



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, AUGUST 23, 2021

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

TIME: 6:30 P.M.



MEETING: Committee of the Whole

DATE: Monday, August 23, 2021

Reference No. COW - 35/52

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

Committee of the Whole - Closed Session

Chair: Councillor Aldo Ruberto

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

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

Committee of the Whole - Planning Session

Chair: Councillor Aldo Ruberto

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - August 23, 2021 - Committee of the Whole **(Page 5)**

WITH RESPECT to the August 23, 2021 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

PRESENTATIONS

Citizens of Exceptional Achievement – Thunder Bay’s 50th Anniversary Volunteer Service Awards

Memorandum from Deputy City Clerk Dana Earle, dated August 16, 2021 requesting that a presentation be provided by the Official Recognition Committee for the 50th Anniversary award recipients. **(Pages 6 – 7)**

ITEMS ARISING FROM CLOSED SESSION

REPORTS OF COMMITTEES, BOARDS AND OUTSIDE AGENCIES

Committee of Adjustment Minutes

Minutes of Meeting No. 06-2021 of the Committee of Adjustment held on June 23, 2021, for information. **(Pages 8 – 17)**

Parking Authority Board Minutes

Minutes of Meeting 06-2021 of the Parking Authority Board held on June 8, 2021 for information. **(Pages 18 – 21)**

REPORTS OF MUNICIPAL OFFICERS

Contract 11, 2020: Boulevard Lake Dam Rehabilitation Costs

Report R 109/2021 (Infrastructure & Operations - Engineering & Operations) summarizing the additional construction and engineering work required for the Boulevard Dam rehabilitation project and recommending a source of financing to cover the costs. **(Pages 22 – 26)**

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 109/2021 (Infrastructure & Operations – Engineering & Operations) we recommend that Appropriation No. 20 be approved to allow for payment of costs for construction and engineering for Contract 11, 2020 Boulevard Dam Rehabilitation up to the maximum values identified in this report;

AND THAT the General Manager of Infrastructure and Operations report any circumstances to City Council should significant variation in the contract quantities occur;

AND THAT the Mayor and City Clerk be authorized to sign all documentation related to the changes outlined in this report;

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

PETITIONS AND COMMUNICATIONS

Report on Potential Future Uses of the Former Dease Pool Site

Memorandum from General Manager - Community Services Kelly Robertson, dated August 11, 2021 providing information on the status of public engagement for potential future uses of the former Dease Pool site and to request the deferral of a report date, for information only. **(Pages 27 – 29)**

Outstanding List – Historical Items Update

Memorandum from City Manager Norm Gale, dated August 11, 2021 providing an update relative to the City Council Outstanding Items List and advising a presentation date on or before September 27, 2021. **(Pages 30 – 31)**

OUTSTANDING ITEMS

Outstanding List for Planning Services as of August 10, 2021

Memorandum from City Clerk Krista Power, dated August 11, 2021 providing the Planning Services Outstanding Items List, for information. **(Pages 32 – 34)**

OPEN SESSION in the S.H. Blake Memorial Auditorium

Committee of the Whole – Administrative Services Session
Chair: Councillor Mark Bentz

REPORTS OF MUNICIPAL OFFICERS

2020 Corporate Safety Annual Review Report

Report R 110/2021 (City Manager's Office - Human Resources & Corporate Safety) providing an overview of the activities and initiatives undertaken in 2020 by the Human Resources & Corporate Safety Division. **(Pages 35 – 44)**

WITH RESPECT to Report No. R 110/2021 (City Manager's Office – Human Resources & Corporate Safety) we recommend that City Council affirm its commitment to implementing, maintaining and continually improving an occupational health and safety program guided by the elements of ISO 45001:2018;

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

Work Life Initiatives - Policy

Report R 112/2021 (City Manager's Office - Human Resources & Corporate Safety) recommending that the amended Work Life Initiatives Policy, appended to this report, be approved. **(Pages 45 – 52)**

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 112/2021 (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.

2020-2021 Ward, Town Hall and Committee Meeting Update

Report R 111/2021 (City Manager's Office - Office of the City Clerk) recommending that Ward and Town Hall meetings continue to be provided virtually until January 2022. **(Pages 53 – 56)**

WITH RESPECT to Report R 111/2021 (City Manager's Office – Office of the City Clerk), we recommend Ward and Town Hall meetings continue to be provided virtually until January 2022;

AND THAT the Office of the City Clerk report back to Council prior to December 20, 2021 should in-person Ward and Town Hall meetings be unable to resume in January 2022;

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

NEW BUSINESS

OUTSTANDING ITEMS

Outstanding List for Administrative Services as of August 10, 2021

Memorandum from City Clerk Krista Power, dated August 11, 2021 providing the Administrative Services Outstanding Items List, for information. **(Pages 57 – 58)**

ADJOURNMENT



MEETING DATE 08/23/2021 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - August 23, 2021 - Committee of the Whole

RECOMMENDATION

WITH RESPECT to the August 23, 2021 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

MEETING DATE 08/23/2021 (mm/dd/yyyy)

SUBJECT Citizens of Exceptional Achievement – Thunder Bay’s 50th Anniversary
Volunteer Service Awards

SUMMARY

Memorandum from Deputy City Clerk D. Earle, dated August 16, 2021 requesting that a presentation be provided by the Official Recognition Committee for the 50th Anniversary award recipients.

ATTACHMENTS

1 Memorandum from D Earle

Memorandum

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

TO: Members of City Council

FROM: Dana Earle, Deputy City Clerk

DATE: August 12, 2021

SUBJECT: Citizens of Exceptional Achievement – Thunder Bay’s 50th Anniversary
Volunteer Service Awards - Committee of the Whole – August 23, 2021

Please be advised that the Citizens of Exceptional Achievement – Thunder Bay’s 50th Anniversary Volunteer Service Awards will be presented virtually at the Monday, August 23, 2021 Committee of the Whole meeting.

In honour of the 50th Anniversary of the Amalgamation of Port Arthur and Fort William into the City of Thunder Bay, the Official Recognition Committee and 50th Anniversary Steering Committee will be recognizing individuals who have volunteered extensive time toward improving and enriching the community, and who have shown extraordinary leadership, innovation and meaningful voluntary contributions and have a minimum of 50 years of cumulative, documented volunteer service in Thunder Bay.

Nominations were open from September 30 – October 23, 2020 and were approved by the Official Recognition Committee, however, the presentation of these volunteer awards were delayed due to the pandemic.

The Official Recognition Committee and the 50th Anniversary Steering Committee are very pleased to announce the following 50th Anniversary Award Recipients:

Alice Chony

Elsie Koivisto

Brenda Reimer

Crystal Kell

MEETING DATE 08/23/2021 (mm/dd/yyyy)

SUBJECT Committee of Adjustment Minutes

SUMMARY

Minutes of Meeting No. 06-2021 of the Committee of Adjustment held on June 23, 2021, for information.

ATTACHMENTS

1. Committee of Adjustment Minutes - June 23, 2021

June 23, 2021



COMMITTEE OF ADJUSTMENT

DATE June 23, 2021

MEETING NO. 06-21

TIME 2:00 p.m.

PLACE S.H. Blake Memorial Auditorium Electronic Participation using MS teams

CHAIRMAN: Mr. A. Petersen, present

Chairman Petersen did a roll call of Committee members and administration. The attendance was recorded.

Mr. K. DesRosiers, electronic participation	M. Pepe, Acting Secretary-Treasurer, present
Mr. N. Roy, electronic participation	R. Dunham, Planning Technician Intern, present
Dr. R. Togman, electronic participation	D. McCloskey, Supervisor, electronic participation
Mr. M. Pascuzzo, electronic participation	J. Kirychuk, Planner II, electronic participation
Mr. Joe Talarico, electronic participation	J. Fazio, Planner II, electronic participation
	A. Ward, Project Engineer, electronic participation
	D. Smith, Eng & Operations, electronic participation

ABSENT: N/A

Chairman Petersen outlined the procedure which the Committee would follow in dealing with an application.

DISCLOSURE OF INTEREST: N/A

APPLICATIONS

The Acting Secretary-Treasurer read out the Notices of Hearing and submitted the list of relevant documents to the Committee for its consideration. She also filed, with the Committee, her affidavit pertaining to Notices of Hearing and the list of relevant persons to whom such notices were sent.

The Committee members received and considered all written comments received prior to the hearing.

1. Application A-26-2021 Applicant: Keith and Kimberley Parker, 377 Tupper Street

Mr. Keith Parker participated electronically for the meeting and was available to answer questions regarding this application. The Chairman asked if he had complied with the posting of the required sign. It was confirmed that the sign was posted.

Mr. Parker had no additional comments to add to the proposal.

Correspondence was received and read, indicating no objections or concerns from Engineering and Operations Division, Parks and Open Spaces, Realty Services, Fire Services, TBayTel and Ministry of Transportation.

June 23, 2021

Correspondence was received and read, indicating no objections or concerns from Building Services with comment and Synergy North with comments.

Correspondence was also received from a member of the neighbouring community who was opposed to the proposal. The Acting Secretary-Treasurer had compiled and summarized the reasons/concerns supporting their opposition to the proposal as follows:

- Decreases the value of the surrounding houses and neighbourhood as an entirety
- Increase of noise and the potential for careless tenants
- Lot is too small. No consideration for snow removal.
- No room for storage shed/garage in the back yard due to additional parking space proposed
- Dwelling has a pole located beside it, a back laneway, a fire hydrant and the location is at the start of a one way street; it is unsafe for a 3rd dwelling.
- Limited parking for current neighbouring houses
- Lot is too small for 3 units; there will be no room for pets, children to play nor the safety of a front yard.
- Issue with maintenance of the yard. Plants are currently overgrown.
- Prohibit the enjoyment of the neighbouring property.

Ms. Devon McCloskey, Supervisor/Planner, Planning Services Division supported the application, and offers no objections or conditions.

The Chairman asked if there was anyone participating who wanted to speak for or against the proposal. There were no electronic participants registered.

The Chairman polled the members for questions. Mr. Talarico inquired about the permitted number of parking spaces required for this proposal, inquired about the hydro pole and if there were any conversations between applicant and neighbours. Mr. Pascuzzo had confirmed the third unit was located within the dwelling and that there would be no expansion to the footprint of the structure. Mr. Roy inquired about any requirement for a driveway permit. Chairman Petersen confirmed with the applicant that they should work with Engineering and Hydro to satisfy the distance requirement from new driveway to hydro pole.

The Chairman asked the members for a vote as to the approval of the application. A recorded vote was taken. Chairman Petersen, Mr. DesRosiers, Mr. Roy, Mr. Talarico, Dr. Togman and Mr. Pascuzzo were in favour.

“TAKE NOTICE THAT the Committee of Adjustment has made a decision on the following application:

To gain relief from the Zoning By-law, as set forth in the application and described in the table below:

Table 9.2.1	Reduce minimum Required Lot Frontage for a Converted Dwelling for 3 or more Dwelling Units to 9.3 metres from 15.0 metres
Table 9.2.1	Reduce the minimum Required Lot Area for a Converted Dwelling with 3 Dwelling Units to 283 square metres from 450 square metres

The property is municipally known as 377 Tupper Street and is described as **PLAN 1689 W PART LOT 7.**

Be approved;”

The majority of the members have supported the approval of this application, as set forth in its decision.

June 23, 2021

All comments received were considered as part of the Committee’s decision making process. The Committee approved this application because it was their opinion that the variances requested were minor in nature, were desirable for the appropriate use and development of the subject lands, and were within the intent and purpose of the Zoning By-law and Official Plan.

2. Application A-27-2021 Applicants: Larry Moore and Lynda Denis-Moore, 1324 Broadmore Avenue

Mr. Larry Moore and Lynda Denis-Moore participated electronically for the meeting and were available to answer questions regarding this application. The Chairman asked if they had complied with the posting of the required sign. It was confirmed that the sign was posted.

Mr. Moore had no additional comments to add to the proposal.

Correspondence was received and read, indicating no objections or concerns from Engineering and Operations Division, Realty Services, Parks and Open Spaces, Fire Services, TBayTel, Ministry of Transportation, Building Services with comments, and Synergy North with comments.

Ms. Jillian Fazio, Planner II, Planning Services Division supported the application, and offers no objections or conditions.

The Chairman asked if there was anyone participating who wanted to speak for or against the proposal. There were no electronic participants registered.

The Chairman polled the members for questions. There were no questions from the members.

The Chairman asked the members for a vote as to the approval of the application. A recorded vote was taken. Chairman Petersen, Mr. DesRosiers, Mr. Roy, Mr. Talarico, Dr. Togman and Mr. Pascuzzo were in favour.

“TAKE NOTICE THAT the Committee of Adjustment has made a decision on the following application:

To gain relief from the Zoning By-law, as set forth in the application and described in the table below:

Section 5.3.2(a)	Increase the maximum Lot Coverage of all Buildings and Structures that are Accessory to a Dwelling to 16.5% from 15%
Section 5.3.3(a)(iii)	Increase the maximum permitted Wall Height of an Accessory Building to 3.6 metres from 3.2 metres
Section 5.3.3(a)(iii)	Increase the maximum permitted Height of an Accessory Building to 4.7 metres from 4.6 metres

The property is municipally known as 1324 Broadmore Avenue and is described as **PLAN 196 BLOCK K LOT 50 S PART LOT 51.**

Be approved;”

The majority of the members have supported the approval of this application, as set forth in its decision.

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All comments received were considered as part of the Committee's decision making process. The Committee approved this application because it was their opinion that the variances requested were minor in nature, were desirable for the appropriate use and development of the subject lands, and were within the intent and purpose of the Zoning By-law and Official Plan.

3. Application A-28-2021 Applicants: Dave and Lori Robertson, 3110 20th Side Road

Mr. Dave and Lori Robertson participated electronically for the meeting and were available to answer questions regarding this application. The Chairman asked if they had complied with the posting of the required sign. It was confirmed that the sign was posted.

Mr. Robertson had no additional comments to add to the proposal however, had requested to address the comments made by the public. The Chairman noted that the comments first be read by the Acting Secretary-Treasurer and that Mr. Robertson will have an opportunity to address them at that time.

Correspondence was received and read, indicating no objections or concerns from Building Services, Engineering and Operations, Parks and Open Spaces, Realty Services Division, Fire Services, TBayTel, Ministry of Transportation and Synergy North with comments.

Correspondence was also received from two (2) members of the neighbouring community who were both opposed to the proposal. The Acting Secretary-Treasurer had compiled and summarized the reasons/concerns supporting their opposition to the proposal as follows:

Public Correspondence 1

- Currently there are 2 sea containers on the property, not 1 as noted in the application. These should be both be removed.
- Greater storm water runoff due to the size of the structure which could impact Pennock Creek
- Close proximity to the neighbours on Malibou Drive therefore any noise and vapours from the painting of vehicles would impact neighbours quality of life.

Public Correspondence 2

- Request is almost 4 times larger than what is currently permitted. This is not minor in nature.
- Too many structures on the property already. Concerned about the visual impact in the neighbourhood of yet another large structure.
- Concerned about the noise that will come from the proposed hobby/workshop
- Concerned about any future potential new owners of the property that it may use the structures for a commercial business.

Ms. Devon McCloskey, Supervisor/Planner, Planning Services Division supported the application, and offers no objections with one condition.

The Chairman asked if there was anyone participating who wanted to speak for or against the proposal. There were no electronic participants registered.

The Chairman polled the members for questions. Mr. Talarico inquired about the permitted number of buildings on the property and about the existing trees on the property that were removed for the project. Clarification was provided by the applicant regarding the building height of the structure in relation to the existing dwelling. A discussion took place justifying the large exemption to the zoning bylaw to support this proposal. The applicant addressed an inquiry by Dr. Togman regarding the potential for noise and fumes from the hobby taking place in the structure. The applicant also addressed the concern of the sea containers on the property. A discussion took place with how the distance of the front yard setback is taken into consideration

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for supporting such a large increase to the zoning bylaw for Gross Floor Area. Ms. McCloskey listed a number of items considered when determining if a proposal is deemed minor. Mr. Roy inquired about the condition imposed on the approval of the application. Chairman Petersen inquired about the presence of any potential fumes. The applicant confirmed there will be no painting of vehicles done on site.

Mr. Robertson had prepared a presentation depicting the distances from his proposed new garage to three of his neighbours properties. He also noted the distance from the new structure to the creek. There were four photos shared on the screen.

The Chairman asked the members for a vote as to the approval of the application. A recorded vote was taken. Chairman Petersen, Mr. DesRosiers, Mr. Roy, Mr. Talarico, Dr. Togman and Mr. Pascuzzo were in favour.

“TAKE NOTICE THAT the Committee of Adjustment has made a decision on the following application:

To gain relief from the Zoning By-law, as set forth in the application and described in the table below:

Section 5.3.2(b)(iv)	Increase the total Gross Floor Area of all Buildings and Structures that are Accessory to a Dwelling to 532 square metres from 150 square metres
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The property is municipally known as 3110 20th Side Road and is described as **CON 3 NKR PART LOT 20.**

Be approved;”

The majority of the members have supported the approval of this application, as set forth in its decision.

All comments received were considered as part of the Committee’s decision making process. The Committee approved this application because it was their opinion that the variances requested were minor in nature, were desirable for the appropriate use and development of the subject lands, and were within the intent and purpose of the Zoning By-law and Official Plan.

4. Application A-29-2021 Applicant: Silvia Schiavone Agent: Sabatino Schiavone, 1402 Oliver Road

Mr. Sabatino Schiavone and Mr. Paul Fayrick participated electronically for the meeting and was available to answer questions regarding this application. The Chairman asked if he had complied with the posting of the required sign. It was confirmed that the sign was posted.

Mr. Schiavone had no additional comments to add to the proposal.

Correspondence was received and read, indicating no objections or concerns from Building Services, Realty Services, Parks and Open Spaces, Fire Services, TBayTel, Ministry of Transportation, Synergy North with comments, and Engineering and Operations with comments.

Correspondence was also received from a member of the neighbouring community who was opposed the proposal for the following reasons (as summarized by the Acting Secretary-Treasurer):

- The resident of the dwelling does not reflect the Owner or the Agent listed on the application.

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- There have been strange activities taking place on the property disrupting the neighbourhood.
- Many cars and RVs were brought on the property where it was looking like a junk yard. We were concerned about the danger of fire due to possible gas leakage, the danger to the environment as well as to the wild life due to those gas leaks and other factors. The City was contacted and the situation was addressed. (about 2 years ago)
- Most recently, the property is again looking like a junk yard which can have a negative impact on our property when we decide to sell.
- the proposed size of the garage is more suitable for a small business than what would be required for a hobby

Mr. Jamie Kirychuk, Planner II, Planning Services Division supported the application, and offers no objections or conditions.

The Chairman asked if there was anyone participating who wanted to speak for or against the proposal. There were no electronic participants registered.

The Chairman polled the members for questions. A discussion took place as to the number of vehicles permitted on the property, and if Bylaw Enforcement is aware of the alleged number of vehicles. The applicant confirmed there was only 1 vehicle currently on the property that is considered derelict. Mr. Pascuzzo requested clarification as to who currently resides at the property. A discussion took place regarding the proposed use of the structure. The Chairman confirmed with the applicant that, if approved, the structure is only permitted for personal use only and not commercial use. The applicant agreed the structure is for personal use. The Chairman inquired about the second driveway on the site and if a permit was acquired.

The Chairman asked the members for a vote as to the approval of the application. A recorded vote was taken. Chairman Petersen, Mr. DesRosiers, Mr. Roy, Mr. Talarico, Dr. Togman and Mr. Pascuzzo were in favour.

“TAKE NOTICE THAT the Committee of Adjustment has made a decision on the following application:

To gain relief from the Zoning By-law, as set forth in the application and described in the table below:

Section 5.3.2(b)(iv)	Increase the total Gross Floor Area of all Buildings and Structures that are Accessory to a Dwelling to 250 square metres from 150 square metres
Section 5.3.3(a)(ii)	Increase the maximum permitted Height of an Accessory Building to 6.6 metres from 5.2 metres

The property is municipally known as 1402 Oliver Road and is described as **PLAN 778 PART LOT 41.**

Be approved;”

The majority of the members have supported the approval of this application, as set forth in its decision.

All comments received were considered as part of the Committee’s decision making process. The Committee approved this application because it was their opinion that the variances requested were minor in nature, were desirable for the appropriate use and development of the subject lands, and were within the intent and purpose of the Zoning By-law and Official Plan.

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5. Application A-30-2021 Applicant: Daniel and Sheena Jagielowicz, 1001 Frederica Avenue West

Mr. Jagielowicz participated electronically for the meeting and was available to answer questions regarding this application. The Chairman asked if he had complied with the posting of the required sign. It was confirmed that the sign was posted.

Mr. Jagielowicz provided a brief overview of the proposal and noted this application for a minor variance is to satisfy a condition from a previous application A-23-2020.

After reading the Notice for the application, the Secretary-Treasurer noted the applicant would like to bring forward an “on the floor” amendment to the proposal. Based on comments received from City Administration, the applicant has agreed to comply with the Zoning Bylaw with respect to the first minor variance requested being Section 5.3.4 (g). He no longer requires this variance, and therefore would like to remove this variance from the proposal. The Chairman confirmed this with the applicant who agreed.

Correspondence was received and read, indicating no objections or concerns from Engineering and Operations Division, Fire Services, Parks and Open Spaces, TBayTel, Synergy North, Ministry of Transportation, Building Services with comments, and Realty Services with comments

Ms. Jillian Fazio, Planner II, Planning Services Division supported the application, and offers no objections or conditions.

The Chairman asked if there was anyone participating who wanted to speak for or against the proposal. There were no electronic participants registered.

The Chairman polled the members for questions. A discussion took place regarding the number of units in the building and if they all comply with the Building Code. Ms Fazio provided a brief overview of the previous application A-23-2020 and the reason for this application. Further discussion took place regarding the means of egress and why it was not addressed at the previous application. Chairman Petersen inquired about the intent for the existing garbage shed. The Chairman inquired about the status of the conditions on the previous application.

The Chairman asked the members for a vote as to the approval of the application. A recorded vote was taken. Chairman Petersen, Mr. DesRosiers, Mr. Roy, Mr. Talarico, Dr. Togman and Mr. Pascuzzo were in favour.

“TAKE NOTICE THAT the Committee of Adjustment has made a decision on the following application:

To gain relief from the Zoning By-law, as set forth in the application and described in the table below:

Table 13.2.1	Reduce the minimum Required Interior Side Yard without an Attached garage or carport for an Apartment Dwelling to 2.0 metres from 3.0 metres
Table 13.2.1	Increase the maximum Lot Coverage for an Apartment Dwelling to 40% from 35%

The property is municipally known as 1001 Frederica Street West and is described as **PLAN 219 BLOCK 23 LOT 29 AND 30.**

Be approved;”

June 23, 2021

The majority of the members have supported the approval of this application, as set forth in its decision.

All comments received were considered as part of the Committee's decision making process. The Committee approved this application because it was their opinion that the variances requested were minor in nature, were desirable for the appropriate use and development of the subject lands, and were within the intent and purpose of the Zoning By-law and Official Plan.

6. Application B-21-2021 Applicant: 1490333 Ontario Ltd. Agent: Stefan Huzan, Northern Planning, 2300 20th Side Road

Mr. Stefan Huzan participated electronically for the meeting and was available to answer questions regarding this application. The Chairman asked if he had complied with the posting of the required sign. It was confirmed that the sign was posted.

Mr. Huzan had no additional comments to add to the proposal.

Correspondence was received and read, indicating no objections or concerns from Building Services, Realty Services, Fire Services, TBayTel, and Ministry of Transportation and Lakehead Region Conservation Authority with comments.

Correspondence was received and read, indication no objections with conditions from Engineering and Operations Division with conditions, Enbridge Gas with condition, Synergy North with condition and Parks and Open Spaces with conditions,

Mr. Jamie Kirychuk, Planner II, Planning Services Division supported the application, and offers no objections, with three (3) conditions.

The Chairman asked if there was anyone participating who wanted to speak for or against the proposal. There were no electronic participants registered.

The Chairman polled the members for questions. A discussion took place regarding the regulated area on the severed lot, the cutting of trees and how access to the severed lot would be achieved. Mr. Ward provided clarification to Mr. Huzan regarding the road widening condition imposed by Engineering and the hydro easement imposed by Synergy North.

The Chairman asked the members for a vote as to the approval of this application. A recorded vote was taken. Chairman Petersen, Mr. DesRosiers, Mr. Roy, Mr. Talarico, Dr. Togman and Mr. Pazcuzzo were in favour.

“TAKE NOTICE THAT the Committee of Adjustment has made a decision on the following application.

The severance and conveyance of one (1) parcel of land having a Lot Frontage of 127 metres, a Lot Depth of 403 metres and a Lot Area of 5.1 hectares. The retained parcel will have a Lot Frontage of 180 metres, a Lot Depth of 403 metres and a Lot Area of approximately 5.7 hectares, as set forth in the application.

The property is municipally known as 2300 20th Side Road and is described as **CON 2 NKR N PT LT 20 MR304.**

Be approved;”

The majority of the members have supported the approval of this application, as set forth in its decision.

June 23, 2021

All comments received were considered as part the Committee’s decision making process. The Committee approved this application because the parcels of land being created would conform to the requirements of the Zoning By-law and the Official Plan, and because it was their opinion that proper and orderly development could be achieved without requiring a Plan of Subdivision.

SUPPLEMENTARY AGENDA

Signing of May 19, 2021 meeting minutes

Moved by: Kevin DesRosiers

Seconded by: Matthew Pascuzzo

THAT the minutes of Meeting No. 05-2021 of the Thunder Bay Committee of Adjustment, held **May 19, 2021** be confirmed as presented.”

Carried

CONSENTS:

B-04-2020

B-52-2020

NEW BUSINESS:

Mr. Roy noted that, in the future, it would be beneficial to the members to include any correspondence from previous applications should it be relevant to (or affect) a current application as was evident for application A-30-2021 (previous application being A-23-2020)

ADJOURNMENT

The meeting adjourned at 3:37 p.m.

CARRIED

CHAIRMAN

ACTING SECRETARY-TREASURER



MEETING DATE 08/23/2021 (mm/dd/yyyy)

SUBJECT Parking Authority Board Minutes

SUMMARY

Minutes of Meeting 06-2021 of the Parking Authority Board held on June 8, 2021 for information.

ATTACHMENTS

1. Parking Authority Board Minutes - June 8, 2021

Minutes of Meeting

Parking Authority Board

MEETING #: 06
DATE: June 8, 2021
TIME: 10:00 AM
PLACE: MS Teams
CHAIR: Chris Krumpholz, Member

ATTENDEES: Frances Larizza, Member
Brian Hamilton, Member
Jonathan Paske, Supervisor – Parking Authority
Karen Lewis, GM – Development & Emergency Services
Doug Vincent, Manager – Licensing & Enforcement
Kara Pratt – Waterfront BIA Representative

REGRETS:

1. Confirmation of Agenda

Moved by Frances Larizza, seconded by Chris Krumpholz.

“With respect to the June 8, 2021 Parking Authority Board meeting, it is recommended that the agenda as printed, including any additional information and new business, be confirmed.”

CARRIED

2. Minutes of May 11, 2021 Meeting

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That the minutes of the Parking Authority Board meeting held May 11, 2021 be approved.”

CARRIED

3. Outstanding Items

An agreement has been settled by both the vendor and the City for Parking Management Solutions (mobile parking purchase, ticket management system, and online payments). A report to Council will be prepared to have the fees entered into the User Fee Bylaw and to delegate signing authority.

Tenders for the rehabilitation projects at the Victoriaville and Waterfront parkades have been posted and close June 8. These projects were deferred from 2020 and include concrete repair work to P3 at Waterfront, and concrete and waterproofing work at Victoriaville. Work is expected to begin in the coming weeks.

A survey gauging perceptions of parkade safety and security was mailed to all Waterfront parkade users and an online option was posted for daily users. The survey closes June 30 and the results will be brought to the next meeting.

4. Financial Statement

The financial statement indicates revenues are approximately 20% (\$414,800) below budget due to continued lockdowns to-date because of COVID.

5. Parkade Report for Closed Session

Administration recommends that the Parking Authority Board resolve into Closed Session to discuss the business at hand.

Moved by Frances Larizza, seconded by Chris Krumpholz.

“That the Parking Authority Board resolves into Closed Session in order to receive information relative to Sections 239(2)(c), 239(2)(j) and 239(2)(k) Municipal Act, 2001, S.O. 2001, c. 25.

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; and

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.”

CARRIED

The meeting resolved into Closed Session at 10:17 AM, Kara Pratt left the meeting.

Mr. Paske provided an overview and responded to questions.

The meeting reconvened in Open Session at 10:42 AM, Kara Pratt rejoined the meeting.

6. New Business

A new tenant to the old Eaton's building has enquired about purchasing as many as 50-75 monthly parking spaces in the area and if a discount would be considered. The Board discussed there is a discount offered to all users if purchasing multiple months up to a year at a time. This information will be provided to the tenant.

7. Next Meeting

The next meeting will be July 13, 2021 at 10:00 AM via MS Teams.

Moved by Frances Larizza, seconded by Brian Hamilton.

"That the June 8, 2021 Parking Authority Board meeting be adjourned."

Meeting adjourned at 11:30 AM.

Corporate Report

DEPARTMENT/ DIVISION	Infrastructure & Operations - Engineering & Operations	REPORT NO.	R 109/2021
DATE PREPARED	7/28/2021	FILE NO.	
MEETING DATE	8/23/2021 (mm/dd/yyyy)		
SUBJECT	Contract 11, 2020: Boulevard Lake Dam Rehabilitation Costs		

RECOMMENDATION

WITH RESPECT to Report R 109/2021 (Infrastructure & Operations – Engineering & Operations) we recommend that Appropriation No. 20 be approved to allow for payment of costs for construction and engineering for Contract 11, 2020 Boulevard Dam Rehabilitation up to the maximum values identified in this report;

AND THAT the General Manager of Infrastructure and Operations report any circumstances to City Council should significant variation in the contract quantities occur;

AND THAT the Mayor and City Clerk be authorized to sign all documentation related to the changes outlined in this report;

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

LINK TO STRATEGIC PLAN

The rehabilitation of Boulevard Lake Dam is included as item 3 of the ‘Renew’ pillar of the 2019-2022 Corporate Strategic Plan.

EXECUTIVE SUMMARY

This report summarizes the additional construction and engineering work required for the Boulevard Dam rehabilitation project and recommends a source of financing to cover the costs. Additional work includes post tensioning, removal of bedrock, penstock repairs, cold weather work, heritage costs, and general overages and associated contract administration costs.

DISCUSSION

The Boulevard Lake Dam contract was tendered, with the successful bid going to Concrete Walls at a cost of \$7,237,283.83, inclusive of HST and contingency of \$900,000. The pretender estimate for this project was approximately \$12,000,000.

It is currently expected the construction costs will amount to approximately \$1,300,000 over the approved contract amount. Contributing factors include work required to the existing post tensioning, removal of bedrock, penstock repairs, cold weather work, heritage costs, and general overages, as summarized below. Additionally, as a result of significant additional time for inspection and oversight of the contractor on site, and changes to the scope of work requiring additional design, consultant fees are expected to amount to an additional \$200,000.

The estimated total additional cost to complete the project is \$1,500,000.

Existing Post Tensioning

Upon removal of the deteriorated buttress concrete it was discovered that the existing post tensioning for the dam was unsalvageable and not able to be re-tensioned. As a result, rather than reusing the existing post tensioning, completely new post tensioning had to be installed, and buttresses rebuilt to ensure surrounding concrete encompassing the new post tensioning was sound. This resulted in a net increase to the contract of approximately \$700,000.

Bedrock Removal

The elevation of bedrock at the base of the dam was higher than expected and would have resulted in the new mechanical gates not being able to open fully, which is required to manage the design storm. As a result an item for rock removal was added at an approximate cost of \$200,000.

Penstock Repairs

In order to comply with the City's Permit to Take Water and to allow for future power generation, the intakes to the small hydro generation plant below the dam were repaired. This work was completed during construction rather than at a significant additional cost in the future. This resulted in an increase to the contract of approximately \$200,000.

Cold Weather Work

Temperatures during construction in October dipped earlier than usual resulting in additional expenses for cold weather work. In addition, as a result of additions to the scope of work an extension of time was granted to the contractor to complete the year one works until the middle of January to avoid drawing down the lake a second year, and the costs and permitting associated with this. The extension resulted in increased costs for cold weather work during this time. The year one work was completed mid-March. The increased cost to the contract was approximately \$200,000.

Heritage Costs

A requirement of the Municipal Class Environmental Assessment (MCEA) was to have an archeologist complete an inspection upstream of the dam area once the water levels were lowered. Upon inspection of the site by an archeologist an old wooden weir structure was deemed as historically significant. Extra work had to be completed while building and removing the dewatering cofferdam, to protect the structure. In addition, due to the structure making the coffer dam less effective, some additional dewatering costs were incurred. Additional costs totalled approximately \$100,000.

Part of the heritage requirements of the MCEA was to include tribute to the original dam at the new public space developed in the location of the demolished gate house. An allotment of approximately \$40,000 was carried for this work in the contract as the concept was still being developed. Through discussion with the Heritage Advisory Committee, a sitting/viewing area with information plaques reusing materials from the original dam has been designed with a final cost of \$160,000, an additional \$120,000 above the contract allotment.

Heritage costs amounted to approximately \$220,000.

General Overages

Overall the dam was generally in a poor state of repair. Often times the concrete removal limits had to be extended, go deeper than expected, or resulted in unsalvageable steel. Increased costs included additional concrete removal, additional concrete, and additional reinforcing steel.

Inspection and Contract Administration Costs

As a result of the extension of contract time noted above, the Inspectors and Contract Administrators for the project were onsite during the winter months, approximately 4 months longer than originally intended for the first year scope of work. Changes to the scope of work required significant additional design and review during the project, and additional effort was required to resolve contract issues on site. Accumulated costs to complete the additional consulting engineering are approximately \$200,000.

The contract is still scheduled to be completed on time at the end of October 2021.

FINANCIAL IMPLICATION

Final costs and invoices for the project have not been received. The \$1,500,000 additional costs noted above are projected to the end of the contract in October 2021 and may change.

The Boulevard Dam Rehabilitation project is 40% funded by the Federal Disaster Mitigation and Adaptation program. The additional funds required are available from capital carry forward. Appropriation No. 20 is attached for approval.

CONCLUSION

It is concluded that Appropriation 20 be approved to allow for payment of costs to complete the construction and engineering of the Boulevard Lake Dam Rehabilitation contract.

BACKGROUND

Report No. 109/2020 awarded Contract 11, 2020 for the Boulevard Lake Dam Rehabilitation. The recommendation included that the General Manager of Infrastructure & Operations report any circumstances to City Council, should any significant variations in the contract quantities occur.

REFERENCE MATERIAL ATTACHED:

Attachment A: Appropriation Change Order No. 20

PREPARED BY: MIKE VOGRIG, P.ENG., PROJECT ENGINEER

THIS REPORT SIGNED AND VERIFIED BY: Kayla Dixon, Acting General Manager Infrastructure & Operations	DATE: August 11, 2021
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DEPARTMENT: Infrastructure & Operations		The City of Thunder Bay		DATE: July 30, 2021	
DIVISION: Parks/Engineering		REQUEST FOR APPROPRIATION CHANGE		<input type="text"/>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> 20 </div> APPROP NO.
		REQUEST FOR ADDITIONAL APPROPRIATION		<input checked="" type="checkbox"/>	

WBS ELEMENT	DESCRIPTION	BUDGET AVAILABLE	INCREASE	DECREASE	ADMIN USE	
					IM Position	Fund Code
IOT-RDS190001-BR-02-3	Boulevard Lake Dam		320,000.00		5.5.1	143
	DMAF			320,000.00		143
IOT-RDS-190001-BR-02-6	Boulevard Lake Dam		258,141.30		5.5.1	143
BWO 994341	Boulevard Lake Dam			258,141.30		143
			578,141.30	578,141.30		

EXPLANATIONS/REASONS: Corporate Report 109/2021 Boulevard Lake Dam Rehabilitation Costs	EFFECT ON LEVEL OF SERVICE: <table style="width: 100%;"> <tr> <td style="width: 33%;">DECREASE</td> <td style="width: 33%;">INCREASE</td> <td style="width: 33%;">MAINTAINED</td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> DATE: <u>August 10, 2021</u> RECOMMENDED/APPROVED <u>Linda Evans</u> City Treasurer <u>Kelly Roberston (Acting for Norm Gale)</u> City Manager </div>	DECREASE	INCREASE	MAINTAINED	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
DECREASE	INCREASE	MAINTAINED					
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>					

PREPARED BY: _____ Shari Dykeman REVIEWED BY: <u>Kayla Dixon (Acting for Kerri Marshall)</u> <div style="display: flex; justify-content: space-between;"> K. Marshall GENERAL MANAGER Infrastructure & Operations </div>	VERIFIED BY FINANCE: <u>Moirra Gallagher</u> Moira Gallagher, CPA, CMA Budget & Planning Accountant Corporate Services & Long Term Care Department	COMMITTEE OF THE WHOLE <table style="width: 100%;"> <tr> <td style="width: 50%;">APPROVED</td> <td style="width: 50%;">NOT APPROVED</td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td colspan="2">DATE: _____</td> </tr> </table>	APPROVED	NOT APPROVED	<input type="text"/>	<input type="text"/>	DATE: _____	
APPROVED	NOT APPROVED							
<input type="text"/>	<input type="text"/>							
DATE: _____								

MEETING DATE 08/23/2021 (mm/dd/yyyy)

SUBJECT Report on Potential Future Uses of the Former Dease Pool Site

SUMMARY

Memorandum from General Manager - Community Services K. Robertson, dated August 11, 2021 providing information on the status of public engagement for potential future uses of the former Dease Pool site and to request the deferral of a report date, for information only.

ATTACHMENTS

1 Memorandum from K. Robertson

Memorandum

TO: Krista Power, City Clerk

FROM: Kelly Robertson, General Manager, Community Services

DATE: August 11, 2021 (for August 23, 2021 COW)

SUBJECT: Report on Potential Future Uses of the Former Dease Pool Site

The purpose of this memorandum is to provide Members of Council with information on the status of public engagement for potential future uses of the former Dease Pool site and to request the deferral of a report date.

At the March 22, 2021 Committee of the Whole meeting (Report R 22/2021 Update - Potential Future Uses – Dease Park/former Dease Pool Site) Council directed:

- THAT Administration proceed with broader public engagement on a new proposed re-development option for the former Dease Pool site, reflected as Option B in this report, that includes a proposed skate park, and a range of options for proposed traffic calming measures for Dease Street, and report back with a recommendation on the revised concept plans for the former Dease Pool site and Dease Street by Q3 2021;
- AND THAT Administration consult with the Heritage Advisory Committee on a more refined concept plan for the commemoration of the cultural history of Dease Pool, including the form, content, and location of that commemoration and report back on these plans by Q3 2021.

The following public engagement opportunities for the proposed redevelopment of the former Dease Pool site and a range of traffic calming measures for Dease Street have been offered to date:

1. Get Involved Community Survey
2. MS Teams and Phone-In Consultation for immediate neighbours of the former Dease Pool site
3. MS Teams and Phone-In Consultation for all other neighbours.

The public was informed of these public engagement opportunities through a mailer delivered to each household within the catchment area, social media advertising, and communication with stakeholders at the Thunder Bay Community Tennis Centre, Thunder Bay Pickleball Association and the Thunder Bay Skateboard Coalition.


Over 250 individuals have responded to the survey. Only four neighbourhood members indicated an interest in the MS Teams/Phone-In Consultations. Individual conversations with these four residents occurred. Two additional individuals provided feedback prior to the launch of public engagement activities.

As a result of minimal participation from Dease neighbourhood residents to date, Administration will provide additional consultation opportunities in the Fall of 2021.

Administration will also consult with the Heritage Advisory Committee as directed once the results of public engagement are complete to develop a more refined plan for the commemoration of the cultural history of Dease Pool.

Administration proposes to bring a report to Council on December 6, 2021 which will include feedback from the Dease neighbourhood consultations and the Get Involved Survey.

Sincerely,



Kelly Robertson
General Manager - Community Services

cc: Norm Gale – City Manager
Kerri Marshall – General Manager, Infrastructure and Operations
Kayla Dixon, Director, Engineering
Cory Halvorsen, Manager, Parks and Open Space
Werner Schwar, Supervisor, Parks and Open Space Planning
Leah Prentice – Director, Recreation & Culture
Paul Burke – Sport & Community Development Supervisor

MEETING DATE 08/23/2021 (mm/dd/yyyy)

SUBJECT Outstanding List – Historical Items Update

SUMMARY

Memorandum from City Manager N. Gale, dated August 11, 2021 providing an update relative to the City Council Outstanding Items List and advising a presentation date on or before September 27, 2021.

ATTACHMENTS

1 Memorandum from N Gale

Memorandum

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

TO: Krista Power, City Clerk

FROM: Norm Gale, City Manager

DATE: August 11, 2021

SUBJECT: Outstanding List – Historical Items Update
Committee of the Whole – August 23, 2021

Members of Council,

With the addition of the Outstanding List on Committee of the Whole agendas beginning August 23, 2021, Administration has been diligently working to update the list by confirming items and bringing council information relative to removing items that are no longer relevant.

Going forward, a process has been implemented that will require Council to pass a resolution to either remove or change a report back date of any item. In cases where Administration cannot meet the date scheduled for presentation, an extension will be requested along with information as to the reasons why the extension is required.

Currently there are fifteen (15) historical items on the outstanding list that either do not have a report back date contained in the original motion or the report back date has lapsed by more than four (4) years. These items are currently on the outstanding list with no date assigned to report back to Council.

I am working with the Executive Management Team on each of these items to determine the best path forward. I am committed to providing Council with a memorandum on or before September 27, 2021 that will outline each of these historical items and provide new report back dates for each item. Once these dates are approved by Council, the new dates will be included in the outstanding list as approved.



MEETING DATE 08/23/2021 (mm/dd/yyyy)

SUBJECT Outstanding List for Planning Services as of August 10, 2021

SUMMARY

Memorandum from City Clerk K. Power, dated August 11, 2021 providing the Planning Services Outstanding Items List, for information.

ATTACHMENTS

1 Memorandum from K. Power

Memorandum

Office of the City Clerk

Fax: 623-5468

Telephone: 625-2230

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: August 10, 2021

SUBJECT: Outstanding List for Planning Session as of August 10, 2021
 Committee of the Whole – August 23, 2021

The following items are on the outstanding list for Planning:

Reference Number	Department/Division	Outstanding Item Subject	Resolution Report Back Date	Revised Report Back Date
2014-040-DEV	Development & Emergency Services/Planning	Restricting Access from Neebing Avenue to Arthur Street Marketplace	2014	
2018-010-DEV	Development & Emergency Services/Licensing & Enforcement	Sign By-law	No date included in referral resolution	
2020-024-DEV	Development & Emergency Services/Licensing & Enforcement	Request for Report – Development of a Nuisance By-law	Sept-28-2020	Sept-20-2021
2020-031-DEV	Development & Emergency Services/Licensing & Enforcement	Fireworks By-law Proposed Amendment	Oct-31-2021	
2020-052-DEV	Development & Emergency Services/Thunder Bay Fire Rescue	TBFR Strategic Master Fire Plan (SMFP) - Implementation Plan	Apr-30-2022	
2021-101-DEV	Development & Emergency Services/Licensing & Enforcement	Abandoned Shopping Carts	Sept-31-2021	
2021-102-DEV	Infrastructure & Operations	Extension of the Sanitary Trunk Sewer, west of Parkdale	Dec-13-2021	

2021-103-DEV	Development & Emergency Services/Licensing & Enforcement	Request for Information - Open air Burning By-law	Nov-15-2021	
2021-104-DEV	Development & Emergency Services/Superior North EMS	Work Plan for Superior North EMS 2021-2030 Master Plan	Mar-14-2022	
2021-105-DEV	Development & Emergency Services	Ban Against Conversion Therapy	Mar-31-2022	

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Human Resources & Corporate Safety	REPORT NO.	R 110/2021
DATE PREPARED	08/03/2021	FILE NO.	
MEETING DATE	08/23/2021 (mm/dd/yyyy)		
SUBJECT	2020 Corporate Safety Annual Review Report		

RECOMMENDATION

With respect to Report No. R 110/2021 (City Manager's Office – Human Resources & Corporate Safety) we recommend that City Council affirm its commitment to implementing, maintaining and continually improving an occupational health and safety program guided by the elements of ISO 45001:2018;

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

EXECUTIVE SUMMARY

This Report provides an overview of the activities and initiatives undertaken in 2020 by the Human Resources & Corporate Safety Division.

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

DISCUSSION

2020 Summary of Key Accomplishments

1. Created 22 Temporary Procedures and 18 Safety Talks related to COVID-19 with 107 revisions to the procedures
2. Validated respirators (N95) and managed PPE allocations through pandemic based on priority areas.
3. Asbestos, silica and respirator awareness training complete with respirator fit testing for staff in work functions that would have exposures
4. Hearing assessments conducted on 202 employees by Corporate Safety staff
5. Silica testing conducted to evaluate potential exposures
6. Safety Management System (SMS) approved and training implemented
7. Intex software implementation project – Inspection Module Training

8. Conducted investigations for four critical injuries and seven significant incidents
9. Safety Alerts issued to raise awareness of incidents across the Corporation
10. Improved near miss reporting in operational areas

Occupational Health and Safety Policy

In November 2020, Council accepted recommended additions to the Occupational Health, Safety and Wellness Policy presented in the 2019 Annual Report. There are no amendments suggested this year.

Safety Management System (SMS) Implementation

To meet the Occupational Health and Safety Policy commitment of a safety management system guided by the ISO 45001 standard, Corporate Safety presented an implementation plan and draft SMS Element manual to the Executive Management Team (EMT) in January 2020. The SMS Element manual was approved in February 2020 by EMT and implementation began on the documenting of workplace inspections with training of Joint Health and Safety Committee (JHSC) members and management on the Intelix software system. Intelix is the software platform used to manage the information required for the SMS. By early March 2020, activity on the SMS was paused due to the shift in workload priorities during the COVID-19 pandemic.

SMS activity increased near the end of 2020 as employees acclimated to COVID-19 work precautions. The audit process was used to confirm COVID-19 precautions and processes against the documented procedures implemented over the previous nine months. Findings revealed an almost 100% compliance for safety precautions at the time of the audit. The consistent deficiency noted was that signage was not current. These findings are not surprising due to the constant updating of information.

Legislative and Standards Update

The Ministry of Health is proposing public automatic external defibrillator (AED) legislation. The legislation is expected to outline location, number of units and training required by organizations and business required to have an AED. Little is known about the proposed legislation at this time, but as more information is released and impacts to the Corporation are known, EMT will be updated. Currently there is no coordinated AED program at the City. There will be a need to establish a budget and inventory of AEDs within the Corporation as well as designation of oversight of the program.

The Ministry of Labour Training and Skills Development has consolidated reporting requirements for notification in case of injury or illness. The most significant impact of this legislation is the requirement to report/investigate a critical injury to a non-worker. Previously employers were required to report when a “person” is injured in the workplace and obligated the employer to report all of the detail required for an employee. However, a member of the public or facility user is not compelled to provide their personal information. This change most significantly affects our recreation facilities that report loss of consciousness when patrons have over exerted themselves through exercise or having spent too much time in a sauna (for

example). The Ministry guidance has also been updated to clarify that a critical injury to a person is required to be reported if it could reasonably happen to a worker.

The First Aid Regulation will be moved from the Workplace Safety and Insurance Act Legislation to the Occupational Health and Safety Act. The proposed legislation is expected to mimic the CSA standard for First Aid. While it will provide consistency for national companies and their first aid programs, the impact on the City may require updating the contents of first aid kits. Enforcement of the legislation will be covered by the Ministry of Labour Training and Skills Development.

Training/Communication

Through the pandemic in-person training was suspended and extensions provided to training with mandated expiry. For example, First Aid training was halted due to the hands on nature of the training and certification timelines were extended until December 2021. This extension allows employers and service providers to clear the backlog of employees requiring training now that in person training for safety related programs has resumed with precautions. Class sizes have been adjusted and distancing has been enacted for all in person training.

Safety related operational training was permitted throughout the pandemic but was limited in offerings. The Corporation is working to train employees now that COVID restrictions are better understood and in person training limits and guidance have been established.

Safety Talks are an important aspect of the Safety Program and provide relevant and required safety information to staff as well as providing an opportunity to address safety concerns. Safety talks are considered a leading indicator in a SMS as they are a positive and tangible action focused on safety.

The focus of Safety Talks through 2020 was on COVID-19. Eighteen Safety Talks were developed that addressed general COVID precautions, PPE use, mental health, and vaccine information. Specialized talks were developed for first responders that dealt with the mental health issues that came from helping others during the early days when so much was still unknown about the virus, its transmission and the impacts. Supervisors across the Corporation continued to issue the Safety Talks to their staff whether they were at home or continued in the workplace.

Ministry of Labour Training and Skills Development (MLTSD)

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

MLTSD Visits and Orders

	2016	2017	2018	2019	2020
Total Visits	27	15	34	22*	33
Visits with Orders Issued	8	1	10	5	5
Number of Orders Issued	22	1	27	20	8

In 2020 there were 33 recorded visits by the MLTSD. More than half of those visits were related to COVID inspections both proactive and complaint driven.

Of the 2020 MLTSD Visits:

- Six were a result of critical injuries. One visit was for a late 2019 injury. A single injury can prompt multiple visits;
- Nine were due to MLTSD proactive initiatives for hygiene and ergonomics;
- Fifteen were COVID related;
- Two were related to a non CTB incident, where the MLTSD requested information on CTB plowing and lot maintenance;
- One was a follow up to a Notice of Project for Diving Operations; and
- Two were follow ups to previous visits.

Statistics for 2020

The Lost Time Hours (LTH) and Lost Time Frequency Rate (LTIFR) are included in the Management Review report to demonstrate the overall trending of incidents. LTH and LTIFR are considered lagging indicators and not necessarily indicative of a successful safety program.

Through the implementation of the SMS we will focus our efforts on leading indicators (examples - employee training, workplace inspections, etc.) as a measure of performance.

In Figure 1 below, the dark grey bar identifies LTH and the LTIFR is identified in light grey. LTH are expressed as a percentage of the number of hours worked within the Corporation and LTIFR is the number of lost time incidents per 100 employees.

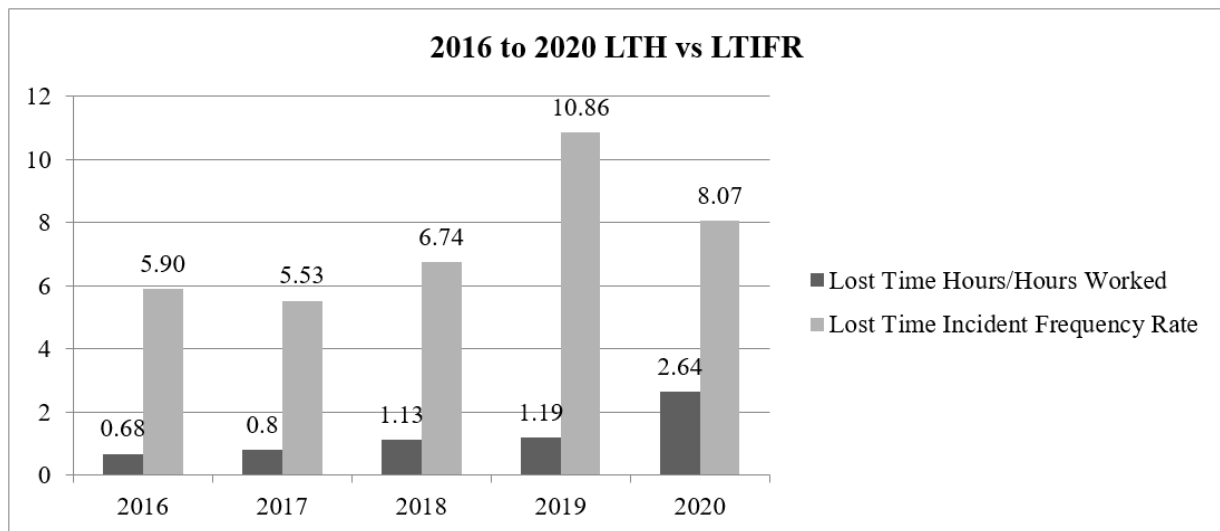


Figure 1: 2016 to 2020 LTH versus LTIFR Graph

The 2019 increase in LTIFR compared to previous years can be attributed to a declared outbreak at Pioneer Ridge in March 2019. Over 40 employees developed illness or symptoms consistent with the declared outbreak. As required by the Occupational Health and Safety Act (OHSA), they are reported as a

workplace injury/illness and are compensable illnesses through the Workplace Safety and Insurance Board (WSIB).

Critical/Serious Injuries

In 2020 there were four critical injuries. Two critical injuries were related to a loss of consciousness, one was a fall off a piece of equipment that resulted in several broken ribs and punctured a lung. The remaining injury was a broken leg suffered by a patron.

Year	# of Critical Injuries
2016	6
2017	8
2018	10
2019	4
2020	4

Workplace Incidents by Claim Type

Figure 2 compares the total claims based on the claim type for the last five years. The numbers may fluctuate annually based on WSIB activity such as claim approvals, denials or appeals.

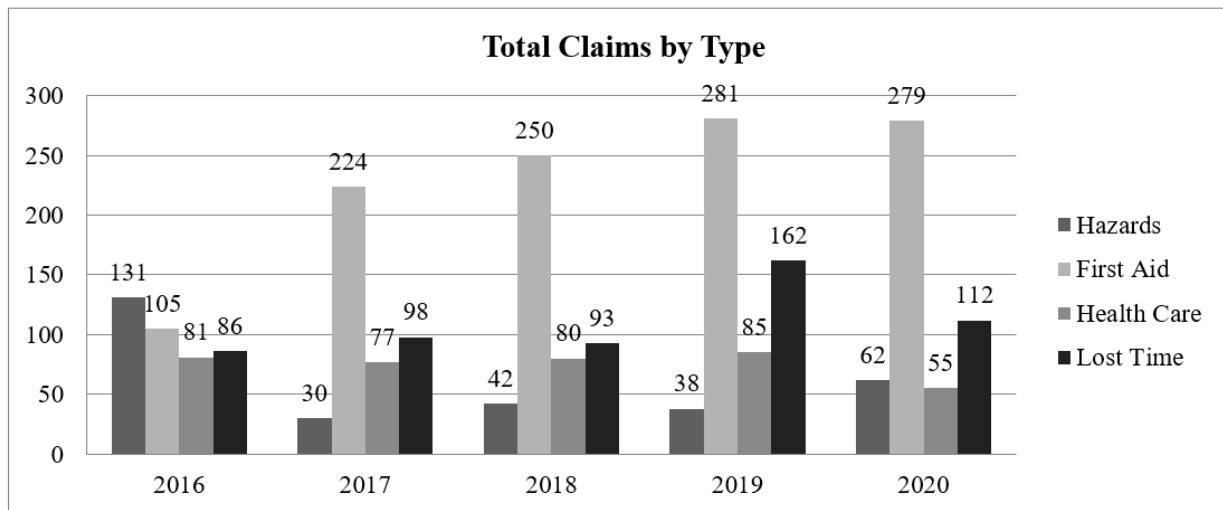


Figure 2: Total Claims Based on Type

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

The following defines the categorizing of incidents:

- Hazards: there is potential for injury.
- First Aid: employee is injured, e.g. a bump to the head where no remedial action is taken, a scratch or cut where a bandage is applied.
- Health Care: requires medical intervention or consultation, e.g. health care is sought for a strained muscle or a more serious incident.
- Lost Time: employee loses time from work (does not include the day of injury).

NOTE: Claims may change categories, e.g. a First Aid incident may become a Health Care or Lost Time claim, a Health Care incident claim may become a Lost Time claim.

Incident Totals by Type and Year

The top three incident types reported from 2015-2018 were consistently Over Exertion/Strain, Slip, Trip and Fall and either Struck Against/Contact With or Struck or Contact By depending on how supervisors classified the information. In Figure 3, the top three incident types changed. Slips, Trips and Falls is no longer considered one of the top three incident types being surpassed by Exposure and Exposure/Stress and tied with Over Exertion/Strain.

The increase in Exposure/Stress injuries is the result of reporting incidents that previously would go unreported not only in EMS and Fire due to the PTSD but Transit as well. Through WSIB policy changes allowing workplace stress related claims, Transit drivers report Exposure/Stress when they have experienced violence or a collision.

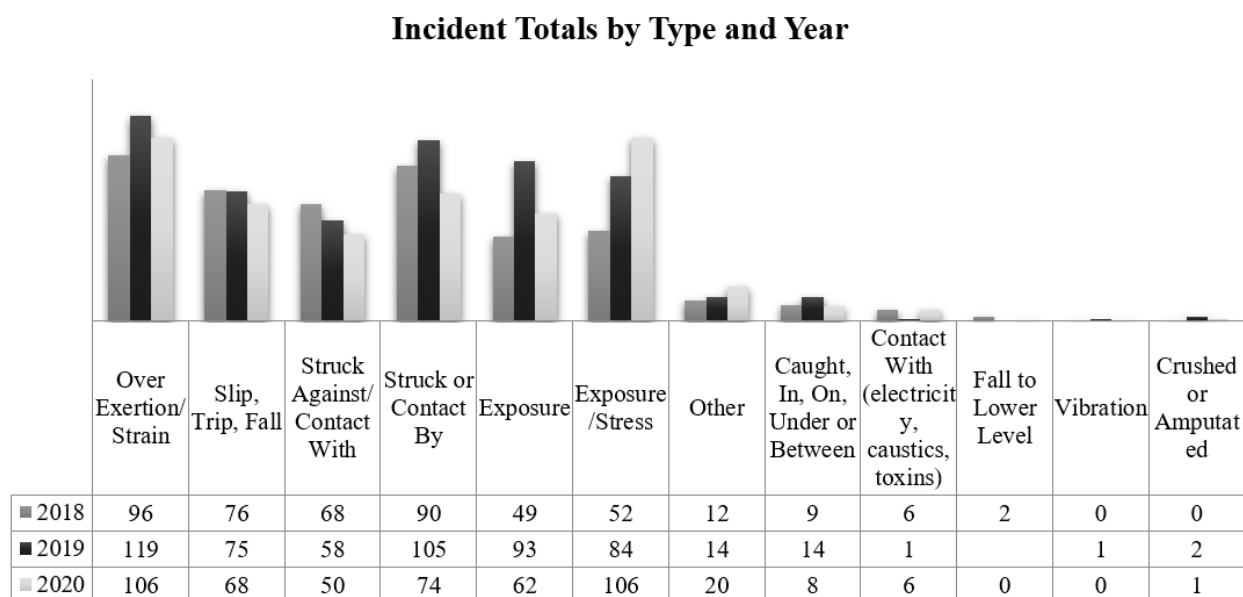


Figure 3: Incident Totals by Type and Year Graph

Workplace Violence

In 2020, Corporate Safety Investigated five reports of violence involving City staff. Corporate Safety investigates incidents of reported violence whether the reported violence occurs between employees or between employees and members of the public. Incidents of violence directed at front line City staff, such as Transit drivers, paramedics and health care workers, by patients, residents, and or passengers through the normal course of their work will be addressed through contact to Thunder Bay Police, and will be reported through the Parklane system.

2020 Incidents of Violence Resulting Injury

Department/Section	2019 Incidents	2020 Incidents
EMS (District)	3	2
Transit	9	10
EMS (City)	18	34
Pioneer Ridge	53	26

Many of the most effective measures to mitigate violence to workers were required to be paused through COVID-19.

Over the course of 2020, Transit service was reduced to 80% of regular service in response to the pandemic related shut down and ridership dropping to 40% of regular levels. However, incidents of violence towards drivers was not proportionally reduced. The social impacts of COVID-19 and the shut downs had a significant impact on vulnerable and marginalized populations.

Locations previously available to the public could no longer be accessed. An increase in calls to City Hall by emergency services to assist individuals was observed and the calls frequently involved alcohol and substance misuse and impairment. The majority of incidents on transit buses and at the City Hall transfer hub reported as violence towards transit operators or passengers involved individuals that were impaired. Increased issues were noted during the period where fares were not collected on buses between March and July 2020. In 2019 Transit made significant efforts to implement the Canadian Urban Transit Association Ambassador Training program but could not continue the training in 2020. The program focuses on customer safety and appropriate actions to take when confronted by challenging situations. The training has proven successful in teaching the skills so as not to further escalate situations. Transit is eager to resume the training when it is able to do so.

EMS implemented the Scene Management and Response Tactics (SMART) training program in the third quarter of 2019. The program, developed by a paramedic with extensive tactical training teaches threat mitigation and self-defence and provides practical tools for paramedics to avoid confrontation and how protect themselves if a situation arises. While the training was halted through 2020, any paramedics that missed the training in 2020 have been caught up through 2021.

EMS also works with the Central Ambulance Communication Centre, Thunder Bay Police (TBP) Dispatch and Ontario Provincial Police dispatch to improve information relayed to paramedics in the field. By improving information, paramedics are better prepared for the environment they may enter or advise the call to be staged until additional support from TBP arrives. The most typical form of assault experienced by paramedics is being spit on. As result, SNEMS has implemented a procedure and spit hoods to address the issue.

Pioneer Ridge reports incidents of resident aggression towards workers, and continues to be active in encouraging employees to report these types of incidents. Long-term care workers must provide care while managing unpredictable behaviours to those that may have mental health or dementia issues. The reduction of incidents in 2020 cannot be solely attributed to the implementation of the Behavioural Support Lead, introduced in 2019. While the position has had

a positive impact on the assessment and management of response techniques for residents with aggressive behaviours it is more likely that precautions to limit the spread of COVID-19 contributed to the reduction of incidents. Physical distancing (where possible), co-horting, limiting gatherings and movement of staff and residents throughout the home, as well as pausing the acceptance of new residents were all introduced to protect residents. While the precautions may have reduced incidents of aggression, it also adversely impacted the resident's daily life. Incidents are expected to increase again in 2021 as new residents are again permitted, and the previously introduced COVID-19 precautions are relaxed.

WSIB Appeals Summary

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

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

WSIAT is the last level of appeal and is independent from the WSIB. The Tribunal's mandate is to hear and decide appeals from WSIB decisions under dispute, based on the WSIA (Act) and WSIB policies and procedures.

In 2020, the City was party to approximately seven potential appeals, meaning there were formal Intent to Appeal documents filed by workers to begin the appeals process. All seven were reconsidered at the claim manager level. None of the seven intents to appeal have yet to progress further.

In addition to those filed in 2020, there are 58 outstanding Intent-to-Appeal notifications filed from 2016 to 2019. Seven of these progressed to either the ARO or WSIAT level. Fifty-one have not yet been resolved with the potential of being abandoned by the worker. Legal representation is engaged at the WSIAT level appeal with consideration given to the financial impact an unfavourable outcome might have on the Corporation. The WSIB Analyst addresses all other level appeals.

WSIB Claim Costs

Year	Claim Costs
2019	\$5,240,451.20
2020	\$5,378,116.00

The first quarter of 2020 saw the emergent global COVID-19 pandemic that effected City operations which saw a temporary reduction of the workforce and City run programs, and the majority of administration working from home. These factors produced a reduction of approximately 30% in both health care and lost time claims in 2020. However, total claims costs, including the WSIB administration charge of 22.2% (22.33% in 2019), rose about 3% over 2019,

to \$5,378,116.00 in 2020. Major claim costs, excluding the WSIB administration charge, continue to be loss of earnings benefits (\$2,179,984.19 = 50%), health care costs (\$1,218,169.33 = 28%), and pension benefits (\$474,349.97 = 11%). For the year 2020 there were a total of 659 incidents reported from all sources compared to 673 in 2019.

Psychological stress related claims continue to be of concern with first responders and are responsible for the majority of WSIB costs. However, there is an increasing trend among transit workers claiming psychological injury. Workers are typically off work longer for psychological stress related claims compared to those with a physical injury, increasing claim costs.

Management Review

The Executive Management Team (EMT) reviews the City of Thunder Bay Safety Program annually. On July 22, 2021 EMT approved the following recommendations for 2020 as part of the safety program review:

- Conduct Gap Analysis of SMS Element 005 -Incident Investigation and Element 010 – Health and Safety Communication. *Person Responsible & Timeline: Safety Management System Coordinator, Q4 2021.*
- Identify and train internal auditors from existing JHSC members. *Person Responsible & Timeline: Corporate Safety Manager and Safety Management System Coordinator, Q4 2021.*
- Update the Corporate Workplace Violence Procedure. *Person Responsible & Timeline: Corporate Safety Manager, Q4 2021.*

FINANCIAL IMPLICATION

There are no financial implications.

CONCLUSION

It is concluded that the information in this report appropriately describes the events and activities associated with the Corporate Safety Division in 2020 and that Council should affirm its commitment to the implementation and maintenance of Safety Management System guided by the ISO 45001 Safety Management Standard.

BACKGROUND

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

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: KERRI BERNARDI, MANAGER, CORPORATE SAFETY

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Norm Gale, City Manager	August 11, 2021

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Human Resources & Corporate Safety	REPORT NO.	R 112/2021
DATE PREPARED	06/08/2021	FILE NO.	
MEETING DATE	23/08/2021 (mm/dd/yyyy)		
SUBJECT	Work Life Initiatives - Policy		

RECOMMENDATION

WITH RESPECT to Report R 112/2021 (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

The purpose of this report is to recommend the addition of a Work from Home Program Procedure to the Work Life Initiatives Policy.

DISCUSSION

At the onset of the COVID-19 Pandemic in March 2020, the City of Thunder Bay quickly transitioned employees to work from home where they were able to do so. Employees who were able to work remotely have continued to do so throughout the pandemic, as a precaution to reduce risk of exposure for both staff and the public.

The City is now preparing to return staff to the physical workplace, and Administration has developed a Work from Home Program (See Appendix B) which formalizes options for employees to continue to work remotely on an ongoing basis. The Work from Home Program is voluntary, and supports a hybrid model which would result in a combination of some remote work and some office presence for interested employees working in eligible positions.

The introduction of a permanent hybrid model of work from home is a work-life balance initiative/benefit that will allow an employee to fulfil their regular job responsibilities from home, meeting the needs of both the employee and the municipality. Providing a program that employees can participate in, when appropriate, supports the wellness of our employees and our community.

FINANCIAL IMPLICATION

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

CONCLUSION

It is concluded that the City's Work Life Initiatives 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 2001.

REFERENCE MATERIAL ATTACHED:

Appendix A – Policy No. 06-01-36 Work Life Initiatives
Appendix B – Procedure HR-02-64 Work from Home Program

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

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: August 12, 2021
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Corporate Policy

Policy No. 06-01-36 **Effective Date:** 08/23/2021

SECTION: HUMAN RESOURCES & CORPORATE SAFETY

DEPARTMENT/DIVISION CITY MANAGER'S OFFICE / HUMAN RESOURCES & CORPORATE SAFETY

SUBJECT: **WORK LIFE INITIATIVES**

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-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

Approved By:

Date:

Replacing/Amending: June 11, 2001

Originating Department: City Manager's Office / Human Resources & Corporate Safety

Contact: Supervisor Staffing, Development & Support Services / Manager Labour
Relations / Manager Compensation, Benefits & Health Services

Departmental Yes
Procedures Manual:

Affected Departments: All

Corporate Procedures

No. HR-02-64

Effective Date:

August 23, 2021

Supersedes Date: NEW

SECTION:

WORK LIFE INITIATIVES

DEPARTMENT/DIVISION:

SUBJECT:

WORK FROM HOME PROGRAM

CITY MANAGER'S OFFICE/HUMAN RESOURCES &
CORPORATE SAFETY

POLICY REFERENCE:

Corporate Policy 06-01-36, Work Life Initiatives

PROCEDURE STATEMENT:

The Corporation is committed to evolving business practices and increasing work/life balance by supporting employees who request to work from home. Working from home allows an employee to fulfil their regular job responsibilities in an environment that is as productive as it is within a City work location. Providing a program that employees can participate in, when appropriate, supports the wellness of our employees and our Community.

This procedure is applicable when an employee applies for the Work from Home Program and the employer deems that their position is eligible and is approved to participate.

The purpose of this procedure is to provide guidelines for supervisors deeming positions eligible to work remotely and for employees requesting to work remotely.

This procedure applies to all employees who are participating in the program or who have requested to participate in the program.

RESPONSIBILITIES:

Employee Responsibilities

- Submits the Work from Home Request Form to their supervisor.
- Complies with all procedures, ergonomic and health & safety requirements outlined in this procedure and the Health & Safety Checklist.
- Ensures all equipment, software, and hardware are maintained and used properly.
- Arranges and pay for fees, installation, maintenance, and support of available high-speed internet services at their home work location.

Supervisor Responsibilities

- Reviews and considers requests to work from home from employees.
- Reviews position to identify eligibility to work from home.
- Communicates with employees whether or not they are eligible to work from home and provides context as to why they or their position are deemed not eligible.
- Establishes a method of communication between the employee, the team, and the supervisor, with consideration to maintaining team cohesiveness.
- Identifies communication expectations with the employee and schedules regular check-in meetings.
- Establishes clear, performance-related objectives.

- Ensures that employees have appropriate resources, including technology, hardware and applications required to support working from home, in line with the CIT guidelines.
- Reviews and approves or denies the intended work area using the completed Working from Home Health and Safety Inspection Checklist.
- Ensures the Working from Home Request is completed in its entirety and the Working from Home Agreement is signed.
- Evaluates the on-going suitability of the Working from Home Agreement on an annual basis.

Human Resources Responsibilities:

- When requested, supports the supervisor to review the employee portion of the Work from Home Request and supports the decision making process.

PROCEDURE:

It is important to recognize that not all jobs can effectively be performed from home. Participation in the Working from Home Program is subject to approval and ongoing review, and will be based on the eligibility criteria.

An employee may be eligible to work from home if:

- Their position has been deemed eligible to participate in the program.
- Their duties can be performed reasonably and successfully from home.
- Services to the public are not compromised, and collaboration with colleagues and clients can be achieved with digital collaboration tools.
- There are no concerns regarding the employee's ability to work independently.
- Work tools, supplies, equipment and technology can be accessed at home to meet the requirements of the work.
- The security and confidentiality requirements of the position can be met from home.

Employees can request to work from home on a full-time, part-time or ad hoc basis. The supervisor has the discretion to withdraw the Work from Home Agreement if the arrangement proves unsatisfactory, or the conditions change such that the work can no longer be effectively performed while working from home.

While working from home, employees must adhere to all Corporate Policy and Procedures regardless of their work location.

ELIGIBILITY PROCESS:

The eligibility process has three steps:

1. Employee requests participation in the Work from Home Program.
 - Employee completes the Employee Section of the Work from Home Request Form.
2. Supervisor assesses the position to determine the effectiveness of the position to work remotely.
 - Supervisor completes the Position Eligibility Questionnaire that addresses the duties of the position and whether they can be effectively executed from home
 - Supervisor completes the Supervisor/Manager Section of the Work from Home Request Form. A portion of the form requires an assessment of the employee's suitability to participate in the Work from Home Program.

The supervisor, considering all requirements and factors, and in consultation with their manager/director (and human resources when requested), approves or denies the request to participate in the Work from Home Program, and communicates the outcome and rationale with the employee.

OFFICE EQUIPEMENT:

The Employer will provide one primary work location office setup. If the primary work location is not in a CTB work location, the employee and supervisor will collaborate to determine the employee's office equipment needs at home, and the Employer will provide the required equipment (i.e. office chair, keyboard and mouse). A phone (landline or cellular) will be the responsibility of the employee to provide. Printers will also not be provided.

IT Requirements

The Corporation will provide the computer equipment and support outlined in the IT Guideline for Employees approved for a home office.

The employee will provide a high-speed internet connection, with data port at the workstation and Internet router (if required).

Costs:

Costs associated with working from home will be covered by the employee, including but not limited to:

- Travel to a CTB work location required throughout the day, which would otherwise not be included in the Mileage Expense Policy.
- Parking fees if required when at a CTB work location.
- Installation/connection and all associated internet fees (minimum standard required).
- Any increase in home insurance, if applicable.
- Any office furniture, not provided by CTB, associated with creating a safe, appropriate and ergonomically correct workspace and work environment*.
- Utility costs for home office.
- Maintenance and repair of any privately owned equipment.
- Expenses for supplies that are regularly available at a CTB work location (i.e. the employee is expected to go to the office to get office supplies and should not personally order supplies).

An employee who applies to the Work from Home Program is not eligible to request a T2200 Declaration of Conditions of Employment Form. CRA has designated that the employer must require the position to be worked from home rather than an employee volunteering to work from home.

SECURITY AND CONFIDENTIALITY:

Employees will provide a dedicated and appropriate workspace in which to conduct business while ensuring privacy and confidentiality is maintained at all times.

Employees are responsible for taking the necessary precautions to secure and protect CTB property, documents and the confidentiality of information at the home location (i.e. ensuring family members, other individuals living in the home office location and visitors do not have access to the information). Use of a secure space (e.g. desk cabinet/filing cabinet) is required for all confidential information

Employees must adhere to the Code of Conduct, the Responsible Use of Technology, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This includes maintaining data security and confidentiality practices consistent with the standard expected when working at the regular assigned CTB work location.

Employees who connect their computing devices, personal or CTB issued, to their Wi-Fi network should take the necessary precautions to secure their home wireless network. Refer to the IT Guideline for details.

PERFORMANCE EXPECTATIONS & ACCOUNTABILITY

Employees must continue to perform their work as assigned and report on progress as required. Employees must report any problems encountered that prevents them from performing their work while working from an alternate work location.

Employees are expected to make appropriate dependent care arrangements and manage personal responsibilities in a way that allows successful completion of their job responsibilities. Where an emergency and/or unforeseen situation arises that impacts staff, every reasonable effort should be made between the supervisor and the employee to ensure flexibility and adjust work expectations accordingly.

ENDING THE WORK FROM HOME PROGRAM:

Upon ending the Work from Home Program due to:

- the employment contract ending
- the supervisor withdrawing approval and the employee's return to the designated CTB work location, or
- the employee's absence from work in excess of 30 days (i.e. ongoing sick leave, leave of absence)

The employee will be responsible for the return of all equipment provided. The supervisor is required to manage the return of all equipment, and ensure that all equipment belonging to CTB is returned.

Employees choosing to end the Work from Home Program and return to their designated CTB regular work location must request approval from their supervisor at least one month in advance of their desired return date.

HEALTH AND SAFETY:

Regardless of the work location of their employees, the responsibilities of supervisors regarding the health and safety still apply. Employees are covered for work-related illnesses or injuries arising out of the course of their employment. All incidents of injury while working from home must be reported to the immediate supervisor as per reporting procedures.

ATTENDANCE REQUIREMENT AT CTB WORK LOCATION:

Employees working from home must report to the CTB work location as operationally required (team meetings, committee meetings, training, etc.) and at a regular duration as agreed/determined with the supervisor (for example twice per month).

Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT NO.	R 111/2021
DATE PREPARED	08/05/2021	FILE NO.	
MEETING DATE	08/23/2021 (mm/dd/yyyy)		
SUBJECT	2020-2021 Ward, Town Hall and Committee Meeting Update		

RECOMMENDATION

WITH RESPECT to Report R 111/2021 (City Manager's Office – Office of the City Clerk), we recommend Ward and Town Hall meetings continue to be provided virtually until January 2022;

AND THAT the Office of the City Clerk report back to Council prior to December 20, 2021 should in-person Ward and Town Hall meetings be unable to resume in January 2022;

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

EXECUTIVE SUMMARY

There were nineteen (19) Ward and Town Hall meetings held between September 2020 and June 2021. All meetings were held virtually and broadcast online on the city's website at www.thunderbay.ca/watchcouncil, and on local cable channels Shaw Spotlight Ch10, Shaw BlueCurve Ch105 and Tbaytel TV Channel 110. It is Administration's recommendation that virtual Ward and Town Hall meetings continue for the remainder of 2021 with in-person meetings tentatively scheduled to resume in January 2022.

At the onset of the pandemic, meetings for Committees of Council had been put on hold until resources were in place to support the administrative work of Committees and coordinate virtual meetings. Committees began meeting virtually using MS Teams in September 2020 and by December 2020, all Committees of Council had returned to their meeting schedules in the virtual platform as defined by their Terms of Reference.

DISCUSSION

Ward and Town Hall Meetings

Between September 2020 and June 2021, nineteen (19) virtual Ward and Town Hall meetings were hosted by Members of Council. Most meetings utilized MS Teams, allowing Administration to participate and present as required, and all meetings were broadcast online at

www.thunderbay.ca/watchcouncil, Shaw Spotlight Ch10, Shaw BlueCurve Ch105, and Tbaytel TV Channel 110.

There is limited analytics available relating to viewings of the meetings. Shaw has no analytics available; Tbaytel has annual analytics available through their OnDemand portal only. In 2020, there were 555 views through the OnDemand platform. The City's website has analytics available for unique and total views. For all nineteen (19) meetings, there were 699 unique viewers and 924 total viewers. This provides an average of 48.6 people per Ward/Town Hall meeting understanding that some meetings had higher viewer participation than others.

Public participation was advertised in advance of every meeting which allowed for questions to be received in prior to each meeting or during the meeting with staff available to monitor phone and email. There were more than 280 phone calls, emails and questions received from members of the public in total. Every attempt was made to ensure that Members of Council were able to answer questions throughout the meeting; if responses were not readily available, they were included in the final meeting minutes.

The cost per virtual meeting, as reported in Report 95/2020 and updated through a memo to Council on March 29, 2020, continues to be approximately \$400/meeting. This cost includes advertising and technology support. The cost for an in-person meeting is estimated at this time to be \$1,100/meeting and will vary depending on the resources required including cost of meeting space rental, additional staff, security, cleaning requirements, masks, technology support, and advertising.

Staffing resources required to prepare for and support a virtual meeting included four (4) members of the Office of the City Clerk team. Staff are assigned to answer phones and email to process questions from constituents and also to manage technology requirements, camera operations and record the minutes of the meeting. It is estimated that an in-person meeting will require more staff resources and will be dependent on the requirements of the provincial legislation. At this time, staffing requirements for virtual meetings are being met through the Office of the City Clerk. Should more than 4 staff be required for an in-person meeting which is expected, the Office of the City Clerk will need to bring in additional staffing resources including staff from other divisions or hire temporary staff to complete this work.

By-law 225-1998, as amended, allows Ward Councillors to host up to four (4) meetings per year, and At-Large Councillors to host up to five (5) meetings per year. At this time, Administration is able to provide one (1) Ward or Town Hall meeting each week on Tuesdays, Wednesdays or Thursdays only, and will continue to schedule meetings for Members of Council on a by-request basis. The limitation of only one meeting a week is due to staffing resources required for each meeting and other competing requirements of staff to prepare and attend Committee Meetings, Committee of the Whole and Council Meetings and complete the legislative requirements associated with the Office of the City Clerk.

Should City Council seek to move in an alternate direction and proceed to move forward with in-person Ward and Town Hall Meetings in September 2021, it is requested that City Council refer the details of this report back to the City Clerk in order to bring forward an alternate option with

more detailed estimate in addition to information about the availability of staff resources from other areas within the Corporation.

Administration will be reporting to Council prior to the 2022 Municipal Election relating to the use of corporate resources in an election year. However, the final day to schedule a Ward or Town Hall meeting in 2022 is June 30.

Advisory Committees of Council

Finally, the work and meetings of Advisory Committees of Council had been put on hold at the onset of the pandemic until it was determined if they could meet virtually and then determine if the Office of the City Clerk was able to provide necessary resources to support the work of Committees. Council's Procedural By-law was amended to allow for electronic participation for Committees in May 2020. A plan was then established to resume Committee meetings in September 2020 and by December 2020 all Committees were meeting virtually, with few meeting through the hybrid model (in-person and virtual participation). Administration has ensured that the Notice By-law requirements for all Committees of Council has been met and public participation has been arranged on request.

Overall the work of Advisory Committees is being well managed by Council and Committee Clerks and resource and support staff from all divisions within the Corporation. The virtual platform is working well and participation from committee members is high.

FINANCIAL IMPLICATION

There are no financial implications associated with this report. Costs associated with virtual meetings have been absorbed in the annual budgets for each member of council and within the staffing resource allocation for the Office of the City Clerk.

Should Council seek an alternate path forward with in-person Ward and Town Hall meetings beginning in September 2021, specific costing will require more investigation and Administration would need to report back at a later point with this information.

CONCLUSION

It is concluded that Council should approve the recommendation as outlined in the report and continue to hold virtual Ward and Town Hall Meetings from September – December 2021 and aim to resume in-person Ward and Town Hall Meetings in January 2022.

BACKGROUND

Memorandum from K. Power, City Clerk, presented to Council on May 25, 2020 to amend the Procedural By-law to allow Committees of Council to meet through electronic participation. The resolution, as contained in the memorandum, also directed the City Clerk to report back with the status of all Committees meeting virtually.

Report 95/2020 (City Manager's Office – Office of the City Clerk) was presented to Council on August 10, 2020 to provide Council options for consideration relating to Ward and Town Hall Meetings during the pandemic.

Memorandum from K. Power, City Clerk, presented to Council on March 29, 2021, provided Council an update of Ward and Town Hall meetings presented to date.

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: KRISTA POWER, CITY CLERK

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Norm Gale, City Manager	August 12, 2021

Memorandum

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

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: August 10, 2021

SUBJECT: Outstanding List for Administrative Services Session as of August 10, 2021
Committee of the Whole – August 23, 2021

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

Reference Number	Department/Division	Outstanding Item Subject	Resolution Report Back Date	Revised Report Back Date
2009-028-ADM	CSLTC/Financial Services	Landfill Gas Generation Project	Apr-12	
2012-036-ADM	CSLTC	Thunder Bay Hydro - Proposed Capital Structure Change	2015	Sep-13-2021
2015-037-ADM	City Manager's Office	Thunder Bay Event and Convention Centre, Proposed Next Steps	No date included in resolution	
2017-010-ADM	Corporate Strategic Services	Waterfront District BIA - Application for Tourism Designation	Jun-01-2017	
2018-009-ADM	City Manager's Office/Corporate Strategic Services	Clean, Green and Beautiful Policy Review	No date included in resolution	
2019-004-ADM	Corporate Strategic Services	Cultural Awareness and Walk-a-Mile Training	Jul-29-2019	
2020-049-ADM	Office of the City Clerk	Committee Meals	Report back when 75% of Committees are meeting in person	
2021-100-ADM	Corporate Services & Long-Term Care - Finance	Request for Information - Police Capital Projects Reserve Fund	Oct-31-2021	

2021-101-ADM	City Manager's Office/Legal Services	Request for Report – Question on the Ballot	Sep-27-2021	
2021-102-ADM	CSLTC	Request for Report – Infrastructure Priorities	Sep-27-2021	
2021-103-ADM	City Manager's Office	Rainbow Collective Deputation Response	Oct-31-2021	