



**Committee of the Whole Meeting  
Agenda**

**Monday, June 17, 2024, Immediately Following City Council (Public Meeting)  
S.H. Blake Memorial Auditorium**

---

	<b>Pages</b>
<b>1. Closed Session in the McNaughton Room</b> Closed Session Agendas will be distributed separately to Members of Council and EMT only.	
<b>2. Open Session (Planning Services) in the S.H. Blake Memorial Auditorium Immediately Following City Council (Public Meeting)</b>	
<b>3. Disclosures of Interest</b>	
<b>4. Confirmation of Agenda</b> WITH RESPECT to the June 17, 2024 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.	
<b>5. Deputations</b>	
<b>5.1 Port of Thunder Bay Update</b> Correspondence received from Thunder Bay Port Authority Board Chair Patrick Bushby dated April 11, 2024 requesting to provide a deputation relative to the above noted.	8 - 9
<b>5.2 150th Anniversary Celebration of Waverly Park &amp; Update on Fountain Funding</b> Correspondence received from Keith Nymark dated May 14, 2024 requesting to provide a deputation relative to the above noted.	10 - 11
<b>5.3 Parking - Waterfront District BIA</b> Correspondence received from Waterfront District BIA Coordinator Kara Pratt dated May 31, 2024 requesting to provide a deputation relative to the above noted.	12 - 13
<b>5.4 Parking - Chamber of Commerce</b>	14 - 15

Correspondence received from Thunder Bay Chamber of Commerce President Charla Robinson dated June 4, 2024 requesting to provide a deputation relative to the above noted.

**6. Items Arising from Closed Session**

**7. Reports of Committees, Boards and Outside Agencies**

**7.1 Mayor's Taskforce on Building More Homes Advisory Committee** 16 - 20  
Minutes of Meeting 01-2024 of the Mayor's Taskforce on Building More Homes Advisory Committee held on April 17, 2024, for information.

**7.2 Lakehead Region Conservation Authority** 21 - 26  
Minutes of the Lakehead Region Conservation Authority held on April 24, 2024, for information.

**8. Reports of Municipal Officers**

**8.1 Urban Design and Landscape Guidelines Update** 27 - 107  
At the April 15, 2024 Committee of the Whole meeting Report 87-2024-Infrastructure, Development & Operations-Planning 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 June 17, 2024.

Report 87-2024-Infrastructure, Development & Operations-Planning Services recommending that Urban Design and Landscape Guidelines document prepared by Scatliff + Miller + Murray be adopted, re-presented.

Memorandum from Jillian Fazio, Senior Planner, dated May 30, 2024, relative to the above noted providing a summary of revisions and a revised recommendation to the draft Urban Design and Landscape Guidelines.

Correspondence received from Kyla Moore dated May 2, 2024 providing a written deputation relative to the above noted.

WITH RESPECT to the Memorandum from Jillian Fazio, Senior Planner, dated June 5, 2024 and Report 087-2024-Infrastructure, Development & Operations-Development Services-Planning Services, we recommend

that the Urban Design and Landscaping Guidelines document prepared and presented by Scatliff + Miller + Murray be adopted;

AND THAT an implementation plan be prepared by Planning Services based on the recommendations described in Section 6 of the document be reported to Council on or before December 31, 2026;

AND THAT the document be used to guide development within the community and evaluate applications for Site Plan Control Approval;

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

**8.2 Amend Draft Approval of Plan of Subdivision – Lacewood South**

108 - 117

Report 127-2024-Infrastructure, Development & Operations-Planning Services, recommending that the request by 1698293 Ontario Inc. to extend draft plan approval (58T-17501) as it applies to Lacewood South Draft Plan of Subdivision, be approved.

WITH RESPECT to Report 127-2024-Infrastructure, Development & Operations-Planning Services, we recommend that the request by 1698293 Ontario Inc. to extend draft plan approval (58T-17501) as it applies to Lacewood South Draft Plan of Subdivision, as it applies to Concession 3 NKR, Neebing, Part of Lot 21, PART 1 on Plan 55R7116, PARTS 1 and 2 on Plan 55R14232, municipally known as 3052 20<sup>th</sup> Side Road to June 30, 2025 subject to the conditions outlined in Attachment B and on the redlined plan dated May 10, 2016 Draft Plan of Subdivision prepared by Schollen & Company Inc. in Attachment C appended to this report, be approved;

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

**8.3 Thunder Bay Community Tennis Centre Designation as a Municipal Capital Facility**

118 - 148

Report 188-2024-Community Services requesting authorization from Council to enter into municipal capital facility agreements with the Thunder Bay Community Tennis Centre (TBCTC) for both the Indoor Facility and the Seasonal Facility.

**RECOMMENDATION 1**

WITH RESPECT to Report 188-2024 (Community Services), relating to the indoor racquet facility located at 440 Chapples Drive, we recommend that conditional on the City entering into a ground lease (the “Ground

Lease”) with the Thunder Bay Community Tennis Centre (“TBCTC”) for the development, construction, use and operation of a building (the “Indoor Facility”) for the purposes of an indoor racquet facility on the lands municipally described as 440 Chapples Drive in the City of Thunder Bay, as more particularly described in Schedule A (the “Indoor Facility Lands”), pursuant to section 110 of the Municipal Act, 2001, the City hereby:

1. a) Designates the Indoor Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes;
2. b) Exempts the Indoor Facility and the lands upon which the Indoor Facility is situated from taxation for municipal and education purposes; and
3. c) Provide financial assistance to the TBCTC for the operation of the Indoor Facility, as set out in the Ground Lease;

AND THAT the City approves the by-law 198-2024 substantially in the form attached hereto as Schedule “B” (the “Indoor Facility By-law”);

AND THAT upon the City and TBCTC entering into the Ground Lease, Administration bring the Indoor Facility By-law forward to be passed by Council;

AND THAT, conditional on the passage of the Indoor Facility By-law, the City is authorized to enter into a municipal capital facility agreement (the “Indoor Facility MCF Agreement”) that provides for (a) the use, operation and maintenance of the Indoor Facility as a municipal capital facility; (b) the provision by the City to the TBCTC of the financial assistance under the Ground Lease; and (c) the exemption of the Indoor Facility and the lands upon which the Indoor Facility is situated from municipal and education taxation purposes, in form and content satisfactory to the City Solicitor;

AND THAT the Mayor and Clerk be authorized to execute the Indoor Facility MCF Agreement;

AND THAT, further to the City and the TBCTC entering into the Ground Lease, Council declares that the Indoor Facility is for the purposes of the municipality and is for public use;

AND THAT, subject to the Indoor Facility By-law being passed, the City Clerk provide written notice of the Indoor Facility By-law to the Minister of Finance, and also provide a written notice of the contents of the Indoor Facility By-law to the Municipal Property Assessment Corporation, and



the secretary of any school board if the area of jurisdiction of any such board includes the lands exempted by the Indoor Facility By-law.

## RECOMMENDATION 2

WITH RESPECT to Report 188-2024 (Community Services), relating to the seasonal facility located at 430 Chapples Drive, we recommend that the lands municipally described as 430 Chapples Drive in the City of Thunder Bay, as more particularly described in Schedule C (the “Seasonal Facility Lands”) where the TBCTC operates a seasonal racquet facility (the “Seasonal Facility”) pursuant to a Letter of Understanding, as amended, supplemented, replaced or restated from time to time (the “Seasonal Facility Agreement”), pursuant to section 110 of the Municipal Act, 2001, the City hereby:

1. a) Designates the Seasonal Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes;
2. b) Exempt the Seasonal Facility and the lands upon which the Seasonal Facility is situated from taxation for municipal and education purposes; and
3. c) Provide financial and other assistance to the TBCTC for the operation of the Seasonal Facility, as set out in the Seasonal Facility Agreement;

AND THAT, the City approves the by-law 228-2024 substantially in the form attached hereto as Schedule “D” (the “Seasonal Facility By-law”);

AND THAT when the Indoor Facility By-Law is brought forward to be passed that Administration also bring the Seasonal Facility By-law forward to be passed by Council;

AND THAT, conditional on the passage of the Seasonal Facility By-law, the City is authorized to enter into municipal capital facility agreement (the “Seasonal Facility MCF Agreement”) that provides for (a) the use, operation and maintenance of the Seasonal Facility as a municipal capital facility; (b) the provision by the City to the TBCTC of the financial assistance under the Seasonal Facility Agreement; and (c) the exemption of the Seasonal Facility and the lands upon which the Seasonal Facility is situated from municipal and education taxation purposes, in form and content satisfactory to the City Solicitor;

AND THAT the Mayor and Clerk be authorized to execute the Seasonal Facility MCF Agreement;

AND THAT, Council declares that the Seasonal Facility is for the purposes of the municipality and is for public use;

AND THAT, subject to the Seasonal Facility By-law being passed, the City Clerk provide written notice of the Seasonal Facility By-law to the Minister of Finance, and also provide a written notice of the contents of the Seasonal Facility By-law to the Municipal Property Assessment Corporation, and the secretary of any school board if the area of jurisdiction of any such board includes the lands exempted by the Seasonal Facility By-law.

**8.4 City of Thunder Bay Strategic Plan (2023-27) – Action Plan** 149 - 176  
Report 213-2024-City Manager's Office-Strategic Initiatives & Engagement providing Council an overview of the updated “Maamawe, Growing Together” City of Thunder Bay Strategic Plan (2023-27).

**8.5 Records Management Policy 2024** 177 - 188  
Report 214-2024-City Manager's Office-Office of the City Clerk recommending that Corporate Policy 03-06-01 Records Management Policy be repealed and replaced with the revised Policy as appended to this report.

WITH RESPECT to Report 223-2024-City Manager's Office-Office of the City Clerk, we recommend that Corporate Policy 03-06-01 Records Management Policy be repealed and replaced with the revised Policy as appended to this report;

AND THAT the approved policy be added to the Corporate Policy Manual;

AND THAT Corporate Policy 03-06-02 Records Authority Schedule Implementation and 03-06-03 Interim Management of Email Records be repealed;

AND THAT Chapter 193 – Records Retention Destruction – Authority and Chapter 194 – Records Retention Destruction of the Municipal Code be repealed;

AND THAT By-Law 79-2021, as amended, and By-Laws 60-1996, and 282-2003 be repealed;

AND THAT item 2024-005-ADM-Records Management Policy by removed from the Outstanding Items list;

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

ratification.

**9. Petitions and Communications**

**9.1 Outstanding Item - Request for Deferral - Thunder Bay Public Library (TBPL) Master Facilities Plan** 189 - 190

Memorandum from Manager - Capital Facilities Kelvin Jankowski dated June 6, 2024 requesting deferral of the Thunder Bay Public Library (TBPL) Master Facilities Plan.

WITH RESPECT to the Memorandum from Kelvin Jankowski, Manager-Capital Facilities Construction, dated June 6, 2024 we recommend that Outstanding Item 2023-003-ADM- the Library Facilities Plan review be deferred from June 24, 2024 to on or before July 22, 2024.

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

**10. Outstanding Items** 191 - 192

Memorandum from Director - Legislative Services & City Clerk Krista Power dated June 4, 2024, providing the Planning Services Outstanding List, for information.

**11. New Business**

**12. Adjournment**

Hello,

Please note the following response to Speak to City Council has been submitted at Thursday April 11th 2024 6:34 PM with reference number 2024-04-11-018.

- **What would you like to speak to Council about:**  
Port of Thunder Bay
- **Is this an item scheduled on a current agenda?:**  
No
- **Provide as much information as you can about the matter you would like to speak to:**  
Educational overview of the Port of Thunder Bay and it's economic impact on City and Region . Presentation will focus on key strategies , success and future opportunities.  
The presentation will introduce Council to the new Port CEO and Chairman of the Board of Directors .
- **Provide specific actions you would like Council to take:**  
Increase Council's understanding of the importance the Port plays in the economy and Canada's supply chain .
- **Have you already been in contact with City staff in regards to the subject matter of your deputation request?**  
Yes
- **Who did you speak to in City Administration? What was the outcome?**  
Various people in the Clerk's office while attempting to secure a mutually acceptable date .
- **Please select the date of the meeting:**  
Committee of the Whole - Monday, June 3 2024
- **Please choose**  
Deputant
- **First name:**  
Patrick
- **Last name:**  
Bushby
- **Email:**  
[Pat.bushby@tbport.on.ca](mailto:Pat.bushby@tbport.on.ca)

- **Phone:**  
(807) 633-8394
- **Organization you represent: (optional)**  
Port of Thunder Bay
- **Please note the names of the presenters that will be attending with you:**  
Chris Heikkinen , Port CEO will be the primary presenter
- **Please indicate how you intend to participate in the meeting.**  
In Person

Hello,

Please note the following response to Speak to City Council has been submitted at Tuesday May 14th 2024 9:48 PM with reference number 2024-05-14-017.

- **What would you like to speak to Council about:**  
The 150th anniversary celebration of Waverley Park & update on Fountain Funding
- **Is this an item scheduled on a current agenda?:**  
No
- **Provide as much information as you can about the matter you would like to speak to:**  
On June 23rd Sunday afternoon 1:00 p.m. to 4:00 p.m. the Coalition for Waverley Park will be holding a 150th anniversary celebration for Waverley Park. It will be an old fashioned picnic with Roy Curran's big band kicking the afternoon off to be followed by Rodney Brown singing the songs of Gordon Lightfoot. Waverly Park is the second oldest Municipal Park in Ontario and deserves a celebration. We would like to invite counselors to join us. We would also like to update counselors on the fundraising the Coalition for Waverly Park has been doing and to encourage counsel to budget for repairs to the fountain in next year's budget.
- **Provide specific actions you would like Council to take:**  
We would like Council to consider budgeting for repairs to the fountain in Waverley Park over a two-year budget cycle. Perhaps buying the recycling unit in the first year, 2025 and completing the renovations in 2026. The fountain is the centerpiece in Waverly Park. It is 230 years old, perhaps the oldest European artifact in Thunder Bay.
- **Have you already been in contact with City staff in regards to the subject matter of your deputation request?**  
Yes
- **Who did you speak to in City Administration? What was the outcome?**  
Krista Power, City Clerk. She recommended applying through the city's website.
- **Please select the date of the meeting:**  
Committee of the Whole - Monday, June 17 2024
- **Please choose**  
Mr
- **First name:**  
Keith

- **Last name:**  
Nymark
- **Email:**  
[knymark@tbaytel.net](mailto:knymark@tbaytel.net)
- **Phone:**  
(807) 345-3370
- **Organization you represent: (optional)**  
The Coalition for Waverley Park
- **Please note the names of the presenters that will be attending with you:**  
David George Noonan, Keith Nymark
- **Please indicate how you intend to participate in the meeting.**  
In Person

Hello,

Please note the following response to Speak to City Council has been submitted at Friday May 31st 2024 11:26 AM with reference number 2024-05-31-006.

- **What would you like to speak to Council about:**  
Option for Quick Coffee Parking Rate
- **Is this an item scheduled on a current agenda?:**  
No
- **Provide as much information as you can about the matter you would like to speak to:**  
With the recent changes to parking the Waterfront District BIA would like to advocate for a short-term parking payment option for those running in to pick something up quickly.
- **Provide specific actions you would like Council to take:**  
Add a 15-minute option for parking to allow patrons to run in somewhere quickly to pick up items.
- **Have you already been in contact with City staff in regards to the subject matter of your deputation request?**  
Yes
- **Who did you speak to in City Administration? What was the outcome?**  
Jonathan Paske - His answer "That would be a council decision, the user fees stipulated a minimum fee."
- **Please select the date of the meeting:**  
Committee of the Whole - Monday, June 17 2024
- **Please choose**  
Ms
- **First name:**  
Kara
- **Last name:**  
Pratt



- **Email:**  
[thewaterfrontdistrict@tbaytel.net](mailto:thewaterfrontdistrict@tbaytel.net)
- **Phone:**  
(807) 343-9032
- **Organization you represent: (optional)**  
The Waterfront District BIA
- **Please note the names of the presenters that will be attending with you:**  
Peter White, Phil Walkden, John Murray and/or Jordan Calonego
- **Please indicate how you intend to participate in the meeting.**  
In Person

Hello,

Please note the following response to Speak to City Council has been submitted at Tuesday June 4th 2024 10:15 AM with reference number 2024-06-04-008.

- **What would you like to speak to Council about:**  
New parking fees: minimum one hour charge at parking meters
- **Is this an item scheduled on a current agenda?:**  
No
- **Provide as much information as you can about the matter you would like to speak to:**  
On Saturday, June 1st, parking rates changed in Thunder Bay. Under the new rules, the minimum charge for meter parking is one hour (\$2.00 in the downtown cores and \$3.00 at the Marina). While you can pick 15 minutes on the parking app, you'll pay for an hour.  
  
The Chamber is concerned that this change could disproportionately impact small businesses and deter customers, driving more people where shorter, or free, parking periods are more accessible. We are requesting a deputation to City Council to express these concerns and to ask for a return to shorter increments in pricing at parking meters.
- **Provide specific actions you would like Council to take:**  
Implement shorter increments in pricing at parking meters (15 minute and 30 minute pricing options).
- **Have you already been in contact with City staff in regards to the subject matter of your deputation request?**  
No
- **Please select the date of the meeting:**  
Committee of the Whole - Monday, June 17 2024
- **Please choose**  
Ms
- **First name:**  
Charla
- **Last name:**  
Robinson

- **Email:**  
[charla@tbchamber.ca](mailto:charla@tbchamber.ca)
- **Phone:**  
(807) 624-2620
- **Organization you represent: (optional)**  
Thunder Bay Chamber of Commerce
- **Please note the names of the presenters that will be attending with you:**  
TBA
- **Please indicate how you intend to participate in the meeting.**  
In Person



## **Mayor's Taskforce on Building More Homes Advisory Committee Meeting Minutes**

**Wednesday, April 17, 2024, 12:30 p.m.  
McNaughton Room - 3rd Floor, City Hall**

### **1. Mayor's Taskforce on Building More Homes Advisory Committee Meeting 01-2024**

Chair: Mayor Ken Boshcoff

### **2. Members**

Mayor Ken Boshcoff

Justyn Desjardins - Institution Delivering Construction and Trades Training  
Representative

Karen Hill - Real Estate Association Representative

Harold Lindstrom - Construction/Trades Association involved in Housing  
Construction Representative

Ken Ranta - Public/Non-Profit Housing Organization involved in Affordable  
Housing Representative

John Stephenson - Member of Public with Working Knowledge of Research  
Involvement in Housing and Housing Affordability and Development

### **3. Officials/Resource Persons**

Karen Lewis, Acting City Manager

Krista Power, Director of Legislative Services & City Clerk

Joel DePeuter, Director - Development Services

Summer Stevenson, Project Manager - Housing Accelerator

Jamie Lee KostECKI, Manager - Community Development - CEDC

Devon McCloskey, Manager - Planning Services

Stacey Levanen, Supervisor - Corporate Communications

Larry Joy, Policy Assistant to the Mayor

Katie Piché, Council & Committee Clerk

**4. Welcome**

Mayor Ken Boshcoff welcomed those in attendance and provided opening remarks.

**5. Opening Remarks and Introductions**

Director - Development Services Joel DePeuter provided introductory remarks and a PowerPoint presentation, including information on key events, timelines and addressing housing needs.

**6. Procedural Training and Code of Conduct**

Director of Legislative Services & City Clerk Krista Power provided a PowerPoint presentation relative to the above noted. The following items were discussed:

- Terms of Reference overview
- Procedural by-law key points:
  - Responsibilities of chair and vice-chair and Committee members
  - Open and Closed Session meetings, Notice
  - Presentations and Deputations
  - Electronic participation
  - Motions
  - Point of Privilege, Point of Order
- Code of Conduct
- Accessibility Plan

Packages containing Terms of Reference, Code of Conduct and Accessibility information were distributed on desks.

**7. Disclosures of Interest**

**8. Agenda Approval**

MOVED BY: Ken Ranta  
SECONDED BY: Karen Hill

WITH RESPECT to the April 17, 2024 meeting of the Mayor's Taskforce on Building More Homes Advisory Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**9. Election of Chair & Vice-Chair**

Director of Legislative Services & City Clerk Krista Power administered nominations for Chair and Vice-Chair:

MOVED BY: John Stephenson  
SECONDED BY: Karen Hill

WITH RESPECT to the Mayor's Taskforce on Building More Homes Advisory Committee, we recommend that Mayor Ken Boshcoff be appointed Chair of the Committee for the remainder of the 2024 calendar year and until such time as a replacement has been appointed, as required annually;

AND THAT Ken Ranta be appointed Vice-Chair of the Committee for the remainder of the 2024 calendar year and until such time as a replacement has been appointed, as required annually.

CARRIED

**10. Communications and Spokesperson Duties**

Supervisor - Corporate Communications & Community Engagement Stacey Levanen provided an overview relative to the above noted. The following items were discussed:

- Overview of spokesperson duties
- Media
- Corporate Communication support
- Requests for interviews
- Key messaging

**11. Housing Accelerator Fund Overview**

Housing Accelerator Project Manager Summer Stevenson provided a PowerPoint presentation relative to the above noted, for information. The following items were discussed:

- Timelines, meeting milestones
- Approved action plan:
- 2024 Deliverables
- Implementation deadlines
- Initiatives
- Funding allocation
- Reporting
- Housing Accelerator Fund (HAF) goals
- Contribution Agreement overview
- HAF targets

## **12. Incentive Program Overview**

Housing Accelerator Project Manager Summer Stevenson and Manager - Planning Services Devon McCloskey provided a PowerPoint presentation relative to upcoming reports to Council. The following items were discussed:

- Report recommendation overview
- Incentive Programs
- Key deadlines
- Affordable Rental Housing Funding Program
- Strategic Core Areas Community Improvement Plan (CIP)
- Grant Programs
- Next steps
- Upcoming priorities

A discussion was held relative to the following:

- When will incentives become available to investors, builders
- Eligibility criteria
- CIP process - Planning Act
- Leveraging current programs
- Achieving maximum density within zone
- New 'Navigator' position created within Development Services
- Transitional unit eligibility
- Inter-Governmental Affairs Committee - can lobby federal government for changes to HAF criteria
- Mayor's Taskforce can also make recommendations to Council
- Other funding streams
- Existing budgeted funds

- How to attract tradespeople within community

**13. Next Meeting**

A poll will be sent out to committee members to determine the next meeting date.

**14. Adjournment**

The meeting adjourned at 2:16 p.m.





**April LRCA Board Meeting**  
Lakehead Region Conservation Authority  
April 24, 2024 at 4:30 PM  
130 Conservation Road/Microsoft Teams

**Members Present:** Grant Arnold, Robert Beatty, Donna Blunt, Rudy Buitenhuis, Dan Calvert, Sheelagh Hendrick, Brian Kurikka

**Members Present (Virtual):** Trevor Giertuga

**Members Absent:** Albert Aiello, Greg Johnsen, Jim Vezina

**Also Present:**

Tammy Cook, Chief Administrative Officer

Mark Ambrose, Finance Officer

Ryne Gilliam, Lands Manager

Melissa Hughson, Watershed Manager

Ryan Mackett, Communications Manager

Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

Melissa Haresign, KGS Group, part of Meeting

**1. CALL TO ORDER**

The Chair called the meeting to order at 4:30 p.m.

**2. ADOPTION OF AGENDA**

*THAT: the Agenda be adopted as amended.*

**Motion: #50/24**

Motion moved by Rudy Buitenhuis and motion seconded by Robert Beatty. **CARRIED.**

**3. DISCLOSURE OF INTEREST**

None.

#### **4. MINUTES OF PREVIOUS MEETING**

*THAT: the Minutes of the Lakehead Region Conservation Authority 3rd Regular Meeting held on Wednesday, March 27, 2024 be adopted as published.*

**Motion: #51/24**

Motion moved by Robert Beatty and motion seconded by Brian Kurikka. **CARRIED.**

With permission of the Board, the Agenda was amended and Staff Item 8.2 was discussed prior to the In-Camera Agenda.

#### **8.2 Neebing-McIntyre Floodway Integrity Study**

Members reviewed and discussed Staff Report NMFC-03-2024 related to the Draft Neebing-McIntyre Floodway Integrity Study. Melissa Haresign, KGS Group gave a brief presentation to the Board.

*THAT: Staff Report NMFC-03-2024 be received for information.*

**Motion: #52/24**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

#### **5. IN-CAMERA AGENDA**

*THAT: we now go into Committee of the Whole (In-Camera) at 5:04 p.m.*

**Motion: #53/24**

Motion moved by Rudy Buitenhuis and motion seconded by Brian Kurikka. **CARRIED.**

*THAT: we go into Open Meeting at 5:10 p.m.*

**Motion: #54/24**

Motion moved by Rudy Buitenhuis and motion seconded by Robert Beatty. **CARRIED.**

*THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority November 29, 2023 meeting be adopted as published.*

**Motion: #55/24**

Motion moved by Robert Beatty and motion seconded by Grand Arnold. **CARRIED.**

**THAT:** the Lakehead Region Conservation Authority refuse the March 25, 2024, Offer to Purchase Land for vacant land owned by the Authority adjacent to Fort William Road.

**Motion: #56/24**

Motion moved by Grant Arnold and motion seconded by Brian Kurikka. **CARRIED.**

## **6. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

## **7. CORRESPONDENCE**

None.

## **8. STAFF REPORTS**

### **8.1. Neebing-McIntyre Floodway Easement Requests**

Members reviewed and discussed Staff Report NMFC-02-2024 related to requests for easements to service a Tennis Facility, in Chapples Park by Enbridge Gas Inc. and Synergy North/City of Thunder Bay.

**THAT:** the CAO is authorized to execute a Pipeline Easement with Enbridge Gas Inc to permit the installation of a gas line by directional drilling under the Diversion Channel of the Neebing-McIntyre Floodway near the Redwood Avenue Bridge.

**Motion: #57/24**

Motion moved by Brian Kurikka and motion seconded by Grant Arnold. **CARRIED.**

**THAT:** the CAO is authorized to execute an Easement with the City of Thunder Bay to permit the installation of electrical services by directional drilling under the Diversion Channel of the Neebing-McIntyre Floodway near Westminster Street.

**Motion: #58/24**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

### **8.3 Tangible Capital Assets Policy Update**

Members reviewed and discussed Staff Report FIN-01-2024 related to a policy update of the Authority's Tangible Capital Assets.

**THAT:** Finance Policy FIN-01-2024: Tangible Capital Assets, Version 4.0 be adopted.

**Motion: #59/24**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

**9. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

**9.1. Monthly Treasurer's Report**

Members were provided with the monthly Treasurer's Report for March's Administration and Capital.

**9.2. Re-Designation of Provincial Offences Officers**

Members reviewed and discussed Staff Report CORP-07-2024 related to the re-designation of LRCA's Provincial Offences Officers due to the enactment of new regulations and sections within the *Conservation Authorities Act*.

*THAT: the Lakehead Region Conservation Authority Board of Directors designate those individuals identified in Table 1 of Staff Report CORP-07-2024 as Provincial Offences Officers under S.30.1 of the Conservation Authorities Act to enforce Section 28 and 29 of the Act and applicable regulations, as amended from time to time AND FURTHER THAT the Lakehead Region Conservation Authority Board of Directors also delegate those same individuals as Agents of the Authority for the purpose of the Trespass to Property Act.*

**Motion: #60/24**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

**10. PASSING OF ACCOUNTS**

*THAT: having examined the accounts for the period February 1, 2024 to February 29, 2024 cheque #3155 to #3182 for \$127,513.60 and preauthorized payments of \$121,855.77 for a total of \$229,369.37, we approve their payment.*

**Motion: #61/24**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

**11. REGULATORY ROLE**

Members were provided with the summaries of the Plan Input Review program and Section 28 permits issued since the last meeting.

## **12. PROJECTS UPDATE**

### **12.1. Communications Manager Projects Update**

Members reviewed and discussed the final version of the 2023 Annual Report.

*THAT: the 2023 Lakehead Region Conservation Authority Annual Report be approved.*

#### **Motion: #62/24**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

Members were advised that the LRCA received funding from the TD Friends of the Environment Fund (TD FEF) for the 2024 Watershed Explorers program.

Members were advised that the booth at the 2024 CLE Home and Garden Show was a success. Staff spoke to over 837 people over the course of the three-day event and sold \$2,594.00 worth of LRCA merchandise.

It was noted that the first LRCA Trivia event held on April 20, 2024 at the Dawson Trail Craft Brewery was successful.

### **12.2. Lands Manager Projects Update**

Members were advised that LRCA Staff constructed a new entrance sign for Wishart Conservation Area with installation pending.

Members were advised that the LRCA purchased an Alaskan Mill, which is a chainsaw attachment. The Alaskan Mill will be used to make benches and planks for signage using fallen trees from LRCA owned land.

### **12.3. Watershed Manager Projects Update**

It was noted that the LRCA participated in Ontario Power Generation's call test related to the Dam Safety Emergency Preparedness and Response Plan program for the Kaministiquia River on March 26, 2024.

It was noted that the LRCA's Watershed Manager and GIS/Water Resources Technologist attended the KISTER'S WISKI Training facilitated through Upper Thames River Conservation Authority in London, Ontario.

It was noted that the April 1, 2024 snow surveys indicated that the snow survey locations were below average for snow depth and water content when compared to historical averages for April 1.

It was noted that the Level II low water advisory was still in effect.

It was noted that the 35<sup>th</sup> Annual Spring Melt Meeting was held on Monday, April 8, 2024.

**13. NEW BUSINESS**

The EOR posting related to new legislation enabling the Minister of Natural Resources and Forestry to override a broad suite of CA permitting decisions was discussed.

**14. NEXT MEETING**

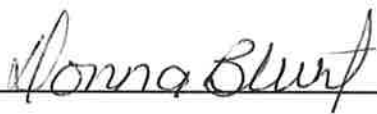
Wednesday, May 29, 2024 at 4:30 p.m.

**15. ADJOURNMENT**

*THAT: the time being 5:35 p.m. AND FURTHER THAT there being no further business we adjourn.*

**Motion: #49/24**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Chief Administrative Officer

# Corporate Report

**REPORT NUMBER** 087-2024-Infrastructure, Development & Operations-Development Services-Planning Services

<b>DATE PREPARED</b>	March 14, 2024	<b>FILE</b>	PROJ-02-2022
----------------------	----------------	-------------	--------------

**MEETING DATE** April 15, 2024

**SUBJECT** Urban Design and Landscape Guidelines Update

## RECOMMENDATION

WITH RESPECT to Report 087-2024-Infrastructure, Development & Operations-Development Services-Planning Services, we recommend that the Urban Design and Landscaping Guidelines document prepared and presented by Scatliff + Miller + Murray be adopted;

AND THAT an implementation plan be prepared by Planning Services based on the recommendations described in Section 6 of the document be reported to Council on or before April 15, 2025;

AND THAT the document be used to guide development within the community and evaluate applications for Site Plan Control Approval;

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

## LINK TO STRATEGIC PLAN

The Urban Design Guidelines are a tool used to influence how the built environment is designed. They contribute to achieve several strategic goals related to community safety and well-being, accessibility and inclusivity, urban revitalization, sustainability, and climate change resilience, and indigenous placemaking.

## EXECUTIVE SUMMARY

This report is brought forward as a “First Report” on April 15, 2024 with detailed consideration and approval of the recommendations to take place by Council members at the Committee of the Whole meeting on June 17, 2024.

The City adopted its Urban Design Guidelines in 2012. Since then, they have guided the design of development throughout the City. With the passing of a new Zoning By-law in 2022 and evolving best practices over the past decade, the guidelines need an update.

Scatliff + Miller + Murray was retained to complete this update. The updated document has been refined through the consultation process with both internal and external stakeholders, as well as the public, and is now recommended for Council acceptance.

## ***DISCUSSION***

### **The Importance of Urban Design**

Everyone is affected by the design of the built environment. The design of a space influences how we feel, where we direct our attention, how we move, where we linger, where we avoid, and even how we interact with others. People are more likely to visit a site, a neighbourhood, or a city if it looks good and functions well. Using best urban design practices ensures this. Good design can help make people happier and calmer. Well-designed sites maintain their appeal and increase values in their area.

Urban design is the design of buildings and everything in-between them for the purpose of creating places that people want to live, work, and visit. Urban design encompasses all the spaces from exiting a building to entering the next and shapes our experiences of a city. As Thunder Bay aims to grow and densify in the coming years, there will be significant opportunities to improve and enhance the experience of the city through the design of these spaces.

The Urban Design Guidelines are an important framework for staff, designers, and developers to work with. They set the foundation for good design to take place and set baseline standards for how developments will be designed and evaluated.

### **Role of the Guidelines**

The guidelines are first and foremost a tool used by designers, developers, City staff, and Council to evaluate the design of private and public developments. They convey the goals of the Official Plan and the community into clear design directions to guide development throughout the City.

It's important to differentiate between the Zoning By-law and Urban Design Guidelines. They each have strengths and limitations for how they can influence development.

The Zoning By-law is made of enforceable regulations that impact all new development. It includes rules on what types of land uses can be developed where, the scale and massing of buildings, as well as how much parking and landscaped area must be provided. A zoning by-law must be enforceable. Therefore, it cannot be flexible in its interpretation, nor can it easily consider site-specific contexts.



The Urban Design Guidelines are intentionally flexible with acknowledgment of different site contexts and variation of means to achieve the same design goals. They can influence design matters that cannot be appropriately addressed through regulations such as landscape quality and site circulation. The Urban Design Guidelines are not regulatory and must be implemented through capital works and development applications such as Site Plan Approval.

### **Purpose of the Update**

The current Urban Design Guidelines provide a solid foundation and are now over ten years old. Policies, regulations, and best practices have changed. The Guidelines need to be consistent with these to remain effective.

Council approved Zoning By-law 1-2022 in April 2022. As such, updates are proposed to align with the new structure of the Zoning By-law. Furthermore, the new regulations increase opportunities for housing infill as well as offices and retail. The Site Plan Approval process will be relied on to achieve the City's urban design objectives.

In 2022, Planning Services retained Scatliff + Miller + Murray to update the Urban Design and Landscape Guidelines paid for by the Streamlined Development Approvals Fund. The purpose of the update has been to prepare updated design standards and specifications that align with Zoning By-law 1-2022 and better support the planning application review process, primarily Site Plan Approval design drawing preparation and review. This update would facilitate the implementation of City-wide Site Plan Control which is a direction of the Official Plan.

A focus of this update is to prepare new Land-use Specific Performance Standards that will be easier to use and result in better urban design outcomes for private development. Other sections were revised for consistency with current City documents and best practices, in response to internal feedback.

### **Summary of Changes**

The overarching vision and guiding principles that underpinned the original Guidelines remain relevant and continue to serve as the foundation for this update. Aside from some minor updates to the public realm, general building and site design performance standards, the most substantive updates are reflected in the land use specific performance standards, which follow and augment the current zoning provisions.

### **Implementation and Monitoring**

Guidelines cannot, in themselves, result in high-quality city building. They are a tool that must be used to guide decisions and the Site Plan Approval process to achieve visible results. The City must lead by example and embody best practices in future capital projects as a way of setting a high standard for the private sector. A civic culture that embraces and values high quality urban form must be nurtured over time through public education and awareness activities.

Section 6 of the Urban Design Guidelines describes several recommendations for how the Guidelines should be implemented. The recommendations include city-wide Site Plan Control, changes to policy and practices, education programs, and monitoring and updating processes.

Consistent with the Official Plan, Section 6 recommends that the City implement a City-wide Site Plan Control by-law to allow for the consistent application of these, and other, guidelines on private development. Site Plan Control is a tool that municipalities use to evaluate site elements and overall layout that can't be done through zoning and the building permit process. The City of Thunder Bay currently implements Site Plan Control on a case-by-case basis, through the passage of an enabling site-specific by-law. This means some developments are subject to review using the Urban Design Guidelines and some are not.

It is recognized that the immediate implementation of all guidelines and recommendations is not possible due to required changes in current standards and levels of service, and budget limitations. Many recommendations will require further study before staff can recommend implementing changes. As such, Planning Services recommends that a separate action plan be prepared to ensure that appropriate resources are dedicated to effectively implement the Guidelines.

### **CONSULTATION**

The draft document has been circulated internally and was made available to the public on February 16, 2024. A survey was made available on the Get Involved website until March 22, 2024.

Planning Services received feedback from City staff in Engineering, Parks and Open Spaces, and Transit as well as from the Mobility, Sustainability, and Climate Adaptation Coordinators. Feedback was also received from the Healthy Living division of the Thunder Bay District Health Unit.

Several in-person presentations were also provided to the Clean, Green, and Beautiful Committee, the Earthcare Advisory Committee, and the development community.

Scatliff + Miller + Murray presented an overview of the changes to various stakeholders (designers, developers, consultants, etc.) at a Developer Breakfast on March 7, 2024. Interested parties were also encouraged to complete the survey.

50 respondents submitted responses to the survey. 76% of respondents identified themselves as citizens and 12% identified themselves as designers, developers, local business owners, or development professionals. The remaining 12% of respondents identified themselves as "other" which included members of conservation groups such as the Thunder Bay Field Naturalists and citizens from other communities considering moving to Thunder Bay.

46% of respondents noted specific changes to the Guidelines that they liked including accessibility updates, the land acknowledgement, and new tree planting standards.

38% of respondents noted specific changes to the Guidelines that they disliked including new glazing standards without the introduction of bird safe window marking decals and use of images not specific to design expectations.

62% of respondents shared their ideas for further improvement including development of a mural program, enhancing the aesthetics of stormwater management facilities, incorporating rear lanes in new residential developments, establishing bird-friendly design standards, including local example images of design principles, as well as many ideas related to natural heritage observation, sustainability, and climate change adaptation.

Administration is presenting this report and the Urban Design and Landscaping Guidelines as a “First Report”. In keeping with the “First Report” procedures, the City Clerk will be presenting a motion to have the report dealt with in detail at a future meeting of Committee of the Whole (June 17, 2024).

Over the next month, the Guidelines will be revised based on feedback received before being presented to Council for final approval.

### ***FINANCIAL IMPLICATION***

There are no direct financial implications associated with this report.

### ***CONCLUSION***

The Urban Design and Landscaping Guidelines update prepared by Scatliff + Miller + Murray reflects the quality of development and urban design expected by the community and should be accepted and used to guide new development.

It is also concluded that Report 87-2024 be introduced as a First Report on April 15, 2024 and Council consider the recommendations in detail at the June 17, 2024 Committee of the Whole meeting.

### ***BACKGROUND***

Over a decade ago, Planning Services partnered with the Clean, Green, and Beautiful Committee to develop the City’s first Urban Design Guidelines. The document was prepared by Brook McIlroy and approved by Council in 2012. Since then, they have guided the design of development throughout the City.

***REFERENCE MATERIAL ATTACHED***

Attachment A – Draft Urban Design Guidelines

***REPORT PREPARED BY***

Jillian Fazio, Acting Senior Planner – Infrastructure, Development, and Operations

***REPORT SIGNED AND VERIFIED BY***

Joel DePeuter, Acting General Manager- Infrastructure, Development & Operations

04/05/2024



# Memorandum

---

**TO:** Krista Power, City Clerk **FILE: PROJ-02-2022**

**FROM:** Jillian Fazio, Senior Planner  
Development, Infrastructure, and Operations – Development Services

**DATE:** 06/05/2024 (mm/dd/yyyy)

**SUBJECT:** Urban Design and Landscape Guidelines Update - Feedback and revisions to final document for adoption

**MEETING & DATE:** Committee of the Whole – 06/17/2024 (mm/dd/yyyy)

---

At the April 15<sup>th</sup> Committee of the Whole Meeting, Planning Services presented a draft of the updated Urban Design and Landscape Guidelines as a first report, Report 87-2024.

A key topic of discussion was the matter of timelines for implementing the Guidelines and what tools are available to implement them. There is no set completion date for implementing the Guidelines. They are intended to support to continual change and growth of the City. There are, however, action items in the document that can initiate or accelerate positive changes aligned with the Guidelines. These action items will be reviewed and expanded on through the development of an implementation plan. As these items involve multiple City departments and stakeholders, additional discussion and collaboration is required.

Due to current staff priorities related to the Housing Accelerator Fund (HAF) initiatives, Administration is recommending a later date to return with the implementation plan. Planning Services is expecting to present this plan to Council by the end of 2026 and will include direction for next steps. As such a revised recommendation has been provide in this memorandum.

City-wide Site Plan Control is one of the action items within the document that was discussed at the April 15<sup>th</sup> meeting. Site Plan Control areas are designated through by-law under Section 41 of the Planning Act. Developments within Site Plan Control areas are required to submit their site plans and other design drawings for staff approval prior to building permit issuance. This allows staff to review developments for design

elements that are not addressed through the Zoning By-law or Building Code such as accessibility, stormwater management, and landscaping.

Currently, it is the City's practice to designate land as Site Plan Control areas on a site-specific basis. This occurs prior to approving a planning application such as a minor variance or zoning by-law amendment. For surplus city-owned lands, this is also done before being sold to a developer. City-wide Site Plan Control by-laws are common throughout Ontario and generally considered to be a best practice. These by-laws designate the entire city as a Site Plan Control area and usually include a list of development types which are exempt (e.g. a farm). These by-laws often include procedures for the Site Plan Control process such as the delegating approval authority to staff or when securities will be taken.

If the City of Thunder Bay were to pass a City-wide Site Plan Control by-law, most new developments would be required to complete the Site Plan Approval process before receiving a building permit. Residential developments with 10 or less dwelling units are exempt from Site Plan Control as per the recent changes to the Planning Act. The Site Plan Approval process involves gathering feedback from various City divisions and negotiating for site design improvements. The process results in an agreement that is registered on title to ensure compliance to the agreed-on design.

Planning Services will explore the steps required to introduce City-wide Site Plan Control through the implementation plan.

Council also provided feedback relating to the clarity of images, use of stock images, lack of hyperlinks, and absence of city department authorship and contact information. This feedback was incorporated in the final document,

Over the past few months, Planning Services has collected and reviewed feedback on the draft document from stakeholders and the public. Feedback has been integrated throughout the document. A final document has been prepared and will be presented for adoption at the June 17<sup>th</sup> Committee of the Whole meeting.

Revisions to the final draft that was originally presented to Council on April 15<sup>th</sup> include:

- New hyperlinks to provincial and City webpages and documents throughout
- Various typographical and grammatical corrections
- Correction to numbering of Performance Standards to be continuous throughout document
- Revised and new performance standards to reflect current engineering standards, sustainability and climate adaptation goals, and wildlife conservation best practices
- Several new or revised diagrams and images

A detailed summary of changes is attached to this memorandum.

Administration presents the following revised recommendation for Council's consideration.

## **Recommendation**

WITH RESPECT to the Memorandum from Jillian Fazio, Senior Planner, dated June 5, 2024 and Report 087-2024-Infrastructure, Development & Operations-Development Services-Planning Services, we recommend that the Urban Design and Landscaping Guidelines document prepared and presented by Scatliff + Miller + Murray be adopted;

AND THAT an implementation plan be prepared by Planning Services based on the recommendations described in Section 6 of the document be reported to Council on or before December 31, 2026;

AND THAT the document be used to guide development within the community and evaluate applications for Site Plan Control Approval;

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

### Attachments:

- Urban Design and Landscape Guidelines dated June 2024
- Summary of Changes to Draft Guidelines

# Summary of Revisions to City of Thunder Bay Draft Urban Design and Landscape Guidelines

Revisions to the draft presented to Council on April 15<sup>th</sup> are summarized below:

## Section 1

- Replaced EarthCare Thunder Bay subsection with two new subsections describing the Net-Zero and Climate Adaptation Strategies and their relationship to the Urban Design Guidelines.
- Added reference to Transportation Master Plan on pages 5 and 7.

## Section 2

- Added guiding principle “Ensure the design of the built environment is resilient and adaptive to the impacts of climate change.”

## Section 3

- Added exception for tree removal in the case of wildland fire prevention to Performance Standard 01 a) on page 14.
- Rephrased Performance Standard 02 d) on page 16 for clarity
- Replaced Performance Standard 02 f) on page 16 with “f) Opportunities for naturalization with native species and ‘no mow zones’ should be maximized wherever feasible”, and “g) All areas not used for active recreation or sports fields should be considered for naturalization and tree-planting to provide shade, expand the urban forest, and increase biodiversity.”
- Added reference to indigenous cultural events in Performance Standard 02 k) on page 16.
- Specify that playground equipment should be close to other park amenities in Performance Standard 02 m) on page 16.
- Added reference to inclusive design standards in Performance Standard 02 n) on page 16.
- Added Performance Standard 02 s) on page 16, “Opportunities for year-round washrooms should be considered wherever feasible.”
- Updated diagram on page 17.
- Added reference to climate change considerations for stormwater management in Performance Standard 03 introductory text on page 18.
- Added reference to Active Transportation Plan in Performance Standard 04 on page 19.
- Removed reference to wood chips paths (which are not barrier free) in Performance Standard 04 on page 19.
- Removed reference to specific measurement standards located in the Engineering Standards in Performance Standard 04 on page 19.
- Added reference to introducing additional trees in under-treed neighbourhoods in the introductory text of Section 3.2 on page 20.



- Removed reference to seating at transit stops for Performance Standard 05 i) on page 21.
- Removed reference to newspaper stands in the introductory text for Performance Standard 09 on page 24.
- Added reference to continuous raised planters for boulevard tree planting in Performance Standard 09 h)
- Added reference to native or adaptive species for LID stormwater practices in Performance Standard 09 j)
- Added Performance Standard 09 k), “Native, adaptive, and/or non-invasive groundcovers are preferred as alternatives to non-native turfgrass” on page 24.
- Added Performance Standard 09 l), “Use of artificial turfgrass in boulevards is discouraged except in locations where its use is more beneficial than viable alternatives. Turf material must be high quality and approved by the City” on page 24.
- Removed Performance Standard 10 h) on page 26 as it is not relevant to the local context due to street widths.
- Added reference to incorporation of public washrooms in parks in Performance Standard 11 h) on page 27.
- Revised Performance Standard 12 on page 28 to apply to cycling facilities and not just lanes.
- Added reference to Active Transportation Plan, removed references to specific numbers, added references in Ontario Traffic Manual, removed d), removed reference to City of Thunder Bay Active Transportation Advisory Committee, and revised and simplified explanatory text in Performance Standard 12 on page 28.
- Added alternative options to soil cell system in Performance Standard 13 f) on page 29
- Rephrased Performance Standard 13 h) on page 29 for clarity
- Specified “where intersection sightlines allow” for tree bump-out in Performance Standard 13 k) on page 29
- Added references to native species and tree planting in Performance Standard 13 m) on page 29
- Added reference to residential areas in explanatory text for Performance Standard 13 on page 30
- Added reference to Canadian Plant Hardiness Zone 3 in Performance Standard 14 c) on page 30
- Replaced Performance Standard 16 g) with “Opportunities to integrate area-specific public art or community information in transit shelters should be explored. Any panels or art installations must follow Crime Prevention through Environmental Design (CPTED) Principles” on page 32.
- Removed reference to identity and character of the area in the explanatory text for Performance Standard 16 on page 32.
- Revised and added reference to Engineering Standards in explanatory text for Performance Standard 17 on page 33.
- Replaced Performance Standard 18 e) with “Where feasible, on-street parking should be visually distinguished from travel lanes” on page 34.
- Added reference to sight lines in explanatory text for Performance Standard 18 on page 34.

- Replaced image for Performance Standard 19 on page 35.
- Added Performance Standard 21 g), “Waste receptacles should be coordinated as part of an overall street furniture palette” and h), “Sharps containers should be located securely at key locations as determined by City Staff working in collaboration with social service providers to determine need” on page 36.
- Replaced Performance Standard 21 explanatory text with “Consideration should be given to developing centrally managed program for installation and maintenance of City-owned waste receptacles to ensure standards are being met and maintained” on page 36.
- Revised Performance Standard 24 b) on page 40 to reference Minor Arterials and eliminated specific numbers.
- Revised and added reference to Active Transportation Plan in explanatory text for Performance Standard 25 on page 40.
- Revised Performance Standard 26 c) on page 42 to require sidewalks on at least one side of road.

#### **Section 4**

- Added reference to Climate Adaptation Strategy to the introductory text on page 45.
- Added Performance Standard 28 n) on page 46, “Buildings should meet the Canadian Standards Association Bird-friendly design standard (CSA A460:19).”
- Revised Performance Standard 28 explanatory text on page 46 to encourage buildings to be built to LEED standard but not necessarily certified.
- Added “non-invasive” to recommend plant species in Performance Standard 29 c) on page 47.
- Clarified that permeable surfaces includes porous asphalt in explanatory text for Performance Standard 29 on page 47.
- Added hyperlink to NRC standards for wildland-urban interface fires in explanatory text for Performance Standard 29 on page 47.
- Removed references to long-term/short-term in the Performance Standard 33 on page 52.
- Replaced “painted” for “powder-coated” in reference to steel for bicycle racks in the explanatory text for Performance Standard 33 on page 52.
- Added Performance Standard 36 ac) on page 58, “Glazing should meet the Canadian Standards Association Bird-friendly design standard (CSA A460:19).”
- Added Performance Standard 41 i) on page 67, “LED signage should be regulated to ensure that their location, luminosity, and visual changes do not interfere with the safety or comfort of street users and businesses or create excessive light pollution which harms wildlife.”
- Replaced and added images to Performance Standard 43 on pages 68-69.
- Removed recommended plant species list from Performance Standard 43 on page 69.
- Added Performance Standard 43 e) on page 69, “Plant species should be Canadian Hardiness Zone 3, drought and salt tolerant, and either native,

adaptive, or non-invasive. Size and growth habit should be selected based on the space available.”

## **Section 5**

- Revised Performance Standard 45 a) on page 76 to note that municipal address numbers should be well-lit and clearly visible from the sidewalk.
- Added justifications to Performance Standard 45 h) and i) on page 76
- Revised Performance Standard 46 b) on page 78 to note that municipal address numbers should be well-lit and clearly visible from the sidewalk.
- Added Performance Standard 46 x) on page 79, “50% of the front yard should be landscaped. Alternatives to turfgrass such as shrubs and perennials beds are encouraged to improve aesthetics, reduce long-term maintenance, decrease stormwater run-off, and increase biodiversity.”
- Replaced image on page 86.
- Added Performance Standard 51 l) on page 89, “Waste receptacles should be provided next to stacking lanes to allow users to conveniently discard of any litter from their vehicle.”
- Replaced image on page 91

## **Section 6**

- Replaced Action Item 6.3.3 “Narrowed Parking/Snow Storage Lanes” with “Year Round Maintenance of Cycling Facilities”

An isometric line-art illustration of a city grid with various building footprints and heights, rendered in a light teal color against a darker teal background. The buildings are represented as simple rectangular blocks of varying sizes and orientations, creating a sense of depth and urban layout.

# CITY OF THUNDER BAY URBAN DESIGN & LANDSCAPE GUIDELINES

# LAND ACKNOWLEDGEMENT

As we come together in this beautiful place, where the Thunder Bird hugs the land in its wings, where Anemki Wajiw – Thunder Mountain, welcomes all, where Nanabijou – the Sleeping Giant, rests, may you be prompted to pay respect and to acknowledge the land and with it, certain truths.

This land is the traditional land of the Anishnawbe people and is where they and many other peoples have gathered for time immemorial.

This sacred place, originally known as Anemki Wequedong, is now also the Treaty Territory of the Fort William First Nation, signatories to the Robinson-Superior Treaty in 1850.

This place is where, with the contribution of the Métis people in this area, a small thriving community formed into what has now become Thunder Bay.

Yet it is more than what these places are called, that we must learn to acknowledge and respect. We must acknowledge and respect the relationships.

The relationship to the Land – where we are the custodians and caretakers for the next generations.

The relationship to the Water – water is life.

The relationship to the Water Carriers – the women, who hold the sacred teachings about the water.

The relationship with the Plants – that help us live and sustain us with food and medicines.

The relationship with all our Relations – the four legged, the hooved, the winged. All the ones that walk, swim and crawl and the teaching that we are not above creation, we are a sacred part of creation.

The relationship with Mother Earth – who nurtures and sustains us all. Without her, we could not be here.

The relationship with our Ancestors – who pass along teachings of the First Peoples to help us live and walk in a good way.

We invite you to take a moment to acknowledge all these things and show respect. And by doing so, we humbly strive to live our lives – Mino Bimaadiziwin (Good Life) and to walk in a good way.

# CONTENTS

<b>SECTION 1: INTRODUCTION.....</b>	<b>01</b>
1.1 Role of the Guidelines .....	01
1.2 Document Structure .....	02
1.3 Existing Planning Framework .....	03
<b>SECTION 2: URBAN DESIGN VISION &amp; GUIDING PRINCIPLES.....</b>	<b>09</b>
2.1 Urban Design Vision .....	09
2.2 Guiding Principles .....	10
<b>SECTION 3: PERFORMANCE STANDARDS - PUBLIC REALM .....</b>	<b>13</b>
3.1 Celebrating the Natural Foundation.....	13
3.2 Transforming the Downtowns & City Main Streets .....	20
3.3 Developing the Community Structure (City-wide).....	38
<b>SECTION 4: PERFORMANCE STANDARDS - GENERAL BUILDING &amp; SITE DESIGN.....</b>	<b>45</b>
4.1 Sustainability .....	45
4.2 On-Site Parking.....	48
4.3 Storage, Servicing, and Loading .....	53
4.4 Built Form Guidelines .....	55
4.5 Landscape Design.....	68
<b>SECTION 5: PERFORMANCE STANDARDS: LAND USE SPECIFIC.....</b>	<b>71</b>
5.1 Residential .....	73
5.2 Commercial.....	86
5.3 Employment .....	96
<b>SECTION 6: IMPLEMENTATION.....</b>	<b>103</b>
6.1 Introduction .....	103
6.2 Site Plan Control .....	103
6.3 Action Items .....	104
6.4 Education Programs .....	105
6.5 Implementation, Monitoring, and Updating Processes .....	106
<b>SECTION 7: GLOSSARY .....</b>	<b>109</b>

# SECTION 1

## INTRODUCTION

## SECTION 1: INTRODUCTION

### 1.1 Role of the Guidelines

Initially adopted by the City of Thunder Bay in December 2012, these Urban Design and Landscaping Guidelines have been updated to align with the City's 2022 [Zoning By-law](#) (By-law 1/2022). The overarching vision and guiding principles that underpinned the original Guidelines remain relevant and continue to serve as the foundation for this update. Aside from some minor updates to the public realm and general building and site design performance standards, the most substantive updates are reflected in the land use specific performance standards which follow and augment the current zoning provisions.

The City of Thunder Bay [Official Plan](#) recommends City-wide Urban Design and Landscaping Guidelines to provide detailed direction for the implementation of the policies and objectives of the Official Plan, and as a complement to zoning regulations.

Urban design guidelines are an essential tool to ensure high-quality development as Thunder Bay evolves from a primarily resource and industrial-based economy to an active, diverse, and healthy city. The guidelines articulate the aspirations of the Official Plan and the community, and will assist Council, City Staff, land owners, developers, and the public with clear directions to guide development throughout the City.

The urban design guidelines build on the vision and guiding principles of the [Clean, Green, and Beautiful Committee](#)'s purpose to enhance the function, look and feel of Thunder Bay through public art, beautification, heritage, and environmental greening initiatives. As such, a set of City-wide guiding principles have been established and will be supported by the detailed Performance Standards contained within this document. To reflect the variation in land-uses throughout the City, the Performance Standards are organized to distinguish between Main Streets, streets within the North and South Cores, and development outside of these areas (i.e., residential, commercial, institutional, and employment areas).

The Performance Standards should be applied during the design, review and approvals process for new development and redevelopment across the City, including private development, as well as public works undertaken by City departments. They outline best urban design practices in city building through innovation in sustainable development and design excellence.

The guidelines should be used as a key reference in the pre-design phase of project implementation and as criteria in evaluating project proposals through the development application process.

Guidelines cannot, in themselves, result in high-quality city building. The City must lead by example and embody best practices in future capital projects as a way of setting a high standard for the private sector. A civic culture that embraces and values high quality urban form must be nurtured over time through public education and awareness activities. Partnerships between government, educational institutions, professions, the business and development community, and the public are key to a successful implementation process. It is therefore recommended that the City review other parallel mechanisms to assist in implementation including an urban design awards program; Peer Reviews; a Design Review Panel to assist in project review, and other outreach programs



## 1.2 Document Structure

The City of Thunder Bay Urban Design Guidelines are comprised of six sections:

### Section 1.0 - Introduction

Section 1.0 introduces the guidelines, providing an overview of the study and process and describing the application of the guidelines. A brief summary of the existing planning framework is provided.

### Section 2.0 - Urban Design Vision & Guiding Principles

Section 2.0 outlines the City's Urban Design Vision, which emerged from the City's Clean, Green and Beautiful initiative. To achieve this Vision, and inform the preparation of the guidelines, a set of 10 Guiding Principles is provided.

### Section 3.0 - Performance Standards: Public Realm

Section 3.0 focuses on the development of the City at the broadest level, providing directions to ensure that future development is in support of a sustainable urban framework. Performance Standards focus on the elements that define the City, including the natural foundation; the North and South Cores; the City's Main Streets including the three 'Image Routes' designated to date; and the supporting street networks.

### Section 4.0 - Performance Standards: General Building & Site Design

Section 4.0 augments the guidelines provided in the previous section, providing detailed Performance Standards for built form and site design by land-use. The section begins by providing Performance Standards that are applicable to all buildings within the City, before providing specific standards related to residential, mixed-use, commercial, office, and industrial buildings.

### Section 5.0 - Performance Standards: Land Use Specific

Aligned with the 2022 Zoning By-law, Section 5.0 augments the guidelines provided in the previous sections, detailing Performance Standards related to building types for specific land uses including Residential, Employment, Commercial and Institutional Uses.

### Section 6.0 - Implementation Recommendations

Section 6.0 provides an overview of the implementation measures and tools at the City's disposal to ensure the successful use and application of these Performance Standards. The Implementation Section also provides a performance standard checklist to be used by designers to evaluate and articulate their application of the standards.

## 1.3 Existing Planning Framework

### 1.3.1 Provincial Policy Statement

Updated in 2020, the [Provincial Policy Statement](#) (PPS) provides direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system under the Planning Act, the PPS sets the policy foundation for regulating the efficient development and use of land. While municipalities are the primary decision-makers for local communities, all municipal Official Plans and other planning related documents and decisions must be consistent with the PPS.

The PPS encourages intensification by directing growth within settlement areas and away from significant or sensitive natural resources. It recognizes that the wise management of development involves directing, promoting or sustaining growth. Land use must be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns.

Efficient development patterns optimize the use of land, resources, and public investment in infrastructure and public service facilities. These land use patterns promote a mix of housing, employment, parks and open spaces, and transportation choices that facilitate pedestrian mobility, transit, and other modes of travel. They also support the financial well-being of the Province and municipalities over the long term, and minimize undesirable effects of development, including impacts on air, water and other natural resources.

The PPS is a progressive policy tool that supports Ontario's goal to build more sustainable communities that enable a high quality of life. For instance, mixed-use and higher densities within existing urban boundaries can result in more efficient city building, public transit, and active transportation. It is providing improved conditions to assist in the revitalization of downtown areas that have suffered from patterns of low-density suburban sprawl. In turn, as cities evolve toward a more compact, mixed-use form, municipal services and investments in infrastructure are becoming more efficient and cost-effective.



## Growth Plan for Northern Ontario

Released in March 2011, the [Growth Plan for Northern Ontario](#) guides Provincial decision-making and investment for the next 25 years. The Growth Plan aims to strengthen the economy of the North by diversifying the region's traditional resource-based industries, stimulating new investment and entrepreneurship, and nurturing new and emerging sectors with high growth potential. Key recommendations include:

- Attract employment uses, including office and retail;
- Accommodate higher densities within existing urban boundaries;
- Achieve a vibrant, welcoming and inclusive community identity that builds on unique local features; and,
- Provide a range of amenities to residents and visitors, including shopping, entertainment, transportation and lodging, and educational, health, social and cultural services.

The Growth Plan also encourages the development of a revitalization strategy that will set minimum target areas for intensification and that will prioritize sites for redevelopment. The Growth Plan states explicitly that the preferred location for major capital investments, such as post-secondary education and training, research and innovation centres, and major cultural institutions, will be in municipalities with a sustainable revitalization strategy in place and in synchrony with their Official Plan.

### 1.3.3 Strategic Plan

The City of Thunder Bay [Strategic Plan](#) guides the decisions and actions of City Council and Administration. Periodically updated to reflect the current Council's vision for the future and the City's emerging priorities, its goals are longer term and influence – directly and indirectly – the City's land use planning directions and physical development.

### 1.3.4 Official Plan

Updated in 2019, the City of Thunder Bay [Official Plan](#) guides development and redevelopment to preserve and enhance the City's natural environment and cultural heritage, and to maximize new employment opportunities. The Official Plan states that, with sound goals, objectives, and policies, municipal planning can be an effective, efficient and consistent decision making process that will promote smart development. To achieve the vision for Thunder Bay as a city that is healthy, safe, successful, and adaptable, the Official Plan includes general goals, objectives, and policies, which are informed by the following four broad approaches:

- Environmental Sustainability Approach;
- Climate Adaptation Approach;
- Economic Approach; and
- Healthy and Safe Community Approach.

All decisions and actions taken by Council and Administration shall be guided by these approaches. In particular, the Official Plan forms the basis for decisions regarding the City's Zoning By-law, other land use controls, and future planning initiatives.

#### 1.3.4.1 Urban Forestry

The Official Plan acknowledges the significance of street trees and forested areas. In order to improve the aesthetic quality of the urban environment, the Official Plan advocates increasing the stock of trees through planting programmes, adhering to high standards regarding maintenance and replacement, and encouraging developers to retain existing trees wherever practical. In addition, the City places a high priority on the protection and wise management of natural heritage features.

#### 1.3.4.2 Site Plan Control

The Planning Act enables the City to designate lands for Site Plan Control on a case-by-case basis. Due to their value as a resident and tourism draw in the City, Regional Commercial, Community Commercial, Service Commercial, and Mixed-Use Waterfront Commercial areas are prioritized for Site Plan Control. Generally located along the Image Routes, these land use

designations deserve special attention as they usually involve complex site planning issues and concerns. In order to minimize negative externalities, the Official Plan elaborates the need to exert greater control over site design, including the location of proposed buildings, massing, landscaping treatment, exterior lighting, signage, and the design and layout of parking. Through this process, the City aims to ensure development that is safe, accessible, and sustainable while being compatible with adjacent areas, and enforceable in the long-term.

### 1.3.5 Zoning By-law

Council approved its new [Zoning By-law](#) in 2022 to bring it into conformity with the Official Plan and improve the quality of the built environment. The Zoning By-law is a regulatory tool that divides the City into land use zones, each with different land use permissions and regulations. These guidelines have been updated to align with, and complement, the use-specific standards articulated in the Zoning By-law, particularly in regards to built form, site planning, and landscaping.

### 1.3.6 Community Improvement Plans

Community Improvement Plans (CIP) are a tool that allows the City to offer grants for covering all or part of the cost of improvement projects in specific areas in need of development and / or redevelopment. There are two active CIPs, the [Airport CIP](#) (updated in 2019) and the [Strategic Core Areas CIP](#) (updated in 2021), which includes three central designated project areas: the North Core, South Core, and Westfort.

The purpose of CIPs is to assist property owners and tenants with financial incentives to rehabilitate or preserve buildings within the CIP areas. In addition to promoting revitalization and regeneration of the building stock, CIPs have the ability to attract tourism and business development, and to increase economic opportunities. Focused primarily on urban regeneration, the active CIPs offer a variety of grants that help cover eligible project costs, including but not limited to programs for planning and building fees, façade improvements, and interior renovations / conversions.

### 1.3.7 Transportation Master Plan and Active Transportation Plan

The [Transportation Master Plan](#) (TMP) is a strategic planning document that will guide the City's transportation infrastructure investments for the next 20 years and beyond.

Active transportation refers to any form of travel that is human-powered or by assistive devices, such as walking, cycling, and using wheelchairs, scooters, or skateboards. Prepared as part of the Thunder Bay Transportation Master Plan (TMP), the Active Transportation Plan was approved by Council in 2019 as an update to the original 2008 document.

The Active Transportation Plan is built on the following vision: "Through leadership, planning and community partnerships, Thunder Bay is a healthy, accessible, environmentally sustainable community, where active transportation is a key component of a safe, innovative, integrated transportation system that links where we all live, work, and play." This vision sets principles and goals for the development of a well-connected active transportation system in Thunder Bay.

Principles:

- Safety;
- Promotion and Education;
- Inclusive/Diversity;
- Connectivity/Access;
- Aesthetics;
- Supportive Amenities/Facilities; and,
- Sustainability.

Goals:

- Improved safety for people doing active transportation;
- Increase the number of people walking, biking or travelling by active transportation;
- Develop Infrastructure that supports active transportation;
- Develop policies that support active transportation; and,
- Develop community partnerships to help implement a dynamic and sustainable Active Transportation Plan.



### 1.3.8 Climate-Forward City: Net-Zero Strategy

[Climate-Forward City: Thunder Bay Net-Zero Strategy](#) is a proactive and dynamic guide for collaborative action on energy use and greenhouse gas emissions in Thunder Bay. This Strategy provides a vision for the community and highlights the scale of changes needed to respond to the climate emergency. The Urban Design Guidelines influence the built environment which will have a significant impact on how we live and how our City functions. How we design our environment will impact our energy use and greenhouse gas emissions by influencing how easy it is to walk, bike, or use transit, how we construct buildings using passive design, and how we increase our tree canopy and low-impact developments.

### 1.3.9 Climate-Ready City: Climate Adaptation Strategy

[Climate-Ready City: Thunder Bay Climate Adaptation Strategy](#) is a guide to coordinate decision-making and planning efforts across the City to reduce vulnerabilities and build resilience in City departments and operations, and in the community. The Strategy aims to reduce the risks inherent in climate change and take advantage of opportunities while building upon existing adaptive actions to help the City prepare for, respond to, and recover from the impacts of climate change with an emphasis on increasing the resilience of infrastructure and the natural environment. How we design our built environment will have a direct impact on well we deal with the effects of climate change from how we manage stormwater to how we protect ecosystems.

### 1.3.10 Urban Forestry Management Plan

Thunder Bay's urban forest provides significant benefits to the community, at a benefit-cost ratio of 2:1, including stormwater runoff reductions, energy consumption savings, air quality improvement, carbon dioxide reduction, and aesthetic value increases for properties. The [Urban Forestry Management Plan](#) is a comprehensive, efficient, and effective urban forestry program prepared by City forestry staff and community

members to protect and enhance the City's tree canopy. The goals and objectives of the plan include:

- Establish a vision for Thunder Bay's urban forest, developed with community input and support;
- Provide recommendations and costs for strategies to deal with urban forest management issues;
- Undertake a comprehensive review of the current urban forest program including resources, priorities, successes, service gaps, and capital programs;
- Establish short, medium and long-term strategies to manage the urban forest; and,
- Implement the Municipal Forest Action Plan - a seven-year urban forest management work program.

The continued improvement of Thunder Bay's urban tree canopy, particularly in urban areas, and along Image Routes, is an essential component of the Official Plan, Clean, Green, & Beautiful Thunder Bay, Net-Zero Strategy, and numerous other City initiatives.

### 1.3.11 Inspire Thunder Bay Culture Plan

The [Inspire Thunder Bay Culture Plan](#), initiated in January 2010, identifies municipal and community priorities for strengthening the arts, culture and heritage sector and elevating its role in sustainable city-building.

The Vision of the plan promotes, "a welcoming, diverse and lively city that provides a hub for cultural experiences and wealth generating opportunities that extend throughout the region and beyond..." This will be accomplished through a Cultural Plan that is:

- Inclusive and Responsive;
- Participatory and Accessible;
- Collaborative;
- Innovative; and,
- Sustainable.

Key to the Culture Plan is the development of six Strategic Directions, supported by recommended actions and partnerships, and including:

- 1) Foster Capacity in the Cultural Sector;
- 2) Develop Tourism Potential in the Creative Community;
- 3) Activate Culture in Urban Places and Spaces;
- 4) Enable Cultural Participation in Neighbourhoods;
- 5) Nurture Cultural Interaction and Exchange in Public Space; and,
- 6) Foster the Potential for Creative Entrepreneurship in Youth

These directions promote culture within the community; identify existing and needed resources to foster cultural development; and integrate cultural considerations into various aspects of the City's municipal processes.

### 1.3.12 Engineering & Development Standards

The City of Thunder Bay [Engineering and Development Standards](#) outline the requirements of the Engineering Department for the review and processing of land development applications, including:

- Sanitary sewers;
- Stormwater management;
- Roadways;
- Curbs;
- Gutters;
- Sidewalks;
- Parking Lots; and,
- Water systems.

These requirements are outlined through a series of supporting plan and section diagrams that aim to provide the development community with a clear understanding of the required land development standards. In addition to improving development outcomes, the standards are intended to ensure that the interests of both residents of the new development and the City as a whole are fully protected. Unless otherwise stated, the Performance Standards in these Guidelines are meant to augment the directions of the Engineering and Development Standards, which shall continue to be adhered to throughout the development process, and the [Transportation Master Plan](#).

### 1.3.13 Stormwater Management Plan

Completed in 2016, the City of Thunder Bay [Stormwater Management Plan](#) (SMP) provides a comprehensive assessment of the stormwater system and a corresponding framework for improving it over the next 20 years. With the overall goal to protect natural areas and promote environmental sustainability, the SMP identifies future capital works that incorporate Low Impact Development (LID) strategies and green infrastructure. It also recommends revisions to the City's Engineering and Development Standards in order to help keep the raindrop where it falls. This new approach to managing stormwater mimics natural hydrology by reducing runoff and feeding the groundwater system while preventing pollution of surface water resources. Finally, the SMP acknowledges that broader changes to the City's organizational structure may be required to successfully implement the Plan's long-term goals and objectives.

### 1.3.14 Parks & Open Spaces Standards and Specifications

The [Parks and Open Spaces Standards and Specifications](#) provides the standards for planting trees and shrubs in City parks and new developments. The document provides developers and contractors with the required standards for various vegetation types, as well as the procedures for obtaining the necessary City approvals. These updated standards should inform all design guidelines related to landscaping, parks, and open spaces.

# SECTION 2

## URBAN DESIGN VISION & GUIDING PRINCIPLES

### SECTION 2: URBAN DESIGN VISION & GUIDING PRINCIPLES

#### 2.1 Urban Design Vision

##### 2.1.1 City-Wide Vision

It is the City's vision to foster and promote a high quality of life, which is directly linked to establishing and nurturing an environmentally sustainable and healthy community that embodies excellence in urban development and design. The vision for improving the quality of life is centred on the creation of a city that:

- Protects and enhances its natural systems;
- Provides a clean and healthy urban environment for its citizens; and,
- Supports economic growth and a strong cultural identity through high-quality urban form.

These objectives are captured in the City's [Clean, Green, and Beautiful initiative](#).

**A Clean City** minimizes its impact on the environment by reducing, reusing and recycling its waste products and by maintaining a healthy built and natural environment for present and future generations.

**A Green City** preserves important natural features (woodlands, watercourses, wetlands, etc.) and restores and enhances ecological functions with the intention of creating a continuous natural system of sufficient size to remain healthy and vital for future generations.

**A Beautiful City** is one that celebrates its cultural diversity and history through the design of its built form (streets, bridges, buildings and neighbourhoods) as well as through the arts (visual, performance, and civic spaces).

A clean, green and beautiful City is a place where people want to live and work and where people want to visit. It is marketable in terms of economic growth and vitality, it provides a high quality of life for its citizens, and it is a source of pride for all who live there.

*(Clean, Green & Beautiful Policy No. 02-05-01)*

##### 2.1.2 Downtown and Image Route Vision

To protect the surrounding wilderness from further outward expansion, the majority of intensification in Thunder Bay will occur along the City's [Image Routes](#), and within the North and South Cores. Higher density built form that continues to support the integrity of stable neighbourhoods is encouraged. New development will be of the highest quality, and will promote a mix of uses to support safe, walkable, and accessible streets characterized by wide boulevards, public art, and active at-grade frontages. Abundant landscaping and large, mature street trees will be provided in all new developments to enhance the urban forest, and bring nature back into the City.

##### 2.1.3 Maamawe, Growing Together

The City's [2023 - 2027 Strategic Plan](#) is premised on fostering an inclusive city that embraces and celebrates its cultural diversity and advances reconciliation. The Plan's goals speak to strengthening the City's relationship with Indigenous communities and integrated Indigenous perspectives in all aspects of the City, including placemaking.

All together (Maamawe), Thunder Bay will foster an inclusive city focused on service excellence and collaboration, and provide opportunities for a high quality of life. We embrace and celebrate our diversity, which makes our community a vibrant and dynamic place to live and prosper.

Guided by this renewed vision for the future and corresponding strategic directions and goals, the City's approach to urban design and city building should reflect and embed Indigenous teachings and knowledge.



## 2.2 Guiding Principles

The following 10 principles embody the key high-level city planning and urban design objectives that have influenced the specific recommendations contained in the guidelines.



- 1 Protect the City's natural surroundings from unnecessary expansion through **intensification and compact built form**.
- 2 Expand the City's **tree canopy and natural systems** on public streets, parks and municipal lands, as well as private lands.
- 3 Ensure the design of the built environment is **resilient and adaptive** to the impacts of **climate change**.
- 4 Revitalize the two Downtowns, and the City's main streets through intensification, infill and a **mix of uses**.
- 5 Prioritize **design excellence and sustainability** in the construction and operation of buildings, streetscapes and open spaces.
- 6 Support **long-term economic development** through investment in high-quality urban environments.
- 7 Encourage **population growth and resident retention** through a high quality of urban life.
- 8 Protect and enhance Thunder Bay's **cultural, built, and natural heritage**.
- 9 Enhance the place-specific **character of the city** through architectural, streetscape, and landscape design that reflects unique regional attributes.
- 10 Improve public health through urban development that **supports active transportation** including walking, cycling and transit.
- 11 **Lead by example** through excellence and innovation in City-led infrastructure and capital projects that inspire private developers to meet or exceed these standards.



# SECTION 3

## PERFORMANCE STANDARDS: PUBLIC REALM

### SECTION 3: PERFORMANCE STANDARDS - PUBLIC REALM

#### 3.1 Celebrating the Natural Foundation



The City of Thunder Bay is known internationally for its breathtaking natural heritage landmarks, including the Sleeping Giant, Mount McKay, Lake Superior, and the Neebing, McIntyre and Kaministiquia Rivers. These features are complemented by a system of large community parks (e.g., Centennial Park, Chippewa Park), medium neighbourhood parks (e.g., Waverley Park, Vickers Park), and smaller parkettes.

All of the above features reinforce Thunder Bay's great Canadian wilderness context, and accommodate passive/active recreation. Their preservation and

enhancement should be of the highest priority. The protection of the tree canopy and reforestation of the City should influence the layout of all new development, and be linked by a well-connected network of parks, open spaces and trails to encourage walking, cycling, and other forms of active transportation.



**PERFORMANCE STANDARD 01**  
**Natural Heritage Features**

The preservation and enhancement of natural heritage features should be a symbol of Thunder Bay's commitment to sustainable development and the 'reforestation' of the City.

- a) Natural heritage features should be preserved and enhanced except where trees are removed to prevent the spread of wildfires.
- b) A City-wide system of natural heritage features, parks, and open spaces should coincide with a linked network of trails to support active transportation.
- c) Development adjacent to natural heritage areas should provide a positive interface overlooking these amenity areas.
- d) Development adjacent to significant natural areas and open spaces should promote LID that focuses on the use of on-site natural features that may be enhanced to protect water quality.
- e) Site development should provide for significant visual and pedestrian connections from adjacent public streets to natural areas.
- f) Development should not interfere with natural drainage patterns and should provide adequate buffers to sensitive natural features.
- g) Opportunities for outdoor education should be integrated into new site development (e.g., signage, interactive features, etc.).

**Refer to Other Applicable Performance Standards:**

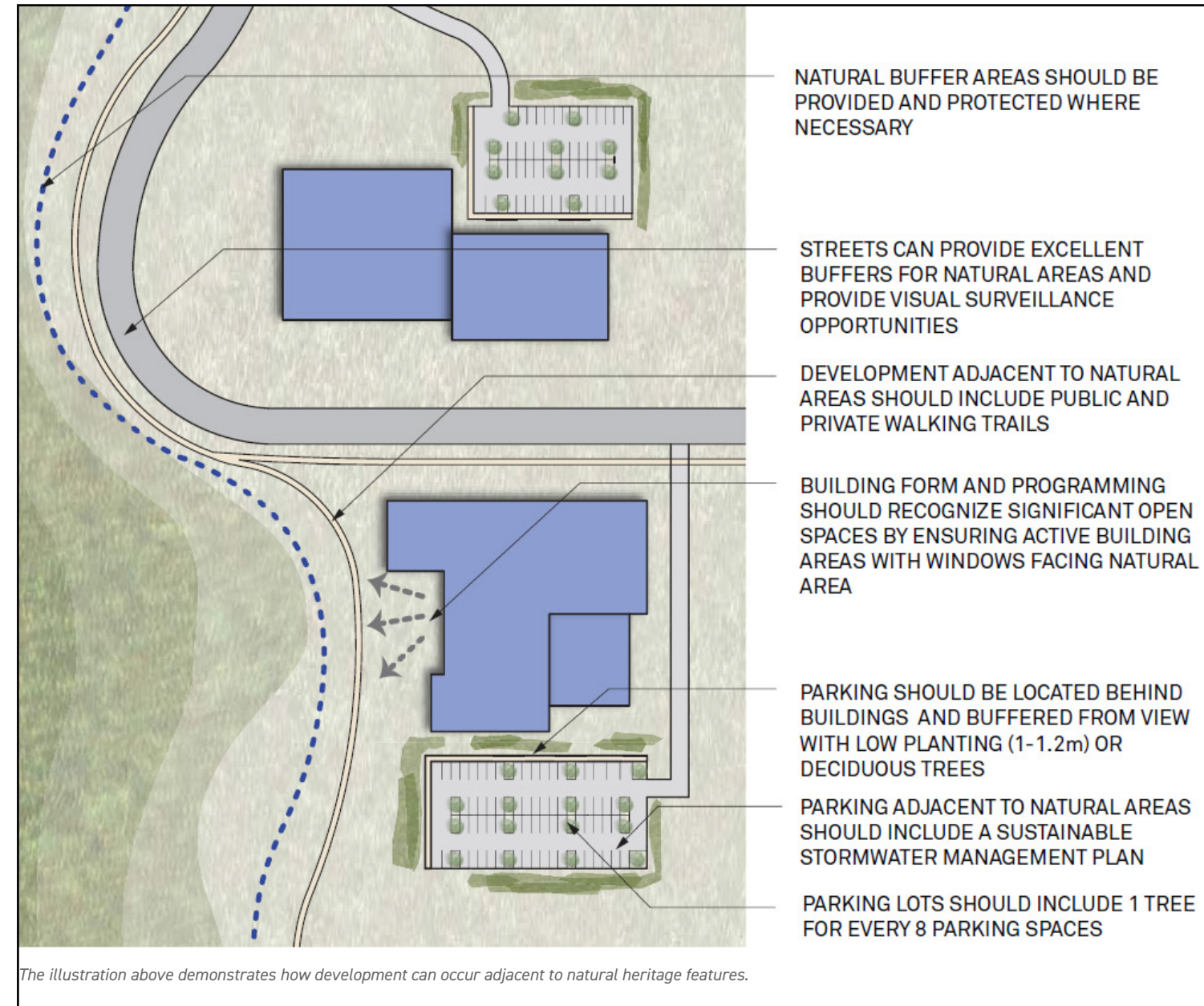
- 02 Parks and Open Spaces
- 03 Stormwater Management Facilities
- 04 Multi-Use Trails
- 29 Sustainability: Site Design

New neighbourhoods, and redevelopment within existing neighbourhoods, should preserve and enhance existing natural heritage features to protect vegetation, ecological functions and the cultural landscape, and to reinforce the City's wilderness surroundings. Natural drainage networks should be maintained to retain functional surface drainage and watercourses, and to support stormwater management infrastructure such as stormwater management ponds and LID strategies. This can be accomplished by creating links between existing natural heritage features, and by providing an additional landscaped buffer adjacent to sensitive natural features.

Preservation of natural heritage features should also be encouraged through active use, education, and awareness. Natural heritage features should be integrated as part of a larger system of connected parks, open spaces and natural heritage features through cycling infrastructure and multi-use trails. Opportunities for outdoor education are encouraged.

Development adjacent to natural heritage features should capitalize on this unique relationship by providing strong visual and physical links to natural heritage features both from buildings and adjacent public streets. Where appropriate buildings adjacent to natural heritage features should maximize views and awareness of the feature.

Where natural heritage features are part of a site or adjacent to it, a significant amount of the perimeter should be bounded by streets and/or public open space to enhance safe use through casual surveillance. The siting of private yards backing onto natural areas should be limited.



The illustration above demonstrates how development can occur adjacent to natural heritage features.

## PERFORMANCE STANDARD 02 Parks & Open Spaces

Parks and open spaces are focal points within the City and neighbourhoods. New development should be located, or new open spaces should be created within the development, to ensure open space is within walking distance of residential and employment uses.

In addition to the City of Thunder Bay's [Parks Master Plan](#), the following guidelines apply to both new and existing parks:

### Location and Interface

- The majority of residents within urban areas should be located within 800 metres (10-minute walking distance) of a community park, and if possible, 400 metres of a neighbourhood park or parkette.
- Open spaces should be located along, and at the terminus of, the Image Routes and other key corridors.
- Where viable, neighbourhood retail uses and cafes should face directly onto parks and open spaces.
- The perimeter of parks should be lined with buildings that face onto the park. Housing with the rear property line against parks, should be avoided.
- Where housing does back onto a park or open space, high-quality rear fencing must be provided. Access gates for individual adjacent properties may be allowed at owner's cost.

### Design

- Opportunities for naturalization with native species and "no mow zones" should be maximized wherever feasible.
- All areas not used for active recreation or sports fields should be considered for naturalization and tree-planting to provide shade, expand the urban forest, and increase biodiversity.
- Signage should be coordinated near entrances to reduce clutter.
- Recycled materials should be used where possible.
- New or revitalized parks and open spaces should be the subject of both community design workshops

and design competitions and should be designed by registered landscape architects with a reputation for excellence and innovation.

- The design of new and revitalized parks should explore opportunities for Indigenous cultural events, learning, and teaching.

### Uses and Amenities

- Community and neighbourhood parks should accommodate both active and passive recreation.
- Playground equipment should be imaginative, easily maintained and should be located in areas shaded by trees and close to other park amenities.
- While inclusive and universally accessible design standards should be optimized, it is recognized that all playground equipment may not be accessible.
- Structures supporting adult exercise (i.e., weights, cardio equipment) should be incorporated into parks.
- Areas should be designated within parks to support community gardening and urban agriculture.
- Designated and fenced leash-free dog areas should be provided in some parks and open spaces as appropriate.
- Public washrooms, drinking fountains, and emergency call stations should be provided in community parks.
- Opportunities for year-round washrooms should be considered wherever feasible.

### Access & Connectivity

- A majority of the perimeter of open spaces should be clearly visible and accessible from surrounding public streets. Where possible, existing parks (e.g., Kaministiquia River Heritage Park, George Burke Park) should be enhanced to meet this guideline.
- Parking should be provided on-street (not directly adjacent to the park) and in small parking lots at the perimeter of parks and open spaces.
- Parking lots should incorporate tree-planting at one tree per eight spaces.

- Parks, open spaces, and natural heritage features should be linked by a network of multi-use trails. Where the continuity of open spaces is disrupted, they should be linked through urban areas with special tree-lined, off-road multi-use trails, either within street right-of-ways or designated corridors.
- Vehicle connections through open spaces should be limited to emergency and maintenance vehicles.

#### Refer to Other Applicable Performance Standards:

- 01 Natural Heritage Features
- 03 Stormwater Management Facilities
- 04 Multi-Use Trails
- 08 Neighbourhood Landmarks
- 10 Accessibility: Public Realm
- 30 Surface Parking
- 43 Buffer Planting

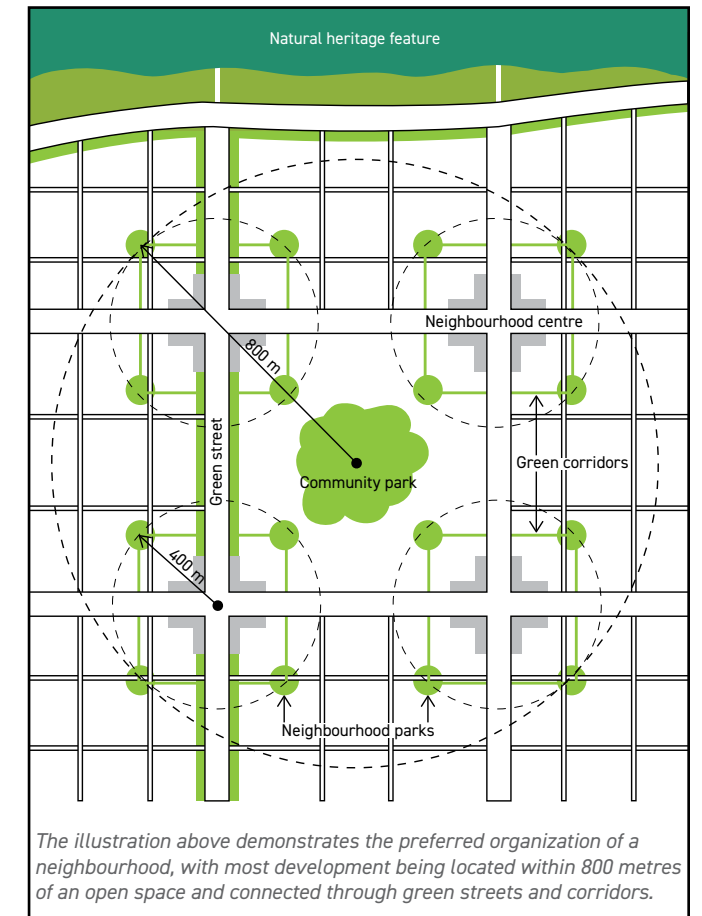
Parks and open spaces in the City of Thunder Bay include:

- Community Parks
- Neighbourhood Parks
- Parkettes

These parks are focal points within the City, and should be accessible within an 800 metre (10-minute) walking distance of all residents. Where this is not achieved, the location of new parks and open spaces should be determined prior to all other design considerations. Open spaces should reflect their role and should serve the diverse needs of the City, including facilities for passive (e.g., walking trails, gardens, seating areas, park pavilions, interpretive displays) and active (e.g., sports fields, skating rinks) recreation.

To ensure active use, open spaces should be integrated as part of a larger system of natural heritage features and open spaces connected through walkways and multi-use trails. They should be framed by public streets and buildings which face directly onto them, to enhance

safety through casual surveillance. Where sports fields are adjacent to residential uses, they should have appropriate buffer planting and setback treatments to mitigate the impact of lighting, noise, traffic and parking areas.



The illustration above demonstrates the preferred organization of a neighbourhood, with most development being located within 800 metres of an open space and connected through green streets and corridors.



### PERFORMANCE STANDARD 03

## Stormwater Management Facilities

Stormwater management facilities are essential to minimize the amount of run-off that enters the natural drainage system. Stormwater management planning is increasingly important in the face of more frequent and extreme weather events caused by climate change.

In addition to the City of Thunder Bay's [Stormwater Management Plan](#), the following guidelines apply to both new systems and retrofits of existing systems.

- a) Stormwater facilities should be designed to be attractive amenities and to double as passive open space areas, where feasible.
- b) The edges of stormwater management facilities should be naturalized and should provide a barrier to make them safe and to reduce goose habitats. Regular access points should be provided for maintenance purposes.
- c) Landscaping should not interfere with the function of the facility.
- d) A majority of the perimeter of stormwater management areas should be bounded by streets, parks or buildings which overlook them.
- e) Where there are public open space areas in close proximity to stormwater management facilities, public access should be provided where appropriate.
- f) Signage should be provided to promote education and safety awareness at stormwater management facilities.
- g) Impervious surfaces should be minimized adjacent to stormwater management facilities.

#### **Refer to Other Applicable Performance Standards:**

*01 Natural Heritage Features*  
*02 Parks and Open Spaces*  
*04 Multi-Use Trails*  
*29 Sustainability: Site Design*

Impervious surfaces are the greatest contributor to stormwater pollution, and stormwater management facilities are essential to minimize the amount of run-off that enters the natural drainage system. Breaks in impervious surfaces, by means of landscaping or other permeable surfaces and the utilization of LID practices, should be provided to allow absorption into the soil and avoidance or minimization of discharge into the storm drain system.

Depending on location and surrounding land uses, stormwater management facilities should be publicly accessible, and should form a significant component of the natural heritage and open space system. Public education displays are encouraged to increase awareness and appreciation of the natural environment.

Where encouraged, public access should be considered on a site-by-site basis through a combination of facility edge treatments. Shallow slopes should be provided for direct access areas and overlooks with railings or densely planted areas should be applied to discourage direct access.

Facilities should be framed by public streets, open spaces and buildings, and fencing and screening measures should be minimized, to enhance safety through casual surveillance.

### PERFORMANCE STANDARD 04

## Multi-Use Trails

Thunder Bay's multi-use trails run through a rich and beautiful natural heritage and open space system, providing links to key destinations within the City.

- a) New multi-use trails should connect existing trails, streets, parks and open spaces.
- b) Where the continuity of open spaces is disrupted, they should be linked through urban areas with special tree-lined, off-road multi-use trails either within street right-of-ways or designated corridors.
- c) Multi-use trails should be provided through large surface parking lots where they interrupt the continuity of the trail network.
- d) Trails should minimize impacts on adjacent natural heritage areas.
- e) Two way trails should be 3.0 to 4.5 metres wide.
- f) Frequent access points should be provided along multi-use trails.
- g) Multi-use trails should be barrier-free to accommodate people of all ages and abilities.
- h) Trails should include adequate amenities including seating, lighting, waste receptacles, signage, and interpretive information.

#### **Refer to Other Applicable Performance Standards:**

*01 Natural Heritage Features*  
*02 Parks and Open Spaces*  
*03 Stormwater Management Facilities*  
*05 Transit-Oriented Development & Design*  
*07 Urban Area Gateways*  
*10 Accessibility: Public Realm*  
*12 Dedicated Cycling Lanes*  
*24 Arterial Roads*  
*25 Collector Roads*  
*26 Local Roads*  
*33 Bicycle Parking*

Thunder Bay's network of multi-use trails runs through a rich and beautiful natural heritage and open space system. New multi-use trails should fill in gaps in the existing network, according to the [Active Transportation Plan](#), by providing links to key destinations, including the North and South Cores, the Image Routes, Confederation College, Lakehead University, and the waterfront.

The design of multi-use trails should reflect the function and nature of the spaces they occupy. For example, trails located within sensitive natural environments should be constructed of low impact materials that are porous and stable, such as crushed rock or board walks.

## 3.2 Transforming the Downtowns & City Main Streets



Thunder Bay's North and South Cores and the Main Streets are ideal areas for infill and intensification with mixed-use buildings, allowing the City to grow within its present boundaries in areas already served by transit and other city services. This section focuses on recommendations to ensure appropriate and high quality redevelopment in those areas.

Thunder Bay's Main Streets include the Image Routes and other key corridors. These streets are gateways to the City and Downtowns, a spine between the North and South Cores, and key organizational elements in the City. They should evolve as whole streets that reflect their role as mobility corridors, neighborhood centers, commercial hubs and social spaces.

A key recommendation of the City's [Urban Forest Management Plan](#) is for City-wide tree canopy coverage of 50 percent and to introduce additional trees in under-treed neighbourhoods. Much of this will be accommodated within boulevards, on medians, and within private property on the City's Main Streets. These improvements to the City's Urban Forest are perhaps the single most important initiative in the evolution of the City into a clean, green, and beautiful community.

### PERFORMANCE STANDARD 05 Transit-Oriented Development & Design

Development should support and promote transit-supportive design in the form of complete, compact, and walkable neighbourhoods to increase public transit ridership and service in a manner that is convenient, accessible, and low carbon.

- a) A mix of land uses and higher densities are encouraged along major transit routes at key transit nodes.
- b) Compact, higher-density development should be located adjacent to main streets providing a high level of transit service.
- c) Within urban areas, 90% of the population and employment should be within 400m to a bus stop, recognizing that the provision of transit service in some areas is conditional on density, land use and street network design to support viable transit operations.
- d) Transit facilities should be placed at areas of high pedestrian activity, passenger generators and transfer points based on potential ridership and safety considerations.
- e) Multi-use trails and bicycle routes should connect to transit facilities.
- f) Bicycle parking and storage should be provided close to major transit facilities.
- g) The design and placement of transit stops should be in accordance with the [Transit Accessibility Design Guidelines](#) for the City of Thunder Bay.
- h) Transit shelters should be placed at high boarding locations and other unique priority areas such as in front of hospitals and major medical facilities, homes for persons with disabilities, senior citizen residences, and other community facilities.
- i) Areas adjacent to transit stops should be well-lit, and should incorporate tree planting for shade.

#### Refer to Other Applicable Performance Standards:

- 04 Multi-Use Trails
- 12 Dedicated Cycling Lanes
- 15 Street Furniture
- 16 Transit Shelters and Stops
- 23 Street Network and Block Layout
- 24 Arterial Roads
- 25 Collector Roads
- 26 Local Roads
- 33 Bicycle Parking
- 48 Mixed Use Buildings

As outlined in the [Climate-Forward City: Thunder Bay Net-Zero Strategy](#), a strong transit system is a key component of a healthy and vibrant city. Transit should provide a high level of service that is convenient, safe, comfortable and affordable to all areas of the City as an alternative to private automobile use. Urban development patterns have a dramatic influence on the viability of transit service. Transit supportive design provides a mix of land uses and higher densities along main streets and downtown areas.



## PERFORMANCE STANDARD 06 City Gateways

- City-wide wayfinding signage should be located at City gateways and should provide directions to key City destinations (i.e., Downtown Cores, waterfront, Image Routes).
- Wayfinding signage should be designed as significant public art.
- Gateway features should be located on municipal property.

**Refer to Other Applicable Performance Standards:**

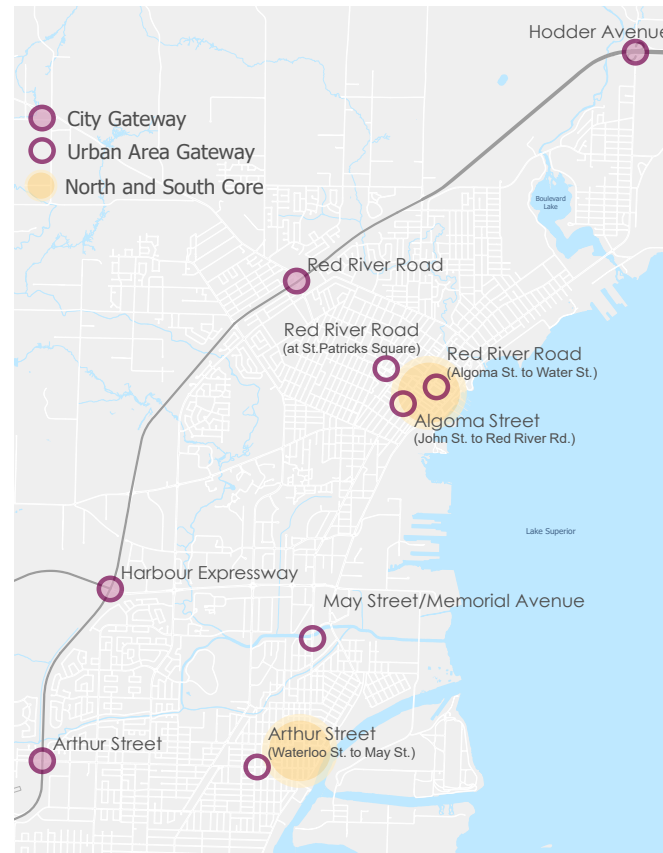
- 19 Public Art
- 24 Arterial Roads
- 41 Signage

As per the City's [Image Route Guidelines](#), City gateways identify key arrival points to the City, and include:

- Arthur Street at Thunder Bay Expressway;
- Harbour Expressway at Thunder Bay Expressway;
- Red River Road at Thunder Bay Expressway; and,
- Hodder Avenue at Thunder Bay Expressway.

These key intersections are primary gateways into the City from the Thunder Bay International Airport (Arthur Street) and highway network. These gateways should reinforce a sense of entrance and arrival to the City through enhanced signage, public art and landscaping.

Gateways located along the Thunder Bay Expressway will need to be coordinated with the provincial regulations bodies. This should be a first step in planning city-wide gateways.



This map highlights Thunder Bay's City and Urban Area Gateways.

## PERFORMANCE STANDARD 07 Urban Area Gateways

- Gateways should be identified through enhanced streetscape design elements, including trees, feature planting and paving, seating, public art and lighting.
- Gateway areas require a higher order of streetscaping including double rows of trees on either side of the roadway, decorative planting in medians and wide sidewalks complemented with pedestrian scale lighting.
- Gateway features should be located on municipal property.
- Where possible, gateway areas should be centres for information and wayfinding but should not be overwhelmed by signage.
- High quality designed buildings and appropriate land uses should support gateway areas.

**Refer to Other Applicable Performance Standards:**

- 09 Boulevard Design
- 13 Green Streets
- 14 Green Medians
- 19 Public Art
- 37 Main Street Buildings
- 41 Signage
- 48 Mixed Use Buildings

Urban area gateways identify key arrival points to the North and South Cores, the Intercity area, and the waterfront. These include:

- Arthur Street, between Waterloo Street and May Street: This segment of Arthur Street leads to the civic core of the City at its southern end and has an opportunity to celebrate the legacy of community-builders who have shaped the city.
- May Street at the Neebing/McIntyre Floodway: This segment of May Street is a gateway into the Intercity area.

- Algoma Street, between John Street and Red River Road: This segment of Algoma Street is the gateway into the North Core, and a cultural hub that should be celebrated.
- Red River Road, between Algoma Street and Water Street: This segment of Red River Road is the gateway to the Waterfront. It should provide a grand entrance to Prince Arthur's Landing.
- Red River Road at St. Patrick Square is the gateway to the North Core.

Urban area gateways should inspire, and be catalysts for improvements throughout the North and South Cores and along the Image Routes and key corridors. Where possible, new development and enhancements to existing development (e.g., façade improvements, intensification) should be focused within urban area gateways.

Urban area gateways should incorporate buildings that prominently address adjacent streets, signifying the entrances to, and exits from, the downtowns through enhanced building and site design treatments, such as taller corner elements, double height entrance areas, and large expanses of glazing. They should have significant public art displays and urban plazas, and, where appropriate, wide, pedestrian-supportive boulevards with active at-grade uses.

Urban area gateways should be centres of information, promoting key locations throughout the City, including the Downtowns, the Image Routes, the waterfront, and key parks and open spaces.

Where possible, urban area gateways should be connected to key destinations in the City to encourage active transportation. This can be accomplished through existing and new trails, open spaces, and natural heritage features.

**PERFORMANCE STANDARD 08**  
**Neighbourhood Landmarks**

Thunder Bay has a number of individual neighbourhoods that each have unique distinguishing characteristics. In these neighbourhoods, gateway features should not identify individual neighbourhoods (i.e., ornamental walls, name signs). Instead, residential neighbourhoods should be defined by their architectural and landscape character, including landmark features (e.g., parks) that reflect the identity of the neighbourhood.

**Refer to Other Applicable Performance Standards:**

- 02 Parks and Open Spaces
- 19 Public Art
- 37 Main Street Buildings
- 42 Private Trees

**PERFORMANCE STANDARD 09**  
**Boulevard Design**

A City's streets are its most important public space. The design of the boulevard (i.e., building face to curb face) must recognize both automotive use and a range of other needs including pedestrian and cycling, transit infrastructure, seating, bike parking, signage, lighting, trees, landscaping, and adequate sidewalk space for commercial and social activity. Well-designed, tree-lined and adequately sized boulevards are required to accommodate active transportation and intensification along main streets.

- a) Boulevard widths should be optimized to support their multi-purpose function and provide adequate space to promote healthy tree growth.
- b) Boulevards should be continuous along the streetscape (i.e., minimal driveway curb-cuts).
- c) Boulevards should be a minimum of 4.8 metres in width wherever possible.
- d) Where a right-of-way is not wide enough to achieve the minimum boulevard width, a combination of measures should be explored including right-of-way widening and reduced lane widths.
- e) All boulevards should be designed to accommodate snow storage.
- f) Sidewalks should be barrier-free.
- g) Feature paving should be used to delineate pedestrian priority.
- h) Boulevards should be planted with street trees. Linear tree trenches, continuous raised planters, soil cell technology, or structural soils are recommended to ensure mature growth.
- i) Pedestrian-scaled boulevard lighting should be provided in areas of high use, particularly where the future tree canopy may impact light levels.
- j) Where feasible, the incorporation of LID stormwater practices, including native or adaptive species, should be encouraged to provide a break in impervious surfaces.
- k) Native, adaptive, and/or non-invasive groundcovers are preferred as alternatives to non-native turfgrass.
- l) Use of artificial turfgrass in boulevards is discouraged except in locations where its use

its more beneficial than viable alternatives. Turf material must be high quality and approved by the City.

Boulevards should be designed to reflect adjacent land uses (e.g., wide sidewalks in mixed-use or commercial areas, multi-use trails in sub-urban areas) and should accommodate the following components:

**Street Furniture and Landscape Zone:** The Street Furniture and Landscape Zone should be located between the sidewalk and vehicle traffic. The zone contains landscaped areas with site furnishings, and infrastructure facilities such as benches, bicycle racks, transit shelters, and utilities. Along the Image Routes and key corridors, these areas should be planted with consistent street trees to provide shade, reduce the urban heat island effect, create a buffer between pedestrian and vehicle traffic, and minimize stormwater run-off. Where relevant, the guidelines that follow should be used in conjunction with the City's Urban Forest Management Plan.

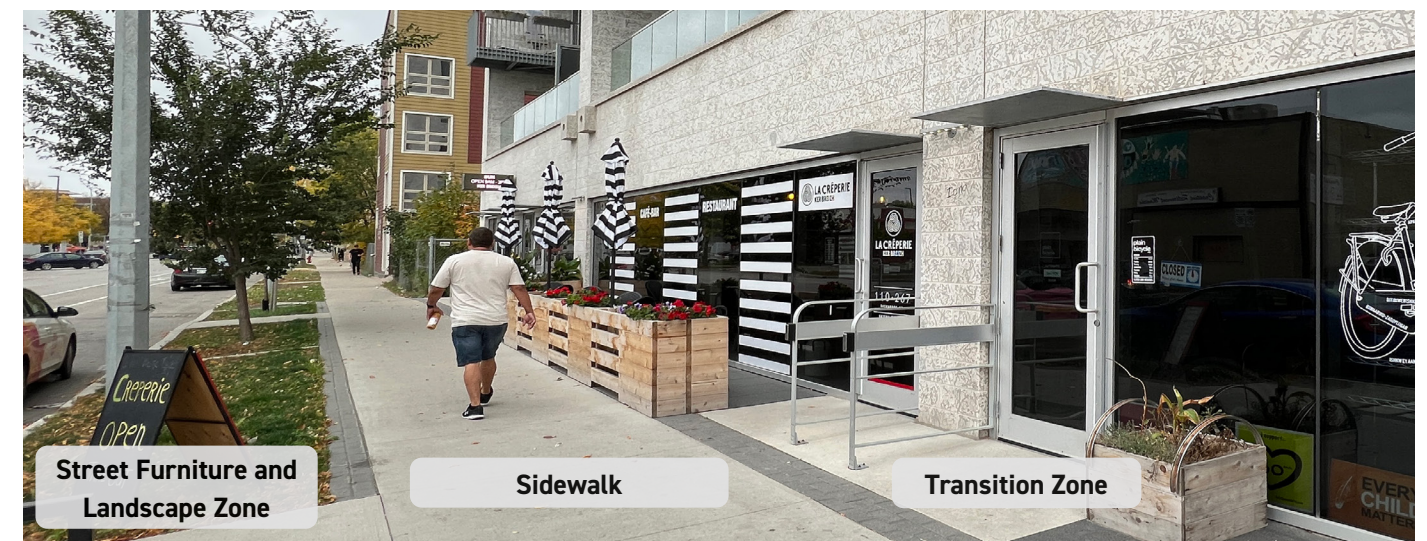
**Sidewalk:** The sidewalk should be located adjacent to buildings or the property line. The sidewalk is dedicated to the movement of pedestrians and should remain clear of any and all obstructions, horizontally and vertically, at all times. In limited scenarios where sidewalks are temporarily obstructed, adequately delineated cane-

detectable pathways should be provided to ensure the safe passage of pedestrians. Sidewalks should be constructed of brushed concrete to facilitate accessible pedestrian movement, with some use of feature paving bands (e.g., pavers, impressed concrete or concrete) to indicate pedestrian priority.

**Transition Zone:** Located in urban areas, between the sidewalk and the building or property line, on public and/or private property, the transition zone should be between 0.75-1.0 metres to provide a dedicated area for window shopping, spill-out retail, building entrance, street furniture and signage.

**Refer to Other Applicable Performance Standards:**

- 10 Accessibility: Public Realm
- 11 All Season Design: Public Realm
- 13 Green Streets
- 14 Green Medians
- 15 Street Furniture
- 16 Transit Shelters and Stops
- 19 Public Art
- 20 Street Lighting
- 21 Waste Receptacles
- 22 Utilities
- 37 Main Street Buildings
- 41 Signage



Boulevards should be designed to reflect adjacent land uses and accommodate a Transition Zone, Sidewalk, and Street Furniture and Landscape Zone.



## PERFORMANCE STANDARD 10 Accessibility: Public Realm

All sidewalks and public pedestrian routes should be safe and easy to use by people of all ages and abilities. These routes should be easily identifiable, separated from vehicular travel, and free of obstacles throughout all seasons.

- a) Wherever possible, sidewalks should be a maximum gradient of 1:20 (5%).
- b) Unit paving materials used in sidewalks, paths and walkways should be firm and level, with joints no wider than 6 millimetres.
- c) A Street Furniture and Landscape Zone should be provided between the sidewalk and the curb face to accommodate utility posts, seating, planters, etc. without interfering with pedestrian circulation.
- d) All pedestrian routes are required to accommodate persons using mobility aids, walkers or guide dogs. These routes should be a minimum of 1.5 metres (in urban areas with high pedestrian traffic levels the preferred width is 1.85 metres), and should be clear of obstructions at all times. Where temporary obstructions are necessary a protected, delineated and cane-detectable pathway must be provided to ensure safe passage of pedestrians.
- e) To minimize risk to persons with visual limitations, all routes should be free of protruding obstacles, overhanging signs, branches etc., within the first 2.1 metres of the building height. Where potential obstructions are mounted on the sides of buildings or structures, they should not penetrate into the sidewalk area by more than 10 millimetres.

- f) Where traffic islands are required, they should be built of materials and finishes that are easily distinguishable from the surrounding paving, as an aid to persons who are blind or who have visual limitations.
- g) Crosswalks that cross a traffic island should be level with the main crossing or have curb ramps for persons using mobility aids.

### Refer to Other Applicable Performance Standards:

*02 Parks and Open Spaces*  
*04 Multi-Use Trails*  
*09 Boulevard Design*  
*11 All Season Design: Public Realm*  
*15 Street Furniture*  
*17 Crosswalks and Crossrides*  
*19 Public Art*  
*30 Surface Parking*  
*38 Accessibility: Private Realm*

Outlined in this section are several key public realm accessibility objectives for the City of Thunder Bay. Additional objectives are provided in the **Accessibility for Ontarians with Disabilities Act (AODA)** and the **Ontario Building Code (OBC)**. These standards should be reviewed and considered with all design and construction projects. The primary goal of these recommendations is to ensure that the design of areas within the public realm consider users of all abilities.

## PERFORMANCE STANDARD 11 All Season Design: Public Realm

Thunder Bay is a cold climate city, and the design of its public spaces (i.e., streets and open spaces) needs to consider all season requirements including sun shading, wind and snow protection, snow storage and all weather accessibility.

- a) A minimum 1.5 metre sidewalk should remain clear of snow and debris year-round on all pedestrian travel routes.
- b) Where snow storage cannot be accommodated in the travel lanes (due to a boulevard widening or limited right-of-way), a designated winter snow storage area should be identified within the boulevard that does not interfere with the use of the sidewalk. Tree planting and street furniture will need to be selected and located based on the snow storage areas.
- c) Key cycling routes should be identified and cleared in the winter months to support year round cycling.
- d) All public parks should consider the incorporation of public washrooms and both summer and winter activities to support year round park use. Where winter park uses are incorporated, cleared pedestrian access paths to those amenities should be provided.
- e) Paving surfaces should be selected for their winter durability and slip resistance.
- f) The location of public walkways and parking lots should be coordinated with winter sun angles to ensure walking and driving surfaces remain dry and free of ice.
- g) All roof designs and awnings should consider mitigating falling ice and snow.

### Refer to Other Applicable Performance Standards:

*02 Parks and Open Spaces*  
*04 Multi-Use Trails*  
*09 Boulevard Design*  
*12 Dedicated Cycling Lanes*  
*13 Green Streets*  
*38 All Season Design: Private Realm*  
*42 Private Trees*  
*43 Buffer Planting*

Year round use of city infrastructure including streets and parks is critical in cold weather climate. The City of Thunder Bay should look to alleviate the discomfort of cold weather through wind and snow protection for short outdoor trips and through providing outdoor amenities that highlight the City's winter climate and provides residents with engaging and interesting outdoor events and activities. These can include hosting winter festivals, ensuring clear pedestrian clearways and bus waiting areas, and providing for snow storage areas within the design of streets and open spaces.

## PERFORMANCE STANDARD 12 Dedicated Cycling Facilities

Dedicated cycling infrastructure minimize conflicts between cyclists and vehicles, and instill confidence in less experienced riders.

- a) Dedicated cycling infrastructure should be integrated into the greater active transportation network and should adhere to the [Active Transportation Plan](#).
- b) Primary links in the City's cycling network should be maintained year-round. This will require snow storage within the boulevard.
- c) On-street dedicated cycling lanes should comply with the current **Ontario Traffic Manual (OTM)**, and should be provided on new streets and retrofitted streets, and on existing streets (where the right-of-way allows).
- d) New off-road dedicated cycling lanes should be provided wherever possible, either as one-way lanes on either side of the street or as two-way trails on one side of the street.
- e) New off-road dedicated cycling lanes should be placed in a wide boulevard and, where possible, separated from vehicular traffic by a 2.0 metre landscaped strip with street trees. Similarly, where possible, there should be a 1.8 metre planting strip between the cycling lanes and the adjacent sidewalk.
- f) All existing and future cycling routes should have frequent information signs.
- g) Symbols and pavement marking are encouraged to distinguish all cycling routes.

### Refer to Other Applicable Performance Standards:

04 Multi-Use Trails  
05 Transit-Supportive Design  
11 All Season Design: Public Realm  
24 Arterial Roads  
25 Collector Roads  
26 Local Roads  
30 Surface Parking  
33 Bicycle Parking

There is a recognized need for a variety of cycling facilities within the City in order to accommodate both advanced and basic cyclists. This will be accomplished through the provision of wide curb lanes, off-street trails, and dedicated cycling lanes where appropriate.

Dedicated cycling facilities are recommended as part of the overall cycling strategy as they explicitly distinguish between vehicle and cyclist traffic. Separation minimizes conflicts between cyclists and vehicles. It also instills confidence in less experienced riders, allowing them to commute on higher traffic streets and to access key destinations in the most efficient way, and with minimal delays.

Where dedicated cycling facilities are provided, they should be clearly distinguished. Signage and symbols should be selected from the **Ontario Traffic Manual (OTM)**.

For technical specifications, please refer to the most current edition of the **Ontario Traffic Manual Book 18 - Cycling Facilities**.

## PERFORMANCE STANDARD 13 Green Streets

Street trees are perhaps the most important singular contribution to city beautification. Mature street trees provide shade for pedestrians, reduce the urban heat island effect, enhance the visual and environmental qualities of the street, minimize run-off, and provide a buffer between traffic and the pedestrian. They also act as a passive form of traffic calming.

- a) A City-wide campaign of expanding the street tree canopy should be a priority in the design of all road works projects.
- b) As the City's tree canopy is expanded, an increased maintenance program is required for leaf collection and pro-active pruning.
- c) Wherever possible, existing healthy street trees should be preserved.
- d) 15 cubic metres of good quality soil should be provided per tree (can be shared).
- e) To support sustainable tree growth, street trees should be planted in the boulevard – between the sidewalk and inside vehicular lane, and where possible use a continuous linear trench.
- f) Utilize continuous tree pits to maximize soil volume. A soil cell system, suspended slab system, or structural soil infill are alternate options.
- g) When planting trees within hard surfaces in boulevards, tree grates, tree guards, and underground utility boxes are recommended. Tree grates and other related infrastructure should not impede future tree growth.
- h) Street trees should be planted within a minimum boulevard width of 2.5 metres.
- i) Where sufficient boulevard width is available, a double row of trees should be planted on either side of the Sidewalk Zone.
- j) For optimal tree health, street trees in the boulevard should be set back 1.5-2 metres (minimum) from the curb.
- k) Large deciduous trees should be planted at 8-10 metre intervals (on centre) or clustered in groups

of 2-4 trees on bump-outs where intersection sightlines allow.

- l) Medium and small trees should be planted at 8-10 metre intervals (on centre).
- m) Where applicable use drought tolerant seed mixes, including native species, for grass within a boulevard to minimize irrigation and maintenance requirements, large mulched planting beds around tree planting can also be considered instead of grass.
- n) If irrigation is not in place, two-year maintenance watering is necessary for all plant material to ensure longevity.
- o) Bio-swales or infiltration swales should be used within boulevards to allow natural watering of plant material and reduce stormwater run-off.
- p) Where feasible, permeable surfaces are encouraged to minimize the amount of surface run-off into the stormwater system.
- q) Street trees should not interfere with vehicle sight lines.
- r) Utilities design and location should be coordinated so that it does not interfere with sustainable tree growth.
- s) Where feasible, the incorporation of LID stormwater practices should be encouraged to provide a break in impervious surfaces.

### Refer to Other Applicable Performance Standards:

02 Parks and Open Spaces  
04 Multi-Use Trails  
09 Boulevard Design  
11 All Season Design: Public Realm  
14 Green Medians  
42 Private Trees  
43 Buffer Planting

The existing residential communities within the City of Thunder Bay, such as Hyde Park and Mariday Park, have a significant number of well established street trees and the City's residential areas, main streets, and Image Routes should strive for a similar canopy.

Mature street trees provide shade for pedestrians, reduce the urban heat island effect, minimize run-off into the stormwater system, enhance the visual and environmental qualities of the street, and provide a buffer between the pavement, sidewalk and buildings. In winter, mature street trees lining a street provide character and enhance the sense of place. Therefore, existing street trees should be preserved wherever possible and supplemental street trees should be considered in an existing community where the existing tree canopy is reaching the end of its life-cycle.

Where relevant, these guidelines should be used in conjunction with the City's [Urban Forest Management Plan](#).

#### PERFORMANCE STANDARD 14 Green Medians

A green median is an enhanced median with trees, shrubs, landscaping and installations.

- a) Medians planted with street trees should have a minimum width of 3.0 metres.
- b) Where medians approach intersections or mid-block connections, accessible areas should be provided to allow refuge for pedestrians crossing the street.
- c) Preferred species for trees and shrubs in medians are non-invasive species suitable for Canadian Plant Hardiness Zone 3 climatic conditions.
- d) Use drought tolerant seed mixes for grass within a median to minimize irrigation and maintenance requirements.
- e) Bio-swales or infiltration swales should be used within medians to allow natural watering of plant material and reduce stormwater run-off.

##### **Refer to Other Applicable Performance Standards:**

*13 Green Streets*

To ensure the proper installation of new trees, and maintenance of existing trees, these guidelines should read in conjunction with other relevant City documents, including the [Parks and Open Spaces Standards and Specifications](#).

#### PERFORMANCE STANDARD 15 Street Furniture

Street furniture contributes to the creation of unique streets, and is an essential component of a pedestrian-supportive streetscape.

- a) Street furniture should be concentrated in areas with high pedestrian activity.
- b) Street furniture should not obstruct pedestrian or vehicle circulation.
- c) Street furniture should not hinder sidewalk maintenance and snow removal.
- d) Raised planters should be designed to double as seating areas.

##### **Refer to Other Applicable Performance Standards:**

*09 Boulevard Design*

*10 Accessibility: Public Realm*

*11 All Season Design: Public Realm*

*16 Transit Shelters and Stops*

*19 Public Art*

*20 Street Lighting*

*21 Waste Receptacles*

*22 Utilities*

*41 Signage*

Street furniture contributes to the creation of a unique streetscape, and should be concentrated in areas with the highest pedestrian traffic, such as the Image Routes, the North and South Cores, along the Waterfront, and on other significant corridors. In addition, street furniture is an essential component of a pedestrian-supportive streetscape offering opportunities for rest, social interaction, and casual surveillance.

City-wide street furnishings should be developed within an overall concept and should provide a consistent and unified streetscape appearance that is appropriate for the area context. Within the core areas, BIAs should continue to manage street furniture programs using selections that are consistent with the City-wide approach.

Street furnishings should be placed in a coordinated manner that does not obstruct pedestrian or vehicular circulation or impact sidewalk maintenance, particularly snow removal.



## PERFORMANCE STANDARD 16 Transit Shelters and Stops

Transit shelters should be safe, attractive and comfortable.

- a) Transit shelters should be barrier-free year round.
- b) Transit shelters should provide weather protection, and basic amenities (i.e., seating and lighting). Where adjacent to street lighting, lighting in shelters is not required.
- c) Tree planting should be provided adjacent to the shelter to provide shade, a wind break, and an attractive environment.
- d) Sidewalks should connect directly to transit shelters. A concrete loading/unloading area should be provided (width varies by context).
- e) Transit shelters should not interfere with pedestrian circulation.
- f) Transit shelters should be highly transparent to promote safety.
- g) Opportunities to integrate area-specific public art or community information in transit shelters should be explored. Any panels or art installations must follow Crime Prevention through Environmental Design (CPTED) Principles.

**Refer to Other Applicable Performance Standards:**

- 05 Transit-Oriented Development & Design
- 09 Boulevard Design
- 10 Accessibility: Public Realm
- 11 All Season Design: Public Realm
- 15 Street Furniture
- 19 Public Art

In areas with high pedestrian traffic, such as the North and South Cores, the Image Routes, and along key corridors, transit stops should include a shelter for weather protection and basic amenities, including seating, waste receptacles, lighting, and route information. Where appropriate (e.g., along the Image Routes, at the waterfront), transit shelters should accommodate interpretive installations that commemorate specific events, places, and personalities of significance.

To promote active use, transit shelters should be located close to building entrances, and should connect directly to adjacent sidewalks to ensure safety and convenience. They should have barrier-free access and be located in a way that does not interfere with pedestrian movement.

Transit shelters should be designed and located to allow sufficient space for snow clearing.

## PERFORMANCE STANDARD 17 Crosswalks and Crossrides

Crosswalks and cross rides should be designed to ensure the safety of pedestrians riders.

- a) Crosswalks and crossrides should be continuous and connected to adjacent active transportation infrastructure.
- b) Crosswalks should conform to the [Ontarians with Disabilities Act](#).
- c) Crosswalks should be clearly designated with lighting and pavement surface marking.
- d) In high-traffic pedestrian areas public art should be integrated into crosswalk design.
- e) In Downtown areas, mid-block crosswalks should be provided on blocks greater than 250 metres.

**Refer to Other Applicable Performance Standards:**

- 10 Accessibility: Public Realm
- 14 Green Medians
- 19 Public Art

There is a significant amount of pedestrian and vehicular traffic in the City of Thunder Bay, particularly along the main streets and within the North and South

Cores. As the City evolves, streets that are currently primarily vehicle-oriented will begin to see an increase in pedestrian and cycling traffic. In order to improve the safety of all users, it is essential that the City of Thunder Bay design a continuous system of crosswalks to ensure the safe coexistence of vehicular and pedestrian traffic. Where appropriate, raised crossings and other traffic calming measures should be considered to slow traffic, providing opportunities for safe, seamless, and accessible crossing to all ages and abilities.

The location of crosswalks and design of curb cuts should conform to the policies of the [Ontarians with Disabilities Act](#) and the City's [Engineering and Development Standards](#). Crosswalks should be clearly delineated, with appropriate surface markings or variation in surface treatment, and signage. They should be continuous and connected to adjacent sidewalks. Traffic signals should be timed such that pedestrians have adequate time to clear the crossing. Pedestrian countdown devices should be considered on a case-by-case basis. Where blocks are longer, mid-block signals and courtesy crossings with specialized markings and signage should be considered.





## PERFORMANCE STANDARD 18 On-Street Parking

On-street parking should be permitted, wherever possible, to animate the street, reduce vehicle speeds and serve as a buffer between pedestrians and vehicles particularly on streets with at-grade retail.

- On-street parking should be provided wherever possible on the City's main streets and in the downtown areas.
- Parallel on-street parking is preferred and angled parking should be avoided except where it allows for the elimination of parking on main streets.
- On-street parking may be situated between bump-outs where appropriate.
- Bump-outs should be well landscaped and designed to accommodate snow removal, and can also be used for the implementation of LID stormwater techniques. Where appropriate they should also be used to shorten pedestrian crossing distances.
- Where feasible, on-street parking should be visually distinguished from travel lanes.
- Parking meters should be located behind the sidewalk or the street furniture and landscape zone (if applicable) to accommodate snow removal and storage.

### Refer to Other Applicable Performance Standards:

*12 Dedicated Cycling Lanes  
24 Arterial Roads  
25 Collector Roads  
26 Local Roads  
37 Main Street Buildings*

On-street parking on the Image Routes and throughout the City should be permitted, wherever possible, to animate the street, reduce vehicle speeds and serve as a buffer between pedestrians and vehicles, particularly on streets with at-grade retail. To encourage on-street parking, appropriate design standards for roadways, including bump-outs, should be developed.

Parallel on-street parking is preferred over perpendicular or angled parking to minimize the overall width of the roadway and to optimize sightlines.

On-street parking may be situated within bump-outs where appropriate. Bump-outs should be landscaped with street trees, where sightlines allow, or low-level ground cover planting, and should be designed to accommodate snow loading.

Where appropriate, permeable surfaces should be considered to promote drainage, provide passive irrigation to street trees, and to enhance the street edge.

## PERFORMANCE STANDARD 19 Public Art

Public art will enhance the unique culture and history of the City.

- Public art should be incorporated through new capital projects.
- Significant public art pieces should be the subject of design competitions to support local artists (where desired) and to promote excellence and innovation.
- Public art should be place-specific.
- Public art should be located at key destinations within the City.
- Public art is encouraged within private developments that have significant public spaces (e.g., courtyards).
- Public art should be visibly and physically accessible.
- Public art should be durable and low-maintenance.
- Public art should be complemented by adjacent landscaping where appropriate.

The inclusion of public art will contribute to the culture and history of the City, and will enhance the unique character of key destinations along the Image Routes,

within the North and South Cores, at key gateway areas, and within parks and open spaces. The guidelines should be used in conjunction with the City's [Public Art Policy](#).

### Refer to Other Applicable Performance Standards:

*06 City Gateways  
07 Urban Area Gateways  
08 Neighbourhood Landmarks  
09 Boulevard Design  
16 Transit Shelters and Stops*

Public art should be place-specific and explore opportunities to celebrate historic and cultural events of local, national and international significance (i.e., The Dawson Trail along Red River Road, a memorial theme along Memorial Avenue). Sites may be reserved for groupings of complementary pieces, including temporary installations.

Public art should be both physically and visually accessible and barrier free.



Public art should be place-specific and explore opportunities to celebrate historic and cultural events of local, national and international significance.

## PERFORMANCE STANDARD 20 Street Lighting

- The design and location of lighting should consider sustainability and the impacts of light pollution.
- Downcast pedestrian-scale lighting should be provided in high traffic pedestrian areas ensuring adequate overlap of the cones of illumination to provide continuous visibility.
- All lighting should be located within the Street Furniture and Landscape Zones, or within medians as required.
- All pedestrian and street lighting should be “dark sky” friendly to minimize light pollution. Where current standards do not adhere to these guidelines, it should be taken into consideration when they are next upgraded.
- Private property lighting should ensure safe and well lit pedestrian areas, including parking areas and building entrances.
- Street lighting fixtures should be selected in accordance with existing city engineering standards and consider all maintenance ramifications.

### Refer to Other Applicable Performance Standards:

09 Boulevard Design  
14 Green Medians  
16 Transit Shelters and Stops  
22 Utilities  
29 Sustainability: Site Design

In key areas, lighting can be used to accent special features, such as buildings, heritage properties, landscaping, and signage. Downcast, pedestrian-scaled lighting enhances safety and visibility on streets. The design and location of lighting should consider sustainability and the impacts of light pollution including: energy efficiency, directional lighting that reduces wasted energy, induction lighting, solar power and street reflectors and sensors (to help regulate brightness and when lights turn on and off).

Consideration should be given to providing additional pedestrian-scale lighting in areas with a high volume of pedestrian activity, such as key intersections, transit stops, trail crossings, and mid-block connections.

## PERFORMANCE STANDARD 21 Waste Receptacles

- Waste receptacles should be located in highly active pedestrian areas and, where applicable, should be placed within the Street Furniture and Landscape Zone to minimize disruptions to pedestrian circulation.
- Outdoor ashtrays should be located outside of buildings, and publicly accessible.
- Receptacles should be located in close proximity to seating areas.
- Waste receptacles should be provided on private sites that are frequently accessed by the public (i.e., schools, convenience stores, etc.).
- Waste receptacles should include slots for recycling and litter.
- Waste receptacles should be designed to be universally accessible.
- Waste receptacles should be coordinated as part of an overall street furniture palette.
- Sharps containers should be located securely at key locations as determined by City Staff working in collaboration with social service providers to determine need.
- Side opening designs are recommended to facilitate easy maintenance.
- Receptacles should be wildlife proof.
- Advertising on waste receptacles is discouraged.
- A City-wide design for waste receptacles should be developed to assist with maintenance. An opportunity for community individuality should be considered in the universal design.

### Refer to Other Applicable Performance Standards:

09 Boulevard Design  
10 Accessibility: Public Realm  
19 Public Art

Consideration should be given to developing centrally managed program for installation and maintenance of City-owned waste receptacles to ensure standards are being met and maintained.

## PERFORMANCE STANDARD 22 Utilities

Utilities must be considered as an integral component of the streetscape and the design of the public and private realm.

- Where feasible, utilities should be buried below grade. Where this is not feasible, they should be grouped in single locations.
- Utilities, including utility cabinets, transformer vaults, hydro meters and gas meters, should be incorporated into building design, where feasible. Where this is not feasible, utilities should be placed in discrete locations and/or screened from public view, where they will not interfere with pedestrian movement or transit stops.
- Utilities should be placed within the street Right-of-Way (or in a front yard easement) in a joint utility trench that can be accessed for repairs without disturbing street trees and the other amenities in the boulevards.
- To minimize clutter near bus shelters, opportunities to coordinate street lighting and bus signage within the utility pole should be explored.
- Utility and service connections to the street should be located to allow for street trees in the boulevard.

### Refer to Other Applicable Performance Standards:

09 Boulevard Design  
10 Accessibility: Public Realm  
20 Street Lighting

The coordinated design and integration of service infrastructure and utilities will contribute to the visual quality of Thunder Bay's streetscapes. Utilities must be considered as an integrated component in the design of the public realm.

Where feasible, utilities should be buried below grade, typically in the boulevard section of the right-of-way. The use of a joint utility trench is encouraged for access and maintenance benefits.

Where utilities cannot be located below-grade, opportunities should be identified for grouping above grade utilities in single locations (e.g., the flanking yard of the public right-of-way). Such locations should be guided by the location and hierarchy of streets, stormwater management facilities, parks and other components of the open space system, as well as utility access considerations.

New and innovative solutions for integrated utility services should be explored to minimize street clutter. Products that incorporate street lighting and telecommunication facilities within the same pole are encouraged.



### 3.3 Developing the Community Structure (City-wide)



Complementing the natural heritage features and Image Routes, the City of Thunder Bay's structural network is comprised of Arterial Roads, Collector Roads, Local Roads and lanes. These streets serve an important functional role in the movement of people and goods throughout the City, and they are equally important as a place for members of the community to meet and

socialize. As the City pursues the [Climate Forward City: Thunder Bay Net-Zero Strategy](#), a primary objective will be to encourage residents to drive less and walk or cycle more. Key routes should be enhanced to optimize the connectivity and movement of people in a safe and enjoyable way.

#### PERFORMANCE STANDARD 23 Street Network and Block Layout

Streets should reinforce a well-connected grid, modified to reflect natural features and open spaces.

- a) Streets should be based on a modified grid pattern.
- b) Cul-de-sacs are discouraged.
- c) Where cul-de-sacs occur, pedestrian through-connections should be provided.
- d) Opportunities to connect ending streets between developments are encouraged to maximize connectivity.
- e) Provide a variation in block sizes and street layouts.
- f) Block lengths should average 200 metres.
- g) Mid-block pedestrian connections should be provided through blocks greater than 250 metres.
- h) Mid-block pedestrian connections should have a minimum right-of-way of 6.0 metres and a walkway of at least 3.5 metres wide.
- i) Rear lanes should be provided wherever possible for blocks fronting onto main streets, or where front yard parking and front yard garages are undesirable.
- j) Reduce or eliminate chain link fences between developments and create continuous and connected community developments.
- k) Where rear lanes exist, they should be preserved as a means of diverting parking and loading functions away from main streets.
- l) Where a T-intersection is required, the adjacent site (at the terminus of the 'T') should be considered a feature property whose design appropriately terminates the street.

#### **Refer to Other Applicable Performance Standards:**

- 05 Transit-Oriented Development & Design*
- 12 Dedicated Cycling Lanes*
- 24 Arterial Roads*
- 25 Collector Roads*
- 26 Local Roads*
- 27 Rear Lanes*

The street network in Thunder Bay is anchored by a number of key corridors, including the Main Streets, the Thunder Bay Expressway, and other prominent streets. Where redevelopment opportunities result in new streets, they should reinforce a well-connected grid of Collector Roads, Local Roads and lanes (modified to reflect natural features and open spaces), and be characterized by shorter block lengths, similar to that which has helped make Thunder Bay's denser and older neighbourhoods so successful. This allows traffic to dissipate to local destinations, reduces congestion, promotes walkability and improves public transit and emergency vehicle access.

In existing communities, opportunities should be pursued to connect ending streets to adjacent or new development to maximize connectivity. Where this is not possible, and where streets end in cul-de-sacs, pedestrian connections should be provided to enhance the level of connectivity through the community.

New communities in Thunder Bay should provide a variation in block sizes and street layouts to encourage the development of a mix of housing forms and densities. Block lengths should average 200 metres. In special circumstances, where a block is longer than 250 metres, a 5 to 6 metre (minimum) through-block pedestrian walkway or a mid-block parkette should be provided, including downcast pedestrian-scaled lighting.

### PERFORMANCE STANDARD 24 Arterial Roads

Arterial Roads, such as Arthur Street, Balmoral Street and Memorial Avenue, serve a variety of functions and should have an urban character.

- a) Arterial road boulevards should aim to be a minimum 4.8 metres in width and should accommodate street trees offset 1.5-2.0 metres from the curb.
- b) Within commercial areas, on-street parking should be provided on both sides of Minor Arterial Roads. Where snow storage is required, parking lanes should be wider. Otherwise, narrower parking requirements can be considered.
- c) Joint driveways are encouraged to minimize curb cuts which undermine cycling and pedestrian travel.

**Refer to Other Applicable Performance Standards:**

- 09 Boulevard Design
- 12 Dedicated Cycling Lanes
- 13 Green Streets
- 18 On-Street Parking

Arterial Roads are designed and constructed to serve a variety of functions, including carrying large volumes of pedestrian, vehicle and transit traffic, connecting urban areas and nodes within municipalities and distributing traffic to Collector Roads. Arterial Roads should have an urban character and should include a high level of design in the pedestrian realm. This includes buildings with densities that support alternative transportation, and the provision of well landscaped, pedestrian-supportive boulevards that include sidewalks, street trees, consistent paving, lighting and public art.

On-street parking should be permitted on both sides of Arterial Roads where adjacent to mixed-use areas, and cycling lanes should be provided on both sides of the road where possible. Arterial Roads should reflect their role as regional transportation corridors and community connectors.

### PERFORMANCE STANDARD 25 Collector Roads

Collector Roads play a pivotal role in the City, and their design should be more substantial than Local Roads.

- a) Collector road boulevards should aim to be a minimum 4.8 metres in width and accommodate street trees offset 1.5 metres from the curb.
- b) 2.5-2.8 metre on-street parking should be provided on both sides of Collector Roads where snow storage is required. Otherwise, narrower parking requirements (2.0-2.4m) can be considered.
- c) Joint access driveways are encouraged to minimize curb cuts which undermine cycling and pedestrian travel.

**Refer to Other Applicable Performance Standards:**

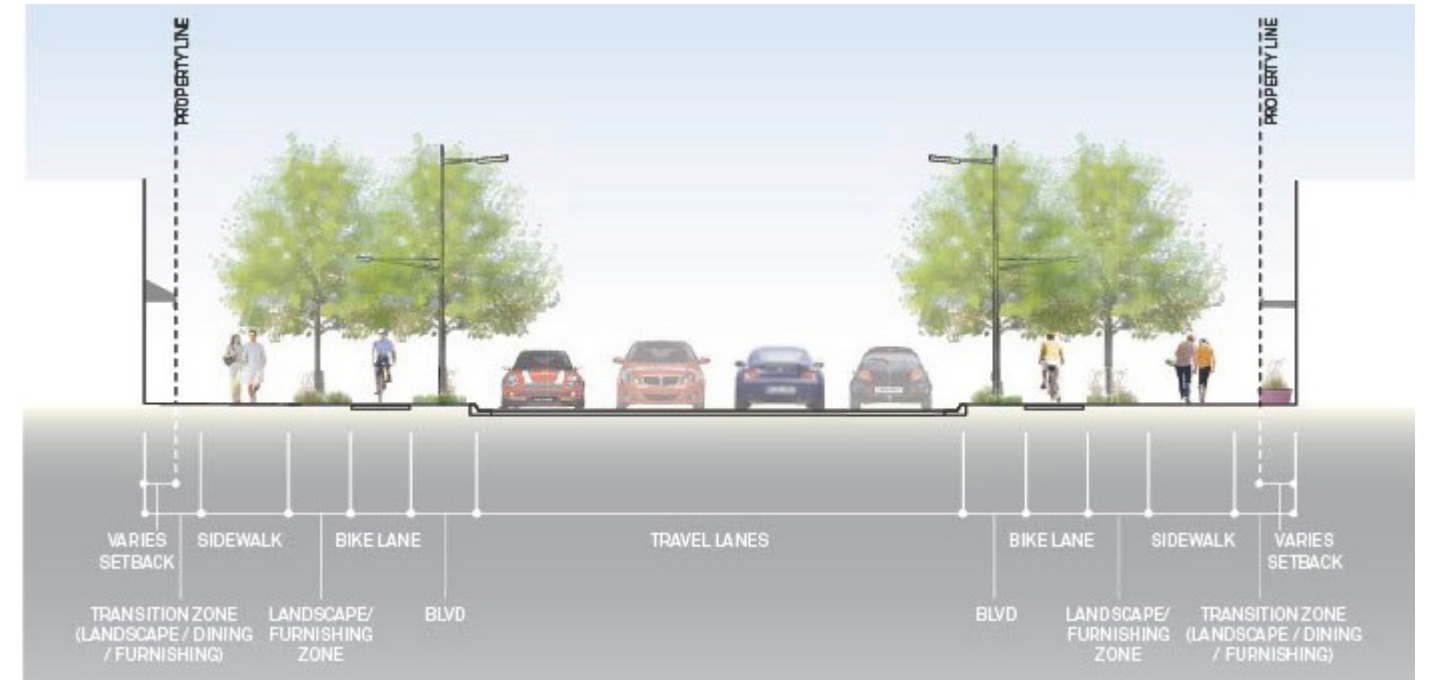
- 09 Boulevard Design
- 12 Dedicated Cycling Lanes
- 13 Green Streets
- 18 On-Street Parking

Collector Roads play a pivotal role in the City, connecting Local Roads to one another, to intersecting Collector Roads, and to Arterial Roads. As a result, the design requirements for Collector Roads should be more substantial than Local Roads.

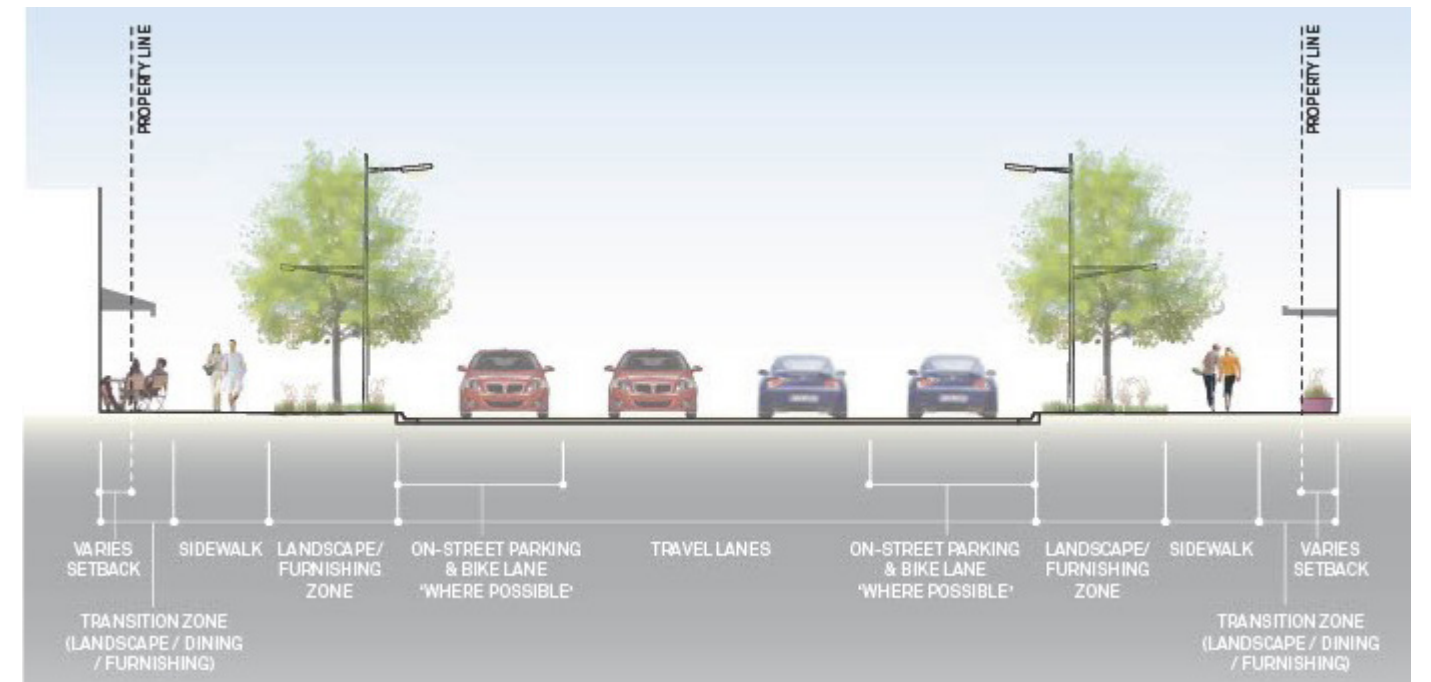
Collector Roads should be designed to serve a variety of functions, including transit, connections between communities, and connections to Local Roads. On-street parking should be permitted on both sides of Collector Roads where adjacent to mixed-use areas.

Cycling lanes should be provided on both sides of the street following the [Active Transportation Plan](#). The placement of cycling lanes should adhere to the standards set by the City of Thunder Bay.

Examples of Collector Roads include Walsh Street, Franklin Street, Vickers Street, Montreal Street, Churchill Drive, Valley Street, and Clarkson Street.



Arterial Road Sample (with or without on-street parking, and with boulevard cycling lanes)



Arterial Road Sample (with on-street parking)



**PERFORMANCE STANDARD 26**  
**Local Roads**

Local Roads should be 'intimate' pedestrian-scaled streetscapes that promote walking, cycling and residential activities, but discourage high speeds and through traffic.

- a) Horizontal and vertical traffic calming treatments should be appropriately applied to reinforce slower speeds and reduce the likelihood of cut-throughs for safer neighbourhoods.
- b) Curb to curb widths should accommodate two travel lanes and one on-street parking lane.
- c) Wherever possible, sidewalks should be provided on at least one side of the street.
- d) Barrier curbs are encouraged on new and retrofitted Local Roads within urban areas. In less urban areas, rolled/mountable curbs or a rural cross-section would also be appropriate.
- e) Street trees should be planted in the boulevards on both sides of Local Roads.

**Refer to Other Applicable Performance Standards:**

- 13 Green Streets
- 18 On-Street Parking

Local Roads play a dual role, both as community socialization spaces and as transportation corridors. The design requirements, while less substantial than Collector Roads, should create 'intimate' pedestrian-scaled streetscapes that promote walking, cycling, and residential activities, but discourage speeding and through traffic. Local Roads should be designed with a narrow pavement width to reduce traffic speeds. The width of the asphalt should be wide enough for two minimal-width traffic lanes, and one on-street parking lane. This lane can act as a snow storage area in the winter.

Sidewalks should be placed on at least one side of the street. In cases where this is not feasible, the on-street parking lane should be provided on the side of the street that contains a sidewalk. Bicycle movement is considered to be a normal part of Local Road traffic movement and signage should be provided to indicate shared use with vehicular traffic.

**PERFORMANCE STANDARD 27**  
**Rear Lanes**

Rear lanes are rear access roads that are either privately or publicly owned and are typically maintained by adjacent property owners. Rear lanes provide access to parking and loading functions away from the primary public street.

- a) Rear Lanes can be used in mixed-use areas to service commercial uses, and in residential areas where front-yard garages/parking is undesirable.
- b) Where rear lanes are considered in new developments, the provision of utilities within the lane should also be considered to reduce the potential for conflicts in the boulevard, and to help meet the performance standards for the boulevard space.
- c) Rear Lanes should be a minimum of 6 metres in width.
- d) Primary building façades should not face Rear Lanes.
- e) Areas at the end, or beside, Rear Lanes should be reserved for snow storage.
- f) Permeable materials are encouraged.
- g) Rear Lane access should be provided at a central location where blocks exceed 250 metres.
- h) A minimum setback of 0.6 metres is required between garages and Rear Lanes in residential areas.
- i) An additional setback (2.8 metres) can be used to accommodate parking along the Rear Lane.
- j) Rear Lanes should be considered to eliminate the need for driveways and street facing garages. Appropriate locations for Rear Lanes could include properties along Main Streets, Collector Roads, or facing open spaces.

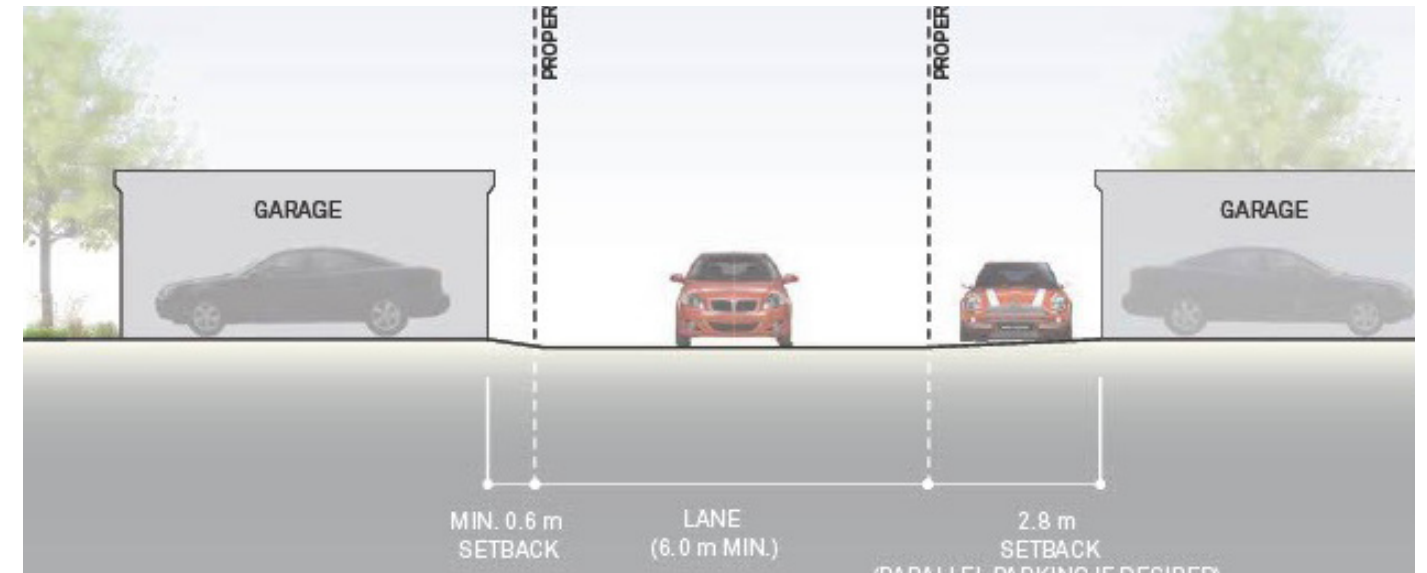
The use of Rear Lanes is encouraged in mixed-use areas to service commercial buildings, where residential uses (e.g., townhouses) front onto Arterial and Collector Roads, and to provide access to parking, garbage pick-up and loading areas.

Where Rear Lanes provide access to residential parking facilities, the primary façade of the building should not face the lane, nor should primary at-grade access to the building be provided from the lane. To maintain adequate distance between the vehicular traffic on the Rear Lane and the rear of the garage, a minimum

setback of 0.6 metres should be applied between the garage and the edge of the Rear Lane. Where parallel parking for property owners is desirable on the Rear Lane, a setback of 2.8 metres should be provided between the right-of-way and the garage.

The use of permeable materials is encouraged where sufficient drainage exists, as low traffic levels permit the use of less durable surfaces.

Areas at the end of Rear Lanes should be set aside for snow storage.



Residential Rear Lane Sample

# SECTION 4

## PERFORMANCE STANDARDS: GENERAL BUILDING & SITE DESIGN

### SECTION 4: PERFORMANCE STANDARDS - GENERAL BUILDING & SITE DESIGN

#### 4.1 Sustainability



Following the [Climate-Ready City: Thunder Bay Climate Adaptation Strategy](#), sustainable design strategies should be at the forefront of all development, to minimize adverse impacts on the environment, promote energy efficiency, reduce the urban heat island effect, encourage the re-use and re-adaptation of materials, and minimize the amount of run-off into the stormwater system.



## PERFORMANCE STANDARD 28 Sustainability: Buildings

Sustainable principles should be integral to building design, orientation, and material selection, and should adhere to the [Climate Forward City: Thunder Bay Net-Zero Strategy](#) as a key guiding document.

- a) New building construction and renovation should adhere to a LEED or similar green standard.
- b) Alternative energy sources should be optimized to reduce each building's carbon footprint.
- c) Energy consumption should be reduced through innovative mechanical and construction technology (i.e., natural cooling, light recovery, passive solar design, cool roofs, and on demand water heating).
- d) Buildings that are designed with flexible floor plans are encouraged to accommodate multiple uses.
- e) Green roof technologies are encouraged where the life-cycle cost benefits outweigh the up-front costs.
- f) Water use reduction technologies are encouraged.
- g) Waste water technologies are encouraged to collect and filter rain water.
- h) Waste receptacles should be conveniently located.
- i) Construction materials should be recycled.
- j) New materials should be locally sourced wherever possible.
- k) Construction materials should consider life-cycle costing.
- l) Operable windows should be installed in all building areas to allow natural ventilation.
- m) Glazing systems should be designed to provide high levels of natural light into building areas.
- n) Buildings should meet the [Canadian Standards Association Bird-friendly design standard](#) (CSA A460:19).

### Refer to Other Applicable Performance Standards:

35 Outside Storage  
54 Light Industrial Uses  
55 Offices and Laboratories

Buildings should be built to Leadership in Energy and Environmental Design (LEED) standard, or an equivalent standard. Sustainable features should be integral to all building designs, allowing a seamless integration

between passive and active systems. Environmental conditions should be factored into the buildings' orientation, material selection and design.

Buildings are encouraged to reduce the energy consumption of building and site systems (HVAC, hot water, lighting) through the use of appropriate mechanical and construction technology (i.e., natural cooling, light recovery, passive solar design, cool roofs, and on demand water heating).

Water use reduction technologies are encouraged, including water-efficient appliances, such as aerators, low-flow shower heads, dual-flush toilets, front-loading washers, waterless urinals and high-efficiency dishwashers. Waste water technologies, such as rain barrels or cisterns, are encouraged to collect and filter rain water to be recycled for non-potable domestic uses. Vegetated or "green" roofs are recommended to minimize water runoff, manage stormwater, and reduce solar gain, and provide additional outdoor amenity areas.

All buildings should have conveniently located waste receptacles to support the separation of waste into different streams according to reuse and recycling regulation (i.e., compost, paper, plastics).

Mixed-use, commercial and apartment buildings should provide flexibility in the building floor plate, envelope and façade to accommodate multiple uses over their lifespans.

Construction materials should be durable and consider life-cycle costing to avoid premature replacement. Where possible, materials should be recycled to reduce the environmental impacts of extracting and manufacturing new materials. If there are no salvageable materials available, efforts should be made to purchase materials from demolition sales, salvage contractors and used materials dealers. Where the life-cycle cost benefit outweighs the up-front costs, new construction materials (e.g., wood, granite, etc.) should have low embodied carbon and be locally sourced to reduce the impacts of transportation. Canadian products are generally designed to withstand our climate.

## PERFORMANCE STANDARD 29 Sustainability: Site Design

Careful consideration should be taken when siting a building to accommodate the natural characteristics of the landscape, while also recognizing the larger context of the street.

- a) Impervious surfaces should be minimized, while landscaped areas maximized.
- b) Bio-swales should be used to capture stormwater run-off.
- c) Native, adaptive, or non-invasive plant species are recommended. Plants that require a lot of water should be minimized.
- d) Tree planting should be optimized for any site and within parking areas.
- e) Where irrigation is required, such as for non-native and/or non-drought resistant decorative landscaping, high efficiency systems should be used.
- f) Grey water should be captured and used as a source for irrigation.
- g) All planting beds should be mulched.
- h) Snow storage areas should be well-drained on site.
- i) Where possible, site design should incorporate and enhance existing grades and natural drainage to limit the need for cut/fill.
- j) Design and orient buildings to optimize solar exposure to promote passive solar design.

### Refer to Other Applicable Performance Standards:

03 Stormwater Management Facilities  
30 Surface Parking  
43 Buffer Planting  
51 Drive-Throughs & Other Vehicle Queues

Landscaped areas should be maximized to ensure adequate growing conditions for trees (15 cubic metres of good quality soil). Impervious surfaces (i.e., parking areas and driveways) should be as small as possible within allowable standards. Permeable surfaces (i.e., unit pavers, porous concrete, or porous asphalt) should be used for areas that must be paved to minimize stormwater runoff and increase groundwater recharge.

Bio-swales or infiltration trenches should be utilized to capture, filter and infiltrate stormwater runoff from impervious surfaces.

Native or adaptive plant species should be planted to reduce or eliminate the need for landscape irrigation. Turf grasses and other landscaping materials that require large amounts of water are discouraged. Consider using adaptive seed mixes that have reduced watering requirements, such as "Eco-Lawn," or the OSC: Low Maintenance Mixture currently recommended in the City's [Parks and Open Spaces Standards and Specifications](#). All planting beds should be mulched. Mulch retains moisture in the soil and prevents evaporation.

If an irrigation system is necessary, use a high-efficiency drip/bubbler system. Weather based controllers should be installed to dynamically control the irrigation system, along with a properly timed irrigation schedule to minimize evaporation and demand on municipal systems. Water sub-meters should be installed on landscape irrigation systems to monitor consumption and to quickly identify leaks. A maintenance program should be developed that establishes procedures for cutting, caring for and conducting routine maintenance of lawn and landscaping.

A non-potable water source should be used for landscape irrigation (captured rainwater from roofs, graywater or municipally claimed wastewater), while well-drained snow storage areas should be provided on site in locations that enable melting snow to recharge groundwater rather than entering the municipal stormwater system.

Where sites are near the wilderness boundary of the City, [FireSmart](#) recommendations and the [National Resource Council Standards for Wildland-Urban Interface Fires](#) should be considered in all landscaping design.

## 4.2 On-Site Parking



These standards pertain to multi-storey commercial, residential, institutional and mixed-use buildings. Additional standards for specific land uses can be found in Section 5.

As new communities develop and established communities redevelop, a variety of parking solutions will be appropriate to support increased densities, including surface parking, above-grade and below-

grade structured parking and on-street parking. As a general rule, parking areas should be designed to minimize their visual impact and to allow for redevelopment as future building sites. Therefore, the layout of buildings should consider site access, landscape and site servicing that will permit the redevelopment of these sites. In mixed use or commercial areas, structured parking is the most efficient use of land.

### PERFORMANCE STANDARD 30 Surface Parking

Large areas of uninterrupted surface parking should be avoided.

- a) Surface parking areas should be located at the rear or side-yard of a building and should not be placed between the front face of a building and the sidewalk.
- b) Hammerhead bump-outs should be provided at the end of linear parking lots to accommodate exiting vehicles.
- c) Driveways to parking should be from rear lanes and side streets wherever possible.
- d) Shared parking and shared driveways between adjacent properties are encouraged. Where multiple access points currently exist, they should be consolidated where possible.
- e) Where existing development has parking located adjacent to the sidewalk it should be screened by a 3.0 metre landscaped buffer in accordance with the [Sample Landscape Strips](#) document.
- f) Surface parking lots should be divided into smaller "parking courts" and encourage "park once and walk" usage.
- g) 1 tree for every 8 parking spaces is recommended. These can be clustered to facilitate snow clearing.
- h) Permeable surfaces or low impact development should be utilized to minimize stormwater run-off.
- i) Clear, 1.5 metre (minimum) dedicated pedestrian routes should provide direct connections from parking areas to building entrances and throughout, further reinforcing "park once and walk" usage. Design should include horizontal and vertical traffic calming measures to ensure slow vehicle speeds and maximize pedestrian safety.
- j) Pedestrian-scaled lighting should be provided along pathways.
- k) Preferential parking (i.e., accessible parking stalls, bicycles, car-share, energy efficient vehicles) located close to building entrances is encouraged.
- l) Where preferential parking is provided within bump-outs directly in front of the building, curb-cuts to the sidewalk should be consolidated (no more

- than one curb-cut for every two cars). No more than four spaces should be provided consecutively, to minimize the total number of curb cuts.
- m) Drop-off areas should not interfere with pedestrian traffic.
- n) Well-drained snow storage areas should be provided or removed off-site.

#### **Refer to Other Applicable Performance Standards:**

- 29 Sustainability: Site Design*
- 30 Surface Parking*
- 37 Main Street Buildings*
- 38 Accessibility: Private Realm*
- 42 Private Trees*
- 43 Buffer Planting*
- 50 Retail*
- 54 Light Industrial Uses*
- 55 Drive-Throughs and Other Vehicle Queues*

To support retail uses along the main streets, within the Intercity area, and along other key commercial corridors, there is an abundance of surface parking lots. Ultimately, these surface lots will become prime opportunities for intensification and redevelopment. However, in the interim, they should be carefully designed to minimize their impacts on the public realm and maximize pedestrian safety through the use of horizontal and vertical traffic calming measures.

Large areas of uninterrupted parking should be avoided. The total amount of parking should be minimized through shared parking between adjacent properties, particularly in the evenings, weekends and other off-peak periods. Where surface parking is required for new development it should be located at the rear or side-yard of buildings. Where parking areas exist in the front yard adjacent to the sidewalk, a 3.0 metre (minimum) landscaped buffer should be located between parked vehicles and the sidewalk. This buffer should be located within the private realm to not reduce the total sidewalk width and to complement the public boulevard green space.



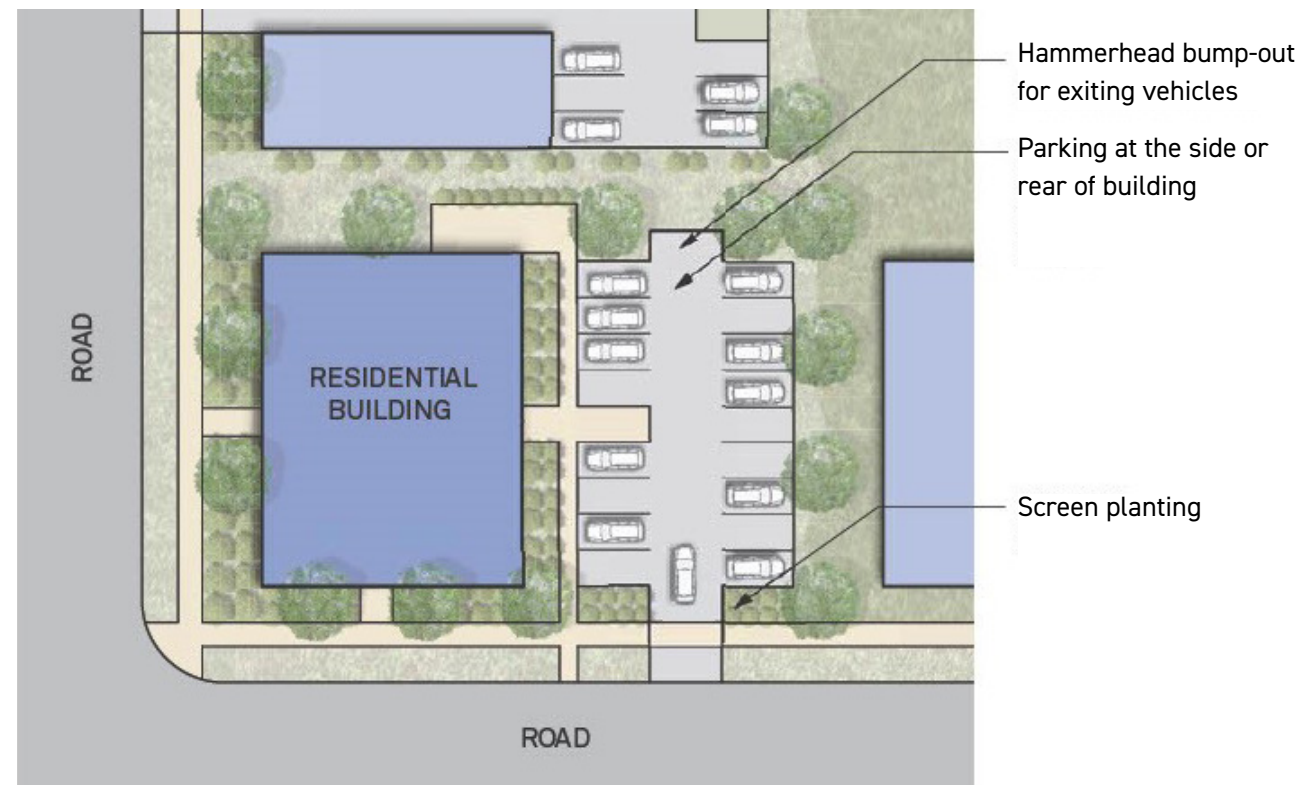
Planting strips, landscaped traffic islands and/or paving articulation should be used to define pedestrian and vehicle routes and define smaller parking 'courts' that provide safe pedestrian walkways, encourage "park once and walk" usage, improve edge conditions, and minimize the aesthetic impact of surface parking. The amount of landscaping should be proportionate to the overall parking lot size, but generally, 1 tree for every 8 parking spaces is recommended. Each tree planted in parking lot islands should have access to a minimum of 15 cubic metres of good quality soil (soil volume can be shared between trees).

Permeable surfaces (unit pavers, porous concrete or asphalt, etc.) should be utilized for areas that must

be paved to minimize stormwater runoff and increase groundwater recharge. Bio-swales or infiltration trenches should be utilized to capture, filter and infiltrate stormwater runoff from impervious surfaces.

Preferential parking is encouraged for alternative modes of transportation. Please refer to the City's [Bicycle Parking Guidelines](#). Service and drop-off area circulation should not interfere with pedestrian circulation.

Well-drained snow storage areas should be provided on site in locations that enable melting snow to recharge groundwater rather than entering the municipal stormwater system and avoid negatively impacting surface drainage systems during periods of melt.



Residential Surface Parking Area Sample

### PERFORMANCE STANDARD 31 Above-Grade Parking Structures

Parking garages that face onto public sidewalks should be designed to integrate into the surrounding streetscape with commercial uses at grade.

- a) Parking structures should have active, at-grade uses facing public sidewalks, and apply treatments to reinforce slow entry and exit to maximize pedestrian safety.
- b) Vehicular access to parking structures should be provided from the rear or side wherever possible.
- c) Pedestrian entrances should be provided from the main frontage.
- d) Covered parking should also incorporate long-term bicycle parking.

**Refer to Other Applicable Performance Standards:**

- 09 Boulevard Design
- 19 Bicycle Parking
- 29 Sustainability: Site Design
- 36 General Building Design
- 37 Main Street Buildings

Where above ground structured parking garages are built next to public streets they should be designed to contribute to the quality of the street. Parking structures fronting onto streets should be developed with active at-grade building uses lining the edge of the ground floor to provide attractive, animated façades which contribute to the streetscape and enhance pedestrian safety. The ground floor height should be a minimum of 4.5 metres floor to floor.

Vehicular access to parking structures should be located at the rear and/or side of buildings away from main building frontages and major streets. Pedestrian entrances for parking structures should be located adjacent to main building entrances, public streets or other highly visible locations.

### PERFORMANCE STANDARD 32 Below-Grade Parking Structures

Below-grade garages can be used as a means of maximizing areas for building footprint and landscaping.

- a) Vehicular access to parking structures should be provided from rear lanes or side lanes where possible.
- b) Pedestrian entrances should be highly visible from the main face of the building fronting the public sidewalk.

**Refer to Other Applicable Performance Standards:**

- 03 Stormwater Management Facilities
- 27 Rear Lanes
- 29 Sustainability: Site Design
- 33 Bicycle Parking
- 34 Servicing and Loading
- 37 Main Street Buildings

Vehicular access to parking structures should be located at the rear and/or side of buildings away from main building frontages and major streets where possible. Pedestrian entrances for parking structures should be located adjacent to main building entrances, public streets or other highly visible locations.

Where below-grade garages are built, resulting impacts to the stormwater management system should be considered to avoid undue stress on the system.



### PERFORMANCE STANDARD 33 Bicycle Parking

The accommodation of convenient bicycle parking is essential to support active transportation and ensure that it remains a long-term transportation option.

- a) Bicycle parking should be provided along City streets and close to building entrances - especially in commercial areas.
- b) Bicycle parking should be sheltered from the elements whenever possible.
- c) Bicycle parking should not impede pedestrian circulation.
- d) Post-and-ring, or inverted 'u', bicycle parking is preferred.
- e) Bicycle storage facilities should be provided in areas of high pedestrian activity and encouraged in both the public and private realm.
- f) Sheltered and secure bicycle parking facilities should be provided at transit terminals and employment, business, office buildings, and apartments.

Creating a network of parks, open spaces, streets and trails that connect Main Streets and key destinations will establish cycling as a major mode of transportation. Convenient, abundant, and secure bicycle parking is essential to ensure that cycling remains a long-term

transportation option. These guidelines should be used in conjunction with the City's [Bicycle Parking Guidelines](#).

Bicycle parking should be provided at regular intervals on the Image Routes and other areas of high pedestrian activity, and should be located close to building entrances. Post-and-ring and inverted 'u' parking, constructed of stainless, galvanized, or powder coated steel, is preferred as larger units can impede pedestrian movement and snow clearing.

Bicycle parking and storage facilities should encourage active transportation, including parking at public parks and open spaces, and visitor bicycle storage at transit facilities and employment areas.

**Refer to Other Applicable Performance Standards:**

- 02 Parks and Open Spaces*
- 05 Transit-Oriented Development & Design*
- 09 Boulevard Design*
- 28 Sustainability: Buildings*
- 29 Sustainability: Site Design*
- 30 Surface Parking*
- 55 Offices and Laboratories*



Post-and-ring bicycle parking

### 4.3 Storage, Servicing, and Loading



Storage, servicing and loading areas should not define the character of a building or the adjacent streets, open spaces, or properties. They should be located behind the building, or screened from public view, and should be paved with an impervious surface of asphalt or concrete to minimize the potential for infiltration of harmful materials. Storage, servicing, or loading areas must not encroach into the exterior side or front yard setback.



## PERFORMANCE STANDARD 34 Servicing and Loading

Where servicing and loading areas apply, their visual impact should be minimized through location and screening.

- a) Loading docks and service areas should be integrated within the building where possible.
- b) Where this is not possible, they should be located at the side or rear of buildings and screened from public view.
- c) Access to servicing and loading areas should always be provided from secondary streets.
- d) Shared access is encouraged to minimize curb cuts.
- e) Where possible, service and loading areas should be coordinated with outside storage areas.
- f) Servicing enclosures should be constructed of materials that complement the main building.
- g) Service and loading areas must not encroach into the exterior side or front yard setback.
- h) Loading and service areas may occupy the full rear yard if a landscaped edge and/or buffer treatment is provided.

## PERFORMANCE STANDARD 35 Outside Storage

- a) Outside storage areas should be located at the side or rear of buildings and should be screened from public view.
- b) Screening walls should have a minimum height that is equal to the storage facility.
- c) Storage areas should be large enough to accommodate the needs of all users.
- d) Access to outside storage areas should always be provided from secondary streets.
- e) Shared access is encouraged to minimize curb cuts.
- f) Where possible, outside storage areas should be coordinated with servicing and loading areas.
- g) Outside storage areas must not encroach into the exterior side or front yard setback.
- h) Refuse areas should be paved with an impervious surface.
- i) Loading and service areas may occupy the full rear yard if a landscaped edge and/or buffer treatment is provided.
- j) Storage areas should be constructed of materials that complement the main building. Chain link fencing is highly discouraged.

**Refer to Other Applicable Performance Standards:**

- 27 Rear Lanes
- 28 Sustainability: Buildings
- 34 Servicing and Loading
- 36 General Building Design
- 37 Main Street Buildings
- 43 Buffer Planting
- 50 Retail
- 54 Light Industrial Uses
- 55 Offices and Laboratories

## 4.4 Built Form Guidelines



New buildings should reflect design excellence while embodying regional influences that respond to climatic conditions and local materials. Over time a regional architectural character should develop which can give the City a unique identity.

Similarly, with a shift towards sustainability and a focus on new technologies, local building traditions and an inspired material palette the City's urban landscape can transform into a demonstration of green city-building.

As Thunder Bay evolves, a variety of new development is encouraged, including residential buildings (i.e., single and semi-detached dwellings, townhouses, and apartments) and mixed-use buildings (i.e., retail at grade with residential/office above).

A number of the recommendations in this document are consistent across all building types, and therefore, this section presents Performance Standards that are applicable to all buildings, buildings on main streets, and buildings within heritage areas. They should be used in conjunction with the guidelines provided in Section 5.

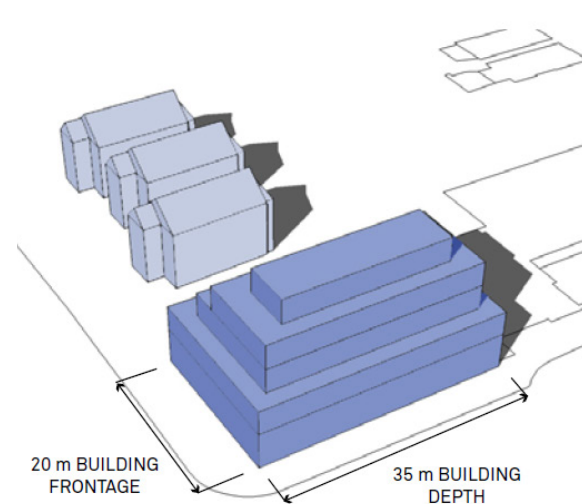
## PERFORMANCE STANDARD 36 General Building Design

### Building Orientation & Massing

Buildings should generally be positioned to frame adjacent streets, internal drive aisles, boulevards, parking areas and amenity areas.

- Buildings should frame adjacent streets with direct access from public sidewalks.
- On corner sites, buildings should frame both streets.
- Backlot building and site design should be avoided.
- The massing of taller buildings should ensure five hours of sunlight per day on adjacent buildings, streets and open spaces.
- Taller building elements should be located at the south side of the building to reduce shadows cast on adjacent properties.

The building base, including architectural elements such as entrances, canopies, and large areas of glazing, reinforces the symbolic 'front door' of the building. Above the building base, vertical and horizontal design elements should be used to define the middle and top of the building, creating an aesthetically pleasing skyline through the use of setbacks, balconies, terracing and/or architectural elements, including projecting roof lines, trellises or vertical elements.

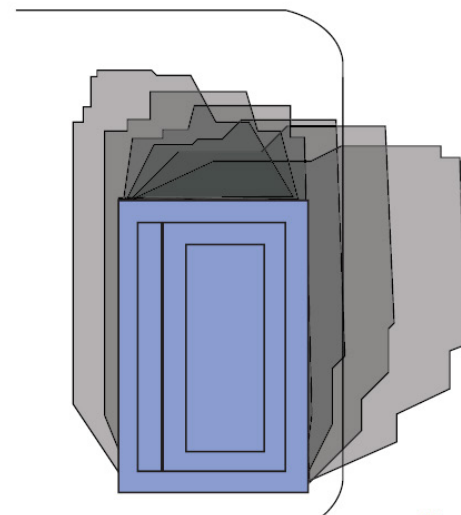


The illustrations above demonstrate how building articulation and setbacks can be used to minimize shadows.

### Building Setback & Stepbacks

- Surface parking lots should not be located within front-yard setbacks.
- A range of setbacks are encouraged to create variety in the streetscape and accommodate public amenity space.
- Large front-yard setbacks should be well-landscaped.
- Taller buildings should have a 3 to 4-storey building base. Articulation above the base is encouraged.
- Taller buildings should setback 3.0 metres above the building base.
- Stepbacks should be determined by a 45-degree angular plane applied at a height equivalent to the adjacent development or 13.5m.
- Where setbacks occur, useable outdoor terraces should be provided.
- Shadow analysis is recommended for any proposed building that is more than 3-storeys taller than an adjacent building.

A setback refers to the grade level building location in relation to the front property line. With the exception of buildings on main streets, buildings in the City of Thunder Bay should include a variety of setbacks in order to create variation in the streetscape, and to accommodate public amenities, such as open space,



mid-block pedestrian walkways and/or main entrances. Surface parking should not be located within front-yard parking areas.

A setback refers to the portion of the building that is "stepped back" above the building base at the building front, side or rear. Stepbacks reduce the mass of the building as it rises, allow for increased sun penetration at street level, enhance privacy, accommodate upper level terraces, and create transitions to surrounding low-rise residential areas, natural heritage features, and open spaces. Taller buildings (i.e., apartment, office and mixed-use buildings) should have stepbacks, where required, to ensure five hours of sunlight on adjacent properties per day. This also creates useable outdoor amenity space (i.e., terraces, green roofs). Shadow analysis is recommended on a building-by-building basis to identify impacts.

### Building Access & Entrances

- Main entrances should address public streets.
- Individual at-grade unit entrances should be provided in larger buildings.
- Main entrances should provide weather-protection.
- Building entrances should adhere to Crime Prevention Through Environmental Design (CPTED) principles.

Main building entrances should face public streets and have direct access from a public sidewalk. These entrances should reflect the use of the building (e.g., large entry awnings, canopies or double-height glazing for public buildings), and should provide weather protection through awnings, recessed entries, front porches, porticoes and/or verandas. In larger buildings, individual entrances should be provided for ground floor units to help animate the street, and to break up large façades into individual units. Secondary entrances should not be dominant, but should be easily accessible and convenient to service, loading and parking areas.

The design and location of building entrances should adhere to the principles of Crime Prevention Through Environmental Design (CPTED). For example, building

entrances should provide visibility between indoor and outdoor areas to enhance opportunities for natural surveillance. Likewise, in apartment dwellings, pedestrian access to parking and service areas within the principal building should be situated near exposed communal areas (e.g., exercise or meeting areas).

### Façade Design

The use of various architectural styles is encouraged, but design should reinforce the continuity of the street and create a strong community character.

- Where buildings are located on a corner lot, the street facing façade should be equal architectural expression and similar façade materials as those used on the front elevation.
- Various architectural styles are encouraged, but should promote complementary details, elements, materials, and quality.
- Large façades should be visually divided into smaller units.
- Large, blank façades should be avoided.
- Buildings should provide weather-protection at grade.
- Where building frontages exceed 12 metres in width, they should be divided into functionally and visually smaller units through the use of façade articulation, internal courtyards, and networks of connected walkways and landscaping.

The use of various architectural styles is encouraged, but building façades should maintain a consistent standard of design and materials equal to that of the front façade. They should have consistent rhythms of similar details and architectural elements to reinforce continuity within neighbourhoods, and create a strong community character. Buildings facing streets and public spaces should address the street through vestibules, entrances, covered walkways or canopies and awnings to provide weather protection. On corner lots, dual façades should address both streets using wrap-around porches and balconies, large windows, and side entrances. Blank façades are discouraged. Flanking



façades should maintain a consistent standard of design and materials equal to that of the front façade.

Functional building elements, such as vents or rainwater leaders within the wall plane, should be integrated into the architectural design.

### Window Treatments

- x) In non-residential buildings, a significant amount of the building frontage on the ground floor and at building base levels should be glazed to allow views of the indoor uses and create visual interest for pedestrians.
- y) Clear glass is preferred to promote the highest level of visibility and mirror glass should be avoided at the street level.
- z) In residential buildings, habitable rooms (e.g., living room, kitchen) should face the public street, and have 30- 40% window surface area. Flanking walls should have 20% surface window area.
- aa) Windows should provide natural ventilation and light.
- ab) Skylights and clerestory windows are encouraged.
- ac) Glazing should meet the [Canadian Standards Association Bird-friendly design standard](#) (CSA A460:19).

Buildings should encourage strong visual connections between the interior use and public areas to generate interest from the public realm, and enhance safety through opportunities for casual surveillance.

Commercial and office buildings facing or flanking a street, lane or open space should provide a significant

amount of clear glazing on the ground floor. Residential buildings should be designed with habitable rooms (i.e., living room, dining room, kitchen) facing the street, and should be comprised of a substantial percentage (30-40%) of surface window area. Flanking walls should include at least 20% surface window area. The window design should be primarily an expression of the interior dwelling use (e.g., larger windows in public rooms, such as living rooms and kitchens).

Windows should be arranged to enhance views, and provide natural ventilation and light, without sacrificing privacy to the primary or adjacent dwellings. Skylights and clerestory windows (a row of narrow windows at the top of a high wall, usually above adjacent roofs) are encouraged to enhance natural light. Skylights should be coordinated with other roof and building elements and located behind the roof ridge away from public view. Clerestory windows should be detailed to provide a structural and coordinated connection between the building wall and roof.

### Building Projections

- ad) Building projections (i.e., balconies, porches, canopies, stairs) are encouraged as transitional elements that provide access, amenity space and weather protection.
- ae) Balconies should be provided above the ground floor of residential buildings.
- af) Balconies should be designed as integral parts of the building.
- ag) Slight design variations are encouraged to create

distinction, but continuity of scale and proportion is recommended between buildings.

### Roofs

- ah) Flat roofs and roof terraces are encouraged to be used as private and communal outdoor patios, decks and gardens.
- ai) "Green" roof technologies are encouraged where the life-cycle cost benefits outweigh the up-front costs.
- aj) Roof materials/colours should complement the building materials and the overall building design.
- ak) Rooftop mechanical equipment should be integrated with the building design or screened using materials complementary to the building.
- al) Parapets or other architectural screening devices should be used to screen rooftop mechanical units.

### Building Materials

Building materials should enhance buildings, create an appropriate relationship with the existing urban fabric, and respond to Thunder Bay's climatic and local conditions, as per the [Climate-Forward City: Thunder Bay Net-Zero Strategy](#).

- am) Materials should be high quality and durable.
- an) Design and material quality should be consistent and building materials and finishes should be complementary.
- ao) Where building facades front onto Image Routes, or other key corridors, the finish materials should extend to all sides of the building.
- ap) Preferred cladding materials include brick, stone, metal, glass, in-situ concrete and pre-cast concrete. Imitation materials are discouraged.
- aq) Building materials should not be used to replicate other materials (i.e., shingles that resemble bricks, etc.).
- ar) Clear, high-efficiency glazing should be encouraged wherever possible.
- as) Mechanical penthouse materials should complement the architectural character.

Building materials should be chosen for their functional and aesthetic quality as well as their energy and maintenance efficiency. Despite the use of various architectural styles within the City, the design and material quality should be consistent and building materials and finishes should be complementary.

Building materials should be selected that enhance the design of each new building, while creating an appropriate relationship with the existing urban fabric. They should respond to Thunder Bay's climatic and local conditions, while contributing to a renewed aesthetic. Local materials allow new buildings to bring an enriched life to the street, while still being embedded in the characteristics of the region and offering a visible reference to the City's past.

Preferred cladding materials include brick, stone, metal, glass, in-situ concrete and pre-cast concrete. Facades that are primarily stucco, vinyl siding, plastic, plywood, concrete block, tinted and mirrored glass, or metal siding are discouraged, particularly on primary façades.

Mechanical penthouses should be considered integral to the architectural massing, composition and design of the building. They should be clad in materials that are attractive and complement the architecture of the building.

The use of clear, high-efficiency glazing should be encouraged wherever possible. Minimal tinting should be used in glazing to promote visual connection between buildings and outdoor areas and to provide a sense of the interior life and activity within the buildings.



Buildings should provide a generous amount of window openings.

### PERFORMANCE STANDARD 37 Main Street Buildings

The design of main street buildings should promote an active public realm along the Image Routes and key corridors.

- a) Buildings should generally be located at the front property line to create a continuous streetwall.
- b) On corner sites, buildings should align with their respective frontages.
- c) Where setbacks vary on both sides, the average should be used.
- d) Minor variations in setbacks are encouraged to facilitate wider boulevards, accommodate public amenity space, and to create a more interesting streetscape.
- e) Taller buildings should have a 3 to 4-storey building base. Articulation above the base is encouraged.
- f) Taller buildings should stepback 3.0 metres above the building base.
- g) Stepbacks should be determined by a 45-degree angular plane applied at a height equivalent to the adjacent development or 13.5m.
- h) Main building entrances should be directly accessible from the public sidewalk.

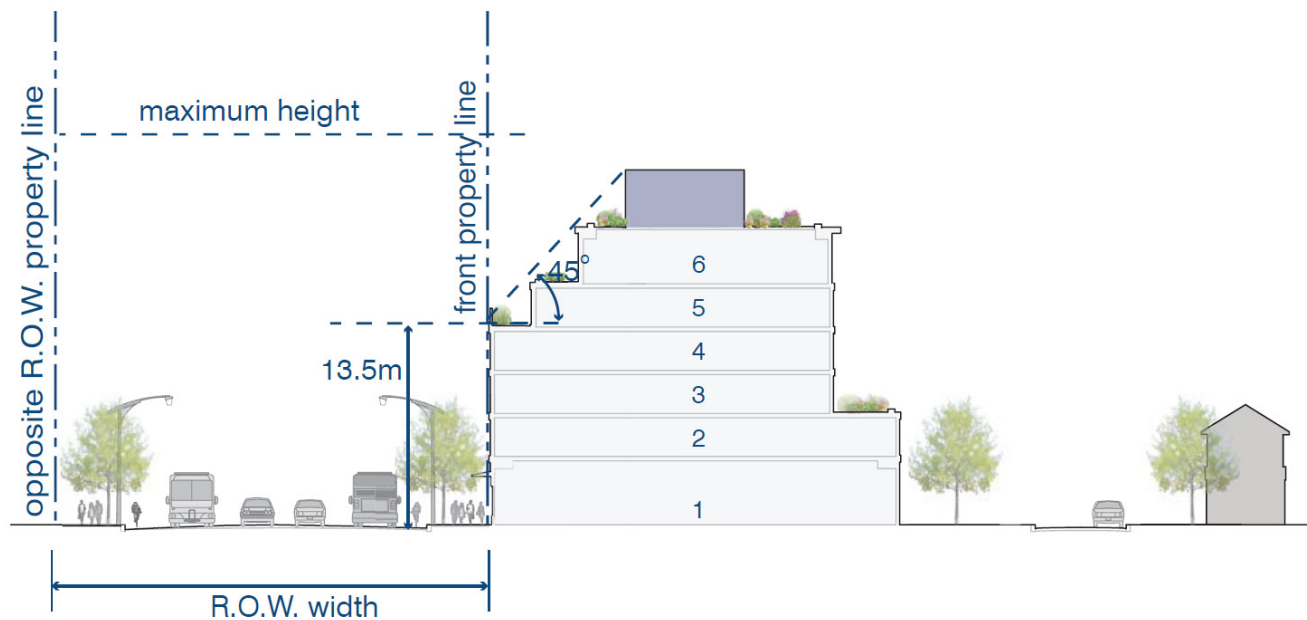
- i) The ground floor of all buildings should be 4.5 metres (floor-to-floor height) to accommodate internal servicing and loading, and future conversion to retail (where appropriate).
- j) Maximum building height should be determined by a 1:1 ratio with the right-of-way width.
- k) Maximum heights may only be achieved if all other Performance Standards are satisfied.
- l) A minimum building height of 7.5 metres (2-storeys) is desirable.
- m) Main entrances should be directly accessible from public sidewalks.
- n) Above-grade units should be accessed from a single entrance.
- o) A significant amount of the building frontage on the ground floor and at building base levels should be glazed to allow views of indoor uses and to create visual interest for pedestrians.
- p) Clear glass is preferred over tinted glass to promote the highest level of visibility, and mirrored glass should be avoided at the street level.
- q) Balconies should be provided above the 2nd or 3rd floor of taller, mixed-use buildings.

- r) Balconies should be designed as integral parts of the building.

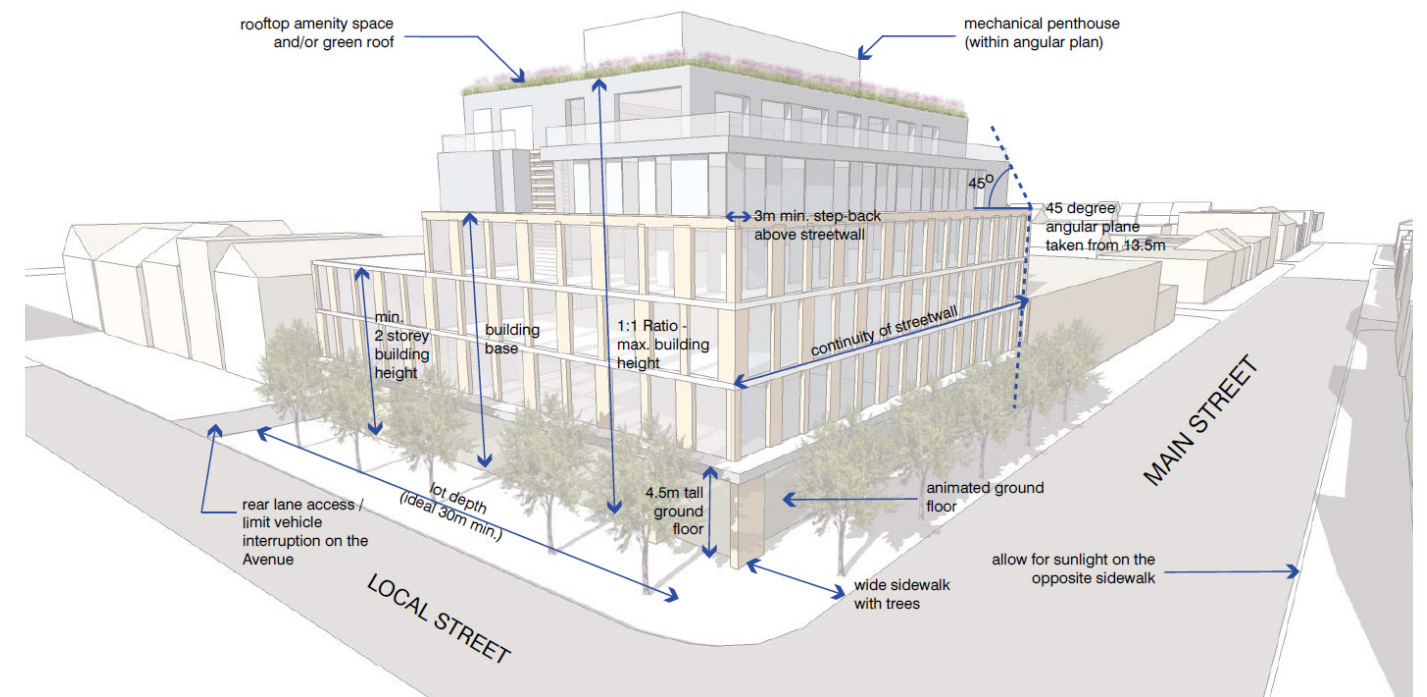
New development along the Image Routes and within key corridors will strengthen communities, and accommodate many new residents and jobs. To ensure successful new buildings, it is imperative that they fit into the existing context, and contribute positively to the character of the streetscape. Buildings should be positioned to frame abutting streets, internal drive aisles, boulevards, parking areas and amenity areas, and should be directly accessible from the public sidewalk. A significant amount of the building base façade should be glass to allow views of the indoor uses and create visual interest for pedestrians. Where buildings are prohibited from using windows (i.e., where future adjacent development is anticipated), the side façades should still incorporate a minimum level

of articulation including detailed brick work, planting walls, or murals. Where residential or office uses are included above retail uses, separate entrances should be provided with access from a single, main entrance that defines the buildings symbolic entrance and civic address.

Buildings should generally have consistent setbacks to create a continuous streetwall. On corner sites, building setbacks should generally align with their respective street frontages and make necessary transitions to both edges. Where variations in setbacks occur on both sides of a proposed building, the average of the two setbacks should be used. Additionally, variations in setbacks may be used to incorporate public amenities, such as open space, mid-block pedestrian walkways and/or main entrances.



Main Street Building Design Sample



Main Street Building Design Sample



To promote intensification, ensure the most efficient use of existing infrastructure, and create a vibrant streetscape, the City should consider requiring that all new buildings achieve a minimum height of 7.5m (2-storeys). Generally, the maximum heights of buildings along the Image Routes and key corridors should be limited to a 1:1 ratio with the right-of-way width, provided the built form demonstrates compliance with all other Performance Standards (e.g. setbacks, angular planes, etc.). Taller buildings can be considered, on a case-by-case basis, in key areas, including:

- Within the gateways identified in Performance Standard 06 and 07;
- At key intersections within the North and South Core; and,
- On large lots, on a case-by-case basis, where lot size, setbacks, stepbacks and building transitions can accommodate appropriate transitions to neighbouring properties.

The design of buildings should clearly distinguish between the building base, middle and top. A 3 to 4-storey building base, highlighted by architectural elements such as entrances, canopies, large areas of glazing and retail opportunities, will define the streetscape and create a human scale at grade. Above the base, architectural articulation defines the middle and top of the building, creating an aesthetically pleasing skyline through the use of balconies, terracing and/or architectural elements, including projecting roof lines, trellises or vertical elements.

Taller buildings along the Image Routes and key corridors, should be carefully designed, with building setbacks and stepbacks, to create transitions to surrounding low-rise residential areas, natural heritage features, and open spaces. They should have a minimum 3.0 metre stepback above the building base, with an additional 'pedestrian perception stepback' determined by a 45-degree angular plane, to reduce the overall building mass and provide a transition to adjacent residential communities. This also creates useable outdoor amenity space (i.e., terraces, green roofs). Shadow analysis is recommended on a building-by-building basis to identify impacts.

Where appropriate (i.e., at gateways, within the North and South Cores), taller buildings should be designed to reinforce their potential role as landmarks within the City through unique massing, as well as building projections, recesses at grade, lower storey design and open space treatments.

## PERFORMANCE STANDARD 38 Accessibility: Private Realm

Incorporation of accessibility features in the design of private open spaces, parking lots, circulation areas and buildings is essential to create private development that is welcoming and accessible to all members of the community.

- Private buildings that will be publicly accessed, such as retail shops, office buildings, theatres, etc., should minimize all changes in grade at the main entrances of the building.
- Wherever possible, the principles of universal design should be incorporated into new and existing buildings.
- Sidewalks and pedestrian paths on private property should be a minimum of 1.5 metres, with periodic widening, to accommodate persons using mobility aids.
- Detectable warning surfaces should provide navigational cues for persons with visible impairments, especially in areas where there is an approach change in surface level such as at the tops of stairs or ramps.
- Where possible, signage should incorporate a pronounced high contrast and glare-free colour contrast. A minimum contrast of 70% light reflectance is recommended.

- Accessible parking spaces must be provided in proximity to building entrances as required by the [Ontario Building Code](#).
- Unobstructed and safe travel paths through private open spaces, parking areas and to building entrances should be clearly marked and provided.
- All travel paths should be well lit and clear of obstacles.
- Unit paving materials used in sidewalks, paths and walkways should be firm and level, with joints no greater than 6 millimetres wide.

Outlined in this section are several key private realm accessibility objectives for the City of Thunder Bay. Additional objectives are provided in the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) and the [Ontario Building Code \(OBC\)](#); these standards should be reviewed and considered with all design and construction projects. The primary goals of these recommendations are to ensure that the design of areas within the public realm consider users of all activity level and abilities.

## PERFORMANCE STANDARD 39

**All Season Design: Private Realm**

Thunder Bay is a cold climate city, the design of its buildings, parking lots and outdoor storage areas should consider all season requirements, including sun shading, wind and snow protection, snow storage and all weather accessibility.

- a) A minimum 1.5 metre sidewalk should remain clear of snow and debris year-round on all pedestrian travel routes.
- b) Where snow storage is to be accommodated in parking lots, a snow storage plan should be established to ensure that snow accumulation does not conflict with pedestrian travel and accessibility.
- c) Weather protection should be incorporated in the site design of buildings to ensure pedestrians are sheltered from the predominate winds.
- d) Where possible overhangs or awning should be provided along main street areas to shelter pedestrians and the sidewalk from rain and snow.
- e) Front entrances to buildings should be located closest to key pedestrian travel areas to minimize outdoor travel in winter months.
- f) Outdoor patios should be designed to be seasonal (to not infringe on the winter snow storage areas), yet where possible, should incorporate features that extend their usability, including shading devices and heaters.

- g) Within parking lots, covered or sheltered walkways (with landscaping buffering users from the predominant wind direction) should be considered.
- h) Where landscaping is used to visually shield storage or loading areas, a mix of coniferous and deciduous planting should be considered to ensure a strong year round visual character.
- i) In residential settings, 50% of the front yard should be landscaped. Alternatives to turfgrass such as shrubs and perennials beds are encouraged to improve aesthetics, reduce long-term maintenance, decrease stormwater run-off, and increase biodiversity.
- j) The location of walkways and parking lots should be coordinated with winter sun angles to ensure walking and driving surfaces remain dry and free of ice.

As a City with four seasons, the year-round comfort of visitors and employees should always be considered in the design of a building or site. There should always be a focus on sheltering pedestrians in the coldest months and providing extended access to sunlight and open areas in the warmer seasons. This includes designing wind barriers, sunny seating areas, covered walkways and where possible, minimizing overly exposed pedestrian areas such between parking lots and adjacent streets to building entrances.

## PERFORMANCE STANDARD 40

**Heritage Design**

The City of Thunder Bay has a strong foundation of designated and non-designated heritage buildings, including those within the North and South Cores, the Thunder Bay Waverly Park Heritage Conservation District, the Vickers Park area, and a number of residential properties.

**Renovations to Heritage Buildings**

Heritage buildings within the City should be retained and restored to respect the original stylistic intent of the building.

- a) Heritage buildings should be regularly maintained, both structurally and aesthetically.
- b) A heritage professional should be involved in all building restoration.
- c) Wherever possible, existing building components should be restored rather than replaced.
- d) Additions and restorations should match the original stylistic intent of the building.
- e) Old images, period research, and the existing stock of buildings should be used as inspiration to determine appropriate built form.
- f) Renovated buildings should match the setback established by existing buildings.
- g) Additions or renovations to a heritage property should use materials that match or enhance the original structure (e.g. color, texture, scale, etc.). Accessibility upgrades should be undertaken in a manner that does not undermine the heritage character of the building.

Heritage properties within the City should be retained and restored, including regular structural and façade maintenance. Retaining the façade is not an acceptable substitute to the retention of the whole structure.

A heritage professional should be involved in all renovations and alterations to existing heritage properties to ensure the most appropriate renovation techniques and materials are employed. Wherever possible, building components (i.e., windows, doors, signs, etc.) should be restored and brought up to today's standards (e.g., energy efficiency).

Additions or renovations should respect the initial stylistic intent of the building, and should reintegrate key aspects of heritage design that have been lost through degradation or previous renovation. The original façade materials on heritage properties should not be changed or covered. Façade renovation should be in keeping with the original building articulation, using those elements that are intact and replacing those that are missing or damaged (e.g., columns, cornices, openings, windows, doors, etc.).

The replacement of any of these features should be seen as a last resort, and where necessary, they should be replaced with models that are as visually similar as possible. Where significant restoration is required, old images, period research, and the existing stock of heritage properties should be used as inspiration to determine the appropriate mass, scale, rhythm, and materials.

Renovated heritage properties should generally be limited to their existing height, not including the cornice or parapet, to encourage the retention of these key features. Buildings should match the pre-established setback of adjacent buildings to ensure a continuous street wall. This is especially beneficial on sites where buildings are currently set back from the street or are missing altogether.

### Heritage Context Infill

New development in a heritage area should be sympathetic to existing buildings, while encouraging modern, creative architecture.

- h) New infill buildings should not mimic existing buildings.
- i) They should have sympathetic scale, massing, height, and building components.
- j) New buildings should have a height-to-width ratio that is similar to existing buildings.
- k) In retail areas, storefront design should maintain a consistent rhythm of façades.
- l) Adaptive re-use is encouraged where feasible.

Where new development is proposed within the Heritage Conservation District, or adjacent to existing heritage properties, careful consideration is required to ensure built form is compatible with the character of the area. New heritage infill buildings should complement, yet be distinguishable from, existing heritage buildings, striking a balance between heritage authenticity and creative, context-sensitive architecture. They should not mimic adjacent heritage properties, but should have sympathetic scale, massing, height, and building components (i.e., window alignment, roof-lines, entrance location, ground floor treatment and materials).

On blocks with significant heritage frontages, new buildings should have a height-to-width ratio that is similar to existing buildings. In heritage retail areas, storefront design should maintain a consistent rhythm and character through recessed entries and large bay windows.

Where appropriate, heritage structures should be retained and incorporated into new developments, through adaptive re-use.

### PERFORMANCE STANDARD 41 Signage

A hierarchy of signage should be implemented uniformly throughout the City, and should encompass street signs, directional signage, wayfinding, pedestrian and cyclist-scaled, and commercial signage.

- a) A comprehensive wayfinding strategy for the City should be developed.
- b) Commercial signage should not overwhelm the appearance of the streetscape nor restrict the placement of street trees.
- c) In areas with high pedestrian traffic (i.e., the North and South Cores, the Image Routes, etc.), commercial signage should be pedestrian scaled.
- d) Mobile signs should be prohibited.
- e) Signage and kiosks should not impede pedestrian circulation.
- f) Signs should not impede vehicle sight lines.
- g) Information signage should be located in high traffic areas.
- h) Street furniture should not include advertising.
- i) LED signage should be regulated to ensure that their location, luminosity, and visual changes do not interfere with the safety or comfort of street users and businesses or create excessive light pollution which harms wildlife.

#### **Refer to Other Applicable Performance Standards:**

- 02 Parks and Open Spaces*
- 03 Stormwater Management Facilities*
- 04 Multi-Use Trails*
- 06 City Gateways*
- 38 Accessibility: Private Realm*
- 40 Heritage Design*
- 50 Retail*

A hierarchy of signage should be implemented uniformly throughout the City, and should encompass street signs, directional signage and commercial signage. This will reduce the overall amount of street clutter, while ensuring that wayfinding signage is highly visible and easy to understand.

A comprehensive wayfinding strategy for the City is in place, outlining strategies for signage types, locations, and accessibility best practices. It also includes mapping at key locations for proposed wayfinding signage.

Signs and information kiosks should be located in areas of high pedestrian activity, such as the North and South Cores, along the Image Routes and key corridors, and along the waterfront. They should be limited in size to minimize visual impacts on the streetscape, and should be carefully located to ensure they do not impede pedestrian circulation or vehicle sight lines.

Advertising should not be included within street furniture with the exception of small, unobtrusive plaques to indicate the source of funding for the furniture.



## 4.5 Landscape Design



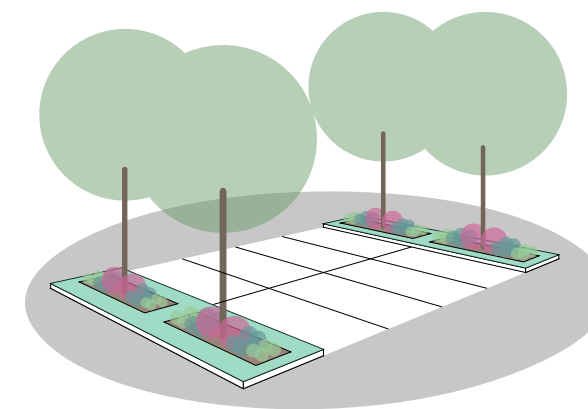
Private landscaping, including trees on private property as well as buffer planting, can augment landscaping features within the public realm and significantly enhance the aesthetic appeal of a streetscape. Landscaping is recommended to provide shade on the sidewalk, protect from wind, and create a buffer between pedestrian and vehicle traffic. In addition, landscaping should be used to screen undesirable uses such as parking and outdoor storage from view of the public realm.

### PERFORMANCE STANDARD 42 Private Trees

Private trees are trees planted on private property.

- a) Preferred species should be selected by property owner using species suitable for zone 3 climatic conditions.
- b) Utility right of ways should be adhered to for all tree planting on private sites.
- c) Wherever possible, plant trees on private property in a continuous row, parallel with public street trees.
- d) Incorporate a diverse array of drought- tolerant, adaptive or native plant material.
- e) City of Thunder Bay should distribute maintenance pamphlets for all new private trees.

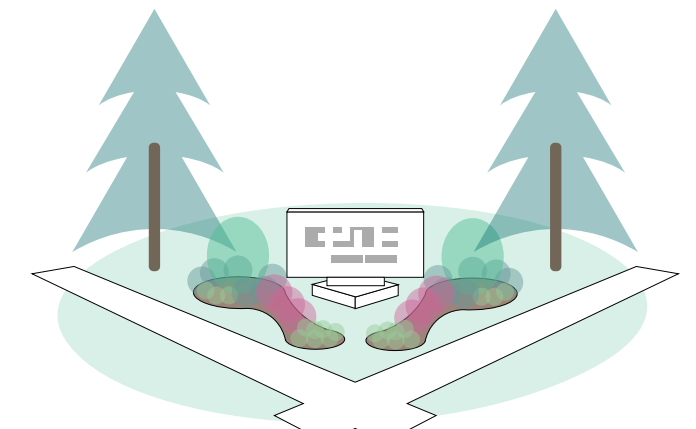
To ensure the proper installation of new trees, and maintenance of existing trees, these guidelines should read in conjunction with other relevant City documents, including the [Parks and Open Spaces Standards and Specifications](#).



### PERFORMANCE STANDARD 43 Buffer Planting

Buffer planting uses landscaping features (i.e., berms, trees, shrubs, and grasses) to provide a transition between varying uses and the public realm. Additional guidance is provided in the [Sample Landscape Strips](#) document.

- a) A landscape setback of a minimum of 3.0 metres is encouraged for all parking lot areas. This should be landscaped with screen planting.
- b) Coniferous trees would be acceptable in these situations to block views.
- c) Plant material to be used to create hedging, frame views, create unique or special places, add color, and to enhance the overall quality of the street and parking area. The landscape design should not create safety or visibility issues for pedestrians, cyclists or drivers.
- d) The enhanced landscaping requirement on City owned land will require a commitment by the City of Thunder Bay to support a landscape maintenance program which exceeds standards set by the typical municipality.
- e) Plant species should be Canadian Hardiness Zone 3, drought and salt tolerant, and either native, adaptive, or non-invasive. Size and growth habit should be selected based on the space available.





# SECTION 5

## PERFORMANCE STANDARDS: LAND USE SPECIFIC

### SECTION 5: PERFORMANCE STANDARDS: LAND USE SPECIFIC

The design guidelines in Section 5 provide land use specific performance standards applicable to the primary permitted land uses within Urban Neighbourhoods, Pedestrian Commercial Areas, Commuter Commercial Areas, and Business Areas as per the [City of Thunder Bay Zoning By-law 1-2022](#).

Each of the performance standards in this Section are focused and structured around the achievement of the following three core urban design goals:

#### 1. Building Orientation and Site Design

Buildings and development sites should create high-quality, well-designed, and sustainable places that contribute positively to the context, character, and experience of the site and surrounding neighbourhood.

#### 2. Access and Circulation

People should be able to arrive, enter, navigate, and depart safely and intuitively by foot, mobility device, bicycle, or car.

#### 3. Landscaping

Beyond naturalizing and beautifying buildings and development sites, landscaping and vegetation should reflect the local ecology and contribute to the creation of sustainable places and communities.

The intent of the land use specific guidelines is to augment and complement the development regulations established through the [City of Thunder Bay Zoning By-law 1-2022](#). In the event that there is a conflict between these guidelines and the Zoning By-law, the Zoning By-law will prevail.

The matrix below is intended as a simple Zoning By-law reference guide showing the primary permitted primary land uses by zone.

			Backyard Homes	Detached & Converted Homes	Townhouses	Low-Rise Apartments	Mid-Rise Apartments	High-Rise Apartments	Mixed-Use Buildings	Non-Residential Buildings	Retail	Drive-Throughs & Other Vehicle Queues	Motor Vehicle Dealerships & Service Shops	Light Industrial	Offices & Laboratories
<b>Urban Neighbourhood Zones</b>															
UL	Urban Low-Rise Zone		●	●	●	●									
UM	Urban Mid-Rise Zone				●	●	●								
UH	Urban High-Rise Zone							●	●	●	●				●
UX	Urban Mixed-Use Zone		●				●	●	●	●	●				●
NC	Neighbourhood Commercial Zone								●	●	●				●
<b>Pedestrian Commercial Zones</b>															
WC	Waterfront Commercial Zone								●	●	●				●
DN	Downtown Neighbourhood Zone			●	●	●	●	●	●	●	●				●
MS	Main Street Zone								●	●	●				●
<b>Commuter Commercial Zones</b>															
CC	Community Commercial Zone								●	●	●	●	●		●
SC	Service Commercial Zone								●	●	●	●	●		●
RC	Regional Commercial Zone								●	●	●	●	●		●
<b>Business Area Zones</b>															
BU	Business Zone								●	●		●		●	●
IL	Light Industrial Zone								●	●		●	●	●	●

## 5.1 Residential



The Residential design guidelines cover the full spectrum of residential development types, from detached homes to apartments, as well as residential mixed uses and neighbourhood-scale commercial uses. The intent is to support the development of well-designed, residential development that contributes to the creation of an attractive and animated public realm and the visual character of Thunder Bay's

neighbourhoods. Development should also strive to meet the objectives of the [Climate-Forward City: Thunder Bay Net-Zero Strategy](#) such as creating compact and walkable neighbourhoods, accessible public transit stops, and net-zero new builds.



## PERFORMANCE STANDARD 4.4 Backyard Homes

### Building Orientation & Site Design

- a) Backyard homes should be sited to align with buildings and yard configurations on adjacent lots. Generally, backyard homes should be located next to existing backyard buildings (i.e., backyard homes, garages, or other accessory buildings).
- b) When located on a lot with a rear lane, the backyard home may front onto the lane.
- c) Building design should articulate individual homes.
- d) Where backyard homes are located on a corner lot, the street facing façade should be of equivalent architectural expression and similar façade materials as those used on the front façade.
- e) One simple roof form is desired. Secondary roof forms, such as dormers, shall be integrated into the main roof form.
- f) Total dormer width for each elevation shall not exceed 50% of the width of the upper storey.
- g) Windows should be placed and sized to provide views to the street, lane, or into the yard space shared with the primary dwelling, avoiding direct views into neighbouring yards.
- h) Balcony spaces should face onto the street, lane, or shared yard space and avoid direct views into neighbouring yards. Inset balconies and opaque side screening can help achieve privacy for occupants and neighbours.
- i) All utilities, HVAC, and other mechanical elements (e.g., meters, stacks, conduits, vents), as well as loading/servicing areas are to be integrated into the design of the building to minimize their aural and visual impact, particularly to neighbouring properties and common areas.
- j) Site design should minimize the visual impact of parking through the placement, orientation, and articulation of the building form, as well as through the design and placement of garages and surface parking areas.

### Refer to Other Applicable Performance Standards:

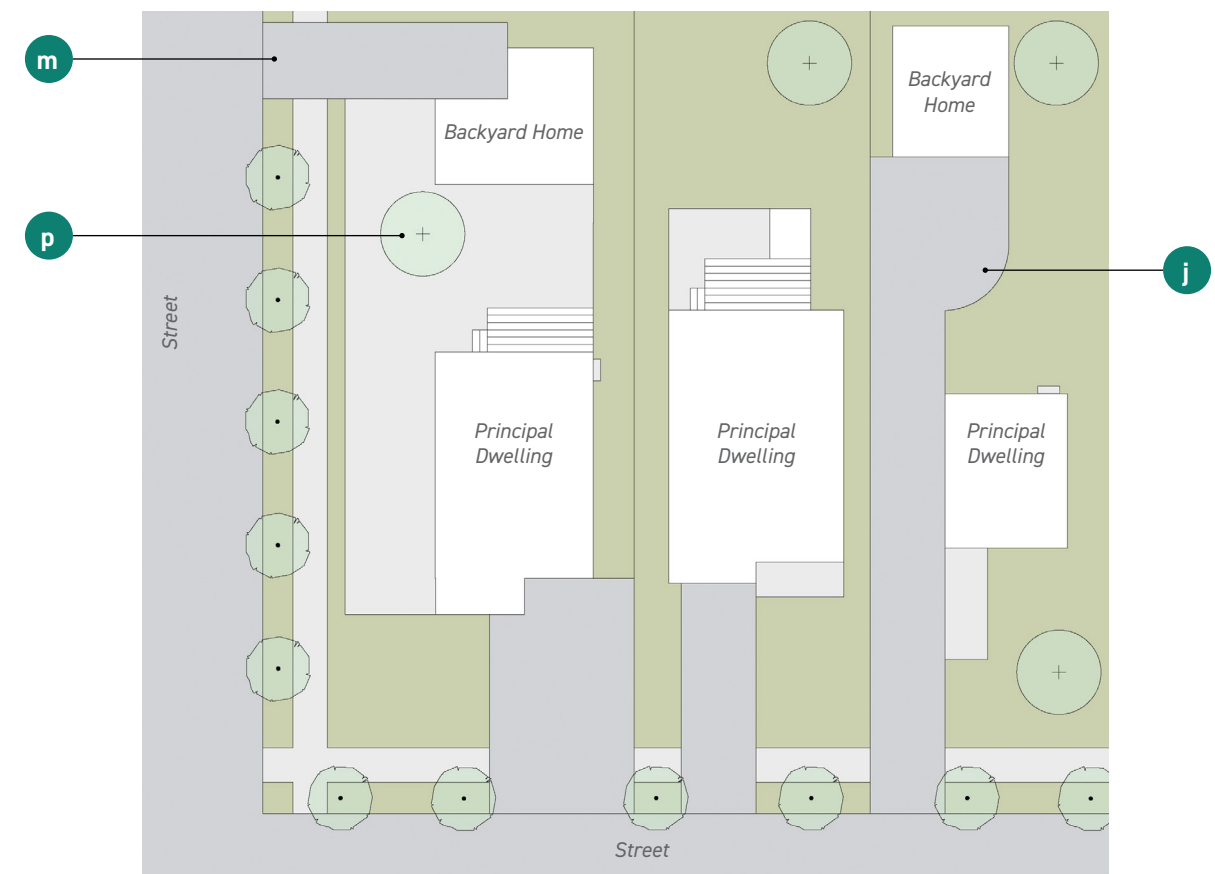
- 03 Stormwater Management Facilities
- 09 Boulevard Design
- 13 Green Streets
- 27 Rear Lanes
- 29 Sustainability: Site Design
- 30 Surface Parking
- 36 General Building Design
- 37 Main Street Buildings
- 38 Accessibility: Private Realm
- 39 All Season Design: Private Realm
- 42 Private Trees
- 43 Buffer Planting

### Access & Circulation

- k) Backyard home entrances should be clearly defined and consistent.
- l) A hard surface walkway, at least 1.5 m in width, providing direct access and egress from the doorway of the backyard home to the street or lane is required.
- m) Wherever possible, driveways should be located at the side or the rear of buildings. Otherwise, minimize their visual impact through site layout and landscape design.
- n) Parking areas and their access points should be located away from street corners.
- o) Bicycle parking is encouraged and should be convenient, accessible, and secure from theft and weather.

### Landscaping

- p) The placement and design of new backyard homes should maintain existing, healthy trees.
- q) Rear yard trees are encouraged to provide privacy between the backyard home and the main house.
- r) On lots with a frontage greater than 6.0 metres, at least 50% of the rear yard area, including the area covered by a backyard home, should be soft landscaping.
- s) On lots with a frontage of 6.0 metres or less, at least 25% of the rear yard area, including the area covered by a backyard home, should be soft landscaping.
- t) Privacy fencing, in accordance with the [Fence By-Law](#), should be located along rear yard and outdoor amenity areas only.
- u) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.



## PERFORMANCE STANDARD 45 Detached & Converted Houses

### Building Orientation & Site Design

- a) Residential buildings should be oriented to the street with front doors, porches, and municipal address numbers well-lit and clearly visible from the sidewalk.
- b) Front entry doors should incorporate sidelights, transoms, and/or a vision panel.
- c) Building elements projecting from the façade into the front and side yards, such as unenclosed porches, bay windows, landings, canopies and other features, are encouraged to add visual interest along the streetscape.
- d) Where homes are located on a corner lot, the street facing façade should be of equivalent architectural expression and similar façade materials as those used on the front façade. There should be no blank walls facing any street.
- e) All utilities, HVAC, and other mechanical elements (e.g., meters, stacks, conduits, vents), as well as loading/servicing areas are to be integrated into the design of the building to minimize their aural and visual impact, particularly to neighbouring properties and common areas.
- f) Site design should minimize the visual impact of parking through the placement, orientation, and articulation of the building form, as well as through the design and placement of garage and surface parking areas.

### Access & Circulation

- g) Home entrances should be clearly defined.
- h) An attached garage (front or side lot facing) should be less than 50% of the width of the house to increase opportunity for front facing porches, windows, and rooms and encourage more visually engaging facade aesthetics.
- i) An attached garage should be offset from the livable building face and not protrude more than 1.0 m beyond the front or side façade to allow for casual surveillance of and from the public streetscape

and encourage more visually engaging facade aesthetics.

- j) Driveways should be no wider than the garage door.
- k) Where driveways are located in the front or side of a house, they should be paired with the neighbouring property, if practical, to allow maximize usable green space, reduce pavement, and permit more efficient on-street parking.

### Landscaping

- l) 50% of the front yard should be landscaped. Alternatives to turfgrass such as shrubs and perennials beds are encouraged to improve aesthetics, reduce long-term maintenance, decrease stormwater run-off, and increase biodiversity.
- m) Front yards should incorporate a minimum of one (1) tree per home.
- n) Rear yard trees are encouraged.
- o) Front and side yard landscaping areas should be provided to enhance the overall streetscape quality and pedestrian experience.
- p) Decorative fencing, in accordance with the **Fence By-law**, may be permitted along the front yard as a design feature of the lot to define private and public property.
- q) Privacy fences, in accordance with the **Fence By-law**, should be located along rear yard and outdoor amenity areas only.
- r) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.

### Pedestrian Commercial Areas - Converted Houses

The following standards only apply to Converted Houses in the Pedestrian Commercial Areas:

- s) Adjacent property lines should be bordered with a minimum 3.0 m landscaped strip with plantings providing screening and seasonal interest.
- t) A 1.6m high visual screen is required where non-residential uses abut a zone permitting residential use on the first storey.

#### Refer to Other Applicable Performance Standards:

- 03 Stormwater Management Facilities
- 09 Boulevard Design
- 13 Green Streets
- 29 Sustainability: Site Design
- 30 Surface Parking
- 31 Above-Grade Parking Structures
- 32 Below-Grade Parking Structures
- 36 General Building Design
- 37 Main Street Buildings
- 38 Accessibility: Private Realm
- 39 All Season Design: Private Realm
- 42 Private Trees
- 43 Buffer Planting



Front entry doors should incorporate a vision panel, with building elements projecting from the facade in the front yard encouraged to add visual interest.



## PERFORMANCE STANDARD 46 Townhouses

### Building Orientation & Site Design

- a) Buildings should be sited such that homes in opposing blocks are consistently facing front-to-front and/or back-to-back. Avoid back-to-front facing relationships.
- b) Front doors, porches, and municipal address numbers well-lit and clearly visible from the sidewalk.
- c) Front entry doors should incorporate sidelights, transoms, and/or a vision panel.
- d) Building elements projecting from the façade into the front and exterior side yards, such as unenclosed porches, bay windows, landings, canopies and other features, are encouraged to add visual interest along the streetscape.
- e) Building design should articulate individual homes.
- f) Where homes are located on a corner lot, the street facing side façade should be of equal architectural expression and similar façade materials as those used on the front façade.
- g) All utilities, HVAC, and other mechanical elements (e.g., meters, stacks, conduits, vents), as well as loading/servicing areas are to be integrated into the design of the building to minimize their aural and visual impact, particularly to neighbouring properties and common areas.
- h) Site design should minimize the visual impact of parking through the placement, orientation, and articulation of the building form, as well as through the design and placement of garage, parking structure, and surface parking areas.
- i) Consideration should be given to rear yard access for maintenance equipment (e.g., rear lanes, private easements, access corridor from garage, etc.)

### Access & Circulation

- j) Home entrances should be clearly defined and consistent, without adding unnecessary visual clutter to a building's façades.
- k) Wherever possible, driveways should be located at the side or the rear of buildings. Otherwise, minimize their impact through site layout and landscape design.
- l) Where garages are located at the front or rear of a building, they should be laterally offset to provide backyard access that avoids use of the living space or the need for private access easements across adjacent rear yards.
- m) Utilities, water, and sewer connections to street must be located to allow for planting in front yard and in boulevard
- n) Where driveways are located in the front of a building, they should be paired to allow for more substantial front yard green space and to permit more efficient on-street parking.
- o) Parking areas and their access points should be located away from street corners.
- p) Garages should not project beyond the front facade of the building.
- q) Bicycle parking is encouraged and should be convenient, accessible, and secure from theft and weather.

#### Refer to Other Applicable Performance Standards:

*03 Stormwater Management Facilities*  
*09 Boulevard Design*  
*13 Green Streets*  
*29 Sustainability: Site Design*  
*30 Surface Parking*  
*31 Above-Grade Parking Structures*  
*32 Below-Grade Parking Structures*  
*36 General Building Design*  
*37 Main Street Buildings*  
*38 Accessibility: Private Realm*  
*39 All Season Design: Private Realm*  
*42 Private Trees*  
*43 Buffer Planting*

### Landscaping

- r) Front yards should incorporate a minimum of one (1) tree per at-grade home, using species recommended by **Parks and Open Spaces Standards and Specifications**.
- s) Front and side yard landscaping areas should be provided to enhance the overall streetscape quality and pedestrian experience.
- t) Decorative fencing, in accordance with the **Fence By-law**, may be permitted along the front yard as a design feature of the townhouse block to define private and public property.
- u) Privacy fences, in accordance with the **Fence By-law**, should be located along rear yard and outdoor amenity areas only.
- v) Low impact development techniques should be used whenever possible to improve the quality of

- w) stormwater run-off and minimize the amount of run-off leaving the site.
- w) A 45 square metre landscaped amenity space should be maintained for townhouses in the rear yards.
- x) 50% of the front yard should be landscaped. Alternatives to turfgrass such as shrubs and perennials beds are encouraged to improve aesthetics, reduce long-term maintenance, decrease stormwater run-off, and increase biodiversity.

### Pedestrian Commercial Areas

The following standards only apply in the Pedestrian Commercial Areas:

- y) Parking and vehicular access should be located underground or to the rear of the building.



Building design should articulate individual homes.

## PERFORMANCE STANDARD 47 Apartments

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly articulated and visible from the sidewalk.
- b) Buildings should be sited to maximize usable green space and reduce pavement.
- c) There should be no parking between the street and the primary façade. In the case that the site has streets on two sides, the secondary frontage should not have parking between the street and the building. (Except low density residential infill development using driveways).
- d) Areas not required for access or servicing between buildings should be well landscaped to be used as communal open space.
- e) Balconies should be provided above the ground floor where possible, and incorporated into the building design.
- f) Balconies should be large enough to function as amenity spaces.
- g) Where buildings are located on a corner lot, or where the side façade faces the public street, the street facing façade should be of equal architectural expression and similar façade materials as those used on the front façade.
- h) Avoid blank façades along ground floors, ensuring buildings are compatible with surrounding development through materials, fenestration, canopies, and other design and massing details.
- i) All utilities, HVAC, and other mechanical elements (e.g., meters, stacks, conduits, vents), as well as loading/servicing areas are to be integrated into the design of the building to minimize their aural and visual impact, particularly to neighbouring properties and common areas.
- j) Parking should be located primarily to the rear of the property. Side yard parking should not comprise more than 25% of the primary frontage.
- k) Short-term or visitor bicycle parking should be located at the primary entrance.

- l) Long-term/resident bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

#### Refer to Other Applicable Performance Standards:

03 Stormwater Management Facilities  
 09 Boulevard Design  
 13 Green Streets  
 20 Street Lighting  
 29 Sustainability: Site Design  
 30 Surface Parking  
 31 Above-Grade Parking Structures  
 32 Below-Grade Parking Structures  
 33 Bicycle Parking  
 34 Servicing and Loading  
 36 General Building Design  
 37 Main Street Buildings  
 38 Accessibility: Private Realm  
 39 All Season Design: Private Realm  
 41 Signage  
 42 Private Trees  
 43 Buffer Planting



Building designs should avoid blank facades along ground floors through the use of fenestration, canopies, and other design and massing details.

### Access & Circulation

- m) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users.
- n) Lighting along public walkways should be pedestrian scaled.
- o) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian hard surface walkway (min. 1.5 m).
- p) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- q) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate tactile plates to signal crossings or changes in grade.
- r) Consolidate driveways and design internal vehicular circulation to facilitate safe vehicle speeds and reduce conflict between users (e.g., reduce turn radii and use curb bump-outs where possible to reduce length of unprotected crosswalks).

### Landscaping

- s) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) deciduous or coniferous large stature tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.
- t) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.

- u) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- v) Where space allows, adjacent property lines should be bordered with a minimum 1.0 m landscaped strip with plantings providing screening and seasonal interest.
- w) A minimum of one (1) tree should be planted for every five (5) surface parking spaces.
- x) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
- y) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
- z) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.

### Pedestrian Commercial Areas

The following standards only apply in the Pedestrian Commercial Areas:

- aa) Property lines abutting low-rise residential, which are required to be screened, should incorporate a minimum of one (1) deciduous or coniferous tree, plus 20 shrubs for each 10.0 m of property boundary to provide greenery, noise attenuation, and canopy.



## PERFORMANCE STANDARD 48 Mixed Use Buildings

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) Buildings should be sited to maximize usable green space and reduce pavement.
- c) A 4.5 metre minimum floor-to-floor height is recommended at street level to create a strong street presence and support retail uses.
- d) There should be no parking between the street and the primary façade. In the case that the site has streets on two sides, the secondary frontage should not have parking between the street and the building.
- e) Primary building entrances should be clearly articulated and signed, particularly where there are multiple uses in each building.
- f) Building entrances should support retail uses and can be expressed and detailed in a variety of ways, including large entry awnings, canopies, or double-height glazing.
- g) Where buildings are located on a corner lot, the street facing façade should be of equal architectural expression and similar façade materials as those used on the front façade.
- h) Avoid blank façades along ground floors, ensuring buildings are compatible with surrounding development through materials, fenestration, canopies, and other design and massing details.
- i) Where a building's ground floor contains non-residential uses, a minimum of 50% of the primary frontage ground floor should be glazed, and the secondary frontage's ground floor should be a minimum of 25% glazed.
- j) Clear glass is preferred over tinted glass to promote a high level of visibility and mirrored glass should be avoided at street level.

- k) Parking should be primarily to the rear of the property. Side yard parking should not comprise more than 25% of the primary frontage.
- l) A raised and generously landscaped island, at least 1.0 m wide and the length of the parking stalls, per each 10 stalls is required to visually and physically break up large parking lots.
- m) Residential parking areas should be distinct from commercial parking and identified with clear signage and controlled vehicular access.
- n) Short-term or visitor bicycle parking should be located at the primary entrance.
- o) Long-term/resident bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

### Access & Circulation

- p) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users.
- q) Lighting along public walkways should be pedestrian scaled.
- r) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian hard surface walkway (min. 1.5 m).
- s) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- t) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate signage and tactile plates to signal crossings or changes in grade.
- u) Consolidate driveways and design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.

### Landscaping

- v) Street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.
- w) A common outdoor area for building residents should be provided, including substantial soft landscaping and screened from any adjacent commercial or vehicular circulation areas by a continuous buffer with a minimum of one (1) deciduous or coniferous tree, plus 20 shrubs for each 10.0 m of linear frontage.
- x) Where a building's ground floor contains non-residential uses, outdoor uses such as patios, seating, displays, raised planters and decorative lighting within the setback and/or the street allowance are encouraged.
- y) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.
- z) If the building is minimally set back from the street in a legal non-conforming situation, a minimum of one (1) deciduous or coniferous tree should be planned in the public right-of-way for each 10.0 m of linear street frontage. (City will facilitate tree planting according to plan).
- aa) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- ab) Where space allows, adjacent property lines should be bordered with a minimum 1.0 m landscaped strip with plantings providing screening and seasonal interest.
- ac) Property lines abutting low-rise residential, which are required to be screened, should incorporate a minimum of one (1) deciduous or coniferous tree, plus 20 shrubs for each 10.0 m of property boundary to provide greenery, noise attenuation, and canopy.

- ad) A 1.6m high visual screen is required where non-residential uses abut a zone permitting residential use on the first storey.
- ae) A minimum of one (1) tree should be planted for every five (5) surface parking spaces.
- af) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
- ag) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
- ah) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.

#### Refer to Other Applicable Performance Standards:

*03 Stormwater Management Facilities*  
*09 Boulevard Design*  
*13 Green Streets*  
*20 Street Lighting*  
*29 Sustainability: Site Design*  
*30 Surface Parking*  
*31 Above-Grade Parking Structures*  
*32 Below-Grade Parking Structures*  
*33 Bicycle Parking*  
*34 Servicing and Loading*  
*36 General Building Design*  
*37 Main Street Buildings*  
*38 Accessibility: Private Realm*  
*39 All Season Design: Private Realm*  
*41 Signage*  
*42 Private Trees*  
*43 Buffer Planting*

## PERFORMANCE STANDARD 49 Neighbourhood Scale Non-Residential Buildings

### Building Orientation & Site Design

- a) The building should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) Primary entrances should be directly accessible from public sidewalks. Where located on a corner lot, primary entrances should be located on the building face fronting the highest-order public street.
- c) Buildings should be oriented to maximize the amount of street frontage occupied by the building facade, with 75% as a minimum target, where possible.
- d) Areas not required for access or servicing between buildings should be well landscaped and programmed (e.g., outdoor seating and dining areas).
- e) Primary building entrances should be clearly articulated and signed.
- f) Integrate retail signage into the building design so as to not dominate or clash with the building's architecture.
- g) Where buildings are located on a corner lot, the street facing façade should be of equal architectural expression and similar façade materials as those used on the front façade.
- h) Avoid blank façades along ground floors, ensuring buildings are compatible with surrounding development through materials, fenestration, canopies, and other design and massing details.
- i) Primary and secondary frontage, and side façade building walls should be a minimum of 50% glazed.
- j) Where a building's ground floor contains non-residential uses, outdoor uses such as patios, seating, displays, raised planters, and decorative lighting within the setback and/or the street allowance are encouraged.
- k) Parking should be primarily to the rear of the property. Side yard parking should not comprise more than 25% of the primary frontage.

- l) A raised and generously landscaped island, at least 1.0 m wide and the length of the parking stalls, per each 10 stalls is required to visually and physically break up large parking lots.
- m) Short-term or visitor bicycle parking should be located at the primary entrance.
- n) Long-term/employee bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

### Access & Circulation

- o) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users.
- p) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian pathway (min. 1.5 m).
- q) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate tactile plates to signal crossings or changes in grade.
- r) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- s) A barrier-free path of travel from sidewalk to accessible parking spaces must be provided.
- t) Where on-site parking is provided, consolidate driveways and design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.

### Landscaping

- u) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.

- v) In infill circumstances where a landscape strip may not be possible, plantings should be designed to create tree-lined streets with a full, continuous canopy.
- w) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.
- x) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- y) Where a commercial building or parking area abuts a residential use or public space, a minimum 1.0 m wide landscaped buffer with plantings to providing screening and canopy should be planted along the mutual property boundary.
- z) A minimum of one (1) tree should be planted for every five (5) surface parking spaces. In addition, for every 10 parking spaces, a raised and generously landscaped island (1.0 m wide and the length of the parking stalls) is required to visually and physically break up large parking lots.

- aa) Low impact development techniques should be used whenever possible, to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.

#### Refer to Other Applicable Performance Standards:

- 03 Stormwater Management Facilities
- 09 Boulevard Design
- 13 Green Streets
- 29 Sustainability: Site Design
- 30 Surface Parking
- 31 Above-Grade Parking Structures
- 32 Below-Grade Parking Structures
- 33 Bicycle Parking
- 34 Servicing and Loading
- 36 General Building Design
- 37 Main Street Buildings
- 38 Accessibility: Private Realm
- 39 All Season Design: Private Realm
- 41 Signage
- 42 Private Trees
- 43 Buffer Planting



Areas between buildings should be well landscaped and programmed



## 5.2 Commercial



The Commercial design guidelines cover retail, service, and other commercial uses in urban, neighbourhood, and commercial area contexts. The intent is to support high-quality commercial development that – regardless of context – creates a strong street edge and contributes to a pedestrian-focused public realm.

## PERFORMANCE STANDARD 50 Retail

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) Adjacent buildings should be in parallel alignment with minimal setbacks to define a continuous urban street edge.
- c) For multi-building sites, locate larger anchor buildings towards the rear of the site with smaller buildings located close to the street edge and drive-through lanes/facilities oriented to the rear or interior of the site.
- d) Buildings should be oriented to maximize the amount of street frontage occupied by the building facade, with 50% as a minimum target.
- e) Primary entrances to be clearly articulated and signed.
- f) Where buildings are located on a corner lot, the street facing side façade should be of equal architectural expression and similar façade materials as those used on the front façade.
- g) Avoid blank façades along ground floors, ensuring buildings are compatible with surrounding development through materials, fenestration, canopies, and other design and massing details.
- h) Exterior lighting should incorporate energy efficiencies such as sensors and timers, direct light away from the night sky, and be designed to prevent light spillage onto adjacent properties.
- i) Primary and secondary frontage, and side façade building walls should be a minimum of 50% glazed.
- j) Surface parking areas should be located at the rear, or side yard of a building and should not be placed between the front façade of a building and the sidewalk. Side yard parking should not comprise more than 50% of the primary frontage.
- k) Provide right angle parking spaces wherever possible. Avoid dead-end parking aisles; if required, asphalt bump-outs (i.e., hammerheads) must be provided to allow for forward travel.
- l) A raised and generously landscaped island, at least 1.0 m wide and the length of the parking stalls, per

each 10 stalls is required to visually and physically break up large parking lots.

- m) Short-term bicycle parking should be located at the primary entrance.
- n) Long-term/employee bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

### Access & Circulation

- o) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users through the application of horizontal and vertical traffic calming treatments such as reduced corner radii, raised crossings, etc.
- p) Lighting along public walkways should be pedestrian scaled.
- q) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate signage and tactile plates to signal crossings or changes in grade.
- r) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian pathway (min. 1.5 m).
- s) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- t) A barrier-free path of travel from sidewalk to accessible parking spaces must be provided.
- u) Pedestrian walkways should be raised 0.15 metres from the parking areas to provide definition and pedestrian safety and should be hard surfaced with material other than asphalt. Depressed curbs should be located adjacent to barrier-free parking spaces and within barrier-free circulation routes.
- v) Consolidate driveways and design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.

## Landscaping

- w) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.
- x) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.
- y) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- z) In addition to landscape strips, landscaping around building foundations should include a minimum of one (1) shrub per metre of linear building façade facing a public street or containing a primary entrance. Foundation plantings may be clustered to provide interest.
  - aa) Where a commercial building or parking area abuts a residential use or public space, a minimum 1.0 m wide landscaped buffer with plantings to provide screening and canopy should be planted along the mutual property boundary.
  - ab) A minimum of one (1) tree should be planted for every five (5) surface parking spaces.
  - ac) Outdoor storage, including garbage and recycling bins, should not be located between the building and the sidewalk and should be screened from view from the street and adjacent properties with fencing and/or plantings.
  - ad) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
  - ae) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
  - af) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.

### Refer to Other Applicable Performance Standards:

*03 Stormwater Management Facilities*  
*09 Boulevard Design*  
*13 Green Streets*  
*29 Sustainability: Site Design*  
*30 Surface Parking*  
*31 Above-Grade Parking Structures*  
*32 Below-Grade Parking Structures*  
*33 Bicycle Parking*  
*34 Servicing and Loading*  
*36 General Building Design*  
*37 Main Street Buildings*  
*38 Accessibility: Private Realm*  
*39 All Season Design: Private Realm*  
*41 Signage*  
*42 Private Trees*  
*43 Buffer Planting*

## PERFORMANCE STANDARD 51 Drive-Throughs & Other Vehicle Queues

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) There should be no parking between the street and the primary façade. In the case that the site has streets on two sides, the secondary frontage should not have parking between the street and the building.
- c) Drive-through stacking lane entries should be located at the rear of the building (not between the building and the public street).
- d) Locate stacking lanes away from adjacent sensitive uses, such as residential and public spaces, to reduce the impacts of noise and pollution. Use landscaping and fencing to help buffer potential impacts.
- e) Separate stacking lanes from parking areas and driveways using landscaped islands, varied pavement treatments, curbs, and painted lines.
- f) Primary entrances should be clearly articulated and signed.
- g) Exterior lighting should be designed to prevent light spillage onto adjacent properties.
- h) Any ground-oriented utility or mechanical elements (e.g., meters, stacks, conduits, vents), as well as loading, garbage, servicing areas should be located at the rear of the building and be integrated into the design of the building or contained in enclosed areas to minimize their visual impact, particularly from the public realm and common areas.
- i) Parking and stacking spaces should be primarily to the rear of the property. Side yard parking should not comprise more than 50% of the primary frontage.
- j) Short-term or visitor bicycle parking should be located at the primary entrance.
- k) Long-term/employee bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.
- l) Waste receptacles should be provided next to stacking lanes to allow users to conveniently discard of any litter from their vehicle.

### Access & Circulation

- m) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users through the application of horizontal and vertical traffic calming treatments such as reduced corner radii, raised crossings, etc.
- n) Lighting along public walkways should be pedestrian scaled.
- o) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate signage and tactile plates to signal crossings or changes in grade.
- p) When pedestrian traffic crosses vehicle lanes provide safe circulation routes that clearly demarcate the pedestrian path of travel (i.e., raised pedestrian crossings, bollards, landscaping).
- q) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian pathway (min. 1.5 m).
- r) Aside from designated loading areas and queuing areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- s) Drive-through lanes should not impede pedestrian access to buildings.
- t) Multiple service windows in a single stacking lane should be implemented to reduce idling and congestion.
- u) Design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.
- v) Where possible stacking lanes should be separated from parking areas through the use of landscaped islands.

- w) Stacking lanes should be located such that vehicle line-ups do not block traffic along public streets or impede the movement of vehicles on site.
- x) Where site area is constrained, double stacking lanes may be provided to reduce the length of the queue. This should be evaluated on a site-by-site basis to ensure that all other guidelines in this section are achievable.
- y) Where two drive-through businesses operate from the same building, separate stacking lanes should be provided to minimize vehicle conflicts. The alignment of these lanes should be evaluated on a site-by-site basis to ensure that all other guidelines in this section are achievable.

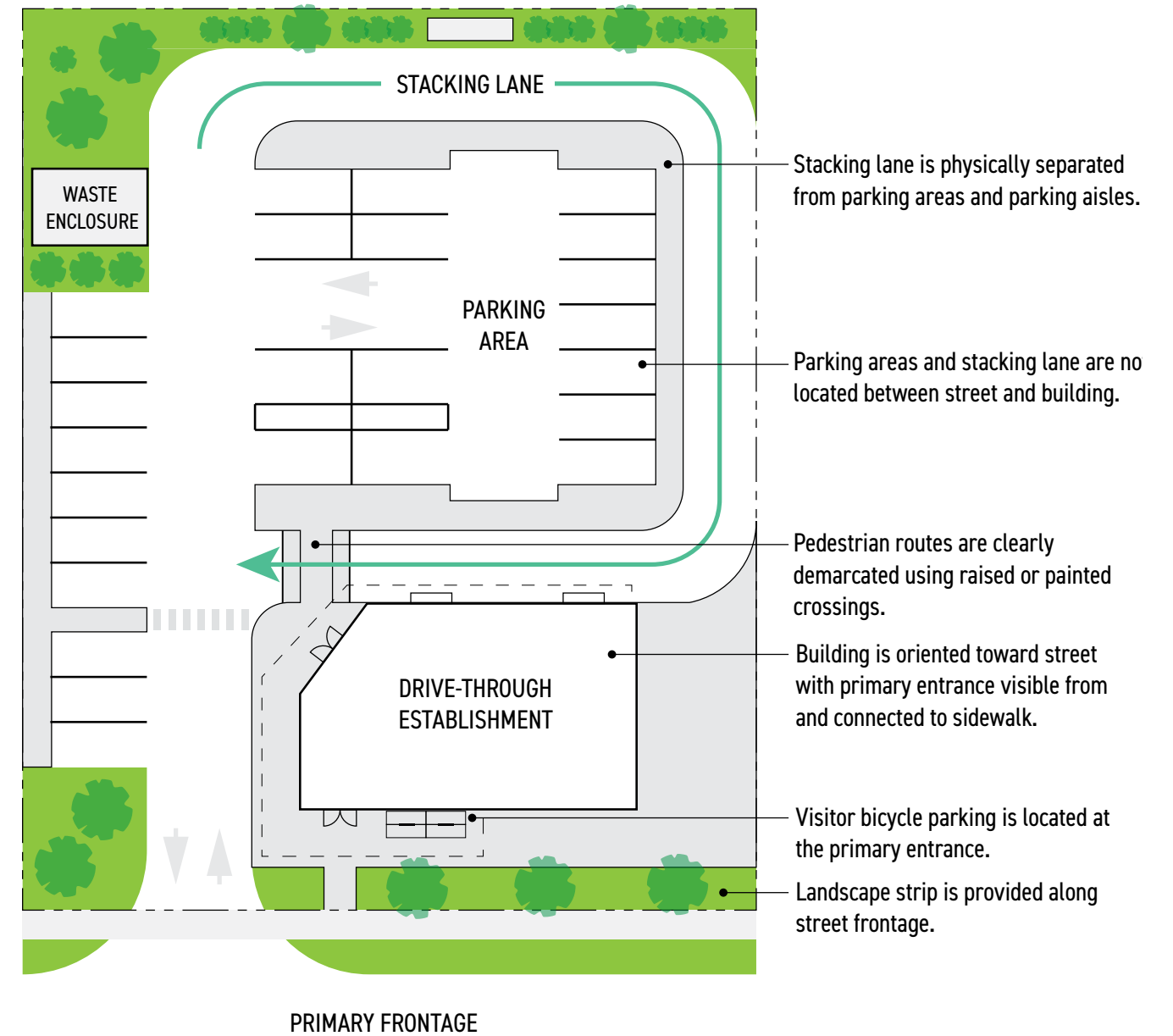
**Landscaping**

- z) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the **Sample Landscape Strips** document.
- aa) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.
- ab) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- ac) Where a commercial building, stacking space, or parking area abuts a commercial or residential use or public space, beyond required setbacks, a minimum 1.0 m wide landscaped buffer with plantings to provide screening and canopy should be planted along the mutual property boundary.

- ad) A minimum of one (1) tree should be planted for every 10 surface parking spaces, in addition to the trees planted on the frontage.
- ae) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
- af) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
- ag) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.

**Refer to Other Applicable Performance Standards:**

- 03 Stormwater Management Facilities
- 09 Boulevard Design
- 13 Green Streets
- 29 Sustainability: Site Design
- 30 Surface Parking
- 31 Above-Grade Parking Structures
- 32 Below-Grade Parking Structures
- 33 Bicycle Parking
- 34 Servicing and Loading
- 36 Outside Storage
- 36 General Building Design
- 38 Accessibility: Private Realm
- 49 All Season Design: Private Realm
- 41 Signage
- 42 Private Trees
- 43 Buffer Planting



Drive-through queue lanes and parking areas should be located to the rear or side of the establishment.



## PERFORMANCE STANDARD 52 Motor Vehicle Dealerships & Service Shops

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) Adjacent buildings should be in parallel alignment with minimal setbacks to define a continuous urban street edge.
- c) Service facilities associated with a dealership should be set back at least 15.0 m from adjacent residential, institutional, and park uses to minimize odor and noise impacts.
- d) Buildings should be oriented to maximize the amount of street frontage occupied by the building facade, with 50% as a minimum target.
- e) Primary entrances should be clearly articulated and signed.
- f) Where buildings are located on a corner lot, the street facing side façade should be of equal architectural expression and similar façade materials as those used on the front façades.
- g) Avoid blank façades along ground floors, ensuring buildings are compatible with surrounding development through materials, fenestration, canopies, and other design and massing details.
- h) Primary and secondary frontage, and side façade building walls should be a minimum of 50% glazed.
- i) Exterior lighting should be designed to prevent light spillage onto adjacent properties.
- j) Any ground-oriented utility or mechanical elements (e.g., meters, stacks, conduits, vents), as well as loading, garbage, servicing areas should be located at the rear of the building and be integrated into the design of the building or contained in enclosed areas to minimize their visual impact, particularly from the public realm and common areas.
- k) Surface parking areas should be located at the rear, or side yard of a building and should not be placed between the front façade of a building and the sidewalk. Side yard parking should not comprise more than 50% of the primary frontage.

- l) Area used for outdoor displays cannot be located on any required parking spaces, loading areas, walkways, or required landscaped area.
- m) Provide right angle parking spaces wherever possible. Avoid dead-end parking aisles; if required, bump-outs must be provided to allow for forward travel.
- n) A raised and generously landscaped island, at least 1.0 m wide and the length of the parking stalls, per each 10 stalls is required to visually and physically break up large parking lots.
- o) Short-term or visitor bicycle parking should be located at the primary entrance.
- p) Long-term/employee bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

#### Refer to Other Applicable Performance Standards:

*09 Boulevard Design*  
*13 Green Streets*  
*29 Sustainability: Site Design*  
*30 Surface Parking*  
*31 Above-Grade Parking Structures*  
*32 Below-Grade Parking Structures*  
*33 Bicycle Parking*  
*36 General Building Design*  
*37 Main Street Buildings*  
*38 Accessibility: Private Realm*  
*39 All Season Design: Private Realm*  
*41 Signage*  
*42 Private Trees*  
*43 Buffer Planting*

### Access & Circulation

- q) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users.
- r) Lighting along public walkways should be pedestrian scaled.
- s) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate signage and tactile plates to signal crossings or changes in grade.
- t) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian pathway (min. 1.5 m).
- u) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- v) A barrier-free path of travel from sidewalk to accessible parking spaces must be provided.
- w) Pedestrian walkways should be raised 0.15 m from the parking areas to provide definition and pedestrian safety and should be hard surfaced with material other than asphalt. Depressed curbs should be located adjacent to barrier-free parking spaces and within barrier-free circulation routes.
- x) Consolidate driveways and design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.

### Landscaping

- y) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.
- z) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.
  - aa) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
  - ab) In addition to landscape strips, landscaping around building foundations should include a minimum of one (1) shrub per metre of linear building façade facing a public street or containing a primary entrance. Foundation plantings may be clustered to provide interest.
  - ac) Where a commercial building or parking area abuts a residential use or public space, a minimum 1.0 m wide landscaped buffer with plantings to provide screening and canopy should be planted along the mutual property boundary.
  - ad) A minimum of one (1) tree should be planted for every five (5) surface parking spaces.
  - ae) Outdoor storage, including garbage and recycling bins, should not be located between the building and the sidewalk and should be screened from view from the street and adjacent properties with fencing and/or plantings.
  - af) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
  - ag) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
  - ah) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.



## PERFORMANCE STANDARD 53 Commercial Mixed Use Buildings

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) Adjacent buildings should be in parallel alignment with minimal setbacks to define a continuous urban street edge.
- c) For multi-building sites, locate larger anchor buildings towards the rear of the site with smaller buildings located close to the street edge and drive-through lanes/facilities oriented to the rear or interior of the site.
- d) Buildings should be oriented to maximize the amount of street frontage occupied by the building facade, with 50% as a minimum target.
- e) Primary entrances to be clearly articulated and signed.
- f) Where buildings are located on a corner lot, the street facing side façade should be of equal architectural expression and similar façade materials as those used on the front façade.
- g) Avoid blank façades along ground floors, ensuring buildings are compatible with surrounding development through materials, fenestration, canopies, and other design and massing details.
- h) Primary and secondary frontage, and side façade building walls should be a minimum of 50% glazed.
- i) Exterior lighting should be designed to prevent light spillage onto adjacent properties.
- j) Surface parking areas should be located at the rear, or side yard of a building and should not be placed between the front façade of a building and the sidewalk. Side yard parking should not comprise more than 50% of the primary frontage.
- k) Residential parking areas should be distinct from commercial parking and identified with clear signage and controlled vehicular access.
- l) A raised and generously landscaped island, at least 1.0 m wide and the length of the parking stalls, per every 10 stalls is required to visually and physically break up large parking lots.

- m) Short-term/visitor bicycle parking should be located at the primary entrance and may be located within the street allowance.
- n) Long-term/resident bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

### Access & Circulation

- o) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users.
- p) Lighting along public walkways should be pedestrian scaled.
- q) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate signage and tactile plates to signal crossings or changes in grade.
- r) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian pathway (min. 1.5 m).
- s) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- t) A barrier-free path of travel from sidewalk to accessible parking spaces must be provided.
- u) Pedestrian walkways should be raised 0.15 m from the parking areas to provide definition and pedestrian safety and should be hard surfaced with material other than asphalt. Depressed curbs should be located adjacent to barrier-free parking spaces and within barrier-free circulation routes.
- v) Consolidate driveways and design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.

### Landscaping

- w) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.
- x) A common outdoor area for building residents should be provided, including substantial soft landscaping and screened from any adjacent commercial or vehicular circulation areas by a continuous buffer with a minimum of one (1) deciduous or coniferous tree, plus 20 shrubs for each 10.0 m of linear frontage.
- y) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.
- z) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- aa) In addition to landscape strips, landscaping around building foundations should include a minimum of one (1) shrub per metre of linear building façade facing a public street or containing a primary entrance. Foundation plantings may be clustered to provide interest.
- ab) Where a commercial building or parking area abuts a low-rise residential use or public space, a minimum 1.0 m wide landscaped buffer with plantings to provide screening and canopy should be planted along the mutual property boundary.
- ac) A minimum of one (1) tree should be planted for every five (5) surface parking spaces.

- ad) Outdoor storage, including garbage and recycling bins, should not be located between the building and the sidewalk and should be screened from view from the street and adjacent properties with fencing and/or plantings.
- ae) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
- af) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
- ag) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.

#### Refer to Other Applicable Performance Standards:

*03 Stormwater Management Facilities*  
*09 Boulevard Design*  
*13 Green Streets*  
*20 Street Lighting*  
*29 Sustainability: Site Design*  
*30 Surface Parking*  
*31 Above-Grade Parking Structures*  
*32 Below-Grade Parking Structures*  
*33 Bicycle Parking*  
*34 Servicing and Loading*  
*36 General Building Design*  
*37 Main Street Buildings*  
*38 Accessibility: Private Realm*  
*39 All Season Design: Private Realm*  
*41 Signage*  
*42 Private Trees*  
*43 Buffer Planting*

## 5.3 Employment



The Employment design guidelines focus on office and light industrial uses, emphasizing consistent standards for site design and compatibility with adjacent uses.

## PERFORMANCE STANDARD 54 Light Industrial Uses

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) There should be no parking between the street and the primary façade. In the case that the site has streets on two sides, the secondary frontage should not have parking between the street and the building.
- c) Primary entrances should be clearly articulated and signed.
- d) Exterior lighting should be designed to prevent light spillage onto adjacent properties.
- e) Parking should be primarily to the rear of the property. Side yard parking should not comprise more than 50% of the primary frontage.
- f) A raised and generously landscaped island, at least 1.0 m wide and the length of the parking stalls, per each 10 stalls is required to visually and physically break up large parking lots.
- g) Outdoor storage should be screened from view from the street and adjacent properties with fencing or solid wall.
- h) Short-term/visitor bicycle parking should be located at the primary entrance and may be located within the street allowance.
- i) Long-term/employee bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

### Access & Circulation

- j) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users.
- k) Lighting along public walkways should be pedestrian scaled.
- l) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate signage and tactile plates to signal crossings or changes in grade.
- m) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian pathway (min. 1.5 m).
- n) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- o) Consolidate driveways and design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.

#### **Refer to Other Applicable Performance Standards:**

*03 Stormwater Management Facilities*  
*09 Boulevard Design*  
*13 Green Streets*  
*29 Sustainability: Site Design*  
*30 Surface Parking*  
*31 Above-Grade Parking Structures*  
*32 Below-Grade Parking Structures*  
*33 Bicycle Parking*  
*35 Outside Storage*  
*36 General Building Design*  
*38 Accessibility: Private Realm*  
*39 All Season Design: Private Realm*  
*41 Signage*  
*42 Private Trees*  
*43 Buffer Planting*



### Landscaping

- p) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.
- q) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.
- r) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- s) Where an industrial building or parking area abuts a commercial or residential use or public space, a minimum 1.0 m wide landscaped buffer with plantings to provide screening and canopy should be planted along the mutual property boundary.
- t) A minimum of one (1) tree should be planted for every 10 surface parking spaces, in addition to the trees planted on the frontage.
- u) Required visual screening (i.e., blank walls and fencing) should be softened with foundation plantings/trees.
- v) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
- w) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
- x) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.



Buildings should be oriented to the street

## PERFORMANCE STANDARD 55 Offices and Laboratories

### Building Orientation & Site Design

- a) Buildings should be oriented to the street with primary entrances clearly visible from the sidewalk.
- b) There should be no parking between the street and the primary façade. In the case that the site has streets on two sides, the secondary frontage should not have parking between the street and the building.
- c) Primary entrances should be clearly articulated and signed.
- d) Exterior lighting should be designed to prevent light spillage onto adjacent properties.
- e) Parking should be primarily to the rear of the property. Side yard parking should not comprise more than 50% of the primary frontage.
- f) Short-term/visitor bicycle parking should be located at the primary entrance and may be located within the street allowance.
- g) Long-term/employee bicycle parking should be located indoors in a dedicated common area or in an outdoor area secure from theft and weather.

#### Refer to Other Applicable Performance Standards:

- 03 Stormwater Management Facilities*
- 09 Boulevard Design*
- 13 Green Streets*
- 29 Sustainability: Site Design*
- 30 Surface Parking*
- 31 Above-Grade Parking Structures*
- 32 Below-Grade Parking Structures*
- 33 Bicycle Parking*
- 36 General Building Design*
- 38 Accessibility: Private Realm*
- 39 All Season Design: Private Realm*
- 41 Signage*
- 42 Private Trees*
- 43 Buffer Planting*

### Access & Circulation

- h) Design sites to prioritize the safety and comfort of pedestrians, cyclists, and transit users through the application of horizontal and vertical traffic calming treatments such as reduced corner radii, raised crossings, etc.
- i) Lighting along public walkways should be pedestrian scaled.
- j) Clearly demarcate pedestrian routes through parking areas that minimize distance of unprotected walking and incorporate signage and tactile plates to signal crossings or changes in grade.
- k) Ensure all primary building entrances are barrier-free and connect to the public sidewalk via an unobstructed and direct pedestrian pathway (min. 1.5 m).
- l) Aside from designated loading areas, sidewalks (min. 1.5 m) should border buildings wherever parking or vehicular circulation is adjacent to the building.
- m) Pedestrian walkways should be raised 0.15 m from the parking areas to provide definition and pedestrian safety and should be hard surfaced with material other than asphalt. Depressed curbs should be located adjacent to barrier-free parking spaces and within barrier-free circulation routes.
- n) Consolidate driveways and design internal vehicular circulation to facilitate safe vehicular speeds and reduce conflict between users.

### Landscaping

- o) All street frontages should incorporate a minimum 3.0 m wide landscape strip with a minimum of one (1) large stature deciduous or coniferous tree, plus other small to medium plantings in accordance with the [Sample Landscape Strips](#) document.
- p) Required trees and shrubs should be clustered to provide visual interest or define an entrance, property boundary, or other site feature.



- q) Lot frontage areas occupied by curb cuts or driveways must be included when calculating linear frontage planting requirements, and any trees that would otherwise be required in such areas must be planted in remaining lot frontage areas.
- r) Where an office, laboratory, or parking area abuts a commercial or residential use or public space, a minimum 1.0 m wide landscaped buffer with plantings to providing screening and canopy should be planted along the mutual property boundary.
- s) A minimum of one (1) tree should be planted for every 10 surface parking spaces, in addition to the trees planted on the frontage.
- t) Outdoor storage should be screened from view from the street and adjacent properties with fencing and/or plantings.
- u) A common outdoor area for building employees should be provided, including substantial soft landscaping and screened from any adjacent commercial or vehicular circulation areas by a continuous buffer with a minimum of one (1) deciduous or coniferous tree, plus 20 shrubs for each 10.0 m of linear frontage.
- v) Continuously poured concrete curbing (0.15 m) is required around traffic islands, adjacent to parking stalls, vehicular ingress and egress, and any other landscaped areas.
- w) Snow storage areas should consider drainage patterns to prevent backups and ponding while also ensuring continuous pedestrian access.
- x) Low impact development techniques should be used whenever possible to improve the quality of stormwater run-off and minimize the amount of run-off leaving the site.



*There should be no parking between the street and the primary façade.*



# SECTION 6

## IMPLEMENTATION

## SECTION 6: IMPLEMENTATION

### 6.1 Introduction

The successful implementation of these guidelines is based on four key implementation recommendations:

- **Site Plan Control** – Consistent with the Official Plan, implementation of these guidelines can be strengthened through the establishment of a Site Plan Control By-law that, where applicable, would allow City Staff to comment on the design and character of all new development and redevelopment.
- **Action Items & Future Studies** - Based on the recommendations of these guidelines, amendments to some existing City standards, policies, and guidelines may be warranted. Action items will need to be addressed as necessary, and City Staff in all applicable departments should be circulated a copy of the final document and included in coordinating any follow-up review in resolving the action items.
- **Education Programs** - Education programs and workshops with the City's development industries, builders and home owners to make the recommendations of this document common practice and to determine what works best for the City and its residents.
- **Implementation, Monitoring and Updating Processes** - Monitoring and updating the use and application of the guidelines is necessary to be able to address site specific issues as they arise, including exceptions to the guidelines, required updates to the document and potential review and commenting processes.

These tools and techniques are outlined further in the sections that follow. The success of the guidelines in positively shaping new development and redevelopment will be directly related to the implementation process.

### 6.2 Site Plan Control

Establishing Site Plan Control Areas, in accordance with Section 41 of *The Planning Act*, is an important tool in shaping the character, materiality and design of new buildings and development. Where applicable, it allows the City to implement the guidelines through a mandatory review and commenting process. Using the guidelines, City Staff will be able to review the appropriateness of a building's design and determine what amendments, if any, are needed.

As per the City's Official Plan, the "*City shall, by By-law, establish a Site Plan Control Area for the entire City, certain locations, or land use designations, zones, or uses. In addition, the City may identify certain circumstances where site plan approval will not be required. The City may delegate approval authority to Administration in order to assist in timely approvals.*"

**Consistent with the Official Plan, it is recommended that the City implement a City-wide Site Plan Control by-law to allow for the consistent application of these, and other, guidelines.**

## 6.3 Action Items

It is recognized that the immediate implementation of all guidelines is not possible due to required changes in current standards and levels of service, and budget implications. Outlined in this section are the action items that require further study and consideration.

### 6.3.1 Street Furniture

**Goal** - Street furniture is an essential component of a pedestrian-supportive streetscape, and should be maintained to the highest degree.

**Challenge** - The City does not currently maintain street furniture on a year-round basis.

**Future Action** - It is recommended that the City's street furniture maintenance program be reconsidered to include year-round maintenance of street furniture in key areas. This is particularly important in the North and South Cores, along the Image Routes, and on key corridors where the guidelines recommend the inclusion of public art within street furniture (i.e., benches, bus shelter's, etc.).

### 6.3.2 Signage

**Goal** - Signage should provide clear, legible, and useful, communication while not overwhelming or cluttering the visual environment.

**Challenge** - The City's existing signage by-law does not account for mobile signs along Image Routes.

**Future Action** - It is recommended that the existing signage by-law be amended to prohibit mobile signs on the Image Routes, and other key corridors, including Waterloo Street/Balmoral Street, Junot Avenue/Golf Links Road, and Water Street/Cumberland Street/Hodder Avenue.

### 6.3.3 Year Round Maintenance of Cycling Facilities

**Goal** - Cycling facilities should be maintained (including clearing and snow plowing) to facilitate year round cycling.

**Challenge** - The City does not currently maintain on-street cycling facilities in the winter months.

**Future Action** - It is recommended that the City budget for snow clearing and year round maintenance of cycling facilities.

### 6.3.4 Reduced Back-Lotting

**Goal** - A primary goal of these performance standards is to create vibrant, lively and active streetscapes. To achieve this, it is important that building address streets and create a strong street interaction between public and private uses. The back-lotting of development against streets generally undermines this goal.

**Challenge** - Current practices are to back lot some land-uses against streets. This reduces the traffic impacts of development by consolidating access points and minimizing conflicts with the roadway. Unfortunately, this also creates an environment that is not friendly for cyclists or pedestrians.

**Future Action** - It is recommended that the City look at a range of options to maintain existing traffic operations while minimizing future back-lotting. This could include reserving the land adjacent to busier street for more robust development types (i.e., apartment or office buildings) which would allow them to act as a buffer to lower density residential / employment areas.

### 6.3.5 Rear Lanes

**Goal** - Rear lanes can provide an additional access option for all development types. If implemented as recommended in this document they will reduce the number of curb cuts along a street which will improve the overall pedestrian, drivers, and cyclist environment, as well as provide more opportunity for LID stormwater techniques to be applied in the boulevard space.

**Challenge** - The City's approach to rear lanes needs to be considered on a case-by-case basis to determine an appropriate course of action relative to their construction, liability and maintenance.

**Future Action** - It is recommended that an internal City discussion group be established to discuss and review the merits and challenges with rear lane systems. Current or upcoming development applications that include a rear lane will need to be reviewed and assessed on a case by case basis.

## 6.4 Education Programs

### 6.4.1 Developers Information Package

The recommendations of this update document are intended to assist with creation and enhancement of vital, complete communities that are pedestrian-supportive, easy to navigate and diverse in housing choice. Accordingly, the directions may result in changes to the way that development occurs within the City.

Given this new direction, it is recommended that the City work with local developers and home builders to facilitate the transition. A Developers Information Package, paired with City-led workshops, should be prepared to high-light key guideline updates, demonstrate how to use the guidelines, and outline the role that they will have in the development approvals process.

### 6.4.2 Regular Information Sessions

On-going communication with residents and the development community about the guidelines should be undertaken. A yearly update/discussion forum encourages public participation and education on the design of the city and is an opportunity to highlight examples of well executed developments that meet the City's vision.

### 6.4.3 Design Awards

To acknowledge developments that achieve the principles of the guidelines, and help to further excellent urban design within the City, Thunder Bay should host regular (every 1-3 years, as appropriate) Design Awards that acknowledge best practices and help to bring awareness to good urban design and its role in the community. These awards should be coordinated with regular information sessions. Recognizing successful design projects at any scale should be a priority as it creates awareness of the importance of good urban design.

## 6.5 Implementation, Monitoring, and Updating Processes

### 6.5.1 Design Review

City Staff will continue to implement the guidelines as part of their review of development applications and in consultation with the public and members of the development community.

A group of City Staff including a Planner, City Engineer, Landscape Architect (Parks and Open Spaces), and the Mobility Coordinator currently meet ad-hoc to review all Site Plan Approval applications.

Going forward, the City may consider transitioning to a more formalized Design Review Process and the establishment of an Urban Design Review Panel to guide, evaluate, and advise on the design of larger development and/or redevelopment projects. This could be done in conjunction with the establishment of a Site Plan Control By-law. Based on a formal application process, the Panel should be comprised of volunteers that are qualified professionals in the field of architecture, urban design, planning and landscape architecture and can review design applications at various stages of design, including concept, schematic design and design development.

The establishment of an Urban Design Review Panel allows for greater flexibility and rigour in the application of the guidelines to achieve design excellence, particularly on significant projects. In broad terms, the responsibilities of a Design Review Panel include:

- Review of development proposals in accordance with the urban design guidelines outlined in this document.
- Review of projects proposed in the public realm (parks, streetscape treatments, municipally controlled parking, etc.).
- Provide design advice as needed.

The Terms of Reference for the creation of a Design Review Panel should, at minimum, consider the following:

- Panel composition;
- Application/appointment process and term limits;
- Panel authority;
- Remuneration; and
- Conflict of interest.

### 6.5.2 Design Guideline Updates & Monitoring

Following the regular information sessions (outlined in section 6.4.2) a meeting of City Staff from all applicable departments should be held to discuss the outcomes and feedback received at that meeting. All recurring issues or challenges with implementing the guidelines should also be discussed. A general file can be kept on the Guideline Update and should contain a summary of guideline issues as they arise. Amendments to the guidelines should be identified as a part of that general meeting.

The guidelines will need to evolve as the City develops. For example, as infill becomes more prevalent additional guidelines might be required to address any emergent issues that are not evident at this time.

Technical revisions that do not impact the effect of the guidelines, including updates to links, names and titles, and example images, will be made from time to time as needed and will not require Council approval.

### 6.5.3 Exceptions to the Guidelines

When implementing design guidelines it is important to recognize that exceptions can sometime be warranted and that at times a project that strives for excellence in design can demonstrate that a specific guideline is not appropriate in that instance. It is the responsibility of the designer/developer/ builder to demonstrate to the City where this exception exists and it is at the discretion of the City to support or not support that justification. In cases where the City requires further review of applications, a Peer Review Process should be undertaken.



# SECTION 7

## GLOSSARY

### SECTION 7: GLOSSARY

The definitions provided in this section are to be referenced for the purposes of this document only.

#### **1:1 Ratio**

The 1:1 ratio is used to determine the building height, where the width of the street right-of-way equates to the maximum height of the building.

#### **Angular Plane**

Angular planes provide build- to envelopes to maintain and define the character of the street; ensure adequate access to sun and sky views; and to govern transitions to adjacent built forms.

#### **Articulation**

Articulation refers to the layout or pattern of building elements, including walls, doors, roofs, windows and decorative elements, such as cornices and belt-courses.

#### **Backlotted**

Backlotting refers to buildings that are oriented towards internal streets, with the back of the building facing onto a public street.

#### **Barrier-Free**

Modifying buildings or facilities so that they can be used by people of all ages and abilities. An example of barrier-free design would be installing a ramp for wheelchairs alongside or in place of steps.

#### **Boulevard**

The boulevard is the area between the front property line or building face, and the edge of the curb.

#### **Crime Prevention through Environmental Design (CPTED)**

CPTED is a pro-active crime prevention that surmises that the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime and improve the quality of life.

#### **Façade**

The exterior wall of a building.

#### **Human Scale**

The quality of the physical environment which reflects a sympathetic proportional relationship to human dimensions and which contributes to the citizen's perception and comprehension of buildings or other features of the built environment.

#### **Low-Rise Building**

Refers to buildings that are less than three or four storeys in height.

#### **Mid-Rise Building**

Generally refers to buildings that are five to eleven storeys or up to a height that is no taller than the right-of-way width of the street on which it is located.

#### **Mixed-use Building**

Refers to multiple types of uses within a building or set of buildings. This may include a combination of residential, employment, retail, institutional, or other land uses.

#### **No Encroachment Zone**

A No Encroachment Zone is an area within a prescribed setback where no elements of a building, including non-habitable elements (patios, balconies), can penetrate.

#### **Pedestrian Perception Stepback**

The upper floors of the front façade of a building that are pushed back from the building base to mitigate the perception of excessive building height.

#### **Pedestrian-oriented**

An environment designed to make pedestrian movement safe, attractive and comfortable for all ages and abilities; considerations include separation of pedestrian and auto circulation, street furniture, clear directional and informational signage, safety, visibility, shade, lighting, surface materials, trees, sidewalk width, intersection treatment, curb cuts, ramps and landscaping.

**Private Realm**

Refers to any space that is perceived as being private. Sometimes public and private realms blend to create a transition zone.

**Projections**

Refers to a component of external building design and articulation, where horizontal and/or vertical building elements extrude from the main structure of the building, creating an element of depth and visual complexity. Examples of projections include roof overhangs, awnings, and balconies.

**Public Realm**

Refers to spaces that are perceived as being publicly accessible, for example, sidewalks, parkettes, bike paths and building forecourts.

**Rear Lane**

A vehicular road located at the rear of lots, providing access to service areas and parking.

**Rhythm**

Refers to the pattern of building frontages along a streetscape, paying particular attention to lot widths, building entrance and glazing locations and proportions, etc.

**Right-of-Way**

The part of the street space that is publicly owned and lies between the property lines.

**Setbacks**

Refers to the distance between a property line and the front, side or rear of a building.

**Siting/Building Orientation**

The location, positioning and orientation of a building on its site, generally taking into account its relationship to adjoining properties, building and street boundaries.

**Stepbacks**

Refers to the setting back of the upper storeys of a building. Front and side stepbacks help to create a transition between built form of varying heights and provide appropriate separation between adjacent buildings and/or open spaces.

**Storey**

A habitable level within a building, excluding raised basements.

**Streetscape**

The distinguishing elements and character of a particular street as created by its width, degree of curvature, paving materials, design of street furniture, pedestrian amenities and the setback and form of surrounding buildings

**Street wall**

The condition of enclosure along a street created by the fronts of buildings, and enhanced by the continuity and height of the enclosing buildings. In this study, the "streetwall" portion of a building's front façade is defined as a minimum of 10.5 metres (3 storeys) and up to 80% of the height of the building.

**Transition**

Refers to the physical design elements of a building which contribute to a sense of transition between mid-rise buildings on the Avenues and adjacent buildings which are often low-rise residential buildings on flanking local streets. Transitions may be achieved through use of building setbacks, stepbacks, heights and massing.

**Urban Fabric**

This condition is generally found along main streets in established urban neighbourhoods. Buildings having narrow façades and organized in a compact manner, addressing the street are referred to as having a "fine grain fabric".

**PLANNING SERVICES**

CITY OF THUNDER BAY  
2ND FLOOR, VICTORIAVILLE  
CIVIC CENTRE  
P.O. BOX 800 111  
SYNDICATE AVENUE SOUTH  
THUNDER BAY, ONTARIO  
P7C 5K4

TEL: (807) 625-2216

[THUNDERBAY.CA/PLANNING](http://THUNDERBAY.CA/PLANNING)



Hello,

Please note the following response to Speak to City Council has been submitted at Thursday May 2nd 2024 1:22 PM with reference number 2024-05-02-009.

- **What would you like to speak to Council about:**  
Suggestion to revise bylaws / Urban Design Guidelines to require drive-thru waste receptacles
- **Is this an item scheduled on a current agenda?:**  
No
- **Provide as much information as you can about the matter you would like to speak to:**  
pls see attached letter
- **Upload any addition images and/or documents about the matter (upload to 5 files):**
  1. [2024-05-02 - Drive-thru Receptacles - Suggestion for Bylaw or UDG Revision.pdf \[635.5 KB\]](#)
- **Provide specific actions you would like Council to take:**  
Please consider revision to applicable bylaws and the Urban Design Guidelines (currently being updated) in order to strengthen anti-littering norms and expectations.
- **Have you already been in contact with City staff in regards to the subject matter of your deputation request?**  
No
- **Please select the date of the meeting:**  
Committee of the Whole - Monday, May 6 2024
- **Please choose**  
Deputant
- **First name:**  
Kyla
- **Last name:**  
Moore
- **Email:**  
[kylaturner@gmail.com](mailto:kylaturner@gmail.com)
- **Phone:**  
(807) 709-6820

- **Organization you represent: (optional)**  
None
- **Please note the names of the presenters that will be attending with you:**  
None - this is a letter deputation, I will not be presenting
- **Please indicate how you intend to participate in the meeting.**  
Written comments only.

Thursday, May 2, 2024

TO: Mayor Boshcoff, all City Councillors

CC: COTB Licensing & Enforcement Department, Planning Division  
(Urban Design Guidelines, & Earthcare Advisory Committee)

As I prepare to participate in EcoSuperior's 2024 Spring Up to Clean Up campaign, I find myself reflecting on Tim Hortons (Tims) nationwide policy change to remove waste receptacles from drive-thru lanes. I am a regular Tims customer, so I was frustrated not only by the inconvenience of this change, but also by the additional litter I saw accumulating around Tims establishments. As a solution to reduce litter in our city, I am suggesting:

- 1) revision of City of Thunder Bay *Eating Establishments Bylaw #155-2005*<sup>1</sup> to mandate restaurant establishments providing drive-thru service must also provide and maintain waste receptacles accessible to customers remaining in their vehicles; and
- 2) revision of City of Thunder Bay *Property Standards Bylaw #66-2008*<sup>2</sup> and/or *Yard Maintenance Bylaw #68-2008*<sup>3</sup> to require commercial property owners/occupants keep their property and all land within 15 metres of the property line free from debris/nuisance litter.

This letter contains photos taken in 2022 showing the placement of waste receptacles at local Tims restaurants. It includes a few other municipal bylaws and a drive through guideline to consider for our city. While I have used Tims policy change as an example to highlight why a bylaw revision is necessary, this letter is not meant to disparage any local business, only to suggest a way to ensure waste is captured at its source.



<sup>1</sup> <https://www.thunderbay.ca/en/city-hall/resources/Documents/By-laws/EatingEstablishmentsBy-law.pdf>

<sup>2</sup> <https://www.thunderbay.ca/en/city-hall/resources/Documents/By-laws/PropertyStandardsBy-law.pdf>

<sup>3</sup> <https://www.thunderbay.ca/en/city-hall/resources/Documents/By-laws/YardMaintenanceBy-Law.pdf>



## Drive-thru Waste Bins Work

Responsible fast-food restaurant chains place waste receptacles beside drive-thru lanes to encourage customers to deposit accumulated fast-food litter from their vehicles prior to purchasing more take-out items. This industry policy of placing receptacles at drive-thru lanes:

- Is an environmentally responsible policy;
- Successfully captures large amounts of litter;
- Reduces litter in the surrounding neighbourhood, community, and environment;
- Ensures litter is disposed of at its self-same source; and
- Is appreciated by fast-food customers as a convenient disposal option.

## Ditching Drive Thru Bins is Poor Policy

Despite the clear benefits of this practice, in 2016 Tims across the country removed garbage bins from all drive-thru lanes claiming this change was so customers could better dispose of trash. Customers immediately responded in anger and frustration, including Scarborough Councillor Glen DeBaeremaeker who called the change “a deplorable idea,” designed to save money.<sup>4</sup> He has a point. Managing drive-thru waste receptacles definitely requires an input of company resources (e.g., staff time and effort to empty bins, costs for IC&I waste removal). Similar drive-thru establishments’ bins are “used so frequently that they need to be emptied twice a day.”<sup>5</sup> Workers at one Orangeville Tims said drive-thru bins were



<sup>4</sup> <https://globalnews.ca/news/3054258/toronto-councillor-calls-for-return-of-tim-hortons-drive-thru-garbage-cans/>

<sup>5</sup> <https://www.sootoday.com/local-news/wide-scale-tim-hortons-program-means-no-more-garbage-bins-at-drive-thrus-6-photos-297187>

removed “because they were receiving too much outside waste.”<sup>6</sup> I hope this was a miscommunication. Removing waste bins because they are too effective at collecting waste is a maladaptive business response at best, and a bad faith policy at worst.

Whatever the true reason for this policy change, manufacturers must not distance themselves from the problems their packaging causes.

### **Poor Policy Impacts**

This is no small matter. Tims is a major producer of single-use plastic litter, taking 2<sup>nd</sup> place on Greenpeace Canada’s Top 5 Plastic Polluters List two years in a row.<sup>7</sup> Shifting responsibility for waste management issues onto consumers is not only a failure to exercise corporate social responsibility, it amounts to an environmental crime. When products are disposed of improperly, they break down and release toxins and microplastics into the soil, polluting our natural areas, and washing into storm-drains, streams, rivers, and Lake Superior. There is a demonstrated link between litter, social disorder problems, and perceptions of the level of crime in an area. Eliminating drive-thru bins to “force customers to take the time to sort their waste properly by making them get out of their vehicles”<sup>8</sup> has resulted in litter ending up on the ground, surrounding drive-thru properties, scattered across the City, and entering our natural spaces.



<sup>6</sup> [https://www.orangeville.com/news/orangeville-residents-angry-over-removal-of-tim-hortons-drive-thru-trash-bins/article\\_194ea6fe-bd46-53df-b1fb-89048e2d8b0b.html](https://www.orangeville.com/news/orangeville-residents-angry-over-removal-of-tim-hortons-drive-thru-trash-bins/article_194ea6fe-bd46-53df-b1fb-89048e2d8b0b.html)

<sup>7</sup> <https://www.greenpeace.org/canada/en/press-release/26011/nestle-tim-hortons-top-greenpeace-canadas-plastic-polluter-list-for-second-year/>

<sup>8</sup> <https://www.sootoday.com/local-news/wide-scale-tim-hortons-program-means-no-more-garnage-bins-at-drive-thrus-6-photos-297187>



## Most Pressing Beautification Concern

A 2013 Thunder Bay Ipsos Reid survey cited *litter/cleaning up and litter/garbage* as “the most pressing beautification concern by a vast majority of survey respondents,” consistent with a 2013 Clean, Green & Beautiful Committee survey, and the *Solid Waste Management Strategy* survey.<sup>9</sup>

## Regulation is Reasonable

Responsibility for a product does not end at the point of sale. Restaurants operating in Thunder Bay must be held to a minimum standard for capturing single-use packaging waste generated at their sites. Although some drive-thru owners may recognize the need to replace their drive-thru bins,<sup>10</sup> this practice requires regulation to ensure consistent waste management efforts across the industry. Providing and maintaining drive-thru bins is a reasonable expectation to place on local drive-thru establishments to mitigate harmful social, environmental and economic influences directly related to operations in our municipality.



<sup>9</sup> <https://www.thunderbay.ca/en/city-hall/resources/Documents/SWMS-Identification-of-Options-Rpt.pdf> (page 14)

<sup>10</sup> <https://www.caledonenterprise.com/news-story/9286887-caledon-village-tim-hortons-brings-drive-thru-garbage-bins-back/>

**Municipal Model Bylaws and Guidelines for Consideration**

**Hamilton, Ontario** City Council responded to the new Tims policy change by passing a bylaw change of their own. Sam Merulla, Ward 4 Councillor in the City of Hamilton, noticed trash piling up outside Tims locations around his city and argued “it is incumbent of good corporate citizens to contain litter related to their products.”<sup>11</sup> Merulla moved a 2018 motion for Mandatory Drive Thru Garbage Containers.<sup>12</sup> The updated Hamilton bylaw now mandates all businesses with drive-thru windows provide waste containers accessible to customers remaining in their vehicles as a condition of keeping their business licenses.<sup>13</sup>

*CITY OF HAMILTON CONSOLIDATED BY-LAW NO. 07-170  
TO LICENSE AND REGULATE VARIOUS BUSINESSES  
SCHEDULE 21  
FOOD PREMISES  
DEFINITIONS*

1. *In this Schedule:  
“Drive-Through Facility” means a Food Premises which offers food or drink through an attendant to persons remaining in vehicles;*

*DUTIES OF OPERATOR*

5. *Every person operating a Food Premises shall be responsible for keeping the premises clean and orderly and maintained in all respects suitable for the purpose for which they are used, and for keeping the premises adequately lighted and ventilated.*

6. *Every person operating a Food Premises with a Drive-Through Facility shall install and maintain waste and recycling receptacles located so as to be accessible to customers remaining in their vehicles.*



<sup>11</sup> <https://www.thespec.com/news/hamilton-region/2018/01/22/trash-piling-up-outside-tim-hortons-drive-thrus-in-hamilton-councillor-says.html>

<sup>12</sup> <https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=141633>

<sup>13</sup> <https://www.hamilton.ca/sites/default/files/media/browser/2017-07-06/07-170-consolidation-nov2021.pdf> (page 196)



**Halifax, Nova Scotia** recognized that litter spreads negatively affected surrounding properties, and took their bylaw requirements a step further. In addition to requiring drive-thru bins for waste<sup>14</sup>, Halifax bylaw requires businesses to perform regular clean-up of litter 15 m beyond their property line.<sup>15</sup>

HALIFAX REGIONAL MUNICIPALITY  
SOLID WASTE RESOURCE COLLECTION AND DISPOSAL  
BY-LAW No. S – 600

12. INDUSTRIAL, COMMERCIAL, INSTITUTIONAL OR CONSTRUCTION WASTE

12.5 *The occupant of an industrial, commercial or institutional premise that offers drive-thru service shall:*

- (a) *provide the quantity of containers required to dispose of any waste generated by the service; and*
- (b) ***place the containers in such a manner that a person using the drive-thru lane can access them.***

12A.LITTER ABATEMENT

12A.4(1) *An owner, operator, or person in case, management or control of a business or operate*

- (a) *where food or beverages are sold in cartons, containers, foils or papers and*
  - (b) *where cartons, utensils, containers, foils or paper are discarded in the vicinity by the patrons of the business or operation, shall provide receptacles for litter, organics and recyclable materials in appropriate and easily accessible locations, and shall service, maintain and empty the receptacles.*
- (2) ***An owner, operator, or person in care, management or control of a business or operation shall keep the property and all public or private lands, streets, lanes, passageways, beaches or docks within 15 m of any boundary of their property free of all litter unless the landowner or operator denies access to their lands for this purpose.***

<sup>14</sup> <https://www.halifax.ca/home-property/garbage-recycling-green-cart/litter>

<sup>15</sup> <https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/By-lawS-600.pdf> (page 21-22)

**Brampton, Ontario** produced comprehensive development guidelines to align drive-thru facilities with the City's vision. The guidelines ensure drive-thru restaurants reflect high-quality civic design principles, while balancing retail goals and functional needs with sustainability and efficient land use patterns.<sup>16</sup>

*Brampton Drive Through Facility Guidelines*  
*Part 6, Section 4 of the Development Design Guidelines*  
**SECTION 3: SITE PLANNING AND BUILT FORM GUIDELINES**

3.1.2. *Locations for Drive-through Components*

B. *Drive-through / Pick-up Window:*

- 4. ***Waste receptacles should be placed close to pick-up windows and within reach of drivers in order to minimize refuse and litter.***

**Bancroft, Ontario** carried Resolution #134-2017 to create a new bylaw mandating drive through receptacles, and circulated this resolution to all Ontario municipalities.<sup>17</sup>

*Bancroft Meeting of Council March 14, 2017*

*Resolution #134-2017*

*WHEREAS the Town of Bancroft has experienced a problem with littering*

*AND WHEREAS the Town of Bancroft prides itself on being a beautiful and friendly community,*

*AND WHEREAS garbage and recycling receptacles are not readily available at drive through restaurants*

***BE IT RESOLVED THAT the Town of Bancroft pass the necessary by-law(s) to require that all drive through restaurants make garbage and recycling receptacles accessible to drive through patrons while in the drive through line***

***AND FURTHER BE IT RESOLVED THAT this resolution be circulated to all Ontario municipalities for consideration.***

<sup>16</sup> [https://www.brampton.ca/EN/Business/planning-development/Documents/CD/UD/UDS/DriveThrough\\_Final\\_Approved\\_Guidelines.pdf](https://www.brampton.ca/EN/Business/planning-development/Documents/CD/UD/UDS/DriveThrough_Final_Approved_Guidelines.pdf) (page 7)

<sup>17</sup><https://bancroft.civicweb.net/filepro/documents/32079> (Regular Council - 14 Mar 2017 – Minutes, Resolution #134-2017)

The City of Thunder Bay *EarthCare Sustainability Plan* explains “primary emphasis should be put on prevention and public education, before litter hits the ground”<sup>18</sup> and while the *Plan* lacked recommendations specifically related to policy change or punitive measures, *Section 7.0* did recommend the following corporate action items:

*A(b) Recover the costs of waste management from those creating the waste*

*D(a) Increase the accessibility of recycling and waste receptacles throughout the City and City facilities*

A revision of Thunder Bay bylaws would align with *Section 7.0 A(b)* by holding fast-food restaurants accountable to a culture of litter prevention at its self-same source and *D(a)* by increasing accessibility of recycling and waste receptacles at drive-thru locations. Another way to recover costs of waste management is to increase punitive measures and center a media campaign around fine increases, like Prince Edward County’s tightening of littering by-laws with a scalable system for unwitnessed and witnessed littering tickets, as well as a new requirement for drive-thru establishments to display signage indicating maximum littering fines.<sup>19</sup> Although littering fines are common practice worldwide, care might need to be taken to avoid the potential reversal effect of prohibition signs<sup>20</sup> by ensuring areas surrounding signs are kept clean.

I hope that by bringing your attention to this issue and presenting some potential solutions, The City of Thunder Bay might consider revision to applicable bylaws and the Urban Design Guidelines (currently being updated) in order to strengthen anti-littering norms and expectations.

Sincerely,

Kyla Moore



<sup>18</sup> <https://www.thunderbay.ca/en/city-hall/resources/Documents/EarthCare-Sustainability-Plan---Waste-Section.pdf>

<sup>19</sup> <https://www.quintenews.com/2021/02/23/prince-edward-county-tightening-littering-by-laws/>

<sup>20</sup> <https://www.researchgate.net/publication/254095692> The reversal effect of prohibition signs

# Corporate Report

**REPORT NUMBER** 127-2024-Infrastructure, Development & Operations-Development Services-Planning Services

<b>DATE PREPARED</b>	May 22, 2024	<b>FILE</b>	58T-17501
----------------------	--------------	-------------	-----------

**MEETING DATE** June 17, 2024

**SUBJECT** Amend Draft Approval of Plan of Subdivision – Lacewood South

## **RECOMMENDATION**

WITH RESPECT to Report 127-2024-Infrastructure, Development & Operations-Development Services-Planning Services, we recommend that the request by 1698293 Ontario Inc. to extend draft plan approval (58T-17501) as it applies to Lacewood South Draft Plan of Subdivision, as it applies to Concession 3 NKR, Neebing, Part of Lot 21, PART 1 on Plan 55R7116, PARTS 1 and 2 on Plan 55R14232, municipally known as 3052 20<sup>th</sup> Side Road to June 30, 2025 subject to the conditions outlined in Attachment B and on the redlined plan dated May 10, 2016 Draft Plan of Subdivision prepared by Schollen & Company Inc. in Attachment C appended to this report, be approved;

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

## **EXECUTIVE SUMMARY**

The subject lands received draft approval for a plan of subdivision comprising of 24 lots for single detached houses on June 18, 2018. The current Owner purchased the land in October 2023 and is working to complete the remaining conditions. The draft approval for 24 lots will lapse without a further extension.

Administration is recommending that the extension be granted, subject to the amended conditions, given several conditions have been completed or are underway.

## **DISCUSSION**

The lands, shown on Attachment A, have draft approval for a residential plan of subdivision and is to be serviced by municipal piped water and individual private septic systems.

The plan consists of:

- 24 lots for single detached houses



Corporate Report 127-2024-Infrastructure, Development & Operations-Development Services-Planning Services

- Two new streets
- One stormwater management block
- One parkland block

The draft approval for Lacewood South, being 24 lots, will lapse on June 30, 2024 without a further extension. The original applicant/developer did not enter into to a Subdivision Agreement, rather sold the lands to 1698293 Ontario Inc. in 2023. The current Owner (Developer) has been working towards meeting the conditions of draft plan approval.

The conditions of draft approval have yet to be satisfied. The Developer has explained that most of the conditions have been completed or are close to completion, but that more time is required to fully satisfy all conditions. As such, they have requested an extension of one year to June 30, 2025.

The Developer's consulting engineer has submitted several preliminary studies and reports. The required tree inventory report and retention plan has been submitted for review. Several other conditions are underway including the following:

- Servicing Study related to City water service, stormwater management report and septic design parameters
- Lot Grading and Drainage Plan
- Final Traffic Study (revision to the pre-existing Memorandum)
- Stormwater Management and Erosion Control Plan Report
- Final Hydrogeological and Geotechnical Study
- Noise and Vibration Study

In November 2018, the Neebing Watershed study was completed which identified the subject lands as a wetland. To demonstrate that the function of this wetland will be protected, maintained, or replicated in accordance with the Official Plan, an Environmental Impact Study should be completed. Any recommendations contained within this study should be incorporated into the Subdivision Agreement as appropriate. As such, Planning Services recommends the following additional draft plan approval conditions be applied:

1. That prior to entering into a Subdivision Agreement with the City, the applicant shall provide a satisfactory Environmental Impact Study conducted by a qualified professional with recognized expertise in the appropriate disciplines, to demonstrate that the function of the site's wetlands will be protected, maintained, or replicated.

2. That the Subdivision Agreement between the City and the Owner contain the recommendations from the Environmental Impact Study.

Planning Services, Engineering, and Parks & Open Spaces staff, as well as applicable representatives of the utilities, have reviewed the existing and proposed draft conditions and do not have any concerns related to the requested extension.

Planning Services supports the Developer's request to extend Draft Plan Approval to June 30, 2025.

### ***FINANCIAL IMPLICATION***

There are no direct financial implications associated with this report.

### ***CONCLUSION***

Administration recommends that draft plan approval for the Lacewood South Subdivision be extended and that the conditions of draft plan approval be modified as contained in Attachment B.

### ***BACKGROUND***

The subject lands received draft approval for a plan of subdivision on June 18, 2018, under application by a previous owner. The development did not proceed and in 2023, 1698293 Ontario Inc., purchased the lands. The draft approval was previously extended once before in 2021.

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

Attachment A – Property Location  
Attachment B – Conditions of Draft Plan Approval  
Attachment C – Approved Redlined Plan

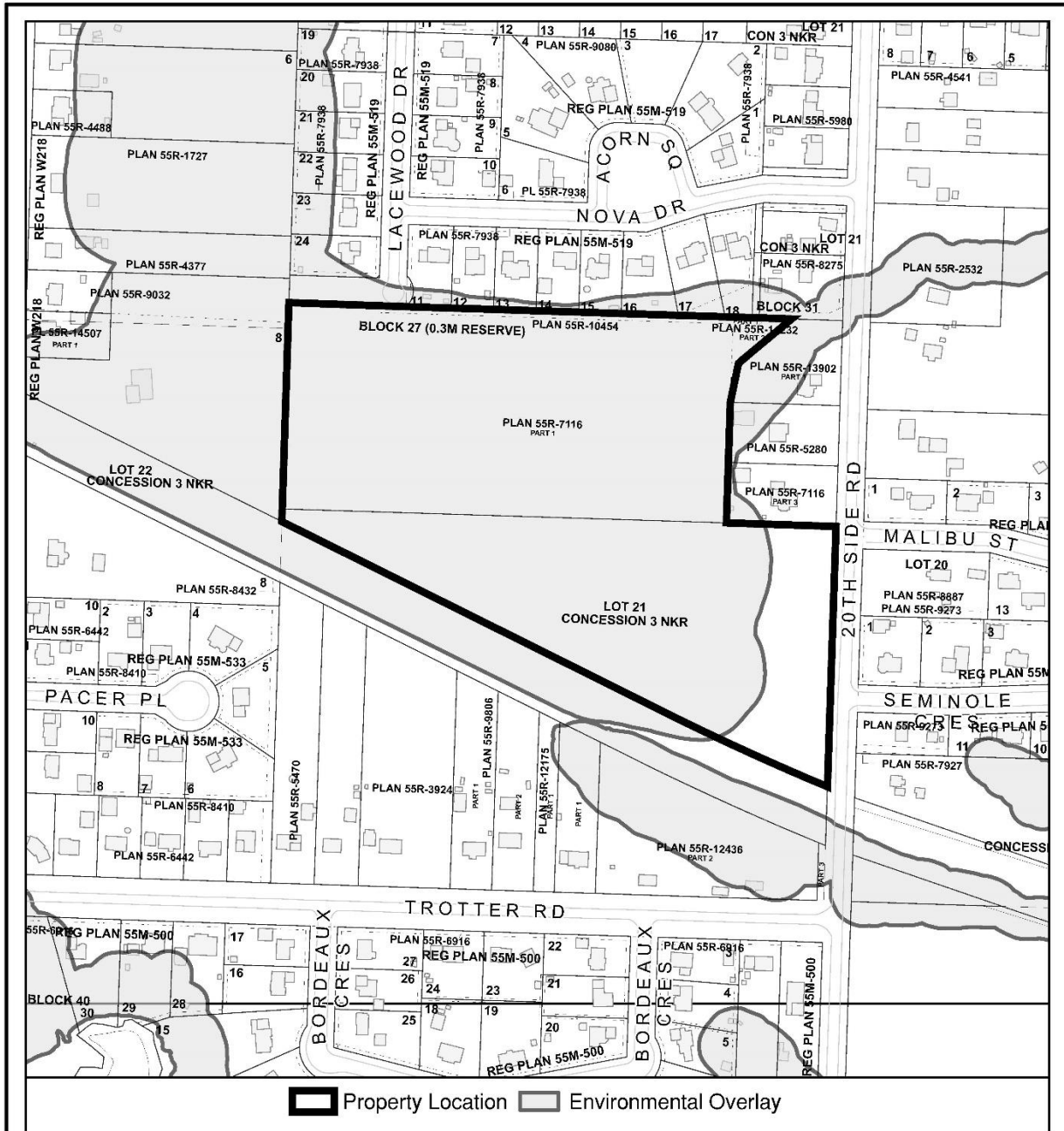
### ***REPORT PREPARED BY***

Jillian Fazio, Senior Planner – Infrastructure, Development, and Operations

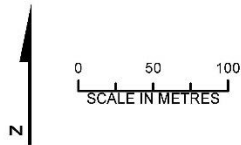
### ***REPORT SIGNED AND VERIFIED BY***

Kerri Marshall, General Manager – Infrastructure, Development & Operations  
Date (06/03/2024)

# Attachment A – Property Location



## 3053 20th Side Road PROPERTY LOCATION



CON 3 NKR PT LT 21 & RP 55R7116 PT 1 RP 55R1232 PTS 1 & 2	
FILE NO: T58-17501	PLANNER: Jillian Fazio
DATE: 2024-04-16	APPLICANT: Ian Bodnar



The City of Thunder Bay conditions and amendments to final plan approval for registration of this subdivision, File No. 58T-17501 are as follows:

No. CONDITIONS

DRAFT APPROVAL CONDITIONS FOR 58T-17501 apply for a period of 1 year, ending on June 30, 2025 for the plan, as redlined, shown on Attachment "C" of Report R 127-2024 (Planning Services), which shows a total of 24 lots for detached houses, 2 streets, and 3 blocks for storm water management and parkland.

**STANDARD CONDITIONS:**

1. That the streets be shown and dedicated as a public highway on the final plan.
2. That the streets be named to the satisfaction of the City of Thunder Bay.
3. That Lot 13 is redlined to expand Block 26 to the western limit of the property
4. That the owner retains an Ontario Land Surveyor's Certificate confirming that all lots conform to the requirements of By-law 1-2022, as amended.
5. That the owner enter into a Subdivision Agreement satisfactory to the City of Thunder Bay to satisfy all the requirements, financial and otherwise, concerning the provision of roads, installation of services and drainage.
6. That the owner satisfies the Parks & Open Spaces Section with respect to parkland dedication.
7. That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.

**CONDITIONS TO BE COMPLETED PRIOR TO A SUBDIVISION AGREEMENT:**

8. That to prior to any earth works or vegetation removal, the owner shall submit a tree inventory and retention plan and that any recommendations are included in Subdivision Agreement between the City and the owner.
9. That prior to entering into a Subdivision Agreement with the City, the owner shall provide a final servicing study prepared by a Professional Engineer, to the satisfaction of the City Engineer, and that any requirements are included in Subdivision Agreement between the City and the owner.

The City of Thunder Bay conditions and amendments to final plan approval for registration of this subdivision, File No. 58T-17501 are as follows:

- | No. | CONDITIONS  |
|-----|---|
| 10. | That prior to entering into a Subdivision Agreement with the City, the owner conduct a noise and vibration study due to the property's proximity to the railway corridor and that any recommendations be included in the Subdivision Agreement between the City and the owner.  |
| 11. | That prior to entering into a Subdivision Agreement, the applicant shall provide a final hydrogeological and geotechnical Study prepared by a Professional Engineer for the design of the road system and septic systems and shall include an appraisal on groundwater conditions in the area with recommendations for permanent groundwater control measures, to the satisfaction of the City Engineer. This updated Study shall include addressing the Provincial Policy Statement that site conditions are suitable for the long-term provision of partial services with no <i>negative impacts</i> , to the satisfaction of the City Engineer, Planning Services Division, and the Thunder Bay District Health Unit and that the City is to be advised in writing, by the Thunder Bay District Health Unit how this condition has been met, , and that any requirements are included in Subdivision Agreement between the City and the owner. |
| 12. | That prior to entering into a Subdivision Agreement with the City, the owner shall prepare a final lot grading and drainage plan to the satisfaction of the City Engineer, Canadian Pacific Railway, and the Lakehead Region Conservation Authority, and that any requirements are included in Subdivision Agreement between the City and the owner   |
| 13. | That prior to entering into a Subdivision Agreement with the City, the owner shall provide a final Traffic Study to the satisfaction of the City Engineer, and that any requirements are included in Subdivision Agreement between the City and the owner.  |
| 14. | That prior to entering into a Subdivision Agreement with the City, the applicant shall provide a satisfactory final stormwater management report, erosion control plan, and an assessment on the existing cross-culvert under 20 <sup>th</sup> Side Road (at the northeast corner of the subject lands), prepared by a Professional Engineer, confirming the stormwater management quantity and quality control requirements, and identifying any off-site drainage improvements to be completed by the owner, to the satisfaction of the City Engineer and the Lakehead Region Conservation Authority, and that any  |

The City of Thunder Bay conditions and amendments to final plan approval for registration of this subdivision, File No. 58T-17501 are as follows:

No. CONDITIONS

requirements are included in Subdivision Agreement between the City and the owner.

16. That prior to entering into a Subdivision Agreement with the City, the applicant shall provide a satisfactory Environmental Impact Study conducted by a qualified professional with recognized expertise in the appropriate disciplines, to demonstrate that the function of the site's wetlands will be protected, maintained, or replicated.

**CONDITIONS TO BE INCLUDED IN A SUBDIVISION AGREEMENT:**

17. That the Subdivision Agreement between the City and the owner contain a provision wherein the owner agrees to include in all offers of purchase and sale the following notices:
- (a) For all lots, notice that postal services is via community mailboxes.
  - (b) For all lots, notice that homeowners should utilize water conservation features and techniques as the lands are serviced with an unlimited supply of City water that will ultimately discharge into the natural environment through their private septic systems.
  - (c) For all lots, notice that the septic system design must include an advanced nitrate treatment system capable of removing a minimum of 50 to 65% of nitrogen compounds from the effluent.
  - (d) For all lots, notice that raised septic beds may be required.
  - (e) For all lots, notice that the plan of subdivision is located near a railway corridor and that daily rail activity is likely to interfere with some of the activities of the dwelling occupants
18. That the Subdivision Agreement between the City and the owner contain a provision wherein the owner agrees to stop all work and notify the Ministry of Citizenship, Culture, and Recreation in the event that cultural heritage features are uncovered during construction.
19. That the Subdivision Agreement between the City and the owner contain a provision wherein the owner agrees to stop all work and notify the Police, Ministry of Tourism, Culture and Sport, and the Registrar of Cemeteries - Ministry of Government Services in the event human remains are uncovered during construction.

The City of Thunder Bay conditions and amendments to final plan approval for registration of this subdivision, File No. 58T-17501 are as follows:

- | No. | CONDITIONS   |
|-----|--|
| 20. | That the Subdivision Agreement between the City and owner contain a provision for the construction of fences along all park blocks, walkway blocks, and stormwater management facilities, if required, to the satisfaction of the Parks & Open Spaces Section and the City Engineer.   |
| 21. | That the Subdivision Agreement between the City and owner contain a provision for completion of tree and brush clearing along 20 <sup>th</sup> Side Road for the provision of improved sight distances at the proposed intersection.   |
| 22. | That the Subdivision Agreement between the City and the owner contain any recommendations in the updated Hydrogeological Study be incorporated into the Subdivision Agreement.   |
| 23. | That the Subdivision Agreement between the City and the owner contain the recommendations from the noise and vibration study and Canadian Pacific Railway's requirements for residential development adjacent to the railway corridor including the provision of berms and/or fencing. |
| 24. | That the Subdivision Agreement between the City and the owner contain the recommendations from the Environmental Impact Study.   |

**CONDITIONS TO BE COMPLETED PRIOR TO THE REGISTRATION OF THE SUBDIVISION:**

25. That the owner satisfies the City Engineer with respect to the dedication of land for a road dedication, at no charge to the City, with an approximate width of 5.0 metres along the 20<sup>th</sup> Side Road portion of lots 1 and 2 for future road widening purposes.
26. That prior to final approval, the Subdivision Agreement be registered against the title of the lands to which it applies.
27. That prior to final approval, the owner shall enter into an agreement with Synergy North Corporation for the costs of supplying electricity service to the development and that the City is to be advised in writing, by Synergy North Corporation how this condition has been met.
28. That prior to final approval, the owner shall enter into an agreement with Telecommunications Providers for the provision of telecommunications



The City of Thunder Bay conditions and amendments to final plan approval for registration of this subdivision, File No. 58T-17501 are as follows:

No.

CONDITIONS

services to the development and that the City is to be advised in writing, by each of those Providers of how this condition has been met.

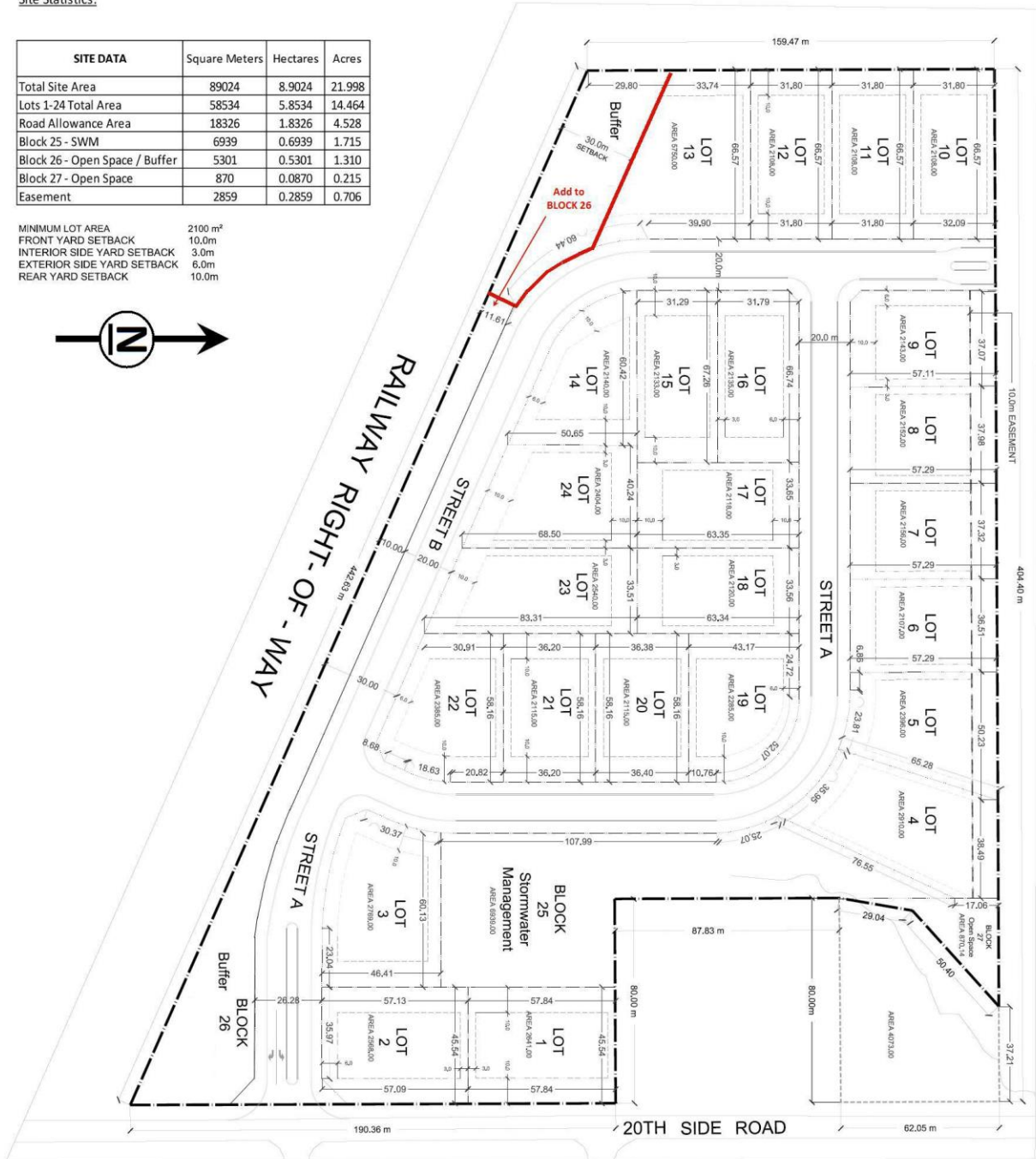
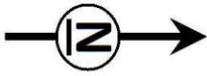
29. That prior to final approval, the owner shall enter into an agreement with Enbridge Gas Inc. for the provision of natural gas service to the development and that the City is to be advised in writing, by Enbridge Gas Inc. how this condition has been met.
30. That prior to final approval, the owner shall satisfy the City Engineer that the applicable requirements of the Environmental Assessment Act have been met.
31. That the owner satisfies the City Engineer with respect to the dedication of land for drainage and stormwater management purposes.
32. That prior to final approval, the owner shall satisfy the City Engineer with respect to servicing the subdivision and providing all required easements and for releasing or modifying any existing easements.

# Attachment C – Approved Plan

Site Statistics:

SITE DATA	Square Meters	Hectares	Acres
Total Site Area	89024	8.9024	21.998
Lots 1-24 Total Area	58534	5.8534	14.464
Road Allowance Area	18326	1.8326	4.528
Block 25 - SWM	6939	0.6939	1.715
Block 26 - Open Space / Buffer	5301	0.5301	1.310
Block 27 - Open Space	870	0.0870	0.215
Easement	2859	0.2859	0.706

MINIMUM LOT AREA 2100 m<sup>2</sup>  
 FRONT YARD SETBACK 10.0m  
 INTERIOR SIDE YARD SETBACK 3.0m  
 EXTERIOR SIDE YARD SETBACK 6.0m  
 REAR YARD SETBACK 10.0m



# Corporate Report

**REPORT NUMBER** 188-2024-Community Services-

**DATE**

**PREPARED** May 6, 2024

**FILE**

**MEETING DATE** June 17, 2024

**SUBJECT** Thunder Bay Community Tennis Centre Designation as a Municipal Capital Facility

## RECOMMENDATION 1

WITH RESPECT to Report 188-2024 (Community Services), relating to the indoor racquet facility located at 440 Chapples Drive, we recommend that conditional on the City entering into a ground lease (the “Ground Lease”) with the Thunder Bay Community Tennis Centre (“TBCTC”) for the development, construction, use and operation of a building (the “Indoor Facility”) for the purposes of an indoor racquet facility on the lands municipally described as 440 Chapples Drive in the City of Thunder Bay, as more particularly described in Schedule A (the “Indoor Facility Lands”), pursuant to section 110 of the Municipal Act, 2001, the City hereby:

- a) Designates the Indoor Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes;
- b) Exempts the Indoor Facility and the lands upon which the Indoor Facility is situated from taxation for municipal and education purposes; and
- c) Provide financial assistance to the TBCTC for the operation of the Indoor Facility, as set out in the Ground Lease;

AND THAT the City approves the by-law 198-2024 substantially in the form attached hereto as Schedule “B” (the “Indoor Facility By-law”);

AND THAT upon the City and TBCTC entering into the Ground Lease, Administration bring the Indoor Facility By-law forward to be passed by Council;

AND THAT, conditional on the passage of the Indoor Facility By-law, the City is authorized to enter into a municipal capital facility agreement (the “Indoor Facility MCF Agreement”) that provides for (a) the use, operation and maintenance of the Indoor Facility as a municipal capital facility; (b) the provision by the City to the TBCTC of the financial assistance under the Ground Lease; and (c) the exemption of the Indoor Facility and the lands upon which the Indoor Facility is situated from municipal and education taxation purposes, in form and content satisfactory to the City Solicitor;

AND THAT the Mayor and Clerk be authorized to execute the Indoor Facility MCF Agreement;

AND THAT, further to the City and the TBCTC entering into the Ground Lease, Council declares that the Indoor Facility is for the purposes of the municipality and is for public use;

AND THAT, subject to the Indoor Facility By-law being passed, the City Clerk provide written notice of the Indoor Facility By-law to the Minister of Finance, and also provide a written notice of the contents of the Indoor Facility By-law to the Municipal Property Assessment Corporation, and the secretary of any school board if the area of jurisdiction of any such board includes the lands exempted by the Indoor Facility By-law.

### ***RECOMMENDATION 2***

WITH RESPECT to Report 188-2024 (Community Services), relating to the seasonal facility located at 430 Chapples Drive, we recommend that the lands municipally described as 430 Chapples Drive in the City of Thunder Bay, as more particularly described in Schedule C (the "Seasonal Facility Lands") where the TBCTC operates a seasonal racquet facility (the "Seasonal Facility") pursuant to a Letter of Understanding, as amended, supplemented, replaced or restated from time to time (the "Seasonal Facility Agreement"), pursuant to section 110 of the Municipal Act, 2001, the City hereby:

- a) Designates the Seasonal Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes;
- b) Exempt the Seasonal Facility and the lands upon which the Seasonal Facility is situated from taxation for municipal and education purposes; and
- c) Provide financial and other assistance to the TBCTC for the operation of the Seasonal Facility, as set out in the Seasonal Facility Agreement;

AND THAT, the City approves the by-law 228-2024 substantially in the form attached hereto as Schedule "D" (the "Seasonal Facility By-law");

AND THAT when the Indoor Facility By-Law is brought forward to be passed that Administration also bring the Seasonal Facility By-law forward to be passed by Council;

AND THAT, conditional on the passage of the Seasonal Facility By-law, the City is authorized to enter into municipal capital facility agreement (the "Seasonal Facility MCF Agreement") that provides for (a) the use, operation and maintenance of the Seasonal Facility as a municipal capital facility; (b) the provision by the City to the TBCTC of the financial assistance under the Seasonal Facility Agreement; and (c) the exemption of the Seasonal Facility and the lands upon which the Seasonal Facility is situated from municipal and education taxation purposes, in form and content satisfactory to the City Solicitor;



AND THAT the Mayor and Clerk be authorized to execute the Seasonal Facility MCF Agreement;

AND THAT, Council declares that the Seasonal Facility is for the purposes of the municipality and is for public use;

AND THAT, subject to the Seasonal Facility By-law being passed, the City Clerk provide written notice of the Seasonal Facility By-law to the Minister of Finance, and also provide a written notice of the contents of the Seasonal Facility By-law to the Municipal Property Assessment Corporation, and the secretary of any school board if the area of jurisdiction of any such board includes the lands exempted by the Seasonal Facility By-law.

### ***LINK TO STRATEGIC PLAN***

This Report aligns with multiple pillars identified in “Maamawe, Growing Together: City of Thunder Bay Strategic Plan 2023-2027.”

**Growth:** The seasonal facility and proposed indoor racquet facility project promote economic growth and social opportunities through sport hosting opportunities and the collaborative creation of an attractive and supportive environment where people and businesses can flourish. The proposed indoor facility will enhance our capacity to serve current residents, newcomers and visitors year round.

**Safety and well-being:** The seasonal facility and proposed indoor racquet sport facility project supports our community’s health and well-being by promoting active and healthy lifestyles and the opportunity to for residents and visitors to connect and engage. Further, it will create opportunities for equitable access to affordable recreation by providing year round access to tennis and pickleball participants.

### ***EXECUTIVE SUMMARY***

The purpose of this Report is to seek authorization from Council to enter into municipal capital facility agreements with the Thunder Bay Community Tennis Centre (TBCTC) for both the Indoor Facility and the Seasonal Facility and to designate the Seasonal Facility and Indoor Facility by by-law as municipal capital facilities for the purposes of exempting the facilities and the lands upon which the facilities are situated from taxation for municipal and education purposes and to provide financial or other assistance to the TBCTC with respect to the operation and maintenance of the facilities.

A municipal capital facility designation is a way for a municipality to provide assistance, with respect to the operation and maintenance of a facility, to a person that has agreed

to provide a service or function that the municipality could otherwise provide. Administration is recommending a municipal capital facility designation for both the Indoor Facility and the Seasonal Facility. Each of these facilities operate under separate agreements with the City which is why Administration is bringing separate by-laws for each operation. The municipal capital facility designation with respect to the Seasonal Facility is a ratification of existing arrangements under the Seasonal Facility Agreement with respect to the operation of the Seasonal Facility.

Once the Ground Lease between the City and TBCTC for the new Indoor Facility has been executed, Administration will come back to Council to present both of the by-laws for passage.

Upon the passing of the by-laws, the City Clerk will provide written notice of the by-laws to the Minister of Finance, the Municipal Property Assessment Corporation, and the Secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-laws, as directed in this Report.

## ***DISCUSSION***

Section 110 of the Municipal Act, 2001 (the “Act”) and the related Ontario Regulation 603/06 (the “Regulation”) authorize a municipal council to pass a by-law to designate a facility as a Municipal Capital Facility (MCF) and to exempt the facility and the lands upon which the facility is situated from taxes for municipal and educational purposes and to provide financial or other assistance for the provision, operation or maintenance of the facility to such person who has entered into an agreement to provide such facility. The following criteria apply:

1. The facility must be owned or leased by a person who has entered into an agreement to provide a municipal capital facility and the lands must be entirely occupied, used or intended to be used for a service or function that may be provided by a municipality;
2. The facility must fall under one of the permitted classes under the Regulation. One such class is municipal facilities used for cultural, recreational or tourist purposes;
3. The municipality must either own or will own at the end of any lease term, the municipal capital facility, including the land where it is situated; and
4. The Council of the Municipality must declare by resolution that the municipal capital facility is for the purposes of the municipality and is for public use.

Administration is recommending that the City and the TBCTC enter into the MCF Agreements to exempt the Seasonal Facility and the Indoor Facility and the lands upon which the facilities are situate from municipal and school taxes and to provide for financial and/or other assistance to the TBCTC, as set out in the Seasonal Facility Agreement and the Ground Lease. Administration has reviewed the criteria to permit the designation of the facilities as Municipal Capital Facilities and is of the view that the criteria have been met based on the following:

- a) The Ground Lease and the Seasonal Facility Agreement require that the lands and facilities located on those lands be used to support tennis and pickleball;
- b) The municipal capital facilities being provided by the TBCTC are for recreational purposes, being a permitted class under the Regulation;
- c) The terms of the Ground Lease and the Seasonal Facility Agreement provide that the facilities shall become the property of the City, at no cost to the City, upon the expiry or any other termination of the Ground Lease; and
- d) In the Recommendation section in this Report, Council shall have declared that the municipal capital facilities are for the purposes of the municipality and are for public use.

Based on the foregoing, the City has satisfied the criteria to designate the facilities as municipal capital facilities, to exempt the lands from taxation for municipal and education purposes, and to provide for financial or other assistance to the TBCTC, as set out in the Seasonal Facility Agreement and Ground Lease, for the operation and maintenance of the facilities. The Act authorizes the City to provide benefits to the TBCTC, such as exemption from taxation for school and municipal purposes and financial or other assistance, as the TBCTC is providing the public with an activity or service that the City is otherwise authorized to provide and since the requirements of section 110 of the Act and the requirements of the Regulation are being complied with.

### ***FINANCIAL IMPLICATION***

If City Council designates the Indoor Facility as an MCF and exempts the Indoor Facility and lands from taxation, the City would forego the potential tax revenue. The value of lost property tax revenue is uncertain as it would be contingent on the assessment model applied to the facility by the Municipal Property Assessment Corporation. There are no financial implications with respect to the designation of the Seasonal Facility Lands as these lands have not been assessed for payment of property taxes and the designation is a ratification of existing arrangements pursuant to the Seasonal Facility Agreement.

The Ground Lease Lands were previously designated for community use and, as such, were not intended to generate revenue to the City. Previous Reports to Council have reflected Council's willingness to provide financial support to the proposed indoor racquet sport facility and explore a municipal capital facility agreement, to the extent it was able to so.

### ***CONCLUSION***

Administration recommends that the City declare that the Seasonal Facility and the Indoor Facility are for the purposes of the municipality and are for public use, and that, once the Ground Lease has been executed by the City and the TBCTC, Administration bring back the by-laws for passage by Council, designating the facilities as municipal capital facilities, exempting the facilities and the lands upon which the facilities are situate from taxation for municipal and school purposes and permitting the City to

provide financial and other assistance to the TBCTC, as per the Seasonal Facility Agreement and the Ground Lease, and authorizing the City to enter into the MCF Agreements.

**BACKGROUND**

At the May 9, 2022 Committee of the Whole Meeting, Council approved Thunder Bay Community Tennis Centre (TBCTC) with access to City lands located to the northwest of the existing seasonal tennis facility (part of PIN 62098-0067) to accommodate a proposed indoor racquet sport facility. Administration was directed to amend, terminate or rescind any existing agreements and enter into any new agreements required between the parties relative to this project in such form and content satisfactory to the General Manager – Community Services, City Treasurer, and City Solicitor and that the Mayor and City Clerk be authorized to execute all associated documents.

At the October 7, 2019 Committee of the Whole Meeting, based on a recommendation from the Multi-Use Indoor Sports Facility, Council approved that tennis be excluded from the building program for a proposed multi-use indoor turf facility; and that the potential of up to \$1.5 million be provided to the Thunder Bay Community Tennis Centre to work in partnership with the City of Thunder Bay on the creation of an air supported structure at Chapples Park; and that the City’s financial support be subject to confirmation of total project funding, due diligence review of the business plan, and future budget approval by Council; and that the source of funding for the approved amount be from the rate stabilization fund (now known as the Stabilization Reserve); and that any agreements between the partners be created in form and content satisfactory to the City Solicitor and the City Treasurer; and that the Mayor and City Clerk be authorized to sign any agreements relative to this project.

**REFERENCE MATERIAL ATTACHED**

Schedule A – Indoor Facility Lands

Schedule B – Indoor Facility By-law

Schedule C – Seasonal Facility Lands

Schedule D – Seasonal Facility By-law

**REPORT PREPARED BY**

Cynthia Cline, Deputy City Solicitor  
Kelly Robertson, General Manager, Community Services

**REPORT SIGNED AND VERIFIED BY**



Kelly Robertson – Community Services

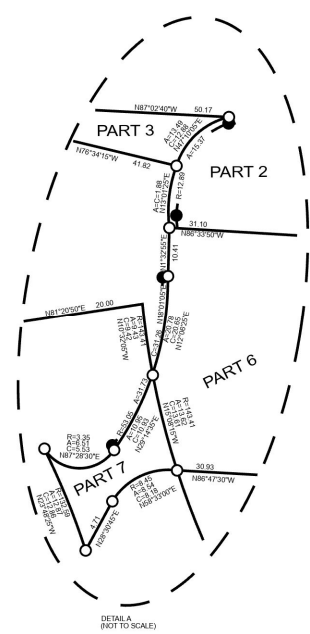
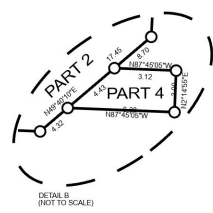
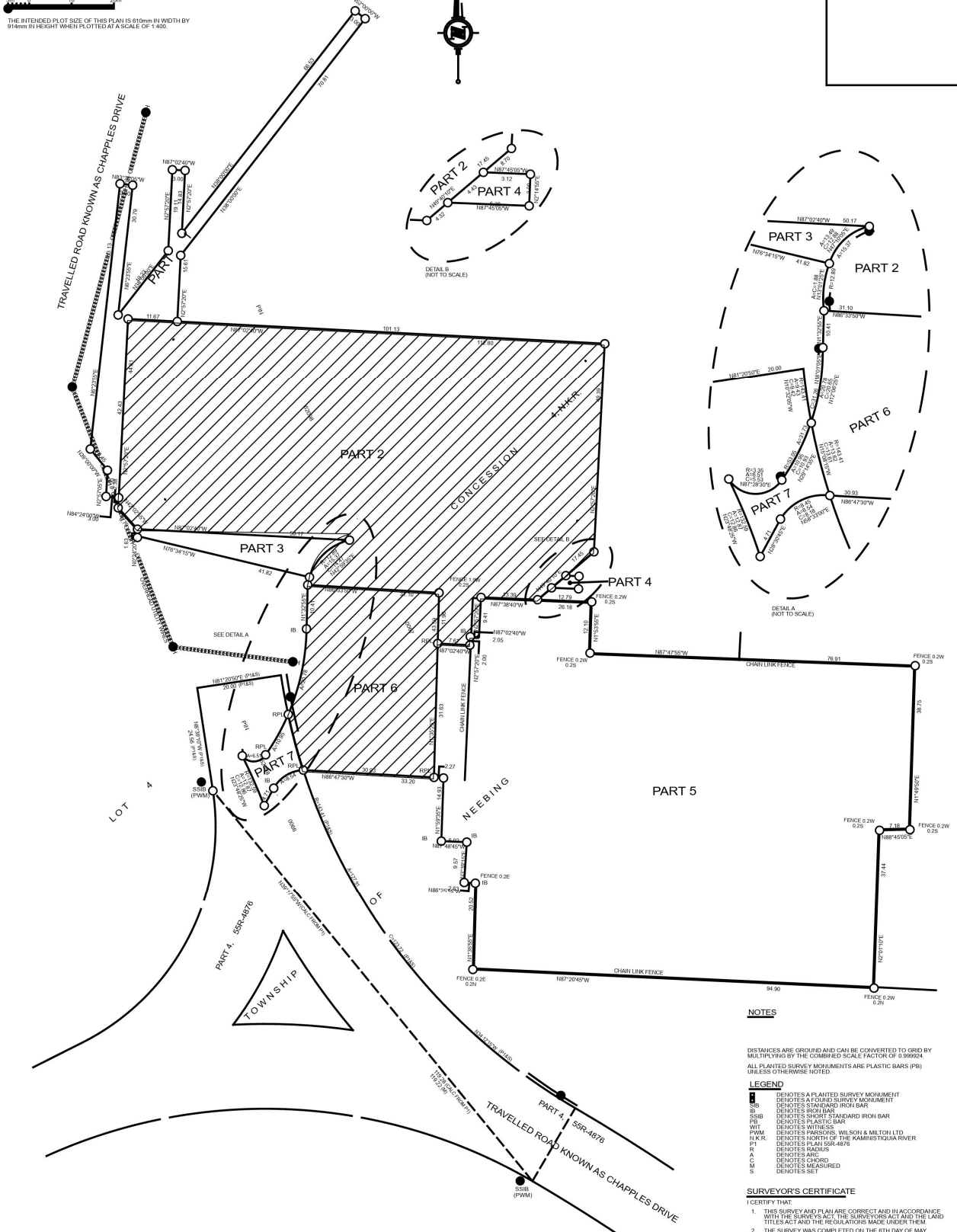
Date (10/06/2024)

**SCHEDULE "A" - INDOOR FACILITY LANDS**

PLAN OF SURVEY OF  
PART OF LOT 4  
CONCESSION 4, N.K.R.  
GEOGRAPHIC TOWNSHIP OF NEEBING  
CITY OF THUNDER BAY  
DISTRICT OF THUNDER BAY

SCALE - 1:400  
THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 914mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:400.

PARTS SCHEDULE				
PART	LOT	CONCESSION	PRN	AREA
1				0.076 ha
2				0.636 ha
3				0.025 ha
4	PART OF LOT 4	4, N.K.R.	PART OF E2098-0067	14.4 m <sup>2</sup>
5				0.833 ha
6				0.143 ha
7			PART OF E2098-0066	0.011 ha



Indoor Facility

COORDINATES BELOW ARE DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING SERVICE AND ARE REFERENCED TO DATUM 83, NAD 83 (EPSG:2105).

COORDINATES COMPLY WITH URBAN ABSOLUTE ACCURACY PER SEC 4(1) OF O. REG. 216(15)

POINT ID	NORTHING	EASTING
A	5,362,623.96	331,968.87
B	5,362,615.83	331,892.57
C	5,362,699.56	331,925.09

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ROTATIONS APPLIED TO PLAN BEARINGS FOR BEARING COMPANISONS

PLAN	ROTATION
P1	1°16'47" CLOCKWISE

**NOTES**

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99994.

ALL PLANTED SURVEY MONUMENTS ARE PLASTIC BARS (PB) UNLESS OTHERWISE NOTED.

**LEGEND**

- DENOTES A PLANTED SURVEY MONUMENT
- DENOTES A FOUND SURVEY MONUMENT
- DENOTES SQUARE IRON BAR
- DENOTES ROUND IRON BAR
- DENOTES STANDARD IRON BAR
- DENOTES PLASTIC BAR
- DENOTES WITNESSES
- DENOTES P.W.M.
- DENOTES NORTH OF THE KAMMISTIGUIA RIVER
- DENOTES PLAN 55R-487B
- DENOTES RADIUS
- DENOTES ARC
- DENOTES CHORD
- DENOTES MEASURED
- DENOTES SET

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 6TH DAY OF MAY, 2024.

MAY 23, 2024  
DATE

PETER G. HART  
PETER G. HART  
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 07-6879

**TBT ENGINEERING CONSULTING GROUP**

TBT SURVEYORS INC. - A WHOLLY OWNED SUBSIDIARY OF TBT ENGINEERING LIMITED

1919 VOGHE STREET, THUNDER BAY, ONTARIO L7Y 6T9  
T: (807) 624-5160 F: (807) 624-5161 www.tbt.ca

DRAWN BY: PD CHECKED BY: PSH DATED

**METRIC**

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471



THE CORPORATION OF THE CITY OF THUNDER BAY  
BY-LAW NUMBER 198 - 2024

A by-law of The Corporation of the City of Thunder Bay (the “City”) to designate 440 Chapples Drive as a municipal capital facility.

Recitals

1. Section 110 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Act”) permits a municipality to enter into agreements for the provision of municipal capital facilities;
2. Section 110 of the Act permits a Council of a municipality to designate lands within the classes of lands described in Ontario Regulation 603/06, as amended, as a municipal capital facility and to exempt that facility from taxation for municipal and school purposes;
3. The City has entered into a ground lease with the Thunder Bay Community Tennis Centre (the “Tennis Centre”) dated the date of this By-Law (the “Ground Lease”) for the development, construction, use and operation of an indoor facility (the “Indoor Facility”) on the lands municipally described as 440 Chapples Drive, as legally described in Schedule “A” to this by-law (the “Indoor Facility Lands”);
4. The Ground Lease requires that the Indoor Facility be used for recreational purposes, being a permitted class under Ontario Regulation 603/06, as amended, and for public use;
5. The Ground Lease provides that the recreational purpose of the Indoor Facility will be as an indoor racquet sport facility;
6. In accordance with the authorization of the Council on the \*\*\*th day of \*\*\*, 2024, the City and the Tennis Centre will enter into an agreement, conditional on the passage of this by-law, in the form attached as Schedule “B”, that provides for the operation of the Indoor Facility as a municipal capital facility, the provision by the City to the Tennis Centre of the financial and other assistance under the Ground Lease, and the exemption of the Indoor Facility and the lands upon which the Indoor Facility is situate from taxation for municipal and school purposes in relation to the municipal capital facility (the “Indoor Facility MCF Agreement”);;

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

1. The Council hereby designates the Indoor Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes for the City and for public use, and the implementation of such designation by way of an Indoor Facility MCF Agreement in the form attached hereto as Schedule "B".
2. The Indoor Facility and the lands upon which the Indoor Facility is situate and all present and future related improvements thereto are hereby exempt from the payment of taxation for municipal and school purposes and shall be so exempt until the earliest of:
  - a. The date the Ground Lease expires, is surrendered or is terminated for any reason whatsoever;
  - b. the date the Indoor Facility ceases to be a municipal capital facility under the Act and Ontario Regulation 603/06, or amendments thereto;
  - c. the date the Tennis Centre ceases to use the Indoor Facility; or
  - d. the date the Indoor Facility MCF Agreement terminates for any reason whatsoever.
3. The financial and other assistance to be provided by the City to the Tennis Centre for the operation of the Indoor Facility, as set out in the Ground Lease and the Indoor Facility MCF Agreement, is hereby authorized and approved, and the City is hereby authorized and permitted to enter into the Indoor Facility MCF Agreement.
4. The City shall cause its Clerk to give written notice of this by-law permitting the City to enter into the Indoor Facility MCF Agreement to the Minister of Finance as provided for in subsection 110(5) of the Act.
5. The City shall cause its Clerk to give written notice of the contents of this by-law to the Municipal Property Assessment Corporation and the secretary of any school board if the area of jurisdiction of any such board includes the land exempted by this by-law, as required under section 110(8) of the Act.
6. This By-law shall come into force and take effect on the date it is passed.



## SCHEDULE "A" - THE INDOOR FACILITY LANDS

**Parts 2 and 6 on Reference Plan 55R-15250, which lands are more particularly described as follows:**

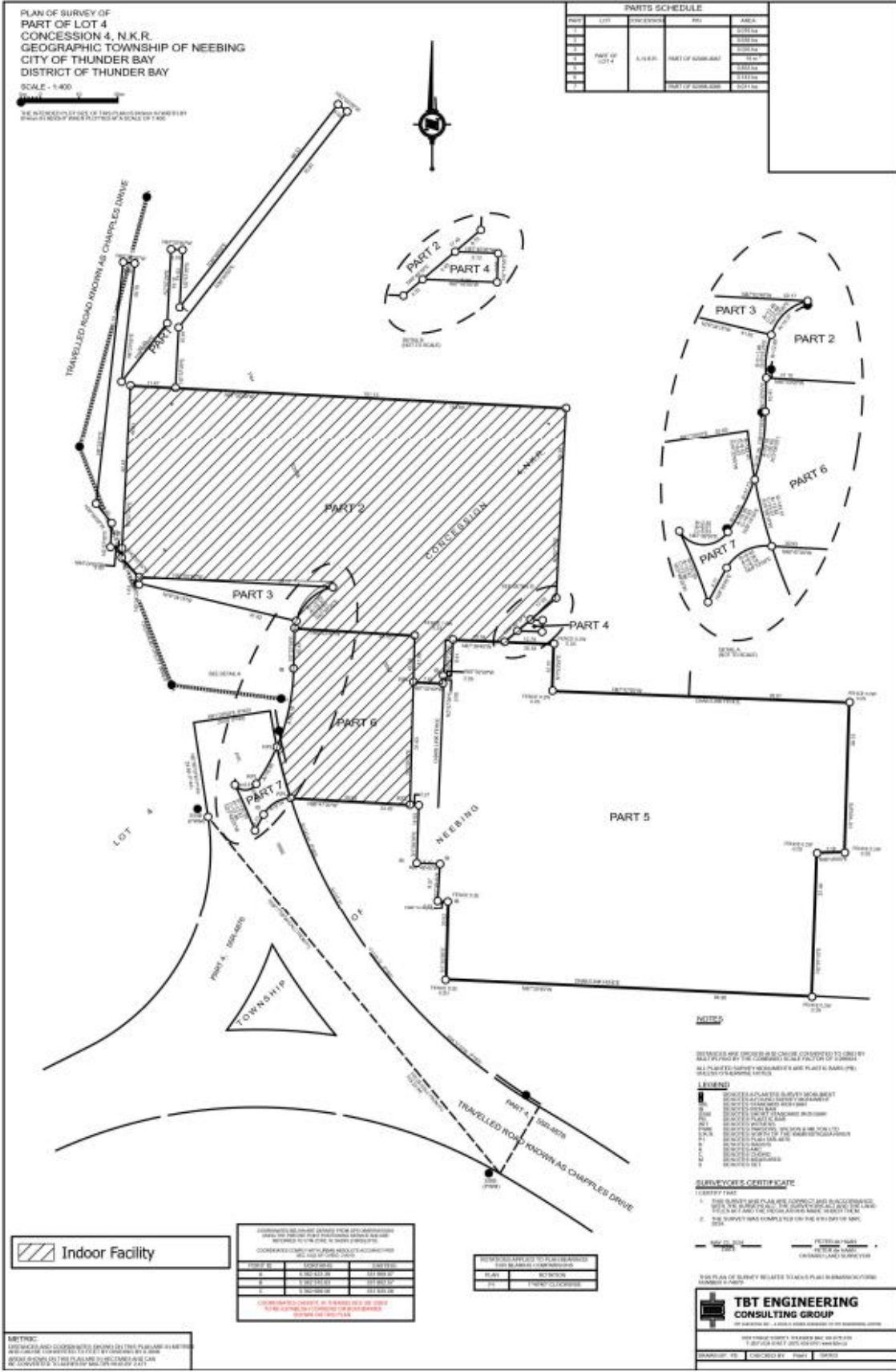
**PIN 62098-0067 (LT)**

PT of Lot 4 CON 4NKR, being PTS 2 and 6 on 55R-15250; THUNDER BAY

DRAFT

Reference Plan – The Indoor Facility Lands

DRAFT



**SCHEDULE “B” - MUNICIPAL CAPITAL FACILITIES AGREEMENT**

**THIS AGREEMENT** dated the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**THE CORPORATION OF THE CITY OF THUNDER BAY**

(hereinafter referred to as the “**City**”)

-and-

**THUNDER BAY COMMUNITY TENNIS CENTRE**

(hereinafter referred to as the “**Tennis Centre**”)

**WHEREAS:**

- A. The City owns the lands known municipally as 440 Chapples Drive in the City of Thunder Bay, which lands are more particularly described in Schedule “A” attached hereto (the “**Indoor Facility Lands**”).
- B. The City has determined that it is in the public interest of the City that the Indoor Facility Lands be used for a recreational purpose, namely as an indoor racquet sport facility.
- C. The City has agreed to lease the Indoor Facility Lands to the Tennis Centre pursuant to the terms of a lease dated the date of this Agreement (the “**Ground Lease**”).
- D. Under the Ground Lease, the Tennis Centre is responsible for arranging for the development and construction of an indoor racquet sport facility on the Indoor Facility Lands (the “**Indoor Facility**”).
- E. The City will at all times own the Indoor Facility Lands and the Tennis Centre will own the Indoor Facility until the expiry or earlier termination of the Ground Lease, at which time the City will own the Indoor Facility.
- F. Under the Ground Lease, the Tennis Centre is responsible for arranging for operation, maintenance and repair of the Indoor Facility after completion of the construction of the Indoor Facility and during the time period that the Tennis Centre owns the Indoor Facility.
- G. The City intends to provide financial and other assistance to the Tennis Centre in the operation of the Indoor Facility.
- H. It is the intention of the City and the Tennis Centre that the financial and other assistance to be provided by the City to the Tennis Centre under the Ground Lease be for the purpose



of the provision of municipal capital facilities under Section 110 of the *Municipal Act* (Ontario) (the “**Act**”) and the Regulations thereunder.

- I. The City and the Tennis Centre are entering in this agreement (hereinafter referred to as the “**Indoor Facility MCF Agreement**”) pursuant to Section 110 of the Act.

**THEREFORE**, in consideration of the making of this Indoor Facility MCF Agreement and the mutual covenants contained herein, the parties undertake, covenant and agree as follows:

1. The Tennis Centre and the City acknowledge and agree that the agreement relating to the construction, development, use and operation of the Indoor Facility is the Ground Lease.
2. The Tennis Centre and the City acknowledge and agree that, among other things, the Ground Lease provides as follows:
  - (a) the Tennis Centre will lease the Lands from the City upon which the Indoor Facility is to be developed and constructed;
  - (b) the Tennis Centre will operate the Indoor Facility and will be responsible for the maintenance and repair of the facilities at the Indoor Facility;
  - (c) at the expiry of the Term of the Ground Lease, or such earlier time as the Ground Lease is terminated, the Tennis Centre will no longer have a leasehold interest in the Lands and will no longer own the Indoor Facility, and the City will continue to own the Lands and will also then own the Indoor Facility, all free and clear of any leasehold or other interest of the Tennis Centre; and
  - (d) the City is providing financial and other assistance to the Tennis Centre in accordance with Section 110 of the Act and the Regulations thereunder, in order to assist in the operation of the Indoor Facility.
3. The Tennis Centre and the City acknowledge and agree that it is their common intention that the financial and other assistance being provided by the City to the Tennis Centre, pursuant to the Ground Lease, for the operation of the Tennis Centre, as set out in the Ground Lease, is being provided by the City pursuant to Section 110 of the Act and the Regulations thereunder, and that such financial and other assistance is being provided by the City to the Tennis Centre for the operation of municipal capital facilities that meet the requirements of Section 110 of the Act and the Regulations thereunder. So long as the provisions of Section 110 of the Act and the provisions of the Regulations thereunder are complied with, the City is obligated to provide the financial and other assistance to the Tennis Centre that is set out in the Ground Lease, in order that the municipal capital facilities can be operated.
4. The Tennis Centre and the City shall not, while the Ground Lease is in force, do any act or thing, or omit to do any act or thing, if doing so or omitting to do so, as the case may be,

would result in the Indoor Facility ceasing to satisfy the requirements applicable to municipal capital facilities pursuant to the Act and the Regulations thereunder as they exist at the date of this Indoor Facility MCF Agreement, or would result in the Indoor Facility, or any portion of it, or the lands upon which the Indoor Facility is situated, ceasing to qualify for an exemption from taxation for municipal and school purposes under Section 110 of the Act and the Regulations thereunder.

5. Subject to Section 4 of this Indoor Facility MCF Agreement, so long as:
  - (a) the Tennis Centre operates the Indoor Facility in accordance with the provisions of the Ground Lease and this Indoor Facility MCF Agreement;
  - (b) the principles and guidelines set out in Section 8 of this Indoor Facility MCF Agreement are adhered to; and
  - (c) the Ground Lease is in full force and effect,

the Tennis Centre shall not be responsible to pay any taxes for municipal or school purposes which can be lawfully exempted by the City for the Indoor Facility and the lands upon which the Indoor Facility is situated, as a municipal capital facility under Section 110 of the Act and the Regulations thereunder as they exist at the date of this Indoor Facility MCF Agreement, and the City shall continue to provide the financial assistance it has agreed to provide under the Ground Lease.

6. The Tennis Centre shall operate the Indoor Facility so that the Indoor Facility satisfies the terms and provisions of this Indoor Facility MCF Agreement and the requirements applicable to municipal capital facilities pursuant to Section 110 of the Act, and the Regulations thereunder, as they exist on the date of this Indoor Facility MCF Agreement and, subject to the balance of this Section 6, as they may be amended after the date of this Indoor Facility MCF Agreement. If the Act or the Regulations thereunder change in any way that would impact on the eligibility of the Indoor Facility for designation as a municipal capital facility, or would impact on the eligibility of the Indoor Facility and the lands upon which the Indoor Facility is situated to qualify for an exemption from taxation for municipal and school purposes and for the other financial assistance contemplated by the Ground Lease, the City and the Tennis Centre will use their reasonable best efforts to cause the Indoor Facility, and its use, management and operation, to qualify for designation as a municipal capital facility under any such amendments to the Act or the Regulations thereunder, provided that such changes are reasonably possible to implement and would not have a materially adverse negative financial impact on the City or the Tennis Centre, or otherwise materially prejudice the City or the Tennis Centre. If such changes would not be reasonably possible or would have a materially negative financial impact on the City or the Tennis Centre and if without such changes the Indoor Facility would not qualify as a municipal capital facility under such amendments to the Act and the Regulations thereunder, or if there would not then be an exemption from taxation for municipal and

school purposes for the Indoor Facility, or if the other financial assistance contemplated by the Ground Lease could not be provided, then the City and the Tennis Centre covenant and agree to proceed in good faith and revise their business arrangements, including making any changes to the Ground Lease that may be required, in a fair and equitable way, so that the financial arrangements will not be materially less favourable to the Tennis Centre than those financial arrangements in effect prior to the amendments to the Act or the Regulations thereunder that necessitated such changes.

7. With respect to the exemption of the Indoor Facility and the lands upon which the Indoor Facility is situated from taxation for municipal and school purposes, the City will, subject to the provisions of the Ground Lease, the provisions of this Indoor Facility MCF Agreement, and the provisions under Section 110 of the Act and the Regulations thereunder as they exist at the date of this Indoor Facility MCF Agreement, exempt the Indoor Facility and the lands upon which the Indoor Facility is situated from taxation for municipal and school purposes, so long as:
  - (a) the Indoor Facility MCF Agreement is in full force under Section 110 of the Act and the Regulations thereunder;
  - (b) the Lands are leased by the City to the Tennis Centre pursuant to the Ground Lease; and
  - (c) the Indoor Facility is occupied and used for a service or function that may be provided by a municipality.
  
8. The Tennis Centre and the City acknowledge and agree that the following principles and guidelines govern the designation of the Indoor Facility as municipal capital facilities under Section 110 of the Act and the Regulations thereunder as they exist at the date of this Indoor Facility MCF Agreement, and that these principles and guidelines shall be followed and adhered to so long as the Ground Lease is in force, in order that the Indoor Facility can be occupied and used for recreational purposes and to comply with Section 110 of the Act and the Regulations thereunder as they exist at the date of this Indoor Facility MCF Agreement, and this Indoor Facility MCF Agreement, and so that the City can provide financial and other assistance to the Tennis Centre pursuant to the Ground Lease and in compliance with the Act and the Regulations as they exist at the date of this Indoor Facility MCF Agreement:
  - (a) the Indoor Facility will be used for “recreational purposes”, namely an indoor racquet sport facility;
  - (b) the Tennis Centre will only have a leasehold interest in the Lands, under the Ground Lease, and will own the Indoor Facility, and the City will continue to own the Lands and will own the Indoor Facility on the expiry or earlier termination of the Ground Lease; and

- (c) pursuant to Section 6(i)(b) of Ontario Regulation 603/06, the City has declared by Resolution, enacted \*\*\*\*\*, 2024, that the municipal capital facilities contemplated by this Agreement, being the Indoor Facility, are for the purposes of the City and are for public use.
9. Pursuant to Section 110 of the Act, the City acknowledges that by By-law No. \*\*\*\*-2024, enacted by City Council on the date of this Indoor Facility MCF Agreement, a copy of which is attached hereto as Schedule “B”, the City has exempted the Indoor Facility and the lands upon which the Indoor Facility is situated from taxation for municipal and school purposes and has authorized the provision of the other financial assistance contemplated by the Ground Lease, during the term of the Ground Lease, effective as of the date of this Indoor Facility MCF Agreement.
  10. The Tennis Centre acknowledges that the City, as an Ontario municipality, has only those powers granted to it by the Province of Ontario under the Act, the Regulations, or other statutes, or as it may have at common law.
  11. Each obligation expressed in this Indoor Facility MCF Agreement, even though not expressed as a covenant, is considered to be a covenant for all purposes.
  12. This Indoor Facility MCF Agreement contains all the covenants, agreements and understandings between the parties concerning its subject matter.
  13. This Indoor Facility MCF Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. This Indoor Facility MCF Agreement may not be assigned by the Tennis Centre without the prior written consent of the City, which consent may be unreasonably withheld.
  14. If any provision of this Indoor Facility MCF Agreement or the application of it to any person or circumstances is held to any extent invalid or unenforceable, the remainder of this Indoor Facility MCF Agreement or the application of the provision to persons or circumstances other than those as to which it is held invalid or unenforceable is not affected.
  15. The parties shall do and execute all such further acts, deeds, instruments or things as may be necessary or desirable for the purpose of carrying out the intent of this Indoor Facility MCF Agreement.
  16. This Indoor Facility MCF Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument dated as of the date shown on the first page of this Indoor Facility MCF Agreement.

*[remainder of this page left intentionally blank, signature page to follow]*



**IN WITNESS WHEREOF** the parties hereto have duly executed this Indoor Facility MCF Agreement.

**THE CORPORATION OF THE CITY OF THUNDER BAY**

Per: \_\_\_\_\_  
Title: \_\_\_\_\_

Per: \_\_\_\_\_  
Title \_\_\_\_\_

I/We have the authority to bind the Corporation

**THUNDER BAY COMMUNITY TENNIS CENTRE**

Per: \_\_\_\_\_  
Title: \_\_\_\_\_

Per: \_\_\_\_\_  
Title \_\_\_\_\_

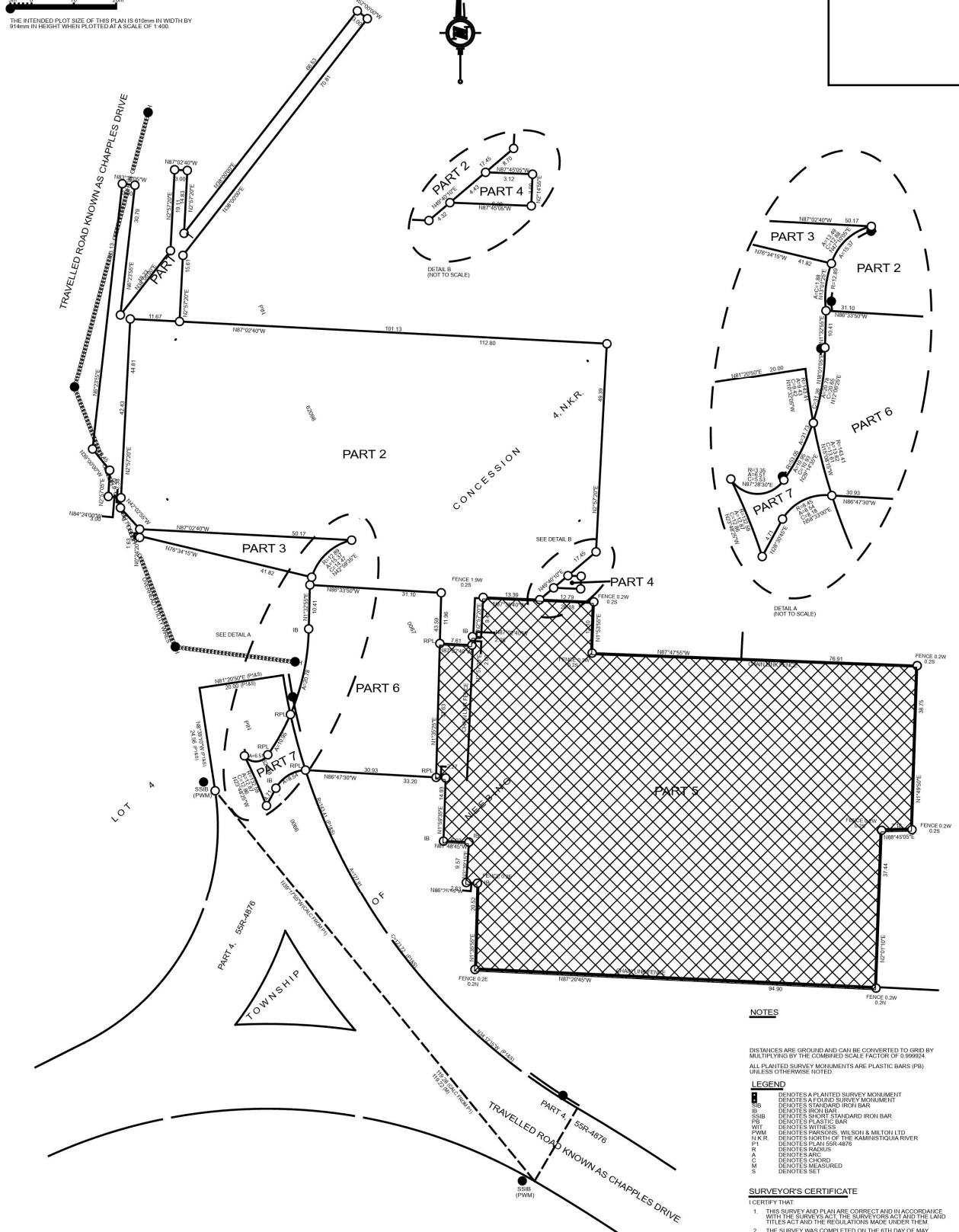
I/We have the authority to bind the Corporation

# SCHEDULE "C" - SEASONAL FACILITY LANDS

PLAN OF SURVEY OF  
PART OF LOT 4  
CONCESSION 4, N.K.R.  
GEOGRAPHIC TOWNSHIP OF NEEBING  
CITY OF THUNDER BAY  
DISTRICT OF THUNDER BAY

SCALE - 1:400  
10m 20m  
THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 914mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:400

PARTS SCHEDULE				
PART	LOT	CONCESSION	PRN	AREA
1				0.076 ha
2				0.636 ha
3				0.025 ha
4	PART OF LOT 4	4, N.K.R.	PART OF E2098-0067	14.4 m <sup>2</sup>
5				0.833 ha
6				0.143 ha
7			PART OF E2098-0066	0.011 ha



**NOTES**

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99904  
ALL PLANTED SURVEY MONUMENTS ARE PLASTIC BARS (PB) UNLESS OTHERWISE NOTED.

**LEGEND**

- DENOTES A PLANTED SURVEY MONUMENT
- DENOTES A FOLDED SURVEY MONUMENT
- DENOTES SQUARE IRON BAR
- DENOTES STANDARD IRON BAR
- DENOTES PLASTIC BAR
- DENOTES WITNESS
- DENOTES NORTH OF THE KAMISTIGUIA RIVER
- DENOTES PLAN 158-4376
- DENOTES RADIUS
- DENOTES ARC
- DENOTES CHORD
- DENOTES MEASURED
- DENOTES SET

**SURVEYOR'S CERTIFICATE**

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
  - THE SURVEY WAS COMPLETED ON THE 6TH DAY OF MAY, 2021.

MAY 23 2021  
DATE  
PETER G. HAWK  
PETER G. HAWK  
ONTARIO LAND SURVEYOR

Seasonal Facility

COORDINATES BELOW ARE DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING SERVICE AND ARE REFERRED TO UTM ZONE 18N UTM COORDINATES.

POINT ID	NORTHING	EASTING
A	5 362 623.96	331 968.07
B	5 362 615.03	331 892.57
C	5 362 699.56	331 925.09

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ROTATIONS APPLIED TO PLAN BEARINGS FOR BEARING COMPANSONS

PLAN	ROTATION
P1	1°16'47" CLOCKWISE

METRIC  
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048  
AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471

**TBT ENGINEERING CONSULTING GROUP**  
TBT SURVEYORS INC. - A WHOLLY OWNED SUBSIDIARY OF TBT ENGINEERING LIMITED  
1919 YONGE STREET, THUNDER BAY, ONTARIO L7Y 6T9  
T: (807) 624-5160 F: (807) 624-5161 www.tbt.ca  
DRAWN BY: PD CHECKED BY: Pgeh DATED



THE CORPORATION OF THE CITY OF THUNDER BAY  
BY-LAW NUMBER 228 - 2024

A by-law of The Corporation of the City of Thunder Bay (the “City”) to designate 430 Chapples Drive as a municipal capital facility.

Recitals

1. Section 110 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Act”) permits a municipality to enter into agreements for the provision of municipal capital facilities;
2. Section 110 of the Act permits a Council of a municipality to designate lands within the classes of lands described in Ontario Regulation 603/06, as amended, as a municipal capital facility and to exempt that facility from taxation for municipal and school purposes;
3. The City and the Thunder Bay Community Tennis Centre (the “Tennis Centre”) are parties to a Letter of Understanding dated as of July 26, 1993, as may be amended, supplemented, replaced or restated from time to time (the “Seasonal Facility Agreement”), for the use and operation of a racquet sport facility (the “Seasonal Facility”) on the lands municipally described as 430 Chapples Drive, as legally described in Schedule “A” to this by-law (the “Seasonal Facility Lands”);
4. The Seasonal Facility Agreement requires that the Seasonal Facility be used for recreational purposes, being a permitted class under Ontario Regulation 603/06, as amended, and for public use;
5. The Seasonal Facility Agreement provides that the recreational purpose of the Seasonal Facility will be as a racquet sport facility;
6. In accordance with the authorization of the Council on the 24th day of June, 2024, the City and the Tennis Centre will enter into an agreement, conditional on the passage of this by-law, in the form attached as Schedule “B”, that provides for the operation of the Seasonal Facility as a municipal capital facility, the provision by the City to the Tennis Centre of the financial and other assistance under the Seasonal Facility Agreement, and the exemption of the Seasonal Facility and the lands upon which the Seasonal Facility is situate from taxation for municipal and school purposes in relation to the municipal capital facility (the “Seasonal Facility MCF Agreement”);

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

1. The Council hereby designates the Seasonal Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes for the City and for public use, and the implementation of such designation by way of a Seasonal Facility MCF Agreement in the form attached hereto as Schedule "B".
2. The Seasonal Facility and the lands upon which the Seasonal Facility is situate and all present and future related improvements thereto are hereby exempt from the payment of taxation for municipal and school purposes and shall be so exempt until the earliest of:
  - a. The date the Seasonal Facility Agreement expires, is surrendered or is terminated for any reason whatsoever;
  - b. the date the Seasonal Facility ceases to be a municipal capital facility under the Act and Ontario Regulation 603/06, or amendments thereto;
  - c. the date the Tennis Centre ceases to use the Seasonal Facility; or
  - d. the date the Seasonal Facility MCF Agreement terminates for any reason whatsoever.
3. The financial and other assistance to be provided by the City to the Tennis Centre for the operation of the Seasonal Facility, as set out in the Seasonal Facility Agreement and the Seasonal Facility MCF Agreement, is hereby authorized and approved, and the City is hereby authorized and permitted to enter into the Seasonal Facility MCF Agreement.
4. The City shall cause its Clerk to give written notice of this by-law permitting the City to enter into the Seasonal Facility MCF Agreement to the Minister of Finance as provided for in subsection 110(5) of the Act.
5. The City shall cause its Clerk to given written notice of the contents of this by-law to the Municipal Property Assessment Corporation and the secretary of any school board if the area of jurisdiction of any such board includes the land exempted by this by-law, as required under section 110(8) of the Act.
6. This by-law shall be effective as of the date of passing.



Enacted and passed this 24 day of June, A.D. 2024 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

DRAFT

**SCHEDULE "A" - THE SEASONAL FACILITY LANDS**

**Part 5 on Reference Plan 55R-15250, which lands are more particularly described as follows:**

**PIN 62098-0067 (LT)**

PT of Lot 4 CON 4NKR, being PT 5 on 55R-15250; THUNDER BAY

DRAFT



## SCHEDULE “B” - MUNICIPAL CAPITAL FACILITY AGREEMENT

**THIS AGREEMENT** dated the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**THE CORPORATION OF THE CITY OF THUNDER BAY**

(hereinafter referred to as the “**City**”)

-and-

**THUNDER BAY COMMUNITY TENNIS CENTRE**

(hereinafter referred to as the “**Tennis Centre**”)

**WHEREAS:**

- A. The City owns the lands known municipally as 430 Chapples Drive in the City of Thunder Bay, which lands are more particularly described in Schedule “A” attached hereto (the “**Seasonal Facility Lands**”).
- B. The City has determined that it is in the public interest of the City that the Seasonal Facility Lands be used for a recreational purpose, namely as a seasonal racquet sport facility.
- C. The City and the Tennis Centre are parties to a Letter of Understanding dated July 26, 1993, which may be amended, supplemented, replaced or restated from time to time, pursuant to which the City provides the Lands to the Tennis Centre for the operation of a seasonal racquet sport facility (the “**Seasonal Facility Agreement**”).
- D. Under the Seasonal Facility Agreement, the Tennis Centre is responsible for operating a seasonal racquet sport facility on the Lands (the “**Seasonal Facility**”).
- E. The City owns the Tennis Facility and the Seasonal Facility Lands upon which they are situated.
- F. The City provides financial and other assistance to the Tennis Centre in the operation of the Seasonal Tennis Facility.
- G. It is the intention of the City and the Tennis Centre that the financial and other assistance to be provided by the City to the Tennis Centre under the Seasonal Facility Agreement be for the purpose of the provision of municipal capital facilities under Section 110 of the *Municipal Act* (Ontario) (the “**Act**”) and the Regulations thereunder.



H. The City and the Tennis Centre are entering in this agreement (hereinafter referred to as the “**Seasonal Facility MCF Agreement**”) pursuant to Section 110 of the Act.

**THEREFORE**, in consideration of the making of this Seasonal Facility MCF Agreement and the mutual covenants contained herein, the parties undertake, covenant and agree as follows:

1. The Tennis Centre and the City acknowledge and agree that the agreement relating to the use and operation of the Seasonal Facility is the Seasonal Facility Agreement.
2. The Tennis Centre and the City acknowledge and agree that, among other things, the Seasonal Facility Agreement provides as follows:
  - (a) the Tennis Centre will lease the Seasonal Facility Lands from the City upon which the Seasonal Facility is located;
  - (b) the Tennis Centre will operate the Seasonal Facility and will be responsible for some of the maintenance and repair of the facilities at the Tennis Centre;
  - (c) the City owns the Seasonal Facility and the Seasonal Facility Lands upon which they are situate; and
  - (d) the City is providing financial and other assistance to the Tennis Centre in accordance with Section 110 of the Act and the Regulations thereunder, in order to assist in the operation of the Seasonal Facility.
3. The Tennis Centre and the City acknowledge and agree that it is their common intention that the financial and other assistance being provided by the City to the Tennis Centre, pursuant to the Seasonal Facility Agreement, for the operation of the Seasonal Facility is being provided by the City pursuant to Section 110 of the Act and the Regulations thereunder, and that such financial and other assistance is being provided by the City to the Tennis Centre for the operation of municipal capital facilities that meet the requirements of Section 110 of the Act and the Regulations thereunder. So long as the provisions of Section 110 of the Act and the provisions of the Regulations thereunder are complied with, the City is obligated to provide the financial and other assistance to the Tennis Centre that is set out in the Seasonal Facility Agreement, in order that the municipal capital facilities can be operated.
4. The Tennis Centre and the City shall not, while the Seasonal Facility Agreement is in force, do any act or thing, or omit to do any act or thing, if doing so or omitting to do so, as the case may be, would result in the Seasonal Facility ceasing to satisfy the requirements applicable to municipal capital facilities pursuant to the Act and the Regulations thereunder as they exist at the date of this Seasonal Facility MCF Agreement, or would result in the Seasonal Facility, or any portion of it, or the lands upon which the Seasonal Facility is

situated, ceasing to qualify for an exemption from taxation for municipal and school purposes under Section 110 of the Act and the Regulations thereunder.

5. Subject to Section 4 of this Seasonal Facility MCF Agreement, so long as:
  - (a) the Tennis Centre operates the Seasonal Facility in accordance with the provisions of the Seasonal Facility Agreement and this Seasonal Facility MCF Agreement;
  - (b) the principles and guidelines set out in Section 8 of this Seasonal Facility MCF Agreement are adhered to; and
  - (c) the Seasonal Facility Agreement is in full force and effect,

the Tennis Centre shall not be responsible to pay any taxes for municipal or school purposes which can be lawfully exempted by the City for the Seasonal Facility and the lands upon which the Seasonal Facility is situate, as a municipal capital facility under Section 110 of the Act and the Regulations thereunder as they exist at the date of this Seasonal Facility MCF Agreement, and the City shall continue to provide the financial assistance it has agreed to provide under the Seasonal Facility Agreement.

6. The Tennis Centre shall operate the Seasonal Facility so that the Seasonal Facility satisfies the terms and provisions of this Seasonal Facility MCF Agreement and the requirements applicable to municipal capital facilities pursuant to Section 110 of the Act, and the Regulations thereunder, as they exist on the date of this Seasonal Facility MCF Agreement and, subject to the balance of this Section 6, as they may be amended after the date of this Seasonal Facility MCF Agreement. If the Act or the Regulations thereunder change in any way that would impact on the eligibility of the Seasonal Facility for designation as a municipal capital facility, or would impact on the eligibility of the Seasonal Facility and the lands upon which the Seasonal Facility is situated to qualify for an exemption from taxation for municipal and school purposes and for the other financial assistance contemplated by the Seasonal Facility Agreement, the City and the Tennis Centre will use their reasonable best efforts to cause the Seasonal Facility, and its use, management and operation, to qualify for designation as a municipal capital facility under any such amendments to the Act or the Regulations thereunder, provided that such changes are reasonably possible to implement and would not have a materially adverse negative financial impact on the City or the Tennis Centre, or otherwise materially prejudice the City or the Tennis Centre. If such changes would not be reasonably possible or would have a materially negative financial impact on the City or the Tennis Centre and if without such changes the Seasonal Facility would not qualify as a municipal capital facility under such amendments to the Act and the Regulations thereunder, or if there would not then be an exemption from taxation for municipal and school purposes for the Seasonal Facility, or if the other financial assistance contemplated by the Seasonal Facility Agreement could not

be provided, then the City and the Tennis Centre covenant and agree to proceed in good faith and revise their business arrangements, including making any changes to the Seasonal Facility Agreement that may be required, in a fair and equitable way, so that the financial arrangements will not be materially less favourable to the Tennis Centre than those financial arrangements in effect prior to the amendments to the Act or the Regulations thereunder that necessitated such changes.

7. With respect to the exemption of the Seasonal Facility and the lands upon which the Seasonal Facility is situated from taxation for municipal and school purposes, the City will, subject to the provisions of the Seasonal Facility Agreement, the provisions of this Seasonal Facility MCF Agreement, and the provisions under Section 110 of the Act and the Regulations thereunder as they exist at the date of this Seasonal Facility MCF Agreement, exempt the Seasonal Facility and the lands upon which the Seasonal Facility is situated from taxation for municipal and school purposes, so long as:
  - (a) the Seasonal Facility MCF Agreement is in full force under Section 110 of the Act and the Regulations thereunder;
  - (b) the Seasonal Facility Lands are leased by the City to the Tennis Centre pursuant to the Seasonal Facility Agreement; and
  - (c) the Seasonal Facility is occupied and used for a service or function that may be provided by a municipality.
  
8. The Tennis Centre and the City acknowledge and agree that the following principles and guidelines govern the designation of the Seasonal Facility as municipal capital facilities under Section 110 of the Act and the Regulations thereunder as they exist at the date of this Seasonal Facility MCF Agreement, and that these principles and guidelines shall be followed and adhered to so long as the Seasonal Facility Agreement is in force, in order that the Seasonal Facility can be occupied and used for recreational purposes and to comply with Section 110 of the Act and the Regulations thereunder as they exist at the date of this Seasonal Facility MCF Agreement, and this Seasonal Facility MCF Agreement, and so that the City can provide financial and other assistance to the Tennis Centre pursuant to the Seasonal Facility Agreement and in compliance with the Act and the Regulations as they exist at the date of this Seasonal Facility MCF Agreement:
  - (a) the Seasonal Facility will be used for “recreational purposes”, namely a racquet sport facility;
  - (b) the City owns the Tennis Facility and the Lands upon which they are situated; and
  - (c) pursuant to Section 6(i)(b) of Ontario Regulation 603/06, the City has declared by Resolution, enacted June 24, 2024, that the municipal capital facilities

contemplated by this Seasonal Facility MCF Agreement, being the Seasonal Facility, are for the purposes of the City and are for public use.

9. Pursuant to Section 110 of the Act, the City acknowledges that by By-law No. 228-2024, enacted by City Council on the date of this Seasonal Facility MCF Agreement, a copy of which is attached hereto as Schedule “B”, the City has exempted the Seasonal Facility and the lands upon which the Seasonal Facility is situated from taxation for municipal and school purposes and has authorized the provision of the other financial assistance contemplated by the Seasonal Facility Agreement effective as of the date of this Seasonal Facility MCF Agreement.
10. The Tennis Centre acknowledges that the City, as an Ontario municipality, has only those powers granted to it by the Province of Ontario under the Act, the Regulations, or other statutes, or as it may have at common law.
11. Each obligation expressed in this Seasonal Facility MCF Agreement, even though not expressed as a covenant, is considered to be a covenant for all purposes.
12. This Seasonal Facility MCF Agreement contains all the covenants, agreements and understandings between the parties concerning its subject matter.
13. This Seasonal Facility MCF Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. This Seasonal Facility MCF Agreement may not be assigned by the Tennis Centre without the prior written consent of the City, which consent may be unreasonably withheld.
14. If any provision of this Seasonal Facility MCF Agreement or the application of it to any person or circumstances is held to any extent invalid or unenforceable, the remainder of this Seasonal Facility MCF Agreement or the application of the provision to persons or circumstances other than those as to which it is held invalid or unenforceable is not affected.
15. The parties shall do and execute all such further acts, deeds, instruments or things as may be necessary or desirable for the purpose of carrying out the intent of this Seasonal Facility MCF Agreement.
16. This MCF Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument dated as of the date shown on the first page of this Seasonal Facility MCF Agreement.

*[remainder of this page left intentionally blank, signature page to follow]*



**IN WITNESS WHEREOF** the parties hereto have duly executed this Seasonal Facility MCF Agreement.

**THE CORPORATION OF THE CITY OF THUNDER BAY**

Per: \_\_\_\_\_  
Title: \_\_\_\_\_

Per: \_\_\_\_\_  
Title \_\_\_\_\_

I/We have the authority to bind the Corporation

**THUNDER BAY COMMUNITY TENNIS CENTRE**

Per: \_\_\_\_\_  
Title: \_\_\_\_\_

Per: \_\_\_\_\_  
Title \_\_\_\_\_

I/We have the authority to bind the Corporation

# Corporate Report

---

<b>REPORT NUMBER</b> 213-2024-City Manager's Office-Strategic Initiatives & Engagement	
<b>DATE PREPARED</b>	June 4, 2024
	<b>FILE</b>
<b>MEETING DATE</b>	June 17, 2024
<b>SUBJECT</b>	City of Thunder Bay Strategic Plan (2023-27) – Action Plan

---

## RECOMMENDATION

This Report is for information.

## EXECUTIVE SUMMARY

The City’s Strategic Plan guides the decisions of City Council and actions of Administration for the Strategic Plan timeline and beyond.

This Report provides Council an overview of the updated “Maamawe, Growing Together” City of Thunder Bay Strategic Plan (2023-27) informed by public, stakeholder, and staff input, including actions, key performance indicators and desired outcomes.

A separate internal implementation plan has been developed, and includes timelines, identifies the Corporate Champion and Administrative Lead, and provides additional tracking metrics to monitor progress for each of the stated goals, objectives, and actions.

The City Manager and Executive Management Team will oversee the implementation of the Strategic Action Plan and will report back to Council and the community on progress twice a year.

## DISCUSSION

### Key Updates to the Strategic Plan

A survey was distributed among the public, key stakeholders, and City staff soliciting input on specific actions to achieve the objectives of the Council approved Strategic Plan. Using this input, a series of full day facilitated sessions were held with City Administration and Chairs of relevant Committees of Council for each of the strategic pillars to build out and draft an action plan, including proposed timelines, leads and deliverables. The Executive Management Team then held a series of meetings to

further refine the actions and determine appropriate performance indicators, continuously seeking input from their respective teams.

Key updates and amendments to the Strategic Plan are as follows:

- Land acknowledgment
- Message from the Mayor and City Manager
- Brief outline of municipal roles and responsibilities
- Key performance indicators for each strategic pillar
- Actions to achieve previously approved goals and objectives
- Desired outcomes that align with an improved quality of life we would hope to see upon successful implementation of the Strategic Plan
- Identification of complementary and supportive Corporate strategies and plans

The Growth Pillar has seen the most transformation as part of the update, and key amendments are as follows:

- Added focus to the investment in infrastructure and services as part of the Strategic Pillar wording
- First Goal (Collaboratively create an attractive and supportive environment where people and businesses can flourish):
  - Added an objective related to beautification; moved and reworded previous objective from second goal on the Clean, Green and Beautiful policy into an action to support the new objective
- Second Goal (Support urban density through complete, compact, and walkable development):
  - Moved the objective related to new housing supply options from the first goal to better align with this goal
- Third Goal (Make it easier to access City services):
  - Included a third objective related to enhancing public communications

### **Communicating on Implementation**

The updated “Maamawe, Growing Together” Strategic Plan will be published on the City’s website at [www.thunderbay.ca/stratplan](http://www.thunderbay.ca/stratplan) and promoted through the City’s communication channels including the website and social media.

Reports to Council on progress against the Strategic Plan will be provided in alignment with the results of the semi-annual Citizen Satisfaction Surveys, with the first implementation report in Q4 2024.

### ***FINANCIAL IMPLICATION***

There are no immediate financial implications associated with the “Maamawe, Growing Together” City of Thunder Bay Strategic Plan (2023-27). Future financial implications would be forecasted through the administrative review process and brought forward to Council for approval as required through the annual budget process.

## **CONCLUSION**

It is concluded that this report be received as information, and that Administration will begin reporting on progress implementing “Maamawe, Growing Together” City of Thunder Bay Strategic Plan” in alignment with the semi-annual Citizen Satisfaction Survey.

## **BACKGROUND**

Corporate Report 214-2023 (City Manager’s Office) was presented at the July 17, 2024, Committee of the Whole meeting, recommending the adoption of the “Maamawe, Growing Together” City of Thunder Bay Strategic Plan outlining three strategic pillars, with corresponding goals and objectives. After robust discussion, Council provided direction to Administration to strengthen focus on growth by adding an additional strategic pillar specific to this priority. By memo, dated July 20, 2023, Administration presented amendments to the Sustainability and Growth strategic pillars, and by resolution of Council these were adopted into the Strategic Plan.

The “Maamawe, Growing Together” Strategic Plan has been informed by consultation, review, and reflection. It outlines how The City of Thunder Bay plans to enhance quality of life for the people who live here by focusing on reconciliation, safety and well-being, prosperity, and sustainability.

Municipal strategic planning is an important process to advance the shared goals of the community, Council and Administration. Benefits include more effective resource allocation, a clear focus and direction, a guide for decision making, a sense of accomplishment as milestones are reached, improved communication among Council, Administration and the community, and flexibility to respond to changing community needs. Effective corporate strategic plans address change through a rational and structured framework coupled with a dynamic and responsive sense of direction.

Previous Strategic Plans have guided the actions and decisions of Council and Administration: The 2004-2006 *New Foundation* Strategic Plan, the 2007-2010 *Building on the New Foundation* Strategic Plan, the 2011-2014 Strategic Plan, the 2015-2018 *Becoming our Best* Strategic Plan, and the *One City, Growing Together* 2019 – 2022 Strategic Plan.

## **REFERENCE MATERIAL ATTACHED**

Attachment A – Maamawe. Growing Together. City of Thunder Bay Strategic Plan 2023-2027

## **REPORT PREPARED BY**

Cynthia Olsen, Director Strategy & Engagement – City Manager’s Office



***REPORT SIGNED AND VERIFIED BY***

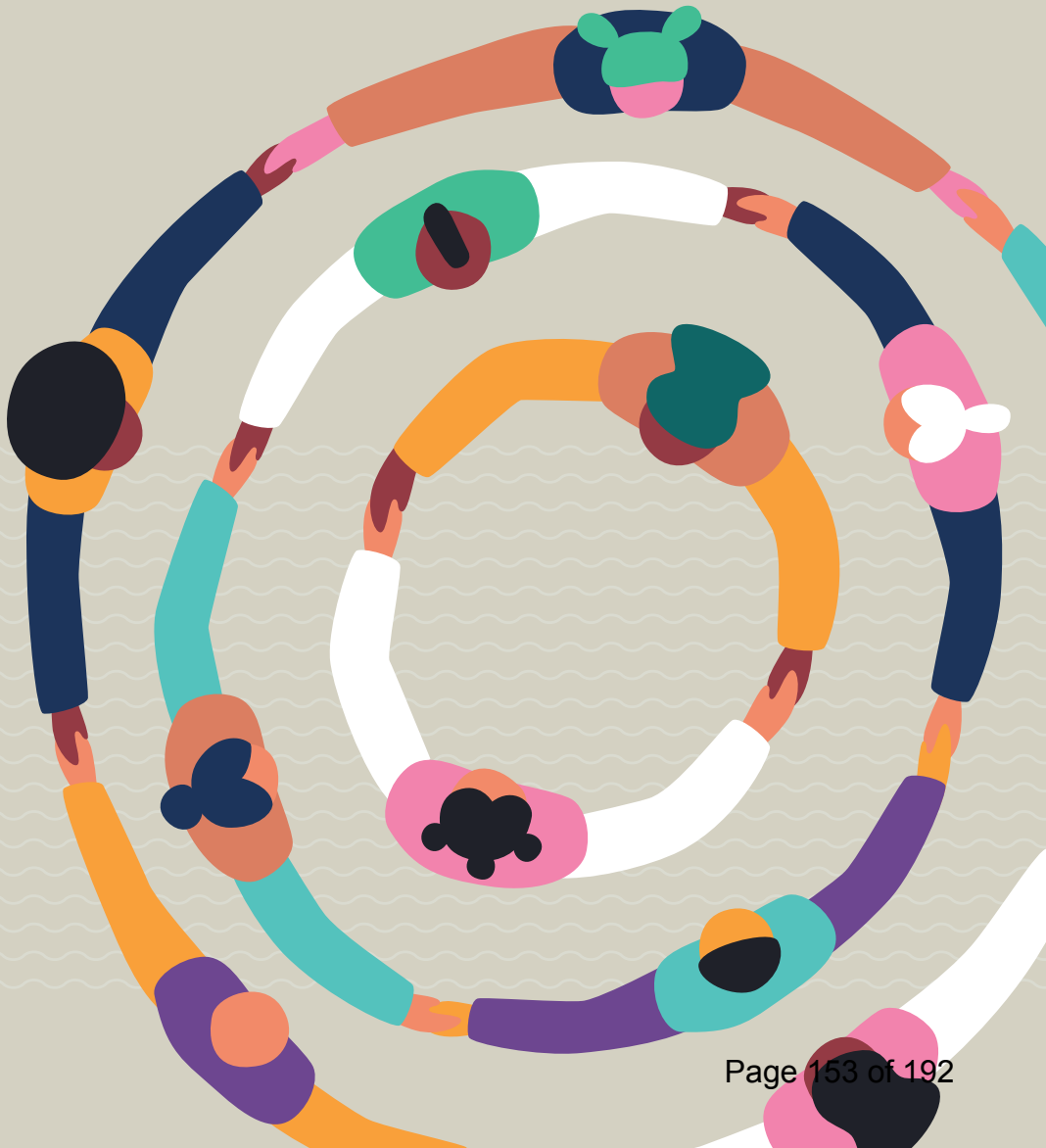
Norm Gale, City Manager

06/10/2024

# Maamawe,

## Growing Together

CITY OF THUNDER BAY STRATEGIC PLAN 2023-2027



## LAND ACKNOWLEDGEMENT

We acknowledge that the land on which we gather, work and play is the traditional territory of the Anishinaabe people of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also acknowledge this land as an historic Métis settlement, and that it is now home to many diverse First Nations, Métis and Inuit peoples.

We respect the longstanding relationships that Indigenous peoples have with this land, as they are the original caretakers and stewards.

We recognize the historical and ongoing contributions of Indigenous peoples to this region and are committed to understanding, acknowledging and honoring their rich cultural heritage. We also acknowledge the injustices and challenges faced by Indigenous communities, both historically and in the present day.

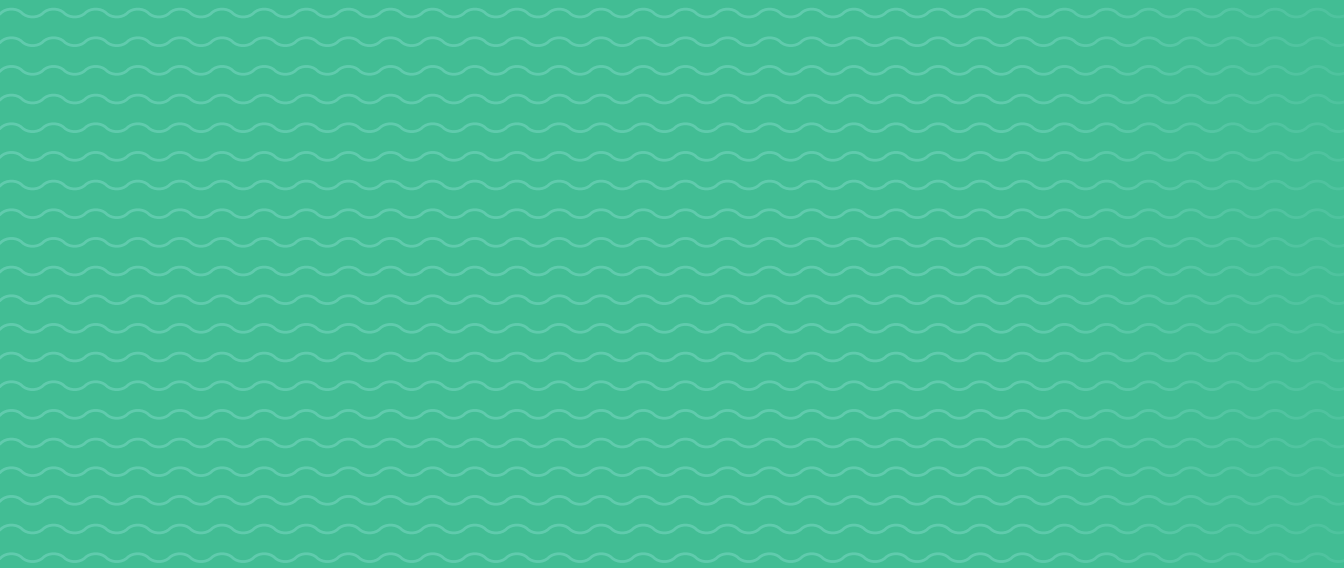
We are grateful for the meaningful relationships that we are building with Indigenous people and communities throughout Northwestern Ontario.

We respect the inherent Treaty Rights of all Indigenous peoples across this territory, and we have and will continue to honour our Declaration of Commitments made to the Indigenous community of the city.

As we embark on this journey of *Growing Together* through the City of Thunder Bay Strategic Plan, we reconfirm our commitment to fostering a spirit of truth, reconciliation, collaboration, and partnership with Indigenous peoples to build a future that is inclusive, equitable and respectful of the diverse perspectives and contributions of all community members.







# Charting Our Future: Growing Together, Leading Tomorrow

On behalf of City Council and our dedicated staff, we are thrilled to present **Maamawe, Growing Together**, the 2023-2027 City of Thunder Bay Strategic Plan. This plan is our collective commitment to the future of our city and will be our guide over the coming years.

This plan is more than just a document; it offers a vision for the future of our community and tangible ways for us to grow together. With every effort we make to build stronger relationships, enhance public safety and well-being, drive sustainable growth, and commit to environmental sustainability, we move closer to bringing that vision to life. We strive to create a city where diversity, equity, and inclusion are not just ideals, but realities. We strive to create a city where residents feel safe and secure, where they are able to both chase and realize their dreams and be surrounded by fresh air and clean water for generations to come.

The development of this plan has been a collaborative effort, with input from City Council members, City administration, local businesses, residents, community groups and Indigenous leaders. It is meant to be a reflection of our citizens' and our City's collective vision and will be our roadmap to shared success.

We extend our heartfelt gratitude to everyone who has contributed to shaping this vision. Your insights, passion, and commitment to our city have been invaluable. We look forward to **Growing Together** with you.

Sincerely,



Ken Boshcoff, Mayor



Norm Gale, City Manager

# Municipal Roles & Responsibilities

The City of Thunder Bay is governed by an elected Council of 13 members who serve for a four-year term: the Mayor, five Councillors At-Large, and seven Ward Councillors. Together, they provide municipal representation for all citizens. The current term runs from 2022 - 2026.



*l to r – front row – Councillor At-Large Kasey Etrene, Westfort Ward Councillor Kristen Oliver, McIntyre Ward Councillor Albert Aiello, Mayor Ken Boshcoff, Councillor At-Large Shelby Ch’ng, Councillor At-Large Rajni Agarwal, McKellar Ward Councillor Brian Hamilton; l to r - back row – Councillor At-Large Mark Bentz, Red River Ward Councillor Michael Zussino, Neebing Ward Councillor Greg Johnsen, Northwood Ward Councillor Dominic Pasqualino, Current River Ward Councillor Andrew Foulds, Councillor At-Large Trevor Giertuga*

Municipal governments deliver a variety of programs and services to the city, designed to enhance the quality of life, improve public safety, and contribute to overall well-being.

The division of responsibilities among different levels of government is crucial for effective governance. Municipalities, often referred to as local governments, have responsibilities that focus on the delivery of essential services within their specific geographic areas. The provincial and federal governments are responsible for much broader issues that span across municipalities.

Each level has different areas of responsibility depending on geography and types of services. However, there are areas where responsibilities overlap or are shared among these levels of government, requiring collaboration to address complex issues like environmental protection, emergency management, and social services.

# Our Vision:

## Maamawe, growing together.

All together (Maamawe), Thunder Bay will foster an inclusive city focused on service excellence and collaboration and provide opportunities for a high quality of life. We embrace and celebrate our diversity, which makes our community a vibrant and dynamic place to live and prosper.

# Our Values:

## A.C.T. with Respect

### Accountability

- Serve the public good
- Demonstrate financial responsibility
- Maintain a clean, safe and healthy work environment
- Focus on clear objectives and results

### Continuous Improvement

- Do things better for our customers
- Embrace life-long learning
- Innovate and adapt
- Make best use of technology

### Teamwork

- Place a high value on people
- Communicate effectively
- Build teamwork, cooperate with others and be responsive
- Recognize and acknowledge a job well done by others

### Respect

- Honour every person's dignity
- Be mindful, courteous, and inclusive in our actions
- Challenge our assumptions and biases
- Understand that everyone has something to offer
- Own our actions; Listen, speak up, step in, and help others

# Our Promise:

We will improve the quality of life for people in Thunder Bay through tangible gains in:

- Truth and reconciliation
- Safety and well-being
- Growth
- Sustainability





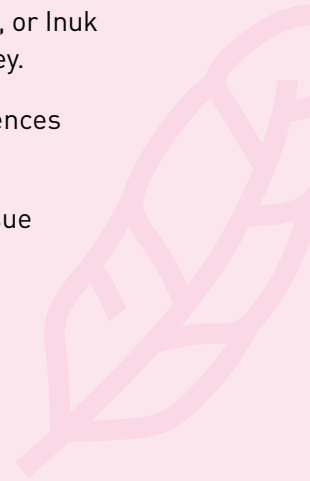
## MAAMAWE – ALL TOGETHER

We honour the truth and reconcile for the future.



### KEY PERFORMANCE INDICATORS

- Number of formal partnerships and collaborations with Indigenous communities and organizations.
- Total City funding provided to Indigenous organizations and/or for Anti-Racism and Truth & Reconciliation Projects.
- Feedback from Indigenous leaders and communities related to the City's consultation on municipal projects and policies.
- Percentage of municipal employees who have completed Indigenous cultural awareness training.
- Number of public projects, events, workshops, or seminars focused on Indigenous history, culture, and reconciliation.
- Number of new or revised municipal policies that incorporate principles of Truth and Reconciliation.
- Percentage of Indigenous employees in the municipal workforce.
- Increase in positive responses by First Nations, Metis, or Inuk (Inuit) community members Citizen Satisfaction Survey.
- Decrease in affirmative responses regarding experiences with discrimination.
- Decrease in percent agreeing racism is a serious issue in Thunder Bay.



## Goal 1.1

**Strengthen the City's relationships with Indigenous communities, leaders and organizations to advance Truth & Reconciliation priorities together.**

Objectives & Action Plan

**1.1.1 Empower all City staff to engage in formal and informal relationships with Indigenous organizations on shared priorities and to advance long-term planning.**

- a. Develop an Indigenous Engagement Tool-Kit, including an Elders Guide and a Truth & Reconciliation Guide for use by City Administration.
- b. Update and deliver Indigenous Cultural Awareness Training across the Corporation.

**1.1.2 Accelerate commitments such as the Anti-Racism and Inclusion Accord**

- a. Develop action plans for City commitments and agreements.
- b. Increase capacity to implement action plans.

**1.1.3 Partner to Enhance the consistency and effectiveness of reconciliation commitments.**

- a. Seek out opportunities for gathering, collaborating, and partnering with Fort William First Nation.
- b. Partner to advance common goals identified between City of Thunder Bay and other Key Community Partners.

## Goal 1.2

**Enhance the integration of Indigenous perspectives in City services, programs, and places.**

Objectives & Action Plan

**1.2.1 Provide continuous learning and reflection opportunities to all City employees to advance reconciliation with Indigenous communities.**

- a. Pilot Truth & Reconciliation Guide modules through departmental lunch and learn sessions.
- b. Host seasonal immersive and experiential learning sessions for Departmental Management Teams annually.

1.2.2 Develop and implement Departmental Reconciliation Action Plans.

1.2.3 Complete a review of City policies and procedures to enhance access and experiences for Indigenous community members.

### Goal 1.3

**Foster an inclusive, diverse, and equitable community and workplace.**

Objectives & Action Plan

1.3.1 Leverage the \*CityStudio approach to undertake annual projects that advance diversity, equity, and inclusion.

- a. Finalize State of the Accord Review Project and determine next steps based on analysis.
- b. Prioritize and implement one Diversity, Equity, and Inclusion project per year.

1.3.2 Address systemic barriers to increase access to participation in governance and municipal decision-making for historically underserved people.

- a. Develop robust engagement plans that include specific strategies for reaching historically underserved people.

1.3.3 Enhance diversity, equity, inclusion and belonging in the workplace, as indicated in the Human Resources Strategy.

- a. Develop a Corporate Diversity, Equity and Inclusion program and workplan.
- b. Continue to implement the 2023-2027 Human Resources Strategy.

1.3.4 Increase capacity of all City staff to be effective and proactive equity champions.

- a. Create and implement an Equity Ambassador Training Program.

\*CityStudio leverages the skills, knowledge and creativity of City staff, post-secondary students and faculty to co-design experimental projects that contribute to key strategic goals and priorities in an effort to advance sustainability, increase engagement and make the city more liveable.

## STRATEGIC PILLAR #1

### DESIRED OUTCOMES

- ✓ The City's decision-making processes prioritize the requirements of groups seeking equity.
- ✓ Our workforce is characterized by employees who take pride in and are passionate about their work.
- ✓ The public service is both representative of our community and fosters inclusivity, accessibility, and a welcoming environment for everyone.
- ✓ Every resident experiences a sense of belonging within our community.
- ✓ Opportunities abound for everyone, including the diverse Indigenous and equity-deserving communities of Thunder Bay.
- ✓ The municipal government is characterized by openness, responsiveness, and accountability, providing residents with the chance to voice their opinions and participate in decision-making.

### SUPPORTING STRATEGIES AND PLANS

Anti-Racism & Inclusion Accord  
Community Safety & Well-Being Plan  
Human Resources Strategy  
Indigenous Relations & Inclusion Strategy  
Multi-Year Accessibility Plan  
Thunder Bay Culture Plan





## SAFETY AND WELL-BEING

Our community is healthy, safe, and strong.



### KEY PERFORMANCE INDICATORS

- Violent Crime Index.
- Thunder Bay Fire Rescue and Superior North EMS road response times.
- Fire prevention inspections.
- Annual participation in Affordable Access to Transit and Recreation Pilot and PRO Kids.
- Total annual participant visits in registered City recreation and culture programs and services.
- Total City funding provided to Community Safety & Well-Being initiatives and/or organizations.
- Graduation rates, literacy rates, and educational attainment.
- Increase in positive responses related to sense of community within neighbourhood.
- Increase in positive responses related to having a strong sense of belonging to Thunder Bay.
- Increase in positive responses regarding sense of overall safety.



## Goal 2.1

### Improve access to supports for priority populations to narrow gaps in equity.

#### Objectives & Action Plan

- 2.1.1 Advocate to the province for our city to be recognized as a regional hub to increase funding for health and social services that meet community needs.**
- a. Develop briefing notes to provide to Provincial and Federal Government through Intergovernmental Affairs Committee.
  - b. Advance advocacy for a Mental Health & Substance Use Health Centre or services.
- 2.1.2 Work with community partners on a model of decriminalizing people who use illicit substances.**
- a. Advocate for permanent funding for Thunder Bay Safer Supply Program.
  - b. Develop Task Force to advance a Canadian Drugs and Substances Act Section 56 Exemption Request to decriminalize people who use illicit substances within the municipal boundaries.
- 2.1.3 Create opportunities for equitable access to affordable recreation, culture, transportation, and quality health care for all.**
- a. Complete Household Travel Survey and develop action plan based on results.
  - b. Increase capacity to integrate system navigation supports as part of suite of services offered by the Recreation & Culture Division.

## Goal 2.2

### Enhance safety and well-being at the community level through climate action and environmental design.

#### Objectives & Action Plan

- 2.2.1 Deliver public education on climate action and climate resilience opportunities as identified in the Net Zero Strategy.**
- a. Leverage provincial emergency exercise in 2024 to deliver public education on extreme heat.
  - b. Develop Community Climate Conversation mini-grant program.

**2.2.2 Develop and implement action plans to advance crime prevention through environmental design (CPTED) within priority areas of the community.**

- a. Provide training to increase the number of local certified CPTED Auditors.
- b. Complete a series of CPTED Audits in identified priority areas of our community.
- c. Initiate target hardening of City facilities and infrastructure.

**2.2.3 Promote and enable neighbourhood beautification.**

- a. Disburse annual Clean, Green & Beautiful grants for neighbourhood beautification projects.
- b. Fund Public Art as part of Capital Projects.

**Goal 2.3**

**Strengthen connection and engagement of community through strong neighborhoods and Indigenized spaces.**

Objectives & Action Plan

**2.3.1 Provide opportunities for residents to implement initiatives that connect neighbourhoods.**

- a. Develop Neighbourhood Safety & Well-Being micro-grant program.

**2.3.2 Create a mechanism for the Indigenous community to design and create Indigenized spaces.**

- a. Expand capacity to integrate Indigenized spaces in parks and open spaces, and city facilities.

**2.3.3 Deliver consistent accessible programming for lively community spaces.**

- a. Leverage CityStudio to undertake a Neighbourhood Assessment Study.
- b. Design Neighbourhood Assessment Tool based on CityStudio Project.



## STRATEGIC PILLAR #2

### DESIRED OUTCOMES

- ✓ Streets designed for safety, promoting an active and healthy lifestyle while eliminating fatalities and injuries.
- ✓ Collaborative efforts with different government levels to address and fund mutually beneficial outcomes.
- ✓ A city-wide transportation network that is fair and inclusive, offering reliable and affordable travel options, connecting people to valued places and activities, and supporting the efficient delivery of goods.
- ✓ All residents experience a sense of belonging, residing in vibrant, culturally rich, and cohesive communities that prioritize health.
- ✓ Prioritizing safety and security to ensure individuals and communities feel protected and secure.
- ✓ Residents and businesses actively engage in initiatives to combat climate change and enhance resilience in their neighborhoods.

### SUPPORTING STRATEGIES AND PLANS

Affordable Access Pilot for Recreation & Transit

Age Friendly Thunder Bay

Anti-Racism & Inclusion Accord

Clean, Green and Beautiful Policy

Climate Adaptation Strategy

Community Safety & Well-Being Plan

EMS Master Plan

Fit Together: Recreation and Facilities Master Plan

Indigenous Relations & Inclusion Strategy

Net-Zero Strategy

Poverty Reduction Strategy

Thunder Bay & Area Food Strategy

Thunder Bay Culture Plan

Thunder Bay Drug Strategy

Thunder Bay Fire Rescue Master Plan

Youth Gang Prevention Strategy





## GROWTH

**We invest in infrastructure and services to attract and retain diverse businesses and community members.**

STRATEGIC  
PILLAR  
#3

### KEY PERFORMANCE INDICATORS

- Number of residential units approved and registered by built form type (singles, row, multi-unit, affordable units).
- Total number of building permits issued and value of these permits.
- Permit processing times (percent meeting Provincially mandated timelines).
- Assessment growth.
- Population growth.
- Transit system ridership and service performance and reliability measures.
- Amount spent on new servicing (watermains and sanitary sewers installed specifically to service new growth/development).
- Reach and engagement through municipal communication channels, including social media and public meetings.
- Increase in positive responses regarding availability of online City services.
- Satisfaction level with City services.



### Goal 3.1

**Collaboratively create an attractive and supportive environment where people and businesses can flourish.**

Objectives & Action Plan

- 3.1.1 Champion economic development that promotes social, environmental, cultural, and financial sustainability.**
  - a. Support infrastructure projects that focus on growth and financial prosperity.
  - b. Implement North Core Streetscape & Victoriaville demolition and revitalization.
- 3.1.2 Advance community economic development.**
  - a. Provide funding to support the advancement of the strategic priorities of the Thunder Bay Community Economic Development Commission (CEDC).
- 3.1.3 Support neighbourhood, streetscape, and commercial areas beautification through updated design guidelines and policies.**
  - a. Adopt and implement updated Urban Design Guidelines.
  - b. Focus investments to enhance the City's Image Routes.
  - c. Create and embed a Clean, Green & Beautiful checklist for municipal decision-making.

### Goal 3.2

**Support urban density through complete, compact, and walkable development.**

Objectives & Action Plan

- 3.2.1 Facilitate the development of new housing supply inventory with a range of options and affordability levels.**
  - a. Implement the Housing Accelerator and Building Faster Action Plans.
  - b. Identify and assemble lands to support economic development.

- 3.2.2 Support affordable and equitable mixed-use neighbourhoods that meet our community’s housing, transportation, and service needs now and in the future.**
- a. Complete Housing Study and implement recommendations as appropriate.
  - b. Identify and surplus City-owned lands in existing neighbourhoods appropriate for the purpose of housing.
  - c. Complete study on development charges and adopt appropriate by-laws to assist in funding amenities driven by growth.
- 3.2.3 Prioritize land use development in the urban intensification zones that promote connectedness, sustainability, and prosperity, as identified in the Net-Zero Strategy.**
- a. Align housing incentives with the Net-Zero Strategy.



### Goal 3.3

#### **Make it easier to access City services.**

##### Objectives & Action Plan

- 3.3.1 Deliver customer-centred, digitally powered City services as indicated in the Digital Strategy.**
- a. Implement Tax & Water online billing system.
  - b. Implement online booking system for sports venues.
- 3.3.2 Integrate and streamline City systems to improve customer experience.**
- a. Implement specialized transit on-demand system.
  - b. Digitize and streamline building approval processes.
- 3.3.3 Develop and implement an enhanced public communications plan.**
- a. Focus on key communication channels, such as website, social media, and the podcast.
  - b. Review and update the Corporate Public Engagement Framework.

## DESIRED OUTCOMES

- ✓ An economy that is dynamic and thriving, fostering the success of businesses, and providing ample employment opportunities for a growing workforce.
- ✓ The City consistently invests in and delivers infrastructure that is both safe and sustainable, enhancing the overall quality of life for Thunder Bay residents.
- ✓ Affordable housing options are expanded throughout all parts of Thunder Bay to address the demand and necessity for low- and moderate-income individuals.
- ✓ Services tailored from the customer's perspective, allowing residents, businesses, and visitors to engage with the City at their convenience, in their chosen manner and location.
- ✓ Services that are straightforward, reliable, efficient, and fair, proactively adapting to the evolving needs of customers.

An illustration of several hands of different colors (blue, yellow, red, green) holding a large teal circle. The hands are positioned around the circle, with some pointing towards it and others supporting it from below. The background is a light teal color.

## SUPPORTING STRATEGIES AND PLANS

Active Transportation Master Plan  
Asset Management Plan  
Community Communications Plan  
Digital Strategy  
Fit Together: Recreation and Facilities Master Plan  
Official Plan  
Recruitment Plan  
Transportation Master Plan  
Urban Forestry Management Plan





## SUSTAINABILITY

We advance a thriving economy and environment.



### KEY PERFORMANCE INDICATORS

- Percent of City budget for climate adaptation and mitigation.
- Percent of City budget for increasing urban forest canopy.
- Percent of core City assets by value (bridges and culverts, roads, water, wastewater, stormwater) with a condition assessment rating of fair or better.
- Percent of residential solid waste diverted from the landfill.
- Energy usage within municipal operations.
- Measures of greenhouse gas reduction.
- Area of parks and green spaces per capita.
- Number of publicly owned lead water service lines replaced.
- Levels of pollutants and general air quality indicators.
- Resident satisfaction with the value of City services.

### Goal 4.1

**Respond to the climate emergency through decisive action.**

Objectives & Action Plan

#### 4.1.1 Invest in green and climate-resilient infrastructure to meet the long-term needs of our community.

- a. Develop and provide training on a Climate Lens tool to support “Climate Change Considerations” as a mandatory section in corporate reports.



**4.1.2 Apply climate change projections to reduce risks to infrastructure, service levels, and our community.**

- a. Include climate risk assessment and funding strategy as part of the Asset Management Plan.
- b. Publish map of climate risks for community.

**4.1.3 Accelerate initiatives to reduce our greenhouse gas emissions.**

- a. Complete greenhouse gas reduction roadmap and action plan.
- b. Begin the process to electrify transit and municipal fleet.

**Goal 4.2**

**Plan and deliver financially sustainable and cost-effective services in a holistic way.**

Objectives & Action Plan

**4.2.1 Identify the community services that are priorities and provide them at a level we can sustain.**

- a. Define target service levels for the priority community services.
- b. Complete Asset Management Plan Phase II (All Other Corporate Assets Inventory).

**4.2.2 Improve long term financial sustainability by maximizing return on community investments.**

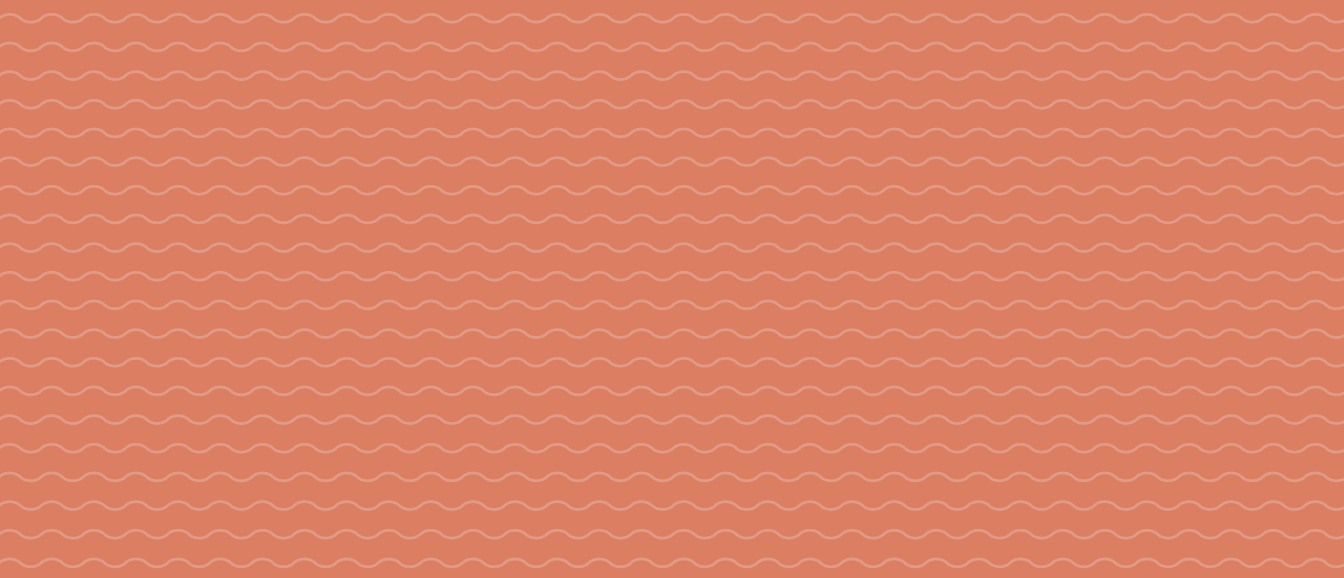
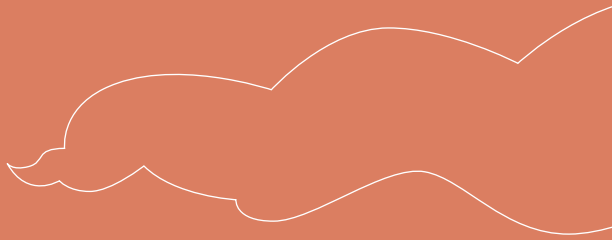
- a. Complete Asset Management Plan Phase III (Financing and Establish Levels of Service).
- b. Integrate Multi-Year Budgeting for the City.
- c. Establish a framework for multi-year, service-based funding.

## DESIRED OUTCOMES

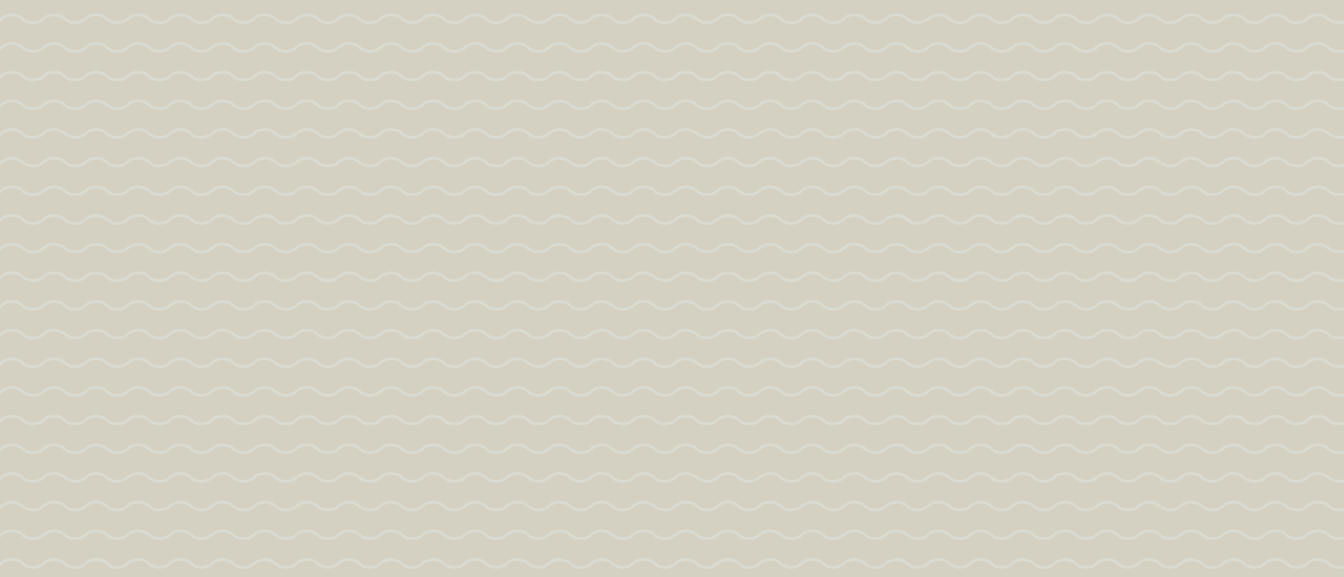
- ✓ Residents and businesses will perceive value in their municipal taxes, rates, and user fees.
- ✓ The City's budget will become a more efficient and effective tool, supporting strategic, multi-year decision-making, and addressing Thunder Bay's priorities.
- ✓ An organization that is financially agile and resilient, adept at responding to change.
- ✓ A more environmentally conscious and resilient city with transportation alternatives that reduce environmental impact and are adaptable to future challenges and smart city innovations.
- ✓ The City consistently invests in and delivers safe and sustainable infrastructure, enhancing the quality of life for Thunder Bay residents.
- ✓ Reduction in local greenhouse gas emissions, combating climate change, enhancing health, fostering economic growth, and promoting social equity.
- ✓ Public and private assets, infrastructure, and buildings are responsibly managed, considering the risks posed by climate change and constructed and maintained to minimize greenhouse gas emissions.
- ✓ Thunder Bay not only survives but adapts and thrives in the face of climate change.

## SUPPORTING STRATEGIES AND PLANS

Climate Adaptation Strategy  
 Energy Management Plan  
 Net-Zero Strategy  
 Solid Waste Management Plan  
 Stormwater Management Plan  
 Urban Forestry Management Plan



Inquiries may be directed to:  
The City of Thunder Bay, Director, Strategy & Engagement, City Hall, 2nd Floor,  
500 Donald Street East, P.O. Box 800 Thunder Bay ON P7C 5K4  
**Tel: (807) 625-3859 | Web: [thunderbay.ca/stratplan](http://thunderbay.ca/stratplan)**





# Corporate Report

**REPORT NUMBER** 223-2024-City Manager's Office-Office of the City Clerk

**DATE**

**PREPARED** June 3, 2024

**FILE**

**MEETING DATE** June 17, 2024

**SUBJECT** Records Management Policy 2024

## **RECOMMENDATION**

WITH RESPECT to Report 223-2024, we recommend that Corporate Policy 03-06-01 Records Management Policy be repealed and replaced with the revised Policy as appended to this report;

AND THAT the approved policy be added to the Corporate Policy Manual;

AND THAT Corporate Policy 03-06-02 Records Authority Schedule Implementation and 03-06-03 Interim Management of Email Records be repealed;

AND THAT Chapter 193 – Records Retention Destruction – Authority and Chapter 194 – Records Retention Destruction of the Municipal Code be repealed;

AND THAT By-Law 79-2021, as amended, and By-Laws 60-1996, and 282-2003 be repealed;

AND THAT item 2024-005-ADM-Records Management Policy be removed from the Outstanding Items list;

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

## **LINK TO STRATEGIC PLAN**

The proposed policy that is being presented to Council for consideration will support the work of the Council endorsed Corporate Digital Strategy. This policy, in conjunction with the previously approved Corporate Information Technology and Access and Privacy Policies, will support the advancement of the Corporate Digital Strategy.

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.”

## ***EXECUTIVE SUMMARY***

This Report presents the revised Records Management Policy, which will support the recently approved Corporate Information Technology policies and the Access and Privacy policy. This policy will replace the current Corporate Policy 03-06-01, Records Management Policy. The update provides for a more comprehensive policy, which better reflects the current records management practices in the Corporation and will bring the Corporation’s records management program in line with updates to the Municipal Act, 2001. Further, in accordance with the adoption of this policy, it is required that the previous policy and associated by-laws be repealed.

## ***DISCUSSION***

### **Policy**

The current Records Management Policy 03-06-01 was written to allow for the establishment of a records management program in the City. During the administrative review of the CIT and Access and Privacy Policies, it became clear that the current Records Management Policy was inadequate, and a new policy was required. The new Records Management Policy reflects the current state of the records management program and is flexible enough to allow for future development as necessary. This new policy provides a better understanding of the definitions, and the roles and responsibilities with respect to records management.

The Records Authority Schedule Implementation Policy 03-06-02, and Interim Management of Email Records Policy 03-06-03, are no longer required. Their subject matter is covered in the new Records Management Policy and the CIT Policies.

### **Records Retention By-Laws**

With the passing of Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017, a records retention by-law, and an auditor’s approval of said by-law, is no longer required by the Municipal Act, 2001.

A review of active records management related by-laws was conducted by the Office of the City Clerk in the preparation of Corporate Report 223-2024. The following by-laws are recommended to be repealed to consolidate authority of the records management program in the new Records Management Policy: By-Law 79-2021, as amended, and By-Laws 60-1996, and 282-2003.

Records Retention Schedules will be retained and preserved in accordance with Sections 254 and 255 of the Act as a procedure of the new Records Management Policy.

### **Archives**

This policy outlines the archival portion of the records management program, an element that had been lacking from previous records management policies and by-laws.

This policy allows for the deaccessioning (removal), of items of no archival value from our archival collection. This will allow archival staff to remove items that never should have entered our collection to make room for materials that are relevant to our Corporate history. Archives, Records, and Privacy Section will develop a Deaccessioning Procedure to support the Policy.

### **CONSULTATION**

This policy was developed as part of a cross-departmental working group which involved members of administration from CIT and the Office of the City Clerk. The group reviewed the CIT and Access and Privacy policies and reviewed drafts of this policy. This policy was presented to, and approved by, the Executive Management Team (EMT).

### **FINANCIAL IMPLICATION**

There are no financial implications directly associated with this Report.

### **CONCLUSION**

It is concluded that the Records Management Policy 03-06-01 should be repealed and replaced by the new Records Management Policy, that By-Law 79-2021, as amended, and By-Laws 60-1996, and 282-2003 be repealed; and that Chapters 193 and 194 of the City of Thunder Bay Municipal Code should be repealed.

### **BACKGROUND**

Section 116 (1)(b) of the Municipal Act, 1990, stated that records could not be destroyed unless “in accordance with a by-law passed by the municipality and approved by the auditor of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality or local board.” This was the basis for all prior records management policies and by-laws.

Corporate Report 223-2024-City Manager's Office-Office of the City Clerk

Records Management Policy 03-06-01, and Records Authority Schedule Implementation Policy 03-06-02, were passed December 17, 2001.

Interim Management of Email Records Policy 03-06-03, was passed October 18, 2004.

***REFERENCE MATERIAL ATTACHED***

Attachment A – Records Management Policy

***REPORT PREPARED BY***

Christina Wakefield, City Archivist – Office of the City Clerk

***REPORT SIGNED AND VERIFIED BY***

Norm Gale, City Manager

06/07/2024

---

<b>SECTION:</b>	Archives, Records and Privacy Section
<b>DEPARTMENT/DIVISION:</b>	CITY MANAGER'S OFFICE/OFFICE OF THE CITY CLERK
<b>SUBJECT:</b>	Records Management Policy 03-06-01

---

## **POLICY STATEMENT**

The City of Thunder Bay is committed to consistently managing, retaining, and preserving the information assets of the municipality. The City recognizes that information and records are valuable corporate assets that support accountable, transparent, and effective government administration, customer service, organizational efficiency, decision making, business continuity, and litigation support.

## **PURPOSE**

The purpose of this policy is to ensure consistent standards and practices for the life cycle management of records in the custody and control of the City.

This policy ensures that, regardless of format or medium, records and data are managed consistently across the corporation from the moment they are created, for as long as they are being used and retained, and until they are ready to be disposed or preserved.

## **SCOPE**

This policy applies to all City employees, including full-time, part-time, casual, contract, volunteer, and co-op placement employees.

This policy applies to all corporate information, in any format, including records, data and knowledge managed by the City, including records managed on behalf of any outside boards, agencies and commissions.

This policy applies to the records and information of the Office of the Mayor and members of Council that are created and used for the purpose of carrying out City business.

## **DEFINITIONS**

**Accession** The archival process where the City Archives takes intellectual and physical custody of materials. Once accessioned into the permanent archival collection, a record belongs to the City of Thunder Bay Archives, and no longer belongs to the department that created it.

**Appraisal** The process of determining the administrative, financial, legal, vital historical or cultural value of a record for retention purposes.



Archival Record	A record that has been appraised for permanent retention because of its historical, fiscal, legal (including evidentiary), operational or administrative value. The long-term value of the record justifies its preservation.
Archives	A repository for archival records. The City Archives are housed in the Harry Kirk Archives and Records Centre.
Corporate Record	Any record created, received, deposited or held by any office, department, or division of the City and any committee of Council. A corporate record may not include constituency records of Council members. In general, any record created or received by an employee in the course of business and used to support a City function or to conduct City business, regardless of format.
Deaccession	The process of removing previously accessioned records from the holdings after re-appraisal has determined that the records no longer have archival value.
Hold	A hold, sometimes termed a legal hold or litigation hold, is the process organizations use to preserve potentially relevant information when litigation is reasonably anticipated. The records life cycle is suspended until the hold is lifted. No alterations may occur to the records on hold.
Inactive	A record that is referred to infrequently and usually kept in storage until final disposition. Most frequently used in the context of physical records. This trigger is defined by the Records Retention Schedule.
Life Cycle	The life span of a record from its creation or receipt throughout its active and inactive stage to final disposition.
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	Ontario legislation which, with some limitations, provides the public with a right of access to records held by the City and protects the privacy of personal and third party information held by an institution.
Physical Record	A record of information in physical form which includes but is not limited to: correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, or photograph.
Record	Information, however recorded or stored, whether in printed form, on film, by electronic means, or otherwise, that can include: correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, or any other documentary material, regardless of physical form or characteristics, and any copy thereof; and subject to the regulations, any record that is capable of being produced from a machine

readable record under the control of the City by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the City.

Record Series	A group of related files that are normally used and filed together. Individual Record Series make up the Records Retention Schedule
Records Centre	A repository for inactive physical records. The City of Thunder Bay's Records Centre is housed in the Harry Kirk Archives and Records Centre.
Records Coordinator	An employee within each department who acts as record management liaison, administers, and supports the department's record management program, and participates in all necessary training for the performance of this role.
Records Management	The process of planning, organizing, directing and controlling all steps involved in the life cycle of records.
Records Retention Schedule	A timetable that prescribes a life span for records from creation to final disposition. Individual Records Series make up the Records Retention Schedule.
Third Party	An organization or individual not directly employed by the City whose information is held by the City or with whom the City has shared information. This includes contractors and consultants.
Transitory Records	Records that have temporary usefulness and are only required for the completion of a routine action, or the preparation of another record. Transitory records are not an integral part of a records series and are not filed regularly with standard records or filing systems. They are not required to meet statutory obligations or to sustain administrative or operational functions.
Vital Records	Records that are essential to resume or continue the operations of the organization after an emergency; those necessary to recreate the City's legal and financial position; and/or those necessary to preserve the rights of the City, its employees, customers, and ratepayers. These are records that the City has a legislated or legal requirement to keep permanently as outlined in the Records Retention Schedule.

### **GENERAL**

All records created or received by an employee of the City in the course of official business are subject to the Records Management Policy and Records Retention Schedule.

The Records Management Policy applies systematic controls and standards to the creation, security, use, retention, conversion, disposition, and preservation of recorded information to:

1. Manage the information life cycle to meet all legislated requirements for record keeping.
2. Manage records, making them readily available for decision making and to meet information access requests, including those made under the Municipal Freedom of Information and Protection of Privacy Act, 1990;
3. Protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidentiary and accountability requirements;
4. Ensure that records are protected and are not destroyed or removed from the custody and control of The Corporation of the City of Thunder Bay unless authorized by the City's Record Retention Schedule, or through contractual agreement;
5. Ensure the appraisal and preservation of permanently valuable records and the destruction of records that have surpassed their retention, in a timely, secure, and environmentally sound manner;
6. Promote organizational efficiency and economy through sound record keeping practices, including reducing storage costs; and
7. Establish and define accountability, responsibility, and roles.

#### **OWNERSHIP**

Records are corporate assets that belong to the City. Information is a corporate asset, like finances, facilities, and equipment. Records that are created by a full- or part-time employee, or by a volunteer or student under the direction of an employee of the City in the course of their business belong to the City.

Records created or accumulated by Council members acting in their political or constituency capacity are generally not deemed to be corporate records; however, may be subject to the *Municipal Freedom of Information and Protection of Privacy Act, 1990*. Members of Council should obtain the advice of the City Clerk and where appropriate, the City Solicitor, prior to destruction of records.

#### **CHANGES OF CUSTODY, CONTROL, OR OWNERSHIP**

When physical custody of original corporate records is transferred to another institution not covered by this Policy, a protocol agreement must be in place. The agreement must identify the records in question, define the rights retained by the City and ensure that the records will be managed in accordance with government legislation, by-laws, regulations, policies, standards, and records schedules.

#### **ACCOUNTABILITY AND TRANSPARENCY**

In recognition of public accountability, information that does not contain confidential or personal information about the City, its programs, services and governance may be available to the public. The access to, and disclosure of, corporate information is administered in accordance with the Access and Privacy Policy, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA).

In accordance with MFIPPA, it is an offence to willfully alter, conceal, destroy/delete a Corporate Record, or cause any person to do so, with the intention of denying access to a record or information contained in a record.

### **SECURITY**

Security measures must be implemented to ensure that records are created, acquired, updated, handled, used, transmitted, transported, filed, stored and destroyed in a manner appropriate to their sensitivity. These security measures must ensure the integrity of the records, protect sensitive information and personal information from unauthorized access or disclosure and protect vital records from damage or loss.

### **RETENTION AND DISPOSITION OF CORPORATE RECORDS**

Only Archives, Records and Privacy Section staff are authorized to dispose of corporate records. All corporate records will be retained and disposed of according to the Record Retention Schedule. Storage space for inactive physical records is housed at the Harry Kirk Archives and Records Centre.

Employees will use departmental shared network drives and email series folders, organized according to the Records Series, to store and manage electronic corporate records. Physical records should also be organized according to the Records Series in individual or shared filing cabinets and transferred to the Records Centre for storage at the end of their departmental retention period.

Information held in databases (structured data) is also subject to the Records Retention Schedule and must be managed accordingly when a database or cloud computing solution will no longer be used by the corporation.

In accordance with the approved Record Retention Schedule, final disposition will take place in a timely manner at the end of the defined retention period by Archives, Records and Privacy Section staff, with departmental approval.

If a record is not included in the Record Retention Schedule it must be retained until such a time as the record is assigned a record series and retention period and included in the Record Retention Schedule.

### **HOLD**

Corporate and Transitory records that are the subject of ongoing legal proceedings or a request under the Municipal Freedom of Information and Protection of Privacy Act are placed on a hold and must not be disposed until after the legal proceeding or request has been completed and all possible appeals have been resolved, and in accordance with the Record Retention Schedule.

The Archives, Records and Privacy Section must be made aware of the need for a hold as soon as possible with a thorough list of documents included in the hold. The Archives, Records and Privacy Section must be made aware in a timely manner that a hold can be lifted after all appeals and limitations have been resolved.

**UPDATING RECORDS RETENTION SCHEDULE**

The Records Retention Schedule will be updated by Archives, Records and Privacy Section staff according to the legislative updates supplied by The Ontario Municipal Records Management System (TOMRMS). Requests to update the Record Retention Schedule based on departmental need can be made to the City Archivist and should be consistent with all applicable legislative requirements and corporate needs. The City Archivist will review requests and provide reasons for approval or denial in writing to the requestor.

**TRANSITORY RECORDS**

Records which do not provide evidence of the work of the corporation are transitory records and may be destroyed once their usefulness to the user has passed, except in circumstances listed below. Transitory records include text and instant messages; voicemail; personal messages; notices, memoranda, and City publications from other departments; duplicate or convenience copies; blank forms; templates; and reference materials.

Records which would ordinarily be transitory, but are required for ongoing legal, fiscal, audit, administrative or operational purposes, or a request under the Municipal Freedom of Information and Protection of Privacy Act are not transitory records and must be kept as a corporate record and saved appropriately.

**ARCHIVAL RECORDS**

The City Archives preserves and provides access to municipal records of enduring value, regardless of media or format, which provide evidence of the decisions, policies, and activities of the City of Thunder Bay, its predecessor municipalities, and any other records managed by the City.

Archival records will be managed for preservation throughout the information life cycle. Archival records will be created in formats that ensure the longest possible life of records or of the information contained in them. They will be handled and stored in a manner that minimizes damage and deterioration while in use.

Records of the City of Thunder Bay and its predecessor municipalities that possess archival value shall be transferred to the custody and control of the City Archives when the records have reached the end of their inactive period of retention according to schedules set out in the Records Retention Schedule. Upon appraisal by Archives, Records and Privacy Section staff, records that are deemed to have archival value will be accessioned into the City's permanent archival collection.

City Archives may deaccession records or documents in its holdings that fall outside of their acquisition mandate, or which are found to no longer be relevant after undergoing archival appraisal. If possible, City Archives will transfer deaccessioned materials to another suitable repository. If not possible, the materials will be confidentially destroyed.



---

**RESPONSIBILITIES**

The Executive Management Team will provide corporate leadership and support for the Record Management Policy.

The City Archivist, in consultation with the City Clerk, will provide leadership for records management and will make recommendations to the Executive Management Team and Council regarding policy requirements and the Record Retention Schedule as required.

Corporate Information Technology will provide technical support for the installation, maintenance and upgrading of record management software and related programs to ensure compliance and access within the City's networked systems; and maintain the security and ensure the integrity of electronic records systems.

Directors/Managers/Supervisors will ensure that the records created in their area are managed as corporate assets that belong to the City. They will ensure that they have a records coordinator(s) named for their area and will update Archives, Records and Privacy who this is and any changes to this personnel; support the Records Coordinator in their duties; review Records disposition memos with the assistance of their records coordinator and any other key staff and return signed disposition approvals to Archives, Records and Privacy in a timely manner; ensure that all of their employees abide by the Records Management Policy and arrange with Archives, Records and Privacy for appropriate records management training for their staff as needed.

Records Coordinators will contact the Archives, Records and Privacy Section for training in their duties and in the records management software and will participate in any other appropriate records management training by Archives, Records and Privacy staff; recommend Record Series relating to records in their department's custody and control to ensure the Record Retention Schedule meets operational requirements; prepare physical records for transfer to the Records Centre and enter the information into the records management software; inform the City Archivist of breaches of the Record Retention Policy (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); be aware of the physical and electronic locations of all current records and information stored in their area, regardless of format. A list of records coordinators will be maintained by Archives, Records and Privacy.

All City employees will ensure that the records they create or receive in the course of business that are used to support a City function or to conduct City business will be maintained and preserved as required by this policy.

**REFERENCE**

Access and Privacy Policy 03-03-05

Acceptable Computer Use Policy 03-05-01

IT Resource Management and Security Policy 03-05-04

Mobile Device Policy 03-05-05

Remote Access Policy 03-05-06

Secure Cloud Policy 03-05-07

Municipal Act, 2001, Sections 254 and 255.

Municipal Freedom of Information and Protection of Privacy Act, 1990, Sections 4.1 and 30.

Personal Health Information Protection Act, 2004, Sections 13, 14, 17, 17.1.

<b>APPROVED BY:</b>	X	<b>Date:</b>	X
<b>Replacing/Amending:</b>	X		
<b>Originating Department:</b>	X		
<b>Contact:</b>	X		
<b>Departmental Procedural Manual:</b>	X		
<b>Affected Departments:</b>	X		
	X		



## Memorandum

---

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

**FROM:** Kelvin Jankowski, Manager- Capital Facilities Construction  
Infrastructure, Development & Operations- Engineering & Operations

**DATE:** 06/06/2024

**SUBJECT:** Outstanding Item- Request for Deferral- 2023-003-ADM- TBPL  
Master Facilities Plan

**MEETING & DATE:** Committee of the Whole – 06/17/2024

---

At the June 26, 2023 Committee of the Whole meeting, a deputation was made by the Thunder Bay Public Library; Council passed a resolution endorsing, in principle, the central library concept as outlined in the Library's Facilities Master Plan and referring scenario 2 and 3 to Administration for review. That review is to include capital and operating financial implications relating to the scenarios with Administration working in consort, as necessary, with Library Administration. City Administration was directed to report back on or before June 24, 2024.

Only recently did Administration receive the remainder of the necessary information for evaluation from the Thunder Bay Public Library on the proposed central library concept at Intercity Mall, and is requesting a deferral to allow sufficient time to prepare a fulsome report related to council's direction.

In addition, the Thunder Bay Public Library and their consultant has proposed Official Plan and Zoning By-law Amendment Applications for their proposal to locate a library within Intercity Mall, a Regional Commercial designation and zone. A public meeting will be held by Council on June 17, to hear the proposed amendments and public comments. A planning report with recommendation will be provided and Council will have the opportunity to consider approval.

The remainder of the review which will include capital and operating implications for the two scenarios is currently in process. Information on the design concept including Class 'C' cost estimates, preliminary drawings and financial analyses have been received over

the last few weeks and is currently under review by Finance and Capital Facilities Construction.

Administration provides the following recommendation for consideration:

WITH RESPECT to the Memorandum from Kelvin Jankowski, Manager-Capital Facilities Construction, dated June 6, 2024 we recommend that Outstanding Item 2023-003-ADM- the Library Facilities Plan review be deferred from June 24, 2024 to on or before July 15, 2024.

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

# Memorandum

**TO:** Mayor & Council

**FROM:** Krista Power, City Clerk

**DATE:** Tuesday, June 4, 2024

**SUBJECT:** Outstanding List for Planning Services Session as of June 4, 2024  
Committee of the Whole – June 17, 2024

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

<b>Reference Number (yyyy-nnn-MTG)</b>	<b>Department/Div</b>	<b>Outstanding Item Subject</b>	<b>Resolution Report Back Date - (on or before date)</b>	<b>Revised Report Back Date - (on or before date) (Memos presented at COW updating or delaying Item)</b>
2023-010-DEV	Infrastructure, Development & Operations - Realty Services	Hillcourt Estates	Mar-18-2024	Mar 31 2025
2024-001-DEV	Infrastructure, Development & Operations - Realty Services	Downtown Fort William Strategic Renewal Plan - Implementation Options	Jun-16-2025	
2024-002-DEV	Infrastructure, Development & Operations - Planning Services	Housing Accelerator Fund - Affordable Rental Housing Funding Program - Results of Program & Potential Adjustments	Jun-16-2025	



2024-003-DEV	Infrastructure, Development & Operations - Planning Services	Strategic Core Areas Community Improvement Plan - Results of Program & Potential Adjustments	Jun-16-2025	
--------------	--	--	-------------	--