

**Program:**

Mayor & Council

CAO's Office

Human Resources

City Hall Building

Finance & Administration

Building Rentals

**Applicable Departments:**

111 – Mayor & Council  
112 – Municipal Elections

121 – Administrator's Office

124 – Human Resources

125 – Building & Grounds Mtnce.

131 – Finance & Administration

152 – Rentals

**Program Description:**

Operating the office of the Mayor and Council, as well as the advertising, promotion and travel of the seven members of Council, including election costs during an election year.

CAO and City Clerk offices, including general liability insurance and City Hall telecommunications costs.

Provision of human resource services for the City of Kenora, including the delivery of health & safety programs and monitoring the WSIB program.

Janitorial, maintenance and utility costs associated with the City Hall operation.

Coordination of the financial & administrative aspects of the City, including: customer service, information technology (IT), taxation, financial management, accounting, budgets, records management, licensing and provincial offences.

Rental revenues and costs related to various rental properties owned by the City.