



**Committee of the Whole Meeting Minutes**

**Monday, August 28, 2023**

**Committee of the Whole – Open Special Session in the McNaughton Room at 4:32 p.m.**

Present: Mayor Ken Boshcoff  
Councillor Albert Aiello  
Councillor Shelby Ch'ng  
Councillor Kasey Etrene  
Councillor Brian Hamilton  
Councillor Greg Johnsen  
Councillor Kristen Oliver  
Councillor Dominic Pasqualino  
Councillor Michael Zussino

Officials: Krista Power, City Clerk  
Norm Gale, City Manager  
Patty Robinet, City Solicitor

**1. Committee of the Whole – Open Special Session**

Vice-Chair: Councillor Brian Hamilton

**1.1 Establishment of Committee of the Whole - Closed Session**

At the August 14, 2023 Committee of the Whole meeting, the following resolution was passed to establish a Committee of the Whole - Closed Session meeting on August 28, 2023 at 5:00 pm:

MOVED BY: Councillor Andrew Foulds  
SECONDED BY: Councillor Kasey Etrene

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, August 28, 2023 at 5:00 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; and  
(3.1) the purpose of educating or training the members relative to City Council orientation.

CARRIED

**1.2 Amendment – Establishment of Committee of the Whole - Closed Session**

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

WITH RESPECT to the resolution to establish the Monday, August 28, 2023 Committee of the Whole – Closed Session, we recommend that the following reason be removed:

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

AND THAT the following reason be added:

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND THAT the start time be changed from 5:00 p.m. to 4:30 p.m.

CARRIED

**1.3 Amended – Establishment of Committee of the Whole - Closed Session**

MOVED BY: Councillor Andrew Foulds  
SECONDED BY: Councillor Kasey Etreni

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, August 28, 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; and

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

**Committee of the Whole – Closed Session in the McNaughton Room at 4:35 p.m.**

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

Officials: Krista Power, City Clerk  
Norm Gale, City Manager  
Patty Robinet, City Solicitor

**2. Committee of the Whole - Closed Session**

Vice-Chair: Councillor Brian Hamilton

**2.1 Disclosures of Interest**

**2.2 Reports of Municipal Officers**

**2.2.1 Legal Matter - Strong Mayors, Building Homes Act/Build More Homes Faster Act**

General Manager – Corporate Services Karen Lewis, General Manager – Infrastructure, Development & Operations Kerri Marshall, Director – Human Resources & Corporate Safety Karie Ortgiese, Director – Development Services Joel DePeuter, and Deputy City Clerk Dana Earle entered the meeting room.

Confidential Memorandum from City Solicitor Patty Robinet, dated August 24, 2023 relative to the above noted, distributed to City Council and EMT, only.

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

City Solicitor Patty Robinet provided an overview and responded to questions.

Director - Development Services Joel DePeuter left the meeting room.

### **2.2.2 Personnel Matter**

City Manager Norm Gale provided a PowerPoint presentation and responded to questions.

City Clerk Krista Power responded to questions.

Director - Human Resources & Corporate Safety Karie Ortgiese responded to questions.

### **Committee of the Whole – Open Session in the S. H. Blake Memorial Auditorium at 6:55 p.m.**

Present:

- Mayor Ken Boshcoff
- Councillor Rajni Agarwal
- Councillor Albert Aiello
- Councillor Shelby Ch'ng
- Councillor Kasey Etreni
- Councillor Trevor Giertuga
- Councillor Brian Hamilton
- Councillor Greg Johnsen
- Councillor Kristen Oliver
- Councillor Dominic Pasqualino
- Councillor Michael Zussino

Officials:

- Krista Power, City Clerk
- Norm Gale, City Manager
- Patty Robinet, City Solicitor
- Karen Lewis, General Manager – Corporate Services
- Kerri Marshall, General Manager – Infrastructure, Development & Operations
- Leah Prentice, Acting General Manager – Community Services
- Emma Westover, Deputy City Treasurer
- Jack Avella, Director – Corporate Information Technology
- Kayla Dixon, Director – Engineering & Operations
- Doug Vincent, Manager – Licensing & Enforcement

Cory Halvorsen, Manager – Parks & Open Spaces  
Werner Schwar, Supervisor – Parks & Open Space Planning  
Leanne Lavoie, Council & Committee Clerk

**3. Open Session (Planning Services)**

Vice-Chair: Councillor Brian Hamilton

**4. Disclosures of Interest**

**5. Confirmation of Agenda**

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Dominic Pasqualino

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

CARRIED

**6. Petitions and Communications**

**6.1 Backyard Home Minimum Building Setbacks**

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

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

MOVED BY: Councillor Kasey Etrene

SECONDED BY: Councillor Rajni Agarwal

WITH RESPECT to the Memorandum from Decio Lopes, Supervisor – Planning Services dated August 8, 2023, we recommend that Outstanding Item Backyard

Home Minimum Building Setbacks – Update be deferred to on or before December 18, 2023.

CARRIED

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

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

MOVED BY: Councillor Dominic Pasqualino

SECONDED BY: Councillor Michael Zussino

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

CARRIED

## **7. Outstanding Items**

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

## **8. Open Session (Administrative Services)**

Vice-Chair: Councillor Michael Zussino

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

### **9.1 Appeals Tribunal (Property Standards) Minutes**

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

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

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

## **10. Reports of Municipal Officers**

### **10.1 Reserve and Reserve Fund Policy and Consolidated Reserve Fund By-Law**

At the July 24, 2023 Committee of the Whole meeting, Report 063-2023 (Corporate Services & Long-Term Care – Financial Services) relative to the above noted, was presented as a First Report to allow Committee of the Whole and the general public time to consider the implications of the report before its recommendations are considered by Committee of the Whole on August 28, 2023.

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

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

#### **Revised Recommendation – Reserve and Reserve Fund Policy and Consolidated Reserve Fund By-law**

Revised Recommendation relative to report 063-2023 (Corporate Services – Financial Services)

MOVED BY: Councillor Shelby Ch'ng

SECONDED BY: Councillor Brian Hamilton

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

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

1. 46/2019, 91-2001 - 55 Plus Centre – South Side;
2. 48-1994 – 55+ Centre Hot Lunch Programme;
3. 218-1993 – Animal Control Donation;
4. 107-1987 – Capital;
5. 59-1972 - Community Centres;
6. 174-2000 – Digital Parcel Mapping Database;
7. 109-1996 – Election Expenses;

8. 136-2003 and 038-2006 – Emergency Medical Services (EMS) Vehicle & Equipment and Facility;
9. 26-1978, 108-1987, and 109-1987 – Fire, Collision and Compensation/Insurance and Compensation;
10. 149-2000 – Fort William Stadium;
11. 110-1996 – Landfill Site;
12. 191-2000 – Landfill Site Expansion;
13. 244-1994, 34-2022 - Crime Prevention/Police Capital Projects;
14. 9-1998 – Positive, Recreation Opportunities for Kids (P.R.O. Kids);
15. 133-2003 – Post-Retirement Benefits;
16. 222-2003 – Recreation Trails;
17. 369-1980 – Sick Pay Liability;
18. 107-1996 – Tax Assessment Appeals;
19. 108-1998 – Thunder Bay 55 Plus Centre Endowment;
20. 26-1996 – Tournament Centre Capital;
21. 125-1988 – Waterworks Capital;
22. 81-2004 – Whalen Building Capital;
23. 108-1996 – Winter Roads Maintenance; and
24. 132-2003 – Workers Safety Insurance Board (WSIB) Benefits.
25. 72-2004 – Golf Course Reserve Fund
26. 134-2003 – Shelter House Replacement Reserve Fund

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

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

AND THAT the following Municipal Code Chapters be repealed:

1. 489 – Reserve Fund Community Centres;
2. 976.3.5 – Parking Authority – Reserve Fund;
3. 983.6.1, 983.6.2 – Parking Lot Regulation – Parking Reserve Funds;
4. 989.2.8, 989.2.9, 989.2.10 – Parking Regulation Street – Parking Reserve Fund; and
5. 1056.3.3 – Sewage Works Rate – Sewage Works Reserve Fund.

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

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

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

CARRIED

## **10.2 Report Back – 2024 Budget Amendments**

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

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

Correspondence from Dr. Michel Beaulieu, Chair & President – Thunder Bay Historical Museum Society, dated June 23, 2023 containing a written deputation relative to the Heritage Advisory Committee and its programs.

Memorandum from Director – Recreation & Culture Leah Prentice, dated August 28, 2023 providing benchmarked ice rates for arenas, for information, distributed separately on Monday, August 28, 2023.

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Councillor Albert Aiello

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

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

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

CARRIED

### **10.3 Corporate Desktop and Laptop Computer Replacement**

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

MOVED BY: Councillor Shelby Ch'ng

SECONDED BY: Councillor Albert Aiello

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

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

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

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

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

CARRIED

### **10.4 Advisory Committees of Council – Expenses**

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

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

At the November 2, 2020 Committee of the Whole meeting, a resolution was passed, deferring the review of committee meals until after at least 75% of

Committees of Council resume in-person meetings.

Report 170-2023 (City Manager's Office – Office of the City Clerk) providing a review of the expenses associated with committees of Council and recommending that Outstanding List Item 2020-049-ADM Committee Meals be removed from the outstanding list.

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Kasey Etreni

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

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

CARRIED

#### **10.5 2023 Accessibility Progress Report**

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

City Clerk Krista Power advised that the above noted Report had been withdrawn from the Agenda and will be presented to Committee at a later date.

### **11. Petitions and Communications**

#### **11.1 City Treasurer – Appointment**

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

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Kristen Oliver

SECONDED BY: Mayor Ken Boshcoff

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

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

CARRIED

## **11.2 Freedom of the City**

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

MOVED BY: Councillor Kristen Oliver

SECONDED BY: Councillor Kasey Etreni

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

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

CARRIED

## **11.3 Request for Alternate Plantings – Leland Avenue**

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

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

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

Patrick Rhodes appeared before Committee and responded to questions.

Memorandum from City Clerk Krista Power dated August 23, 2023 relative to a petition received including approximately 128 names of individuals who are opposed to the current choice of plants on the centre islands of Leland Avenue, distributed separately on Thursday, August 24, 2023, for information.

Correspondence from Leola Palmer, dated August 24, 2023, providing a written deputation in support of the Leland Ave Median Naturalization Project, distributed separately on Thursday, August 24, 2023.

Correspondence from Kyla Moore, dated August 24, 2023 providing a written deputation in support of the Leland Avenue Median Naturalization Project, distributed separately on Thursday, August 24, 2023.

Correspondence from Jill Rajewicz, received on August 24, 2023, providing a written deputation in support of the Leland Avenue Median Naturalization Project, distributed separately on Thursday, August 24, 2023.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Kasey Etreni

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

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

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

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

CARRIED

## **12. Outstanding Items**

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

**13. New Business**

**13.1 Establishment of Closed Session - September 11, 2023**

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Councillor Albert Aiello

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, September 11, 2023 at 4:30 p.m. in order to receive information pursuant to the Municipal Act relative to Section 239:

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

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

CARRIED

**14. Adjournment**

The meeting adjourned at 8:24 p.m.