



## Committee of the Whole Meeting Minutes

**Monday, March 27, 2023, 4:38 p.m.**

**McNaughton Room**

Present:

- Mayor Ken Boshcoff
- Councillor Rajni Agarwal
- Councillor Mark Bentz
- Councillor Kasey Etrei
- Councillor Andrew Foulds
- Councillor Trevor Giertuga
- Councillor Brian Hamilton
- Councillor Greg Johnsen
- Councillor Kristen Oliver
- Councillor Dominic Pasqualino
- Councillor Michael Zussino
- Councillor Shelby Ch'ng

Officials:

- Dana Earle, Deputy City Clerk
- Norm Gale, City Manager
- Emma Westover, Acting General Manager - Corporate Services & Long Term Care & City Treasurer
- Patty Robinet, City Solicitor

### **1. Committee of the Whole – Closed Session**

Chair: Councillor Kristen Oliver

#### **1.1 Disclosures of Interest**

Councillor Shelby Ch'ng declared a conflict relative to Tbaytel Shareholder Update – Quarterly Report, due to a personal relationship with a person who works for Tbaytel.

## **1.2 Reports of Municipal Officers**

### **1.2.1 Thunder Bay Public Library**

Confidential Memorandum from City Solicitor Patty Robinet, dated March 22, 2023, relative to the above noted, distributed to Members of Council, City Manager, City Solicitor, and Acting General Manager - Corporate Services & Long Term Care & City Treasurer only.

City Manager Norm Gale provided an overview and responded to questions.

City Solicitor Patty Robinet responded to questions.

Councillor Brian Hamilton assumed the Chair.

Acting General Manager – Corporate Services & Long Term Care & City Treasurer Emma Westover responded to questions.

Councillor Andrew Foulds assumed the Chair.

Deputy City Clerk Dana Earle responded to questions.

### **1.2.2 Tbaytel Shareholder Update – Quarterly Report**

Councillor Shelby Ch'ng declared a conflict and left the meeting room.

Tbaytel President & CEO Dan Topatigh and Tbaytel Municipal Service Board Chair Scott Potts entered the meeting room.

Confidential 4th Quarter 2022 Financial Summary distributed to Members of Council, City Manager, City Solicitor & Acting General Manager - Corporate Services & Long Term Care & City Treasurer only.

Dan Topatigh and Scott Potts provided an overview. Dan Topatigh responded to questions.

### **1.3 Committee of the Whole Recess**

At 6:11 p.m. the Closed Session concluded. It was the consensus of Committee that Open Session reconvene at 6:30 p.m.

### **Open Session in the S. H. Blake Memorial Auditorium at 6:31 p.m.**

Present: Mayor Ken Boshcoff  
Councillor Rajni Agarwal  
Councillor Mark Bentz  
Councillor Kasey Etreni  
Councillor Andrew Foulds  
Councillor Trevor Giertuga  
Councillor Brian Hamilton  
Councillor Greg Johnsen  
Councillor Kristen Oliver  
Councillor Dominic Pasqualino  
Councillor Michael Zussino  
Councillor Shelby Ch'ng

Officials: Dana Earle, Deputy City Clerk  
Norm Gale, City Manager  
Patty Robinet, City Solicitor  
Emma Westover, Acting General Manager – Corporate  
Services & Long Term Care & City Treasurer  
Kerri Marshall, General Manager – Infrastructure & Operations  
Kelly Robertson, General Manager – Community Services  
Karen Lewis, General Manager – Development & Emergency  
Services  
Karie Ortgiese, Director – Human Resources & Corporate Safety  
Tracie Smith, Director – Strategic Initiatives & Engagement  
Kathleen Cannon, Director – Revenue  
Chantal Harris, Manager – Billing & Collection  
Leanne Lavoie, Council & Committee Clerk

### **2. Committee of the Whole – Administrative Services Session**

Chair: Councillor Mark Bentz

**3. Disclosures of Interest**

Councillor Dominic Pasqualino declared a conflict relative to Report 090-2023 (Corporate Services & Long-Term Care – Revenue) Application for Cancellation, Reduction or Refund of Taxes Under Section 357 Of The Municipal Act, as family member's property is included on the list in the report.

Councillor Andrew Foulds declared a conflict relative to Report 092-2023 (Corporate Services & Long-Term Care – Revenue) Property Tax Accounts with 2021 Arrears, as a distant family member's property is included on the list in the report.

**4. Confirmation of Agenda**

MOVED BY: Councillor Kristen Oliver  
SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to the March 27, 2023 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**5. Presentations**

**5.1 Citizens of Outstanding Achievement – Monthly Award Presentation**

Memorandum from City Clerk Krista Power dated March 14, 2023 advising that Robert Nearing will be awarded a certificate for their personal contribution as a key source of funding towards the JumpStart Accessible Playground installation at Boulevard Lake Park.

Matthew Villella, Vice-Chair of the Official Recognition Committee, appeared before Committee and provided an overview of the recipient's accomplishments. Mayor Ken Boshcoff presented Robert Nearing with the Citizens of Outstanding Achievement Monthly Award for their Community Champion achievement.

**6. Deputations**

**6.1 Thunder Bay Public Library**

Correspondence from Dr. Richard Togman, Chief Executive Officer – Thunder Bay Public Library, dated March 1, 2023 requesting the opportunity to provide a deputation.

Dr. Richard Togman appeared before Committee and provided a PowerPoint presentation relative to Thunder Bay Public Library's upcoming Master Facilities Plan.

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

### **7.1 Accessibility Advisory Committee Minutes**

Minutes of the Accessibility Advisory Committee held on January 11, 2023 and February 8, 2023, for information.

### **7.2 Community Communications Committee Minutes**

Minutes of Meeting 02-2022 of the Community Communications Committee, held on March 9, 2022, for information.

### **7.3 Heritage Advisory Committee Minutes**

Minutes of Meeting 01-2023 of the Heritage Advisory Committee, held on January 26, 2023, for information.

### **7.4 Inter-Governmental Affairs Committee Minutes**

Minutes of Meeting 01-2023 of the Inter-Governmental Affairs Committee, held on January 11, 2023, for information.

### **7.5 Official Recognition Committee Minutes**

Minutes of Meetings 03-2022 and 04-2022 of the Official Recognition Committee, held on March 14, 2022 and April 25, 2022, for information.

### **7.6 Sister Cities Advisory Committee Minutes**

Minutes of Meeting 01-2023 of the Sister Cities Advisory Committee, held on February 1, 2023, for information.

### **7.7 Thunder Bay District Health Unit Minutes**

Annual General Meeting and Regular Meeting Minutes of the Thunder Bay District Health Unit - Board of Health dated January 18, 2023, for information.

## 8. Reports of Municipal Officers

### 8.1 Application for Cancellation, Reduction or Refund of Taxes Under Section 357 Of The Municipal Act

Report 090-2023 (Corporate Services & Long-Term Care – Revenue), recommending the cancellation, reduction or refund of taxes totaling \$42,725.76.

Confidential Memorandum from Manager – Billing and Collection Services Chantal Harris, dated March 7, 2023 relative to Report 090-2023, distributed separately to Members of Council, EMT, and City Solicitor only on Thursday, March 23, 2023.

Councillor Dominic Pasqualino declared a conflict and refrained from discussing or voting on the following resolution.

MOVED BY: Mayor Ken Boshcoff  
SECONDED BY: Councillor Kasey Etreni

WITH RESPECT to Report 090-2023-Corporate Services & Long-Term Care, we recommend that the cancellation, reduction or refund of taxes totaling \$42,725.76 as outlined in the Report be approved;

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

#### **Motion to Resolve Into Closed Session**

MOVED BY: Councillor Rajni Agarwal  
SECONDED BY: Councillor Trevor Giertuga

THAT Council resolve into closed session.

LOST

It was noted by the Clerk following the vote that an exception to close the meeting was not provided prior to the vote as required by the *Municipal Act* section 239 (4).

**Application for Cancellation, Reduction or Refund of Taxes Under Section 357 Of The Municipal Act**

MOVED BY: Mayor Ken Boshcoff  
SECONDED BY: Councillor Kasey Etrene

WITH RESPECT to Report 090-2023-Corporate Services & Long-Term Care, we recommend that the cancellation, reduction or refund of taxes totaling \$42,725.76 as outlined in the Report be approved;

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

CARRIED

**8.2 Application For Cancellation, Reduction of Refund of Taxes Under Section 358 of the Municipal Act**

Report 091-2023 (Corporate Services & Long-Term Care – Revenue), recommending the cancellation, reduction or refund of taxes totaling \$25,402.14 due to a gross or manifest errors in the preparation of the assessment rolls.

Confidential Memorandum from Manager – Billing and Collection Services Chantal Harris, dated March 7, 2023 relative to Report 091-2023, distributed separately to Members of Council, EMT, and City Solicitor only on Thursday, March 23, 2023.

MOVED BY: Councillor Michael Zussino  
SECONDED BY: Councillor Shelby Ch'ng

WITH RESPECT to Report 091-2023-Corporate Services & Long-Term Care – Revenue, we recommend that the cancellation, reduction or refund of taxes totaling \$25,402.14 due to a gross or manifest errors in the preparation of the assessment rolls as outlined in the Report be approved;

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

CARRIED

### **8.3 Property Tax Accounts with 2021 Arrears**

Report 092-2023 (Corporate Services & Long-Term Care – Revenue), recommending the registration of tax arrears certificates against properties for which real property tax is owing for a period of over two years.

Confidential Memorandum from Manager – Billing and Collection Services Chantal Harris, dated March 13, 2023 relative to Report 092-2023, distributed separately to Members of Council, EMT, and City Solicitor only on Thursday, March 23, 2023.

Councillor Andrew Foulds declared a conflict and refrained from discussing or voting on the following resolution.

MOVED BY: Councillor Shelby Ch'ng  
SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report 092-2023-Corporate Services & Long-Term Care-Revenue, we recommend the registration of tax arrears certificates against the properties as shown in Attachment A to this Report for which real property tax is owing for a period of over two years unless taxes are paid by the registration date;

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

CARRIED

### **8.4 Annual Report on Council, Board and Committee Expenses 2022**

Report 098-2023 (Corporate Services & Long-Term Care – Financial Services), reporting on Council, Board and Committee remuneration and expenses, for information.

### **8.5 Mandatory COVID-19 Vaccine Disclosure - Policy**

Report 111-2023 (City Manager's Office – Human Resources & Corporate Safety), recommending that the Mandatory COVID-19 Vaccine Disclosure Policy be repealed.

MOVED BY: Councillor Shelby Ch'ng  
SECONDED BY: Councillor Dominic Pasqualino

WITH RESPECT to Report 111-2023-City Manager's Office-Human Resources & Corporate Safety, we recommend that the Mandatory COVID-19 Vaccine Disclosure Policy, appended to this report, be repealed;

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

CARRIED

#### **8.6 Work Life Initiatives Policy Update (Work from Home Program)**

Report 113-2023 (City Manager's Office – Human Resources & Corporate Safety), recommending that the amended Corporate Policy 06-01-36 Work Life Initiatives be approved.

MOVED BY: Councillor Kasey Etreni  
SECONDED BY: Councillor Kristen Oliver

WITH RESPECT to Report 113-2023-City Manager's Office-Human Resources & Corporate Safety, we recommend that the amended Corporate Policy 06-01-36 Work Life Initiatives, appended to this report, be approved;

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

#### **Amendment – Work Life Initiatives Policy Update (Work from Home Program)**

MOVED BY: Councillor Andrew Foulds  
SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to the resolution relative to Work Life Initiatives Policy Update (Work from Home Program), we recommend that the following be added after the first paragraph:

"AND THAT Outstanding Item 2021-104-ADM Work Life Initiatives - Policy (Work from Home) be removed from the Outstanding List;"

CARRIED

**Amended – Work Life Initiatives Policy Update (Work from Home Program)**

MOVED BY: Councillor Kasey Etreni

SECONDED BY: Councillor Kristen Oliver

WITH RESPECT to Report 113-2023-City Manager's Office-Human Resources & Corporate Safety, we recommend that the amended Corporate Policy 06-01-36 Work Life Initiatives, appended to this report, be approved;

AND THAT Outstanding Item 2021-104-ADM Work Life Initiatives - Policy (Work from Home) be removed from the Outstanding List;

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

At the request of the Chair, Councillor Michael Zussino assumed the Chair during discussion relative to the above noted.

Councillor Mark Bentz resumed the Chair during discussion relative to the above noted.

**Referral – Work Life Initiatives Policy Update (Work from Home Program)**

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to Report 113-2023-City Manager's Office-Human Resources & Corporate Safety, we recommend that the report be referred to Administration to provide more information relating to liabilities and risk for employees working from home, including processes for addressing workplace injuries and violence in the workplace;

AND THAT Administration report back on or before June 26, 2023.

LOST

**Amended – Work Life Initiatives Policy Update (Work from Home Program)**

MOVED BY: Councillor Kasey Etrene

SECONDED BY: Councillor Kristen Oliver

WITH RESPECT to Report 113-2023-City Manager's Office-Human Resources & Corporate Safety, we recommend that the amended Corporate Policy 06-01-36 Work Life Initiatives, appended to this report, be approved;

AND THAT Outstanding Item 2021-104-ADM Work Life Initiatives - Policy (Work from Home) be removed from the Outstanding List;

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

CARRIED

**8.7 Delegation of Signing Authority for City of Thunder Bay Memorandum of Understanding with Lakehead University**

Report 082-2023 (City Manager's Office – Strategic Initiatives & Engagement), recommending that authority be delegated to the City Manager to sign the renewed City of Thunder Bay Memorandum of Understanding with Lakehead University.

MOVED BY: Councillor Dominic Pasqualino

SECONDED BY: Councillor Andrew Foulds

WITH RESPECT to Report 082-2023-City Manager's Office – Strategic Initiatives & Engagement, we recommend that authority be delegated to the City Manager to sign the renewed City of Thunder Bay Memorandum of Understanding (MOU) with Lakehead University, and in addition, that the City Manager sign any subsequent renewals or renegotiations of said MOU and future comparable MOUs;

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

CARRIED

### **8.8 Community Communications Committee - Terms of Reference**

Report 075-2023 (City Manager's Office – Office of the City Clerk), recommending that the updated Terms of Reference for the Community Communications Committee be approved.

MOVED BY: Councillor Kristen Oliver

SECONDED BY: Councillor Kasey Etrene

WITH RESPECT to Report 075-2023-City Manager's Office-Office of the City, we recommend that the Terms of Reference for the Community Communications Committee, as appended to this Report as Attachment A, be approved;

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

CARRIED

## **9. Petitions and Communications**

### **9.1 Thunder Bay Public Library – Request to Amend Board Composition**

Memorandum from City Clerk Krista Power, dated March 15, 2023, recommending an amendment to the composition of the Thunder Bay Public Library Board.

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the Memorandum from City Clerk Krista Power dated March 15, 2023, we recommend that the composition of the Thunder Bay Public Library Board be amended as outlined in this memorandum;

AND THAT the amendment to By-law 182-1985 and any necessary

Chapters of the Municipal Code to be repealed be presented to City Council for ratification on April 24, 2023.

**Amendment – Thunder Bay Public Library – Request to Amend Board Composition**

MOVED BY: Councillor Trevor Giertuga

SECONDED BY: Councillor Rajni Agarwal

WITH RESPECT to the motion relative to Thunder Bay Public Library - Request to Amend Board Composition, we recommend that paragraph 1 be deleted and replaced with:

“WITH RESPECT to the Memorandum from City Clerk Krista Power dated March 15, 2023, we recommend that the composition of the Thunder Bay Public Library Board include one (1) representative from the Lakehead Public Schools and one (1) representative from the Thunder Bay District Catholic School Board;

AND THAT one (1) additional member of City Council be added;

AND THAT the total composition of the Library Board remain at ten (10) members appointed by City Council;”

It was requested that each paragraph be voted on separately.

**Amendment Paragraph 1 – Thunder Bay Public Library – Request to Amend Board Composition**

MOVED BY: Councillor Trevor Giertuga

SECONDED BY: Councillor Rajni Agarwal

WITH RESPECT to the Memorandum from City Clerk Krista Power dated March 15, 2023, we recommend that the composition of the Thunder Bay Public Library Board include one (1) representative from the Lakehead Public Schools and one (1) representative from the Thunder Bay District Catholic School Board;

CARRIED

**Amendment Paragraph 2 – Thunder Bay Public Library – Request to Amend Board Composition**

MOVED BY: Councillor Trevor Giertuga

SECONDED BY: Councillor Rajni Agarwal

AND THAT one (1) additional member of City Council be added;

CARRIED

**Amendment Paragraph 3 – Thunder Bay Public Library – Request to Amend Board Composition**

MOVED BY: Councillor Trevor Giertuga

SECONDED BY: Councillor Rajni Agarwal

AND THAT the total composition of the Library Board remain at ten (10) members appointed by City Council;

CARRIED

**Amended – Thunder Bay Public Library – Request to Amend Board Composition**

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the Memorandum from City Clerk Krista Power dated March 15, 2023, we recommend that the composition of the Thunder Bay Public Library Board include one (1) representative from the Lakehead Public Schools and one (1) representative from the Thunder Bay District Catholic School Board;

AND THAT one (1) additional member of City Council be added;

AND THAT the total composition of the Library Board remain at ten (10) members appointed by City Council;

AND THAT the amendment to By-law 182-1985 and any necessary Chapters of the Municipal Code to be repealed be presented to City Council for ratification on April 24, 2023.

CARRIED

**10. Outstanding Items**

**10.1 Outstanding List for Administrative Services as of Tuesday, March 14, 2023**

Memorandum from City Clerk Krista Power, dated March 14, 2023 providing the Administrative Services Outstanding Items List, for information.

**11. New Business**

**11.1 Establishment of Closed Session - April 3, 2023**

MOVED BY: Councillor Kasey Etrene  
SECONDED BY: Councillor Greg Johnsen

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, April 3, 2023 at 4:30 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(d) labour relations or employee negotiations; and

(3.1) the purpose of educating or training the members relative to City Council orientation.

CARRIED

**12. Adjournment**

The meeting adjourned at 8:42 p.m.