



**Committee of the Whole Meeting
Agenda**

**Monday, December 9, 2024, 6:30 p.m.
S.H. Blake Memorial Auditorium**

	Pages
1. Closed Session in the McNaughton Room Closed Session Agendas will be distributed separately to Members of Council and EMT only.	
2. Open Session (Community Services) in the S.H. Blake Memorial Auditorium at 6:30 p.m. Chair: Councillor Shelby Ch'ng	
3. Disclosures of Interest	
4. Confirmation of Agenda WITH RESPECT to the December 9, 2024 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.	
5. Items Arising from Closed Session	
6. Reports of Committees, Boards and Outside Agencies	
6.1 Community, Youth & Cultural Funding Appeals Committee Minutes Meeting 02-2023 of the Community, Youth & Cultural Funding Appeals Committee, held on November 22, 2023, for information.	5 - 8
6.2 District of Thunder Bay Social Services Administration Board Minutes Minutes of Meetings 17-2024 (Open) and 18-2024 (Closed) of the District of Thunder Bay Social Services Administration Board held on October 17, 2024, for information.	9 - 19
7. Reports of Municipal Officers	
7.1 2025 Interim Tax Levy Report 423-2024 - Corporate Services - Revenue recommending an interim property tax levy of 50% of the 2024 property tax obligation,	20 - 22

collected over two installments due March 5 and May 7, 2025.

WITH RESPECT to Report 423-2024-Corporate Services-Revenue, we recommend that the 2025 interim tax levy be established at 50% of the 2024 final tax obligation;

AND THAT the 2025 interim tax levy be due in two installments, March 5 and May 7;

AND THAT the penalty shall be one and one-quarter per cent (1.25%) of the amount in default on the first day immediately following the installment due date for tax installments due in 2025;

AND THAT interest shall be one and one-quarter per cent (1.25%) against all amounts that have become due and remain unpaid. Such interest shall be calculated and imposed on the first day of the calendar month;

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

- 7.2 CEDC/NRCAN Plug-In Thunder Bay Electric Charger Funding Program**
Report 428-2024 - Community Services - Fleet Services recommending Council approval to increase the 2023 Electric Truck capital budget project by \$4,284.82 in order to reflect the value of the funding received by Natural Resources Canada through the CEDC Plug-In Thunder Bay Fund.

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WITH RESPECT to Report 428-2024-Community Services-Fleet Services, we recommend that Appropriation 23 be approved to increase the existing 2023 capital budget in order to record \$4,284.82 of grant funding awarded by Natural Resources Canada through the Thunder Bay Community Economic Development Commission Plug-In Thunder Bay Fund;

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

8. Petitions and Communications

- 8.1 To Repeal and Replace Authorization in Report 284-2023 – Property Description Correction**

26 - 27

Memorandum from Shannon Labelle, Acting Senior Planner, dated November 27, 2024 containing a recommendation requesting that the property description as contained in Report 284-2023 be corrected to

allow for the authorization required for the Condominium Exemption By-law 355-2024.

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

WITH RESPECT to the Memorandum from Shannon Labelle, Acting Senior Planner, dated November 27, 2024, recommending an exemption under Section 51 of the Planning Act, pursuant to Section 9(6) of the Condominium Act to be granted for a five unit vacant land plan of condominium Part Lot 8 Plan 371 McIntyre, Parts 1, 2, 3 and 4 55R15221; subject to an easement over Part 3 55R15221 as in TBR331905; Subject to an easement over Part 1 55R15221 as in TBR337559; subject to an easement as in TY332841; in the City of Thunder Bay, in the District of Thunder Bay, municipally known as 1457 John Street Road;

AND THAT By-law 355-2024 be presented to City Council for ratification on December 9, 2024.

8.2 Outdoor Rink Options - Request for Deferral

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At the June 3, 2024 Committee of the Whole meeting, a resolution was passed recommending that Administration investigate the various options outlined in this memorandum relative to Outdoor Rinks was presented. The resolution requested Administration report back on or before December 16, 2024.

Memorandum from Cory Halvorsen, Manager - Parks & Open Spaces, dated November 22, 2024 containing a recommendation requesting the report back date for Outdoor Rink Options Item be deferred from December 16, 2024 to March 2, 2025.

WITH RESPECT to the Memorandum from Cory Halvorsen, Manager – Parks & Open Spaces, dated November 22, 2024, we recommend that report back date for Outdoor Rink Options be deferred from December 16, 2024 to March 2, 2025;

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

8.3 Cemetery By-Law – Request for Deferral - Outstanding Item 2024-101-INO

At the June 3, 2024 Committee of the Whole meeting, a resolution was passed recommending that Administration review the feasibility of including pets in cemeteries and to report back on or before October 7, 2024. At the September 23, 2024 Committee of the Whole meeting, a resolution was passed deferring the O/S item to December 16, 2024 COW.

Memorandum from Matt Pearson, Senior Advisor - Growth, dated November 27, 2024 containing a recommendation requesting the report back date for Cemetery By-Law Item be deferred from December 16, 2024 to February 10, 2024.

WITH RESPECT to the Memorandum from Matt Pearson, Senior Advisor - Growth, dated November 27, 2024, we recommend that Outstanding Item 2024-101-INO-Cemetery By-Law be deferred from December 16, 2024 to on or before February 10, 2024;

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

9. Outstanding Items

There are currently no listed Outstanding Items for the Community Services Session.

10. New Business

11. Adjournment



Community, Youth and Cultural Funding Program Appeals Committee

Wednesday, November 22, 2023, 4:02 p.m.
McNaughton Room - 3rd Floor, City Hall

1. Community, Youth and Cultural Funding Program Appeal Committee 02-2023

Chair: Councillor Andrew Foulds

2. Members

Mayor Ken Boshcoff
Councillor Mark Bentz
Councillor Andrew Foulds
Councillor Brian Hamilton

3. Officials

Krista Power, City Clerk
Katie Piché, Council & Committee Clerk

4. Resource Persons

Leah Prentice, Director - Recreation & Culture
Cynthia Olsen, Acting Director - Strategic Initiatives & Engagement
Callie Hemsworth, Coordinator - Planning, Projects and Development
Kristie Sinclair, Accountant - Financial Services

5. Disclosures of Interest

6. Approval of Agenda

MOVED BY: Councillor Brian Hamilton
SECONDED BY: Councillor Mark Bentz

WITH RESPECT to the November 22, 2023 Community, Youth and Cultural Funding Program Appeal Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

7. Minutes of Previous Meeting

MOVED BY: Councillor Mark Bentz
SECONDED BY: Councillor Brian Hamilton

THAT the Minutes of Meeting 01-2023 of the Appeal Committee for the Community, Youth and Cultural Funding Program, held on May 17, 2023, be confirmed.

CARRIED

8. 2024 Requests and Recommendation Summary

Coordinator - Planning, Projects and Development Callie Hemsworth provided an overview relative to 2024 funding applications and responded to questions.

Accountant Kristie Sinclair provided information relative to the summary breakdown and responded to questions.

Director - Recreation & Culture Leah Prentice responded to questions.

A discussion was held relative to the Committee's Terms of Reference. The City Clerk advised that a review of the Terms would be included in the next agenda.

9. Our Kids Count Appeal

Coordinator - Planning, Projects and Development Callie Hemsworth provided an overview relative to the Our Kids Count appeal, noting that the application form was incomplete upon submission and insufficient budget information was provided. Funding shortfalls from other funding sources were also discussed.

Callie Hemsworth advised that a portion of the application was approved in the amount of \$16,300.

Director - Recreation & Culture Leah Prentice, Acting Director - Strategic Initiatives & Engagement Cynthia Olsen and Callie Hemsworth responded to questions relating to funding criteria and other organizations who provide similar services.

MOVED BY: Councillor Mark Bentz
SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to the Community, Youth & Cultural Funding Program appeal from Our Kids Count, we recommend that the request for 2024 funding be approved for \$16,300.

CARRIED

10. Program Trends and Pressures

Coordinator - Planning, Projects & Development Callie Hemsworth provided an overview relative to the above noted including the following:

- Funding shortfalls from other funding sources
- Post-pandemic recovery
- Rising costs, growing demand
- Historical Community, Youth & Cultural funding
- Funding model, funding mandates
- Advocacy to other levels of government

It was noted that recommendations are made accordingly, based on who applies and what they apply for.

A discussion was held relative to the ratio of funding that can be received between each category.

11. Next Meeting

The next meeting date will be determined when required.

12. Adjournment

The meeting adjourned at 4:57 p.m.



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 17/2024
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: October 17, 2024

TIME OF MEETING: 10:03 a.m.

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

CHAIR: Brian Hamilton

PRESENT:

Albert Aiello
Ken Boshcoff
Anne-Marie Bourgeault
Brian Hamilton
Greg Johnson
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Mark Thibert
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer &
Director, Integrated Social Services Division
Georgina Daniels, Director, Corporate Services Division
Shari Mackenzie, Manager, Human Resources
Crystal Simeoni, Manager, Housing Operations
Tafadzwa Mukubvu, Manager, Finance
Aaron Park, Manager, Housing & Homelessness Programs
Tomi Akinyede, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement Officer
Larissa Jones, Communications Assistant
Glenda Flank, Recording Secretary

REGRETS:

Meghan Chomut
Kasey Etreni
Denis Nault

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

BOARD MEETING

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

Brian Hamilton, Board Chair requested an update relative to the City of Thunder Bay Pilot Shelter Project as part of the City's Homelessness Plan be provided to the Board.

On consensus this item to be added to the November Board Meeting Agenda.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/76

Moved by: Albert Aiello
Seconded by: Dominic Pasqualino

THAT with respect to the agenda for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for October 17, 2024, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 15/2024 (Regular Session) and Meeting No. 16/2024 (Closed Session) of TBDSSAB, held on September 19, 2024, respectively, to be confirmed.

Resolution No. 24/77

Moved by: Elaine Mannisto
Seconded by: Greg Johnsen

THAT the Minutes of Meeting No. 15/2024 (Regular Session) and Meeting No. 16/2024 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 19, 2024, respectively, be confirmed.

CARRIED

PRESENTATION

Financial Context for 2025 Budget Process

Ken Ranta, Chief Executive Officer and Georgina Daniels, FCPA, FCA, Director, Corporate Services Division provided a presentation regarding the financial context for the 2025 Budget.

Ken Ranta, Chief Executive Officer provided an introduction to the Financial Context presentation to be made, provided an overview of the budget history and 2025 impacts sections and responded to questions.

Georgina Daniels, FCPA, FCA, Director, Corporate Services Division provided an overview of the Assets and Liabilities, history of reserve funds and debt payments sections and responded to questions.

Ken Ranta, Chief Executive Officer reviewed the areas of impact for 2025 and 2026 and responded to questions.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals regarding the Impacts of Mental Health and Addiction presentation, relative to receipt of information with respect to security of the property of the Corporation regarding 2024-25 Homelessness Prevention Program Capital Project, and relative to receipt of information with respect to litigation or potential litigation, including matters before administrative tribunals affecting the Corporation regarding legal matter #01-2020.

Resolution No. 24/78

Moved by: Greg Johnsen
Seconded by: Albert Aiello

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals regarding the Impacts of Mental Health and Addiction presentation, relative to receipt of information with respect to security of the property of the Corporation regarding 2024-25 Homelessness Prevention Program Capital Project, and relative to receipt of information with respect to litigation or potential litigation, including matters before administrative tribunals affecting the Corporation regarding legal matter #01-2020.

CARRIED

At 12:15 p.m. Shari Mackenzie, Manager, Human Resources, Aaron Park, Manager, Housing & Homelessness Programs, Carole Lem, Communications & Engagement Officer and Larissa Jones, Communications Assistant joined the meeting.

The Board Chair called for a 10 minute lunch break with the Board meeting reconvening at 12:25 p.m.

REPORTS OF ADMINISTRATION

2024/25 Homelessness Prevention Program Capital Project

Report No. 2024CS-07 (Integrated Social Services Division), was provided in Closed Session for discussion.

The following resolution was presented to the Board for consideration.

Resolution No. 24/79

Moved by: Jim Moffat
Seconded by: Albert Aiello

THAT with respect to Report No. 2024CS-07 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, direct Administration to proceed as directed in Closed Session.

CARRIED

2024/25 Canada Ontario Community Housing Initiative Funding Allocations

Report No. 2024-39 (Integrated Social Services Division) was presented to the Board providing an update related to the TBDSSAB 2024/25 Canada Ontario Community Housing Initiative funding allocation.

Ken Ranta, Chief Executive Officer responded to questions.

Resolution No. 24/80

Moved by: Kathleen Lynch
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2024-39 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, approve the use of the Canada Ontario Community Housing Initiative to support capital repair projects not to exceed \$716,000 for not-

for-profit Community Housing providers, and \$1,454,000 for repairs to TBDSSAB owned Community Housing units;

AND THAT The District of Thunder Bay Social Services Administration Board, approve the use of \$1,015,000 of Canada Ontario Community Housing Initiative funding to support Rent Supplement agreements for the Urban Native Housing units.

CARRIED

At 12:25 p.m. Crystal Simeoni, Manager, Housing Operations, Tafadzwa Mukubvu, Manager, Finance and Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting.

Update on the Attainment of TBDSSAB Service Level Standards

Report No. 2024-40 (Integrated Social Services Division) was presented to the Board providing information regarding the Service Level Standards established by the province for community housing and providing an update on the attainment of these standards.

Ken Ranta, Chief Executive Officer, provided clarification and responded to questions.

2024 Tenant Satisfaction Survey

Report No. 2024-41 (Integrated Social Services Division) was presented to the Board providing the results of the 2024 Tenant Satisfaction Survey.

Ken Ranta, Chief Executive Officer, provided further information and responded to questions.

Tomi Akinyede, Supervisor, Research & Social Policy provided clarification.

Crystal Simeoni, Manager, Housing Operations responded to questions.

At 12:46 p.m. Ken Boshcoff, Board Member, Crystal Simeoni, Manager, Housing Operations and Tomi Akinyede, Supervisor, Research & Social Policy left the meeting.

2024 Reserve and Reserve Fund Strategy Update

Report No. 2024-42 (Corporate Services Division) was presented to the Board providing the annual update to the Reserve and Reserve Fund Strategy for TBDSSAB.

Georgina Daniels, Director, Corporate Services Division provided an overview and responded to questions.

Resolution No. 24/81

Moved by: Kathleen Lynch
Seconded by: Jim Moffat

THAT with respect to Report No. 2024-42 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2024 Reserve Fund Strategy provided within the Report.

CARRIED

2024-25 Housing Portfolio Insurance
Contract

Report No. 2024-43 (Corporate Services Division) was presented to the Board providing the results of the 2024/25 property insurance quotation process for the TBDSSAB direct-owned housing portfolio and Administration's recommendation.

Georgina Daniels, Director, Corporate Services Division provided an overview of the report and responded to questions.

Resolution No. 24/82

Moved by: Albert Aiello
Seconded by: Anne-Marie Bourgeault

THAT with respect to Report No. 2024-43 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, accept the property insurance quotation provided by Marsh Canada Limited, in the amount of \$1,038,459.00.

AND THAT the Director, Corporate Services Division be authorized to bind coverage and complete any administrative requirements of the insurance renewal process.

CARRIED

Cancellation of the November 22 Board
Meeting Date

Memorandum from Ken Ranta, Chief Executive Officer dated October 2, 2024 was presented to the Board providing Administrations recommendation to cancel the November 22, 2024 Board Meeting date.

Ken Ranta, Chief Executive Officer provided clarification on Administrations recommendation to cancel the second November Board meeting date.

Resolution No. 24/83

Moved by: Dominic Pasqualino
Seconded by: Jim Moffat

THAT with respect to the Memorandum dated October 2, 2024 from Ken Ranta, Chief Executive Officer, we approve the cancellation of the November 22nd Board Meeting;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

CARRIED

CORRESPONDENCE

Canada-Ontario Housing Benefit Program Funding Allocation

Letter from The Honourable Paul Calandra, Minister of Municipal Affairs and Housing dated September 26, 2024 regarding the 2024/25 Confirmed Funding Allocations for the Canada-Ontario Housing Benefit Program was presented to the Board.

BY-LAWS

None.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, November 21, 2024 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 24/84

Moved by: Albert Aiello
Seconded by: Dominic Pasqualino

THAT the Board Meeting No. 17/2024 of The District of Thunder Bay Social Services Administration Board, held on October 17, 2024, be adjourned at 1:06 p.m.



Chair



Chief Executive Officer



**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 18/2024
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: October 17, 2024

TIME OF MEETING: 11:00 a.m.

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

CHAIR: Brian Hamilton

PRESENT:

Albert Aiello
Ken Boshcoff
Anne-Marie Bourgeault
Brian Hamilton
Greg Johnson
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Mark Thibert
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer &
Director, Integrated Social Services Division
Georgina Daniels, Director, Corporate Services Division
Tafadzwa Mukubvu, Manager, Finance
Crystal Simeoni, Manager, Housing Operations
Marty Farough, Manager, Infrastructure & Asset Management
Aaron Park, Manager, Housing & Homelessness Programs
Glenda Flank, Recording Secretary

REGRETS:

Meghan Chomut
Kasey Etreni
Denis Nault

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BOARD MEETING

DISCLOSURES OF INTEREST

Albert Aiello, Ken Boshcoff, and Brian Hamilton declared a conflict of interest relative to the verbal update to be provided regarding legal update #01-2020.

At 11:01 a.m. Crystal Simeoni, Manager, Housing Operations & Marty Farough, Manager, Infrastructure & Asset Management, joined the meeting.

PRESENTATION

Impacts of Mental Health and Addiction

Crystal Simeoni, Manager, Housing Operations provided an overview of the costs that the impacts of mental health and addiction have on TBDSSAB housing operations and responded to questions.

Ken Ranta, CEO provided clarification and responded to questions.

At 11:25 a.m. Aaron Park, Manager, Housing & Homelessness Programs joined the meeting.

Crystal Simeoni, Manager, Housing Operations provided further information and responded to questions.

At 11:38 a.m. Crystal Simeoni, Manager, Housing Operations left the meeting.

REPORTS OF ADMINISTRATION

2024/25 Homelessness Prevention Program Capital Project

Report No. 2024CS-07 (Integrated Social Services Division) was presented to provide the Board with information regarding external interest in the development of transitional and supportive housing and Administration's recommendation to engage in development opportunities.

Aaron Park, Manager, Housing & Homelessness Programs provided a brief overview and responded to questions.

Ken Ranta, CEO provided further information and responded to questions.

At 11:51 a.m. Ken Boshcoff, Albert Aiello, Board Members, Brian Hamilton, Board Chair and Aaron Park, Manager, Housing & Homelessness Programs left the meeting and Jim Moffat, Vice Chair assumed the position of Chair.

Legal Matter #01-2020 Update

Georgina Daniels, Director, Corporate Services Division provided an update to the Board regarding the status of legal matter #01-2020 and responded to questions.

Ken Ranta, CEO provided clarification and responded to questions.

Marty Farough, Manager, Infrastructure & Asset Management responded to questions.

At 12:15 p.m. Ken Boshcoff, Albert Aiello, Board Members and Brian Hamilton, Board Chair joined the meeting and Brian Hamilton resumed the position of Chair.

ADJOURNMENT

Resolution No. 24/CS09

Moveb by: Elaine Mannisto
Seconded by: Dominic Pasqualino

THAT the Board (Closed Session) Meeting No. 18/2024 of The District of Thunder Bay Social Services Administration Board, held on October 17, 2024, be adjourned at 12:15 p.m., to reconvene in Regular Session to consider the remaining agenda items.

CARRIED



Chair



Chief Executive Officer

REPORT NUMBER 423-2024-Corporate Services-Revenue

DATE

PREPARED

November 18, 2024

FILE

MEETING DATE

December 9, 2024

SUBJECT

2025 Interim Tax Levy

RECOMMENDATION

WITH RESPECT to Report 423-2024-Corporate Services-Revenue, we recommend that the 2025 interim tax levy be established at 50% of the 2024 final tax obligation;

AND THAT the 2025 interim tax levy be due in two installments, March 5 and May 7;

AND THAT the penalty shall be one and one-quarter per cent (1.25%) of the amount in default on the first day immediately following the installment due date for tax installments due in 2025;

AND THAT interest shall be one and one-quarter per cent (1.25%) against all amounts that have become due and remain unpaid. Such interest shall be calculated and imposed on the first day of the calendar month;

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

EXECUTIVE SUMMARY

This report recommends an interim property tax levy of 50% of the 2024 property tax obligation, collected over two installments due March 5 and May 7, 2025. This approach ensures steady cash flow, reduces borrowing costs, and offers taxpayers consistency for budgeting purposes. With approximately 43,100 taxable properties generating \$130 million in taxes, the interim levy will provide essential funds to meet operational needs before the 2025 tax rates are finalized.

It is recommended that penalty and interest rates for overdue taxes remain at 1.25%, encouraging timely payments and generating an estimated \$3.15 million in 2025.

DISCUSSION

The *Municipal Act, 2001* (the “Act”) provides that the interim levy shall not exceed 50% of the prior year’s annualized taxes. Annualized taxes reflect municipal, and education taxes levied against the property at final billing, including all tax adjustments due to supplementary assessment and resulting from assessment appeals. For properties that are new to the assessment roll for the current year, and were not assessed in prior year, fifty per cent of the previous year’s tax rate for the properties’ applicable tax class will be applied to the property’s assessed value to generate an interim levy.

The Act provides that the percentage levied may be different for different property classes but shall be the same for all properties in a property class. Furthermore, taxes may be billed with a requirement that payment be made in one amount or in a series of installments. Different installments and due dates may also be established for different property classes.

The City of Thunder Bay has historically offered tax payments in four installments, two each for both the interim and final levy. The main advantages of installment billings are:

1. They reduce the cost of current borrowing (or reduce amount of lost interest income) if combined with the use of an interim levy.
2. They provide convenience to taxpayers so that they may budget for payments.
3. They provide steady cash flow.
4. They reduce tax delinquency by provision of earlier payments in the year.

Consistent with prior years, Administration is recommending an interim levy of 50% of the 2024 final property tax obligation with installment due dates of March 5 and May 7, 2025.

In 2024, there were approximately 43,100 taxable properties, which generated approximately \$260 million in municipal and educational taxes.

Penalty & Interest

The City may impose penalty and interest not to exceed 1.25% for the non-payment of taxes.

Historically, the City applies a penalty of 1.25% calculated on the installment amount that is not paid, the day after a tax installment is due.

The City also applies interest of 1.25% calculated on the tax balance that is overdue, on the first of each month. Interest is not calculated on the penalties or interest balance.

Penalty and interest revenue is approximately \$3.15 million annually.

Administration recommends a penalty rate of 1.25% and an interest rate of 1.25%.

FINANCIAL IMPLICATION

An interim levy will raise approximately \$130,000,000 over two installments.

Penalty on property taxes of 1.25% is expected to generate revenue of approximately \$325,000 in 2025 and will be included in the 2025 Budget for consideration.

Interest on property taxes of 1.25% is expected to generate revenue of approximately \$2,825,000 in 2025 and will be included in the 2025 Budget for consideration.

CONCLUSION

It is concluded that an interim tax levy, and penalty and interest for non-payment of taxes, as recommended in Report 423-2024-Corporate Services-Revenue should be approved for the 2025 taxation year.

BACKGROUND

Section 317 of the *Municipal Act* provides authority for Council to levy interim taxes in advance of the adoption of the budget and tax rates for the year. The interim levy is required to provide cash flow to meet current operating requirements.

REFERENCE MATERIAL ATTACHED

None.

REPORT PREPARED BY

Kathleen Cannon, CPA, Director – Revenue Division

REPORT SIGNED AND VERIFIED BY

Keri Greaves, CPA, Commissioner – Corporate Services & City Treasurer
(11/25/2024)

Corporate Report

REPORT NUMBER 428-2024-Community Services-Fleet Services

DATE

PREPARED

October 1, 2024

FILE

MEETING DATE

December 9, 2024

SUBJECT

CEDC/NRCAN Plug-In Thunder Bay Electric Charger Funding Program

RECOMMENDATION

WITH RESPECT to Report 428-2024-Community Services-Fleet Services, we recommend that Appropriation 23 be approved to increase the existing 2023 capital budget in order to record \$4,284.82 of grant funding awarded by Natural Resources Canada through the Thunder Bay Community Economic Development Commission Plug-In Thunder Bay Fund;

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

EXECUTIVE SUMMARY

This report seeks Council approval to increase the 2023 Electric Truck capital budget project by \$4,284.82 in order to reflect the value of the funding received by Natural Resources Canada through the CEDC Plug-In Thunder Bay Fund.

As the 2023 Capital Budget Approval had been finalized before this funding was made available, Administration is seeking Council approval to adjust the budget to allow for the appropriation of this funding in 2023.

DISCUSSION

In March 2024, Administration became aware of available funding through CEDC to assist with procurement and installation of electric vehicle charging stations. Two electric charging stations that had already been installed at Transit Services as part of a 2023 capital project to onboard two electric pickup trucks appeared to be an eligible project.

An application for funding assistance for the acquisition and installation of two electric vehicle charging stations to be installed at the Transit Services Building was submitted to the CEDC Plug-in Thunder Bay Program in April of 2024. In September of 2024, CEDC advised that the City of Thunder Bay would receive \$4,284.82 in funding to assist with the project.

As the 2023 Capital Budget Approval had been finalized before this funding was made available, Administration is seeking Council approval of Appropriation 23 to adjust the 2023 budget which will allow for the addition of this funding to the 2023 capital project.

FINANCIAL IMPLICATION

The funding awarded will be applied to the 2023 capital project for the onboarding of two electric pick-up trucks which included the acquisition of two electric charging stations. Specifically, the addition of the funding helped cover the cost of the two charging stations.

CONCLUSION

It is concluded that Appropriation 23 be approved to allow funding awarded in the amount of \$4,282.82 by Natural Resources Canada through the Thunder Bay Community Economic Development Commission "Plug-In Thunder Bay Program" to be added to the 2023 Electric Truck capital project.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED

Attachment A – Appropriation 23

REPORT PREPARED BY

Doug Glena, Manager Fleet Services – Community Services

REPORT SIGNED AND VERIFIED BY

Kelly Robertson, Commissioner – Community Services Department

Date (11/27/2024)

The City of Thunder Bay

DATE: Nov 18, 2024

DEPARTMENT:
Community Services

REQUEST FOR APPROPRIATION CHANGE

23

DIVISION:
Fleet Services

REQUEST FOR ADDITIONAL APPROPRIATION

APPROP NO.

WBS ELEMENT	DESCRIPTION	BUDGET AVAILABLE	INCREASE	DECREASE	ADMIN USE	
					IM Position	Fund Code
COM-FFE-230207-7-7-S (NEW)	Electric Truck (Subsidy)		2,142.41		2.1.2	74
COM-FFE-230207-7-8-S (NEW)	Electric Truck (Subsidy)		2,142.41		2.1.2	74
	Natural Resources Canada (through CEDC)			4,284.82		74
			4,284.82	4,284.82		

EXPLANATIONS/REASONS:
Refer to Corporate Report #428-2024

EFFECT ON LEVEL OF SERVICE:

DECREASE	INCREASE	MAINTAINED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DATE: November 27, 2024


RECOMMENDED/APPROVED

amorrison

Andrea Morrison
DEPUTY CITY TREASURER

John Collin

John Collin
CITY MANAGER

PREPARED BY: Heather Young
REVIEWED BY:  Kelly Robertson
Kelly Robertson
Commissioner, Community Services Dept.

VERIFIED BY: Bev Monteith
Bev Monteith
Budget & Planning Accountant / Financial Analyst
Corporate Services - Finance

COMMITTEE OF THE WHOLE
APPROVED NOT APPROVED
DATE: _____



Memorandum

TO: Krista Power, Director of Legislative Services & City Clerk **FILE:** 58CDM-22-501

FROM: Shannon Labelle, Acting Senior Planner
Growth Department - Planning Services

DATE: 11/27/2024

SUBJECT: To Repeal and Replace Authorization in Report 284-2023 –
Property Description Correction

MEETING & DATE: Committee of the Whole - 12/09/2024

Report 284-2023 (Planning Services) was presented to Committee of the Whole on October 23, 2023 with respect to an exemption under Section 51 of the *Planning Act*, pursuant to Section 9(6) of the *Condominium Act* to grant a five unit vacant land plan of condominium on Part Lot 8, Registered Plan 371 and designated as Parts 14, 15, and 20 on Plan 55R8515; S/T TBR33190; TBR 337559, municipally known as 1457 John Street Road.

Report 284-2023 that was presented and approved by City Council contained the incorrect property description, impacting the authorization required for the Condominium Exemption By-law 355-2024.

It is deemed necessary to repeal and replace the legal description authorized within Report 284-2023.

It is requested that the following recommendation be presented to Committee of the Whole. Administration is requesting ratification at the December 9, 2024 City Council to allow By-law 355-2024 to be subsequently presented and approved.

WITH RESPECT to the Memorandum from Shannon Labelle, Acting Senior Planner, dated November 27, 2024, recommending an exemption under Section 51 of the *Planning Act*, pursuant to Section 9(6) of the *Condominium Act* to be granted for a five unit vacant land plan of condominium Part Lot 8 Plan 371 McIntyre, Parts 1, 2, 3 and 4 55R15221; subject to an easement over Part 3 55R15221 as in TBR331905; Subject to an easement over Part 1 55R15221 as

in TBR337559; subject to an easement as in TY332841; in the City of Thunder Bay, in the District of Thunder Bay, municipally known as 1457 John Street Road.

AND THAT By-law 355-2024 be presented to City Council for ratification on December 9, 2024.



Memorandum

TO: Krista Power, City Clerk **FILE:**
FROM: Cory Halvorsen, Manager – Parks & Open Spaces
DATE: 11/22/2024
SUBJECT: Outdoor Rink Options – Request for Deferral
MEETING & DATE: Committee of the Whole – 12/09/2024

At the June 3, 2024 Committee of the Whole meeting, Council approved a motion recommending that Administration investigate the various options outlined in this memorandum relative to Outdoor Rinks was presented. The resolution requested Administration report back on or before December 16, 2024.

Administration is recommending a revised report back date from December 16, 2024, to March 2, 2025.

The deferral is requested to allow Administration further time to prepare the report back due to recent workloads and capacity in the Parks Planning section. This deferral will also support additional weather and ice performance information from the 2024/2025 rink season to be available which is directly relevant to the outdoor rink option information being presented.

Please present the following recommendation at the December 9, 2024 Committee of the Whole meeting:

WITH RESPECT to the Memorandum from Cory Halvorsen, Manager – Parks & Open Spaces, dated November 22, 2024, we recommend that report back date for Outdoor Rink Options be deferred from December 16, 2024 to March 2, 2025;

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



Memorandum

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

FROM: Matt Pearson, Senior Advisor - Growth

DATE: 11/27/2024

SUBJECT: Cemetery By-Law – Request for Deferral - Outstanding Item 2024-101-INO

MEETING & DATE: Committee of the Whole - 12/09/2024

Administration is recommending a revised report back date for Outstanding Item 2024-101-INO Infrastructure, Development & Operations - Central Support Cemetery By-Law from December 16, 2024 to on or before February 10, 2024.

This deferral is to allow Administration further time to prepare the report back due to recent workloads and capacity during the transition of staff assignments within the Central Support and Growth sections. With that, the following recommendation is provided for Council's consideration:

WITH RESPECT to the Memorandum from Matt Pearson, Senior Advisor - Growth, dated November 27, 2024, we recommend that Outstanding Item 2024-101-INO-Cemetery By-Law be deferred from December 16, 2024 to on or before February 10, 2024;

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