



**Committee of the Whole Meeting
Agenda**

**Monday, August 28, 2023, 6:30 p.m.
S.H. Blake Memorial Auditorium**

Pages

1. Closed Session

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

2. Open Session (Planning Services)

Chair: Councillor Andrew Foulds

3. Disclosures of Interest

4. Confirmation of Agenda

WITH RESPECT to the August 28, 2023 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

5. Items Arising from Closed Session

6. Petitions and Communications

6.1 Backyard Home Minimum Building Setbacks

At the April 17, 2023 City Council (Public Meeting), Report 114-2023 (Development & Emergency Services - Planning Services) Amended - General Amendment to Official Plan and Zoning By-law 1/2022 was presented. Proposed change 29 relative to minimum rear setback and minimum interior side setback was excluded and referred to Administration for further review. Administration was directed to report back on or before September 25, 2023.

Memorandum from Supervisor - Planning Services Decio Lopes, dated August 8, 2023 recommending that Outstanding Item 2023-003-DEV be deferred to on or before December 18, 2023.

WITH RESPECT to the Memorandum from Decio Lopes, Supervisor -

10

Planning Services dated August 8, 2023, we recommend that Outstanding Item Backyard Home Minimum Building Setbacks - Update be deferred to on or before December 18, 2023.

6.2 Request for Report – Development of Nuisance By-law – Deferral request 11

Memorandum from Manager - Licensing & Enforcement Doug Vincent, dated August 17, 2023, recommending that Outstanding Item No 2020-024-DEV Request for Report - Development of a Nuisance By-law, be deferred from September 18, 2023 to June 3, 2024.

WITH RESPECT to the Memorandum from Doug Vincent, Manager Licensing & Enforcement, dated August 17, 2023, we recommend that Outstanding Item No 2020-024-DEV Request for Report - Development of a Nuisance By-law, be deferred from September 18, 2023 to June 3, 2024.

7. Outstanding Items 12 - 14

Memorandum from City Clerk Krista Power, dated August 15, 2023 providing the Planning Services Session Outstanding Items List, for information.

8. Open Session (Administrative Services)

Chair: Councillor Mark Bentz

9. Reports of Committees, Boards and Outside Agencies

9.1 Appeals Tribunal (Property Standards) Minutes 15 - 24

Minutes of Meetings 01-2023, 02-2023 and 03-2023 of the City of Thunder Bay Appeals Tribunal (Property Standards) held on April 19, 2023 and June 19, 2023, for information.

9.2 Thunder Bay District Health Unit Minutes 25 - 38

Meeting Minutes of the Thunder Bay District Health Unit - Board of Health dated April 19, 2023, and May 17, 2023, for information.

10. Reports of Municipal Officers

10.1 Reserve and Reserve Fund Policy and Consolidated Reserve Fund By-Law 39 - 115

At the July 24, 2023 Committee of the Whole meeting, Report 063-2023 (Corporate Services & Long-Term Care - Financial Services) relative to the above noted, was presented as a First Report to allow Committee of the Whole and the general public time to consider the implications of the report before its recommendations are considered by Committee of the

Whole on August 28, 2023.

Report 063-2023 (Corporate Services & Long-Term Care - Financial Services) recommending that Council approve the Consolidated Reserve Fund By-Law, and repeal and replace Corporate Policy 05-01-08 with the revised Reserve & Reserve Fund Policy, as appended, represented.

Memorandum from Policy & Research Analyst Melanie Davis, dated August 16, 2023 recommending that two additional by-laws to be repealed with the ratification of Consolidated Reserve Fund By-Law 220-2023, and that Municipal Code Chapters relative to various Reserve Funds be repealed.

WITH RESPECT to Report 063-2023-Corporate Services & Long-Term Care-Financial Services, we recommend that Corporate Policy 05-01-08 Reserve Funds be repealed and replaced with the revised Reserve & Reserve Fund Policy, appended as Attachment A;

AND THAT the following by-laws be repealed as outlined in this report:

1. 46/2019, 91-2001 - 55 Plus Centre – South Side;
2. 48-1994 – 55+ Centre Hot Lunch Programme;
3. 218-1993 – Animal Control Donation;
4. 107-1987 – Capital;
5. 59-1972 - Community Centres;
6. 174-2000 – Digital Parcel Mapping Database;
7. 109-1996 – Election Expenses;
8. 136-2003 and 038-2006 – Emergency Medical Services (EMS) Vehicle & Equipment and Facility;
9. 26-1978, 108-1987, and 109-1987 – Fire, Collision and Compensation/Insurance and Compensation;
10. 149-2000 – Fort William Stadium;
11. 110-1996 – Landfill Site;
12. 191-2000 – Landfill Site Expansion;
13. 244-1994, 34-2022 - Crime Prevention/Police Capital Projects;
14. 9-1998 – Positive, Recreation Opportunities for Kids (P.R.O. Kids);
15. 133-2003 – Post-Retirement Benefits;
16. 222-2003 – Recreation Trails;
17. 369-1980 – Sick Pay Liability;
18. 107-1996 – Tax Assessment Appeals;
19. 108-1998 – Thunder Bay 55 Plus Centre Endowment;

20. 26-1996 – Tournament Centre Capital;
21. 125-1988 – Waterworks Capital;
22. 81-2004 – Whalen Building Capital;
23. 108-1996 – Winter Roads Maintenance; and
24. 132-2003 – Workers Safety Insurance Board (WSIB)

Benefits.

AND THAT the following Reserve Funds be closed as at December 31, 2023, and any remaining balances be transferred as detailed in this Report:

1. Ashberry Park Reserve Fund; and
2. Ashwood Park Reserve Fund.

AND THAT to \$670,000 be transferred from the Legal Fees Reserve to the Insurance Reserve;

AND THAT \$2,300,000 be transferred from the Tax Assessment Appeals Reserve with \$982,000 directed to the Stabilization Reserve and \$1,318,000 to the Capital General Reserve Fund;

AND THAT By-law 220-2023 Consolidated Reserve Fund By-Law be presented to City Council for ratification on September 25, 2023.

10.1.1 Additional Information – Report 063-2023 Reserves and Reserve Funds Policy and Consolidated Reserve Fund By-Law

116 - 117

Memorandum from Policy & Research Analyst Melanie Davis, dated August 16, 2023 recommending that two additional by-laws to be repealed with the ratification of Consolidated Reserve Fund By-Law 220-2023, and that Municipal Code Chapters relative to various Reserve Funds be repealed.

WITH RESPECT to the Memorandum from Melanie Davis, Policy & Research Analyst, dated August 16, 2023 relative to Report 063-2023 Reserves and Reserve Funds Policy and Consolidated Reserve Fund By-Law, we recommend that the following by-laws be included for repeal as outlined above:

1. 72-2004 – Golf Course Reserve Fund
2. 134-2003 – Shelter House Replacement Reserve Fund

AND THAT the following Municipal Code Chapters be repealed:

1. 489 – Reserve Fund Community Centres;
2. 3.5 – Parking Authority – Reserve Fund;
3. 6.1, 983.6.2 – Parking Lot Regulation – Parking Reserve Funds;
4. 2.8, 989.2.9, 989.2.10 – Parking Regulation Street – Parking Reserve Fund; and
5. 3.3 – Sewage Works Rate – Sewage Works Reserve Fund.

AND THAT all relevant by-laws outlined in this memorandum and associated report be presented to City Council for ratification and repeal on September 25, 2023.

10.2 Report Back – 2024 Budget Amendments

118 - 126

At the June 26, 2023 Committee of the Whole meeting, a referral resolution was passed relative to Report 196-2023 (Corporate Services & Long Term Care - Financial Services) Report Back - 2024 Budget Amendments, recommending that certain items be referred back to Administration for stakeholder consultation and that Administration report back on or before August 28, 2023.

Report 263-2023 (City Manager's Office) providing the results of stakeholder consultation on Neebing Memorial Arena and the Heritage Program, and recommending that Outstanding Item 2023-004-ADM be removed from the Outstanding List, and that consultation on Outdoor Rinks to be brought forward to the September 11, 2023 Committee of the Whole meeting.

Correspondence from Dr. Michel Beaulieu, Chair & President - Thunder Bay Historical Museum Society containing a written deputation relative to the Heritage Advisory Committee and its programs.

WITH RESPECT to Report 263-2023 (City Manager's Office) we recommend that Outstanding Item 2023-004-ADM be removed from the Outstanding List;

AND THAT a new outstanding item be created for the consultation on outdoor rinks to be brought forward to the September 11, 2023 Committee of the Whole meeting;

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

10.3 Corporate Desktop and Laptop Computer Replacement

127 - 130

Report 248-2023 (Corporate Services - Corporate Information Technology) recommending that the contract for the supply and delivery of desktop and laptop computers be awarded to Dell Canada Inc. in the amount of \$1,542,605.38 inclusive of HST.

WITH RESPECT to Report 248-2023-Corporate Services-Corporate Information Technology, we recommend that the contract for the supply and delivery of Desktop and Laptop Computers be awarded to Dell Canada Inc. in the amount of \$1,542,605.38 (inclusive of HST);

THAT the Manager – Supply Management be authorized to issue a purchase order to award this purchase;

THAT the General Manager, Corporate Services be authorized to sign all documentation related to these matters;

AND THAT the General Manager, Corporate Services and the Director – Corporate Information Technology, together, be authorized to expend any additional funds that may be necessary should minor variations in quantities be required, but such funds, shall not exceed, in aggregate, the approved 2023 capital budget for this Corporate Desktop and Laptop Computer Replacement Project;

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

10.4 Advisory Committees of Council - Expenses

131 - 132

At the January 29, 2020 Committee of the Whole (2020 Capital and Operating Budget) meeting, a resolution was passed directing Administration to examine ways to reduce the committee meals budget, and to report back on or before May 25, 2020.

At the May 25, 2020 Committee of the Whole meeting, the review of committee meals and all other items that were not urgent or time sensitive were deferred due to the Covid-19 pandemic State of Emergency.

At the November 2, 2020 Committee of the Whole meeting, a resolution was passed, deferring the review of committee meals until after at least 75% of Committees of Council resume in-person meetings.

Report 170-2023 (City Manager's Office - Office of the City Clerk)

providing a review of the expenses associated with committees of Council and recommending that Outstanding List Item 2020-049-ADM Committee Meals be removed from the outstanding list.

WITH RESPECT to Report we recommend that Outstanding List Item 2020-049-ADM Committee Meals be removed from the outstanding list;

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

10.5 2023 Accessibility Progress Report 133 - 142

Report 210-2023 (City Manager's Office - Office of the City Clerk) providing an update of the City's progress on achieving the compliance required through the Accessibility for Ontarians with Disabilities Act, 2005, for information.

11. Petitions and Communications

11.1 City Treasurer – Appointment 143 - 144

Memorandum from Karen Lewis, General Manager – Corporate Services, dated August 18, 2023 recommending that Keri Greaves be appointed as City Treasurer effective September 5, 2023.

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

WITH RESPECT to the Appointment of City Treasurer we recommend that Keri Greaves be appointed effective September 5, 2023;

AND THAT the by-law appointing Keri Greaves as City Treasurer be presented to City Council at the August 28, 2023 City Council Meeting for ratification.

11.2 Freedom of the City 145 - 147

Memorandum from City Clerk Krista Power, dated July 25, 2023 recommending that the City of Thunder Bay grant HMCS Griffon the honour of Freedom of the City for September 23, 2023 in recognition of their service, their members and veterans.

WITH RESPECT to the Memorandum from Krista Power, City Clerk,

dated July 25, 2023, we recommend that the City of Thunder Bay grant HMCS Griffon, the honour of Freedom of the City in recognition of their service, their members and veterans to this community and country;

AND THAT such freedom be granted for September 23, 2023.

11.3 Request for Alternate Plantings – Leland Avenue

148 - 168

At the July 17, 2023 Committee of the Whole Meeting, Administration was directed to explore planting options for the centre islands on Leland Avenue, and to survey the neighbourhood to determine support for the current planting mix, and report back on or before August 28, 2023.

Memorandum from Supervisor - Parks & Open Space Planning Werner Schwar, dated August 2, 2023 recommending that Administration manually remove undesirable plant species and mow a maintenance strip along edges, and that Outstanding Item 2023-102-INO Request for Alternate Plantings – Leland Avenue be removed from the Outstanding List.

Correspondence from Patrick Rhodes, dated August 21, 2023 requesting to provide a deputation and providing information relative to planting options for the centre islands on Leland Avenue.

WITH RESPECT to the Memorandum from Werner Schwar, Supervisor-Parks & Open Space Planning, dated August 2, 2023, we recommend that Administration move forward with Strategy #3 - Manually remove undesirable plant species and mow a maintenance strip along edges;

AND THAT Administration monitor and reevaluate the success of species growth and public perception and report back by December 2026;

AND THAT Outstanding Item No. 2023-102-INO be removed from the Outstanding List;

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

12. Outstanding Items

169 - 170

Memorandum from City Clerk Krista Power, dated August 15, 2023 providing the Administrative Services Session Outstanding Items List, for information.

13. New Business

14. Adjournment

Memorandum

TO: Krista Power, City Clerk **FILE: PROJ-08-2020**

FROM: Decio Lopes, RPP, Planning Services Supervisor
Infrastructure, Development, and Operations

DATE: 08/08/2023 (mm/dd/yyyy)

SUBJECT: Outstanding List Item
Backyard Home Minimum Building Setbacks

MEETING & DATE: Committee of the Whole - 08/28/2023 (mm/dd/yyyy)

Administration is recommending a revised report back date for Outstanding List Item, Backyard Home Minimum Building Setbacks from before the end of September 2023 to **on or before December 18, 2023** because of the deployment of staff on strategic projects and to allow for public consultation outside of summer months.

Report 114-2023 - General Amendment to Official Plan and Zoning By-law 1/2022 presented April 17, 2023, recommended an amendment to the minimum building setbacks for Backyard Homes. This proposed amendment was referred to Planning Services Staff to complete further public consultation and prepare an alternative recommendation before the end of September 2023.

RECOMMENDATION

WITH RESPECT to the Memorandum from Decio Lopes, Supervisor - Planning Services dated August 8, 2023, we recommend that Outstanding Item Backyard Home Minimum Building Setbacks - Update be deferred to on or before December 18, 2023.



Decio Lopes, RPP
Supervisor Planning Services

cc: Kerri Marshall, General Manager – Infrastructure, Development, and Operations
Joel DePeuter, Director – Development Services
Devon McCloskey, Manager – Planning Services



Memorandum

TO: Krista Power, City Clerk **FILE:**

FROM: Doug Vincent, Manager Licensing & Enforcement
Corporate Services Department

DATE: 08/17/2023

SUBJECT: Request for Report – Development of Nuisance By-law – Deferral request

MEETING & DATE: Committee of the Whole – 08/28/2023

The deferral is requested as Administration is currently implementing the new 7- day per/week restructured Municipal Enforcement Services program delivery and additionally following new direction of Council, to initiate consultations on a Sign By-law amendment.

These two priority tasks continue to task existing staff resources and there is insufficient time to initiate and complete required consultations for a nuisance by-law, that were also directed by Council.

WITH RESPECT to the Memorandum from Doug Vincent, Manager Licensing & Enforcement, dated August 17, 2023, we recommend that Outstanding Item No 2020-024-DEV Request for Report- Development of a Nuisance By-law, be deferred from September 18, 2023 to June 3, 2024.

Memorandum

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: Tuesday, August 15, 2023

SUBJECT: Outstanding List for Planning Services Session as of August 15, 2023
Committee of the Whole – August 28, 2023

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

Reference Number (yyyy-nnn-MTG)	Department/Div	Outstanding Item Subject	Resolution Report Back Date - (on or before date)	Revised Report Back Date - (on or before date) (Memos presented at COW updating or delaying Item)
2020-024-DEV	Development & Emergency Services / Licensing & Enforcement	Request for Report – Development of a Nuisance By-law	Sep-28-2020	Sept-18-2023
2021-114-DEV	Development & Emergency Services/Licensing & Enforcement	Fence Related Bylaws	Mar-28-2022	Dec-18-2023
2021-116-DEV	Development & Emergency Services/Licensing & Enforcement	Animal Bylaw Amendment	Dec-13-2021	Sep-18-2023

2022-105-DEV	Development & Emergency Services/Planning	Update-Implementati on - Work Plan for Superior North EMS 2021-2030 Master Plan	Q3 - 2023	
2023-002-DEV	Development & Emergency Services/Realty Services	Potential Surplus of Property	Sep-18-2023	
2023-003-DEV	Development & Emergency Services/Planning	General Amendment to Official Plan and Zoning By-law 1/2022	Sep-25-2023	
2023-004-DEV	Development & Emergency Services/Realty Services	Downtown Fort William Strategic Renewal Plan	Sep-18-2023	
2023-006-DEV	Development & Emergency Services/Community Strategies	Response to Unsheltered Homelessness - a Protocol for the City of Thunder Bay	Q1 - 2024	
2023-007-DEV	Development & Emergency Services/Licensing & Enforcement	Comprehensive Review of the Sign By-law	Q4 - 2024	
2023-008-DEV	Development & Emergency Services/Licensing & Enforcement	Referral of Sign By-law – Mobile Signs	Sep-18-2023	

2023-010-DEV	Infrastructure, Development & Operations - Realty Services	Hillcourt Estates	Mar-18-2024	
--------------	--	-------------------	-------------	--



City of Thunder Bay Appeals Tribunal Meeting Minutes

**Wednesday, April 19, 2023, 12:32 p.m.
Martin Room - 3rd Floor, City Hall**

1. City of Thunder Bay Appeals Tribunal – Open Session – 01-2023

Chair: Andreas Petersen

2. Members

Jennifer-Ashleigh Fenton
Andrew Garro
Shaun Kennedy
Andreas Peterson

3. Officials

Dana Earle, Deputy City Clerk & Secretary to the Appeals Tribunal
Katie Piché, Council & Committee Clerk
Doug Vincent, Manager - Municipal Enforcement Services
Kamil Wierzbicki, Municipal Law Enforcement Officer

4. Establishment of Closed Session - April 19, 2023

MOVED BY: Andrew Garro
SECONDED BY: Shaun Kennedy

THAT a Closed Session meeting be scheduled for Wednesday, April 19, 2023 at 12:30 p.m. in order to receive information pursuant to the Municipal Act (Section 239(2)) relative to:

(3.1) the purpose of educating or training the members relative to Appeals Tribunal orientation.

CARRIED

5. Closed Session at 12:33 p.m.

6. Disclosures of Interest

7. Training Session - City of Thunder Bay Appeals Tribunal

Deputy City Clerk Dana Earle provided a PowerPoint presentation relative to the above noted and responded to questions. PowerPoint presentation was distributed separately on Thursday, April 13, 2023.

Manager - Municipal Enforcement Services Doug Vincent provided an overview relative to the above noted and responded to questions.

8. Adjournment

The meeting adjourned at 1:01 p.m.



City of Thunder Bay Appeals Tribunal Meeting Minutes

Wednesday, April 19, 2023, 1:04 p.m.
Martin Room - 3rd Floor, City Hall

1. City of Thunder Bay Appeals Tribunal – 02-2023

Chair: Andreas Petersen

2. Members

Jennifer-Ashleigh Fenton
Andrew Garro
Shaun Kennedy
Andreas Peterson

3. Officials

Dana Earle, Deputy City Clerk & Secretary to the Appeals Tribunal
Doug Vincent, Manager - Municipal Enforcement Services
Kamil Wierzbicki, Municipal Law Enforcement Officer
Katie Piché, Council & Committee Clerk

4. Appellant(s)

Robert Amodeo

5. Disclosures of Interest

6. Introduction

Deputy City Clerk Dana Earle provided an overview relative to the Property Standards appeal process.

The purpose of the hearing was to review the order on the property known municipally as 520 North Brodie Street, PL 193, LT 439, Thunder Bay, Ontario as adopted by By-law 095-2022, and the Building Code Act, S.O. 1992, c.23, for the maintenance and occupancy of property in the City of Thunder Bay. All of the work was to be completed by May 31, 2023.

Robert Amodeo was appealing the order and requesting an extension to the completion date originally set at May 31, 2023.

7. Opening Statements

The City of Thunder Bay was represented by Manager - Municipal Enforcement Services Doug Vincent and Municipal Law Enforcement Officer Kamil Wierzbicki. Doug Vincent and Kamil Wierzbicki provided an overview of the steps taken to date relative to the above noted property and provided photographs of the site under review. These pictures will be kept on file in the Municipal Enforcement Services Division as well as the Office of the City Clerk.

Robert Amodeo appeared before the Committee via MS Teams and detailed the reasons for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

Robert Amodeo responded to questions from the Committee.

Doug Vincent and Kamil Wierzbicki responded to questions from the Committee.

8. Decision

It was consensus of the Committee that Item #1 of the Property Standards Order be extended. It states that the appellant is to repair/replace roof shingles at the front, back section of the roof; Repair/replace needed sections of the roof, as well of the roof components, and maintain in good repair and safe condition; Maintain the wood soffit/fascia by painting, restoring, or repair and waterproof; Repair/replace the soffit and fascia as needed and maintain in good repair, safe condition and free from vermin.

This item was to be completed by May 31, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by September 1, 2023.

It was consensus of the Committee that Item #2 of the Property Standards Order be extended. It states that the appellant is to repair/replace cladding as necessary in all areas and maintain in good repair and safe condition and free from vermin.

This item was to be completed by May 31, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by September 1, 2023.

It was consensus of the Committee that Item #3 of the Property Standards Order be extended. It states that the appellant is to repair/replace the chimney as required by the Building Code and C.S.A. B-365 Standard.

This item was to be completed by May 31, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by September 1, 2023.

It was consensus of the Committee that Item #4 of the Property Standards Order be extended. It states that the appellant is to replace/repair the walkway/sidewalk and maintain it in a safe condition, with special attention to be kept free ponding of storm water, an unsightly condition, free of deep ruts and holes, provide for safe passage under normal use and weather conditions.

This item was to be completed by May 31, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by September 1, 2023.

Robert Amodeo will receive a letter via registered mail with the details of the order.

9. Adjournment

The meeting adjourned at 1:21 p.m.



City of Thunder Bay Appeals Tribunal Meeting Minutes

**Monday, June 19, 2023, 1:35 p.m.
Martin Room - 3rd Floor, City Hall**

1. City of Thunder Bay Appeals Tribunal – 03-2023

Chair: Andreas Petersen

2. Members

Jennifer-Ashleigh Fenton
Andrew Garro
Andreas Peterson

3. Officials

Dana Earle, Deputy City Clerk & Secretary to the Appeals Tribunal
Kamil Wierzbicki, Municipal Law Enforcement Officer

4. Appellants

Pasquale Scarcello
Ken Biniaris and Tanya Merrick (on behalf of Eugenia Biniaris)

5. Disclosures of Interest

6. Introduction

Deputy City Clerk Dana Earle provided an overview relative to the Property Standards appeal process.

The purpose of hearing #1 was to review the order on the property known municipally as 58 Ontario Street, PL 122 BLK A LT 4, Thunder Bay, Ontario as adopted by By-law 095-2022, and the Building Code Act, S.O. 1992, c.23, for the maintenance and occupancy of property in the City of Thunder Bay. All of the work was to be completed by June 12, 2023.

Pasquale Scarcello was appealing the order and requesting an extension to the completion date originally set at June 12, 2023.

The purpose of hearing #2 was to review the order on the property known municipally as 2 Lake Street, PL 1720 LT 64, Thunder Bay, Ontario as adopted by By-law 095-2022, and the Building Code Act, S.O. 1992, c.23, for the maintenance and occupancy of property in the City of Thunder Bay. All of the work was to be completed by June 11, 2023.

Ken Biniaris and Tanya Merrick, on behalf of Eugenia Biniaris, were appealing the order and requesting an extension to the completion date originally set at June 11, 2023.

7. Opening Statement - Hearing #1

The City of Thunder Bay was represented by Municipal Law Enforcement Officer Kamil Wierzbicki. Kamil Wierzbicki provided an overview of the steps taken to date relative to the above noted property (58 Ontario Street) and provided photographs of the site under review. These pictures will be kept on file in the Municipal Enforcement Services Division as well as the Office of the City Clerk.

Pasquale Scarcello detailed the reasons for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

Pasquale Scarcello responded to questions from the Committee.

Kamil Wierzbicki responded to questions from the Committee.

8. Decision - Hearing #1

It was consensus of the Committee that Item #1 of the Property Standards Order for 58 Ontario Street be extended. It states that the appellant is to acquire a

permit, if needed, and replace/repair the front and back stairs, and provide necessary handrails and guards on each set of stairs, in accordance to the Ontario Building Code.

This item was to be completed by June 12, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by October 27, 2023.

It was consensus of the Committee that Item #2 of the Property Standards Order for 58 Ontario Street be extended. It states that the appellant is to repair/replace/remove the wooden cladding by painting, restoring, or repairing of the walls, coping, or flashing, by the waterproofing of joints and the walls themselves, by the installation of, or repairing of, weather tight finishing, or the installation of termite shields, if required. As the wooden cladding had previously been covered with paint or other protective or decorative materials, repaint the cladding and maintain in good repair and the covering renewed when it becomes damaged or deteriorated.

This item was to be completed by June 12, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by October 27, 2023.

It was consensus of the Committee that Item #3 of the Property Standards Order for 58 Ontario Street be extended. It states that the appellant is to repair/replace all broken and/or missing windows and doors and maintain all windows and doors in a state of good repair.

This item was to be completed by June 12, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by October 27, 2023.

It was consensus of the Committee that Item #4 of the Property Standards Order for 58 Ontario Street be extended. It states that the appellant is to repair/replace the soffit and fascia and maintain the components as needed to prevent any vermin access.

This item was to be completed by June 12, 2023; However, the Committee has extended the time within which the order is to be complied with. The work is to be completed by October 27, 2023.

It was consensus of the Committee that Item #5 of the Property Standards Order for 58 Ontario Street be extended. It states that the appellant is to remove all debris, such as, but not limited to, furniture, appliances, wood, pallets, metals,

plastics, dilapidated storage shelter, off the property and maintain the property free from health, fire, accident hazard, or Unsafe condition.

This item was to be completed by June 12, 2023; However the Committee has extended the time within which the order is to be complied with. The work is to be completed by October 27, 2023.

Pasquale Scarcello will receive a letter via registered mail with the details of the order.

Pasquale Scarcello left the meeting.

9. Opening Statement - Hearing #2

The City of Thunder Bay was represented by Municipal Law Enforcement Officer Kamil Wierzbicki. Kamil Wierzbicki provided an overview of the steps taken to date relative to the above noted property (2 Lake Street) and provided photographs of the site under review. These pictures will be kept on file in the Municipal Enforcement Services Division as well as the Office of the City Clerk.

Ken Biniaris detailed the reasons for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

Ken Biniaris responded to questions from the Committee.

10. Decision - Hearing #2

It was consensus of the Committee that the Property Standards Order for 2 Lake Street be extended. As per the report submitted by DMC Mining Services relative to 2 Lake Street, it states that the following must be repaired to bring the property into compliance:

- The repairs required to restore the structural integrity of the wall are detailed on the drawing provided by DMC Mining Services (attached to their report).
- The repairs consist of twinning the existing wall studs and the installation of double plate studs installed horizontally to frame the damaged opening in the wall and to transfer the wind loads laterally to the newly reinforced studs.
- The resulting framed opening in the wall can then be in-filled with conventional 38x140 framing.

-The entire interior and exterior will be re-clad with new 13mm plywood sheathing installed in a horizontal orientation.

-The new plywood cladding will be glued and nailed at 8" (200mm) centres. This will ensure the entire wall functions as stressed skin wall panel.

Eugenia Biniaris will receive a letter via registered mail with the details of the order.

11. Adjournment

The meeting adjourned at 2:05 p.m.



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: APRIL 19, 2023
TIME OF MEETING: 1:00 PM
PLACE OF MEETING: FIRST FLOOR BOARDROOM / MS TEAMS
CHAIR: MR. DON SMITH

BOARD MEMBERS PRESENT:

Mr. Grant Arnold
Ms. Cindy Brand
Ms. Kasey Etreni
Mr. Paul Malashewski
Mr. James McPherson
Ms. Donna Peacock
Mr. Don Smith
Mr. Mark Thibert
Ms. Kristine Thompson
Mr. Todd Wheeler

ADMINISTRATION PRESENT:

Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer
Ms. Diana Gowanlock, Director – Health Protection
Mr. Dan Hrychuk, Director – Corporate Services
Ms. Shannon Robinson, Director – Health Promotion
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health
Ms. Tammy Lee Royer, Administrative Assistant – Health Protection

REGRETS:

Mr. Ken Boshcoff
Mr. Jim Moffat

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

2. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Mr. Boshcoff and Mr. Moffat.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

Resolution No.: 40-2023

Moved By: T. Wheeler
Seconded By: J. McPherson

THAT the Agenda for the Regular Board of Health Meeting to be held on April 19, 2023, be approved.

CARRIED

5. INFORMATION SESSION

There was no information session scheduled.

6. MINUTES OF THE PREVIOUS MEETINGS

6.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Regular Session Meeting held on March 15, 2023, were presented for approval.

Resolution No. 41-2023

Moved By: T. Wheeler
Seconded By: P. Malashewski

THAT the Minutes of the Thunder Bay District Board of Health Regular Session Meeting held on March 15, 2023, be approved.

CARRIED

7. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

8. BOARD OF HEALTH (CLOSED SESSION) MEETING

Resolution No. 42a-2023

Moved By: T. Wheeler
Seconded By: J. McPherson

8. BOARD OF HEALTH (CLOSED SESSION) MEETING (Continued)

THAT the Board of Health move into a closed session for the specific purpose of educating or training the members.
(*Municipal Act*, S.O. 2001, c.25, S. 239 (3.1))

CARRIED

At 1:05 PM, the Board of Health moved into closed session.

At 1:45 PM, the Board of Health moved out of closed session to resume regular business. At that time, the following individuals also joined the meeting:

- Ms. Katrina Edey, Manager of Injury and Substance Use Prevention
- Ms. Joanna Carastathis, Manager of Healthy Living
- Ms. Carolyn Tait, Manager of Oral and Visual Health & District Offices
- Mr. Ivan Ho, Public Health Nutritionist
- Ms. Sheena Albanese, Health Promotion Planner

8.1 Closed Session Report

The Board of Health Chair reported that information relative to education and training of the members had been provided in the Closed Session.

9. DECISIONS OF THE BOARD

9.1 2022 Financial Statements

Report No. 21-2023 (Finance) relative to presenting the Board of Health with the draft 2022 Financial Statements for approval was presented and discussed.

Resolution No. 43-2023

Moved By: K. Etreni
Seconded By: T. Wheeler

THAT with respect to Report No. 21-2023 (Finance), we recommend that the Financial Statements of the Thunder Bay District Health Unit for the year ending December 31, 2022, be approved as recommended by the Executive Committee.

CARRIED

9. DECISIONS OF THE BOARD (Continued)

9.2 Amendments - 2022 Public Health Funding and Accountability Agreement

Report No. 26-2023 (Finance) relative to providing the Board of Health with details of additional funding allocations from the Ministry of Health was presented.

Resolution No. 44-2023

Moved By: K. Etreni
Seconded By: J. McPherson

THAT with respect to Report No. 26-2023 (Finance) we recommend that effective January 1, 2022, the updated Schedules to the Public Health Funding and Accountability Agreement with the Ministry of Health be approved, accepting up to an additional \$41,500 in one-time funding for the 2021-22 funding year, up to \$546,175 in one-time funding for the 2022-23 funding year, and up to \$1,192,925 in one-time funding for the 2023-24 funding year to support the provision of public health programs and services in the District of Thunder Bay;

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

CARRIED

9.3 Staffing Changes - Ontario Seniors Dental Care Program

A memorandum from Ms. S. Robinson, Director of Health Promotion, dated April 19, 2023, and containing a resolution relative to recommendations for changes to the staffing component in the Oral Health Program was presented.

Resolution No. 45-2023

Moved By: J. McPherson
Seconded By: P. Malashewski

THAT we approve the addition of a permanent 0.2 FTE dental health educator position;

9. DECISIONS OF THE BOARD (Continued)

9.3 Staffing Changes - Ontario Seniors Dental Care Program (Continued)

AND THAT recruitment for the position is approved to commence within the 2023 budget year;

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

CARRIED

9.4 Reducing Alcohol-Related Harms

Report No. 22-2023 (Injury Prevention and Substance Use) relative to providing the Board of Health with recommendations for reducing alcohol consumption and alcohol-related harms in accordance with new alcohol consumption guidelines. Ms. Katrina Edey, Manager of Injury Prevention and Substance Use and Ms. Sheena Albanese, Health Promotion Planner, provided a presentation with additional information to the Board of Health.

Resolution No. 46-2023

Moved By: K. Etreni
Seconded By: J. McPherson

THAT with respect to Report No. 22-2023 (Injury Prevention and Substance Use) we recommend that the Board of Health call upon the Government of Canada to amend the Food and Drug Act to make it mandatory that all alcoholic beverage containers have enhanced alcohol labels affixed:

1. Indicating what constitutes a standard drink;
2. Illustrating the number of standard drinks in the beverage container;
and
3. Displaying health messaging regarding adverse health outcomes, including the cancer risk associated with the consumption of alcohol.

AND THAT the Board of Health endorse in principle, Bill-S254 - An Act to Amend the Food and Drug Act (Warning Labels on Alcoholic Beverages) and Motion M-61 A National Warning Label Strategy for Alcoholic products;

9. DECISIONS OF THE BOARD (Continued)

9.4 Reducing Alcohol-Related Harms (Continued)

AND FURTHER THAT a copy of this motion be forwarded to:

1. Right Honourable Justin Trudeau, Prime Minister of Canada
2. Honourable Jean-Yves Duclos, Minister of Health
3. Honourable Patrick Brazeau, Senator, Independent
4. Honourable Patty Hajdu, MP Thunder Bay Superior North
5. Marcus Powlowski, MP Thunder Bay Atikokan
6. All Ontario Boards of Health

CARRIED

9.5 alPHa 2023 AGM & Conference

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated April 19, 2023, and containing a resolution relative to the above noted was presented. At the direction of the Chair, a follow-up email will be sent out to the Board to inquire whether any other members are interested in attending the conference.

Resolution No. 47-2023

Moved By: P. Malashewski

Seconded By: K. Etreni

THAT the following members of the Board be authorized to attend the alPHa 2023 Annual Conference to be held in Toronto, Ontario, on June 12-14, 2023:

1. Paul Malashewski
2. Don Smith
3. Grant Arnold (tentative)

AND THAT all expenses be paid in accordance to Policy No. BH-02-04 - Honourarium and Expense Reimbursement.

CARRIED

10. COMMUNICATIONS FOR INFORMATION

10.1 Nutritious Food Basket Survey

Report Number 23-2023 (Healthy Living) relative to providing the Board of Health with details of the Nutritious Food Basket Survey, was presented for information. Ms. Joanna Carastathis, Manager of Healthy Living, provided additional information and responded to questions from the Board.

10.2 Procurement Practices Report

Report Number 24-2023 (Finance) relative to providing the Board of Health with an update on the procurement policy and practices of the Thunder Bay District Health Unit was presented for information.

10.3 2022 Legal Expenditures

Report Number 25-2023 (Finance) relative to providing the Board of Health with a review of legal fees incurred in 2022 was presented for information.

10.4 2022 Board of Health Expenses

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated April 19, 2023, relative to providing the Board of Health with information on its expenses incurred in 2022 was presented for information.

10.5 alPHa Board of Directors

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated April 19, 2023, relative to providing the Board of Health with information on the nomination of a member to serve on the Association of Local Public Health Agencies (alPHa) Board of Directors was presented. It was noted that this item will be brought back to the May 17, 2023, Board of Health meeting for further consideration.

10.6 MOH/CEO Report

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, presented an update on the Thunder Bay District Health to the Board of Health, including

10. COMMUNICATIONS FOR INFORMATION (Continued)

10.6 MOH/CEO Report (Continued)

information on the Annual Service Plan and Budget Submission and on the remaining uncertainties with public health funding, for information.

11. NEXT MEETING

The next regularly scheduled meeting will be held on May 17, 2023.

12. ADJOURNMENT

Resolution No. 48-2023

Moved By: J. McPherson

Seconded By: K. Etrei

THAT the Board of Health meeting held on April 19, 2023,
be adjourned at 2:25 PM.

CARRIED



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: May 17, 2023
TIME OF MEETING: 1:00 PM
PLACE OF MEETING: FIRST FLOOR BOARDROOM / MS TEAMS
CHAIR: MR. DON SMITH

BOARD MEMBERS PRESENT:

Mr. Grant Arnold
Mr. Ken Boshcoff
Ms. Cindy Brand
Ms. Kasey Etrene
Mr. Paul Malashewski
Mr. James McPherson
Mr. Jim Moffat
Ms. Donna Peacock
Mr. Don Smith
Mr. Mark Thibert
Ms. Kristine Thompson
Mr. Todd Wheeler

REGRETS:

Ms. Kristine Thompson

ADMINISTRATION PRESENT:

Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer
Mr. Dan Hrychuk, Director – Corporate Services
Ms. Shannon Robinson, Director – Health Promotion
Ms. Kandace Belanger, Manager of Sexual Health, Harm Reduction and Street Outreach
Mr. Phil Avella, Manager of Information Systems and Property
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health
Ms. Shelley Oleksuk, Administrative Assistant – Health Promotion
Ms. Tammy Lee Royer, Administrative Assistant – Health Protection
Ms. Heather Syvitski, Administrative Assistant – Corporate Services

1. CALL TO ORDER AND LAND ACKNOWLEDGMENT

The chair called the meeting to order at 1:00 PM.

2. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Ms. K. Thompson.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

Resolution No. 49-2023

Moved By: P. Malashewski

Seconded By: J. Moffat

THAT the Agenda for the Regular Board of Health Meeting to be held on May 17, 2023, be approved.

CARRIED

5. INFORMATION SESSION

5.1 Opioid Situational Assessment Report

Ms. Erica Sawula, Epidemiologist, provided a presentation to the Board of Health on the updated Opioid Situational Assessment Report for the Thunder Bay District Health Unit area and responded to questions from the Board.

6. MINUTES OF THE PREVIOUS MEETINGS

6.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on April 19, 2023, were presented for approval.

Resolution No. 50-2023

Moved By: C. Brand

Seconded By: P. Malashewski

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on April 19, 2023, be approved.

CARRIED

7. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

8. BOARD OF HEALTH (CLOSED SESSION) MEETING

Resolution No. 51a-2023

Moved By: P. Malashewski

Seconded By: J. Moffat

THAT the Board of Health move into a closed session for the specific purpose of educating or training the members.
(Municipal Act, S.O. 2001, c.25, S. 239 (3.1))

CARRIED

At 1:37 PM the Board of Health moved into Closed Session.

The following individuals left the meeting:

- Mr. P. Avella, Manager of Information Systems and Property
- Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health
- Ms. Shelley Oleksuk, Administrative Assistant – Health Promotion
- Ms. Tammy Lee Royer, Administrative Assistant – Health Protection
- Ms. Heather Syvitski, Administrative Assistant – Corporate Services

At 2:00 PM, the Board of Health moved out of closed session to resume regular business. The above individuals returned to the meeting.

8.1 Closed Session Report

The Board of Health Chair reported that information relative to the education and training of the members had been provided in the Closed Session.

9. DECISIONS OF THE BOARD

9.1 Physical Literacy Endorsement

Report No. 27-2023 (Healthy Living) relative to providing the Board of Health with recommendations regarding physical literacy was presented.

Resolution No. 52-2023

Moved By: D. Peacock

Seconded By: P. Malashewski

THAT with respect to Report No. 27-2023 (Healthy Living and School Health) we recommend that the Board of Health endorse correspondence from Public Health Sudbury and

9. DECISIONS OF THE BOARD (Continued)

9.1 Physical Literacy Endorsement (Continued)

Districts, entitled “Physical Literacy for Healthy Active Children;”

AND THAT the Thunder Bay District Board of Health write a letter of support to the Minister of Health and Deputy Premier;

AND THAT a copy of the letter be sent to the Minister of Education, Local School Boards, Sports and Recreation Organizations, Early Learning Centres and local Members of Provincial Parliament.

CARRIED

9.2 Contract Award: Roof and Flashing Repairs

Report No. 28-2023 (Information Systems and Property) relative to providing the Board of Health with recommendations for awarding the contract for roofing and flashing repairs was presented.

Resolution No. 53-2023

Moved By: P. Malashewski

Seconded By: D. Peacock

THAT with respect to Report No. 28-2023 (Information Systems and Property), we recommend that the tender for Roofing and Flashing Repairs be awarded to Cardinal Roofing for a total contract cost of \$204,495 (taxes extra);

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

CARRIED

9. DECISIONS OF THE BOARD (Continued)

9.3 Nurse Practitioner Program Funding

Report Number 30-2023 (Street Outreach Program) relative to providing the Board of Health with recommendations for approval of funding for the Primary Care Nurse Practitioner Program for 2023-24 was presented.

Resolution No. 54-2023

Moved By: D. Peacock

Seconded By: C. Brand

THAT with respect to Report No. 30-2023 (Street Outreach Program), we recommend that the Board of Health accept the yearly funding of \$165,453 for the 2023-24 funding year (April 1, 2023 to March 31, 2024) for the Primary Care Nurse Practitioner Program;

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

CARRIED

9.4 alpha Board of Directors Nomination

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated May 17, 2023, and containing a resolution relative to nomination to the alpha Board of Directors for the 2023-2025 term was presented and discussed.

Resolution No. 55-2023

Moved By: J. Moffat

Seconded By: D. Peacock

THAT the Thunder Bay District Health Unit Board of Health supports the Northwestern Health Unit's nomination of the following member to represent the North West Region on the alpha Board of Directors and Board of Health Section Executive for the 2023-2025 term:

1. Ms. Trudy Sachowski

CARRIED

10. COMMUNICATIONS FOR INFORMATION

10.1 First Quarter Interim Financial Statements

Report Number 29-2023 (Finance) relative to providing the Board of Health with the interim financial report for the quarter ended March 31, 2023, was presented for information.

10.2 aLPHa Resolution Package

The package of resolutions for consideration at the Association of Local Public Health Agencies (aLPHa) Annual General Meeting in June was presented for information and reviewed for the Board of Health delegates who will be attending the aLPHa conference.

10.3 MOH/CEO Report

Dr. DeMille provided an update to the Board of Health and noted that discussion on budget parameters will take place at the June meeting. In addition, she noted that often information related to budgets and funding is provided at the Association of Municipalities of Ontario (AMO) conference which is scheduled to take place in August.

11. NEXT MEETING

The next meeting is scheduled for Wednesday, June 21, 2023.

12. ADJOURNMENT

Resolution No. 56-2023

Moved By: D. Peacock

Seconded By: J. Moffat

THAT the Board of Health meeting held on May 17, 2023, be adjourned at 2:14 PM.

CARRIED

REPORT NUMBER 063-2023-Corporate Services & Long-Term Care-Financial Services

DATE PREPARED	May 18, 2023	FILE
----------------------	--------------	-------------

MEETING DATE	July 24, 2023
---------------------	---------------

SUBJECT	Reserve and Reserve Fund Policy and Consolidated Reserve Fund By-Law
----------------	--

RECOMMENDATION

WITH RESPECT to Report 063-2023-Corporate Services & Long-Term Care-Financial Services, we recommend that Corporate Policy 05-01-08 Reserve Funds be repealed and replaced with the revised Reserve & Reserve Fund Policy, appended as Attachment A;

AND THAT the following by-laws be repealed as outlined in this report:

1. 46/2019, 91-2001 - 55 Plus Centre – South Side;
2. 48-1994 – 55+ Centre Hot Lunch Programme;
3. 218-1993 – Animal Control Donation;
4. 107-1987 – Capital;
5. 59-1972 - Community Centres;
6. 174-2000 – Digital Parcel Mapping Database;
7. 109-1996 – Election Expenses;
8. 136-2003 and 038-2006 – Emergency Medical Services (EMS) Vehicle & Equipment and Facility;
9. 26-1978, 108-1987, and 109-1987 – Fire, Collision and Compensation/Insurance and Compensation;
10. 149-2000 – Fort William Stadium;
11. 110-1996 – Landfill Site;
12. 191-2000 – Landfill Site Expansion;
13. 244-1994, 34-2022 - Crime Prevention/Police Capital Projects;
14. 9-1998 – Positive, Recreation Opportunities for Kids (P.R.O. Kids);
15. 133-2003 – Post-Retirement Benefits;
16. 222-2003 – Recreation Trails;
17. 369-1980 – Sick Pay Liability;
18. 107-1996 – Tax Assessment Appeals;
19. 108-1998 – Thunder Bay 55 Plus Centre Endowment;
20. 26-1996 – Tournament Centre Capital;

21. 125-1988 – Waterworks Capital;
22. 81-2004 – Whalen Building Capital;
23. 108-1996 – Winter Roads Maintenance; and
24. 132-2003 – Workers Safety Insurance Board (WSIB) Benefits.

AND THAT the following Reserve Funds be closed as at December 31, 2023, and any remaining balances be transferred as detailed in this Report:

1. Ashberry Park Reserve Fund; and
2. Ashwood Park Reserve Fund.

AND THAT to \$670,000 be transferred from the Legal Fees Reserve to the Insurance Reserve;

AND THAT \$2,300,000 be transferred from the Tax Assessment Appeals Reserve with \$982,000 directed to the Stabilization Reserve and \$1,318,000 to the Capital General Reserve Fund;

AND THAT By-law 220-2023 Consolidated Reserve Fund By-Law be presented to City Council for ratification on September 25, 2023.

LINK TO STRATEGIC PLAN

The recommendations outlined in this report align with two underlying priorities in the City's 2019-2022 Strategic Plan "One City, Growing Together:" providing cost-effective and quality services to citizens, and financial sustainability to provide and maintain service and infrastructure levels.

Sound fiscal management enables the Corporation to successfully carry out strategic priorities. The proposed Reserve & Reserve Fund Policy and Consolidated By-Law are financial tools that are foundational in supporting strategic, long-term planning across the Corporation.

EXECUTIVE SUMMARY

The *Municipal Act, 2001* grants authority to establish and maintain Reserve Funds per Section 417 (1) "for any purpose for which it has authority to spend money". This report provides an overview of the new Reserve & Reserve Fund Policy ("the Policy"), and Consolidated Reserve Fund By-Law ("the Consolidated By-Law"), subject to Council approval.

The new Reserve & Reserve Fund Policy sets out consistent guidelines for the establishment, use, maintenance, management and account of Reserve and Reserve Funds. The Consolidated By-Law brings together all Reserve Funds established by the

City into one by-law. This approach will promote efficiency, clarity, and accountability by providing direction in one document.

Administration has completed a comprehensive review that included analysis of purpose and functionality of existing Reserves and Reserve Funds, researching best practices among Ontario municipalities, review of case studies and reports prepared by professional bodies, and assessment of impacting legislation and agreements.

Based on this work, the Policy and Consolidated By-Law includes the following changes and recommendations:

- Policy enhancements;
- Housekeeping Updates;
- Change of eight Reserve Funds to Reserves;
- Closure of two Reserve Funds; and
- Amalgamation of two Reserve Funds.

During the 2023 budget deliberation process Administration was asked to report back on the creation of a Reserve Fund or recommend an existing Reserve Fund to hold surplus dollars from councillor budgets for the purpose of Council professional development. Based on the purpose and recommended use of Reserves and Reserve Funds, Administration does not recommend the creation of a new Reserve Fund or the use of an existing Reserve Fund. Rather, Administration recommends requirements for additional professional development dollars beyond existing budgets, be managed as part of the annual variance process.

DISCUSSION

Reserves and Reserve Funds are an important tool for a municipality's long-term financial sustainability and flexibility. Setting aside money in Reserves and Reserve Funds assist in managing risks, financing capital costs and allows for affordable and stable services. Reserves and Reserve Funds contribute to the Corporation's ability to bring forward balanced budgets that do not include large increases in the municipal tax levy.

Adequate levels of Reserves and Reserve Funds demonstrate financial flexibility and an ability to adapt to fiscal challenges, this is also one of the key factors that contribute to the City's annual credit rating. A good credit rating ensures the Corporation can continue to secure the best available interest rates for future debt.

Administration is presenting a new Reserve & Reserve Fund Policy, Attachment A and new Consolidated Reserve Fund By-Law, Attachment B. The Policy sets out consistent guidelines for the establishment, use, maintenance, management and account of Reserves and Reserve Funds. The Consolidated By-Law brings together all Reserve Funds established by the City into one by-law. This approach will promote efficiency, clarity, and accountability by providing direction in one document.

The Financial Services Division identified the Reserve Fund Policy as a policy requiring a comprehensive review, along with a full review of all existing Reserves, Reserve funds and their corresponding by-laws and authorizing reports.

Review Process

As the work undertaken was significant and performed over a number of years there was risk that some information could be missed or excluded along the way. To mitigate this risk, Administration spent considerable time and effort gathering documentation on existing Reserves and Reserve Funds to gain a better understanding of their intent and purpose. This included the following work:

- Collaborated with the Office of the City Clerk and City Archives on gathering current and historical information on Reserves and Reserve Funds.
- Reviewed Reserve & Reserve Fund policies, by-laws, reports and procedures from 13 Ontario municipalities for best practices;
- Reviewed Reserve & Reserve Fund case studies and reports prepared by professional bodies;
- Assessed impacting legislation and agreements associated with various Reserve Funds;
- Undertook professional development, training and workshops related to Reserves & Reserve Funds;
- Consulted with Legal Services on the content included in the Policy and Consolidated By-Law; and
- Consulted with staff throughout the Corporation on the content of department specific Reserves & Reserve Funds.

A recent case study undertaken by the Municipal Finance Officers' Association of Ontario (MFOA) noted similarities between the 3 case study municipalities that can be considered as a best practice for all Ontario municipalities. These include the following:

- Establishing a policy framework that outlines how each Reserve and Reserve Fund is managed and utilized;
- Integrate the Reserves and Reserve Funds with strategies (i.e., Asset Management Plans, Rate financial plans, Capital budgets, etc.);
- Provide annual Reserve and Reserve Fund reports to Council and the public during the budgeting process; and
- Review the Reserve and Reserve Fund Policies at least every few years.

Although Administration already utilized some of these best practices these methods have now all been formally incorporated within the new Policy.

New Reserve & Reserve Fund Policy

The City's existing Reserve Fund Policy simply states that "It is the policy of the Corporation of the City of Thunder Bay to pass by-laws for the establishment and

maintenance of Reserve Funds” and the purpose of the old policy was “to provide funds to finance various corporate expenditures and to provide guidelines for the maintenance of each Reserve Fund”.

Policy Enhancements

The new Reserve and Reserve Fund Policy (Attachment A) includes an updated policy statement and purpose as well as the following new sections:

- Scope;
- Objectives;
- Glossary & Definitions;
- Reserve and Reserve Fund Management;
- Roles and Responsibilities;
- Reporting; and
- Review.

It is within these new sections of the Policy that Administration has drawn on best practices to include direction on items such as the establishment and modification of Reserve and Reserve Funds, allocation of the year-end operating surplus or deficit, target balances, maximum target balance strategy, and closure of Reserve and Reserve Funds.

For example, regarding direction of the year-end operating variance, the Policy gives direction to transfer tax-supported surplus funds first to the Stabilization Reserve unless the transfer would result in its estimated uncommitted balance at that time to exceed \$10.0 million, in which case the surplus funds in excess of \$10.0 million will be transferred to the Capital General Reserve Fund. The Policy also includes direction on tax-supported deficits and rate supported surpluses/deficits.

Another significant enhancement within the new Policy are the sections on target balances and the maximum target balance strategy. Target balances help guide decision making, improve certainty of funds and reduce the risk of improper use of funds. Consistent with a number of other Ontario municipalities, Administration has started to assign target balances to key Reserve and Reserve Funds. This is an area that Administration will continue to enhance in future years.

Direction provided in the new Policy, such as the examples above, promote efficiency, clarity, and accountability.

Major Changes

Amalgamation of Reserve Funds

Administration is recommending the amalgamation of the EMS Facility Reserve Fund and EMS Vehicle & Equipment Reserve Fund in to one SNEMS Capital Reserve Fund. Both Reserve Funds serve a similar purpose (funding SNEMS capital) and amalgamating the two will enhance flexibility in funding SNEMS Capital initiatives deemed appropriate.

By-laws 136-2003 and 038-2006 for Emergency Medical Services (EMS) Vehicle & Equipment and Facility must be repealed.

The Consolidated By-Law reflects this recommendation.

Realignment of Reserve Funds to Reserves

Administration is recommending eight Reserve Funds be reclassified as Reserves. This reclassification is required in order to align the purpose and use of these funds with the definitions noted in the Policy. In addition, the classification is consistent with the majority of Ontario municipalities with similar type of reserves.

The Reserve Funds to be reclassified as Reserves are as follows:

- Animal Control Donation
- Election
- Event Hosting
- Insurance
- Legal Fees
- Stabilization
- Tax Assessment Appeals
- Winter Roads Maintenance

As investment income/interest earned on Reserves shall be recognized as revenue in the operating budget, monies earned on these Reserves will now be included in the annual operating budget. To provide an estimate of the impact this could have on the operating fund, these Reserve Funds earned approximately \$0.7 million in investment income/interest in 2021 and \$1.2 million in 2022.

The following by-laws exist for these Reserve Funds and must be repealed:

- 218-1993 – Animal Control Donation
- 109-1996 – Election Expenses
- 107-1996 – Tax Assessment Appeals
- 108-1996 – Winter Roads Maintenance

The new Reserve and Reserve Fund Policy reflects this recommendation as these Reserves are a part of its attached Schedule of Reserves.

Reserve Fund Closures

Administration recommends the closure and transfer of the Ashberry Park Reserve Fund balance of \$1,263 to the Recreation Trails Reserve Fund as the funds have not been utilized in years. Similarly, Administration recommends the closure and transfer of the Ashwood Park Reserve Fund balance of \$1,883 to the Recreation Trails Reserve Fund as the funds have not been utilized in years.

Per discussion with Parks staff and review of the Corporation's Reserves and Reserve Funds, the Recreation Trails Reserve Fund aligns best for the transfer of these funds.

Housekeeping Updates

The following is a breakdown of the housekeeping updates included in the attached Policy and/or Consolidated By-law.

Consistency in wording and formatting:

- Some Reserve and Reserve Fund names have been modified for consistency, clarity and/or to conform to the name known and most commonly used within the Corporation. This includes updates to departments, divisions and positions based on the most recent organizational structure.
- A standardized schedule for each Reserve and Reserve Fund has been created and includes the following:
 1. Name;
 2. Statement of purpose;
 3. Type - Operating, Capital, or Statutory & Discretionary or Obligatory (applicable to Reserve Funds only);
 4. Contributions;
 5. Withdrawals;
 6. Target balances, if any; and
 7. Special reporting requirements, if any.

Where required, minor amendments have been made to align Reserves and Reserve Funds with current practice based on directions provided in previous corporate reports, legislative changes or suitability/requirements of the Reserve or Reserve Fund.

Consolidation of Reserves and Reserve Funds Documentation:

- The Reserve & Reserve Fund Policy includes a consolidated schedule of all of the Corporation's Reserves.
- The Consolidated Reserve Fund By-law brings together all current Reserve Funds established by the Corporation into one By-law with each Reserve Fund having a separate schedule allowing for convenient access to information and accessibility for amendments to be made, when necessary.

The following is the list of by-laws to be repealed (excluding those already identified previously in the report):

- 46/2019, 91-2001 - 55 Plus Centre – South Side
- 48-1994 – 55+ Centre Hot Lunch Programme
- 107-1987 – Capital
- 59-1972 - Community Centres
- 174-2000 – Digital Parcel Mapping Database
- 26-1978, 108-1987, and 109-1987 – Fire, Collision and Compensation/Insurance and Compensation
- 149-2000 – Fort William Stadium

- 110-1996 – Landfill Site
- 191-2000 – Landfill Site Expansion
- 244-1994, 34-2022 - Crime Prevention/Police Capital Projects
- 9-1998 – Positive, Recreation Opportunities for Kids (P.R.O. Kids)
- 133-2003 – Post-Retirement Benefits
- 222-2003 – Recreation Trails
- 369-1980 – Sick Pay Liability
- 108-1998 – Thunder Bay 55 Plus Centre Endowment
- 26-1996 – Tournament Centre Capital
- 125-1988 – Waterworks Capital
- 81-2004 – Whalen Building Capital
- 132-2003 – Workers Safety Insurance Board (WSIB) Benefits

The Policy and Consolidated By-Law reflect these recommendations.

Vision/Future Outlook

COVID-19 is the most recent example of an unexpected event that has reaffirmed the importance of having healthy Reserves and Reserve Funds that can provide flexibility and stability during uncertain times. In addition, as the Corporation's Asset Management Plan progresses it will be important to work towards alignment with Reserve and Reserve Fund target balances.

Administration will continue to review the Corporation's Reserves and Reserve Funds to work towards suitable level of funds as well as the appropriateness of Reserve and Reserve Fund strategies as inflationary impacts, and other challenges and opportunities continue to evolve. Continuous review of the Reserves and Reserve Funds will include a holistic approach to ensure that funds are strengthening the Corporation's capacity to invest monies in accordance with the City's Investment Policy, ensuring funds are available when required.

Request for Council Reserve Fund

Administration was directed to report back on the creation of a Reserve Fund or recommend an existing Reserve Fund to hold surplus dollars from councillor budgets for the purpose of professional development.

Administration reviewed City Council's travel and convention costs over the last 10 years and during this period total expenses for all Councillors were within the existing budget. Favourable variances realized for travel and convention were within the range of \$12,000 to \$25,000 annually. Although there were some instances where individual Councillors over utilized their travel and convention budget, the majority did not.

Utilizing favourable variances as a contribution to a Reserve or Reserve Fund is recommended by Administration in three scenarios: where the operating budget experiences significant, unpredictable swings, where the operating budget includes a revenue source, and/or where the Reserve Fund's purpose includes the maintenance or renewal of a capital facility. A Reserve of this nature would require approval from Council to withdrawal funds and Council would need to provide direction on the criteria and process to access the funds. As a result, this process would increase administrative work of the Office of the City Clerk.

Based on the above, Administration does not recommend the creation of a new Reserve or Reserve Fund or use of an existing Reserve Fund for the requested purpose. Expenses related to professional development needs should be managed within Councillor budgets and budgets should be adjusted as required to reflect current needs. In cases where a Councillor requires or requests additional professional development dollars beyond the existing budget, Administration's recommendation is that this process be managed as part of the annual variance process.

In this way, the possibility for additional professional development remains an option that is managed through the normal course of business without additional "red tape".

FINANCIAL IMPLICATION

With the implementation of target balances, Administration has reviewed current balances (uncommitted and actual) and assessed them against these new targets. As a result, the following transfers are recommended in order to realign balances:

- \$670,000 be transferred from the Legal Fees Reserve to the Insurance Reserve, bringing the Legal Fees Reserve balance to \$3.0 million to align with its target balances (\$1.0 million minimum, \$3.0 million maximum) and the Insurance Reserve balance to \$2.1 million, just shy of its target balances (\$2.2 million minimum, \$4.4 million maximum).
- \$2,300,000 be transferred from the Tax Assessment Appeals Reserve, allocating \$982,000 to the Stabilization Reserve and \$1,318,000 to the Capital General Reserve Fund. This will align the Reserves and Reserve Fund actual/uncommitted balances to their target balances and bring the Tax Assessment Appeals Reserve balance to \$7.0 million (\$5.0 million minimum, \$7.0 million maximum), the Stabilization Reserve uncommitted balance to \$10.0 million (\$8.4 million - \$10.4 million uncommitted minimum) and Capital General Reserve Fund uncommitted balance to \$12.3 million (\$1.0 million uncommitted minimum).

Note that the Legal Fees, Insurance and Stabilization Reserve target balances are based on certain criteria rather than set targets and are likely to change from year to year.

Administration recommends the closure and transfer of the Ashberry Park Reserve Fund balance as at January 1, 2023 of \$1,263 to the Recreation Trails Reserve Fund and the closure and transfer of the Ashwood Park Reserve Fund balance as at January 1, 2023 of \$1,883 to the Recreation Trails Reserve Fund. This will bring the uncommitted balance of the Recreation Trails Reserve Fund to \$39,400.

As a result of the realignment of eight Reserve Funds to Reserves, investment income/interest on these funds in 2023 will be allocated to the operating fund. This amount will not be known until year-end as earnings are dependant on a number of factors, however it is likely to contribute towards a favourable variance for 2023.

CONCLUSION

It is concluded that Council should approve the Consolidated Reserve Fund By-Law, and repeal and replace Corporate Policy 05-01-08 with the revised Reserve & Reserve Fund Policy, as appended.

The Ashwood Park and Ashberry Park Reserve Funds are to be closed and balances transferred as detailed in this report.

Administration shall proceed with the realignment of funds, detailed in the report, required to bring Reserve and Reserve Funds within their set minimum/maximum target balances.

It is also concluded that the 24 existing Reserve Fund by-laws be repealed and/or amended as detailed in this report.

BACKGROUND

City Council previously approved Reserve Fund Policy No. 05-01-08 that states that the Corporation must pass by-laws for the establishment and maintenance of Reserve Funds.

In September 2004, Corporate Report No. 2004.235 Reserve Fund Strategy was approved by City Council. As part of that Report, Administration was directed to update the Reserve Fund Policy No. 05-01-08.

At the June 6, 2022, Committee of the Whole meeting, Corporate Report R 81/2022 was approved; Administration was directed to close of the Simpson Street BIA Reserve Fund and repeal of By-Law 123-1992 once all funds had been spent.

At the January 25, 2023, Committee of the Whole – Special Session (Budget) meeting, Administration was directed to report back on the creation of a Reserve Fund or

recommend an existing Reserve Fund to hold surplus dollars from councillor budgets for the purpose of professional development.

REFERENCE MATERIAL ATTACHED

Attachment A – Reserve & Reserve Fund Policy

Attachment B – By-Law 220-2023 - Consolidated Reserve Fund By-law

REPORT PREPARED BY

Kristie Sinclair, Accountant – Financial Services

Melanie Davis, Policy & Research Analyst – Administrative Services

REPORT SIGNED AND VERIFIED BY

Emma Westover, General Manager Corporate Services & Long Term Care and City
Treasurer (Acting)

06/19/2023

SECTION:	ADMINISTRATIVE SERVICES
DEPARTMENT/DIVISION:	CORPORATE SERVICES (OFFICE OF THE CITY TREASURER)
SUBJECT:	RESERVE & RESERVE FUND POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay (“the Corporation”) to establish and govern the management and administration of Reserves and Reserve Funds.

PURPOSE

The purpose of this policy is to establish guiding principles for the establishment, maintenance, management and accounting of Reserves and Reserve Funds.

The establishment of Reserves and Reserve Funds assists in providing for the long-term financial stability and flexibility of the Corporation, positions the Corporation to respond to varying economic conditions and changes that affect its financial position, and ensures the Corporation continues its ability to carry out its responsibilities.

SCOPE

Section 417 (1) of the *Municipal Act, 2001* (the “Municipal Act”) allows a municipality to provide in its budget for the establishment and maintenance of a Reserve Fund for any purpose for which it has authority to spend money.

This policy applies to all of the departments falling within the reporting entity of the Corporation (with the exception of Tbaytel and Thunder Bay Hydro Corporation).

OBJECTIVES

The primary objectives of Reserves and Reserve Funds are:

1. Adherence to statutory requirements;
2. Promotion of financial stability and flexibility;
3. Provision for major capital expenditures;
4. Facilitate long-term financial planning;
5. Smooth expenditures which would otherwise cause fluctuation in the operating budget; and/or
6. Leverage funding opportunities.

GLOSSARY AND DEFINITIONS

The following capitalized terms are defined terms, which have the meanings set out below:

Corporation: means the Corporation of the City of Thunder Bay.

Council: means elected municipal council of the Corporation.

Investment Policy Statement: refers to the Corporation's Investment Policy Statement (Policy No. 05-01-04).

Municipal Act: refers to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.

Public Sector Accounting Board (PSAB): refers to an independent board with the authority to set accounting standards for the public sector, including but not limited to the Corporation.

Reserve: means an allocation from net revenue at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the segregation of money or assets. Reserves are part of the operating fund and are not allocated investment income/interest.

Reserve Fund: means monies that are segregated and restricted for a specific purpose as required by legislation, a municipal by-law or agreement and earn investment income/interest. These include Discretionary and Obligatory Reserve Funds.

- **Discretionary Reserve Fund:** means monies set aside at the discretion of Council for a specific purpose and legislated by municipal by-law.
- **Obligatory Reserve Fund:** means monies set aside to meet the requirements of a provincial legislation or agreement with other entities such as the Federal or Provincial Government. The funds are to be used solely for the purpose prescribed for them by legislation or agreement.

RESERVE AND RESERVE FUND MANAGEMENT

Establishment and Modification

Reserves and Reserve Funds can be established through the following processes:

1. Inclusion in the annual budget or year-end report, which is approved by Council;
or
2. Through a separate resolution of Council.

Following approved direction related to Reserve Funds, Council must pass a by-law to formally establish a Reserve Fund.

This Policy and the Consolidated Reserve Fund By-law will be amended periodically to reflect new or amended Reserves and Reserve Funds.

Reserve Funds will be maintained in the following categories:

1. Discretionary or Obligatory and
2. Further subdivided into:
 - a. Operating
 - b. Capital
 - c. Statutory (obligatory)

Requests for new Reserves and Discretionary Reserve Funds must be accompanied by a business case that will be reviewed by the City Treasurer, or designate.

Council, on the recommendation of the City Treasurer, may establish a Discretionary Reserve Fund for any purpose for which they have authority to spend money and shall establish an Obligatory Reserve Fund as required by Provincial or Federal Legislation or agreement with other entities.

A Discretionary Reserve Fund will be established through by-law and can only be used for the identified purpose, unless Council passes a resolution.

An Obligatory Reserve Fund is established by way of formal acceptance of the agreement that required the Reserve Fund or through legislation from a higher level of government.

Investment

Reserves and Reserve Funds shall be invested for a term that will not exceed its expected date of need.

Reserves and Reserve Funds are to be invested in accordance with the Corporation's Investment Policy Statement.

Investment income/interest earned on Reserves shall be recognized as revenue in the operating budget; and investment income/interest earned on Reserve Funds shall be recognized in each specific Reserve Fund.

Contributions to and Withdrawals from

Contributions to and withdrawals from Reserves and Reserve Funds shall be made in accordance with applicable resolutions, by-law and this Policy.

Contributions to and withdrawals from Reserves and Reserve Funds shall be approved by Council through the annual budget process or specifically by resolution with the following exceptions:

- Direct contribution to Obligatory Reserve Funds;
- Transfers that are a direct result of Council approved by-laws or resolutions such as the allocation of the annual operating surplus or deficit as part of this Policy and the Reserve Fund By-law; and any future Council approved policies that may direct contributions.
- Transfers of funds between Reserves and Reserve Funds based upon adequacy analysis or other related information, at the direction of the City Treasurer, or designate.

Contributions to and withdrawals from Reserves and Reserve Funds may include:

- Favourable/unfavourable variances in an operating budget;
- Budgeted contribution/withdrawal; and/or
- Unbudgeted/unanticipated Council directed contribution/withdrawal made throughout the year.

Money raised from a Discretionary Reserve Fund may be spent, pledged or applied to a purpose other than that for which it was established, however this must be completed by a resolution of Council.

Budgeted transfers from Reserves and Reserve Funds should not deplete the Reserve or Reserve Fund below the minimum target (if applicable) unless recommended by the City Treasurer. A plan for the future repayment of funds approved by the City Treasurer will be necessary if a Reserve or Reserve Fund is below its minimum balance.

Reserves and Reserve Funds cannot be over committed. All withdrawals and commitments must take into consideration the uncommitted balance of the Reserve or Reserve Fund.

Allocation of Operating Surplus / Deficit (Year-end Variance)

Tax Supported

When the Corporation's tax supported year-end variance is in a surplus position, Administration will transfer the surplus funds first to the Stabilization Reserve unless the transfer would result in its estimated uncommitted balance at that time to exceed \$10.0 million, in which case the surplus funds in excess of \$10.0 million will be transferred to the Capital General Reserve Fund.

When the Corporation's tax supported year-end variance is in a deficit position, Administration will transfer funds from the Stabilization Reserve to fund the deficit. If there are insufficient funds in the Stabilization Reserve, Administration will review uncommitted Reserve balances as a first option and Discretionary Reserve Fund balances as a second option and seek Council approval to fund the deficit.

Rate Supported

Any year-end operating surplus/deficit for rate supported operations will be transferred consistent with direction of the budget resolution.

Funds from rate supported operations are separate from Tax and are not included in the above Corporate year-end variance strategy.

Target Balances

To manage risk and ensure sufficiency of funds to meet future sustainability needs Reserve and Reserve Fund target balances will be set, where appropriate. These targets are intended to support achieving objectives outlined in this Policy. Where applicable, targets are identified in the respective appendices of this Policy and the Consolidated Reserve Fund By-law.

As a best practice Administration will integrate the Reserves and Discretionary Reserve Funds with strategies (ie. Asset Management Plans, Rate financial plans, Capital budget etc.) to ensure the appropriate funding and balances are available to meet the forecasted needs from those documents.

The City Treasurer or designate will review the targets annually and propose changes to the target levels as required.

Maximum Target Balance Strategy

If the maximum target balance of a tax supported Reserve or Discretionary Reserve Fund is met upon transferring of funds, the excess funds will be reallocated first to the Stabilization Reserve, unless the year-end uncommitted balance of the Stabilization Reserve is greater than \$10.0 million, in which case the excess funds will be transferred to the Capital General Reserve Fund.

Lending / Temporary Borrowing

Temporary borrowing from Reserves and Discretionary Reserve Funds for capital or internal financing may be permitted, when justified, adequately supported and authorized by Council.

However the following conditions must be met in order to allow borrowing from Reserves and Reserve Funds:

1. Borrowing must not adversely affect the intended purpose;
2. A plan to repay funds within a reasonable timeframe is required and must be documented (Council Resolution);
3. Interest will be applied to the outstanding amount borrowed from Reserve Funds; and
4. Where applicable legislative requirements may apply.

Lending/temporary borrowing from Obligatory Reserve Funds is prohibited.

Closing / Termination

If the purpose(s) for which a Reserve or Reserve Fund was created has been accomplished and it is determined no longer necessary, the City Treasurer shall report to Council with the recommendation on:

1. The closure of the Reserve or Reserve Fund;
2. The reallocation of any remaining funds; and
3. The amendment to the Consolidated Reserve Fund By-law or Schedule A of this Policy.

A resolution of Council will be required to approve the closure of a Reserve or Reserve Fund.

The by-law establishing the Reserve Fund will also be required to be repealed in order to close a Reserve Fund.

ROLES AND RESPONSIBILITIES

City Council

City Council shall:

- In accordance with the *Municipal Act 2001, Section 224*, develop and evaluate policies, ensure that administrative policies, practices and procedures are in place to implement the decisions of Council and maintain the financial integrity of the municipality;
- Approve transactions to and from Reserves and Reserve Funds through the budget process or specific resolution and by-laws; and
- Approve the establishment, modification and closure of Reserves and Reserve Funds.

City Manager

City Manager shall:

- Support the City Treasurer in ensuring the principles and mandatory requirements contained in this Policy are applied consistently across all the Corporation's Departments.

City Treasurer

Pursuant to the Municipal Act the City Treasurer is responsible for handling all of the financial affairs of the Municipality on behalf of and in the manner directed by Council. By way of this, the City Treasurer is responsible for the management and administration of Reserves and Reserve Funds. This includes but is not limited to the following:

- Ensure that the principles and requirements contained in this Policy are applied consistently across all Departments;
- Determine the need for Reserves and Reserve Funds; and
- Provide recommendation(s) to Council on the establishment and closure of Reserves and Reserve Funds.

The City Treasurer, or designate, shall also:

- Monitor, review and recommend strategies and targets for the adequacy of Reserve and Reserve Fund balances;
- Develop and update this Policy, as necessary and present changes to Council;
- Annually report to Council the Reserve and Reserve Fund balances;
- Forecast Reserve and Reserve Fund balances as part of the annual budget approval process;
- Perform the transfers to and from Reserves and Reserve Funds as authorized by Council;
- Monitor and reconcile all receipts to, and disbursements from, Reserves and Reserve Funds to ensure compliance with provincial regulations, PSAB and internal policies and that funds are not overcommitted;
- Manage the investment of Reserves and Reserve Funds as per the Investment Policy Statement;

- Incorporate the growth and use of Reserves and Reserve Funds into a long-term financial plan for the Corporation's capital financing and the replacement of capital assets;
- Ensure all financial statement reporting requirements for Reserves and Reserve Funds are met; and
- Monitor Reserve and Reserve Fund balances in relation to debt – debt/reserve ratio target.

Manager Budgets & Long-Term Planning

The Manager Budgets & Long-Term Planning, or designate, shall:

- Ensure the appropriate contributions, withdrawals and/or appropriations are accounted for relating to the financial requirements of the Reserves and Reserve Funds; and
- Review annual Reserve and Reserve Fund cash flow projections received in the operating and capital budget submissions.

Department General Managers or Designate

Department General Manager or designate shall:

- Consult with the City Treasurer, or designate on the development of a new Reserve or Reserve Fund or when use of a Reserve or Reserve Fund may be required for unbudgeted transactions;
- Inform the City Treasurer when a Reserve or Reserve Fund purpose is accomplished or where consolidation of Reserves or Reserve Funds may be beneficial; and
- Prepare annual cash flow projections, when applicable.

REPORTING

The City Treasurer, or designate shall prepare the following reports:

1. Annual budget - Contributions to and withdrawals from Reserves and Reserve Funds are part of the annual budget approved by Council. A forecast of the current year estimated uncommitted balance of all Reserves and Reserve Funds will also be presented to Council with the annual budget for information.
2. Year-end audit and financial statements - Balances of Reserves and Reserve Funds, will be presented as required by PSAB reporting standards.
3. Year-end Corporate Report - Allocation/funding of the year-end tax supported surplus/deficit and any other Reserve and/or Reserve Fund updates.
4. Reporting to Council or other agencies as required by agreement, funding guidelines or legislation.

REVIEW

This Policy shall be presented to Council for review and update if applicable, every four years, or as deemed necessary by Council or the City Treasurer.

SUPPORTING INFORMATION

- Appendix A – Schedule of Reserves
- Municipal Act, 2001
- Consolidated Reserve Fund Bylaw
- Investment Policy Statement – 05-01-04

Approved by City Council on dd/mm/yyyy		
Replacing/Amending/Withdrawn:	05-01-08	Review Date: X (last review and identify review frequency)
Originating Department:	Corporate Services	
Contact:	City Treasurer	
Departmental Procedural Manual:	N/A	
Affected Departments:	N/A	

APPENDIX A – SCHEDULE OF RESERVES

Reserve	Purpose	Contributions	Withdrawals	Minimum \$ Balance	Maximum \$ Balance	Special Reporting Requirements
Animal Control Donation	To deposit donations to be used specifically for the benefit of the health and care of animals in Thunder Bay.	Animal control donations.	Trap, Neuter and Return (TNR) Program for feral cats costs.	N/A	N/A	N/A
Capital Expenditure	To hold capital out of revenue funding committed towards uncompleted capital projects.	Carryforward capital funding.	Council approved capital projects carried forward.	N/A	N/A	N/A

Reserve	Purpose	Contributions	Withdrawals	Minimum \$ Balance	Maximum \$ Balance	Special Reporting Requirements
Election	To finance expenses related to the municipal election, avoiding disproportionate burden on the tax levy in an election year.	Annual contribution from the operating budget based on estimated annual average election costs.	Municipal election related expenditures.	N/A	N/A	Analysis of estimated costs of next municipal election to ensure budgeted transfers over 4 years will be sufficient to fund the costs.
Event Hosting	To accumulate funds to bid for, host and support major sporting events, multi-sport games and other significant events.	Organizations receiving financial support from the Corporation to host events may also contribute a portion of their net revenues to this Reserve as per the Corporation's new Event Legacy Policy.	Costs to bid for, host and support major sporting events, multi-sport games and other significant events.	N/A	N/A	N/A

Reserve	Purpose	Contributions	Withdrawals	Minimum \$ Balance	Maximum \$ Balance	Special Reporting Requirements
Fleet & Equipment Replacement	To fund the replacement of fleet and equipment capital purchases.	Funds from the sale of surplus used fleet and equipment.	Replacement fleet and equipment capital purchases.	N/A	N/A	N/A
Insurance	To provide a contingency for the insurance operating budget due to fluctuations in insurance claims and premiums.	Any annual favourable variance in the Insurance claims and premiums operating budgets.	Any annual unfavourable variance in the insurance claims and premiums operating budgets.	2 years worth of current year insurance claims budget.	4 years worth of current year insurance claims budget.	N/A
Legal Fees	To provide a contingency for non-insured legal claims operating budget due to fluctuations in non-insured legal claims.	Any annual favourable variance in the non-insured legal claims operating budget.	Any annual unfavourable variance in the non-insured legal claims operating budget.	1 year worth of current year non-insured legal claims operating budget.	3 years worth of current year non-insured legal claims operating budget.	N/A

Reserve	Purpose	Contributions	Withdrawals	Minimum \$ Balance	Maximum \$ Balance	Special Reporting Requirements
Stabilization	To provide for year to year variances in the tax-supported operating budget by providing a source of funding to offset uncontrollable or unanticipated costs, or decreased revenues that impact tax supported operating budgets.	<p>Tax supported year-end surplus.</p> <p>Dividends as outlined in the Tbaytel Dividend Policy.</p>	<p>Tax supported year-end deficit.</p> <p>Funding should only be utilized where the impact of such changes cannot be accommodated through operating budgets.</p>	Uncommitted balance of 4.0-5.0% of the prior year's tax levy.	N/A	N/A

Reserve	Purpose	Contributions	Withdrawals	Minimum \$ Balance	Maximum \$ Balance	Special Reporting Requirements
Tax Assessment Appeals	To provide funds for the contingent exposure to outstanding tax assessment appeals.	Any overall net favourable variance of the following accounts: tax write-off accounts, provisions for assessment appeals, penalties and interest on taxes and payments in lieu of taxes.	Tax Assessment Appeal costs.	\$5.0 million	\$7.0 million	N/A
Winter Control Roads	To provide funds for Roads winter control expenditures.	Any annual favourable variance in the Roads winter control operating budget.	Any annual unfavourable variance in the Roads winter control operating budget.	25% of the current year Roads winter control budget.	75% of the current year Roads winter control budget.	N/A

Reserve	Purpose	Contributions	Withdrawals	Minimum \$ Balance	Maximum \$ Balance	Special Reporting Requirements
Working Capital	To provide working funds for capital expenditures to offset outstanding taxes and/or external capital contributions.	N/A	Capital expenses incurred before property taxes or external capital contributions are collected.	N/A	N/A	N/A

DRAFT



THE CORPORATION OF THE CITY OF THUNDER BAY
BY-LAW NUMBER 220-2023

A By-law to consolidate and provide for the establishment of and maintenance of all Reserve Funds of The Corporation of the City of Thunder Bay (“the Corporation”).

Recitals

1. Section 417 (1) of the *Municipal Act, 2001, S.O. 2001*, states if a local board, conservation authority or any other body exercising a power with respect to municipal affairs under any Act in unorganized territory does not have power under another Act or another section of this Act to establish and maintain a reserve fund, it may, under this subsection, provide in its budget for the establishment or maintenance of a reserve fund for any purpose for which it has authority to spend money.
2. Section 417 (4) of the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may by by-law provide that the money raised for a reserve fund established under subsection (1) may be spent, pledged or applied to a purpose other than that for which the fund was established.
3. Section 110 (1) of the *Municipal Act, 2001, S.O. 2001*, states that the section of the Act applies to an agreement entered into by a municipality for the provision of municipal capital facilities by any person, including another municipality.
4. Section 110 (10) of the *Municipal Act, 2001, S.O. 2001*, states that the Council of a municipality may establish a reserve fund to be used for the exclusive purpose of renovating, repairing or maintaining facilities that are provided under an agreement under this section.
5. On July 24, 2023, Committee of the Whole approved a resolution to authorize the consolidation of all current City of Thunder Bay Reserve Fund By-laws and further authorized that a new consolidated Reserve Fund By-law be presented to City Council for adoption.
6. This by-law will establish the requirements for all Reserve Funds and contain a schedule for each Reserve Fund detailing the name, purpose, type, contributions and withdrawals, and if any, target balances and special reporting requirements.

6. It is deemed necessary to repeal, replace and/or amend the City of Thunder Bay Reserve Fund By-laws and Municipal Code as authorized through Report 63-2023 (Corporate Services).
7. Allows for the consolidation of all current Reserve Fund By-laws.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE CITY OF THUNDER BAY ENACTS AS FOLLOWS:

1. Authority

- 1.1 Pursuant to Section 417 of the *Municipal Act, 2001*, Council may in each year, provide in its budget for the establishment or maintenance of a Reserve Fund for any purpose for which it has authority to spend money.

2. Title

- 2.1 This By-law shall be known and cited to as the “Consolidated Reserve Fund By-law”.

3. Definitions

- a) **By-law:** means this By-law, including its recitals and schedules, which form integral parts of it.
- b) **Corporation:** means The Corporation of the City of Thunder Bay.
- c) **Council:** means the elected municipal council of the Corporation.
- d) **Municipal Act, 2001:** refers to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.
- e) **Reserve Fund:** means monies that are segregated and restricted for a specific purpose as required by legislation, municipal by-law or agreement and earns investment income/interest. These include Discretionary and Obligatory Reserve Funds.
 - a. **Discretionary Reserve Fund:** means monies set aside at the discretion of Council for a specific purpose by Council and legislated by municipal by-law.
 - b. **Obligatory Reserve Fund:** means monies set aside to meet the requirements of provincial legislation or agreement with other entities such as the Federal or Provincial governments. The funds are to be used solely for the purpose prescribed for them by legislation or agreement.

4. Reserve Fund Schedules

- 4.1 **Reserve Funds:** The *Municipal Act, 2001*, authorizes municipalities to establish Reserve Funds. The Corporation, over the years, established

Reserve Funds through many different by-laws, this By-law consolidates and replaces the prior individual by-laws and establishes general rules for the formation of new Reserve Funds from time to time.

4.2 **Schedule Formats:** Each schedule to this By-law governs one Reserve Fund. The Schedule format is as follows:

- Section 1: Name of the Reserve Fund
- Section 2: Statement of purpose of the Reserve Fund
- Section 3: Type of Reserve Fund
- Section 4: Contributions
- Section 5: Withdrawals
- Section 6: Target balances required, if any; and
- Section 7: Special reporting requirements, if any.

4.3 **Rules:** Each Reserve Fund is subject to the rules within Section 5 of the By-law as well as the rules contained within its Reserve Fund Schedule.

5. Provisions Applicable to All Reserve Funds

5.1 **Contributions to and Withdrawals from:** The Corporation shall contribute to and withdrawal from Reserve Funds in strict accordance with the schedule that governs each Reserve Fund which is in accordance with the Reserve & Reserve Fund Policy.

As Council in each year may provide for a sum of money in the budget for that year to be contributed or withdrawn from a Reserve Fund, budgeted transfers are assumed to be a valid contribution and withdrawal source for all Reserve Funds therefore are not specifically mentioned below in each schedule unless they are typically ongoing.

If required, Council may by by-law provide that the money raised from a Reserve Fund be spent, pledged or applied to a purpose other than that for which it was established.

5.2 **Investment income/Interest:** All investment income/interest earned on sums from each Reserve Fund shall be used for the purpose of that particular Reserve Fund in accordance with the terms of the schedule that applies to it.

5.3 **Target Balances:** Council may establish target balances for any Reserve Fund. Whereby established, they shall be included in section 6 of the applicable schedule.

5.4 **Special Reporting Requirements:** Any identified legislated/regulated reporting requirements and the department responsible.

5.5 **Record Keeping Requirements:** The City Treasurer shall cause records to be kept keeping strict account of contributions to, and withdrawals from, for all Reserve Funds established by this By-law.

5.6 **Corporation Auditors:** The Corporation's External Auditors shall, in their annual report, report on the activities and position of each Reserve Fund.

6. Force & Effect:

6.1 This By-law shall come into force and take effect upon the final passing hereof.

Enacted and passed this 28th day of August, A.D. 2023 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Ken Boshcoff

Mayor

Krista Power

City Clerk

DRAFT

Attachment A – Reserve Fund Schedules

Note: The following schedules form part of the Reserve Fund By-law and may only be amended by a resolution of Council.

As Council in each year may provide for a sum of money in the budget for that year to be contributed or withdrawn from a Reserve Fund, budgeted transfers are assumed to be a valid funding and withdrawal source for all Reserve Funds, therefore not specifically noted in each schedule unless they are intended to be an ongoing contribution.

Schedule 1 - 55 Plus Centre Reserve Fund	
Purpose	For depositing donations to be used to provide funds to support the maintenance and operation of the 55 Plus Centre, which in turn supports seniors in their leisure, recreation and cultural activities.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	Donations received by the Corporation and designated as being for the benefit of the 55 Plus Centre.
Withdrawals	To support capital and operating costs of the 55 Plus Centre as decided by Council after consultation with the Thunder Bay 55 Plus Centre Advisory Board.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 2 - 55 Plus Centre Food Program Reserve Fund

Purpose	For holding a percentage of accrued revenues from the Food Program at the 55 Plus Centre to be used specifically for reinvestment first in the kitchen operation and secondly, other seniors' services at the Centre.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	A percentage of the revenues after expenditures realized from the operation of the Food Program at the 55 Plus Centre.
Withdrawals	For reinvestments first in the kitchen operation and secondly, in other senior services at the 55 Plus Centre as decided by Council after consultation with the Thunder Bay 55 Plus Food Program Board.
Target Balance(s)	Minimum balance of \$10,000.
Special Reporting Requirements	N/A

Schedule 3 – 55 Plus South Side Centre Reserve Fund

Purpose	For depositing donations, fundraising revenues and contributions towards the operating and capital costs of developing older adult programming on the south side of the City.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	Donations, fundraising revenues and contributions received by the Corporation and designated as being for the benefit of the older adult programming on the south side of the City.
Withdrawals	To support capital and operating costs of the older adult programming on the south side of the City.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

**Schedule 4 – Boater Services Capital Reserve Fund
(RATE SUPPORTED)**

Purpose	To provide funds for Boater Services capital expenditures thereby facilitating self-sufficiency of the operations.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Annual net surplus in the Boater Services operating budgets.
Withdrawals	Boater Services capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 5 - Building Permit Reserve Fund

Purpose	To offset costs of administration and enforcement of the Building Code Act when fee revenues are less than costs of delivering building services, to implement service enhancements and to purchase capital items required for Building Services.
Type	<ol style="list-style-type: none"> 1. Obligatory – Ontario Regulation 305/03 and Building Code Act 2. Statutory
Contributions	Annual favourable variance in the Building Services operating budget.
Withdrawals	Annual unfavourable variance in the Building Services operating budget and Building Services capital expenditures.
Target Balance(s)	One year of Building Services operating expenditures (based on the prior year budget) to mitigate the sharp cyclical drops experienced, or when the economy faces a recessionary period, and to protect against building activity down turns.
Special Reporting Requirements	<p>Annual reporting as identified in Ontario Regulation 305/03 made under the Building Code Act, 1992.</p> <p>Department responsible – Infrastructure, Operations & Development (Building Services)</p>

Schedule 6 – Canada-Community Building Fund Reserve Fund

Purpose	To provide funds for infrastructure capital projects pursuant to the Letter of Agreement between the Association of Municipalities of Ontario (AMO) and the Corporation.
Type	<p>3. Obligatory – Letter of Agreement for the Transfer of Canada-Community Building Funds.</p> <p>4. Statutory</p>
Contributions	Canada-Community Building funds received from the Federal Government pursuant to a Letter of Agreement between the AMO and the Corporation.
Withdrawals	Eligible expenditures in accordance with the Letter of Agreement between the AMO and the Corporation.
Target Balance(s)	N/A
Special Reporting Requirements	<p>Annual reporting as described in the Letter of Agreement between the AMO and the Corporation.</p> <p>Department Responsible – Infrastructure, Operations & Development</p>

Schedule 7 - Capital Arthur Street Reserve Fund

Purpose	For capital improvements to Arthur Street from Morgan Avenue/Parkdale Boulevard to west City limits.
Type	1. Discretionary 2. Capital
Contributions	N/A
Withdrawals	Capital improvements to Arthur Street from Morgan Avenue/Parkdale Boulevard to west City limits.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 8 - Capital General Reserve Fund

Purpose	To finance general capital requirements of the Corporation and provide the ability to respond quickly to any new infrastructure funding programs from other levels of government where matching Corporate dollars are required.
Type	3. Discretionary 4. Capital
Contributions	Annual tax-supported year-end unfavourable variance as outlined in the Reserve & Reserve Fund Policy. Dividends as outlined in the TbayTel Dividend Policy.
Withdrawals	General capital requirements of the Corporation.
Target Balance(s)	Minimum uncommitted balance of \$1.0 Million.
Special Reporting Requirements	N/A

Schedule 9 - Capital Transit Reserve Fund

Purpose	To finance transit capital requirements of the Corporation and may, with Council approval, be used to offset unfavourable variances in Transit operating budgets.
Type	5. Discretionary 6. Operating & Capital
Contributions	Annual favourable variance in Transit operating budgets.
Withdrawals	Transit capital requirements of the Corporation and may, with Council approval, be used to offset unfavourable variances in Transit operating budgets.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 10 – CEDC Project Reserve Fund

Purpose	To fund significant economic development initiatives.
Type	7. Discretionary 8. Operating
Contributions	Annual contribution from the operating budget.
Withdrawals	Significant economic development initiatives as recommended by CEDC and approved by Council.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 11 - Clean, Green and Beautiful Reserve Fund

Purpose	To provide funds to enhance the function, look and feel of where we live, work and play through public art, beautification, heritage, and environmental greening initiatives and in doing so enhance civic pride for all residents.
Type	9. Discretionary 10. Capital
Contributions	Annual contribution from the operating budget.
Withdrawals	Clean, green and beautiful related capital initiatives.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 12 - Community Centres Reserve Fund

Purpose	To provide funding for capital or operating expenditures for Community Centres owned by the Corporation.
Type	11. Discretionary 12. Operating & Capital
Contributions	Grants and donations received and designated as being for the benefit of a Corporate owned Community Centre.
Withdrawals	Capital or operating expenditures for Community Centres owned by the Corporation.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 13 - Community Partnership Reserve Fund

Purpose	To fund community partnership opportunities governed by the Community Partnership Policy.
Type	13. Discretionary 14. Capital
Contributions	Annual contribution from the operating budget.
Withdrawals	Major capital projects which have been evaluated in accordance with the Community Partnership Policy and approved by Council.
Target Balance(s)	Minimum uncommitted balance of \$0.5 million.
Special Reporting Requirements	N/A

Schedule 14 - Corporate Energy Innovation Reserve Fund

Purpose	To fund future energy initiatives.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	Energy related sources of income including energy incentives, rebates, account adjustments and credits.
Withdrawals	Energy initiatives (operating and capital) deemed priorities by the Energy Management Reserve Fund Committee to support the ongoing work of the Corporate Energy Management Committee. Whenever possible these funds will be used to leverage additional outside sources of funding.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 15 - Corporate Information Technology (CIT) Reserve Fund

Purpose	To provide funds to stabilize operating and capital CIT budgets due to fluctuations in CIT initiatives, acquisition of hardware, software, network infrastructure, licensing & maintenance agreements and related professional services.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	<p>Annual contribution from the operating budget.</p> <p>Annual favourable variance in software rental expenses within the CIT operating budget.</p>
Withdrawals	CIT initiatives, acquisition of hardware, software and network infrastructure, licensing & maintenance agreements and related professional services.
Target Balance(s)	Minimum balance of \$0.5 million.
Special Reporting Requirements	<p>Cash flow projections (10+ years) prepared annually.</p> <p>Department Responsible – Corporate Services (Corporate Information Technology)</p>

Schedule 16 - Dedicated Gas Tax Fund Reserve Fund

Purpose	To provide funds to support expenditures for municipal public transportation services pursuant to the Letter of Agreement with the Province of Ontario and the Dedicated Gas Tax Funds for Public Transportation Program - Guidelines and Requirements.
Type	<ol style="list-style-type: none"> 1. Obligatory - Dedicated Gas Tax Funds for Public Transportation Program Letter of Agreement and Guidelines and Requirements. 2. Statutory
Contributions	Dedicated Gas Tax Funds for Public Transportation received from the Province of Ontario pursuant to a Letter of Agreement between the Province of Ontario and the Corporation.
Withdrawals	Eligible expenditures for public transportation as described in the Letter of Agreement with the Province of Ontario and the Dedicated Gas Tax Funds for Public Transportation Program - Guidelines and Requirements.
Target Balance(s)	N/A
Special Reporting Requirements	<p>Annual reporting as described in the Letter of Agreement with the Province of Ontario and the Dedicated Gas Tax Funds for Public Transportation Program - Guidelines and Requirements.</p> <p>Department Responsible – Community Services</p>

Schedule 17 - Digital Parcel Mapping Database Reserve Fund

Purpose	To provide funds for the maintenance of the Digital Parcel Mapping Database.
Type	1. Discretionary 2. Capital
Contributions	N/A
Withdrawals	Maintenance of the Digital Parcel Mapping Database.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 18 - Fire Rescue Apparatus/Equipment Reserve Fund

Purpose	For the direction of monies collected by Fire Marque Inc. on behalf of the Corporation, as a result of the Corporation's involvement in the Fire Marque program and to provide funds for Thunder Bay Fire Rescue apparatus and equipment replacement.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Emergency cost recovery proceeds received from Fire Marque Inc. as part of the Fire Marque program.
Withdrawals	Thunder Bay Fire Rescue apparatus and equipment replacement.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 19 - Fire Training Centre Capital Reserve Fund

Purpose	To provide funds for Fire Training Centre capital expenditures.
Type	1. Discretionary 2. Capital
Contributions	Annual favorable variance in the Fire Training Centre operating budget.
Withdrawals	Fire Training Centre capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 20 - Fort William Stadium Reserve Fund

Purpose	To provide funds for the maintenance and renewal of the field and track at the Fort William Stadium.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Annual contribution from the operating budget based on a portion of rental revenues.
Withdrawals	Maintenance and renewal of the field and track at the Fort William Stadium.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 21 - Fuel Farm Reserve Fund

Purpose	To provide funds for future capital costs related to the Corporation's three tax-supported fuel farms.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Fuel surcharge revenues (charged as per the rate set in the Corporation's annual User Fee By-Law).
Withdrawals	To fund capital expenditures for the Corporation's three tax-supported fuel farms (Transit yard on Water Street, Mountdale yard and North yard at Front Street) for compliance with applicable legislation and licensing requirements, to repair or replace worn pumps, nozzles or other fuel farm infrastructure and to update the operating software as required.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 22 - Hillcourt Estates Mobile Home Park Reserve Fund

Purpose	To provide funds for Hillcourt Estates Mobile Home Park capital expenditures.
Type	1. Discretionary 2. Capital
Contributions	N/A
Withdrawals	Hillcourt Estates Mobile Home Park capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 23 - Indoor Turf Facility Reserve Fund

Purpose	To fund the Indoor Turf Facility Capital Project.
Type	1. Discretionary 2. Capital
Contributions	N/A
Withdrawals	To fund the Indoor Turf Facility Capital project.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 24 - McKellar Mall Capital Reserve Fund

Purpose	To provide funds for capital repairs and replacements for McKellar Mall.
Type	1. Discretionary 2. Capital
Contributions	Annual contribution of \$55,000 (\$1 per square foot of leasable area of the mall) from the operating budget.
Withdrawals	Capital repairs and replacements for McKellar Mall.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 25 - MTO Capital Transit Reserve Fund

Purpose	To segregate one-time funding from the Ministry of Transportation to be used for municipal transit capital expenditures.
Type	<ol style="list-style-type: none"> 1. Obligatory - Letter for processing of funds from the Ministry of Transportation. 2. Statutory
Contributions	N/A
Withdrawals	Municipal transit capital expenditures in accordance with the letter for processing of funds from the Ministry of Transportation.
Target Balance(s)	N/A
Special Reporting Requirements	<p>Annual reporting in accordance with the letter for processing of funds with the Ministry of Transportation.</p> <p>Department Responsible – Community Services</p>

Schedule 26 - Municipal Accommodation Tax Reserve Fund

Purpose	To receive 50% of the net municipal accommodation tax revenues to provide funding to finance projects/programs of the Corporation that promote tourism and benefit residents and visitors.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	50% of the net Municipal Accommodation Tax revenues.
Withdrawals	Corporation projects/programs that promote tourism and benefit residents and visitors.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 27 - Ontario Community Infrastructure Fund (OCIF) Reserve Fund

Purpose	To provide funds to support expenditures pursuant to a Letter of Agreement between the Province of Ontario and the Corporation.
Type	<ol style="list-style-type: none"> 1. Obligatory – Letter of Agreement - OCIF Formula-Based Component Agreement 2. Statutory
Contributions	OCIF funds received from the Province of Ontario pursuant to a Letter of Agreement between the Province of Ontario and the Corporation.
Withdrawals	Eligible expenditures as described in the Letter of Agreement between the Province of Ontario and the Corporation.
Target Balance(s)	N/A
Special Reporting Requirements	<p>Annual reporting as described in the Letter of Agreement between the Province of Ontario and the Corporation.</p> <p>Department Responsible – Infrastructure, Operations & Development</p>
Special Reporting Requirements	N/A

Schedule 28 - Ontario Municipal Commuter Cycling (OMCC) Reserve Fund	
Purpose	To provide funds for implementing new or expanded commuter cycling infrastructure to support commuter and frequent cycling pursuant to the Letter of Agreement between the Province of Ontario and the Corporation.
Type	<ol style="list-style-type: none"> 1. Obligatory - Letter of Agreement – OMCC Program Transfer Payment Agreement 2. Statutory
Contributions	OMCC funds received from the Province of Ontario pursuant to a Letter of Agreement between the Province of Ontario and the Corporation.
Withdrawals	Eligible expenditures in accordance with the Letter of Agreement between the Province of Ontario and the Corporation.
Target Balance(s)	N/A
Special Reporting Requirements	<p>Annual reporting as described in the Letter of Agreement between the Province of Ontario and the Corporation.</p> <p>Department Responsible – Infrastructure, Operations & Development</p>

Schedule 29 - Parking Reserve Fund
(RATE SUPPORTED)

Purpose	To provide funds for Parking Authority operating and capital expenditures.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	Annual net surplus in the Parking Authority operating budget.
Withdrawals	Annual net deficit in the Parking Authority operating budget and Parking Authority capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 30 - Parkland Dedication Reserve Fund

Purpose	To fund the acquisition of land for parks or other recreations purposes and or to fund the development of parkland pursuant to the Planning Act.
Type	<ol style="list-style-type: none"> 1. Obligatory – <i>Planning Act, R.S.O. 1990, c.P.13, s. 51.1(1) and 51.1(5)</i> 2. Statutory
Contributions	<p>Developer contributions received in lieu of land being conveyed to the municipality for parkland requirements.</p> <p>Money received on the sale of land under <i>subsection (5) of the Planning Act</i>, less any amount spent by the municipality out of its general funds in respect of the land.</p>
Withdrawals	<p>For the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purpose.</p> <p>In each calendar year, spend or allocate 60% of the monies in the Reserve Fund at the beginning of the year.</p>
Target Balance(s)	N/A
Special Reporting Requirements	<p>Annual reporting as described in Ontario Regulation 509/20.</p> <p>Department Responsible –Infrastructure, Operations & Development (Parks & Open Spaces)</p>

Schedule 31 - Pioneer Ridge Capital Reserve Fund

Purpose	To provide funds for Pioneer Ridge capital expenditures.
Type	1. Discretionary 2. Capital
Contributions	Annual contribution from the operating budget and the annual favourable variance in the Pioneer Ridge Preferred Accommodation Revenue account(s).
Withdrawals	Pioneer Ridge capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 32 – Police Capital Projects Reserve Fund

Purpose	To finance capital requirements of the Thunder Bay Police Service.
Type	1. Discretionary 2. Capital
Contributions	N/A
Withdrawals	Capital requirements of the Thunder Bay Police Service.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 33 - Positive Recreation Opportunities for Kids (P.R.O. Kids) Reserve Fund

Purpose	To support children and youth participation in community sport, recreation and cultural activities and the management of the P.R.O Kids service.
Type	3. Discretionary 4. Operating
Contributions	Annual P.R.O. Kids donations received.
Withdrawals	<p>Direct support first for children and youth participation in community sport, recreation and cultural activities and second for management/administration of the P.R.O. Kids Services (annual unfavourable variance in the P.R.O. Kids operating budget) as decided by City Council after consultation with the P.R.O. Kids Board.</p> <p>If available funds are less than \$200,000, withdrawals can only be made to directly support children and youth participation.</p>
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 34 - Post-Retirement Benefits Reserve Fund

Purpose	For setting aside funds for employee post-retirement and post-employment benefits.
Type	1. Discretionary 2. Operating
Contributions	N/A
Withdrawals	Expenditures for employee post-retirement and post-employment benefits.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 35 - Recreational Trails Reserve Fund

Purpose	To provide funds for the development and reconstruction of recreational trails throughout the City of Thunder Bay.
Type	1. Discretionary 2. Capital
Contributions	Annual contribution from the operating budget.
Withdrawals	Development and reconstruction of recreational trails throughout the City of Thunder Bay.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 36 - Renew Thunder Bay Reserve Fund

Purpose	To provide funding for projects that would not typically be included in the Corporation's ongoing capital programs.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Annual Dividends as identified in the TbayTel Dividend Policy.
Withdrawals	<p>Projects that meet the criteria established under the Renew Thunder Bay Strategic Infrastructure Capital Plan and as noted below.</p> <p>The project must be aligned with Council's strategic priorities for the Corporation.</p> <ol style="list-style-type: none"> 1. Provide economic growth/benefits to the City, including direct and indirect job creation. 2. Be aligned with Federal and Provincial funding/economic stimulus programs resulting in the Corporation's contribution being highly leveraged (i.e., Corporate share not to exceed 50% of total capital cost on an "individual project" basis). 3. Provide community synergies and promote community partnership opportunities. 4. Be distinct from projects included in the Corporation's existing asset management plans. 5. Improve the quality of life on a City-wide basis. 6. Be highly visible and broadly supported by the community. 7. Be affordable to Thunder Bay taxpayers in terms of both the initial capital investment and impact on future operating budgets.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 37 - Sick Pay Liability Reserve Fund

Purpose	To provide funds to meet the cost of sick leave benefits.
Type	1. Discretionary 2. Operating
Contributions	N/A
Withdrawals	Sick leave benefits.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 38 – Solid Waste – Landfill Reserve Fund
(RATE SUPPORTED)

Purpose	To provide funds for Solid Waste – Landfill rate supported operating and capital expenditures and to support the Council endorsed Financial Plan.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	Annual net surplus in the Solid Waste – Landfill rate supported operating budgets.
Withdrawals	Annual net deficit in the Solid Waste - Landfill rate supported operating budgets and Solid Waste - Landfill rate supported capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 39 – Superior North EMS (SNEMS) Capital Reserve Fund

Purpose	To provide funds for Superior North EMS (SNEMS) capital expenditures.
Type	1. Discretionary 2. Capital
Contributions	Annual contribution from the operating budget.
Withdrawals	SNEMS capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 40 – Thunder Bay Community Auditorium (TBCA) Capital Reserve Fund

Purpose	To support the longevity of the TBCA Facility.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Annual budgeted contributions including any Capital Reserve Rent payments by the TBCA in accordance with the TBCA lease agreement.
Withdrawals	TBCA facility capital expenditures restricted in accordance with the TBCA lease agreement.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 41 - Tournament Centre Capital Reserve Fund

Purpose	To provide funds for major structural repairs and capital improvements to the Tournament Centre.
Type	3. Discretionary 4. Capital
Contributions	Annual contribution from the operating budget, as per the terms of the lease agreement for the Tournament Centre.
Withdrawals	Major structural repairs and capital improvements to the Tournament Centre as defined in the terms of the lease agreement.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 42 - Vested Property Rehabilitation Reserve Fund

Purpose	To provide funds for the restoration of properties that are no longer generating taxation revenues and are not considered saleable due to environmental and other concerns.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Annual favourable variance in the supplemental tax billings account.
Withdrawals	To fund the restoration of properties that are no longer generating taxation revenues and are not considered saleable due to environmental and other concerns.
Target Balance(s)	Minimum balance of \$5.0 million.
Special Reporting Requirements	N/A

Schedule 43 - Victoriaville Centre Capital Reserve Fund

Purpose	To provide funds for Victoriaville capital repairs.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Annual contribution from the operating budget.
Withdrawals	Victoriaville capital repairs.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

**Schedule 44 - Wastewater Reserve Fund
(RATE SUPPORTED)**

Purpose	To provide funds for Wastewater rate supported capital and operating expenditures and to support the Council endorsed Financial Plan.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	<p>Annual net surplus in the Wastewater rate supported operating budgets.</p> <p>Repayment of funds temporarily withdrawn to finance Wastewater rate supported capital expenditures (OILC Debenture Proceeds).</p>
Withdrawals	Annual net deficit in the Wastewater rate supported operating budgets and Wastewater rate supported capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 45 - Waterfront Capital Reserve Fund

Purpose	To provide funds for future capital improvements to the Waterfront Development Area, specifically Prince Arthur's Landing at Marina Park. Prince Arthur's Landing encompasses Marina Park from the festival area to the Spirit Gardens.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Capital
Contributions	Annual contribution of \$25,000 from the operating budget.
Withdrawals	To fund future capital improvements to the Waterfront Development Area, specifically Prince Arthur's Landing at Marina Park.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 46 - Waterworks Reserve Fund
(RATE SUPPORTED)

Purpose	To provide funds for Waterworks rate supported capital and operating expenditures and to support the Council endorsed Financial Plan.
Type	<ol style="list-style-type: none"> 1. Discretionary 2. Operating & Capital
Contributions	<p>Annual net surplus in the Waterworks rate supported operating budgets.</p> <p>Repayment of funds temporarily withdrawn to finance Wastewater rate supported capital expenditures (OILC Debenture proceeds).</p>
Withdrawals	Annual net deficit in the Waterworks rate supported operating budgets and Waterworks rate supported capital expenditures.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 47 - Whalen Building Capital Reserve Fund

Purpose	To provide funds for capital improvements to the Whalen Building.
Type	1. Discretionary 2. Capital
Contributions	Annual favourable variance in the Whalen Building operating budget.
Withdrawals	Capital improvements to the Whalen Building.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Schedule 48 - Worker's Safety Insurance Board (WSIB) Benefits Reserve Fund

Purpose	For provide funds for WSIB benefits.
Type	1. Discretionary 2. Operating
Contributions	Annual contribution from the operating budget.
Withdrawals	Expenditures for WSIB benefits.
Target Balance(s)	N/A
Special Reporting Requirements	N/A

Memorandum

TO: Krista Power, City Clerk **FILE:**

FROM: Melanie Davis, Policy & Research Analyst
Corporate Services – Administrative Services

DATE: 08/16/2023

SUBJECT: Additional Information – Report 063-2023 Reserves and Reserve Funds Policy and Consolidated Reserve Fund By-Law

MEETING & DATE: Committee of the Whole - 08/16/2023

At the July 24, 2023, Committee of the Whole Meeting, Report 063-2023 was presented as a First Report. Council directed that the recommendations in the report be re-presented at the August 28, 2023, Committee of the Whole meeting for approval with any feedback received internally and externally for information.

Administration has identified two additional by-laws to be repealed with the ratification of Consolidated Reserve Fund By-Law 220-2023. The Municipal Code Chapters relative to various Reserve Funds have also been identified and are recommended to be repealed.

Housekeeping changes have been made to by-law 220-2023 to ensure that appropriate departments are identified under the new organizational structure that came into effect July 4, 2023.

WITH RESPECT to the Memorandum from Melanie Davis, Policy & Research Analyst, dated August 16, 2023 relative to Report 063-2023 Reserves and Reserve Funds Policy and Consolidated Reserve Fund By-Law, we recommend that the following by-laws be included for repeal as outlined above:

1. 72-2004 – Golf Course Reserve Fund
2. 134-2003 – Shelter House Replacement Reserve Fund

AND THAT the following Municipal Code Chapters be repealed:

1. 489 – Reserve Fund Community Centres;
2. 976.3.5 – Parking Authority – Reserve Fund;

3. 983.6.1, 983.6.2 – Parking Lot Regulation – Parking Reserve Funds;
4. 989.2.8, 989.2.9, 989.2.10 – Parking Regulation Street – Parking Reserve Fund; and
5. 1056.3.3 – Sewage Works Rate – Sewage Works Reserve Fund.

AND THAT all relevant by-laws outlined in this memorandum and associated report be presented to City Council for ratification and repeal on September 25, 2023.

Corporate Report

REPORT NUMBER 263-2023-City Manager's Office-	
DATE PREPARED	August 14, 2023
	FILE
MEETING DATE	August 28, 2023
SUBJECT	Report Back – 2024 Budget Amendments

RECOMMENDATION

WITH RESPECT to Report 263-2023 (City Manager’s Office) we recommend that Outstanding Item 2023-004-ADM be removed from the Outstanding List;

AND THAT a new outstanding item be created for the consultation on outdoor rinks to be brought forward to the September 11, 2023 Committee of the Whole meeting;

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

EXECUTIVE SUMMARY

Administration was directed to conduct stakeholder engagement related to Sister Cities Program, Transit Routes, Neebing Arena, Outdoor Rinks, and Heritage Program to assist Council with decisions related to 2024 Budget Amendments.

This report provides a summary of results from surveys related to City Arenas and the City’s Heritage Program.

A summary of results from a survey related to the City’s Outdoor Rinks will be provided by memo by Parks & Open Spaces at the September 11 Committee of the Whole Meeting.

No surveys will be conducted related to Sister Cities Program as the committee has been dissolved and will conclude it’s work as of August 31, 2023 as per direction of Council.

In recognition of being good neighbours and maintaining positive relationships, a memorandum from City Manager Norm Gale, dated July 13, 2023, was presented at the July 17, 2023 City Council meeting, and a resolution was passed to exclude Transit Routes from stakeholder consultation and from the current list of 2024 budget reduction options.

DISCUSSION

Neebing Memorial Arena

Users of all City arenas were invited to participate in online surveys that were conducted over three weeks in July, one for organizations from July 7-30, 2023, and one for individual participants from July 14-30, 2023. A total of 222 responses were received.

The savings anticipated from closing Neebing arena are approximately \$180K for a full year. Administration has noted that the City's current ice use fees are below comparison benchmarking and were anticipated to be increased beginning in 2024 as part of the Recreation & Culture Division's user fee review project. Continuing to operate Neebing arena and achieving the anticipated \$180K savings through increased user fee revenue in the Areas & Stadia Unit in 2024 would require a 19% increase in ice user fees.

Based on the above, the user surveys focused on tolerance for, as well as potential impacts of, user fee increases. They also provided an opportunity for open-ended feedback and suggestions. Key findings and themes are as follows:

1. Users are not supportive of closing an arena.

Themes in comments included:

- There is not enough ice to meet demand as is.
- Recreation is vital to youth, physical and mental health, and community safety and wellbeing.
- Consider other City services and reductions instead.

2. Users are willing to pay more for their ice time at City arenas.

- Over half of organization respondents are willing to pay up to 20% more for their ice time in 2024.
 - Most organizations that are not willing to pay 20% more in 2024 are willing to pay 5% more.
 - Approximately ¼ of the organizations that are not willing to pay 20% more in 2024 are willing to have fees increased by 20% over 3 years.
 - 6% of organization respondents are not willing to pay more for their ice use.
- 87% of participant respondents are willing to pay more to participate in their current ice activities.

3. There are potential risks to user groups, participants and the City, as well as expectations, associated with significant ice user fee increases.

These include:

- Download of fee increases to participants and spectators.
- Decreased participation.
 - 30% of participants would participate less in their current activity. 5% would no longer participate.
 - Reduced participant numbers may result in reduced ice allocation to affected organizations. This could decrease revenue to the City, which may be offset by increased ability to address unmet demand.
- Reduction in ice bookings.
 - 25% of organizations indicate they would book less ice if fees were increased by 15%-20%
 - This would decrease revenue to the City, which may be offset by increased ability to address unmet demand.
- Increased reliance on fundraising, sponsorships and PRO Kids.
- Decrease in off-ice team activities and team-provided items.
- Decreased participation of participant and/or family members in other recreational activities.
 - 29% of participants say that they or their family member(s) would participate less in other activities.
 - This could impact revenue in other Recreation units. Aquatics was the most noted other activity that would potentially be affected by reduced participation.
- Disproportionate impacts to smaller user groups including girl's/women's sport.
 - Lack of tolerance for increased fees and potential for significant impacts, up to and including a group becoming non-viable, were more commonly noted in groups such as Figure Skating, Ringette and Women's Hockey.
- Some users expressed expectations for increased quality and services at arenas if fees are increased.

Other Suggestions

Respondents offered several of other suggestions to achieve savings or generate new revenue for arenas. These included ideas for alternate revenue generation, adjustments

to operating models, and improved administrative processes. While some suggestions are not viable, or have been explored without success in the past, others are already in place or under review for future implementation. Examples include:

1. Sponsorship & Naming Rights

Administration intends to begin the process of exploring naming rights opportunities in 2024 as noted in Corporate Report 101-2023 - Sponsorship & Naming Rights Policy (Community Services, Recreation & Culture).

2. Online ice availability, booking and payment

- Users can now view available ice online.
- Administration continues to work towards the option of online ice booking.
- Many users can now view their billing and pay for their ice via their PerfectMind account.

3. Payment options at concessions

Point of sale terminals are planned to be available at concessions in fall 2023.

Administration continues to explore alternate options within the Arenas & Stadia Unit, in addition to user fee increases, to achieve the anticipated \$180K savings that would be realized through closing Neebing Arena. These options will be included for Council's consideration in the 2024 budget submission.

Heritage Program

Forty-five individuals with connections to and/or recent dealings with the Thunder Bay Heritage Advisory Committee (HAC), were invited to participate in a survey of HAC stakeholders. Participants included owners and managers of heritage properties, professionals who had been hired to renovate heritage properties, former and current members of HAC, and administrators from historical or heritage organizations. The online survey was conducted from July 26, 2023 to August 4, 2023 and twenty-eight responses were received.

Key findings are as follows:

1. Stakeholders do not support dissolution of the Heritage Advisory Committee (HAC)

86% of stakeholders do not support dissolution of HAC. Themes in comments included:

- HAC has a proven track record of dedicating itself to support Council in meeting its obligations under the *Ontario Heritage Act*.

- Without HAC, Council would need to refer requests for renovations to designated heritage buildings, and other heritage issues, to Administration for a report, which would cause delays in decision making.
- For a relatively minor cost, the Heritage Advisory Committee takes work and pressure off Council and Administration.
- HAC is a volunteer committee of individuals with experience and knowledge that Council and Administration may not have.
- Losing HAC could lead to the loss of important heritage buildings because Council and Administration's heavy workloads might push heritage to the bottom of their priorities list, or even eliminate it completely.
- Council and Administration must retain HAC to show leadership in preserving the history and heritage of Thunder Bay or the private sector will not follow.

64% of stakeholders indicated that the activities and functions of HAC assist them in their work. For example, when heritage property owners are considering renovations, HAC supports architects and designers in working together collaboratively with the objective of preserving Thunder Bay's built heritage.

Two stakeholders were in favour of dissolution of HAC, with one commenting that HAC created unnecessary red tape for local business owners.

2. Stakeholders do not support elimination of the part-time Heritage Resource Specialist

86% of stakeholders do not support elimination of the part-time Heritage Resource Specialist, and 86% also feel that the position provides value equal to or greater than its cost. Themes in comments included:

- The work of the Heritage Resource Specialist supports not only HAC, but all citizens by completing important heritage and historical research to help preserve Thunder Bay's heritage buildings, districts, and other properties.
- Eliminating this work could be perceived as a lack of respect for the City's history.
- The Heritage Resource Specialist completes valuable work that is not replicated by any other person in Administration. If this position is eliminated, who will do this work?

3. The Heritage Advisory Committee enhances quality of life in Thunder Bay

82% of stakeholders feel the activities of HAC enhance the quality of life for the residents of Thunder Bay. Themes in comments included:

- HAC supported events such as Doors Open Thunder Bay and Heritage Walking Tours promote tourism and provide opportunities for citizens to experience the city in new and exciting ways.
- Having well-cared-for heritage properties and preserving the heritage landscape and cultural history of neighbourhoods enhances feelings of community, belonging and pride for residents.
- The shared values, customs, and histories characterized through cultural and built heritage help shape the way a person thinks about, behaves in, and views their community.
- HAC educates the public about heritage matters.

Each municipality in Ontario is required by section 27 of the *Ontario Heritage Act* (the Act) to keep a publicly accessible register of property that is of cultural heritage value or interest. The City of Thunder Bay's Heritage Register includes twenty-six formally designated heritage properties, one designated heritage district and fifty listed, but not formally designated, properties deemed culturally, historically, or architecturally interesting relative to heritage.

As per section 28 of the Act, Council may, by by-law, establish a municipal heritage committee to advise and assist on matters relating to conservation of property of cultural heritage value or interest, conservation districts and other heritage matters. The Thunder Bay Heritage Advisory Committee was originally established in 1977 as The Local Architectural Conservation Advisory Committee. The current name was officially adopted by City Council in March 2004.

Outdoor Rinks

An online survey inviting the public to provide feedback and share their views on proposed outdoor rink reductions was launched on August 17, 2023 and will remain open until August 27, 2023. The community can participate by visiting <https://getinvolvedthunderbay.ca/share-your-views-on-outdoor-rink-reduction>.

A summary of the results of this feedback will be provided to Council by memo at the September 11, 2023 COW meeting.

FINANCIAL IMPLICATION

Neebing Memorial Arena

The savings anticipated from closing Neebing arena are approximately \$180K for a full year. A user fee increase of 19% to achieve approximately \$180K in new revenue does not account for additional pressures or budget directives for the 2024 fiscal year. The existing 2024 budget directive to increase user fees by 5% will result in approximately \$47K in additional revenue. User fee increases of approximately 24% in 2024 would be required to achieve \$180K in revenue beyond the 5% directive already provided.

Heritage Program

Elimination of the Heritage Program would include removing the part-time Heritage Resource Specialist position, ceasing the biennial Doors Open event, and dissolving the Heritage Advisory Committee and would result in savings of approximately \$38K. All heritage matters would come forward to City Council for decision when required. No further properties would be designated unless directed by Council and consultation fees would be required to achieve designation without any subject matter expertise within the corporation. An addition to the budget may be required for external consultants with subject matter expertise on a case-by-case basis.

CONCLUSION

It is concluded that Outstanding Item 2023-004-ADM be removed from the Outstanding List, and that a new outstanding item be created for the consultation on outdoor rinks to be brought forward to the September 11, 2023 Committee of the Whole meeting

BACKGROUND

At the June 26, 2023 Committee of the Whole meeting, in response to Report 196-2023 Report Back – 2024 Budget Amendments, Council provided direction to conduct stakeholder engagement related to Sister Cities Program, Transit Routes, Neebing Arena, Outdoor Rinks, and Heritage Program to assist Council with decisions related to 2024 Budget Amendments. A total of \$902,100 was referred back to Administration within these items.

At the July 17, 2023 Committee of the Whole meeting, Council passed a resolution to dissolve the Sister Cities Committee.

At the July 17, 2023 City Council meeting, and a resolution was passed to exclude Transit Routes from stakeholder consultation and from the current list of 2024 budget reduction options.

REFERENCE MATERIAL ATTACHED

None.

REPORT PREPARED BY

Cynthia Olsen, A/Director – Strategic Initiatives & Engagement, City Manager's Office

REPORT SIGNED AND VERIFIED BY

Norm Gale, City Manager

08/21/2023

THUNDER BAY HISTORICAL MUSEUM SOCIETY

425 Donald St. E., Thunder Bay, ON P7E 5V1 807-623-0801 • www.thunderbaymuseum.com

23 June 2023

The City of Thunder Bay Council
500 Donald Street E, P.O. Box 800
Thunder Bay, ON P7C 5K4

The Thunder Bay Historical Museum Society Urges Council to Not Cut HAC

Dear Mayor Ken Boshcoff and Councillors,

The Thunder Bay Historical Museum Society would like to express our concern to proposed budget cuts eliminating the City of Thunder Bay's Heritage Advisory Committee (HAC). If such a decision is made, it will have a direct impact on the ability of the City of Thunder Bay to make informed decisions on the historical heritage of the City and its ability to meet its legal obligations efficiently and effectively under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18. It would also send a poor message about Council and Administration's commitment to, and understanding of, the importance of the preservation of our built heritage and history for future generations.

Such a decision would also directly impact the workload of Council and the City Clerks' office in unforeseen ways. As the City of Thunder Bay would still be required to maintain its obligations under the *Ontario Heritage Act*, submissions from the community and developers would now go directly to Council for action. As Council does not have the expertise to make the required decisions typically recommended by HAC, requests would now need to be referred to an internal department or to a third-party consultant as opposed to the largely volunteer committee comprised of a cross-section of residents. These options would cost more using internal resources or third-party fees. Additionally, this cut would also see delays in decision-making and would impact the ability of residents and businesses to secure building permits and get advice from those who have heritage legislation and building code expertise.

Working closely with all City departments and allied organizations such as The Thunder Bay Historical Museum Society, HAC has streamlined the process and expedited decision-making and information gathering as a service to the community. By abandoning the only advisory committee with expertise in, and responsibility for, the preservation of this City's cultural, historical, ethnic, and even Indigenous heritage, Council would be demonstrating a lack of interest and understanding of the important work undertaken by HAC. It is a committee that is working efficiently with relatively little cost. It assures Council meets its legislative obligations for the conservation of property of cultural heritage value or interest, provides value added in terms of direct community engagement in decision-making, and provides unbiased, non-politicized, and knowledgeable recommendations to Council.

The Thunder Bay Historical Museum Society implores Council to maintain funding at the current levels for the Heritage Advisory Committee (HAC) and its programs.

Sincerely,



Michel Beaulieu, PhD, FRHistS
Chair & President

CC: Ontario Heritage Trust

Corporate Report

REPORT NUMBER 248-2023-Corporate Services-Corporate Information Technology	
DATE PREPARED	July 24, 2023
FILE	
MEETING DATE	August 28, 2023
SUBJECT	Corporate Desktop and Laptop Computer Replacement

RECOMMENDATION

WITH RESPECT to Report 248-2023-Corporate Services-Corporate Information Technology, we recommend that the contract for the supply and delivery of Desktop and Laptop Computers be awarded to Dell Canada Inc. in the amount of \$1,542,605.38 (inclusive of HST);

AND THAT the Manager – Supply Management be authorized to issue a purchase order to award this purchase;

AND THAT the General Manager, Corporate Services be authorized to sign all documentation related to these matters;

AND THAT the General Manager, Corporate Services and the Director – Corporate Information Technology, together, be authorized to expend any additional funds that may be necessary should minor variations in quantities be required, but such funds, shall not exceed, in aggregate, the approved 2023 capital budget for this Corporate Desktop and Laptop Computer Replacement Project;

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

LINK TO STRATEGIC PLAN

The proposed recommendations support the goal “Make it easier to access City services” under the Growth pillar indicated in “Maamawe, Growing Together: City of Thunder Bay Strategic Plan.”

The recommendations align with initiatives related to Digital Workplace Projects contained within the Corporate Digital Strategy.

EXECUTIVE SUMMARY

The approved 2023 Capital Budget includes funding for the replacement of corporate desktops, laptops and monitors.

It is recommended that the contract for the supply and delivery of desktop and laptop computers be awarded to Dell Canada Inc. \$1,542,605.38, inclusive of HST.

Pricing in accordance with the Ontario Education Collaborative Marketplace (OECM) Second Stage Selection Process, a competitive bidding process between the three suppliers listed on the RFP awarded OECM End-user Computing Agreement, was requested through OECM. The submission by Dell Canada was determined to be the successful bid.

Desktop and laptop computers are fundamental tools used by all city departments to facilitate the use of business systems software and desktop productivity tools which support the delivery of services to both internal staff and the citizens of Thunder Bay.

The most recent upgrade to the desktop and laptop computers was in 2018 with monitors last being replaced in 2014. The recommended upgrades and replacements are in line with the five-year replacement cycle Administration uses for planning purposes.

DISCUSSION

Desktop and laptop computers are fundamental tools used by all city departments to facilitate the use of business systems software and desktop productivity tools which support the delivery of services to both internal staff and the citizens of Thunder Bay.

As authorized within the Supply Management By-law (By-law 113-2011), Article 3.03 provides for group purchasing and allows for participation in cooperative buying through the OECM. The wording of Article 3.03 states:

The Manager Supply Management is authorized to enter into negotiations for the purpose of cooperative buying procedures with other bodies and agencies as may be considered to be advantageous to the Corporation.

The Ontario Education Collaborative Marketplace (OECM) is a not-for-profit sourcing partner for Ontario's Education Sector, Broader Public Sector and not-for-profit organizations.

Dell Canada Inc. is the one of three preferred vendors for end-user computing equipment based on their award from the OECM in response to RFP OECM-2016-261 and OECM Master Agreement OECM-2017-261-01.

Pricing in accordance with the Ontario Education Collaborative Marketplace (OECM) Second Stage Selection Process, a competitive bidding process between the three suppliers listed on the RFP awarded OECM End-user Computing Agreement, was requested through OECM. The submission by Dell Canada was determined to be the successful bid.

This was the approach recommended by the Manager – Supply Management to maximize savings for the Corporation.

This equipment is used in various civic departments and is a vital service delivery tool. The new desktop and laptop computers will replace the existing units currently in use. The existing laptop and desktop computers have been in use since 2018 and the monitors since early 2014 and are coming to the end of their useful life.

This planned refresh will provide for the latest supported operating system (Windows 11) and replacement of the existing equipment which is reaching end of life with no warranty remaining. The value of these units has been exhausted and Administration is experiencing an increase in repairs required for these desktop and laptop computers.

The equipment making up the contract requirement is as follows:

Type	Quantity
Desktop Computer	310
Desktop Computer – CAD Workstation	25
Desktop Computer – all-in-one	21
Laptop Computers	510
Laptop Computers – Ruggedized	13
Total Number of Units	879

Disposal of equipment being removed, although not part of this contract, will be handled in accordance with the Supply Management By-law (By-law 113-2011) and work is underway with Supply Management to identify the most suitable option(s). The disk drive of each unit will be retained by CIT for a short period of time for any data recovery requests. The disk drives will then be destroyed and a certificate of destruction will be provided by the business partner.

FINANCIAL IMPLICATION

Funding for the project is based on the following financial breakdown:

Dell Desktop and Laptop Computers	\$1,365,137.50
HST	<u>\$ 177,467.88</u>
Sub-total	\$1,542,605.38
Less: HST Rebate	<u>(\$ 153,441.46)</u>
Net Cost	<u>\$1,389,163.92</u>

CONCLUSION

It is concluded that the contract for the supply and delivery of desktop and laptop computers in addition to monitors be awarded to Dell Canada Inc. in the amount of \$1,542,605.38 (inclusive of HST) based on the OEM agreement and second stage selection process.

BACKGROUND

The City's Corporate Digital Strategy was endorsed by City Council on December 20, 2021 (Corporate Report R 160/2021), included the review and replacement of desktop/laptop devices in the Detailed Implementation Plan.

The allocation of funds for the lifecycle maintenance of City computers, laptops, and peripherals was approved through the 2023 Budget process.

REFERENCE MATERIAL ATTACHED

None.

REPORT PREPARED BY

Paul Draper, Manager – Networks, Technology and Cloud Services

Jack Avella, Director – Corporate Information Technology

REPORT SIGNED AND VERIFIED BY

Emma Westover, Acting General Manager Corporate Services

08/18/2023

Corporate Report

REPORT NUMBER 170-2023-City Manager's Office-Office of the City Clerk

DATE

PREPARED June 20, 2023

FILE

MEETING DATE August 28, 2023

SUBJECT Advisory Committees of Council - Expenses

RECOMMENDATION

WITH RESPECT to Report 170-2023-City Manager's Office-Office of the City Clerk we recommend that Outstanding List Item 2020-049-ADM Committee Meals be removed from the outstanding list;

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

EXECUTIVE SUMMARY

During the 2020 annual budget review process, Council directed Administration to review the expenses associated with committees of Council. This review was put on hold due to the pandemic with committees meeting virtually. Administration is not recommending a change to the budget at this time.

DISCUSSION

Council directed Administration to review processes to determine if there could be budget reductions relating to committee expenses. Council has 19 advisory and special purpose committees that may have expenses associated with their work. The General Council budget includes a line item dedicated to Committee Expenses. Expenses would include parking, transportation, meals, or refreshments. Appeals Tribunal members also receive an honorarium. The budget also includes meals for Council meetings.

The annual budget associated with committee expenses has increased since its introduction in 2008 from \$15,000 to its current amount of \$32,000. The increases were as a result of negative variances reported from 2008 to 2018. Committee expenses account for approximately 40% of the annual budget. The remaining 60% of the budget accounts for costs for meals and refreshments for city council meeting.

Every effort is made to hold committee meetings away from mealtimes. However, scheduling during the lunch and dinner hour is most practical because the majority of committee and Council members hold full-time employment. From one term to the next, this will change. Only if the meeting time spans most of the lunch or dinner hour are meals served at committee meetings. Council members are only provided with meals if meetings begin at 5:30 p.m. or earlier.

FINANCIAL IMPLICATION

The approved annual budget for Committee Expenses is \$32,000. Administration is not recommending a change at this time. Annual reviews continue to be completed at the time of budget preparation and negative or positive variances will be reported quarterly.

CONCLUSION

It is concluded that the annual budget for Committee Expenses remain at \$32,000.

BACKGROUND

The annual budget for committee expenses was first introduced in 2008 to cover costs associated with committee work. The budget has increased from \$15,000 in 2008 to \$32,000 in 2023.

Council passed a resolution during the 2020 budget review process directing Administration to review the expenses associated with committees.

REFERENCE MATERIAL ATTACHED

None.

REPORT PREPARED BY

Dana Earle, Deputy City Clerk – City Manager’s Office

REPORT SIGNED AND VERIFIED BY

Norm Gale, City Manager

08/15/2023

Corporate Report

REPORT NUMBER 210-2023-City Manager's Office-Office of the City Clerk	
DATE PREPARED	August 1, 2023
FILE	
MEETING DATE	August 28, 2023
SUBJECT	2023 Accessibility Progress Report

RECOMMENDATION

This Report is for information only.

LINK TO STRATEGIC PLAN

- **Safety and well-being.** Our community is healthy, safe, and strong.
- **Sustainability.** We advance a thriving economy and environment.

These pillars of the Strategic Plan are inherent to the 2019-2024 Multi-year Accessibility Plan.

EXECUTIVE SUMMARY

This Report provides an update of the City's progress on achieving the compliance required through the *Accessibility for Ontarians with Disabilities Act, 2005*, (the "Act").

Along with the Act, the City of Thunder Bay must also be in compliance with the Integrated Accessibility Standards Regulation (O.Reg. 191/11) (the "Regulation") in order to establish and maintain barrier-free access to municipal facilities, services, information, communications, employment and transportation. To date, the City is well positioned in meeting the deadlines required by the legislation and we are seeing ongoing improvements in capital projects across the corporation that meet the needs of people living and working in our community with a disability. There are also challenges in meeting the needs of the accessible public that relate to funding challenges, infrastructure gaps and creating achievable priorities for improvement and upgrade.

Section 4(3)(b) of O. Reg. 191/11 requires all designated public sector organizations to prepare an annual status report on the progress of measures taken to implement the

multi-year accessibility plan. Following presentation to City Council, the report will be posted on the City's website.

DISCUSSION

The City of Thunder Bay is a leader in the area of accessible programs and services for those with accessible needs. Engagement with the disabled community through the Accessibility Advisory Committee includes direct communications through the website, social media, and engagement opportunities, in addition to receiving feedback via phone, electronic and regular mail and through various organizations in our community.

Communication with those with accessible needs is a priority and has been emphasized by corporate training and an overall commitment to making our city accessible to those living with a disability.

In March 2021, City Council adopted the 2019-2024 Multi-year Accessibility Plan and the Corporate Accessibility Policy (Policy No. 08-01-04).

The City of Thunder Bay responds to concerns relating to accessibility in municipal spaces and facilities as a result of the support from a variety of members of administration and committees on a regular basis. The City of Thunder Bay currently has one full-time staff member (Municipal Accessibility Specialist) dedicated to projects related to accessibility. The Specialist supports the Accessibility Advisory Committee (AAC) and acts as a resource to administrative staff across the corporation who require advice and assistance on responding to needs of those requiring accommodation or ensuring the programs and services we offer are as accessible as possible. The AAC is a requirement of the Act and the committee is made up of individuals with disabilities from our community. In addition to these staff and volunteers, the City Clerk and Deputy City Clerk provide oversight and direction to initiatives and projects that relate to accessibility.

Compliance Requirements

The *Integrated Accessibility Standards Regulation* (O.Reg. 191/11) (IASR) is a grouping of five standards that was developed under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The City of Thunder Bay must follow the IASR to prevent and remove barriers for people with disabilities. The City of Thunder Bay must also provide mandatory biennial compliance reports to the Ministry for Seniors and Accessibility Compliance Assurance Branch (formerly the Accessibility Directorate of Ontario).

The 2019-2024 Multi-year Accessibility Plan highlights twelve "Strategies and Actions for Barrier Identification and Removal" that each department uses as a benchmark to achieve compliance in their respective areas.

The Multi-year Accessibility Plan is currently being renewed for presentation to Council in the second quarter of 2024.

Information and Communications Standard

The standard outlines requirements for organizations to create, provide, and receive information and communications that are accessible for people with disabilities. For example, the City of Thunder Bay must provide information and communications in an accessible format to people with disabilities upon request and in a timely manner.

The City of Thunder Bay is committed to providing information in accessible formats for those who require it. Staff will work with residents to determine the accessible format required by the individual. The city's website is reviewed on a regular basis to ensure content and documents are in an accessible format and city staff regularly attend training provided by the CIT Division in order to ensure they are well versed on how to create and modify documents to make them accessible.

Website Non-Compliance

In 2021, the Ontario Network of Accessibility Professionals (ONAP) undertook a voluntary peer review of accessible website compliance in meeting the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA requirements legislated in the Integrated Accessibility Standards Regulation (IASR) of the AODA. The peer review, which included the City of Thunder Bay, concluded that none of the peer municipalities could, in good faith, report to the Ministry for Seniors and Accessibility Compliance Assurance Branch that they were 100 percent compliant with this requirement.

The reason for reporting non-compliance is due to the ever-changing nature of technology and software provided by vendors, the unique knowledge required to create accessible electronic documents by staff, and the skill of the consumer to access the electronic documents or webpages using their preferred assistive technology.

In 2022, the Compliance Assurance Branch initiated an audit of all City of Thunder Bay websites and social media, indicating that compliance must be reached by January 1, 2024, or the City of Thunder Bay would face financial penalties prescribed under the AODA (up to \$100,000 per day as per the Act). Presently, Corporate Information Technology, the Office of the City Clerk, and Corporate Communications are the key partners in a working group to manage this response. City staff across the corporation in all departments have been assigned as team leads and are actively remediating accessibility issues on the City's website and creating new, accessible electronic documents, webpages and social media pages that meet the WCAG 2.0 Level AA requirements. This work is intensive and can be complex. Training modules have been developed and support is available to team leads. This work is projected to be completed prior to the deadline in order to ensure the City of Thunder Bay is compliant with the Information and Communications Standard.

Employment

The standard requires that employers must make their workplace and employment practices accessible to potential or current employees with disabilities. For example, employers that make an offer of employment to a successful job applicant must inform the applicant of their organization's policies for accommodating employees with disabilities.

Employment practices across the City of Thunder Bay are accessible, including how the City hires, retains, and provides career development opportunities.

Transportation

The transportation standard sets out the requirements for transportation service providers. Particularly, features and equipment on vehicles, routes, and services offered must be accessible to people with disabilities. For example, no conventional or specialized transportation service is permitted to charge a fare to a support person who is accompanying a person with a disability.

Thunder Bay Transit strives to meet and exceed its accessibility requirements outlined in the Transit 2015-2025 Accessibility Plan to communicate the AODA compliance and accessibility improvements within both Thunder Bay Transit and Lift+ Specialized Transit Services.

Transit has sought the input of the Accessibility Advisory Committee's Built Environment Working Group as well as the Municipal Accessibility Specialist to review and offer recommendations regarding the Electronic Fare Management System (EFMS) to be installed across Transit's conventional and specialized fleet in 2023-2024.

Design of Public Spaces

The design of public spaces standard outlines the need for newly constructed or redeveloped public spaces to be accessible for people with disabilities. For example, the City of Thunder Bay must provide barrier-free exterior paths of travel around all of its facilities.

The City's Engineering department has been actively installing Tactile Walking Surface Indicators at newly rebuilt intersections. Fifty-three new sidewalk ramps with tactile plates were installed in 2022 at 22 intersections across Thunder Bay.

Customer Service

The City of Thunder Bay has mandatory training for all members of Council, employees and volunteers on the Customer Service Standard and Ontario Human Rights Code,

which includes policies and procedures on providing goods and services to people with disabilities in the areas of:

- An Accessibility Policy incorporating dignity, independence integration, and equity;
- Use of service animals and support persons;
- Notice of temporary service disruptions;
- Provision of a feedback process for the public to submit concerns about accessibility; and,
- Use of assistive devices.

Accessibility Advisory Committee (AAC)

Members of the Accessibility Advisory Committee (AAC) are Council's representatives relative to accessibility issues affecting municipal facilities, programs, and services and provide advice on the development and implementation of the 2019-2024 Multi-Year Accessibility Plan and the effectiveness of the Plan and the City's status on the ongoing requirements of legislation relative to the AODA. The AAC is comprised of appointed citizen members who represent those living in our community with a disability. Members consult on municipal undertakings by the City of Thunder Bay and provide advice and context for City Council as they make decisions that affect accessibility and those living with a disability in our community.

The AAC is comprised of:

- 1 person who is hard of hearing or late deafened;
- 1 person who has a mental health-related disability;
- 1 person who has a mobility-related disability;
- 1 person with a developmental disability;
- 1 person who is blind or visually impaired;
- 1 person with a brain injury;
- 1 older adult with a disability;
- 1 person with a speech impairment;
- 1 person with a learning disability;
- 1 parent or guardian of a child or youth with a disability;
- 1 caregiver to a person with a disability;
- 1 member of Council;
- 1 citizen at large;
- 1 service agency representative with a mandate/responsibility for people with disabilities.

The AAC meets at least eight times throughout the year and holds an annual Open House that welcomes community participation and provides information and discussion relative to issues affecting those with accessible needs in our city. They are an actively engaged advisory committee who dedicate considerable volunteer time and expertise to providing input and context to ongoing issues affecting those with accessible needs in our community.

The AAC has developed effective working relationships with city departments and regularly receives information from administration including Transit, Roads, Engineering, Planning Services, Building Services, Licensing & Enforcement, Parks, and the City Manager's Office.

The AAC also has a sub-committee known as the Built Environment Working Group. The Built Environment Working Group has been active since 2013 and regularly visits city facilities and advises on capital improvements that impact those living with a disability in our community. This group is comprised of two individuals with a visual impairment, and two individuals with mobility disabilities. Members have knowledge in the area of construction and a high degree of familiarity with regulations relative to the Ontario Building Code and the AODA.

The Built Environment Working Group has been integral in providing consultation early in the process for capital projects and has worked with administration when possible to adopt best practices relative to capital works that may have a high impact on those with accessible needs. There have also been requests for the Built Environment Group to provide consultation on projects outside of municipal facilities, most recently for the renovations at Magnus Theatre.

Barrier Identification and Removal

The following list outlines 2022-2023 projects completed that work to remove barriers to access at city facilities, these include:

- Delaney Arena installation of ramped barrier-free viewing area above ice level with signage to designate the areas.
- Fort William Gardens installation of signage for the designated viewing area signage.
- Jumpstart Inclusive Playground and Adult Fitness Area at Boulevard Lake.
- New accessible path of travel from the Jumpstart Inclusive Playground to the beach at Boulevard Lake.
- Mobi-Mat portable accessible beach mat and specialized beach wheelchair at Boulevard Lake to allow for independent or assisted access for those with mobility disabilities.
- Purchase of water/beach (Boulevard/Sandy Beach) and trail/snow wheelchairs (2 at Boulevard) for rent.

- Hoyer lift at Boulevard Lake to allow access for those with disabilities to the water.
- Pool lift with higher bodyweight capacity at the Canada Games Complex – 600lbs from 350lbs.
- Inclusion Services have purchased a variety of gripping aids for adaptable fitness with a support person or for independent work.
- Accessible workout machines at the Canada Games Complex.
- Installation of power door actuators at the Kinsmen Northwood Centre, North McIntyre Rec Centre, and Fort William Gardens.
- Implementation of eScribe Meeting Management software which provides for accessible viewing and screen reading for City Council meeting agendas and minutes.
- Accessible 2022 Municipal Elections Polling Stations and Internet voting.
- In 2022, approximately 1,700 sidewalks with trip edges were ground down by 20mm or padded with asphalt across the City.
- City staff across the corporation are currently remediating all PDFs on the website from the which do not meet accessibility standards. In the coming months all PDFs posted online will be fully accessible prior to publishing.
- Establishment of working group to address website accessibility compliance. A specific focus will be working with website editors/publishers to ensure new materials added to the website are fully accessible going forward.
- Strategic Initiatives & Engagement – Corporate Communications has led a shift in the Corporation to provide content directly online through the website, social media, and other digital platforms to make content easily accessible for all. Examples include: content directly posted on webpages vs. PDFs or paper documents; using online web forms vs. fillable PDFs; sharing key City messaging through online channels.
- Strategic Initiatives & Engagement – Corporate Communications ensures all videos posted on the City website and our YouTube channel include the closed captioning option.
- The City's Creative Design Agency of Record ensures publications produced for the City, e.g., posters, documents, graphics, have fully have accessible text; the font size and colour contrast meet accessibility standards.
- Advertisements for in-person events produced by the City include a contact listed for accessibility needs and information on how to request an accommodation.
- Strategic Initiatives & Engagement – Corporate Communications has conducted a Clear Language Pilot Project to improve readability, including language, fonts, and consistency, of City documents issued to the public. The Pilot Project was conducted on Tax Bills, Water Bills and letters, and Parking Fine Notices. The assessment has been completed and recommended edits for clear language improvements will take place in the coming month. This pilot will be further explored to assess if it can be expanded on a broader scope for Corporate materials.
- Audible Pedestrian Signals – 1 new intersection activated at Balmoral St. and Central Ave.

- Curb Ramps/Tactile Walking Surface Indicators – approximately 53 quadrants have been updated on 22 intersections.
- New Paved Multi-Use Recreation Trails – Oliver Road between Golf Links and Keith Jobbit Drive, approximately 420m of new pathway.

Future work is planned for 2023-2024 and includes:

- New inclusive playground at Vickers Park.
- Accessible washroom at Algoma Child Care Centre.
- Dease Park accessible permanent concrete surface and boarded play surface to double as a winter rink with new accessible walkways.
- Further accessibility improvements to the Canada Games Complex.
- Launch of closed captioning for all meetings of City Council and Committee of the Whole.
- Removal of stairs on Melon St. walkway.
- Review of City facilities to be used for the 2024 Ontario Winter Games.

Consultation

Consultation is a regular part of the Accessibility Plan and a main focus of the AAC. Working with the AAC is an integral part of connecting with the community regarding concerns, issues and projects that are required in order to address issues in municipal facilities relative to accessible needs. As previously noted, the AAC meets at least eight times a year and regularly provides feedback with respect to concerns that need to be addressed by Administration.

On June 1, 2022, the AAC held its annual public open house in McGillivray Square in front of City Hall, which coincided with National AccessAbility Week. Service agencies, including George Jeffrey Children's Centre, Ontario March of Dimes, Easter Seals, Rainbow Collective, and City departments including Transit and Inclusion Services, were also present to provide information to the public. A flag raising was held and the event was well attended by the public.

Consultation is also an important part of the AAC's work related to the City of Thunder Bay's overall accessibility plan. It is a standard with the corporation for departments to present information or plans to the AAC prior to it being presented to City Council or the public so that input can be provided in the early stages of planning related to any issues affecting accessibility. A number of staff from Community Services, Human Resources and Engineering regularly attend AAC meetings rather than await an invitation from the AAC.

In the past year, the AAC has participated in the consultation process relative to the following City of Thunder Bay initiatives:

- 2019-2024 Multi-Year Accessibility Plan.

- Transit and Lift+ Electronic Fare Management System.
- Canada Games Complex changerooms and parking lot.
- Vickers Park inclusive playground.
- Port Arthur Stadium accessible viewing area.

FINANCIAL IMPLICATION

There are no financial implications associated with this report at this time. Should there be further issues of non-compliance under the Act where financial penalties would apply, administration will report to City Council.

CONCLUSION

This report is presented for information only.

BACKGROUND

In Ontario, approximately 2.6 million people have a disability. This means roughly one in four Ontarians live with a disability and face various types of accessibility challenges in their everyday life. Also, as the aging population is expected to grow in the next 25 years, it is projected that the number of people living with a disability is also expected to grow in our province.

Under the *Accessibility for Ontarians with Disabilities Act, 2005*, and requirements through the *Integrated Accessibility Standards Regulation* (O.Reg. 191/11) (IASR), the City of Thunder Bay must comply with this legislation in order to create and maintain barrier-free access to City facilities, programs, services, information, communications, employment and transportation.

Mandatory compliance is legislated with biennial reporting to the provincial accessibility directorate. Penalties apply if compliance requirements are not met. Non-compliance fines may result in penalties of up to a maximum of \$100,000 per day for corporations.

In March 2021, City Council adopted the 2019-2022 Multi-Year Accessibility Plan and the Corporate Accessibility Policy (Policy No. 08-01-04).

REFERENCE MATERIAL ATTACHED

None.

REPORT PREPARED BY

Corporate Report 210-2023-City Manager's Office-Office of the City Clerk

Krista Power, City Clerk and Scott Garner, Municipal Accessibility Specialist

REPORT SIGNED AND VERIFIED BY

Norm Gale, City Manager

08/15/2023



Memorandum

TO: Krista Power, City Clerk **FILE:**

FROM: Karen Lewis, General Manager – Corporate Services
Corporate Services

DATE: 08/18/2022 (mm/dd/yyyy)

SUBJECT: City Treasurer – Appointment

MEETING & DATE: Committee of the Whole - 08/28/2022 (mm/dd/yyyy)

I am pleased to announce that Keri Greaves has been selected as the successful candidate in the recent competition to fill the position of City Treasurer for the City of Thunder Bay.

A graduate from the Lakehead University Honours Bachelor of Commerce program, Keri is a Chartered Professional Accountant with 20 years of public sector accounting experience at The District of Thunder Bay Social Services Administration Board (TBDSSAB).

For the past 12 years, Keri has served as the Manager – Finance at TBDSSAB, ensuring Department goals and objectives are met and ensuring the fiduciary functions of TBDSSAB are conducted in a professional and timely manner. Keri will bring strong financial management and leadership to the City Treasurer role.

Under the authority of Section 286 (1) of the Municipal Act, 2001, “A municipality shall appoint a Treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality.”

The following recommendation is provided for approval.

WITH RESPECT to the Appointment of City Treasurer we recommend that Keri Greaves be appointed effective September 5, 2023;

AND THAT the by-law appointing Keri Greaves as City Treasurer be presented to City Council at the August 28, 2023 City Council Meeting for ratification.



Memorandum

TO: Members of City Council **FILE:**

FROM: Krista Power, City Clerk
City Manager's Office – Office of the City Clerk

DATE: 07/25/2023 (mm/dd/yyyy)

SUBJECT: Freedom of the City

MEETING & DATE: Committee of the Whole - 08/28/2023 (mm/dd/yyyy)

Please find attached correspondence from Commander N.D.R. Moulson, Commanding Officer, HMCS Griffon requesting a proclamation of the traditional honour of 'Freedom of the City' for units from HMCS Griffon to mark this historic occasion.

The granting of this proclamation has a long history and allows the City to honour members of the Thunder Bay's naval and military units for their service and in recognition of the sacrifices made by past members of those units in defence of the freedoms Canadians value. 'Freedom of the City' is an honour conferred by a municipality upon a valued member or organization in the community upon request. Today, the title has no special privileges with the exception of respect, the honour and proclamation of 'Freedom of the City' dates back to medieval times.

As this marks the Centennial of the Naval Reserves in Canada, similar parades will be conducted on this day in 23 other military cities across the country in recognition of this important milestone. The event taking place will require a Special Event permit as per the city's policy as well as road closure for the parade. Logistics relative to this event will be supported by the Recreation and Culture Division.

With respect to this request the following recommendation is presented for council's consideration;

WITH RESPECT to the Memorandum from Krista Power, City Clerk, dated July 25, 2023, we recommend that the City of Thunder Bay grant HMCS Griffon, the honour of Freedom of the City in recognition of their service, their members and veterans to this community and country;

AND THAT such freedom be granted for September 23, 2023.

C.C. Leah Prentice, Director – Recreation & Culture Division



His Majesty's Canadian Ship Griffon
125 N. Algoma St
Thunder Bay ON P7A 4Z5

1000-1(CO)

24 June 2023

FREEDOM OF THE CITY RE-AFFIRMATION

1. One of the most prized honours given to a Canadian Armed Forces unit is the conferring of the privilege and distinction of the Freedom of the City. Locally, HMCS Griffon along with other units have been so honoured at various times in the past, by the Corporation of the City of Thunder Bay. This was done in recognition of their honorable record and to demonstrate the affection and esteem with which they are held by the citizens of this community. Within the Commonwealth this is a tradition that goes back more than three centuries. It originated in an earlier time when cities had walls and gates were barred to friend and foe alike – to the foe for obvious reasons, to the friend until city authorities were assured of the troops' best behaviour and the purpose of the presence of the regiment seeking entry. The military unit then had the honour for all time of marching through the city with drums beating, colours flying, and bayonets fixed. Thunder Bay's naval and military units have been granted this honour by past City Councils, to thank members of those units for their service and in recognition of the sacrifices made by past members of those units in defence of the freedoms Canadians value.

2. Since this honour was conferred 'for all time' we wish to take the opportunity to reaffirm this honour. We would like to do this on Saturday September 23rd 2023, at Marina Park. As this marks the Centennial of the Naval Reserves in Canada, similar parades will be conducted on this day in 23 other cities across the country in recognition of this important milestone. The ceremony would involve a military parade, a short re-affirmation declaration by His Worship the Mayor or a representative at the Marina Park Anchorage and finally refreshments and an open house tour of HMCS Griffon at 125 N. Algoma St.

3. On behalf of the Royal Canadian Naval Reserves, I request the City of Thunder Bay graciously consider issuing a re-affirmation of the Freedom of the City to HMCS Griffon to mark this historic occasion.

4. Questions may be directed to my Executive Officer, Lieutenant-Commander Farn, at Farley.farn@forces.gc.ca or 778-966-8512.

N.D.R. Moulson
Commander
Commanding Officer
HMCS GRIFFON

Memorandum

TO: Krista Power, City Clerk **FILE:**

FROM: Werner Schwar, Supervisor Parks & Open Space Planning-
Infrastructure, Development & Operations

DATE: 08/02/2023 (mm/dd/yyyy)

SUBJECT: Request for Alternate Plantings – Leland Avenue

**MEETING &
DATE:** Committee of the Whole – 08/28/2023 (mm/dd/yyyy)

At the July 17, 2023 Committee of the Whole Meeting, Administration was directed to explore alternative lower growing seed mixes for the centre islands on Leland Avenue. Additionally, Administration was directed to survey the neighbourhood to determine support for the current planting mix, and costs associated with lower growing seed mix options be presented to council.

Administration has not yet completed the requested neighbourhood survey. The Parks & Open Spaces Section plans to undertake a survey of residents along Leland Avenue and immediately adjacent streets in September/ October 2023 after the typical summer holiday season is over. The survey can then be informed by Council's comments and questions of the different options presented by Administration in this Memorandum.

Discussion

After the completion of roadwork on Leland Avenue in the fall of 2021, different seed mixes were sown in the islands to create a low maintenance, environmentally beneficial planted median. Naturalized diverse northern Ontario native plant seed mixes provide pollinator habitat and biodiversity as well as seasonal visual interest and colour.

Summer of 2022 low germination rates were observed in many areas and overseeding with a more traditional lawn mix was used and subsequently mown due to complaints. As the new mixture grew, it was observed that some original species of seed did germinate and have been developing and naturalizing over the past year as a

combination of the two seed mixes. Naturalizing areas is a work in progress and constantly evolving with different plants growing and reproducing in different ways and times. Seasonally they vary in grow height, flowering time and colour. This can be seen in the series of pictures taken of the Leland islands during 2023. Year to year species quantities within a mix will also evolve. As such, it is difficult to do a long-term evaluation of success or failure at one point in time. Additionally, it is best to provide several growing seasons before evaluating the success of naturalization to allow all seeds within the mix to overwinter for multiple seasons or spread by root growth and see what thrives best in the specific conditions of the island.

Options for Island Treatment Options and Seed Mix

Outlined below are island treatment options and alternative seed mixes ranging from no intervention/no cost/naturalizing focus to high intervention/high cost/manicured focus. The rationale is that there are infinite seed mixes on the market utilizing various species with varying grow heights. Specific site and soil conditions will greatly affect the growing height and proliferation of a species and they are not always predictable and will vary over time.

- 1) **Do nothing** – let the existing plant material grow and evolve over time. Current bare areas will eventually seed themselves with seed material from adjacent areas or blown in seed. The species mix would be uncontrolled and change over time and may be taken over by unwanted or invasive species.
- 2) **Manually remove undesirable plant species** – currently one plant species Sweet White Clover (*Melilotus albus*) is much taller than others and receives the most comments of looking unkempt. This plant was not part of the original seed mixes and is not desired due to its size and that it is an allelopathic plant whose roots release chemicals that prevent native plants from growing around it. It can be manually pulled out with roots intact and then disposed of offsite. Doing this prior to the plant going to seed and with root intact is critical for removal. It is expected that this would need to be done twice during the growing season and the effort required reduces over time.
- 3) **Manually remove undesirable plant species and mow a maintenance strip along edges** – By mowing along curb lines a width of 500-1000mm removes plant material that overhangs the curb and may appear “messy” to some. The mow apron could also be made wider at the ends of islands to improve sight lines if an issue. Invasive or undesirable species can be manually removed however taller growing native plants could be left in the centre of islands as desired.
- 4) **Topdress and overseed to change no mow species** – Using new topsoil, topdress bare areas at a minimum and undertake a general overseed with lower growing species - such as Dutch White Clover (*Trifolium repens*) and Birds-foot Trefoil (*Lotus corniculatus*). These are non-native species that can be invasive

but do provide some pollinator habitat and can over time choke out other species. Other low growing more native species mixes could also be used but are not as successful in competition. Yearly overseeding for a period may be required.

- 5) **Apron islands** - Install a secured in-organic apron material along the curb line of each island at a width of 500-1000mm. This can be a range of materials from Synthetic Turf to Unit Paving or Concrete or Asphalt. This creates a low maintenance transition to the street and reduces plant overhang onto the road.
- 6) **Regular Mowing** - Mow the existing plant material and put on a regular 2 week or monthly mowing schedule. This will gradually eliminate species that cannot tolerate regular mowing and encourage those that can.
- 7) **Mow, topdress and overseed to a mowable species** - Mow the existing plant material one time and then top dress the entire islands with topsoil and overseed with low growing Fescue (*Festuca rubra*) and Clover (*Trifolium repens*) seed mix or other commercially available low grow seed mixes that can have a variety of native and non-native species. This could then be mown as required or on a regular schedule and overseeded yearly to continue species conversion. Alternatively this can also be left un-mown and will result in plant heights of approximately 200 - 450mm.
- 8) **Convert island ends to traditional horticultural planting** – For three to five meters, at the end of each island remove the existing plant material, root mass and soil and replace the topsoil. Then plant low growing native or adaptive perennials at a regular on centre spacing, mulch and maintain in a horticultural manner.
- 9) **Convert islands to traditional grass species and regular mowing** - Remove all existing plant material, root mass and topsoil to a depth of 100mm and replace with new topsoil. Replace with traditional grass seed mix or sod. This can then be mown on a regular schedule.
- 10) **Convert islands to synthetic turf** - Remove existing plant material in the whole island and replace with synthetic turf. This would not require mowing but does require some yearly maintenance of winter control sand and manual individual weed removal that increases with time.
- 11) **Adopt-an-Island Program** - Institute an Adopt-an-island program to allow residents, community groups, or businesses to modify the islands under a controlled process. A program such as this would require staff oversight as well as has insurance and liability issues.

Cost Implications

The following are order of magnitude cost estimates for each strategy based on 7 islands having a total area of +/-4000 m² of area and 1400 lin-m of curb.

Strategy	Capital Improvement Cost	Operational Cost
Do nothing	\$0	\$0
Manually remove undesirable plant species	\$0	\$3000/ time plant pull
Manually remove undesirable plant species and mow a maintenance strip along edges	\$0	\$3000/ time plant pull + \$400/ cut
Topdress and overseed to change no mow species	\$5000/ overseed	\$0
Apron islands	\$70,000 – \$150,000	\$300/ sweep
Regular Mowing	\$0	\$500/ cut
Mow, topdress and overseed to a mowable species	\$5000/ overseed	\$500/cut
Convert island ends to traditional horticultural planting	\$42,000	\$750/ time weeding
Convert islands to traditional grass species and regular mowing	\$120,000-\$200,000	\$500/cut
Convert islands to synthetic turf	\$600,000	\$500/sweep
Adopt-an-Island Program	\$0	Staff oversight time

The Parks & Open Spaces Section recommends proposed **Strategy #3** – to manually remove undesirable plant species and mow a maintenance strip along all curbs, which is believed to be a good balance of maintaining the original naturalization intent and benefits, while removing the species that the majority of constituents object to. This can be completed within the existing operating budget. Additionally, this allows for more time to see the plant species evolve over the next few years. The mown edges will reduce the vegetation hanging into the roadway, a look some people have found unkept. In addition, no capital cost is required and the time/frequency of maintenance is expected to reduce going forward. It is recommended the islands be monitored and reevaluated in three years. At that time we will be able to determine the success of the recommendation regarding plant growth, esthetics, and neighbourhood support.

Recommendation

WITH RESPECT to the Memorandum from Werner Schwar, Supervisor-Parks & Open Space Planning, dated August 2, 2023, we recommend that Administration move forward with Strategy #3 - Manually remove undesirable plant species and mow a maintenance strip along edges;

AND THAT Administration monitor and reevaluate the success of species growth and public perception and report back by December 2026;

AND THAT Outstanding Item No. 2023-102-INO be removed from the Outstanding List;

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

Attachment A- Supplementary Images of Leland Avenue



Figure 1: Montage created and submitted by Thunder Bay Resident, Kyla Moore. The image shows before and after planting of native and adapted plants.



Figure 2- Image taken of Leland Avenue mid June 2023.



Figure 3- Image taken of Leland Avenue in mid July 2023



Figure 4-Image of Leland Avenue in mid July 2023.



Figure 5- Image taken of Leland Avenue in late July 2023.



*Figure 6- Image taken of Leland Avenue intersection with Sweet White Clover (*Melilotus Albus*) evident, in late July 2023.*



Figure 7-Image showing species diversity in late July 2023.



Figure 8- Image taken of Leland Avenue, South of Walsh Street in late July 2023.












Figure 9- Image of low growing grass mix in Vancouver, BC.



Figure 10- Image of Dutch White Clover boulevard.

2023 Leland Ave Pilot - Wildflower Seed Mixes

Common Name	Latin Name	Percentage	IMAGE
Forb Dominant Mix			
Lanceleaf coreopsis	<i>Coreopsis lanceolata</i>	2.00%	
Dotted Mint	<i>Monarda punctata</i>	13.00%	
Prairie Coneflower	<i>Ratibida columnifera</i>	10.00%	
Black eyed Susan	<i>Rudbeckia hirta</i>	25.00%	
Purple Praire Clover	<i>Dalea purpurea</i>	3.00%	
Great Blue Lobelia	<i>Lobelia siphilitica</i>	10.00%	
Blanket Flower	<i>Gaillardia aristata</i>	12.00%	
Butterfly Milkweed	<i>Asclepias tuberosa</i>	6.00%	
Blue Wild Indigo	<i>Baptisia australis</i>	4.00%	

Little blue stem

Schizachyrium scoparium

5.00%



Prairie Dropseed

Sporobolus heterolepis

10.00%



Sideoats Grama

Bouteloua curtipendula

5.00%



*Recommended application rate of

2,678 g/35,000 ft2

105.00%

Cost Effective Mix (duplicated species in GREEN)

Purple Praire Clover

Dalea purpurea

2.00%



Common Yarrow

Achellia millefolium

10.00%



Lanceleaf coreopsis

Coreopsis lanceolata

2.00%



Dotted Mint

Monarda punctata

15.00%



Prairie Coneflower

Ratibida columnifera

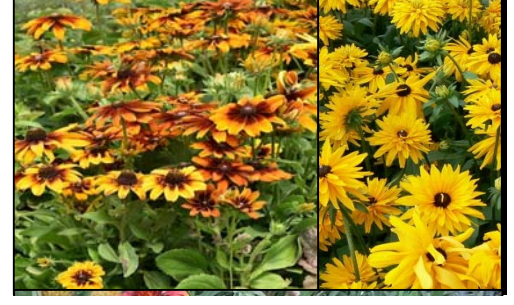
10.00%



Black eyed Susan

Rudbeckia hirta

15.00%



Blanket Flower

Gaillardia aristata

6.00%



Great Blue Lobelia

Lobelia siphilitica

10.00%



Prairie Dropseed

Sporobolus heterolepis

10.00%



Little blue stem

Schizachyrium scoparium

7.00%



Sideoats Grama

Bouteloua curtipendula

7.00%



*Recommended application rate of

1084 g/25,000 ft2

94.00%

Grass Dominant Mix (duplicated species in GREEN)

Lanceleaf coreopsis

Coreopsis lanceolata

10.00%



Dotted Mint

Monarda punctata

10.00%



Black eyed Susan

Rudbeckia hirta

15.00%



Prairie Dropseed

Sporobolus heterolepis

15.00%



Little blue stem

Schizachyrium scoparium

25.00%



Sideoats Grama

Bouteloua curtipendula

25.00%



*Recommended application rate of

705 g/10,000 ft2

100.00%

50/50 Mix (duplicated species in GREEN)

Lanceleaf coreopsis

Coreopsis lanceolata

7.00%



Purple Prairie Clover

Dalea purpurea

7.00%



Dotted Mint

Monarda punctata

7.00%



Prairie Coneflower

Ratibida columnifera

8.00%



Black eyed Susan

Rudbeckia hirta

8.00%



Yellow wild Indigo

Baptisia tinctoria

1.00%



Great Blue Lobelia

Lobelia siphilitica

7.00%



Butterfly Milkweed

Asclepias tuberosa

2.00%



Prairie Dropseed

Sporobolus heterolepis

15.00%



Little blue stem

Schizachyrium scoparium

20.00%



Sideoats Grama

Bouteloua curtipendula

15.00%



*Recommended application rate of

743 g/10,000 ft²

97.00%

Short Salt Tolerant Mix (duplicated species in GREEN)

Canadian Anemone

Anemone canadensis

7.00%



Nodding Onion

Allium cernuum

0.75%



Eastern Columbine

Aquilegia canadensis

15.00%



Blanketflower

Gaillardia aristata

6.00%



Red Fescue

Festuca rubra

75.00%



*Recommended application rate of

999 g/20,000 ft²

104.00%

Hello,

Please note the following response to Speak to City Council has been submitted at Monday August 21st 2023 2:47 PM with reference number 2023-08-21-005.

- **What would you like to speak to Council about:**
The Leland Avenue Islands
- **Is this an item scheduled on a current agenda?:**
Yes
- **Provide as much information as you can about the matter you would like to speak to:**
As a long time resident of this neighbourhood we are completely dissatisfied with the City of Thunder Bay's lack of consideration in replacing the grass on our island and boulevards with the wild and unkept choice of pollinator vegetation. It has now become so high that it is reducing visibility for drivers and pedestrians, it looks overgrown and has become an eyesore. Our tax dollars should be used to beautify the area rather than reduce our property values. Residents here take pride in maintaining their property and now once these plants on the island go to seed we have the additional work of weeding these unwanted plants out of our lawns and gardens. This issue needs to be resolved as the majority of the neighbourhood is highly upset and it has become a stressful and negative point of discussion in our area. Please consider how this is impacting our community.
- **Provide specific actions you would like Council to take:**
Remove the overgrown unsightly vegetation and poor soil and replace it with good topsoil and plant a low profile variety clover (3-6 inch maximum growth). This will stop the flow of gravel on to the street and provide greater visibility to traffic ie. drivers, pedestrians, cyclists, small children.
This idea will promote attraction of pollinators while deterring other species of rodents, mice, rats, and ticks. Also easier to remove litter.
Maintain the trees that were planted.
- **Have you already been in contact with City staff in regards to the subject matter of your deputation request?**
Yes
- **Please select the date of the meeting:**
Committee of the Whole - Monday, August 28 2023
- **Please choose**
Mr
- **First name:**
Patrick

- **Last name:**
Rhodes
- **Email:**
tapmail@tbaytel.net
- **Phone:**
(807) 577-2295
- **Organization you represent: (optional)**
Leland Avenue resident
- **Please note the names of the presenters that will be attending with you:**
no one else
- **Please indicate how you intend to participate in the meeting.**
In Person

BENEFITS

- A Existing Trees**
- B Small Low Profile Bushes – Optional**
- C White Stone or River Rock – Optional**
- D Low Profile Clover**

Easy to maintain and grows to a maximum of 3 inches. Experts believe that bees are attracted to violet, purple and blue shades; however, they do not discriminate when it comes to clover.

Clover will also stop the flow of soil on to the street.

Low profile clover will provide a greater safety aspect for drivers, pedestrians, cyclists and children.

This idea will promote the attraction of pollinators and deter other species of rodents, mice, rats and ticks.

Easier to remove litter in low growth vegetation.

① LOW PROFILE CLOVER.

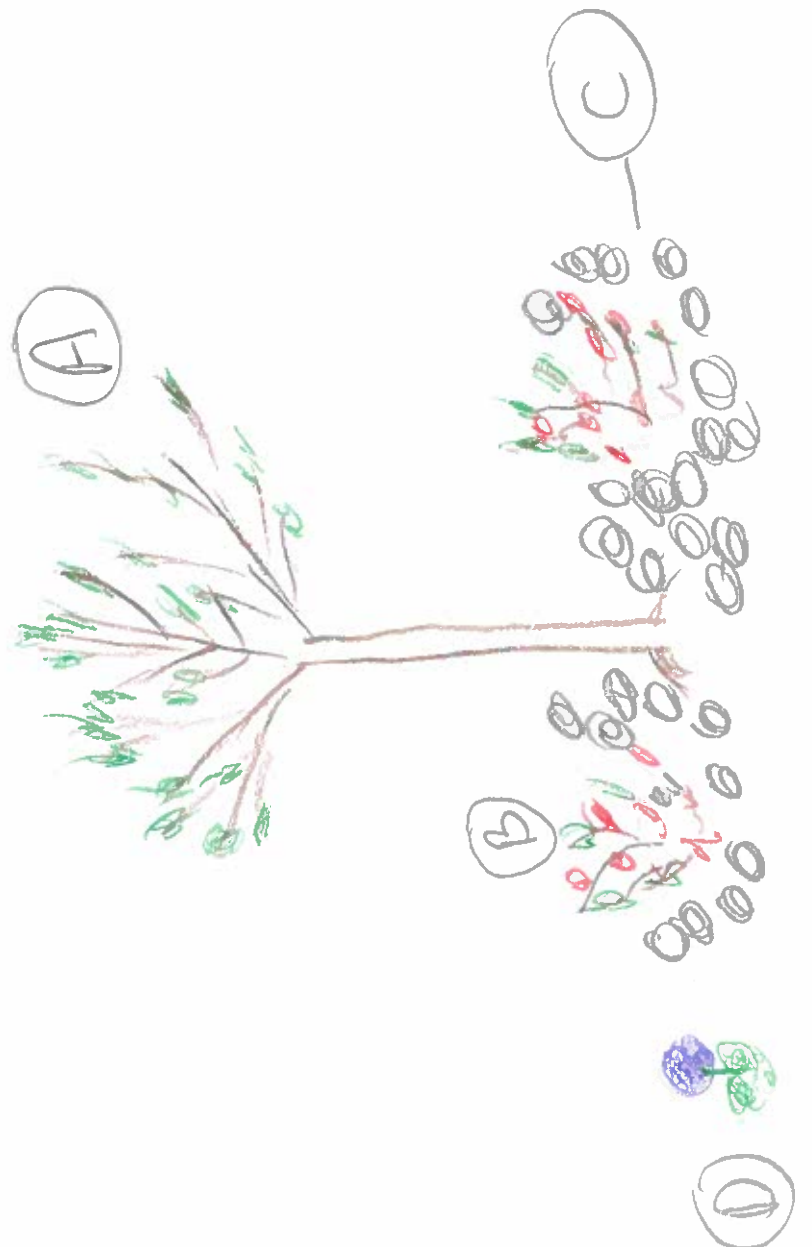


③ WHITE STONE OR
RIVER ROCK
OPTIONAL

② SMALL LOW
PROFILE BUSHES
OPTIONAL

④ EXISTING TREES

①



Memorandum

TO: Mayor & Council

FROM: Krista Power, City Clerk

DATE: Tuesday, August 15, 2023

SUBJECT: Outstanding List for Administrative Services Session as of August 15, 2023
Committee of the Whole – August 28, 2023

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

Reference Number (yyyy-nnn-MTG)	Department/Div	Outstanding Item Subject	Resolution Report Back Date - (on or before date)	Revised Report Back Date - (on or before date) (Memos presented at COW updating or delaying Item)
2009-028-ADM	Corporate Services & Long Term Care / Financial Services	Landfill Gas Generation Project	Apr-12	Dec-22-2025
2020-049-ADM	City Manager's Office / Office of the City Clerk	Committee Meals	Report back when 75% of Committees are meeting in person	
2023-003-ADM	City Manager's Office	TBPL Master Facilities Plan	Jun-24-2024	

2023-004-ADM	City Manager's Office	Referral Resolution - Report Back - 2024 Budget Amendments	Aug-28-2023	
2023-005-ADM	City Manager's Office	Rising 2SLGBTQIA+ Hate and Reaffirming Support in Pride Month	Dec-18-2023	