



**City of Kenora**  
**Committee of the Whole**  
**Minutes**  
**Tuesday, April 13, 2021**  
**9:00 a.m.**  
**Virtual Attendance**

Council met electronically as permitted by the City of Kenora Procedural bylaw. Citizens and our Media Partners are encouraged to view the public meeting via the Public Live Stream Event at:

<https://video.isilive.ca/kenora/2021-04-13.mp4.html>

**Present:**

Mayor Daniel Reynard  
Councillor Mort Goss  
Councillor Rory McMillan  
Councillor Andrew Poirier  
Councillor Kirsi Ralko  
Councillor Sharon Smith  
Councillor Chris Van Wallegem

**Staff:** Kyle Attanasio, CAO, Heather Pihulak, Manager of Administration/City Clerk, Charlotte Edie, Manager of Finance/Treasurer, Adam Smith, Development Services Manager, Stace Gander, Community Services Manager/Acting Operations & Infrastructure Manager, Roberta Marsh, Human Resources Manager, Jon Ranger, Deputy Treasurer

**Blessing & Land Acknowledgment**

*Councillor Poirier*

As we gather, we recognize that we are on Treaty Three Lands which are steeped in rich Indigenous history and home to many First Nations and Metis people today. We continue to be thankful for the partnerships with our Indigenous people.

We give thanks for the many blessings we enjoy in the City of Kenora. We seek wisdom in our minds, clearness in our thinking, truth in our speaking and always love in our hearts, so that we may try always to unite the Citizens of Kenora. Let these principles guide us in our decision making.

**A. Public Information Notices**

As required under Notice By-law #144 -2007, the public is advised of Council's intention to adopt the following at its April 20, 2021 meeting:-

- Amend the Investment Policy Statement for the City of Kenora Investments
- Amend the Operating & Capital Budgets for the following items:
  - \$10,000 for the preparation work and installation of a kiln for the Douglas Family Art Centre to be funded through the Douglas Family Art Centre Reserves
  - \$100,000 to develop a Parks & Recreational Master Plan to be funded through

- Contingency Reserves
  - \$80,000 of which \$48,351.71 is to be funded through brand leadership reserves and \$31,648.29 is to be funded through MAT tax reserves to develop a Tourism Destination Marketing Strategy & Brand Redevelopment
  - \$18,616.75 to be funded through the Solid Waste Reserve to complete concrete work at the Jones Road Landfill
  - \$85,000 to be funded from the Sewer and Water Reserves to complete outstanding water and sewer projects identified in 2020 and not carried forward to the 2021 budget
- Adopt a new Tariff of Fees and Charges By-law to include rates for City engineering services provided to third parties and agencies and amendments to the rental fees for the Whitecap Pavillion to support public events
- Declare part of a Road Allowance identified as PIN 42166-0849 as surplus needs to the requirements of the Municipality

## **B. Declaration of Pecuniary Interest & the General Nature Thereof**

- 1) On Today's Agenda
- 2) From a Meeting at which a Member was not in Attendance.

None Declared.

## **C. Confirmation of Previous Committee Minutes**

**Resolution #1 - Moved by Councillor K. Ralko, Seconded by R. McMillan & Carried:**  
That the Minutes from the last regular Committee of the Whole Meeting held March 9, 2021 be confirmed as written and filed.

## **D. Deputations/Presentations**

### **James Hendy, River Air – Lease Reduction-COVID**

The US border closure is affecting the tourism businesses greatly. His revenue was down 80% last year and this year does not look any more promising. Last year the City granted a 75% reduction in their rent and are seeking the same request for 2021. At this point if the border opens everyone in the tourism industry will be very busy but no one knows when the border will open. Mr. Hendy is seeking any consideration in relief the City may provide.

Council thanked Mr. Hendy for his presentation and a report from staff will follow for Council consideration.

### **Economic Recovery Plan Implementation Presentation**

City staff Megan Dokuchie, Economic Development Officer, Josh Nelson, Tourism & Recreation Division Lead and Allyson Pele, Northwest Business Centre Manager presented the 2021 Economic Recovery Plan.

The 2020 plan included 20 activities to assist in responding to COVID-19 impacts which included bringing tourists back to Kenora, restoration of downtown activity, grow the resiliency of the Kenora business community, and infrastructure that supports recovery.

The 2020 implementation included outdoor commercial patio policy amendments; glad you are here ribbon cutting in July 14, 2020; and free Harbourtown Centre Parking in July and

December. We participated in "The Big Spend" and the Open Streets programming with the Main Street Markets including the #keepitinkenora local shopping campaign.

The 2021 plan includes 11 proposed activities which are some continued efforts from 2020 which are to be supported by multi-media marketing campaign - #keepitinkenora. Efforts have evolved beyond the actions identified in the Economic Recovery Plan but remain in alignment with priority areas. Delivery of these activities should be considered subject to revision, dependent on COVID-19 public health measures and protocols.

The patio program was successful with nine applications received in 2020 and therefore staff would like to reaffirm Outdoor Commercial Patio Policy amendments by waiving application fees and the flexibility for insurance provisions and using municipal parking spaces to a maximum of four spaces. There is demonstrated interest in the program for 2021 prior to recent measures.

The Northwest Business Centre COVID-19 Recovery Fund will provide a grant of up to \$1,000 for professional marketing services which is 100% funded by Province of Ontario and launching week of April 12th.

Administration would like to restore downtown activity with consideration to Whitecap Pavilion Rental Fees by waiving fees for public events that are open to the community; eliminating barriers to development of new events; removal of early set up, evening and all off season rental fees; revised fees for weddings and private event fees outside of weddings remain the same.

Further, staff is asking for consideration to further free parking in the downtown for the month of July and free evening and weekend parking in the Park Street parking lot.

There are plans to hold the Main Street Markets again in partnership with the KDCC and KHA partnership with Main Street South closures for two events in August 2020 anticipating 40+ vendors, live entertainment, pop-up patios. Three events proposed for 2021 – June 26, July 17, August 14.

Staff are also excited to work on the Harbourfront Food Truck Program; Glad You Are Here Ribbon Cutting; Curbside/Dockside pickup and Local Frequency Gift Card program.

Council requested a summary page of the costs associated with all of these programs and changes prior to the meeting next Tuesday.

Council thanked administration for their presentation and a copy was left with the Clerk.

### **Asset Management Plan Presentation**

In late 2020 the City joined an asset management program called "AMP it Up". The deadline has since been pushed back by a year due to COVID but still wanted to provide an update.

Mai Abdou & Matt Vandommelen from Public Sector Digest presented Council with the updated Asset Management Plan.

It was noted that for the size of community we are, with the services that we deliver, we are in line with everyone. Everything that PSD has seen for comparable is right in line with other municipalities and may even be a little better. Our staff have done a great job identifying the activities because of the work our staff have done.

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Council appreciated the mention of the quantity and quality of work our staff do. They are concerned about the staffing pressure that is required to meet everything within the report. The AMP should be one of the most prevailing documents and need to have the proper resources to manage this. We are having lots of conversations about how to address this area.

Recognize how hard it is to look at the recommendations and how to address them. Mentioned the debt and the debt servicing cost. Paying down the debt and not having those interest payments.

The focus of this update to ensure we are in alignment with the regs. Originally this was coming to Council in April to meet the deadline, however the Province recently announced that they are pushing the deadline back one year. We will go with the full update once that deadline is upon us in alignment with the FCM funding. The next report will allow for a more fulsome financial discussion.

Mayor Reynard thanked the delegation for their presentation and a copy was left with the Clerk.

## **E. Reports:**

### **1. Administration & Finance**

#### **1.1 Asset Management Plan**

##### **Recommendation:**

That Council hereby approves the Updated Asset Management Plan for the City of Kenora as prepared by Public Sector Digest (PSD); and further

That Administration continue to improve the data underlying the plan and strategies with which to manage the City's infrastructure.

#### **1.2 February 2021 Financial Statements**

##### **Recommendation:**

That Council hereby accepts the monthly financial statements of the Corporation of the City of Kenora at February 28, 2021.

**Discussion:** Looking at the user fees and expenses we do not see many changes. Winter control maintenance is in line with prior year actuals. The arenas and pool are significantly under budget which is expected due to the closures. Comparing conventional transit revenues we are below prior year revenues which we believe is also related to the pandemic. The accrual hasn't happened yet for 2020 so there will be some changes still to be reflected. Finance is working on year end and then they will know how much pandemic funding they will need to use to offset in 2020. Once they know how much will be recognized they will know how much is available in 2021 to offset the losses.

#### **1.3 2020 Q3 & Q4 Investments**

##### **Recommendation:**

That Council hereby accepts the 2020 third and fourth quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora investments.

**Discussion:** This is the first report under Prudent Investor standard program. In future we will get quarterly reports as we did in the past. The biggest portfolio we have right now is under the

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ONE Fund under the ONE Joint Investors Board. We have \$20M which represents 48% in the ONE Fund. The market value is higher than the book value. The investments were transferred in July 2, 2020. Because we liquidated investments and moved them to a different portfolio we will recognize some gains. We didn't want to move all of our investments all at once and as these investments mature we will move them to the ONE Fund. We are leaving some of the investments with RBC Dexia and will liquidate them when we next need funds for debt financing and at that point in time will liquidate them and move them into a debt receivable for the City. We do have debts for the City of \$11,749M at the end of December 2020.

#### **1.4 2021 Investment Policy Statement Review**

##### **Recommendation:**

That Council hereby accepts the changes to the Investment Policy Statement (IPS) for the City of Kenora investments; and further

That in accordance with By-law Number 144-2007, public notice is hereby given that Council intends to amend the Investment Policy Statement which was passed under Authorizing By-law #47-2020; and further

That Council give three readings to a By-law to amend the IPS.

**Discussion:** The initial Investment Policy Statement was approved in February 2020. The investment policy statement outlines the manner in which we will invest under the Prudent Investor stream. The changes are minor in nature to reflect the administrative changes required.

#### **1.5 All Nations Health Partners Collaborative Decision Making Framework**

##### **Recommendation:**

That Council hereby authorizes the City of Kenora, as a participating member, to be a signatory of the Collaborative Decision Making Agreement of the All Nations Health Partners; and further

That the CAO is hereby authorized to execute the agreement on behalf of the Corporation of the City of Kenora.

## **2. Fire & Emergency Services**

### **No Reports**

## **3. Operations & Infrastructure**

#### **3.1 Budget Amendment – Jones Road Landfill Concrete Work 2021**

##### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$18,616.75 to be funded through the Solid Waste Reserve to complete concrete work at the Jones Road Landfill; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Solid Waste Operating & Capital Budget at its April 20, 2021 meeting to withdraw funds from the Solid Waste Reserve in the amount of \$18,616.75 to complete this work; and further

That Council give three readings to a by-law to amend the 2021 Solid Waste Operating & Capital budgets for this purpose.

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### **3.2 Budget Amendment – Sewer & Water Projects**

#### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$85,000 to be funded from the Sewer and Water Reserves to complete outstanding water and sewer projects identified in 2020 and not carried forward to the 2021 budget; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Operating & Capital Budget at its April 20, 2021 meeting for this purpose; and further

That Council give three readings to a By-law to amend the 2021 Sewer and Water Operating & Capital budget for this purpose.

### **3.3 Consolidated Traffic and Parking Bylaw**

This matter has been withdrawn and referred to a future date.

### **3.4 Tariff of Fees & Charges – Engineering Cost Recovery**

#### **Recommendation:**

That Council hereby approves an amendment to Schedule “D” of the Tariff of Fees and Charges By-law to include rates for City engineering services provided to third parties and agencies; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-law at its April 20, 2021 meeting to give effect to this rate outlined in the revised Schedule “D”; and further

That By-law Number 16-2021 be hereby repealed.

## **4. Community Services**

### **4.1 Parking Lot Bylaw – Miikana Way Parking Lot Addition**

#### **Recommendation:**

That Council hereby approves an amendment to Schedule “A” to Parking Lots By-Law Number 082-2018 to add Anicinabe Park boat launch overflow parking lot; and further

That Council gives three readings to a By-law for this purpose.

**Discussion:** There will be no charge for this new area, however, the implementation of the Anicinabe park fees for the main parking area at the landing will be introduced in 2021. It will be a user pay system.

### **4.2 Budget Amendment – Kiln Installation-Douglas Family Art Centre**

#### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$10,000 to be funded through the Douglas Family Art Centre Reserve for the preparation work and installation of a kiln; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Operating & Capital Budget at its April 20, 2021 meeting for this purpose; and further

That Council give three readings to a by-law to amend the 2021 Operating & Capital budgets for this purpose.

#### **4.3 Budget Amendment – Parks & Recreation Master Plan**

##### **Recommendation:**

That Council hereby directs staff to undertake a request for proposal process to develop a Parks & Recreational Master Plan; and further

That Council hereby approves a budget amendment in the amount of \$100,000 to be funded through Contingency Reserve to fund the project; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Capital Budget at its April 20, 2021 meeting for this purpose; and further

That Council give three readings to a By-law to amend the 2021 capital budget for this purpose.

**Discussion:** The existing plan is outdated and needs to be outdated. There will be community consultation throughout the process. It will give us an opportunity to look at our bigger projects and developing a complete plan.

#### **4.4 Budget Amendment – Tourism Marketing Strategy Redevelopment**

##### **Recommendation:**

That Council hereby directs staff to undertake a request for proposal process to develop a tourism destination marketing strategy & brand redevelopment; and further

That Council hereby approves a budget amendment in the amount of \$80,000 of which \$48,351.71 is to be funded through brand leadership reserves and \$31,648.29 is to be funded through MAT tax reserves for this project; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Operating & Capital Budgets at its April 20, 2021 meeting for this purpose; and further

That Council give three readings to a By-law to amend the 2021 Operating & Capital budgets for this purpose.

**Discussion:** The intent is to ensure that we build a plan with longer term strategies to implement the strategy and brand redevelopment. The current brand which includes the boating brand is too narrow. Kenora is more of a four season destination and beyond just boating. This gives us a new opportunity to look at what everyone appreciates Kenora to be, which is beyond the boating. Community Services is developing a report on a five year review on the Municipal Accommodation Tax which will include a short term and long term plan for those funds.

#### **4.5 NOHC Funding Application – Kenora Recreation Centre Enhancements**

##### **Recommendation:**

That Council hereby directs staff to complete an application to the Northern Ontario Heritage

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Fund Community Enhancement Stream related to planned upgrades at the Kenora Recreation Centre grounds and green space in the 2021 Capital Plan in the amount of \$800,000; and further

That Council hereby approves any cost overruns associated with the project.

**Discussion:** The water levels are very low this year which is creating challenges. We are looking at the parking lot enhancements, an additional drop zone area further down the creek. This plan is being built around the existing ball diamonds.

## 5. Development Services

### 5.1 Kenora Economic Recovery Plan 2021 Implementation

**Recommendation:**

Whereas the COVID-19 global pandemic has had a devastating effect on the City of Kenora business community; and

Whereas Council approved Kenora's Economic Recovery Plan in July 2020 which identified four priority areas including: Bring Tourists Back to Kenora, Restoration of Downtown Activity, Grow the Resiliency of the Business Community and Infrastructure that Supports Recovery;

Now Therefore Be It Resolved That Council reaffirms the waiving of fees for the purpose of the establishment of Outdoor Commercial Patios as established in DS-6-2 Outdoor Commercial Patios, subject to staff application approval; and further

That Council approves free metered parking in the Harbourtown Centre for July 2021 excluding municipal parking lots; and further

That Council approves amendments to rental fees for the Whitecap Pavilion to support public events; and further

That Council approves amendments to allow for free evening and weekend parking at the Park Street municipal parking lot; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number 16-2021 at its April 20, 2021 meeting to give effect to these rates outlined in the revised Schedule "E"; and further

That By-Law numbers 16-2021 and 82-2018 be hereby repealed.

### 5.2 Declare Municipal Lands Surplus & Sell Lands – 96 Lakeside

**Recommendation:**

That the Council of the City of Kenora hereby declares part of a Road Allowance identified as PIN 42166-0849 as surplus needs to the requirements of the Municipality; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to declare these described lands as surplus to the needs of the municipality at its April 20, 2021 meeting; and further

That Council hereby authorizes a purchase and sale agreement between the Corporation of the

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City of Kenora and Gregg and Elizabeth Wiebe for the sale of the identified lands in the amount of \$1,930.00; and further

That the property be merged with the adjacent property owned by the purchasers; and further;

That three readings be given to two by-laws for these purposes.

## **F. Proclamations**

None

## **G. Other**

- Councillor Smith provided a shout out to the NWHU, volunteers and City staff for the efficient immunization clinic. Encourage people to contact the NWHU if you have any questions.
- Councillor Van Walleghem complimented City staff doing work and feel Council is demonstrating good leadership with continuing on with projects during the pandemic.
- Councillor Poirier echoed the many positive comments regarding the immunization clinic.
- Mayor Reynard has volunteered at four of the vaccine clinics to date and it is very well done. There are a lot of community members volunteering including doctors and nurses to administer the vaccines. Our community is doing great and the people are attending. Any challenges has been with the provincial registration system but all positive with the local health unit organization of the clinics.
- Kyle Attanasio, CAO thanked City staff for those who have worked the clinic and assisting the NWHU in getting it put together.
- Kyle referenced the upcoming NOMA conference and the Ministers questions that Council would like to see presented during the Minister's forum at the conference.

## **H. Next Meeting**

- Tuesday, May 11, 2021

## **I. Adjourn to Closed**

**Resolution #2 - Moved by Councillor Goss, Seconded by S. Smith & Carried:**

That Council now adjourn to a closed session at 11:05 a.m.; and further

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is now given to moved into the Closed Session to discuss items pertaining to the following:-

- i) Labour Relations (1 matter-Community Safety & Well Being Implementation)

## **J. Reconvene to Open Meeting**

Council reconvenes to open session at 12:08 p.m. with no reports from its closed session.

## **K. Close Meeting**

Meeting adjourned at 12:08 p.m.