



# **AGENDA MATERIAL**

## **COMMITTEE OF THE WHOLE**

**MEETING DATE:** MONDAY, MAY 9, 2022

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

**TIME:** 6:30 P.M.



**MEETING:** Committee of the Whole

**DATE:** Monday, May 9, 2022

*Reference No. COW - 25/53*

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**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 9, 2022 - Committee of the Whole **(Page 6)**

WITH RESPECT to the May 9, 2022 Committee of the Whole, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

***PRESENTATIONS***

**Official Recognition - Citizens of Exceptional Achievement**

Memorandum from Deputy City Clerk Dana Earle, dated April 25, 2022 advising that the Citizens of Outstanding Achievement Monthly Award will be presented to Jason Veltri under the category of Community Champion. **(Pages 7 – 8)**

***REPORTS OF COMMITTEES, BOARDS AND OUTSIDE AGENCIES***

**Accessibility Advisory Committee Minutes**

Minutes of Meeting 01-2022 of the Accessibility Advisory Committee held on February 10, 2022, for information. **(Pages 9 – 18)**

**The District of Thunder Bay Social Services Administration Board Minutes**

Minutes of Meetings 04/2021 and 05/2022 (Closed) of The District of Thunder Bay Social Services Administration Board held on March 17, 2022, for information. **(Pages 19 – 29)**

## ***REPORTS OF MUNICIPAL OFFICERS***

### **Single Source Purchase of Three New Sidewalk Tractors**

Report R 55/2022 (Facilities, Fleet & Energy Management) recommending that City Council approve the use of the negotiated method of procurement as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011 to approve the single source purchase of three (3) Trackless sidewalk tractors, in the amount of \$523,401.97 inclusive of HST, from Joe Johnson Equipment of Winnipeg. **(Pages 30 – 33)**

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

WITH RESPECT to Report No. R 55/2022 (Community Services – Facilities, Fleet and Energy Management), we recommend that City Council approve the use of the negotiated method of procurement as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011 to approve the single source purchase of three (3) Trackless sidewalk tractors, in the amount of \$523,401.97 inclusive of HST, from Joe Johnson Equipment of Winnipeg;

AND THAT the Manager – Supply Management be authorized to issue purchase orders for the purchase of three (3) Trackless sidewalk tractors from Joe Johnson Equipment;

AND THAT the Mayor and City Clerk be authorized to sign the necessary agreements related to this purchase;

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

### **Supply and Delivery of Two Conventional Transit Buses**

Report 76/2022 (Community Services - Facilities, Fleet & Energy Management) recommending the purchase of two (2) new 12 meter low floor conventional transit buses as part of the 2022 approved Capital Budget. **(Pages 34 – 36)**

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

WITH RESPECT to Report R 76/2022 (Community Services – Facilities, Fleet, and Energy Management), we recommend the contract for the purchase of two (2) new 12 metre low floor conventional transit buses in the amount of \$1,520,368.00 (inclusive of HST) be awarded to Nova Bus of Saint Eustache, Quebec;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to these purchases;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to these matters;

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

## **Mobility System Hardware Upgrade**

Report R 68/2022 (Community Services - Transit Services) recommending approval of the single source purchase of seventy five (75) Thin-Film-Transistor (TFT) on board passenger displays as well as a Media Management Application (MMS) from Consat Canada Inc. **(Pages 37 – 40)**

WITH RESPECT to Report R 68/2022 (Community Services – Transit Services), we approve the single source purchase of seventy five (75) Thin-Film-Transistor (TFT) on board passenger displays as well as a Media Management Application (MMS) from Consat Canada Inc. in the amount of \$384,731.10 inclusive of HST as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011;;

AND THAT the Manager – Supply Management be authorized to issue purchase orders for the purchase of seventy five (75) TFT's, the MMS and all accompanying hardware, installation and project management fees on all 48 buses from Consat Canada Inc.;

AND THAT the Mayor and City Clerk be authorized to sign the necessary agreements related to this purchase;

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

## **Administrative Update Thunder Bay Community Tennis Centre Indoor Project – Follow Up Report**

Report R 83/2022 (Community Services) recommending that Council provide Thunder Bay Community Tennis Centre (TBCTC) with access to City lands adjacent to the existing Thunder Bay Community Tennis Centre as reflected in Option 2, to accommodate a proposed indoor racquet sport facility. **(Pages 41 – 53)**

WITH RESPECT to Report R 83/2022 (Community Services), we recommend that Council provide Thunder Bay Community Tennis Centre (TBCTC) with access to City lands adjacent to the existing seasonal tennis facility (part of PIN 62098-0067 and reflected as Option 2 in Attachments A and B) to accommodate a proposed indoor racquet sport facility;

AND THAT Council approve the allocation of \$1,036,291 in project funding to the Infrastructure and Operations Department to implement the Chapples Drive road re-alignment and related works to accommodate the proposed indoor facility on the recommended site;

AND THAT the tender of design and construction of the Chapples Park road re-alignment and related works be subject to confirmation of total project funding and due diligence review of the business plan for the proposed project;

AND THAT the source of funding for the approved amount be the Renew Thunder Bay reserve fund;

AND THAT Administration be directed to amend, terminate or rescind any existing



agreements and enter into any new agreements required between the parties relative to this project in such form and content satisfactory to the General Manager – Community Services, Treasurer, and City Solicitor;

AND THAT the Mayor and City Clerk be authorized to execute all associated documents;

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

### **Work Life Initiatives Policy Update**

Report R 51/2022 (City Manager's Office - Human Resources & Corporate Safety) recommending an amendment to Work Life Initiatives Policy 06-01-36 to include Disconnecting From Work Procedure HR-02-65. **(Pages 54 – 60)**

WITH RESPECT to Report R 51/2022 (City Manager's Office – Human Resources & Corporate Safety) we recommend that the amended Work Life Initiatives Policy, appended to this report, be approved;

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

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

#### **2023 Budget Calendar and Budget Directions Reports during an Election Year**

At the April 25, 2022 Committee of the Whole meeting, Report R 59/2022 (Corporate Services & Long-Term Care - Financial Services) was presented. The report was referred back to Administration to provide information relating to budget direction provided by Council in a municipal election year and that Administration report back on or before May 9, 2022.

Report R 59/2022 (Corporate Services & Long-Term Care - Financial Services), re-presented. **(Pages 61 – 66)**

Memorandum from Policy & Research Analyst Melanie Davis, dated April 29, 2022 providing follow-up information relative to the above noted. **(Pages 67 – 73)**

WITH RESPECT to Report R 59/2022 (Corporate Services & Long Term Care - Financial Services), we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2023 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A - 2023 Budget Calendar;

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

## **2021/2022 Citizens of Exceptional Achievement Event Update**

Memorandum from Allison Hill, Chair – Official Recognition Committee, dated April 27, 2022 recommending that the 2022 Committee of the Whole/City Council Meeting Calendar be amended to reflect the re-scheduled date for the 2021/2022 Citizens of Exceptional Achievement Event on June 28, 2022. **(Pages 74 – 75)**

WITH RESPECT to the Memorandum from Official Recognition Chair Allison Hill dated April 27, 2022, we recommend that the 2022 Committee of the Whole/City Council Meeting Calendar be amended to reflect the re-scheduled date for the 2021/2022 Citizens of Exceptional Achievement Event on June 28, 2022;

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

## ***OUTSTANDING ITEMS***

### **Outstanding List for Community Services as of April 26, 2022**

Memorandum from City Clerk K. Power, dated April 26, 2022 providing the Community Services Outstanding Items List, for information. **(Pages 76 – 78)**

## ***NEW BUSINESS***

## ***ADJOURNMENT***



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**MEETING DATE**     05/09/2022 (mm/dd/yyyy)

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**SUBJECT**             Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - May 9, 2022 - Committee of the Whole

***RECOMMENDATION***

With respect to the May 9, 2022 Committee of the Whole, we recommend that the agenda as printed, including any additional information and new business, be confirmed.



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**MEETING DATE**     05/09/2022 (mm/dd/yyyy)

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**SUBJECT**             Official Recognition - Citizens of Exceptional Achievement

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***SUMMARY***

Memorandum from Deputy City Clerk Dana Earle, dated April 25, 2022 advising that the Citizens of Outstanding Achievement Monthly Award will be presented to Jason Veltri under the category of Community Champion.

***ATTACHMENTS***

1 Memorandum from Deputy City Clerk Dana Earle

## **Memorandum**

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

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**TO:** Members of City Council

**FROM:** Dana Earle, Deputy City Clerk

**DATE:** April 25, 2022

**SUBJECT:** Monthly Award – Citizens of Outstanding Achievement  
Committee of the Whole – May 9, 2022

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Please be advised that a Citizens of Outstanding Achievement Monthly Award will be presented to Jason Veltri under the category of Community Champion.

This award will be presented virtually at the May 9, 2022 Committee of the Whole meeting.

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***MEETING DATE***     05/09/2022 (mm/dd/yyyy)

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***SUBJECT***             Accessibility Advisory Committee Minutes

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***SUMMARY***

Minutes of Meeting 01-2022 of the Accessibility Advisory Committee held on February 10, 2022, for information.

***ATTACHMENTS***

1. Accessibility Advisory Committee Minutes - February 10, 2022

## ACCESSIBILITY ADVISORY COMMITTEE

Meeting 01-2022

Date: Thursday, February 10, 2022

Time: 1:00 P.M.

Virtual Location: MS Teams

Chair: Kai Crites

**MEMBERS**

Anne Antenucci  
Tom Brownlee  
Kai Crites  
Dawn Hamilton  
Todd Kennedy  
Councillor Rebecca Johnson  
Tara Lennox  
Brian Spare  
Randy Sponchia

**SECTOR REPRESENTATIVE**

Parent to a Child with a Disability  
Caregiver to a Person with a Disability  
Mental Health Representative  
Speech Impairment Representative  
Service Agency Representative  
Council Representative  
Learning Disability Representative  
Hard of Hearing/Late Deafened Representative  
Developmental Disability Representative

**OFFICIALS**

Krista Power  
Dana Earle  
Flo-Ann Track

City Clerk  
Deputy City Clerk  
Council & Committee Clerk

**RESOURCES**

Jessy Bogacki

Program Supervisor, Adult Fitness, Wellness &amp; Inclusion Services

Darrik Smith

Mobility Coordinator, Infrastructure &amp; Operations

**GUESTS**

Werner Schwar  
Cory Auger  
Lindsay Joseph

Supervisor – Parks & Open Space Planning  
Coordinator - Parks Services  
Manager, Inclusive Play Programs - Canadian Jump Start Charities

## AGENDA

### 1. WELCOME AND INTRODUCTIONS

Chair Kai Crites called the meeting to order and a roundtable of introductions followed.

New member, Todd Kennedy was welcomed by the Committee. Todd will serve as the AAC's Service Agency Representative for a 4-year term, expiring November 30, 2025.

### 2. COMMUNICATION PROCESS

Chair Kai Crites explained the communication process.

### 3. AGENDA APPROVAL

MOVER: Tara Lennox  
SECONDER: Randy Sponchia

WITH RESPECT to the February 10, 2022 meeting of the Accessibility Advisory Committee, we recommend that the Agenda as printed, including any additional information and new business, be confirmed.

CARRIED

### 4. PRESENTATIONS

#### 4.1 Boulevard Lake Inclusive Playground – Site Plan

Document entitled "Boulevard Lake Playground Concept (Feb 10 2022 AAC)" and companion document entitled "Boulevard Lake Inclusive Playground Site Design Description Feb 10 2022 AAC" was provided for information.

Supervisor – Parks & Open Space Planning Werner Schwar appeared before Committee via MS Teams audio, provided an overview relative to the above noted and responded to questions.

The following information was provided:

Replacement of the Boulevard Lake playground equipment was scheduled and budgeted for 2022 as the existing playground structure has reached end of life.



Canadian Jump Start Charities approached the City of Thunder Bay last year to determine if there was a suitable site available for a new accessible playground and asked if the City was interested in a partnership.

The City of Thunder Bay and Canadian Jump Start Charities have partnered, Canadian Jump Start Charities will be providing the structure and the City of Thunder Bay will be developing and designing the site around it.

The playground site will be located south east of the main beach parking lot and west of the existing beach area, the site will include the following features:

- Inclusive playground area with inclusive playground equipment for a range of abilities provided by Canadian Tire Jumpstart Charities.
- Adult fitness area to accommodate a range of abilities.
- Beach Volleyball Court will include a sand surface and be located north of the play area.
- Shade structure to be centrally located will provide shaded area for accessible picnic tables.
- Fencing on east side of playground to provide a barrier from playground directly into beach area.
- Walkways will connect parking lot, existing multi-use trail and all site elements on an accessible grade, and accessible mat in place to access beach area.
- Landscape Works – utilizing excess excavation material from the site, a low berm will be created for informal seating and play on the south of the playground and adult fitness area. Green infrastructure infiltration/retention area will filter and clean run-off prior to reaching the lake. Trees will be planted around the site for shade and as a buffer, and planting along the shoreline, south and east of the playground, will provide increased habitat and deter wildlife.
- Accessible indoor washrooms will be located in the existing pavilion building during the open-season and will be accessed from new and existing walkways. Portable accessible porta-potties will be available during the off-season.

Discussion was held relative to the above noted, including:

- Are the benches in the Adult Fitness area accessible?
  - Yes, and accessible seating will also be available at the picnic tables under the shade structure.
- Does the Sun Sail remain all year?
  - No, due to snow loads in this area they will need to be removed for the winter season.
- Is the volley ball net adjustable for children and seated participation?

- There is some adjustability but may not be enough for seated participation. This option may be available, Administration to follow up.
  - Several user groups would benefit from an adjustable net.
- When will the playground be open to the public?
  - Site grading is scheduled to start late May 2022.
  - Playground structure will be installed by Jump Start Charities in July and August 2022.
  - Labour Day weekend 2022 is the tentative opening.
- Clean, Green & Beautiful Emerging Project Fund may assist with some of the costs relating to signage or an interactive art piece. Applications will be available shortly. What would it cost to include a welcome sign from the AAC or an interactive, participatory art piece at the entrance or another location at the site?
  - Estimated starting point \$5,000, the cost is variable, dependant on design, and will require further consultation.
  - A sign or interactive art piece does not need to be tied to construction this year, an additional feature could happen next year.
- How far from accessible parking is the play structure?
  - Approximately 40m.
  - Accessible Parking spots will be marked and monitored.
  - New paint and signage will be installed.
  - Asphalt pad will be repaired.

#### 4.2 Boulevard Lake Inclusive Playground

Document entitled “Accessibility Committee Presentation – Thunder Bay” provided for information.

Manager - Inclusive Play Programs - Canadian Jump Start Charities Lindsay Joseph appeared before Committee via MS Teams, provided a PowerPoint presentation relative to the above noted and responded to questions.

The following information was provided:

Working with key partner organizations, many community partners, experts from all three levels of government and academia across Canada, to inform the approach, Canadian Jump Start Charities assessed market needs and developed a customized approach to ensure that the Inclusive Play Project has a meaningful impact within the play space for persons of all abilities. Setting a standard for inclusivity by creating imaginative and accessible spaces which promote physical, sensory, cognitive and imaginative play for children of all abilities. Thirteen inclusive playgrounds have been opened across Canada, the goal is to provide an accessible inclusive playground in every province and territory across Canada by 2022.

Overall Inclusive Design Features include:

- 11,000 square feet of playground area

- Sun Sail – Shade structure
- Unitary Surfacing – poured in place rubber surface which offers a seamless transition from concrete pathways to the playground surface
- Double Wide Ramps – room for multiple individuals utilizing or pushing a mobility device to change direction while on the ramp to access play elements along the ramp
- Rhapsody Collection – includes a combination of drums and chimes in an arched design that allows for easy roll-up access
- We Saw – offers 4 moulded seats and a centre platform providing varying degrees of support and spacious enough to accommodate teens and adults as well
- Swings – there are a variety of swing types: The Friendship Swing allows 2 people to use at the same time, easy transfer from a mobility device, spacious enough to accommodate teens and adults as well; Molded Bucket Swing with Harness, provides additional support for children requiring additional trunk support while swinging
- Sway Fun Glider – spacious layout provides sufficient space for multiple users requiring mobility devices as well as additional occupants to enjoy a social gathering point where children can rest and still play
- Roller Slide – provides a tactile and auditory experience, eliminates static electric build-up, wide enough for children to slide down together, does not interfere with cochlear implants, transfer bench located at bottom of the slide
- Cozy Dome – fun climber with round openings for hand and foot placement, cozy place inside to escape and observe other playing
- Sensory Play Centre – numerous features that provide stimulation and visual play
- We Go Round – interactive play structure, room for multiple individuals utilizing mobility devices, ground level access, centre handhold, roof structure provides shade
- Educational Panels – introduce children to various forms of communication

Discussion was held relative to the above noted, including:

- What is the slide made from, will the surface be hot?
  - The largest slide is metal, and will not be located in direct sunlight.
- Does the Sun Sail remain all year?
  - No, due to snow loads in this area they will be removed for the winter season.
- Is there an opportunity for an additional shade structure within the playground?
  - Not within the structure, possibility that additional shade trees could be planted around the structure – follow up with Parks & Open Spaces.
  - Administration will follow up internally with Departments to ensure Committee Members are, advised of their ability to inform design decisions when information is being presented, or if it is being provided for information only.
- Is the structure easy to maintain and clean?
  - Yes, a power washer can be used on all surfaces.
  - Some Cities utilize UV sanitization.
- Will the structure hold up to Thunder Bay winter's and can it be used during the winter?

- Yes, the structure is strong and most of the structure comes with a 100 year warranty, certain parts have less. Some surfaces may be slippery in the winter dependant on conditions, users play at their own risk. There is additional commitment by the City to maintain and remove snow during the winter months.
- Are ramps available for access to the slides for individuals utilizing mobility devices?
  - Yes, but support may be required to transfer to the slide from a mobility device and to return a mobility device to the bottom of the slide, where a transfer bench will be located.

The Chair thanked Guests for appearing before the Committee and providing the presentations.

The meeting recessed at 2:45 pm

The meeting reconvened at 2:56 pm

5. MINUTES OF PREVIOUS MEETING

The Minutes of Meeting 09-2021 Accessibility Advisory Committee, held on November 18, 2021, to be confirmed.

MOVER: Tara Lennox

SECONDER: Brian Spare

THAT the Minutes of Meeting 09-2021 of the Accessibility Advisory Committee, held on November 18, 2021 be confirmed.

CARRIED

6. APPOINTMENT OF CHAIR & VICE CHAIR

Deputy City Clerk Dana Earle provided an overview of the Chair and Vice Chair responsibilities and of the electronic, anonymous voting process. Council & Committee Clerk Flo-Ann Track will contact the members to administer the electronic vote.

Kai Crites, Anne Antenucci, and Tara Lennox were nominated for the position of Chair, and agreed to let their names stand.

Kai Crites, Anne Antenucci, and Tara Lennox were nominated for the position of Vice Chair and agreed to let their names stand.

MOVED BY: Tara Lennox  
SECONDED BY: Dawn Hamilton

WITH RESPECT to the appointment of Chair and Vice Chair, we recommend that an electronic, anonymous vote be conducted and the results presented at the next meeting.

CARRIED

7. 2022 BUDGET

Deputy City Clerk Dana Earle provided an overview relative to the AAC's 2022 Operating Budget and the 2022 Capital Budgets approved by City Council and responded to questions.

The following information was provided:

The Annual Operating Budget is used for expenses relating to monthly meetings, the annual open house, transportation and advertising.

In 2021 the majority of the Operating Budget was spent on video production services for the Annual Open House, the videos are posted online and have approached 100 views. The Operating Budget for 2022 is unchanged at \$12,700.

The Capital Budget is used to address and remove barriers identified in City facilities and services. The City is required, under the AODA, to provide an annual status report on the progress taken to improve accessibility in its facilities, services, and programs. Facility audits were conducted in 2019 to determine the work required to improve accessibility at city facilities. The Capital Budget for 2022 is \$300,000.

In 2021 Capital Budget was used to complete the following projects:

- Canada Games Complex – stationary exercise equipment and accessible loading area at main entrance
- Fort William Gardens – Handrails
- Current River Arena – Handrails
- Churchill Pool – Family Washroom
- 55+ Centre – Handrails
- City website – Accessibility Remediation

The following projects are scheduled in 2022:

- Delaney Arena – Accessible viewing area
- Fort William Gardens – Accessible viewing area
- Westfort Playfield – Accessible washroom
- Canada Games Complex – Pool lift

8. TRANSIT DRIVERS APPRECIATION DAY – MARCH 2022

Deputy City Clerk Dana Earle provided an overview relative to the above noted.

MOVER: Tara Lennox  
SECONDER: Tom Brownlee

WITH RESPECT to Transit Drivers Appreciation Day being held on March 18, 2022, we recommend that a \$5 Coffee Gift Card be given to each of the City of Thunder Bay Transit Driver's, in recognition of their public service, from the AAC.

CARRIED

9. ROUNDTABLE OF ACCESSIBILITY ISSUES

Members reported on accessibility issues encountered in the community:

- It has been difficult to travel with a mobility device on sidewalks covered in slush, making it necessary and dangerous to travel on the side of the road.
- Overall, snow removal and access to crosswalk buttons has been well done this season
- Snow has been painted blue, is the paint used to mark areas that require snow removal or for an alternate purpose?
  - Administration provided the following response after the meeting, for information: Blue paint is used to locate underground utilities. If there is blue paint marked on a snowbank, then it is possible it is getting removed, or some other type of work may be happening that requires the underground utilities to be located.
- 2022 Municipal Election
  - The Election Planning Team will attend a future meeting

10. WORKING GROUP UPDATES

Built Environment Working Group

- Fort William Gardens – Handrail installation has been completed. Members to schedule post installation visit.

11. 2022 MEETING SCHEDULE

Meetings of the Accessibility Advisory Committee will be scheduled from 1 p.m. to 4 p.m. on the following dates:

Thursday, March 10, 2022  
Thursday, April 14, 2022  
Thursday, May 12, 2022  
Thursday, June 9, 2022

Due to Covid 19 and current health guidelines, meetings will continue to be held virtually utilizing MS Teams for January, February and March 2022, respectively. Administration will continue to monitor and reassess to determine future meeting options.

Committees of Council will not meet from July - December due to the 2022 Municipal Election. A meeting may be scheduled if Administration needs to review projects or provide information.

12. ADJOURNMENT

The meeting adjourned at 3:52 p.m.

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**MEETING DATE**     05/09/2022 (mm/dd/yyyy)

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**SUBJECT**             The District of Thunder Bay Social Services Administration Board  
Minutes

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***SUMMARY***

Minutes of Meetings 04/2021 and 05/2022 (Closed) of The District of Thunder Bay Social Services Administration Board held on March 17, 2022, for information.

***ATTACHMENTS***

- 1 04-2022 TBDSAAB Minutes
- 2 05-2022 TBDSAAB Minutes





**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 04/2022  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** March 17, 2022

**TIME OF MEETING:** 10:02 a.m.

**LOCATION OF MEETING:** Microsoft Teams &  
3rd Floor Boardroom  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
James Foulds  
Brian Hamilton  
Rebecca Johnson  
Lucy Kloosterhuis  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**REGRETS:**

Kim Brown  
Kevin Holland  
Ray Lake

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Roxanne Brunelle-Crupi, Manager, Human Resources  
Shari Mackenzie, Senior Human Resources Officer  
Keri Greaves, Manager, Finance  
Carole Lem, Communications & Engagement Officer  
Aaron Park, Supervisor, Research and Social Policy  
Crystal Simeoni, Manager, Housing Programs  
Jennifer Lible, Manager, Social Assistance Programs  
Michael Shafirka, Acting Manager, Information Services  
Dave Stewart, Supervisor, Purchasing and Inventory Control  
Michelle Wojciechowski, Manager, Intake and Eligibility  
Morgan McKay, Supervisor, Maintenance  
Larissa Jones, Communications Assistant

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Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD MEETING**

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 22/19

Moved by: Albert Aiello  
Seconded by: Elaine Mannisto

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for March 17, 2022, we recommend that the agendas as printed, including any additional information and new business, be confirmed.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Board Meeting No. 02/2022 and Meeting No. 03/2022 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 17, 2022, were presented for confirmation.

Resolution No. 22/20

Moved by: Andrew Foulds  
Seconded by: James Foulds

THAT the Minutes of Meeting No. 02/2022 and Meeting No. 03/2022 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 17, 2022, respectively, be confirmed.

CARRIED

### CLOSED SESSION

Administration recommends that the Board adjourn to a closed meeting relative to receipt of information with respect to labour relations regarding the Non-Union and Managerial Staff Increases and with respect to solicitor client privilege regarding the 2012 Royal Edward Arms Incident.

Resolution No. 22/21

Moved by: Elaine Mannisto  
Seconded by: Andrew Foulds

THAT the Board adjourns to Closed Session relative to receipt of information with respect to labour relations regarding the Non-Union and Managerial Staff Increases and with respect to solicitor client privilege regarding the 2012 Royal Edward Arms Incident.

CARRIED

### REPORTS OF ADMINISTRATION

At 10:19 a.m. Roxanne Brunelle-Crupi, Manager, Human Resources and Shari Mackenzie, Senior Human Resources Officer and Crystal Simeoni, Manager, Housing Programs joined the meeting.

#### Non-Union and Managerial Staff Increases

Report No. 2022CS-03 (Chief Administrative Officer Division) was presented to the Board in Closed Session providing information and Administration's recommendation regarding the Non-Union and Managerial Staff Increases, for consideration.

Following a discussion in Closed Session, on consensus, the following resolution was presented in Regular Session for consideration.

Resolution No. 22/22

Moved by: Rebecca Johnson  
Seconded by: Jody Davis

THAT with respect to Report No. 2022CS-03 (CAO Division) we, The District of Thunder Bay Social Services Administration Board direct that Administration proceed as directed in Closed Session.

CARRIED

Board Remuneration Policy Update

Report No. 2022-11 (CAO Division) was presented to the Board providing a revised Remuneration for Board Members Policy for consideration.

Roxanne Brunelle-Crupi, Manager, Human Resources responded to questions.

Resolution No. 22/23

Moved by: Rebecca Johnson  
Seconded by: James Foulds

THAT with respect to Report No. 2022-11 (CAO Division), we The District of Thunder Bay Social Services Administration Board, approve the revisions to the Remuneration for the Board Members Policy as presented.

CARRIED

At 10:24 a.m. Aaron Park, Supervisor, Research and Social Policy joined the meeting.

TBDHC Sixteenth Annual Shareholder's Meeting – Confirmation of Proxy

Memorandum from William Bradica, CAO dated March 7, 2022 providing Administrations' recommendation for confirmation of proxy voting at the Sixteenth Annual Shareholder's meeting for Thunder Bay District Housing Corporation was presented for consideration.

Resolution No. 22/24

Moved by: Andrew Foulds  
Seconded by: Elaine Mannisto

THAT with respect to the Thunder Bay District Housing Corporation Sixteenth Annual Shareholder's Meeting, to be held on April 21, 2022 at The District of Thunder Bay Social Services Headquarters, we The District of Thunder Bay Social Services Administration Board appoint the Board Chair, Lucy Kloosterhuis, to be the designated Proxy.

CARRIED

Social Services Relief Fund Update

Report No. 2022-12 (Integrated Social Service Division) relative to providing the Board with an update regarding TBDSSAB's spending under the Social Services Relief Fund, was presented for information

William Bradica, CAO provided a brief overview and responded to questions.

10-Year Housing and Homelessness  
Plan - Housing Targets Update

Report No. 2022-13 (Integrated Social Services Division) was presented to the Board providing updated information relative to the 10-year community and affordable housing targets based on the methodology adopted in 2015, for consideration.

Ken Ranta, Director, Integrated Social Services Division responded to questions and provided clarification.

Crystal Simeoni, Manager, Housing Programs responded to questions.

At 10:38 a.m. Brian Hamilton, Board Member joined the meeting.

William Bradica, CAO provided further information and responded to questions.

Aaron Park, Supervisor, Research and Social Policy responded to questions.

Resolution No. 22/25

Moved by: Rebecca Johnson  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2022-13 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, approve and adopt the 10-Year Housing and Homelessness Plan – Revised Housing Targets as presented;

AND THAT Administration provide an update of the Housing Targets every 3 years, as required under Resolution No.19/35.

CARRIED

Reaching Home – Ontario Rural and Remote Contribution Agreement

Report No. 2022-14 (Integrated Social Services Division) was presented to the Board providing information regarding the Reaching Home – Ontario Rural and Remote program and requesting authorization to sign a Contribution relative to the program, for consideration.

Resolution 22/26

Moved by: Jody Davis  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2022-14 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (the Board), authorize the Chair and Chief Administrative Officer to execute a Contribution Agreement with the United Way of Simcoe Muskoka for the delivery of the Reaching Home – Ontario Rural and Remote program;

AND THAT any necessary By-law be presented to the Board for consideration.

CARRIED

At 10:58 a.m. Jennifer Liblé, Manager, Social Assistance Programs, Michael Shafirka, Acting Manager, Information Services, Keri Greaves, Manager, Finance, Dave Stewart, Supervisor, Purchasing and Inventory Control, Michelle Wojciechowski, Manager, Intake and Eligibility and Morgan McKay, Supervisor, Maintenance joined the meeting.

Green Initiatives Update

Report No. 2022-15 (Corporate Services Division) relative to providing information on initiatives undertaken in 2021 and Administration's plans to enhance environmental stewardship throughout the organization, was presented for information.

Georgina Daniels, Director, Corporate Services Division and William Bradica, CAO responded to questions and provided clarification.

The Board was advised that a First Report will come to the Board in May regarding a TBDSSAB Net Zero Strategy further to Board Resolution No. 21/82.

At 11:24 a.m. Crystal Simeoni, Manager, Housing Programs, Aaron Park, Supervisor, Research and Social Policy, Jennifer Liblé, Manager, Social Assistance Programs, Michael Shafirka, Acting Manager, Information Services, Keri Greaves, Manager,

Finance, Dave Stewart, Supervisor, Purchasing and Inventory Control, Michelle Wojciechowski, Manager, Intake and Eligibility and Morgan McKay, Supervisor, Maintenance left the meeting.

### CORRESPONDENCE

#### Rural Ontario Municipal Association Delegation

Letter from The Hon. Merrilee Fullerton, Minister of Children, Community and Social Services dated February 17, 2022 relative to a response regarding the ROMA delegation attended by The District of Thunder Bay Social Services Administration Board members and CAO, was presented for information only.

#### Homelessness Enumeration Report 2021

Letter from the Township of O'Connor endorsing TBDSSAB Resolution No. 22/07 relative to the Homeless Enumeration Report 2021, was presented for information only.

Lucy Kloosterhuis, Board Chair advised that support from all District Municipalities is requested.

#### Social Services Relief Fund and Homelessness Prevention Program

Letter from The Hon. Steve Clark, Minister of Municipal Affairs and Housing dated March 7, 2022 relative to providing information regarding the Social Services Relief Fund and the consolidation of three housing and homelessness programs, was presented for information only.

William Bradica, CAO advised that the investment plan will be presented in April for the Board's approval.

### BY-LAWS

### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, April 21, 2022 at 10:00 a.m., via Microsoft Teams and in the 3<sup>rd</sup> Floor Main Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 22/27

Moved by: Andrew Foulds  
Seconded by: James Foulds

THAT Board Meeting No. 04/2022 of The District of Thunder Bay Social Services Administration Board, held on March 17, 2022, be adjourned at 11:28 a.m.

CARRIED



Chair



Chief Administrative Officer





**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 05/2022  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** March 17, 2022

**TIME OF MEETING:** 10:04 a.m.

**LOCATION OF MEETING:** Microsoft Teams &  
3rd Floor Boardroom  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
James Foulds  
Brian Hamilton  
Rebecca Johnson  
Lucy Kloosterhuis  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**OFFICIALS:**

William Bradica, CAO  
Ken Ranta, Director, Integrated Social Services Division  
Georgina Daniels, Director, Corporate Service Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Roxanne Brunelle Crupi, Manager, Human Resources  
Shari Mackenzie, Senior Human Resources Officer  
Larissa Jones, Communications Assistant

**REGRETS:**

Kim Brown  
Kevin Holland  
Ray Lake

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Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda item; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda item. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD MEETING**

**DISCLOSURES OF INTEREST**

## REPORTS OF ADMINISTRATION

### Non-Union and Managerial Staff Increases

Report No. 2022CS-03 (CAO Division) was presented to the Board to provide Administration's recommendation for an economic salary adjustment and enhancements to health care benefits for non-union and managerial positions, for consideration.

Roxanne Brunelle, Manager, Human Resources provided a brief overview of the recommended changes and responded to questions.

William Bradica, CAO responded to questions.

On consensus, the recommendation provided in Report No. 2022CS-03 to be presented in Regular Session for consideration.

At 10:14 a.m. Roxanne Brunelle-Crupi, Manager, Human Resources and Shari Mackenzie, Senior Human Resources Officer left the meeting.

### 2012 Royal Edward Arms Incident

Georgina Daniels, Director, Corporate Services provided a verbal update to the Board regarding the status of the 2012 Royal Edward Arms incident and responded to questions.

## ADJOURNMENT

Resolution No. 22/CS02

Moved by: Elaine Mannisto  
Seconded by: Albert Aiello

THAT the Board (Closed Session) Meeting No. 05/2022 of The District of Thunder Bay Social Services Administration Board, held on March 17, 2022, be adjourned at 10:19 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED

  
Chair

  
Chief Administrative Officer

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Community Services / Facilities, Fleet & Energy Management	<b>REPORT NO.</b>	R 55/2022
<b>DATE PREPARED</b>	03/21/2022	<b>FILE NO.</b>	
<b>MEETING DATE</b>	05/09/2022 (mm/dd/yyyy)		
<b>SUBJECT</b>	Single Source Purchase of Three New Sidewalk Tractors		

## **RECOMMENDATION**

WITH RESPECT to Report No. R 55/2022 (Community Services – Facilities, Fleet and Energy Management), we recommend that City Council approve the use of the negotiated method of procurement as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011 to approve the single source purchase of three (3) Trackless sidewalk tractors, in the amount of \$523,401.97 inclusive of HST, from Joe Johnson Equipment of Winnipeg;

AND THAT the Manager – Supply Management be authorized to issue purchase orders for the purchase of three (3) Trackless sidewalk tractors from Joe Johnson Equipment;

AND THAT the Mayor and City Clerk be authorized to sign the necessary agreements related to this purchase;

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

## **EXECUTIVE SUMMARY**

The 2022 Capital Budget includes the provision for the replacement of three (3) new sidewalk tractors.

The new 2022 sidewalk tractors will replace existing units that will have exceeded their life cycle and be more than seventeen (17) years old at time of delivery. The useful life of this class of asset is generally 15 years.

Currently, of the sixteen (16) sidewalk tractors the corporation owns, fourteen (14) are manufactured by Trackless. These tractors have proven to be a durable and dependable product. The standardization of the fleet of sidewalk tractors to one brand will allow operations to realize efficiencies through the reduction of downtime, reductions of required parts inventory as well as reduced training time for operators and mechanics.

As this is a proposed single source contract, Council approval is required under the Supply Management By-Law No. 113-2011 to award a contract using the negotiated method of procurement.

## ***DISCUSSION***

The 2022 approved Fleet Capital Budget includes for the replacement of three (3) sidewalk tractors.

The Infrastructure and Operations Roads Section currently operates sixteen (16) sidewalk tractors, fourteen (14) of which are manufactured by Trackless. These tractors operate year round and are used for snowplowing and sanding sidewalks in the winter and sweeping sidewalks in the summer. The continued cyclical replacement of sidewalk tractors as they reach or exceed their useful life is paramount to the success of the Roads Section. In order to continue to meet the standards for winter and summer sidewalk maintenance, purchasing a durable and dependable product that is easy to maintain is also vital.

Operations personnel have experienced extended downtime with the other makes of sidewalk tractors we own. Breakdowns appear to be more frequent and parts are not as easily sourced or acquired.

In accordance with Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011, Council approval is required when the value of goods procured through the negotiation method exceeds \$60,000.00. Also in keeping with Section 4.08, it should be noted that it will be more cost effective and beneficial to the City of Thunder Bay to negotiate with Joe Johnson Equipment.

Trackless sidewalk tractors have been extremely reliable throughout the past thirty (30) plus years:

- the City's maintenance and operations staff are familiar with and fully trained on Trackless sidewalk tractors, allowing for less down time for maintenance and repair;
- the supplier has a demonstrated history of providing timely support regarding any issues that arise; parts are easily sourced and readily available;
- economies of scale will be realized through stocking parts for only one brand of sidewalk tractor;
- having one brand of sidewalk tractor ensures that existing attachments can continue to be easily and efficiently used with any of our sidewalk tractors;
- Trackless has traditionally been a bidder for the City's sidewalk tractor purchases and has been the successful bidder for 23 of the past 25 years;

- Trackless has provided a preferred purchase price.

### ***FINANCIAL IMPLICATION***

Three Trackless sidewalk tractors are being recommended for purchase in 2022. There are sufficient funds in the 2022 Fleet Capital Budget for the purchase of three sidewalk tractors.

#### **2022 purchase of two Trackless sidewalk plows:**

Cost for three tractors in 2022 (inclusive of HST)	\$ 523,401.97
Less HST rebate	<u>\$ (52,062.56)</u>
Net cost for three tractors in 2022	\$ <u>471,339.41</u>

### ***CONCLUSION***

It is concluded that City Council approve the use of the negotiated method of procurement as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011 to approve the single source purchase of three (3) Trackless sidewalk tractors from Joe Johnson Equipment of Winnipeg for the amount of \$523,401.97 inclusive of HST.

### ***BACKGROUND***

At the July 23, 2018 City Council meeting Report No. R 98/2018 (Community Services - Asset Management) was ratified directing the City of Thunder Bay to proceed with the sole source purchase of two (2) new Trackless sidewalk tractors from Joe Johnson Equipment using the negotiated method of procurement as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011.

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

None.

***PREPARED BY: DOUG GLENA, MANAGER – FLEET SERVICES***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)  Kelly Robertson, General Manager, Community Services	DATE:  April 25, 2022
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# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Community Services - Facilities, Fleet & Energy Management	<b>REPORT</b>	R 76/2022
<b>DATE PREPARED</b>	04/08/2022	<b>FILE</b>	
<b>MEETING DATE</b>	05/09/2022 (mm/dd/yyyy)		
<b>SUBJECT</b>	Supply and Delivery of Two Conventional Transit Buses		

## **RECOMMENDATION**

WITH RESPECT to Report R 76/2022 (Community Services – Facilities, Fleet, and Energy Management), we recommend the contract for the purchase of two (2) new 12 metre low floor conventional transit buses in the amount of \$1,520,368.00 (inclusive of HST) be awarded to Nova Bus of Saint Eustache, Quebec;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to these purchases;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to these matters;

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

## **EXECUTIVE SUMMARY**

This report recommends the purchase of two (2) new 12 metre low floor conventional transit buses as part of the 2022 approved Capital Budget. These buses will be part of our cyclical replacement plan and once delivered will replace transit buses that are seventeen (17) years old and have exceeded their expected life cycle of sixteen (16) years. The life cycles and life expectancies are consistent for this class of asset.

The procurement of these buses is consistent with the City of Thunder Bay's Metrolinx Joint Procurement Initiative agreement. This purchase is supported in part as the result of a successful Investing in Canada Infrastructure Program (ICIP) funding application.

## **DISCUSSION**

The long term Fleet Asset Management Plan includes the cyclical replacement of fleet assets to optimize life cycle costs and ensure the corporate fleet remains safe and reliable, and continues to meet specific operational requirements.

The approved Facilities, Fleet and Energy Management 2022 Capital Budget includes funding for the replacement of two (2) conventional transit buses.

The vehicles being replaced are conventional transit buses that will be seventeen (17) years old and have exceeded the expected life cycle of sixteen (16) years for the class of asset.

Consistent with Report R 77/2020 (Community Services - Asset Management), the City of Thunder Bay continues as a member of and participant in the Metrolinx Multi-Year Agreement for the Joint Transit Procurements Initiative ending March 31, 2024.

Metrolinx has completed a Joint Transit Procurement Initiative for the purchases of new low floor conventional transit buses. The results include a multi-year purchase option with Nova Bus of Saint Eustache, Quebec, the lowest compliant bidder, for the purchase of conventional transit buses during the contract term.

The vehicle specifications of the units being purchased have been reviewed and approved by both the Manager – Fleet Services and the Manager – Transit Services.

### ***FINANCIAL IMPLICATION***

#### **Conventional Transit Buses**

Cost identified below is inclusive of HST:

Estimated Cost of Transit Buses	\$ 1,447,970.00
Project Contingency	<u>\$ 72,398.00</u>
Total Cost	\$ 1,520,368.00
HST Rebate	<u>\$ (151,229.00)</u>
Net Cost	<u>\$ 1,369,139.00</u>

Administration is recommending that a project contingency of \$72,398.00 inclusive of HST be included; the contingency shall not be expended without proper authorization by City Administration as set out in the terms of the procurement documents.

#### **2022 Budget - Purchase of Two Low Floor Conventional Transit Buses Funding Summary** Funding Investing in Canada Infrastructure Program (ICIP)

Federal Government	\$ 532,000.00
Provincial Government	\$ 443,289.00
<u>City of Thunder Bay</u>	<u>\$ 393,850.00</u>
Total Net Funding Conventional Transit Buses	\$1,369,139.00



There are sufficient funds in the existing 2022 Capital budget for the purchase to proceed as recommended.

### ***CONCLUSION***

It is concluded that the contract for the purchase of two (2) Low Floor Conventional Transit Buses be awarded to Nova Bus of Saint Eustache, Quebec in the amount of \$ 1,520,368.00 (inclusive of all taxes) and that the purchase proceed as tendered.

### ***BACKGROUND***

At the July 27, 2020 City Council meeting Report No. R 77/2020 (Community Services - Asset Management) was ratified. This directed the City of Thunder Bay to continue as a member of and participant in the Metrolinx Multi-Year Agreement for the Joint Transit Procurements Initiative ending March 31, 2024 and designated representatives for business relative to this work.

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

None.

### ***PREPARED BY: DOUG GLENA, MANAGER – FLEET SERVICES***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kelly Robertson, General Manager, Community Services	April 28, 2022

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Community Services - Transit Services	<b>REPORT</b>	R 68/2022
<b>DATE PREPARED</b>	04/01/2022	<b>FILE</b>	
<b>MEETING DATE</b>	05/09/2022 (mm/dd/yyyy)		
<b>SUBJECT</b>	Mobility System Hardware Upgrade		

## **RECOMMENDATION**

WITH RESPECT to Report R 68/2022 (Community Services – Transit Services), we approve the single source purchase of seventy five (75) Thin-Film-Transistor (TFT) on board passenger displays as well as a Media Management Application (MMS) from Consat Canada Inc. in the amount of \$384,731.10 inclusive of HST as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011;;

AND THAT the Manager – Supply Management be authorized to issue purchase orders for the purchase of seventy five (75) TFT's, the MMS and all accompanying hardware, installation and project management fees on all 48 buses from Consat Canada Inc.;

AND THAT the Mayor and City Clerk be authorized to sign the necessary agreements related to this purchase;

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

## **EXECUTIVE SUMMARY**

The approved Fleet Services capital budget includes the provision for ITS4 mobility public transport system hardware upgrades onboard conventional transit buses.

The ITS4 System is the state-of-the-art Intelligent Transportation System-Automatic Vehicle Locations system which is employed on Thunder Bay transit buses. The system is crucial to the City's transit operations and fleet management system. It provides passenger information and ensures compliance with the Accessibility for Ontarians with Disabilities Act (AODA), Transportation Standard requirements with respect to automated stop announcements. The purchase of new TFT Displays will upgrade the interior stop announcement and display systems utilized on-board buses and will improve operational efficiency and enhance the on-board experience for riders.

This purchase is supported in part as a result of a successful Investing in Canada Infrastructure Program (ICIP) funding application.

As this is a proposed single source contract, Council approval is required under the Supply Management By-Law No. 113-2011 to award a contract using the negotiated method of procurement.

## ***DISCUSSION***

Thunder Bay Transit offers a range of reliable, real-time onboard communications to ensure an exceptional rider experience. An audio announcement system informs riders of the next stop. Buses are also equipped with an interior 2-inch by 24-inch digital Mobistop display that visually informs riders of the next stop.

This project will replace the existing Mobistop displays with larger/next generation 21-inch TFT screens that will improve the view of next stop destinations and route information and inform riders of the next five stops and times to destination. A second TFT screen will also be installed to support riders in rear-facing accessible seating areas of applicable buses.

While the main purpose of this system is to improve operational efficiency and enhance the on-board experience for riders, it also has capacity to provide information on route delays and allows for enhanced opportunities to advertise key services and messages. It will also offer better and more seamless wayfinding and trip planning for riders throughout their journey.

The approved Fleet Capital Budget includes the upgrades to the ITS4 mobility public transport system hardware.

The ITS4 system is a combined Automated Vehicle Location, GPS, and Stop announcement system that was purchased from Consat Canada Inc. approximately seven years ago. The upgrade of onboard displays is just one portion of the overall integrated Consat ITS4 system, thus Consat would be the only vendor that could complete this project.

Items described within the Consat pricing for this order form part of the Metrolinx for Joint Transit Procurements Initiative (TPI) facilitated by Metrolinx 2019-2024 of which the City of Thunder Bay is a member.

In accordance with Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011, Council approval is required when the value of goods procured through the negotiation method exceeds \$60,000.00.

### ***FINANCIAL IMPLICATION***

Cost(s) identified below are inclusive of HST:

Total Cost	\$ 384,731.10
Less HST Rebate	<u>\$ (38,269.03)</u>
Net Cost	\$ 346,462.07

There are sufficient funds included in the approved 2020 and 2022 Fleet Services Capital Budget to complete the project work as described in this report. This is an approved Investing in Canada Infrastructure Program (ICIP) project and was included in the Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): Public Transit Stream report R 57/2021 which was approved by Council in May 2021. Project funding contributions are approximately 27 percent municipal, 33 percent provincial and 40 per cent federal. The municipal portion for this project is funded from Provincial Gas Tax.

### ***CONCLUSION***

It is concluded that City Council approve the use of the negotiated method of procurement as outlined in Sections 4.08 and 4.09 of the Supply Management By-law No. 113-2011 to approve the single source purchase of seventy five (75) TFT's, the MMS and all accompanying hardware, installation and project management fees associated with this project from Consat Canada Inc. in the amount of \$384,731.10 (inclusive of HST).

### ***BACKGROUND***

Report R 77/2020 (Community Services - Asset Management) was presented to Council in July 2020 and approved. This report directed the City of Thunder Bay to continue as a member of the Metrolinx Joint Transit Procurements Initiative (TPI) ending March 31, 2024. Benefits to being a member of the Metrolinx TPI program include the financial benefits achieved through province wide bulk procurement. Items described within the Consat pricing for this order form part of the Metrolinx TPI contract.

In May 2021, the Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): Public Transit Stream between the Ontario Ministry of Transportation (ICIP program administrator) and the Corporation of the City of Thunder Bay was approved in Report R 57/2021 (Community Services – Central Support Services). That report identified thirteen (13) ICIP approved projects including the Mobility System Hardware upgrade project described in this report.

***REFERENCE MATERIAL ATTACHED:***

None.

***PREPARED BY: BRAD LOROFF, MANAGER – TRANSIT SERVICES***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kelly Robertson, General Manager, Community Services	April 25, 2022

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Community Services	<b>REPORT NO.</b>	R 83/2022
<b>DATE PREPARED</b>	04/22/2022	<b>FILE NO.</b>	
<b>MEETING DATE</b>	05/09/2022 (mm/dd/yyyy)		
<b>SUBJECT</b>	Administrative Update Thunder Bay Community Tennis Centre Indoor Project – Follow Up Report		

## **RECOMMENDATION**

WITH RESPECT to Report R 83/2022 (Community Services), we recommend that Council provide Thunder Bay Community Tennis Centre (TBCTC) with access to City lands adjacent to the existing seasonal tennis facility (part of PIN 62098-0067 and reflected as Option 2 in Attachments A and B) to accommodate a proposed indoor racquet sport facility;

AND THAT Council approve the allocation of \$1,036,291 in project funding to the Infrastructure and Operations Department to implement the Chapples Drive road re-alignment and related works to accommodate the proposed indoor facility on the recommended site;

AND THAT the tender of design and construction of the Chapples Park road re-alignment and related works be subject to confirmation of total project funding and due diligence review of the business plan for the proposed project;

AND THAT the source of funding for the approved amount be the Renew Thunder Bay reserve fund;

AND THAT Administration be directed to amend, terminate or rescind any existing agreements and enter into any new agreements required between the parties relative to this project in such form and content satisfactory to the General Manager – Community Services, Treasurer, and City Solicitor;

AND THAT the Mayor and City Clerk be authorized to execute all associated documents;

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

## ***EXECUTIVE SUMMARY***

At their April 4, 2022 Committee of the Whole, Council received Report 27 2022 regarding a request from the Thunder Bay Community Tennis Centre (TBCTC) to access City lands north of the existing seasonal facility at Chapples Park to accommodate a proposed indoor racquet sport facility. Administration identified concerns with accommodating TBCTC's request and a recommendation to consider an alternate site option. Council referred the report back to Administration to review the available capital, operating and development costs associated with an air-supported structure for Options 2 and 3 of the report, in consultation with the Thunder Bay Community Tennis Centre, and to report back on or before May 9, 2022. This report provides Council with follow up information and a recommended revised site option and cost sharing approach in respect of incremental site servicing and preparation costs. Council direction in respect of the proposed site is important to project advancement.

## ***DISCUSSION***

### **Summary of Report 27 2022**

Report 27 2022 presented three (3) site options at Chapples Park for a proposed year round, air supported structure to accommodate six (6) indoor courts and interior office, and accessible washroom/change room area (reflected as Option 1 (green), 2 (pink) and 3 (yellow) in Attachments A and B). TBCTC cites their recent success with fundraising efforts as the impetus for their new request and the rationale for a change from the original project concept presented to City Administration and City Council - an air supported solution to be erected over four (4) existing outdoor courts and the construction of two (2) new courts contingent on access to City lands east and west of the south row of four (4) existing seasonal tennis courts. Option 1 (lands northwest of existing seasonal facility) is the preferred site of the TBCTC. However, Administration identified concerns with Option 1, primarily the negative implications Option 1 has on the integration of the proposed multi-use indoor sports facility with existing site feature and contours, including the need to re-locate an existing sliding hill and the crowding of structures in this section of the park. Administration presented two alternate site options (Options 2 and 3) to mitigate these concerns and recommended Option 3 given the lower site development costs associated with this option. Attachment C provides a summary of the key benefits, challenges and site servicing/preparation implications of the three site options.

### **Revised Recommended Site Option**

Given Administration's concerns with Option 1 and TBCTC's concerns with Option 3, Administration is now recommending Option 2 (the lands immediately south of the existing seasonal facility).

This site option contemplates the area directly south and adjacent to the original area contemplated for the original TBCTC project concept. This location addresses TBCTC concerns with Option 3 related to the separation of the indoor facility from their existing seasonal facility such as safety and operating budget implications, and the risk of damage to the air supported structure from errant golf balls (which was to be mitigated through screening). Situating the proposed indoor facility immediately adjacent to the existing seasonal facility capitalizes on existing infrastructure such as the existing seasonal facility parking lot and a potential future clubhouse improvement project.

This site option will require a road re-alignment of Chapples Drive to accommodate the proposed dimensions of the air supported structure. Approximately 300 metres of roadway will be affected, starting from the bridge approach. A relocation of the Chapples Park Golf Course #4 hole tee box will be required, resulting in a shortening of the 4th hole distance by approximately 18 metres. In addition, the removal of a section of berm, streetlight relocation, and road reconstruction will be required. The road re-alignment will need to precede the construction of the air supported structure. Administration is not confident that this work can be completed during the 2022 construction season. However, recent consultation with the TBCTC confirms that their key external funding partners (NOHFC, FedNor) are willing to allow for a deferred project completion date.

In Report 27 2022, Administration recommended Option 3 over Option 2 primarily due to the higher site development costs, largely attributable to the need for road re-alignment and reconstruction. Administration is now recommending Option 2 in response to concerns with Options 1 and 3. Option 2 will require an increased financial investment by the City, TBCTC and/or project partners. TBCTC is not opposed to consideration of Option 2; however, they have advised that they do not have the financial capacity to pay the expected total incremental site development costs associated with this site option. Administration is hopeful that the community is supportive of an increased financial allocation from the City and/or other project partners to achieve a mutually agreeable solution; therefore we are recommending to Council an increased financial commitment by the City.

### **Project Status**

Confirmation of the proposed placement of the facility at the Chapples Park site is key to finalizing the proposed project concept plan, proceeding with the required geotechnical studies and engineered design, refining capital and operating cost estimates, preparing development applications, and the negotiation of supporting legal agreements. In addition, Administration's intent is to conduct public engagement on the near final proposed project concept plan as part of the City's due diligence requirements given Council's previously approved allocation of up to \$1.5 million towards the project.



**FINANCIAL IMPLICATION**

Administration, in consultation with the TBCTC, has identified the following site servicing, preparation and operating implications associated with the three site options:

	<b>Option 1 - TBCTC Estimate</b>	<b>Option 1 - CTB Estimate</b>	<b>Option 2 - CTB Estimate</b>	<b>Option 3 - CTB Estimate</b>
Site Servicing	\$189,000	\$297,000	\$326,000	\$338,000
Site Preparation	\$330,000	\$342,640	\$885,000	\$308,325
Total Site Development specific to Air Supported Structure (ie. trench drain, fencing)	\$246,000	\$246,000	\$246,000	\$246,000
Contingency Site Development (20%)	\$153,000	\$177,128	\$291,400	\$178,465
Building (ie. air supported structure, grade beam, accessories, equipment, 6 new courts and interior asphalt areas, 600 sq. ft. accessible washrooms)	\$1,952,500	\$1,952,500	\$1,952,500	\$1,952,500
Contingency Building (15%)	\$292,875	\$292,875	\$292,875	\$292,875
Professional Fees	\$371,000	\$371,000	\$371,000	\$371,000
Subtotal Project Costs (2022)	\$3,534,375	\$3,679,143	\$4,364,775	\$3,687,165
Inflation for Construction 2023 (4%)	\$141,375	\$147,166	\$174,591	\$147,487
Subtotal Project Costs 2023	\$3,675,750	\$3,826,309	\$4,539,366	\$3,834,652
HST (13%)	\$477,848	\$497,420	\$590,118	\$498,505
<b>Total Project Costs</b>	<b>\$4,153,598</b>	<b>\$4,323,729</b>	<b>\$5,129,484</b>	<b>\$4,333,156</b>

	<b>Option 1 - TBCTC Estimate</b>	<b>Option 1 - CTB Estimate</b>	<b>Option 2 - CTB Estimate</b>	<b>Option 3 - CTB Estimate</b>
<b>(2023)</b>				
<b>Incremental Project Costs compared to TBCTC Option 1</b>	N/A	<b>\$170,131</b>	<b>\$975,886</b>	<b>\$179,559</b>
<b>Incremental Project Costs CTB Option 2 vs. Option 1</b>	N/A	N/A	<b>\$805,755</b>	N/A
<b>Annual Operating Budget Implications</b>	N/A	N/A	N/A	\$10,000 - \$20,000

Notes regarding the above cost estimates:

1. Cost estimates are high level. Refinement of cost estimates will need to be informed by field work, geotechnical studies, and detailed design. Estimates may increase based on where the air supported structure is actually placed on the site. For example, in Option 3, if the parking lot is re-located to west area of the site, this would result in higher parking lot upgrade costs and will likely increase the length and cost of pedestrian access to the air supported structure from the existing seasonal facility.
2. Efforts have been made to isolate site preparation costs that will ready the site for the construction of the air supported structure and do not include the costs directly related to constructing an air supported structure that would apply to any site option (ie. grade beam, trench drain, fencing around perimeter of air supported structure).
3. TBCTC Option 1 capital cost estimates are those provided by an independent local engineering firm. Based on information available, Administration believes the difference in costs between TBCTC and CTB costing for Option 1 (\$170,131 or 4% of total project costs Option 1) relates to omissions in TBCTC costing related to site servicing and preparation. TBCTC Option 3 operating budget implications were provided by TBCTC.
4. CTB capital cost estimates were provided by internal subject matter experts but rely on TBCTC estimates for: re-location of sliding hill and associated works; existing seasonal parking lot modifications (Options 1 and 2), building costs, and professional fees.

### **Option 2 – Chapples Park Road Re-alignment/Related Works**

The estimated cost of the Chapples Park Drive road re-alignment and related works required for Option 2 is as follows:

Road re-alignment	\$480,000
Relocation of 4th hole tee box, removal of section of berm, street light re-location, road construction	\$336,000
Subtotal	<u>\$816,000</u>
Add contingency (20%)	\$163,200
Revised Subtotal	<u>\$979,200</u>
Add inflation for construction 2023 (4%)	\$39,168
Revised Subtotal	<u>\$1,018,368</u>
<b>Total Road Re-alignment Costs</b> (including non-recoverable HST 1.0176%)	<b><u><u>\$1,036,291</u></u></b>

### **Current City Financial Commitment to Project**

Council had previously allocated up to \$1.5 million be provided to the Thunder Bay Community Tennis Centre to work in partnership with the City of Thunder Bay on the creation of an air supported structure at Chapples Park. The City's financial support is subject to confirmation of total project funding, due diligence review of the business plan, and future budget approval by Council. The proposed source of funding for Council's current financial commitment to the project is the Stabilization Reserve Fund.

### **Status TBCTC Fundraising**

Currently, the TBCTC has secured \$1,550,000 in project funding and has identified an additional \$2,534,000 in potential additional funding from sponsorships, grants, donations, advance memberships/fees, including the City's proposed \$1.5 million commitment, resulting in TBCTC's anticipated total project funding to date of \$4,084,000.

### **Current Project Funding**

Administration's recommendation to proceed with Option 2 and the allocation of funding from Renew Thunder Bay to the Infrastructure and Operations Department to advance the Chapples Park Drive re-alignment required for Option 2, combined with TBCTC's fundraising plan to date, confirms a minor shortfall (0.17%):

Total Project Cost – Option 2	\$5,129,484
Funding to Infrastructure/Operations	<u>-\$1,036,291</u>
Chapples Park Road Re-alignment (Renew Thunder Bay)	
Outstanding Project Capital Requirement	\$4,093,193
TBCTC Expected Project Funding (to date)	<u>\$4,084,000</u>
Current Expected Project Funding Gap (Option 2)	\$9,193

Given the high level nature of the cost estimates, Administration will report back to Council when TBCTC has satisfied full project funding and prior to the tender for design/construction of the proposed Chapples Park Drive re-alignment.

### City Share of Total Project Costs

Below is the City's share of total project costs for the various options based on the City's current financial commitment of up to \$1.5 million as well as the impact of the proposed additional City commitment to advance the Chapples Park Drive re-alignment required for Option 2:

	<b>Option 1 TBCTC Estimate</b>	<b>Option 1 CTB Estimate</b>	<b>Option 2 CTB Estimate</b>	<b>Option 3 CTB Estimate</b>
Total Project Costs  (2023 Construction)	\$4,153,598	\$4,323,729	\$5,129,484	\$4,333,156
Original City Financial Commitment	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
City Share of Total Project Costs	36%	35%	29%	35%
Additional City Investment – Chapples Park Road Re-alignment			\$1,036,291	
Revised City Share of Total Project Costs			49%	

Maintaining the City's financial contribution as a proportion of total project costs at a similar level to Options 1 or 3 suggests that an increase above the City's current commitment of up \$1.5 million is warranted. Consideration of Council's approval of funding to support the Chapples Drive road re-alignment suggests that the City's contribution to the capital costs of the project will still be less than 50%.

### **CONCLUSION**

It is concluded that the site adjacent and immediately south of the existing seasonal facility, represented as Option 2 in this report, is the preferred location to accommodate a proposed 6 court, air supported structure at Chapples Park. It is recommended that Council approve \$1,036,291 from the Renew Thunder Bay reserve fund for Infrastructure and Operations to proceed with the design and construction of the re-alignment of Chapples Drive and related works in order to advance the development of this site option subject to confirmation of total project funding and due diligence review of the business plan for the proposed project.

## **BACKGROUND**

The Recreation and Culture Facilities Master Plan “Fit Together” (R152/2016) in January 2017 acknowledged the development of an indoor tennis facility as a near term priority in support of the Plan’s goals to promote active recreation for all ages and abilities, especially during winter months given the anticipated decommission of the ‘College Bubble’. The erection of an air supported structure over the Club’s existing courts was identified as a potential solution, subject to a detailed review of the draft capital and operating plans. The Plan contemplates that the facility would be developed through partnerships.

The Chapples Park Master Plan (R48/2017) supported the development of a multi-use indoor sports hub at this site as a phase 2/medium term priority (6 to 10 years) that could accommodate indoor turf and/or indoor court sports.

As part of 2018 budget deliberations and in response to a deputation from the Thunder Bay Community Tennis Centre, Council allocated a capital budget of up to \$20,500 to support the development of a Business Case/Feasibility Study for Indoor Tennis (Council Authority Amended Budget Resolution – R1/2018 – February 5, 2018).

Council resolved on October 7, 2019 a recommendation from the Multi-Use Indoor Sports Facility Committee that a potential of up to \$1.5 million be provided to the Thunder Bay Community Tennis Centre to work in partnership with the City of Thunder Bay on the creation of an air supported structure at Chapples Park. The City’s financial support is subject to confirmation of total project funding, due diligence review of the business plan, and future budget approval by Council. The proposed source of funding for the Project is the Stabilization Reserve Fund. Any agreements between the parties are to be created in form and content satisfactory to the City Solicitor and the City Treasurer and the Mayor and City Clerk be authorized to sign any agreements relative to the Project.

On April 4, 2022, Council received an administrative update on the proposed indoor racquet facility, seeking Council direction in respect of the proposed siting of the facility within Chapples Park (R 27/2022). Council directed Administration to report back by May 9, 2022, through consultation with the Thunder Bay Community Tennis Centre, on the available capital, operating and development costs budget associated with the various site options.

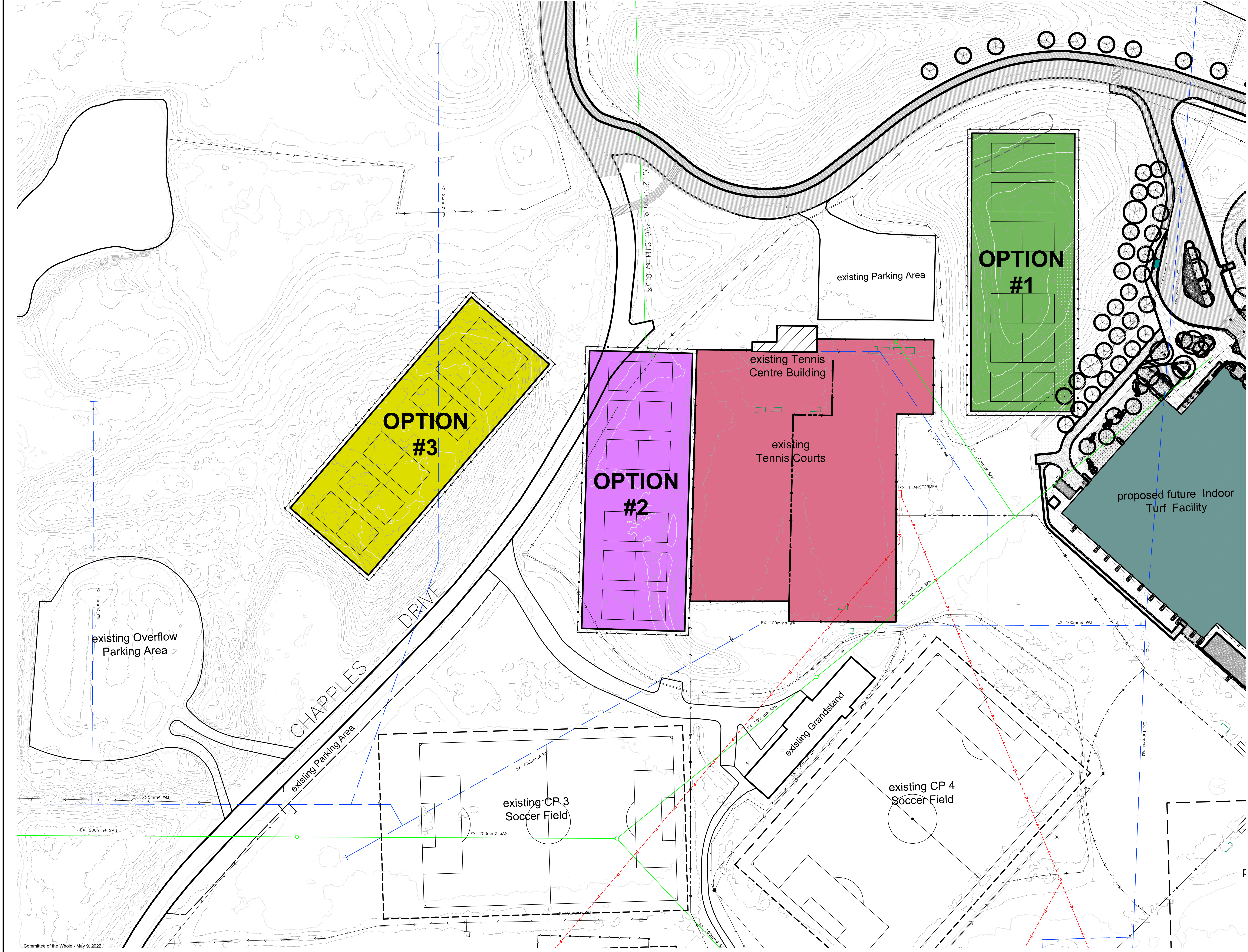
***REFERENCE MATERIAL ATTACHED:***

Attachment A - Chapples Park Site Options Proposed Indoor Racquet Sport Facility  
Attachment B - Chapples Park Site Options Proposed Indoor Racquet Sport Facility (Aerial View)  
Attachment C - Comparison/Costing of Various Site Options TBCTC Indoor Project

***PREPARED BY: KELLY ROBERTSON, GENERAL MANAGER – COMMUNITY SERVICES***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Kelly Robertson, General Manager, Community Services	April 29, 2022





**General Notes**

LEGEND

Source of Base Information:  
-City of Thunder Bay GIS data, 2018

Notes:  
Contractor to verify all dimensions on site and notify Consultant of any discrepancies.

3		
2	Re-issued for City Council Meeting	May 9, 2022
1	Issued for City Council Meeting	April 4, 2022
No.	Revision/Issue	Date

North

Not for construction unless sealed, signed & dated

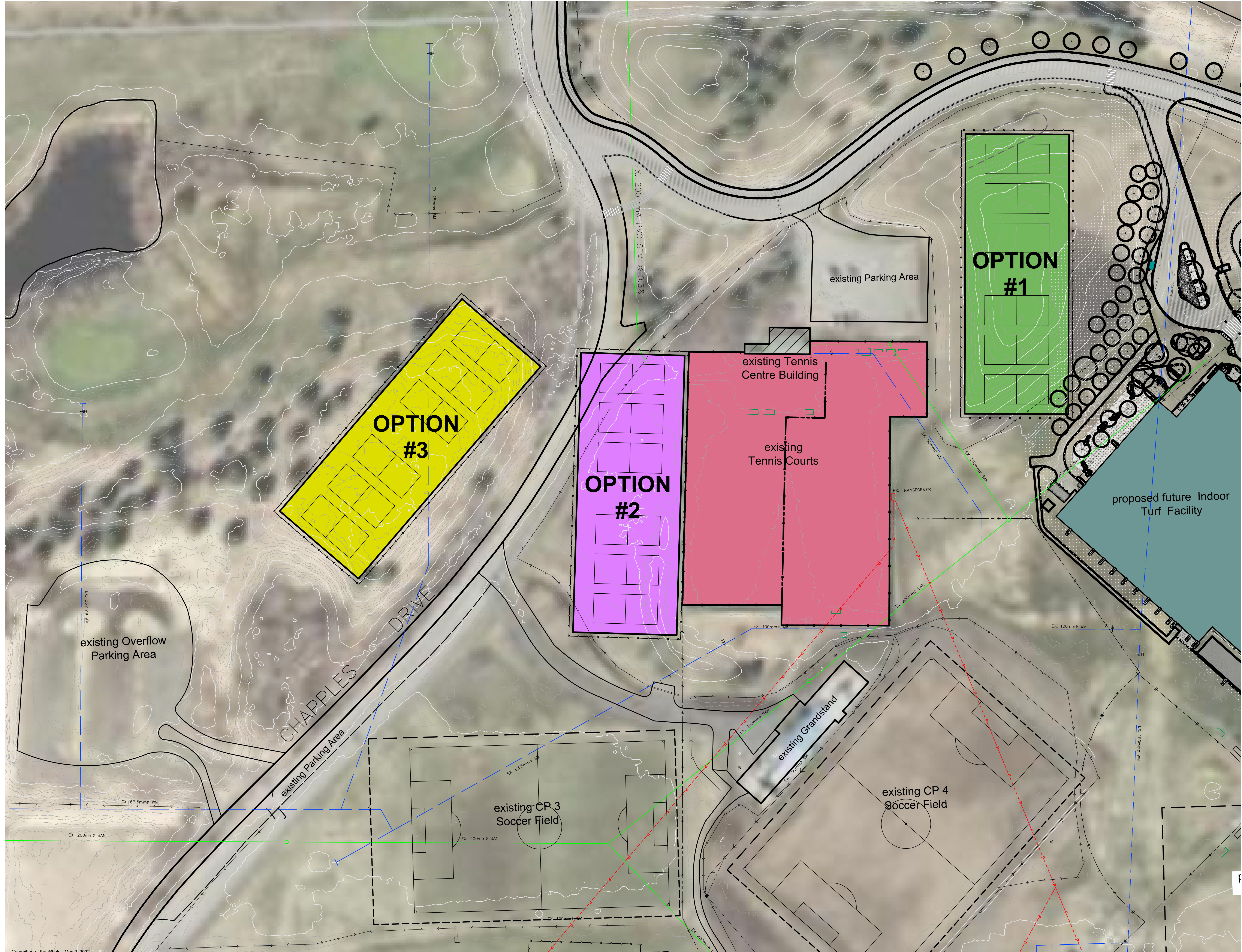
**Plan Name and Address**  
  
Infrastructure & Operations  
Department  
Parks & Open Spaces Section

**Project Name**  
Chapples Park  
Indoor Tennis Facility  
  
Thunder Bay, Ontario

**Project Title**  
Proposed Indoor Tennis  
Air Supported Structure  
Location Options  
  
Tennis Centre Area Plan

<b>Project</b> n/a	<b>Sheet</b>
<b>Date</b> April 2022	L-2
<b>Scale</b> 1:600	





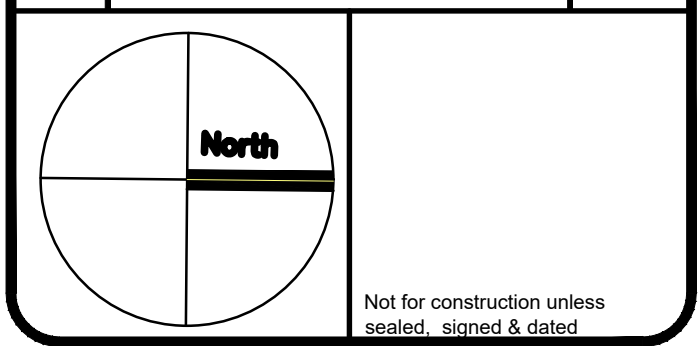
General Notes

LEGEND

Source of Base Information:  
-City of Thunder Bay GIS data, 2018

Notes:  
Contractor to verify all dimensions on site and notify Consultant of any discrepancies.

No.	Revision/Issue	Date
3		
2	Re-Issued for City Council Meeting	May 9, 2022
1	Issued for City Council Meeting	April 4, 2022



Plan Name and Address

**CITY OF Thunder Bay**  
Superior by Nature

Infrastructure & Operations  
Department  
Parks & Open Spaces Section

Project Name

Chapples Park  
Indoor Tennis Facility

Thunder Bay, Ontario

Project Title

Proposed Indoor Tennis  
Air Supported Structure  
Location Options

Tennis Centre Area Plan

Project: n/a	Sheet:
Date: April 2022	L-2
Scale: 1:600	



## Attachment C - Comparison/Costing of Various Site Options TBCTC Indoor Project

Benefits	Challenges	Site Servicing/Preparation Requirements
<b>Option 1 (Green Rectangle) – lands northwest of existing seasonal facility</b>		
<ul style="list-style-type: none"> <li>immediately adjacent to existing seasonal tennis facility and clubhouse allowing for operational efficiencies in off peak season and potential to integrate renovated or new clubhouse with air supported structure in the future</li> <li>makes use of existing parking lot (but requires some modifications)</li> </ul>	<ul style="list-style-type: none"> <li>potential concerns from the community regarding the re-location of the existing sliding hill</li> <li>scale of project and how it would detract from vision ('pavilion in park') and design principles for proposed multi-use indoor sports facility and integration with site features and contours such as the approach to the multi-use sports facility, the obstruction of the view of Mount Mackay from the multi-use sports facility, the loss of integration between the multi-use sports facility and the existing sliding hill, the over-crowding of structures in this area of Chapples Park.</li> <li>juxtaposition of high energy consuming indoor racquet structure immediately adjacent to proposed net zero carbon multi-use indoor sports facility</li> </ul>	<p>Site Servicing:</p> <ul style="list-style-type: none"> <li>provision of sanitary sewer, water, electricity, natural gas</li> </ul> <p>Site Preparation:</p> <ul style="list-style-type: none"> <li>relocate sliding hill soil to another area within Chapples Park</li> <li>regrade, reseed disturbed area</li> <li>ditching</li> <li>parking lot addition</li> <li>tree clearing, tree planting</li> </ul>
<b>Option 2 (Pink Rectangle) – lands immediately south of existing seasonal facility</b>		
<ul style="list-style-type: none"> <li>immediately adjacent to existing seasonal facility</li> <li>makes use of existing parking lot, with modifications</li> <li>contemplates area designated to accommodate 2 new</li> </ul>	<ul style="list-style-type: none"> <li>road re-alignment required (300m starting from the bridge approach and includes relocation of the #4 hole tee box, removal of a section of berm, streetlight</li> </ul>	<p>Site Servicing:</p> <ul style="list-style-type: none"> <li>provision of sanitary sewer, water, electricity, natural gas</li> </ul> <p>Site Preparation:</p> <ul style="list-style-type: none"> <li>road re-alignment</li> </ul>

Benefits	Challenges	Site Servicing/Preparation Requirements
<p>indoor courts based on original request</p> <ul style="list-style-type: none"> <li>mitigates concerns regarding site integration of proposed multi-use sports facility, crowding that exists with Option 1</li> </ul>	<p>relocation, and road construction)</p> <ul style="list-style-type: none"> <li>will require shortening of 4rth hole (approx. 18 m)</li> <li>most costly option</li> </ul>	<ul style="list-style-type: none"> <li>relocation of 4rth hole tee box, removal of section of berm, street light re-location, road construction</li> <li>ditching</li> <li>parking lot addition</li> <li>tree clearing, tree planting</li> </ul>
<b>Option 3 (Yellow Rectangle) – lands adjacent to 4rth hole, Chapples Park Golf Course</b>		
<ul style="list-style-type: none"> <li>an un-utilized area of the park</li> <li>there is an existing overflow parking within the area contemplated</li> <li>opportunity to retain some existing trees to buffer and plant new trees to soften facade</li> <li>no significant conflicts with golf operations if air supported dome is placed as far east as possible onsite balancing access from existing seasonal facility</li> <li>mitigates concerns regarding site integration of proposed multi-use sports facility, crowding that exists with Option 1</li> </ul>	<ul style="list-style-type: none"> <li>close but not immediately adjacent to existing seasonal facility (TBCTC cites safety concerns and operating budget implications with the creation of two locations, separated by distance and a road; CTB cites safety concerns low risk given 20 km speed limit, one way vehicular traffic and potential for future traffic calming measures, if necessary)</li> <li>parking lot needs upgrade and is not exclusive use in summer months</li> <li>may be target for errant golf balls (can be mitigated with screen/netting)</li> <li>this area of park was going to accommodate surface soil to be removed to accommodate proposed indoor sports facility (possibility of distributing this surface soil elsewhere in the park at additional cost)</li> </ul>	<p>Site Servicing:</p> <ul style="list-style-type: none"> <li>provision of sanitary sewer, water, electricity, natural gas</li> </ul> <p>Site Preparation:</p> <ul style="list-style-type: none"> <li>soil relocation, grading</li> <li>parking lot upgrade</li> <li>screening/netting</li> <li>tree clearing, tree planting</li> </ul>

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	City Manager's Office - Human Resources & Corporate Safety	<b>REPORT NO.</b>	R 51/2022
<b>DATE PREPARED</b>	03/15/2022	<b>FILE NO.</b>	
<b>MEETING DATE</b>	05/09/2022 (mm/dd/yyyy)		
<b>SUBJECT</b>	Work Life Initiatives Policy Update		

## **RECOMMENDATION**

WITH RESPECT to Report R 51/2022 (City Manager's Office – Human Resources & Corporate Safety) we recommend that the amended Work Life Initiatives Policy, appended to this report, be approved;

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

## **EXECUTIVE SUMMARY**

This report recommends the amendment of Work Life Initiatives Policy 06-01-36 to include the addition of a Disconnecting from Work Procedure.

## **DISCUSSION**

The Ontario Ministry of Labour, Training and Skills Development has amended the *Employment Standards Act* (ESA) to require employers with 25 or more employees to have a written policy on disconnecting from work. These amendments were included in Bill 27, *Working for Workers Act, 2021*. The policy must be in place by June 2, 2022.

Work-life balance has become complex and more difficult to achieve with the modernization of workplaces. Employees are now accessible any time of the day through email, text messages and phone calls due to technology. This can result in the blurring of work and personal time, and leave employees feeling that they can never truly disconnect.

The term “disconnecting from work” is defined in the ESA to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

The development of a disconnecting from work procedure is a requirement under the ESA and supports work-life balance initiatives. The new procedure supports and encourages all

employees to disconnect from work outside of their normal working hours where possible (see Appendix B). The procedure compliments our ongoing efforts to create a psychologically healthy and safe workplace.

### ***FINANCIAL IMPLICATION***

There are no financial implications directly resulting from the approval of the amended Work Life Initiatives Policy.

### ***CONCLUSION***

It is concluded that the City's Work Life Initiative Policy, as amended, should be approved.

### ***BACKGROUND***

The City has a Work Life Initiatives Policy that serves to support work life balance initiatives for employees wherever possible in a manner consistent with the Corporate Visions and Values and the terms of collective agreements or the Managerial/Non-Union By-law, and the *Employment Standards Act*. The policy was last updated in 2021.

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

Appendix A: Policy 06-01-36 Work Life Initiatives

Appendix B: Procedure HR-02-65 Disconnecting From Work

***PREPARED BY:*** Karie Ortgiese, Director Human Resources & Corporate Safety

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)  Norm Gale, City Manager	DATE:  April 29, 2022
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<b>SECTION:</b>	HUMAN RESOURCES AND CORPORATE SAFETY
<b>DEPARTMENT/DIVISION:</b>	CITY MANAGER'S OFFICE / HUMAN RESOURCES AND CORPORATE SAFETY
<b>SUBJECT:</b>	WORK LIFE INITIATIVES

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## **POLICY STATEMENT**

It is the policy of the Corporation of the City of Thunder Bay to support Work Life Initiatives wherever possible in a manner consistent with the Corporate Visions and Values and the terms of the collective agreement or the Managerial/Non-Union By-law, and the Employment Standards Act.

## **PURPOSE**

To ensure that Work Life Initiatives are in place.

## **REFERENCE**

### HUMAN RESOURCES PROCEDURES MANUAL

HR-01-38 Employment Equity

HR-02-11 Job Sharing

HR-02-41 Leaves of Absence without Pay

HR-02-44 Pregnancy & Parental Leave

HR-02-62 Flex Time

HR-02-64 Work from Home Program

**HR-02-65 Disconnecting from Work**

HR-04-22 Tuition Fee Reimbursement (College and University)

HR-04-23 Supplemental Employment Benefits Plan (SUB) for Managerial and Non-Union Employees

HR-06-04 Sexual Harassment

HR-06-05 Racial Harassment

HR-08-04 Immunization

HR-08-08 Employee & Family Assistance Program

HR-08-14 Hearing Conservation Program

<b>APPROVED BY:</b>	City Council	<b>Date:</b>	TBD
<b>Replacing/Amending:</b>	09/13/2021		
<b>Originating Department:</b>	City Manager's Office / Human Resources and Corporate Safety		
<b>Contact:</b>	Manager Talent Acquisition & Development / Manager Labour Relations / Manager Compensation, Benefits & Health Services		
<b>Departmental Procedural Manual:</b>	Yes		
<b>Affected Departments:</b>	All		



## Corporate Procedure

No. HR-02-65

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Effective Date	May 16, 2022
<b>SUBJECT:</b>	Disconnecting from Work
<b>DEPARTMENT/DIVISION:</b>	City Manager's Office/Human Resources & Corporate Safety

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### POLICY REFERENCE:

Corporate Policy 06-01-36, Work Life Initiatives

### PROCEDURE STATEMENT:

The City of Thunder Bay is committed to prioritizing the health and wellbeing of employees, and recognizes that regularly disconnecting from work is important for an individual's wellbeing, and helps employees achieve a healthy and sustainable work-life balance.

The intent of this procedure is to encourage and support employees in balancing their working and personal lives, and to disconnect from work outside their normal working hours where possible.

### SCOPE:

This policy applies to all employees, whether they are working remotely, in the workplace, flexibly or are mobile.

Where there is a conflict between collective agreements and this procedure, the collective agreement shall prevail.

### DEFINITIONS:

**Disconnecting from work:** Not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

**Normal Working Hours:** Standard hours may vary by Department, Division and/or Section based on the services provided. Normal working hours may be established by the collective agreement, employment contract, flextime agreement or as established by the Department/Division and/or Section.

### RESPONSIBILITIES:

**Supervisor Responsibilities:**

- Ensure that all employees, regardless of their place of work, are aware of their normal working hours.
- Ensure that employees are aware of the importance of disconnecting outside of normal working hours and discuss with team members the best ways of communicating in order to do so.
- Respect employees' ability to disconnect from work outside of normal working hours except in the event of an emergency and/or when operational needs require contact.
- Support employees to take breaks as per the Employment Standards Act, 2000 and/or applicable collective agreement language.

**Employee Responsibilities:**

- Respect other employees' ability to disconnect by being mindful of co-worker's normal working hours and not routinely expecting work-related communication from co-workers outside of their normal working hours.
- Take scheduled breaks.

**Human Resources Responsibilities:**

- Provide tools to support the ability of employees to set communication boundaries and disconnect from work.

**DISCONNECTING FROM WORK:**

Employees are encouraged to disconnect from work outside of their normal working hours.

Normal working hours for employees may vary. All employees' ability to disconnect from work is within the context of their own individual work schedules, collective agreement provisions, and the duties and obligations of the employee's position.

Employees may need to be contacted outside of their normal working hours when operational needs require contact, in urgent, unforeseeable circumstances and/or when an emergency arises. This type of contact will normally be via telephone or text message.

Due to differing work schedules, some employees may send written communications at times which are inopportune for other employees. The sender should consider the timing of their communication, and the recipient should understand that they will not be expected to respond until their own normal working hours commence, except when required due to operational need, and/or urgent, unforeseeable circumstances or in an emergency.

**COMPLIANCE:**

This procedure complies with legislative and regulatory requirements.

**RELATED INFORMATION:**

This procedure should be read alongside the following documents:

Employment Standards Act

Collective Agreement, employment agreement, as applicable



Policy 08-01-08 Staff (Administration)/Council Relations  
Procedure HR-02-62 Flextime  
Procedure HR-04-16 Hours of Work and Lieu Time  
Procedure HR-04-38 Standby – Managerial & Non-Union Employees  
Procedure HR-02-64 Work from Home Program (Pilot)

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**MEETING DATE**     05/09/2022 (mm/dd/yyyy)

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**SUBJECT**             2023 Budget Calendar and Budget Directions Reports during an Election Year

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***SUMMARY***

At the April 25, 2022 Committee of the Whole meeting, Report R 59/2022 (Corporate Services & Long-Term Care - Financial Services) was presented. The report was referred back to Administration to provide information relating to budget direction provided by Council in a municipal election year and that Administration report back on or before May 9, 2022.

Report R 59/2022 (Corporate Services & Long-Term Care - Financial Services), re-presented.

Memorandum from Policy & Research Analyst Melanie Davis, dated April 29, 2022 providing follow-up information relative to the above noted.

***RECOMMENDATION***

WITH RESPECT to Report R 59/2022 (Corporate Services & Long Term Care - Financial Services), we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2023 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A - 2023 Budget Calendar;

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

***ATTACHMENTS***

- 1 Report 59/2022
- 2 Memorandum from Melanie Davis
- 3 Attachment to Memorandum

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Corporate Services & Long Term Care - Financial Services	<b>REPORT</b>	R 59/2022
<b>DATE PREPARED</b>	04/12/2022	<b>FILE</b>	
<b>MEETING DATE</b>	04/25/2022 (mm/dd/yyyy)		
<b>SUBJECT</b>	2023 Proposed Budget Calendar		

## **RECOMMENDATION**

WITH RESPECT to Report R 59/2022 (Corporate Services & Long Term Care - Financial Services), we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2023 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A - 2023 Budget Calendar;

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

## **EXECUTIVE SUMMARY**

This report identifies recommended timelines for the 2023 Budget Calendar, with the distribution of proposed Capital and Operating Budget documents to members of Council on December 19, 2022. Review of the 2023 Budget by the Committee of the Whole would commence on January 17, 2023, with budget ratification scheduled for February 6, 2023. These proposed timelines are consistent with the 2022 Budget Calendar.

## **DISCUSSION**

### **2023 Operating and Capital Budgets**

The recommended timelines for the Council review process for the 2023 Budget are provided in Attachment A to this Report. Distribution of proposed Capital and Operating Budget documents to members of Council is scheduled for December 19, 2022.

The Budget review process includes an Informal Question and Answer session with City Council scheduled for January 10, 2023, providing an opportunity for City Council to meet with Administration to discuss and answer questions about the proposed Capital and Operating Budgets. Additional sessions could be added to the schedule if desired by Council.

The Long Term Financial Overview begins the budget review cycle and is proposed for January 10, 2023. This overview provides information about the City's proposed budget, and the economic and fiscal environment, including significant future challenges and opportunities facing the City of Thunder Bay.

The 2023 proposed Operating and Capital Budgets would be available on the City of Thunder Bay website on January 4, 2023. Copies of the Budget would also be available for viewing at City Hall and at the Brodie and Waverly Thunder Bay Public Library branches.

The proposed budget calendar provides opportunities to involve the community in the budget process including: a Public Pre-Budget consultation survey proposed to be launched in June 2022, a Public Pre-Budget deputation meeting on January 12, 2023 prior to the start of Council deliberations, and a Public Post-Budget deputation meeting on February 2, 2023 prior to budget ratification. In addition, between January 4 and February 2, community feedback on the proposed budget will be solicited both online through the Get Involved Tbay website and in paper through the Community Handbook.

Council review of the Budget is proposed for January 17, 19, 25, and 31, 2023. City Administration will be available to respond to questions related to the Operating and Capital Budgets.

Based on the proposed schedule, budget ratification is scheduled on February 6, 2023.

### ***FINANCIAL IMPLICATION***

There are no financial implications resulting from the recommendation contained in this Report.

### ***CONCLUSION***

It is concluded that the proposed 2023 Budget Calendar, should be approved.

### ***BACKGROUND***

As required under Section 290(1) of the *Municipal Act, 2001*, Council is to adopt estimates of all sums required during the year for the purposes of the municipality, and as such, Administration annually presents a recommended Capital and Operating Budget package to Committee of the Whole for consideration. It is necessary to establish dates for Special Committee of the Whole meetings to consider the 2023 Operating and Capital Budgets.

***REFERENCE MATERIAL ATTACHED:***

Attachment A – Proposed 2023 Budget Calendar

***PREPARED BY: EMMA WESTOVER, DIRECTOR-FINANCIAL SERVICES***

THIS REPORT SIGNED AND VERIFIED BY:  LINDA EVANS, GM Corporate Services & Long Term Care, City Treasurer	DATE:  April 13, 2022
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## 2023 Budget Calendar

<b>Council Budget Review Process</b>	<b>2022 Approved</b>	<b>2023 Proposed</b>
Public Pre-Budget Consultation * survey only in election year	June, 2021	June, 2022
Budget Directions Report	July, 2021	See Note
Budget Package (Operating and Capital) delivered to City Council	Dec 20, 2021	Dec 19, 2022
Budget Available on Web	Jan 4, 2022	Jan 4, 2023
Informal Question and Answer Session with Council (Operating and Capital)	Jan 11, 2022 <b>3 – 5:30 pm</b>	Jan 10, 2023 <b>3 – 5:30 pm</b>
Long Term Financial Overview	Jan 11, 2022 <b>6:30 pm start</b>	Jan 10, 2023 <b>6:30 pm start</b>
Public Pre-Budget Deputation Meeting	Jan 13, 2022 <b>6:30 pm start</b>	Jan 12, 2023 <b>6:30 pm start</b>
Council Budget Review	Jan 18, 20, 26, Feb 1, 2022 <b>5:00 pm start</b>	Jan 17, 19, 25, 31, 2023 <b>5:00 pm start</b>
Public Post-Budget Deputation Meeting	Feb 3, 2022	Feb 2, 2023
Ratification by City Council	Feb 7, 2022	Feb 6, 2023
Tax Policy	May, 2022	May, 2023

<b>Administrative Capital Budget Timelines</b>	<b>2022 Approved</b>	<b>2023 Proposed</b>
Capital Module Open in FMW	May 3, 2021	May 2, 2022
Capital Envelopes	Early May, 2021	Early May, 2022
Capital Budget Packages to Budget Office (Departments & Outside Boards)	July 28, 2021	July 27, 2022
Administrative Review of Capital Budgets	July 29 - Aug 18, 2021	July 28 - Aug 17, 2022
EMT Meetings on Capital Budget	Aug 19 - 26, 2021	Aug 18 - 26, 2022
Final Capital Budget Packages to Budget Office (Departments & Outside Boards)	Aug 31, 2021	Aug 31, 2022

Note: Not applicable in election year – City Manager to provide direction June 2022 to departments and outside boards.

## 2023 Budget Calendar

<b>Administrative Operating Budget Timelines</b>	<b>2022 Approved</b>	<b>2023 Proposed</b>
Operating and Salary Plan Modules Open in FMW	Mid June, 2021	Mid June, 2022
Operating Budget Packages to Budget Office (Departments & Outside Boards)	Sept 3, 2021	Sept 2, 2022
Administrative Review of Operating Budgets	Sept 7 – 30, 2021	Sept 6 – 29, 2022
EMT Meetings on Operating Budget	Oct 1 - 19, 2021	Oct 3 - 18, 2022
Final Operating Budget to Budget Office (Departments & Outside Boards)	Oct 25, 2021	Oct 24, 2022
User Fee Schedules to Budget Office	Oct 25, 2021	Oct 24, 2022
Department & Outside Board Overviews Finalized	Nov 1, 2021	Oct 31, 2022
Budget Team – Preparation of Budget Books, Drafting Corporate Report, Community Handbook, Long Term Financial Overview	Oct 25 - Nov 23, 2021	Oct 24 - Nov 30, 2022
Budget Corporate Report Formal Review	Dec 2, 2021	Dec 8, 2022
Budget Package Final Review before Printing	Nov 24 - Dec 9, 2021	Dec 1 - Dec 8, 2022
Budget Books submitted to Print shop	Dec 10, 2021	Dec 9, 2022
Detailed Agendas for COW Meetings, and Community Handbook Finalized	Dec 17, 2021	Dec 16, 2022
Long Term Financial Overview Finalized	Dec 23, 2021	Jan 6, 2023

# Memorandum

Corporate Services &  
Long-Term Care

Telephone: 625-2389

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**TO:** Krista Power, City Clerk

**FROM:** Melanie Davis, Policy & Research Analyst, Corporate Services & Long-Term Care

**DATE:** April 29, 2022

**SUBJECT:** 2023 Budget Calendar and Budget Directions Reports during an Election Year  
Committee of the Whole – May 9, 2022

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The purpose of this memo is to provide information in response to Council's referral at the April 25, 2022 Committee of the Whole meeting. Administration was requested to provide information relating to budget direction provided by Council in a municipal election year.

The Council approved Budget Process Policy (05-02-01) identifies that a Financial Forecast is to be completed before the beginning of the budget process *with the exception of the first budget in the term of a new Council*. The Financial Forecast is described as an annual report that provides projections and recommendations for future capital and operating budget financing. The goal of the Forecast is to establish guidelines for the next budget pertaining to new debt, municipal taxes, capital-out-of-revenue, and expenditure increases. This stage of the budget process has been presented to Council as a Budget Directions report in previous years.

In line with this the Policy, Budget Directions reports were not brought to Council for approval in 2010, 2014, or 2018.

Members of the Ontario Regional & Single Tier Treasurers group were surveyed about their practice of obtaining Council budget direction in an election year. Seven of 13 followed the same process as the City of Thunder Bay, one receives budget direction from newly elected Council in December (post-election) and five receive direction on a target levy increase during an election year either through a multi-year approach or within the election year.

Administration is adhering to the Budget Process Policy (05-02-01)(see Attachment A) in that no formal Council Budget Direction be received in election years. The City Manager will consult with the Executive Management Team and provide information related to the 2023 budget to Council in the coming months.



# Corporate Policy

**Policy No.** 05-02-01

**Effective Date:**

10/15/1996

**SECTION:**  
**DEPARTMENT/DIVISION**  
**SUBJECT:**

FINANCE & ACCOUNTING  
FINANCE / FINANCIAL PROGRAMS  
**BUDGET PROCESS**

## **POLICY STATEMENT:**

It is the policy of The Corporation of the City of Thunder Bay to establish an annual budget process encompassing all municipal departments and enterprises as well as outside boards, commissions and agencies for which Council is required to approve annual budget estimates or levies, as established in By-Law No. 172 - 1988.

## **PURPOSE:**

1. To establish the component processes of the annual budget process.
2. To place responsibility for the tasks related to the preparation, approval and administration of the annual budget.
3. To encourage long-range planning of both capital and operating expenditures.
4. To achieve approval of the annual budget prior to March 1 of the new budget year.
5. To encourage effective planning, analysis and allocation of the Corporation's limited financial resources.

## **RESPONSIBILITIES**

### **1. COUNCIL**

To approve corporate policies and procedures governing planning, budgeting and financial control.

To review and approve the annual operating and capital budget estimates for all municipal departments, enterprises, outside boards, agencies and commissions for which Council is required to approve annual estimates.

To monitor budget performance against budget objectives on a periodic basis and to approve any significant changes from the approved budgets.

### **2. SENIOR MANAGEMENT**

To ensure that effective policies and procedures governing planning, budgeting and financial control are developed and maintained.

### **4. GENERAL MANAGER - FINANCE**

Committee of the Whole, May 9, 2022

To assist in the development of all budget guidelines and recommendations in conjunction with the City Manager, Senior Administration and Manager - Financial Programs.

To provide and make recommendations for budget estimates pertaining to all general revenues and expenditures including operating and capital budget reserve provisions.

To ensure that all budget and financial forecast recommendations and guidelines are prepared with due consideration to the long term financial well-being of the Corporation.

## **5. DEPARTMENT HEADS AND HEADS OF OUTSIDE BOARDS, COMMISSIONS AND AGENCIES**

To prepare annual departmental and agency operating and capital budgets in compliance with approved budget guidelines, instructions and policies as provided in the City of Thunder Bay Budget Manual.

To ensure the utmost cost effectiveness and efficiency of all budget proposals submitted to City Council.

To review operating and capital budget decision packages with City Council.

To implement the annual budgets as approved by City Council and be accountable for achieving budget objectives.

To report significant budget variances and obtain necessary approvals for budget transfers and changes.

## **COMPONENT PROCESSES**

### **1. Financial Forecast**

An annual report that will serve as a long range financial planning tool. The forecast will encompass projections for both operating and capital expenditures as well as recommendations for future capital and operating budget financing. The impact of forecasted personnel and operational charges will also be included in the financial forecast.

The primary purpose of the forecast will be to set guidelines pertaining to future capital and operating budgets i.e. new debt, capital-out-of-revenue, municipal taxes, departmental expenditure increases, etc.

With the exception of the first budget year in the term of a new Council, the forecast will be completed before the budget process is initiated so that it may act as a basis for establishing the coming year's budget preparation guidelines.

## 2. Operating Budget

An operating budget will be prepared annually and will serve as the resource allocation process for operating costs and revenues that relate to ongoing municipal services and programs.

## 3. Capital Budget

A capital budget will be prepared annually and will serve as the resource allocation process for items of a capital nature with a long term life or benefit. The annual capital budget will be the first year of a multi-year capital program which encompasses the projection of capital costs and financing over a minimum 5 year period.

## 4. Community Financial Assistance

The current financial assistance by-law outlines the policies and procedures for non-profit community organizations to apply for and receive financial assistance from the City of Thunder Bay. The by-law which details the policy will be annually reviewed and updated and then approved by Council. The financial assistance process will normally take place during the month of March. City Council will allocate grants to various community non-profit organizations to the maximum total amount approved in the budget.

## 5. Budget Status Report

A budget status report will be prepared at least bi-annually and will include justification for significant financial variances to the approved budgets.

## 6. Office Furniture, Furnishings and Equipment Process

Provisions for office furniture, furnishings or equipment purchases shall, in total, be approved by Council as part of the annual capital budget. It is the responsibility of administration to ensure that this total is then allocated in the most efficient and effective manner.

## 7. Budget Process Evaluation

The budget process will be evaluated annually for the purpose of identifying improvements to be implemented in future budgets.

## **TARGET DATE FOR BUDGET APPROVAL**

1. A goal of the budget process is to have the annual operating and capital budgets approved before the 1st day of March each budget year. In addition, all component processes shall be completed at the appropriate dates so that the above goal can be accomplished consistent with the required integrity and accuracy.

## **BUDGET PROCESS CONSIDERATIONS**

### **1. Corporate Budget Policy Statements**

A number of corporate budget policy statements exist in relation to the budget process in Sections AO-03-01 through AO-03-08 of the Budget Manuals. The Senior Management Team is responsible for ensuring that all budget policies are adhered to in the budget process.

### **2. Responsibility Centres**

Department Heads are ultimately responsible for the preparation and execution of their budgets. In this way managers are responsible and accountable for achieving budget objectives, both financial and operational.

### **3. Priority Allocation**

The primary goal of the budget process is to encourage allocation of financial resources to those items with the highest priority, as determined by Council.

### **4. Effective Utilization of Resources**

The budget process is also intended to encourage improvements and innovations which will achieve more cost-effective utilization of resources.

### **5. Budget Programs, Projects and Service Levels**

Budgets shall be prepared and approved on the basis of distinct operating budget programs, one-time capital budget projects, and on-going capital budget programs which may encompass a number of smaller related capital projects - i.e. capital maintenance program -buildings.

Operating budget services or programs will be budgeted for based on service levels which reflect a measurable statement of the quality, quantity and cost of the service or program to a specified segment of the community.

## 6. Councilor's Role as Policy Maker

The budget process will allow City Council as elected representatives, to carry out their duties in setting community goals, determining and setting priorities, and directing actions and resources to achieve objectives.

## 7. Outside Boards and Commissions

Budget preparation and review of all outside Boards and Commissions should be coordinated and consistent with procedures followed by City Departments.

## 8. Staff Complement Control

Unless otherwise approved by City Council, the total full-time positions approved through the budget process will be a department's approved complement and will become the upper full-time staff level for control purposes.

### **REFERENCE:**

BY-LAW NO. 172 - 1988

REPORT 527/86 - Debenture Debt Capacity Analysis

**Approved By:**City Council

**Date:**07/25/1988

**Replacing/Amending:**

**Originating Department:**Finance

**Contact:**Manager - Financial Programs

**Departmental:**Yes

**Procedures Manual:**

**Affected Departments:**All

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**MEETING DATE**     05/09/2022 (mm/dd/yyyy)

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**SUBJECT**             2021/2022 Citizens of Exceptional Achievement Event Update

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***SUMMARY***

Memorandum from Allison Hill, Chair – Official Recognition Committee, dated April 27, 2022 recommending that the 2022 Committee of the Whole/City Council Meeting Calendar be amended to reflect the re-scheduled date for the 2021/2022 Citizens of Exceptional Achievement Event on June 28, 2022.

***RECOMMENDATION***

WITH RESPECT to the Memorandum from Official Recognition Chair Allison Hill dated April 27, 2022, we recommend that the 2022 Committee of the Whole/City Council Meeting Calendar be amended to reflect the re-scheduled date for the 2021/2022 Citizens of Exceptional Achievement Event on June 28, 2022;

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

***ATTACHMENTS***

1 Memorandum from Allison Hill

## **Memorandum**

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

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**TO:** Dana Earle, Deputy City Clerk

**FROM:** Allison Hill, Chair – Official Recognition Committee

**DATE:** April 27, 2022

**SUBJECT:** 2021/2022 Citizens of Exceptional Achievement Event Update  
Committee of the Whole – May 9, 2022

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Members of Council,

At the February 14, 2022 Committee of the Whole meeting, a memorandum was presented from the Official Recognition Committee recommending that the 2021/2022 Citizens of Exceptional Achievement, originally scheduled for April 19, 2022, be postponed until a later date. The Committee met on April 25, 2022 to discuss potential dates and formats of the event and are recommending that the event continue to be virtual and be held on Tuesday, June 28, 2022.

The Committee has begun planning for the event and will be following a similar format to the virtual event held in 2020. Award winners and their nominators will be advised of the virtual event and a physically-distanced award presentation will be scheduled prior to the event date.

On behalf of the Committee, please consider the following recommendation,

WITH RESPECT to the Memorandum from Official Recognition Chair Allison Hill dated April 27, 2022, we recommend that the 2022 Committee of the Whole/City Council Meeting Calendar be amended to reflect the re-scheduled date for the 2021/2022 Citizens of Exceptional Achievement Event on June 28, 2022;

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





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**MEETING DATE**     05/09/2022 (mm/dd/yyyy)

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**SUBJECT**             Outstanding List for Community Services as of April 26, 2022

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***SUMMARY***

Memorandum from City Clerk K. Power, dated April 26, 2022 providing the Community Services Outstanding Items List, for information.

***ATTACHMENTS***

1 Memorandum from City Clerk Krista Power

# Memorandum

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

**TO:** Mayor & Council

**FROM:** Krista Power, City Clerk

**DATE:** Tuesday, April 25, 2022

**SUBJECT:** Outstanding List for Community Services Session as of April 25, 2022  
Committee of the Whole – May 9, 2022

The following items are on the outstanding list for Community Services:

Reference Number	Department/Division	Outstanding Item Subject	Resolution Report Back Date	Revised Report Back Date
2021-101-CS	Community Services / Facilities, Fleet & Energy Management	Free Menstrual Products at City Facilities	Sep-30-2022	<b>Dec-12-2022</b>
2021-106-CS	Community Services - Recreation & Culture; Infrastructure and Operations - Parks and Open Spaces	Former Dease Pool Site - Detailed Design and Concept Plan	Dec-13-2022	<b>Feb-13-2023</b>
2021-107-CS	Community Services - Transit Services	Proposed Affordable Monthly Bus Pass Program	Dec-13-2022	<b>Feb-13-2023</b>
2021-108-CS	Community Services - Recreation & Culture	User Fee Model & Affordable Access Pilot	Dec-13-2022	<b>Feb-13-2023</b>
2021-109-CS	Community Services	Expression of Interest Proposed Multi-use Indoor Sports Facility	Feb-14-2022	<b>Upon receipt of information relative to the status of Infrastructure Canada funding request</b>
2022-100-CS	Community Services	Administrative Update Thunder Bay Community Tennis Centre Indoor Project - Referral Resolution	May-09-2022	

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<b>Reference Number</b>	<b>Department/Division</b>	<b>Outstanding Item Subject</b>	<b>Resolution Report Back Date</b>	<b>Revised Report Back Date</b>
2022-101-CS	Community Services	Lifeguard Recruitment and Retention Review	Sep-12-2022	

\* Subject to ratification