Identification and Risk Assessment documents where they have not been previously updated in the format proposed in 2018
- Update Hazard Identification and Risk Assessment documents as incidents occur that have not been previously captured
- Review and update the Workplace Violence Procedure
- Provide a progress report to EMT on the implementation of the Safety Management System in Q4 2019

- Update JHSC inspection documents to include ergonomic considerations of employees and conduct ergonomic awareness training for JHSC members and Worker Representatives

FINANCIAL IMPLICATION

There are no financial implications.

CONCLUSION

It is concluded that the information in this report appropriately describes the events and activities associated with the Corporate Safety Division in 2018 and that Council should affirm its commitment to the implementation and maintenance of Safety Management System guided by the ISO 45001 Safety Management Standard.

BACKGROUND

Each year the Corporate Safety Division reports to Council outlining the status of the safety program in the previous year and making recommendations for the ensuing year.

REFERENCE MATERIAL ATTACHED:

Appendix A - Proposed Occupational Health, Safety & Wellness Policy

PREPARED BY: KERRI BERNARDI, MANAGER, CORPORATE SAFETY

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: September 17, 2019
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Appendix A

Proposed Occupational Health, Safety & Wellness Policy

**changes identified in italics*

POLICY STATEMENT:

Employees of the City of Thunder Bay provide a wide range of services to the City that improve our quality of life, protect us, and support our economy. From parks and recreation, to transportation, to emergency and protective services, to clean water and waste management and a myriad of others, we are working to live up to our reputation of *Superior by Nature*.

We value the well-being of our employees and are committed to creating a safe and healthy workplace. This commitment supports our corporate values through the integration of leadership, organizational culture, safety and personal health practices. We will use our knowledge and experience to continuously improve our behaviours and processes to ensure health, safety and wellness excellence in our work. No objective is more important than the health and safety of our employees and the people we serve.

We are committed to:

- Meeting all applicable legislative and regulatory requirements;
- Developing, implementing and maintaining a documented Occupational Health and Safety Management system guided by the *ISO 45001* standard;
- Continuing to improve the safety management system by setting appropriate objectives, monitoring performance and reviewing the management system on an annual basis;
- Communicating the policy and procedures to everyone working under the control of the City, with the intent that they are made aware of their individual occupational health and safety obligations;
- Developing, implementing and maintaining programs that prevent occupational injury and illness and promote employee health and well-being;
- Supporting a workplace culture where healthy lifestyle practices are encouraged;
- Implementing leading practices in the promotion of employee health and wellness, including implementing the National Standard for Psychological Health and Safety in the Workplace.

Every person working for or on behalf of the City of Thunder Bay shares a responsibility towards achieving these commitments.

PURPOSE:

To comply with the legislative requirements of the Occupational Health and Safety Act, applicable regulations, and a Safety Management System guided by the *ISO 45001* standard. Also, to recognize the importance of employee health and wellness and to work collaboratively to support actions linked to creating a healthy workplace.

REFERENCE:

Corporate Report R 141/2019 (City Manager's Office - Human Resources and Corporate Safety)

Existing Occupational Health and Safety Procedure

POLICY STATEMENT:

Employees of the City of Thunder Bay provide a wide range of services to the City that improve our quality of life, protect us, and support our economy. From parks and recreation, to transportation, to emergency and protective services, to clean water and waste management and a myriad of others, we are working to live up to our reputation of Superior by Nature.

We value the well-being of our employees and are committed to creating a safe and healthy workplace. This commitment supports our corporate values through the integration of leadership, organizational culture, safety and personal health practices. We will use our knowledge and experience to continuously improve our behaviours and processes to ensure health, safety and wellness excellence in our work. No objective is more important than the health and safety of our employees and the people we serve.

We are committed to:

- Meeting all applicable legislative and regulatory requirements;
- Developing, implementing and maintaining a documented Occupational Health and Safety Management system guided by the OHSAS 18001 standard;
- Continuing to improve the safety management system by setting appropriate objectives, monitoring performance and reviewing the management system on an annual basis;
- Communicating the policy and procedures to everyone working under the control of the City, with the intent that they are made aware of their individual occupational health and safety obligations;
- Developing, implementing and maintaining programs that prevent occupational injury and illness and promote employee health and well-being;
- Supporting a workplace culture where healthy lifestyle practices are encouraged;
- Implementing leading practices in the promotion of employee health and wellness, including implementing the National Standard for Psychological Health and Safety in the Workplace.

Every person working for or on behalf of the City of Thunder Bay shares a responsibility towards achieving these commitments.

PURPOSE:

To comply with the legislative requirements of the Occupational Health and Safety Act, applicable regulations, and a Safety Management System guided by the OHSAS 18001 standard. Also, to recognize the importance of employee health and wellness and to work collaboratively to support actions linked to creating a healthy workplace.

REFERENCE:

Corporate Report R 125/2018 (City Manager's Office - Human Resources and Corporate Safety)

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Revenue	REPORT NO.	R 139/2019
DATE PREPARED	05/09/2019	FILE NO.	
MEETING DATE	09/30/2019 (mm/dd/yyyy)		
SUBJECT	Application for Cancellation, Reduction Or Refund of Taxes Under Section 357 Of The Municipal Act		

RECOMMENDATION

With respect to Report No. R 139/2019(Corporate Services & long Term Care -Revenue), we recommend that the cancellation, reduction or refund of taxes totaling \$ 43,647.89 as outlined in the Report be approved;

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

EXECUTIVE SUMMARY

This Report recommends for approval the cancellation, reduction, and/or refund of property taxes, totaling \$43,647.89.

The *Municipal Act, 2001* provides authority for taxes to be adjusted in situations where: a change occurs on the property during the year requiring the assessment to be altered such as a fire or demolition; a person was overcharged due to a gross and manifest error in calculating the assessment; or repairs or renovations to the land prevented the normal use of the land for a period of at least three months during the year.

DISCUSSION

A property owner may make an application under Section 357 of the *Municipal Act, 2001* to the Treasurer for the cancellation, reduction, or refund of taxes levied in the year. Section 357 provides situations where tax adjustments may be made. This includes the following:

- a change event during a taxation year that is not reflected on the assessment roll such as a demolition, fire, or change of tax class;
- acquisition by an exempt body;
- removal of a mobile home;

- gross and manifest error in preparation of the assessment roll;
- sickness or extreme poverty; and
- renovations rendering the property unusable for more than 90 days.

Section 357 does not permit applications for situations where there was an error in judgment in making the assessment upon which the taxes have been levied. In those situations, the property owner must file an assessment appeal.

Applications can be made up until the last day in February of the year following the year in respect of which the application is made. Upon receiving an application, the Revenue Division forwards the application to the Municipal Property Assessment Corporation for a determination of the change implications on the properties assessment and the effective date of the change. If it is an application due to extreme sickness or poverty, the application is forwarded to the Thunder Bay District Social Services Administration Board (TBDSSAB) for a determination of an applicant's ability to pay.

Upon return to the Revenue Division, tax implications are calculated; applicants are notified and given an opportunity to appeal if they object. If no objections are received, a listing of applications is prepared and submitted to Council for approval. If there is an objection, the Assessment Review Board (ARB) schedules a hearing where the applicant may present their case for objecting and the ARB in turn makes a final determination. Subsequently, the appropriate refund or cancellation is made.

Each applicant has been advised of the recommended amount for cancellation, reduction, or refund, and has been given an opportunity to object and receive a formal hearing before the ARB. No objections were received.

Attachment A contains a listing of proposed tax reductions arising from applications under Section 357 of the *Municipal Act, 2001*.

FINANCIAL IMPLICATION

Taxes recommended to be cancelled have been provided for in the 2019 Operating Budget.

CONCLUSION

It is concluded that the tax adjustments as outlined in this Report should be approved.

BACKGROUND

Section 357 of the *Municipal Act, 2001* provides authority for Council to consider applications for adjustments of taxes in specific instances.

REFERENCE MATERIAL ATTACHED

Attachment A – Application for Cancellation, Reduction or Refund of Taxes Under Section 357 of the Municipal Act, 2001.

PREPARED BY: *Chantal Harris, Manager – Billing and Collection Services*

THIS REPORT SIGNED AND VERIFIED BY: Kathleen Cannon, (Acting) General Manager - Corporate Services & Long-Term Care & City Treasurer	DATE: September 20, 2019
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Proposed Tax Reductions Arising from Applications
Under Section 357 of the Municipal Act, 2001

Roll Identifier <u>Address</u>	Reason For <u>Application</u>	Year of <u>Appeal</u>	Tax <u>Adjustment</u>
01.009.04000.0000 97 COURT ST S	Demolition	2018	136.32
01.028.04800.0000 31 JUNOT AVE S	Class Change	2018	1,577.58
01.036.10500.0000 530 WINNIPEG AVE	Demolition	2018	637.93
01.037.56100.0000 639 WINNIPEG AVE	Demolition	2018	89.85
01.038.06300.0000 212 VILLA ST	Demolition	2018	40.18
01.040.01600.0000 40 ALGOMA ST N	Demolition	2018	124.19
01.048.04400.0000 111 PINE ST	Renovations	2018	859.33
01.072.01200.0000 169 BRUCE ST	Demolition	2018	912.33
01.075.05300.0000 23 VELVA AVE	Demolition	2018	449.19
01.076.09800.0000 187 SHUNIAH ST	Demolition	2018	1,171.64
01.090.07000.0000 357 GRENVILLE AVE	Renovations	2018	671.07
02.100.05701.0000 208 DOG LAKE RD	Demolition	2018	183.81
03.107.12500.0000 1165 VICTOR ST	Demolition	2018	111.64
03.109.16611.0000 PLAN 215 BLK 5 LOT 11 TO 13	Became Exempt	2018	7.74
03.109.18803.0000 4558 WILLARD AVE	Became Exempt	2018	7.74

03.110.10500.0000 2535 ARTHUR ST W	Demolition	2018	6,259.10
04.147.06000.0000 813 MILES ST E	Damaged/unusable	2018	980.16
04.149.03200.0000 125-131 SYNDICATE AVE S	Became Exempt	2018	26,567.77
04.188.10100.0000 1860 WALSH ST E	Renovations	2018	134.28
04.239.00120.0000 0 110TH AVE	Demolition	2018	2,726.04
			<u><u>43,647.89</u></u>

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Revenue	REPORT NO.	R 140/2019
DATE PREPARED	09/05/2019	FILE NO.	
MEETING DATE	09/30/2019 (mm/dd/yyyy)		
SUBJECT	Application For Cancellation, Reduction or Refund of Taxes Re: Section 358 Of The Municipal Act		

RECOMMENDATION

With respect to Report No. R 140/2019 (Corporate Services & Long Term Care - Revenue), we recommend that the cancellation, reduction or refund of taxes totaling \$ 211.65 due to gross or manifest errors in the preparation of the assessment rolls as outlined in the Report be approved;

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

EXECUTIVE SUMMARY

This Report recommends for approval the reduction and/or refund of property taxes, totaling \$211.65 due to errors in assessment.

DISCUSSION

Any person who was overcharged due to any gross or manifest error in the preparation of the assessment roll that was an error of fact, which may include clerical errors, the transposition of figures or typographical errors, may make application for a reduction under Section 358 of the *Municipal Act, 2001*. This Section does not provide for errors in judgment in making the assessment upon which the taxes have been levied.

Attachment A contains a listing of proposed tax reductions arising from applications under Section 358 of the *Municipal Act, 2001*. This section provides for applications to be submitted to Council for the cancellation, reduction, or refund of taxes levied in each or either of the two years preceding the year in which the application is made in cases where an assessment appeal has not been made under the *Assessment Act*.

By authority of Section 4 of the *Statutory Powers Procedure Act*, proceedings may be disposed of by agreement, consent or a decision may be given without a hearing, if the parties have waived such hearing or compliance. Council has previously approved this procedure.

Applications for cancellation, reduction, or refund of taxes have been verified by the Assessment Review Board for compliance. As well, the Municipal Property Assessment Corporation has confirmed gross or manifest errors of fact and has made assessment reductions.

All applicants have waived their right to a hearing.

FINANCIAL IMPLICATION

Taxes recommended to be refunded have been provided for in the 2019 Operating Budget.

CONCLUSION

It is concluded that the tax adjustments requested for the reduced assessments as outlined in the Report should be approved.

BACKGROUND

Section 358 of the *Municipal Act, 2001*, provides that Council may consider applications for adjustments of taxes for the prior two years where over-billings are a result of gross or manifest errors in assessment.

REFERENCE MATERIAL ATTACHED

Attachment A – Application for Cancellation, Reduction or Refund of Taxes Re: Section 358 of the *Municipal Act, 2001*.

PREPARED BY: *Chantal Harris, Manager – Billing and Collection Services*

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Kathleen Cannon, (Acting) General Manager - Corporate Services & Long-Term Care & City Treasurer	September 20, 2019

Proposed Tax Reductions Arising from Applications
Under Section 358 of the Municipal Act, 2001

Roll Identifier <u>Address</u>	Reason For <u>Application</u>	Year of <u>Appeal</u>	Tax <u>Adjustment</u>
02.098.12400.0000 4722 MAPLEWARD RD	Demolition	2018	211.65
			<hr/> <hr/> 211.65

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT NO.	R 129/2019
DATE PREPARED	07/30/2019	FILE NO.	
MEETING DATE	09/30/2019 (mm/dd/yyyy)		
SUBJECT	Heritage Register – Paramount Theatre, Centennial Botanical Conservatory		

RECOMMENDATION

With respect to Report No. R 129/2019 (City Manager's Office - Office of the City Clerk), we recommend that the following properties be listed on the City of Thunder Bay Heritage Register:

- 1501 Dease Street known locally as the Centennial Botanical Conservatory excluding the Greenhouses (Lots 8-9 and 27-31 Block 3 Registered Plan W160, and part of the lane and part of the (closed) Dufferin Street);
- 24 Court Street South known locally as the Paramount Theatre;

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

EXECUTIVE SUMMARY

Following discussion and review, the Heritage Advisory Committee is recommending to City Council that the following two properties described in this Report be added to the Heritage Register: 1501 Dease Street, known locally as the Centennial Botanical Conservatory excluding the Greenhouses (Lots 8-9 and 27-31 Block 3 Registered Plan W160, and part of the lane and part of the (closed) Dufferin Street); and 24 Court Street South, known locally as the Paramount Theatre.

Listing properties on the Heritage Register recognizes their cultural heritage value in the community. A property listed on the Register is provided with a measure of interim protection. Demolition requests for properties listed on the Register can be delayed for up to 60 days to allow time for the municipality to complete a detailed assessment of the cultural heritage aspects of the property.

DISCUSSION

In April 2008, City Council established a Heritage Register for the City of Thunder Bay, (Report No. 2008.060 (Office of the City Clerk). This Register is provided for in Subsection 27(1) of the

Ontario Heritage Act (the “Act”). One of the roles of the Heritage Advisory Committee is to research and recommend to Council properties that are of significant historic and or architectural interest to the community to be included on the Heritage Register.

Inclusion on the City of Thunder Bay Heritage Register:

- Recognizes properties of architectural and or cultural heritage value in the community;
- Fosters civic identity and pride by drawing attention to the cultural heritage and historic development of the community;
- Promotes knowledge and enhances an understanding of the community’s cultural heritage; and
- Provides easily accessible information about heritage value for land-use planners, property owners, developers, the tourism industry, educators, and the general public.

Prior to placing a property on the Heritage Register, property owners are invited to meet with the Heritage Advisory Committee to discuss the history of the property and the Heritage Register. Prior to recommending to City Council that a property be placed on the Heritage Register, the property owners are advised of the date at which this recommendation will be made to Council. No objections have been received from owners of these properties.

Following discussion and review, the Heritage Advisory Committee determined at its meetings of April 25, 2019, that it be recommended to Council that the following two (2) properties be listed on the local Heritage Register:

1501 Dease Street known locally as the Centennial Botanical Conservatory excluding the Greenhouses (Lots 8-9 and 27-31 Block 3 Registered Plan W160, and part of the lane and part of the (closed) Dufferin Street)

The Fort William Parks Board began brainstorming project ideas to mark Canada’s upcoming centennial in 1960. The plan was to invest in a project at the Chapple Memorial Recreation Centre (Chapples Park) that would ensure long term enjoyment for the community. It was determined that a conservatory would be planned.

In May 1964 Fort William City Council approved the conservatory as the Fort William Centennial Project. The project was approved by the Centennial Advisory Council who considered it one of the best projects submitted.

The Conservatory was designed by esteemed greenhouse design firm Lord and Burnham Company. Many local trades worked on the construction, including masonry contractors, Gasparotto & Boz Ltd. who built the 9’ tall rock garden including the cascading waterfalls and pools along with the edging of the beds. This feature incorporated over 3 tons of amethyst, split granite and other field stone from the Lakehead region. Funding for the \$162,000.00 project was to be split three ways between the federal, provincial and municipal governments

The Fort William Centennial Conservatory, with its 11,800 square feet of viewing space, was opened to the public in November 1967. Considered a tremendous boon and asset to the community, this wonderful oasis was one of only ten conservatories across Canada.

The Conservatory retains many plants derived from the original plantings. The main central house, a year-round tropical paradise, features many exotic flowers, shrubs, and fruit bearing trees. The west wing, the simulated desert room, is home to a variety of cacti species including an Agave Americana 'Marginata' from Mexico planted in 1967. The Conservatory and its greenhouses provide and maintain all of the bedding plants for every park in the City of Thunder Bay.

24 Court Street South known locally as the Paramount Theatre

The Paramount Theatre was designed in 1939 in the Art Deco style by architect Jay Isadore English. The project was interrupted by the Second World War. Paramount began construction on the Port Arthur Paramount in 1947 as one of 15 new movie houses being built across Canada that year.

Local architect Andrew Angus supervised the construction. The brick, Tyndall Stone, steel and concrete theatre was built by general contractors Claydon Company, with many other local tradesmen completing the sub-contract work. No amenity was spared within the 995 seat theatre, its spacious lounge and restrooms. The main level had seating for 714 in a "dished" or saucer like arrangement so all seats could appreciate an unobstructed view. The upper balcony loge section held seating for 281, where smoking was permitted. Extensive sound-proofing muffled out any distracting noise and Paramount's own air conditioning system ensured a comfortable experience for all patrons. Upon completion in 1948, the actual cost of construction came close to \$408,000, over double the initial estimate.

The Paramount Theatre's official opening was on the evening of Monday, December 27th, 1948, with many top ranking executives and local civic leaders in attendance. The first film shown was the western comedy, "The Paleface", starring Bob Hope and Jane Russell.

A milestone in the Theatre's history was the world premiere of Walt Disney's "The Incredible Journey" on Monday, November the 4th, 1963. Thousands of people showed up for the red carpet event. "The Incredible Journey" is based on the award-winning novel by Port Arthur resident Sheila Burnford. The debut screening was held simultaneously at both the Odeon and Paramount Theatres.

In 1976 the main level and the balcony loge were separated to create a second screening area. The second level theatre retains its original layout and Kroehler "Push-Back" chairs. The original projector has been preserved within the projector room, though a modern system for film screenings is currently utilized. Live performance theatre also plays an active role in the upper theater where over 50 different productions have taken place in recent years including many by resident children's theatre group Paramount Live. The main level of the theatre currently houses the children's adventure park Maple Tops.

FINANCIAL IMPLICATION

There are no financial implications associated with this report.

CONCLUSION

It is concluded that: 1501 Dease Street, known locally as the Centennial Botanical Conservatory; and 24 Court Street South, known local as the Paramount Theatre are historic properties of interest and should be included on the Heritage Register.

BACKGROUND

The Local Conservation Advisory Committee (LACAC) was established in 1977 to provide City Council with recommendations regarding the designation of heritage buildings and areas. Changes in the *Ontario Heritage Act* led City Council to replace LACAC with the Heritage Advisory Committee (HAC) in March of 2004 (By-law No. 47-2004). HAC adopted the slogan “Preserving and Promoting our Past”, and created a strategic plan to reflect changes in the *Ontario Heritage Act* that broadened the Committee’s heritage resources protection and promotion role.

The *Ontario Heritage Act* mandates that a municipal clerk must maintain a register of properties that are of cultural heritage value or interest. The Act defines the effects of being placed on the register and being designated under the Act. The Act defines the process of creating Heritage Conservation Districts. The Act defines the role of the Municipal Heritage Advisory Committee in these processes.

The Heritage Advisory Committee provides City Council with recommendations for: properties to be placed on the Heritage Register; and properties and districts to be designated under the Act. The Heritage Advisory Committee drafts designation by-laws when recommendations are approved. The Heritage Advisory Committee consults with property owners and advises Council on the alteration and/or disposition of these properties.

The Heritage Register is a planning document that is consulted by municipal decision makers, developers and property owners when development proposals or permits are being considered. Including a property on the Register may be the first step in identification and evaluation of a property that may warrant some form of conservation, recognition or protection through designation. It will also identify the location as being of significant built heritage that can be incorporated into municipal planning.

PREPARED BY: MATT SZYBALSKI, CORPORATE RECORDS MANAGER & CITY ARCHIVIST

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: September 10, 2019
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MEETING DATE 09/30/2019 (mm/dd/yyyy)

SUBJECT Revised Date for Presentation – Heritage Designation – Dease Pool

SUMMARY

Memorandum from Mr. M. Szybalski, City Archivist, dated September 20, 2019, relative to the above noted.

ATTACHMENTS

1. MEMO-DEASE POOL-HAC REFERRAL

Memorandum

TO: Members of Council

FROM: Matt Szybalski, City Archivist
Office of the City Clerk

DATE: September 20, 2019

SUBJECT: Revised Date for Presentation – Heritage Designation – Dease Pool
Committee of the Whole – September 30, 2019

The Heritage Advisory Committee provided a recommendation to City Council at the July 29, 2019 Committee of the Whole Meeting relative to designation under the Heritage Act for Dease Pool. At that time, the recommendation was referred to Administration to report back with more information with respect to the two options provided by the Heritage Advisory Committee. The deadline for this report was to be September 30, 2019.

This memo is to advise that this report will be presented at a later time for the purpose of cohesive delivery of information with Community Services. As Council is aware, Administration is required to report back on the future of the Dease Pool property and the result of consultation in the area related to programming. It would best serve City Council and the public if these reports were presented at the same time. As such, the report relative to designation under the Heritage Act for Dease Pool will be presented on or before November 25, 2019 to align with the report from Community Services on the outcome of the work done associated with the Dease Pool property and associated programming.

MEETING DATE 09/30/2019 (mm/dd/yyyy)

SUBJECT Terms of Reference - Multi-Use Indoor Sports Facility Committee

SUMMARY

Memorandum from Mayor B. Mauro, Chair – Multi-Use Indoor Sports Facility Committee, dated September 10, 2019 containing a motion relative to Terms of Reference for the Multi-Use Indoor Sports Facility Committee.

RECOMMENDATION

With respect to the Multi-Use Indoor Sports Facility Committee (Special Purpose Committee) we recommend that the Terms of Reference for the Committee be approved;

AND THAT the Committee continue to execute the Objectives and Deliverables outlined within the Terms;

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

ATTACHMENTS

1 B Mauro memo Sept 10 2019

Memorandum

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

TO: Members of City Council

FROM: Mayor B. Mauro, Chair of the Multi-Use Indoor Sports Facility Committee

DATE: September 10, 2019

SUBJECT: **Committee of the Whole – September 30, 2019**
Terms of Reference: Multi-Use Indoor Sports Facility Committee

On June 24, 2019 a resolution was passed to establish the Multi-Use Indoor Sports Facility Committee, a Special Purpose Committee as outlined in the attached draft Terms of Reference, presented here for the approval of Committee of the Whole.

The Committee has been meeting and work is well underway to consider and provide recommendations on matters including, but not limited to, financing, the inclusion of tennis in the facility, operating model and amenities to be included in the facility. In keeping with City Council's Procedural By-law I ask for your consideration of the following motion:

“With respect to the Multi-Use Indoor Sports Facility Committee (Special Purpose Committee) we recommend that the Terms of Reference for the Committee be approved;

AND THAT the Committee continue to execute the Objectives and Deliverables outlined within the Terms;

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

Multi-Use Indoor Sports Facility Special Purpose Committee

TERMS OF REFERENCE

1. Name of Committee

The Special Purpose Committee shall be named the “Multi-Use Indoor Sports Facility Committee.” (the Facility)

2. Background and Assumptions

While City Council has resolved to move forward with the development of a proposed Multi-Use Indoor Sports Facility, and has directed that such development be of a Pre-Engineered Metal Building located in Chapples Park, many details that will impact the final design and projected costs of the Facility are yet to be determined.

To assist in the development of the final design of the Facility, and specifically to help define such details as general amenities, an operating model and project financing, this Special Purpose Committee has been established.

3. Objectives and Deliverables

The Special Purpose Committee will:

A. Make recommendations on amenities, facility design, an operating model, and financing for the construction and operation of the Facility.

B. Liaise with Administration and public stakeholders in support of ‘A’ as required.

C. Provide a Report of its activities and recommendation, along with such interim Reports as may be necessary, within 4 months its establishment.

D. Engage the community as necessary to support the work of the Committee.

E. Present minutes to Committee of the Whole for approval.

4. Membership & Responsibilities

Composition:

The Multi-Use Indoor Sports Facility Committee shall be comprised of:

Voting members

- Mayor B. Mauro
- Councillor Oliver
- Councillor Foulds
- Councillor Aiello
- Councillor Bentz

Administrative Supports (all administrative supports are assigned by the City Manager as required)

- Norm Gale, City Manager
- Kelly Robertson, General Manager Community Services
- Gerry Broere, Director Asset Management
- Dawn Paris, Director Financial Services

Administrative Support from the Office of the City Clerk will be provided for all meetings, creation of agendas and minutes and filing of information as per the *Municipal Freedom of Information and Protection of Privacy Act*.

Other Members of City Council, and representatives from other stakeholder groups, may attend and observe the meetings of the Committee.

Stakeholders and external resources will be invited to provide information and assistance at the permission of the Chair when required, but shall not vote at the meeting.

Members are expected to participate in meetings of the Committee and be actively engaged in work of the Committee.

The Committee can consult with additional stakeholders and invite additional resources through processes agreed upon by the Committee.

5. Governance

The Committee will report to Committee of the Whole through the regular presentation of its minutes on the agenda of the Community Services Committee of the Whole Session. In addition, the Committee will present such reports and

information it deems appropriate to Committee of the Whole, so as to inform Council and the community at large of the actions and recommendations of the Committee.

Voting on motions and questions before the Committee shall be in accordance with the Procedural Rules for City Council and its Committees.

The Committee shall nominate and approve a Chair.

A quorum of members present to conduct business at a Multi-Use Indoor Sports Facility Committee meeting is a simple majority of filled voting member positions. Each of the five appointed voting members is entitled to one vote at Committee meetings.

6. Finances

The Committee will operate without a defined budget.

7. Meetings of the Committee

The Committee will set a calendar of meeting dates, and shall otherwise meet at the Call of the Chair.

The agenda and meeting materials will be circulated in advance.

8. Contact

The Administrative contact for this Committee is:

Leanne Lavoie, Committee Coordinator
Office of the City Clerk
City Hall, 3rd Floor
500 Donald Street, Thunder Bay, ON
P7E 5V3
llavoie@thunderbay.ca
807.625.2962