



City of Kenora

Committee of the Whole Agenda

Tuesday, August 10, 2021

9:00 a.m.

***Note Special Committee of the Whole Meeting commences at 8:00 a.m.**

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

<https://video.isilive.ca/kenora/>

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 August 24, 2021 meeting: -

- Amend the 2020 Operating & Capital Budgets with the following amendments:
 - an additional allocation of \$25,050 to the Parking Pay Station capital purchase, to be funded through the Anicinabe, KRC and KMA capital purchases
 - an additional allocation of \$725 to the Recycle Truck capital purchase, to be funded through the Co-mingle Truck capital purchase
 - an additional allocation of \$1,799 to the Mower capital purchase, to be funded through the Used Roads Crew Cab capital purchase
 - an additional allocation of \$162 to the Tommy Gate for the Parks Vehicle, to be funded through the Used Roads Crew Cab capital purchase
 - an additional allocation of \$15,508 to the KRC flooring project, to be funded through the Pool Electrical Pump/System project
 - an additional allocation of \$7,400 to the ¾ Ton Truck with Hoist purchase, to be funded through the Rock Hammer purchase
 - an additional allocation of \$108,051 to the Water Main Program, to be funded through the Wastewater Collection Program
 - an additional allocation of \$59,413 to the WTP Window Replacement, to be funded through the WTP Roof Replacement project
 - an additional allocation of \$6,656 to the Transfer Facility Canopy Paving project, to be funded through the Extension of the Scale Building project

- Amend the 2021 Operating & Capital Budgets for the following:
 - an additional allocation of \$66,500 (plus HST) of which \$19,843.38 is to be funded through the Bearwise Funding Reserve and \$46,656.62 to be funded from the Solid Waste Reserve, for a municipal subsidized purchase of 250 FoodCycler Units, in order to implement a FoodCycler Pilot Program in partnership with Food Cycle Science Corporation
 - an allocation of \$80,900 from Contingency Reserves for E-Permitting and Process Modernization

Blessing & Land Acknowledgement

Delivered by Councillor Chaze

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.

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held July 13, 2021 and July 29, 2021 Special Committee of the Whole be confirmed as written and filed.

D. Deputations/Presentations

- Wake Marketing - Update on the Branding, Strategy and Website project
 - Central Community Club Project Presentation

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. 2020 Annual Report
- 1.2. 2020 Budget Amendments Authorized by Finance
- 1.3. 2020 COVID Financial Impacts
- 1.4. 2021 Capital & Unusual Spending
- 1.5. 2021 Q2 Contracts
- 1.6. Section 357 Approval
- 1.7. June 2021 Financial Statements

2. Fire & Emergency Services

Item Subject

No Reports

3. Operations & Infrastructure

Item Subject

- 3.1 Crossing Guard Contract Extension
- 3.2 Township of Machin Water & Wastewater Reciprocal Agreement

4. Community Services

Item Subject

- 4.1 The Muse Community Museum Operating Grant Application
- 4.2 The Muse Seniors Community Grant Application
- 4.3 Central Community Club Project Options

5. Development Services

Item Subject

- 5.1 Application to the CMHC Housing Supply Challenge
- 5.2 Budget Amendment - FoodCycler Household Organic Waste Division Pilot Project – Impact Canada Food Waste Reduction Challenge
- 5.3 Budget Amendment – E-Permitting and Process Improvements

Other:

Next Meeting

- Tuesday, September 14, 2021

- 12:00 p.m. - D14-21-06 Zoning Bylaw Amendment - 865 East Melick Road

Adjournment.



July 22, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Charlotte Edie, Director of Finance

Re: 2020 Annual Report and Audited Financial Statements

Recommendation:

That Council approves the 2020 City of Kenora Annual Report including the 2020 audited financial statements for the City; and further

That a copy of this report be made available for public viewing.

Background:

A copy of the Annual Report and audited financial statements is attached to this report for your reference. The report is incomplete in that the Auditors' Report will not be signed until Council has formally approved the financial statements.

In 2009 there was a significant change to the City's financial statements from previous years, due to the new requirement to record Tangible Capital Assets and related amortization, with capital works no longer being expensed as performed. Under this new requirement, the City is required to record the value of all tangible assets net of amortization. As a result of this, the City's financial statements reflect a significant surplus due to the net result of the Tangible Capital Asset implementation. It should be noted that this surplus is comprised of all the accumulated surpluses and deficits of the funds, reserves and organizations that are included in the statements as well as the current amortized value of all City owned assets.

Budget:

There is no expected budget impact as a result of this report.

Communication Plan/Notice By-law Requirements:

A press release will be prepared for the annual report and statements. This press release will be distributed to Council. The annual report will be made available on the city's portal, as well as at the front desk at City Hall. In accordance with the City's requirements under the Municipal Act, extracts of the audited financial statements will also be printed in the local newspaper.

Strategic Plan or other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

ERM Assessment:

Risk assessment is positive in that the 2020 financial results have been audited.



July 16, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Charlotte Edie, Director of Finance

**Re: 2020 Budget Amendments Approved by the Director of
Finance or Deputy Treasurer**

Recommendation:

That Council approve the 2020 Budget Amendments Approved by the Director of Finance or Deputy Treasurer from January 1 to December 31, 2020.

Background:

Under the City of Kenora Procurement Policy, where the Senior Leadership Team Member is unable to reduce a project cost to be within the budgeted amount the Senior Leadership Team Member may identify an appropriate funding source from a budgeted expenditure within the same department or function that has either been completed under budget or has been deemed of a lesser priority by that Senior Leadership Team Member, the Senior Leadership Team Member shall then present this funding option to the Director of Finance or Deputy Treasurer who have the authority to transfer the budget dollars. As part of this authority, the Director of Finance or Deputy Treasurer shall be required to report any such transfers to Council on an annual basis for the purpose of passing a budget amendment By-law to formally amend the budget to reflect the reallocation of funds.

The table in the attachment outlines the approvals granted between January 1 and December 31, 2020 by Charlotte Edie, Director of Finance or Jon Ranger, Deputy Treasurer, which relate to the 2020 budget.

Resolution for Council:

That Council hereby approves an additional allocation of \$25,050 to the Parking Pay Station capital purchase, to be funded through the Anicinabe, KRC and KMA capital purchases; and further

That Council hereby approves an additional allocation of \$725 to the Recycle Truck capital purchase, to be funded through the Co-mingle Truck capital purchase; and further

That Council hereby approves an additional allocation of \$1,799 to the Mower capital purchase, to be funded through the Used Roads Crew Cab capital purchase; and further

That Council hereby approves an additional allocation of \$162 to the Tommy Gate for the Parks Vehicle, to be funded through the Used Roads Crew Cab capital purchase; and further

That Council hereby approves an additional allocation of \$15,508 to the KRC flooring project, to be funded through the Pool Electrical Pump/System project; and further

That Council hereby approves an additional allocation of \$7,400 to the ¾ Ton Truck with Hoist purchase, to be funded through the Rock Hammer purchase; and further

That Council hereby approves an additional allocation of \$108,051 to the Water Main Program, to be funded through the Wastewater Collection Program; and further

That Council hereby approves an additional allocation of \$59,413 to the WTP Window Replacement, to be funded through the WTP Roof Replacement project; and further

That Council hereby approves an additional allocation of \$6,656 to the Transfer Facility Canopy Paving project, to be funded through the Extension of the Scale Building project; and further

That in accordance with Notice By-law Number 144-2007 notice is hereby given that Council intends to amend its 2020 Budget at its August 24, 2021 meeting; and further

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

Budget: These are reallocations within the 2020 budget therefore no additional funds are requested.

Risk Analysis: The risk assessment is low in that no additional funds are being appropriated from the 2020 budget.

Communication Plan/Notice By-law Requirements: Notice of By-law amendment required. Resolution and By-law required.

Strategic Plan or Other Guiding Document: Per Procurement Policy AF 1-1



The following table outlines the approvals granted between January 1 and December 31, 2020 by Charlotte Edie, Director of Finance or Jon Ranger, Deputy Treasurer, which relate to the 2020 budget.

Item	From	To	Amount	Notes
Parking pay stations	Parking pay stations 20.713.01, 20.735.01, 20.736.01	Parking pay stations 20.351.01	\$25,049.67	The parking pay station projects were combined. Overall the project was under budget.
Recycle truck purchase	Co-mingle truck 20.449.02	Recycle truck 20.449.03	\$725.09	Co-mingle truck carried forward to 2021; extra funds used to purchase recycle truck.
Mower	Used roads crew cab 20.393.03	Mower 20.571.01	\$1,799.00	Used roads crew cab not purchased; extra funds used for mower over spend of \$1,799.00.
Tommy gate for parks vehicle	Used roads crew cab 20.393.03	Tommy gate for parks vehicle 20.729.01	\$161.98	Used roads crew cab not purchased; extra funds used for tommy gate
KRC flooring for café/stairwell	Pool electrical pump/system 20.733.01	KRC flooring café/stairwell 20.730.01	\$15,508.40	Flooring project over budget; electrical pump moved to 2021.
¾ ton truck with hoist	Rock hammer 20.414.02	¾ ton truck with hoist 20.414.01	\$7,400.03	¾ ton truck over budget; rock hammer moved to 2021.
Water main program (Park St)	Wastewater collection program (Park St) 20.411.01	Water main program (Park St) 20.431.01	\$108,050.93	Wastewater expenses higher than anticipated

				however water main under spending covered the difference.
WTP replacement of windows	WTP Roof replacement 20.433.05	WTP replacement of windows 20.433.02	\$59,413.15	Over budget amount for window replacement covered by under spending for roof replacement.
Transfer facility paving under canopy	Extension of scale building By-law #31-2020	Transfer facility paving under canopy 20.448.01	\$6,655.94	Overage for paving covered by under spending for the scale building extension.



July 22, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Charlotte Edie, Director of Finance

Re: COVID-19 2020 Financial Impacts

Recommendation:

Discussion only – no recommendation required.

Background:

The purpose of this report is to provide Council with the financial impacts of the COVID-19 outbreak on the City of Kenora in 2020. Although the exact impact is difficult to quantify, this report outlines areas where we have seen major financial repercussions.

Attachment #1 provides a summary, by function, of revenue losses or increased costs to the City. Attachment #2 includes cost savings realized by the City. Most of the amounts were determined by comparing actual to budget. While there may have been other factors at play besides COVID-19 it is believed that a significant portion of the budget variances in the two attachments we due to the pandemic.

Schedule #1 indicates that over 40% of the negative impact to the City comes from revenue losses in Recreation and Cultural Services with the closing of the Kenora Recreation Centre and the Keewatin Arena. Parking was the second highest loss resulting from government imposed business closures and free parking initiatives.

In Schedule #2 the cost savings the City realized came from a reduction in wages when employees impacted by the closures were able to utilize the SUB program. Training and conferences were either cancelled to moved to virtual platforms which resulted in a significant realization of savings. The savings in repairs, maintenance, supplies and cleaning to a large extent represent recreation facility shut downs.

The net financial impact of COVID-19 in 2020 is just over \$600,000. The City received \$911,600 in Safe Recovery funding to cover this impact. Funding not required in 2020 is carried forward to 2021. The carry forward has been appropriated to the City's contingency reserve. This carry forward, along with subsequent funding announcements for further 2021 COVID grants in the amounts of \$183,000 and \$228,640, will be used to support cost pressures and revenue losses in the current year.

Transit impacts are not included in this analysis. Transit Safe Recovery funding was provided under a separate program. The City of Kenora realized \$35,812 in transit COVID funding. In addition, the Library and the Muse received additional funding under separate programs.

This list is not exhaustive however it highlights the major COVID-19 impacts.

Budget: N/A

Communication Plan/Notice By-law Requirements: None.

Strategic Plan or other Guiding Document: Information only.

City of Kenora 2020 COVID-19 Revenue Losses/Incremental Expenditures

	Revenue loss/ Increased costs
GENERAL GOVERNMENT	
Interest waived on sewer and water billings	\$ 28,453
Interest and penalties waived on tax billings	154,470
Loss of lottery licencing & civil marriage revenue	15,789
	<u>198,712</u>
PROTECTION SERVICES	
Fire department user fees and rentals	6,753
COVID-19 direct expenses	114,545
POA	94,561
	<u>215,859</u>
TRANSPORTATION SERVICES	
Metered parking and parking rentals	212,890
Docking fees	6,800
Lease concessions-docks & wharfs	30,521
	<u>250,211</u>
RECREATION AND CULTURAL SERVICES	
User fee revenue-parks & recreation facilities	600,983
Lease concessions-parks & recreation facilities	20,380
	<u>621,363</u>
PLANNING AND DEVELOPMENT	
User fee revenue - tourism facilities	27,215
	<u>27,215</u>
Total	<u><u>1,313,360</u></u>

City of Kenora 2020 COVID-19 Cost Savings

	<u>Cost Savings</u>	
Wage savings including benefits	\$	236,521
Travel, conference, etc.		238,821
Crossing guard expense saving		21,080
KRC & KMA utility savings		45,830
R&M, materials and supplies and cleaning savings		148,090
Interest and bank charges		<u>17,510</u>
	\$	<u><u>707,852</u></u>



July 29, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Jon Ranger, Deputy Treasurer
Charlotte Edie, Director of Finance**

Re: 2021 Capital and Unusual Spending

Recommendation:

That Council hereby accepts the 2021 Capital and Unusual Spending report.

Background:

Attached for your information, please find the summary expenses for Capital and Unusual spending by project to the end of June 2021. Actual outcomes are compared to the Capital and Unusual Spending budget for 2021. Budget amendments have also been recorded in the report. The funding of the budget overages have been explained in the report notes.

Budget:

There is no expected budget impact as a result of this report.

Risk Analysis:

The risk is positive in that the Capital and Unusual Spending budgets are being monitored and that overages are covered in a fiscally responsible manner.

Communication Plan/Notice By-Law Requirements:

For information only.

Strategic Plan or other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

Capital & Unusual Spend to Date									
2021	January to June	TOTALS	17,914,341	1,156,379	19,070,720	3,223,542	15,847,178		
Project #	Description/Rationale	Account	Original Budget	Budget Amendment	Total Budget	In GL	remaining budget	Amendment by-law	notes
City Hall									
21.125.01	DVR - City Hall	125811x	10,000		10,000	-	10,000		
Information Technology									
21.134.01	Network upgrades	1348992	17,000		17,000	10,565	6,435		
21.134.02	Firewall	1348993	20,000		20,000	-	20,000		
21.134.03	CCTV camera project	1348911	100,000		100,000	35,183	64,817		
21.134.04	Printer/scanner/copier	1348991	10,000		10,000	10,161	(161)		
Fire									
21.211.01	Bunker suits	2118993	14,500		14,500	-	14,500		
21.211.02	Scott SCBA replacement	2118985	42,000		42,000	-	42,000		
21.211.03	Roof repairs cf	211800x	37,220		37,220	-	37,220		Scope of work changed, no longer being completed in 2021.
Fire Vehicles & Equipment									
21.212.01	Crew cab cf	2118980	70,000		70,000	67,484	2,516		Completed
By-law Vehicles & Equipment									
21.242.01	By-law truck cf	2418980	42,700		42,700	42,702	(2)		Completed
Facilities									
21.253.01	Maintenance manager software	2538993	36,500		36,500	30,706	5,794		
Bridges									
21.312.01	Engineering design based on 2020 insp.	3128002	100,000		100,000	-	100,000		
21.312.02	Lajeunesse Bridge	312814x	565,610		565,610	-	565,610		
21.312.03	Beggs Arch Culvert	312815x	249,390		249,390	-	249,390		
Paved Roads									
21.313.01	Municipal paving program	313800x	1,443,604		1,443,604	513,892	929,712		In progress
21.313.02	Municipal lane paving	313803x	50,000		50,000	-	50,000		
21.313.03	Highway 17 East paving	313804x	550,000		550,000	-	550,000		
n/a	Railway street			185,000	185,000	-	185,000	59-2021	
Surface Treated Roads									
21.314.01	Surface treatment	314800x	225,000		225,000	-	225,000		Purchase order completed mid June
PW Barsky Facility									
21.390.01	DVR - Operations	390800x	10,000		10,000	9,152	848		Completed
Garage & Shop									
21.392.01	Small equipment replacement	3928982	10,000		10,000	4,821	5,179		

Project #	Description/Rationale	Account	Original Budget	Budget Amendment	Total Budget	In GL	remaining budget	Amendment by-law	notes
Roads Vehicles & Equipment									
21.393.01	Sidewalk plow	3938982	225,000		225,000		225,000		Ordered
21.393.02	Sidewalk plow	3938982	180,000		180,000		180,000		Ordered
21.393.03	Sidewalk sander	3938974	27,000		27,000		27,000		Ordered
21.393.04	Pickup/plow truck	3938985	80,000		80,000		80,000		Pickup not yet available, plow ordered
21.393.05	Pickup truck	3938985	55,000		55,000		55,000		Ordered in March
21.393.06	Promac brush head	3938999	12,000		12,000		12,000		
21.393.07	GPS equipment cf	3938986	65,000		65,000	3,768	61,232		
21.393.08	Tandem sander/plow cf	3938982	316,060		316,060	317,912	(1,852)		More than budgeted was received from sale of old sander. Additional amount to cover overage.
21.393.09	Tandem sander cf	3938974	263,491		263,491	265,343	(1,852)		More than budgeted was received from sale of old sander. Additional amount to cover overage.
Engineering									
21.395.01	GIS computers	3958023	30,000		30,000	-	30,000		
Storm Sewers									
21.421.01	Storm sewer program	421800x	230,000		230,000	-	230,000		
21.421.02	Culverts on East Mellick	421804x	90,000		90,000	-	90,000		
Blue Box Collection									
21.449.01	Co-mingle truck 50%	4498980	151,835		151,835	143,830	8,005		Completed, split with 21.453.04 & 21.453.05
21.449.02	Co-mingle truck 50%	4498980	151,835		151,835	143,830	8,005		Completed, split with 21.453.04 & 21.453.06
Parks									
21.711.01	Beatty park retaining wall & step	711806x	10,000		10,000	65	9,935		
21.711.02	Portage bay bridge	711805x	25,000		25,000	20,403	4,597		
21.711.03	Central Community Club cf	711800x	98,600		98,600	-	98,600		
Parks Vehicles & Equipment									
21.712.01	Mower	7298980	18,400		18,400	13,736	4,664		
21.712.02	Replace home built trailer	7298990	7,000		7,000	6,207	793		
Anicinabe Park									
21.713.01	Parking lot enhancements	713803x	20,000		20,000	24,032	(4,032)		
Coney Island									
21.714.01	Washroom retrofit cf	714802x	15,000		15,000	-	15,000		
Recreation Vehicles & Equipment									
21.729.01	Pickup truck	7298975	48,300		48,300	3,627	44,673		
21.729.02	Kabota RTV	7298999	30,000		30,000	-	30,000		
KRC Complex									
21.730.01	DVR - Recreation Centre	730800x	10,000		10,000	-	10,000		
n/a	Dehumidifier			227,771	227,771	-	227,771	89-2021	
Thistle Arena									
21.732.01	New lights for arena	732815x	70,000		70,000	-	70,000		
21.732.02	Ammonia room exhaust	732800x	15,000		15,000	-	15,000		

Project #	Description/Rationale	Account	Original Budget	Budget Amendment	Total Budget	In GL	remaining budget	Amendment by-law	notes
Pool									
21.733.01	Electrical pumps & systems	733814x	20,000		20,000	6,106	13,894		
21.733.02	Structural column study	733815x	10,000		10,000	-	10,000		
21.733.03	Hot tub water filtration	733817x	15,000		15,000	-	15,000		
21.733.04	Shower tile replacement	733800x	25,000		25,000	-	25,000		
21.733.05	Locker replacement	7338991	25,000		25,000	-	25,000		
KRC External Facilities									
21.735.01	Parking control enhancements	735801x	800,000		800,000	-	800,000		
Library									
21.771.01	Keewatin front entrance doors	7718032	10,000		10,000	4,274	5,726		
Museum									
21.781.01	Lighting conversion & exterior fixtures	781800x	26,000		26,000	-	26,000		
21.781.02	Accessible washroom	781804x	30,000		30,000	24,229	5,771		
Infrastructure									
21.851.01	Harbourfront redevelopment design	851801x	975,000		975,000	-	975,000		
Wastewater System									
21.411.01	Wastewater collection program	411805x	1,500,000		1,500,000	176,919	1,323,081		
21.411.02	Replace forcemain on the marine line	411803x	200,000		200,000	-	200,000		
21.411.03	Supportive housing easement cf	411802x	10,000		10,000	-	10,000		
U21.411.01	Sanitary sewer CCTV	4119502	100,000		100,000	-	100,000		
U21.411.02	Manhole covers	411952x	50,000		50,000	-	50,000		
n/a	Water, Sewer & Storm work Central			395,000	395,000	-	395,000	60-2021	
Wastewater Lift Stations									
21.412.01	Replacement of wastewater pumps	412802x	50,000		50,000	307	49,693		
21.412.02	North Hamilton pumping station upgrade	412812x	300,000		300,000	29,751	270,249		
21.412.03	Delta to Wye conversion	412810x	60,000		60,000	-	60,000		Purchase order completed in June
21.412.04	Standby generator replacement	412805x	200,000		200,000	-	200,000		
21.412.05	Roof replacement on pumping stations	412800x	120,000		120,000	1,111	118,889		
n/a	Lift station work carryforward	4128032		85,000	85,000	4,059	80,941	40-2021	
Wastewater Treatment Plant									
21.413.01	Replace worn out valves	413812x	25,000		25,000	-	25,000		
21.413.02	Electrical upgrades at 100 building	413803x	100,000		100,000	-	100,000		
21.413.03	Upgrade sand extractor	413802x	300,000		300,000	6,147	293,853		
21.413.04	Replacement of leaking roofs cf	413800x	100,000		100,000	13,062	86,938		
21.413.05	Replace existing blowers adjusted cf	413816x	295,000		295,000	146,665	148,335		
W&WW Vehicles & Equipment									
21.414.01	Vactor flusher	4148970	405,000		405,000	-	405,000		Purchase order completed in June
21.414.02	Rock Hammer cf	4148915	54,000		54,000	53,089	911		
Waterworks									
21.431.01	Water main program	431805x	1,500,000		1,500,000	491,138	1,008,862		
U21.431.01	Keewatin water redundancy	431950x	75,000		75,000	-	75,000		
U21.431.02	Valve exercising	431951x	25,000		25,000	-	25,000		
U21.431.03	Watermain flushing program	431952x	40,000		40,000	-	40,000		
General Water Standpipe/Booster Stations									
21.432.01	Instrumentation upgrading	432800x	75,000		75,000	-	75,000		

Project #	Description/Rationale	Account	Original Budget	Budget Amendment	Total Budget	In GL	remaining budget	Amendment by-law	notes
Water Treatment Plant									
21.433.01	Replacement of valves & instrumentation	433801x	50,000		50,000	15,656	34,344		
21.433.02	Online log book entry system	433802x	100,000		100,000	-	100,000		
21.433.03	Generator replacement cf	433800x	975,000		975,000	4,630	970,370		
21.433.04	Roof replacement cf	433812x	235,000		235,000	104	234,896		
Transfer Facility									
21.448.01	Purchase of 3 40 yrd roll-off bin	4488993	30,000		30,000	25,552	4,448		
21.448.02	Bin area expansion	448800x	200,000		200,000	3,069	196,931		
Jones Road Landfill									
21.450.01	Landfill development peripheral road	450801x	500,000		500,000	-	500,000		
n/a	Concrete work	4509502		18,617	18,617	16,765	1,852	39-2021	
SW Vehicles & Equipment									
21.453.01	Garbage trailer	4538993	169,000		169,000	-	169,000		Ordered in March
21.453.02	Pickup truck	4538980	49,000		49,000	-	49,000		Ordered in March
21.453.03	Side-by-side	4538991	28,000		28,000	-	28,000		
21.453.04	Co-mingle truck 50% cf	4538994	151,835		151,835	143,830	8,005		Completed, split with 21.449.01 & 21.449.02
21.453.05	Co-mingle truck 50% cf	4538994	151,835		151,835	143,830	8,005		Completed, split with 21.449.01 & 21.449.02
Administrators Office									
U21.121.01	Strategic plan review	1219512	100,000		100,000	52,853	47,147		In progress
U21.121.02	Podcasts	1219502	30,000		30,000	12,153	17,847		In progress
Building & Grounds Maintenance									
U21.125.01	Rad replacements	125950x	30,000		30,000	-	30,000		
Finance									
U21.131.01	Asset Management Plan update	1319512	50,000		50,000	-	50,000		
Bridges									
U21.312.01	Keewatin Channel Bridge	312951x	180,000		180,000	7,535	172,465		
Safety Devices									
n/a	Street line painting	3176802	195,000	23,000	218,000	-	218,000	29-2021	
Parking Rentals									
n/a	Parkade repairs	3527400		6,350	6,350	5,054	1,296	17-2021	
Docks									
U21.381.01	Dock repair program	381950x	80,000		80,000	576	79,424		
Warehouse									
U21.391.01	Sand storage fabric building	391950x	50,000		50,000	46,546	3,454		
Engineering									
U21.395.01	Soil management study	3959502	34,000		34,000	-	34,000		
Storm Sewers									
U21.421.01	Storm sewer CCTV	421950x	60,000		60,000	-	60,000		Purchase order completed in June

Project #	Description/Rationale	Account	Original Budget	Budget Amendment	Total Budget	In GL	remaining budget	Amendment by-law	notes
Parks									
U21.711.01	Parks washroom retrofit	711955x	15,000		15,000		15,000		
U21.711.02	Trails - install proper infrastructure	711952x	15,000		15,000	8,320	6,680		
U21.711.03	Downtown reforestation	711956x	40,000		40,000		40,000		
U21.711.04	Tree well enhancement project	711956x	20,000		20,000	5,167	14,833		
U21.711.05	Picnic table & bench upgrades	711953x	5,000		5,000	3,241	1,759		
U21.711.06	Sunscreen shelters cf	711950x	15,000		15,000	11,212	3,788		
n/a	Off leash dog park	711954x		90,000	90,000	23,144	66,856	30-2021	
n/a	Parks and Rec Master Plan			100,000	100,000	-	100,000	44-2021	
Ballfields									
U21.717.01	Infield	717950x	40,000		40,000	1,558	38,442		
U21.717.02	4plex engineering design	717951x	20,000		20,000	-	20,000		
KRC Complex									
n/a	Upgrade to scheduling software			14,121	14,121	-	14,121	62-2021	
Pool									
U21.733.01	Repair curbs under dectron condenser	733950x	20,000		20,000	-	20,000		
KM Arena & Complex									
U21.736.01	Repair doors on side	736950x	15,000		15,000	-	15,000		
U21.736.02	Façade - front of building	736950x	10,000		10,000	-	10,000		
Library									
U21.771.01	Entrance painting cf	771950x	8,700		8,700	-	8,700		
Planning Operations									
U21.811.01	Community Improvement Plan	811953x	100,000		100,000	-	100,000		
U21.811.02	Black Sturgeon water testing	811950x	5,000		5,000	2,843	2,157		
U21.811.03	OP/ZBL Review	811951x	75,000		75,000	23,569	51,431		
U21.811.04	Active transportation feasibility study	811957x	50,000		50,000	20,160	29,840		
U21.811.05	Community Improvement Plan cf	811953x	67,000		67,000	-	67,000		
U21.811.06	Climate change project cf	811956x	72,000		72,000	-	72,000		
Economic Development									
U21.825.01	Wayfinding	825952x	25,000		25,000	-	25,000		
U21.825.02	Chipman Redevelopment	825953x	408,426		408,426	-	408,426		
U21.825.03	Open Streets	825954x	20,000		20,000	-	20,000		
Tourism Facilities									
U21.832.01	Discovery Centre mechancial work	832951x	20,000		20,000	2,230	17,770		
n/a	Renovations to pavillion office	8329502		11,520	11,520	8,456	3,064	15-2021	
Infrastructure									
U21.851.01	Downtown beautification cf	851950x	31,500		31,500	11,211	20,289		



July 28, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Jon Ranger, Deputy Treasurer
Charlotte Edie, Director of Finance**

Re: Contracts & Expenditures Approved April – June 2021

Recommendation:

That Council hereby accepts the 2021 April – June Contracts & Expenditures Approved report.

Background:

Per the Procurement Policy, the Manager of Finance/Treasurer (or Deputy Treasurer) may award a tender, contract, or purchase for greater than \$30,000 provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
 - i. Operating expenditures not exceeding \$100,000;
 - ii. Capital expenditures not exceeding \$250,000, with the exception of;
 - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- e) The award is made to the bidder submitting the lowest end cost, compliant bid. If the lowest end cost bid is not chosen the reason for the choice must be documented on the purchase order.

A report shall be submitted quarterly to Council to advise of the award of any tenders, contracts, or purchases under this section. This report is attached.

Budget:

There is no expected budget impact as a result of this report.

Risk Analysis:

The risk associated with this report is low. Internal controls have been established to ensure that these payments are legitimate and conform to the City's procurement policy.

Communication Plan/Notice By-Law Requirements: N/A

Strategic Plan or other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

**Approvals >\$30k
April 1 - June 30, 2021**

Department	Date	Supplier	Description	Project #	GL amount approved	Budget	Notes
393 - Roads Vehicles & Equipment	25/05/2021	Plannord Equipment	2021 Prinoth SW50 with 60" snow plow	21.393.01	222,682.56	225,000	Budgeted \$5,000 for trade in, \$30,000 was received. Therefore came in significantly under budget at a cost of \$192,682.56
393 - Roads Vehicles & Equipment	01/06/2021	Joe Johnson Equipment	2021 Trackless MT7 sidewalk machine	21.393.02	180,013.00	180,000	Budgeted \$5,000 for trade in, \$7,500 was received. Therefore came in under budget at a cost of \$172,513.
414 - Water & Wastewater Vehicles & Equipment	07/06/2021	Joe Johnson Equipment	2022 Single axle freightliner w vactor ramjet	21.414.01	343,837.30	405,000	No budget for trade in, \$11,250 was received. Therefore total cost came in under budget at \$332,587.30.
311 - Roads Maintenance	11/06/2021	Moncrief Construction Limited	Granular A - 3000 tonnes	operating	52,782.91		Added to inventory, to be used for various projects
314 - Surface Treated Roads Maintenance	14/06/2021	Con Trac Corp	Supply HF150S Emulsion for Surface Treatment	21.314.01	181,110.66	225,000	
315 - Loosetop Roads Maintenance	14/06/2021	Northwest Road Management	Calcium Choride	operating	48,768.48	50,000	
431 - Waterworks	23/06/2021	KGS Group	Keewatin Water Redundancy Study	U21.431.01	80,949.06	75,000	Overage to utilize budget from 21.413.03, as this project will be under budget.
411 - Wastewater System	25/06/2021	Wessuc Inc.	CCTV Inspection	U21.411.01	90,001.92	100,000	
421 - Storm Sewers	25/06/2021	Wessuc Inc.	CCTV Inspection	U21.421.01	53,991.02	60,000	
				Total	1,254,136.90		



August 3, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Rachel Jaworowicz, Tax Collector

Re: Tax Appeals under Section 357 of the Municipal Act, 2001

Recommendation:

That Council hereby approves Section 357 tax adjustments with potential refunds totaling \$10,193.50.

Background:

The cancellation and refund of taxes are dealt with by Council under Section 357 of the Municipal Act. They typically relate to properties that have had an assessment reduction due to a change in assessment classification, fire, demolition, substantially damaged or repair preventing normal use.

Budget/Finance Implications:

The municipal share of the tax reduction relating to the Section 357 adjustment is \$7,594.99.

Communication Plan/Notice By-law Requirements:

Property owners receiving a Section 357 adjustment will be notified in writing of the applicable refund amount.

Strategic Plan or other Guiding Document:

Legislative requirement.



July 26, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer
Charlotte Edie, Director of Finance

Re: June 2021 Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at June 30, 2021.

Background:

Attached for your information, please find the June 2021 summary expense and user fee statements for the City of Kenora and the Council department. At the end of June, the year is 50% complete, and therefore, not including any seasonal differences, should be 50% of the budget remaining.

Overall:

- Expenses at the end of June 2021 are slightly below budget with 54.11% remaining to be spent. Water & Sewer has 61.16% and Solid Waste has 56.66% left in the budget.
- User fee revenues to the end of June 2021 are behind budget with 71.63% left to collect. Water & Sewer has 57.87% and Solid Waste has 49.05% left to collect at the end of June.

Expenditures:

- **General Government** - The General Government expenses to date are close to budget with 51.16% remaining in the budget.
 - **Mayor and Council** - Expenses are slightly over budget with 47.79% remaining, COVID-19 expenses are still being coded here as with prior year.
 - **City Clerk** - Department is currently under budget. Contracted services are under budget and less than prior year spending. Wages slightly under budget as a vacant position has not yet been filled.
 - **Human Resources** - Close to budget at the end of June. Contracted services have exceeded budget, however legal expenses are significantly under budget.
 - **Building & Grounds Maintenance City Hall** - Materials and supplies, utilities, and repairs and maintenance currently below budget. Janitorial and phone services have not yet been recorded for June.
 - **Finance & Administration** - Slightly over budget at the end of June. 3 quarters of MPAC assessment costs have been paid for the year.
 - **IT** - Over budget at the end of June with 40.44% of the budget remaining. Many of the software annual fees have been paid for the year and materials and supplies have exceeded annual budget amount.

- **Rentals** – Under budget at the end of June. No contracted services required to date. Medical Centre property taxes not budgeted for as the building was to be sold.
- **Protection** – The Protection expenses are close to budget with 50.52% remaining in the budget.
 - **Police Services Board** – Over budget, flyers purchased exceeded miscellaneous expense budget.
 - **Police Building** – Utilities over budget, overall operating expenses should not exceed budget as new owners took building over on July 12th.
 - **911 Emergency access** – This budget only includes the Central Emergency Reporting Bureau contract, and this was paid for the entire year in February.
 - **Health and Safety Committee** – Below budget at the end of June. The Industrial Ergonomic Report has now been billed. Training still to be completed and billed in 2021.
 - **Facilities and Property Management** – slightly over budget, some wages to be allocated to other departments based on budget for the facilities maintenance operator.
- **Transportation** – The Transportation Department expenses to date are under budget with 61.70% remaining in the budget.
 - **Roads maintenance, Paved, Surface Treated, Loosetop Roads** – Overall spending is under budget, however this is in line with prior year.
 - **Bridge Maintenance** – Still under budget however internal work on bridges completed in June and July.
 - **Safety Devices Maintenance** – Currently under budget, however this budget is mainly related to line painting contracted services work. At the end of June actuals are in line with prior year and will expect this budget to be utilized once line painting invoice is paid.
 - **Conventional Transit** – Under budget at the end of June. May and June invoice was received and paid for in early July.
 - **Docks** – Budgeted wages for one student in 381 docks. Reallocation to be made for student wages from By-law to Docks.
 - **Warehouse** – Warehouse budget no longer includes utilities for all of the operations building, this has been reallocated to 390.
 - **Engineering** – Currently over budget, allocation for wages to be split between Water & Sewer and engineering which will bring actual expenses in engineering down.
- **Environmental** – The Environmental Department expenditures are under budget with 57.49% remaining. 61.16% left in the budget in Water & Sewer and 56.66% remaining in Solid Waste.
 - **Recycling Facility & Blue Box Collection** – Slightly under budget but close to last year's actuals at the end of June.
 - **4R Initiatives** – Over budget at the end of June, in line with prior year as this budget is mainly used for clean-up programs that run throughout the summer months.

Water & Sewer – Overall Water & Sewer expenses are below budget at the end of June.

- **Treatment Plants** – Both Water and Sewer treatment plants are currently under budget. Only 4 months of hydro have been recorded at the end of June. The May hydro bill was recorded at the beginning of July. Both Treatment Plant's materials, chemicals and lab test expenses are currently under budget. Additional Water Treatment Plant tests occur from June to October each year which will cause an increase in expenses during those months.
- **Sanitary and Waterworks** – Actuals are close to prior year spending, but below budget. Contracted services in Waterworks are significantly lower than budget. Wages can vary between Waterworks and Sanitary System as required.
- **Lift Stations** – Very little spent of the materials and supplies budget to date. These costs are dependent on the requirements of each Lift Station.

Solid Waste – Overall solid waste is below budget.

- **Garbage Collection** – Under budget but in line with prior year spending
- **Hazardous Waste** – Below budget at the end of June. Typically, this departments expenses are contracted services and invoices come in the fall.
- **Transfer Facility** – Comparable to prior year spending. Repairs and maintenance, materials and supplies, and contracted services are under budget.

- **Health Services** – Health Services are right on budget at the end of June.
- **Social and Family Services** – Social and Family Services expenses have exceeded budgets at the end of June. Pinecrest Home for the Aged is paid out in 3 instalments and the 2nd instalment was paid out in June.
- **Community Services** – Overall Community Services expenses are below budget with 62.47% remaining.
 - **Parks** – With summer in full swing the parks expenses have now caught up with budget.
 - **Norman Park** - Majority of the expenses in the department are water bills related to the splash park. We won't see large expenses in this department until June 11th when the splash park opened. The first water bill will be expected in August.
 - **Anicinabe Park** – Close to budget with utilities, contracted services, and insurance being the main expenses.
 - **Harbourfront** – The flower contract began in May, and this department is now close to catching up to budget at the end of June.
 - **KRC Complex** – Currently under budget and slightly behind last year actuals at the end of June. Contracted services, and repairs and maintenance actuals are lower than prior year. Some expenses were less than budgeted with the facility being closed.
 - **Thistle & KM Arena** – Repairs and maintenance, and wages are still ongoing in these departments. Expenses are in line with prior year.
 - **MSFC Pool** – Expenses are below budget and below last year's spending for the first half of 2021 as expected with the recreation centre being closed for the majority of that time.
 - **Teams and clubs** – Budgeted \$8,000 to each community club, Central, Evergreen and Rideout. Rideout & Evergreen have been paid out at the end of June.

- **Planning & Development** – Planning & Development expenses are below budget with 56.73% remaining in the budget. With the exception of below, most departments in Planning & Development were very close to budget.
 - **Labour Action Centre** – These expenses are fully funded, the program was extended for 3 months to the end of August and will be wrapped up at that time.
 - **Tourism** – No travel expenses to date. Additional expenses expected throughout the summer as Tourism activities ramp up.

User Fees:

- Overall, user fees are below budget projections with 71.63% remaining to be collected at the end of June.
- **General Government**
General Government overall is closer to budget with 52.48% left to collect at the end of June.
 - **City Clerk** – Under budget and below last year's revenues in June. Marriage licenses and lottery licensing fees seem to be the most affected by COVID.
 - **Finance** – Accounting fees associated with the Labour Action Centre have been credited to the finance department.
 - **Rentals** – Rentals are in line with budget and comparable to prior year actuals at the end of June.
- **Protection to Persons and Property**
Protection to Persons and Property are ahead of budget at the end of June with 45.90% remaining.
 - **Fire Department** – Highway Rescue calls, burning permits and Fire Marque revenues are up from prior year at the end of June.
 - **Building Inspection** – Building inspection higher than budget and higher than last year at this time. A significant amount of building inspection fees was received in May and June. Revenues can vary from month to month as they are dependent on development in the community but typically increase during the summer months.
 - **Provincial Offences** – These revenues are recorded on a quarterly basis and are dependent on fines assessed in the area. There was very little revenue in the first quarter to distribute, therefore the first two quarters will be compiled together and calculated as revenue for the surrounding municipalities.
- **Transportation Services**
Transportation user fees are under budget with 61.62% remaining.
 - **Conventional Transit** – Close to prior year but less than budget at the end of June. Note that COVID did cause a decline in ridership.
 - **Metered parking** – In 2020 we saw that COVID caused a reduction in traffic and parking, we see this continued reduction in parking and traffic moving into 2021. In the first half of 2021 we are behind last year's actuals by \$28,589. This variance is expected to grow in July with free downtown parking.
 - **Docks** – User fees in 2021 are currently better than last year at the end of June with only 8.63% remaining to be collected.
 - **Garage and shop** – Some unexpected work order billings by the shop has put user fees over budget.

- **Environmental Services**

Environmental services user fees are under budget with 66.53% of the revenues remaining. 57.87% of Water & Sewer User fees are also still to be collected and 49.05% of Solid Waste User fees.

- **Blue box collection** – The first and second quarter of blue box collection user fees have been recorded and is in line with user fees in 2020.

Water & Sewer

- **Water and Sewer** - Water & Sewer user fees are typically one month behind budget. Water & Sewer user fees have 57.57% and 58.18% remaining in the budget respectively which is very close to the expected one month behind budget.

Solid Waste

- **Garbage Collection** – Bag Tag sales still higher than prior year at the end of June. This is in line with the increased bag tag sales trend in 2020 due to COVID.
- **Transfer Facility** – Tipping fees currently lower than budget but in line with prior year's actuals. Typically, we see higher volume at the transfer station during the summer months.
- **Kenora Area Landfill** – Currently right on budget with significantly higher actuals than prior year at the end of June. A boost of revenues in May and June was caused by a few large corporate tipping fee charges.

- **Community Services**

Community Services are below budget with 91.10% left to collect. This is expected with all departments in the recreation centre, as the entire building has been closed due to COVID. With the recreation centre opened back up we will expect to see these user fees moving again. The other departments in Community Services related to parks are seasonal and we expect to see additional revenues in July and August.

- **Planning and Development**

Planning and Development user fees are under budget with 70.01% remaining to be collected. User fees in planning and development vary from year to year and depend on activities and developments in the community. Much of the revenues in Planning and Development come from our tourism departments such as White cap rentals. This revenue has been minimal to date. Planning operations user fees are higher than prior year in areas such as, zoning bylaw amendments, land purchase applications, compliance letters and site plan fees.

Please let me know if you have any questions, or would like to see any of the department statements in further detail.

Strategic Plan or other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

ERM Assessment: Monitoring financial statements on a monthly basis mitigates some of the uncertainty related to projected costs vs actual expenditures.



August 1, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Kevin Gannon, Director of Engineering and Infrastructure Services

Re: Crossing Guard Contract Extension

Recommendation:

That Council hereby approves an extension to a contract agreement between the City of Kenora and Alpine Janitorial (Kenora) Inc. as established in the original Agreement authorized by By-law number 126-2019 for School Crossing Guard Services for the school seasons of 2021-2022 and 2022-2023 in the amount of \$117,249.00 (plus HST).

Background:

Alpine Janitorial Inc. had submitted a bid on a Request for Tender in 2019 to supply labour services to operate and maintain the School Crossing Guard Services for a 2 year period. As Alpine Janitorial (Kenora) Inc. has proven their dedication, commitment, and professionalism to these services, it is recommended that the extension to the contract agreement for the 2021-2022 and 2022-2023 school seasons be approved.

Budget: Operating Budget

Risk Analysis:

As per the requirements of the ERM policy, there is a moderate to major risk involved with not pursuing this contract extension as the municipality has an obligation under the Highway Traffic Act to ensure crossing guard services are in place for each school term.

Communication Plan/Notice By-law Requirements: Resolution & bylaw required.
Distribution: S. Gander, H. Pihulak, KPDSB, KCDSB, O.P.P., B. Mann.

Strategic Plan or Other Guiding Document:

Goal #2 Strengthen Our Foundations

2-1 - The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

The Corporation of the City of Kenora

By-law Number

A By-Law to Authorize an Extension to a Contract Agreement between the Corporation of the City of Kenora and Alpine Janitorial (Kenora) Inc. for School Crossing Guard Services

Whereas the Corporation of the City of Kenora authorized a contract agreement between the Corporation of the City of Kenora and Alpine Janitorial (Kenora) Inc. for school crossing guard services in the City of Kenora by bylaw on August 13, 2019; and

Whereas Council now deems it necessary to execute an extension to that contract agreement between The Corporation of the City of Kenora for the provision of the school crossing guard services;

Now Therefore the Council of the Corporation of the City of Kenora enacts as follows:

1. That this Contract Extension Agreement shall be in effect for an extended two year period for the school year seasons of 2021-2022 and 2022-2023.
2. That this Contract be extended in the amount of \$117,249.00 plus HST for the period noted in Section 1 of this bylaw.
3. That all terms and conditions outlined in the original agreement executed by bylaw number 126-2019 be hereby extended to the dates outlined in Section 1 of this bylaw.
4. That this by-law shall come into force and be in effect from and after the final passing thereof.

By-Law read a First and Second Time this 24th day of August, 2021

By-Law read a Third and Final Time this 24th day of August, 2021

The Corporation of the City of Kenora:-

Daniel Reynard, Mayor

Heather Pihulak, City Clerk

This Agreement made this 17th day of August, 2021

Between:

**The Corporation of the City of Kenora
(Hereinafter called "City")
Of the First Part**

And

**Alpine Janitorial (Kenora) Inc.
(Hereinafter called "Alpine")
Of the Second Part**

Whereas the City has the responsibility for School Crossing Guard Services located within the City of Kenora; and requires a contractor to supply crossing guard services for the care and control of these crossings; and

Whereas Alpine had submitted a bid on a Request for Tender in 2019 to supply labour services to operate and maintain the School Crossing Guard Services for a 2 year period in accordance with the Tender Documents, which is being extended up to and including the years of 2021/2022 and 2022/23 school year seasons;

Now Therefore This Contract Agreement Witness that in consideration of the premises noted below, the parties hereto covenant and agree as follows:

1. **That** Alpine will provide the operation of services in accordance with the contract documents and submitted tender form for the 2019 contract for another additional period of two years ending in 2023 at the end of the school year season.
2. **That** this agreement is not transferable.
3. **That** this agreement shall take effect and come into force on August 24, 2021.

In Witness Whereof the parties have hereunto affixed their hands and seals on the 24th day of August, 2021.

The Corporation of the City of Kenora: -

_____ **Daniel Reynard, Mayor**

_____ **Heather Pihulak, City Clerk**

Alpine Janitorial (Kenora) Inc.:-

_____ **Printed Name**

Signed in the presence of:

_____ **Witness**



August 10, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Kevin Gannon, Director of Engineering & Infrastructure
Stace Gander, Director of Community Services**

Re: Water/Wastewater Reciprocal Agreement - Township of Machin

Recommendation:

That three readings be given to a by-law to execute a reciprocal Agreement for services related to the Water & Wastewater Division between the Township of Machin and the Corporation of the City of Kenora; and further

That the Mayor & Clerk be authorized to execute this agreement.

Background:

COVID-19 has driven municipalities to evaluate methods to ensure that essential services are able to continue in the event of a pandemic impacting staff. Council authorized City staff to enter into discussions with the Township of Machin to enter into discussions for the purpose of a Memorandum of Understanding (MOU) for this purpose.

An MOU has been signed by the Township of Machin and the Agreement is now ready for execution by by-law.

Budget: No budget impact.

Risk Analysis: This MOU will help mitigate risk associated a critical essential service being interrupted.

Communication Plan/Notice By-law Requirements: by-law

Strategic Plan or Other Guiding Document: administrative only

July 13, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Lori Nelson, Manager of the Muse

Re: Community Museum Operating Grant Application

Recommendation:

That Council hereby approves an application by The Muse to the Community Museum Operating Grant to assist with operational expenses at the Lake of the Woods Museum.

Background:

The Ministry of Heritage, Sport, Tourism and Culture Industries offers a Community Museum Operating Grant (CMOG) to museums in Ontario who meet established museum standards – governance, finance, collections, exhibition, interpretation and education, research, conservation, physical plant, community, and human resources. The Lake of the Woods Museum has been receiving this annual operating grant for over 35 years. For the past ten years or more, the amount granted to the Lake of the Woods Museum has remained at \$29,096, as no further monies have been added to this funding program. Application for the grant must be submitted each year.

Budget: There is a positive budget impact of \$29,096 to the Museum's operating budget, upon grant approval.

Risk Analysis: The risk lies in not applying for the CMOG each year. Once a museum has been removed from the program, it is not likely to be re-entered in it. The money for the program is limited and there is a list of museums waiting to be entered into the program for operational funding.

Communication Plan/Notice By-law Requirements: Resolution only

Strategic Plan or Other Guiding Document:

- 1-9 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.
- 2-9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support quality of life.

July 30, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Lori Nelson, Manager of the Muse

Re: Seniors Community Grant Application

Recommendation:

That Council hereby approves an application by The Muse to the Seniors Community Grant to provide funding for free arts/heritage programming at the Lake of the Woods Museum and the Douglas Family Art Centre from October 2021-March 2022.

Background:

The Ministry for Seniors and Accessibility offer a Seniors Community Grant for projects/programs that align with their four priorities:

1. Promote and support age-friendly community development
2. Strengthen the safety and well-being of older adults.
3. Adapt and deliver programs and services to isolated older adults either virtually or in-person so that they can stay active and socially engaged.
4. Create safe opportunities for older adults to network and increase engagement in community labour markets through virtual mentoring, volunteerism, and training to support entrepreneurship.

The Lake of the Woods Museum and Douglas Family Art Centre have developed a series of 12 arts/heritage-related programs which would be offered twice monthly from October 2021 to March 2022. This free programming aligns with Ministry's priorities 3 and 4. It will engage those 55+ in creative hands-on and listen/learn activities at both the Museum and Art Centre and will engage 55+ volunteers in the presentation of those programs.

Budget: There is a positive budget impact to The Muse's operating budgets, upon grant approval.

Risk Analysis: There is a low risk in this application. If the funding is received the free programming will be offered. If the grant application is not approved, alternative funding sources will be sought or the programming will be offered at a cost.

Communication Plan/Notice By-law Requirements: Resolution only

Strategic Plan or Other Guiding Document:

2-9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support quality of life.



August 3, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Stace Gander, Director of Community Services
Shaun Clifford, Parks and Facilities Manager**

**Re: Central Park Green Space and Amenity Construction Project –
Option Overview**

Background:

Central Community Club was identified by Council in 2018 as a priority capital project for replacement and Council allocated \$100,000 in the capital budget for the replacement of the building. At that time, the City began working with the community club volunteers to identify the needs in a redevelopment project. Through this review, the community club volunteers identified a project that would require additional funding to develop and the parties agreed to pursue further funding to realize the project requirements.

The Board has undertaken a number of fundraising activities raising approximately \$101,800 (this number has been updated since our last report to Council as a result of additional Club fundraising). In March 2021, the Central Community Club Board received \$596,000 of funding from the provincial and federal governments to construct a new community club building and ice surface. Altogether, the total amount currently secured for the project is approximately \$797,800 which includes the \$100,000 from the City secured in 2018.

To enhance the project, Council agreed to repurpose a portion of land that has previously been used as a baseball diamond. This has effectively tripled the footprint previously being conceived by the Central Community Club for the project. As part of the vision for the project, additional amenities are being considered including bocce ball, beach volleyball, public green space, and pathways.

In conjunction with the Central Community Club Board, City staff initiated a procurement process in accordance with the grant funding requirements of the provincial and federal governments for the Central Community Club project. Initial bids significantly exceeded the secured budget. In accordance with the City's procurement processes, staff have been negotiating with two contractors who submitted the lowest bids in an effort to reduce the overall cost of the project. However, the project remains significantly over budget.

City staff are now in a position to present options for Council's consideration.

Option 1 – Increase the City's contribution up to a maximum of \$370,000 using City reserves immediately in addition to the \$100,000 the City has already committed

Under this option, the City can enter into a contract with one of the proponents and commence work in late summer-early fall 2021 once the civil infrastructure on the site has been replaced. Civil work is anticipated to be completed no later than mid-

September. City staff and the successful proponent would strive to have concrete poured and cured prior to freeze-up this fall. The project budget will not exceed \$1,167,800.00. The contract would need to be awarded at the August 24th Council meeting in order for these works to proceed quickly.

It is important to establish expectations around the scheduling of the project. Regardless of Council's decision, there is no budget for concrete hoarding and heating in either of the two low bids currently being evaluated. An early freeze or delays due to weather or supply chain challenges caused by the pandemic could create a situation where the ice rink may not be completed for use in the 2021/2022 winter season. Work on the boards could begin after the concrete is properly cured with ice to follow. After the rink is complete, work will begin on the clubhouse which would be conducted throughout the winter months as weather permits. If time and weather permit, there is potential for ice this winter.

The following reserve funds can be accessed at Council's discretion:

Contingencies Reserve - \$4,591,362.00 (approximately)

Police Station Replacement Reserve - \$380,254.24 (no longer required given the disposal of the former police station in July 2021)

Community Club Reserve - \$134,694.76 (\$100,000 of this reserve has already been committed to this project; \$15,000 will be added to this reserve in 2022)

Risk:

There is a financial risk to this option. While there is enough money in reserves to support this project, Council would be decreasing reserve accounts that could be used to fund other projects or initiatives in the future.

There is a political risk to using \$370,000.00 from reserves that was not budgeted for.

Option 2 – Increase the City's contribution up to a maximum of \$370,000 by incorporating additional costs into the 2022 budget in addition to the \$100,000 the City has already committed

Under this scenario, the City can enter into a contract with one of the proponents commencing work in late summer-early fall 2021 once the civil infrastructure on the site has been replaced. Civil work is anticipated to be completed no later than mid-September. City staff and the successful proponent would strive to have concrete poured prior to freeze-up this fall. The project budget will not exceed \$1,167,800.00. The contract would need to be awarded at the August 24th Council meeting in order for these works to begin quickly.

It is important to establish expectations around the scheduling of the project. Regardless of Council's decision, there is no budget for concrete hoarding and heating in either of the two low bids being evaluated. An early freeze or delays due to weather or COVID supply chain challenges could create a situation where the ice rink may not be completed for use in the 2021/2022 winter season. Work on the boards could begin after the concrete is properly cured with ice to follow. After the rink is complete, work will begin on the clubhouse which would be carried out through the winter months and as weather permits. If time allows, there is potential for ice this winter.

Administration will ensure that the additional contribution required is included in the 2022 Capital and Unusual Spend Budget.

Administration staff will look to leverage other funding opportunities to reduce the burden to the City.

Risk:

There is a financial risk to this option. Given that MPAC has elected to freeze property assessment values for the 2022 tax year and the strain on the budget caused by the COVID-19 pandemic, Administration anticipates a challenging budget year for the City. By budgeting for this project in 2022, there is a risk that revenues will not support additional capital work, which will result in the shifting of a planned 2022 capital project to 2023 or beyond, result in a need to increase the tax rate to support the project, and result in accessing funding from City reserve accounts.

Option 3 – Increase the City’s contribution up to a maximum of \$270,000 by removing all additional costs beyond the rink and building using City reserves immediately in addition to the \$100,000 the City has already committed

Facts are the same as Option 1

Risk:

There is a financial risk to this option. While there is enough money in reserves to support this project, Council would be decreasing reserve accounts that could be used to fund other projects or initiatives in the future. That said, this option will reduce the decrease to the City’s reserve funds when compared to Option 1.

There is a political risk to using \$270,000.00 from reserves which was not budgeted for.

There is also a risk that, once completed, the new infrastructure at Central Park will not be sufficiently linked into the surrounding site resulting in a less aesthetically pleasing landscape.

Option 4 – Increase the City’s contribution up to a maximum of \$270,000 by removing all additional costs beyond the rink and building by incorporating additional costs into the 2022 budget in addition to the \$100,000 the City has already committed

Facts are the same as Option 2.

Risk:

There is a financial risk to this option. Given that MPAC has elected to freeze property assessment values for the 2022 tax year and the strain on the budget caused by the COVID-19 pandemic, Administration anticipates a challenging budget year for the City. By budgeting for this project in 2022, there is a risk that revenues will not support additional capital work, which will result in the shifting of a planned 2022 capital project to 2023 or beyond, or will result in a need to increase the tax rate to support the project. This option will also result in less funding being budgeted for in the 2022 capital budget when compared to Option 2.

There is also a risk that, once completed, the new infrastructure at Central Park will not be as aesthetically linked into the surrounding site resulting in a less aesthetically pleasing landscape.

Option 5 – Elect to enter into a contract to build the rink immediately and re-tender the building portion of the project in 2022

Under this option, staff would enter into a contract with one of the current proponents to construct the ice rink this fall.

The City will then plan to issue a new request for proposal in early 2022 for the building based on the City's preferred specifications. This is permitted by the City's request for proposal documents.

Work would not begin on the building until frost is out of the ground which is typically around early May. This option would allow City staff and the Board more time to identify specifications for the building, raise additional funds to help fund the project, and seek other ways to reduce potential costs.

Risks

There is a financial risk to this option. It is difficult to predict how the economy will affect material and supply costs particularly as we continue to navigate the COVID-19 pandemic. While costs may come down, they may also go up, which will only serve to exacerbate the financial pressures of this project.

There is also a significant risk of burnout for the volunteers of the Central Community Club. The Board has put a tremendous amount of effort into this project and the delays in getting things off the ground have been challenging for the volunteers. Postponing this project further will only serve to exacerbate the strain placed on the volunteers as they seek to get this project completed.

There is also a financial risk from a granting perspective. Not only has the Board received significant funding from the provincial and federal governments, they have also secured funding from various local agencies and groups. While these funders may be patient, funding may be jeopardized in the event that this project does not get completed within the original delivery timelines.

Option 6 – Not fund the additional work with City resources

Under this option, Council would require the Central Community Club Board to work to raise additional funds required to construct the ice rink and building with no additional municipal funding.

Risks

There is also a significant risk of burnout for the volunteers of the Central Community Club. The Board has put a tremendous amount of effort into this project and the delays in getting things off the ground have been challenging for the volunteers. Postponing this project further will only serve to exacerbate the strain placed on the volunteers as they seek to get this project completed.

There is also a financial risk from a granting perspective. Not only has the Board received significant funding from the provincial and federal governments, they have also secured funding from various local agencies and groups. While these funders may be patient given the challenges presented by the COVID-19 pandemic, funding may be jeopardized in the event that this project does not get completed within the original delivery timelines.

There is also a significant political risk should the project not have sufficient funding to proceed. Many residents are excited by this project and eager for its completion. Further delays will likely serve to frustrate those individuals and groups that are passionate about this project.

Strategic Plan or Other Guiding Document:

1-9 The City will promote Kenora as a 365-day lifestyle destination.

- 2-1 The City will ensure that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process, with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

- 2-9 The City will support continuous improvements to creation and leisure amenities, particularly those that support the quality of life.



July 29, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Adam Smith, Director of Development Services
Megan Dokuchie, Economic Development Officer
Kylie Hissa, Strategic Initiatives Officer**

**Re: Application to the Canada Mortgage and Housing Corporation -
Housing Supply Challenge**

Recommendation:

That Council supports an application to the Canada Mortgage and Housing Corporation (CMHC) Housing Supply Challenge for the development of an innovative communications package and social marketing strategy to address challenges in the pre-development phase of affordable housing.

Background:

The CMHC Housing Supply Challenge invites citizens, stakeholders, and experts to propose solutions to the barriers to new housing supply. The challenge will distribute \$300 million in funding over 5 years. There will be six rounds and the current intake is focused on solutions to barriers experienced in the pre-development phase of building housing.

Proposed projects should meet the following objectives:

- Have a long term local impact on pre-development of housing that is affordable;
- Be implementable within the timeline of the Getting started round;
- Attract new ideas and resources and bring together different groups to solve the complex barriers to pre-development of housing; and
- Incorporate people-centered design to consider the needs of those who will use or be affected by the solution.

City staff hosted an inter-departmental housing hack to discuss pre-development challenges in Kenora and possible solutions that could be supported through this program. Communications and the lack of understanding around processes designed to facilitate housing were identified as being the primary barriers in the pre-development phase of housing.

An appeal to the Ontario Land Tribunal (OLT) is a major risk in the pre-development phase of affordable housing not just in Kenora but across the Province. While effective engagement and communication strategies will never eliminate this risk, it may reduce the likelihood or strengthen the case of the application when heard at the OLT.

Further, the advancement of new communication and engagement tools cannot be solely led by the City as the proponent of any project must be at the forefront of sharing information and engaging members of the public. The approach is best defined as social

marketing which is described as “an approach used to develop activities aimed at changing or maintaining people’s behavior for the benefit of individuals and society as a whole.”

Therefore, staff are recommending the development of an innovative communications social marketing program that will assist proponents in the development process but also work to facilitate engagement with the public, increase information (awareness campaigns, success stories, etc.), focus on the benefits of affordable housing, and broaden understanding of particular housing projects.

Potential tools identified during the session include, but are not limited to: supplementary notice information provided to the public with statutory letters; new signage to advertise planning applications using Quick Response (QR) codes; hosting of housing forums; video content; and social media channels. The City of Kenora is proposing to engage a consultant that would deliver this project and develop the communications package on behalf of the municipality.

Budget: Funding is provided through the program at 100 percent of project costs to a maximum of \$75,000 in this phase which would allow the City to prototype the model. The municipality would then be eligible for further funding to implement the project.

Risk Analysis: There is a moderate risk to governance however, this is deemed to be an opportunity as it may further build relationships in the community with the creation of new communication tools at no cost to the municipality.

Communication Plan/Notice By-law Requirements: Resolution required.

Strategic Plan or other Guiding Document:

2-6 The City will support the development of a diverse range of housing types with an emphasis on affordable options for families, seniors and individuals in need of transitional and emergency housing



July 29, 2021

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Kylie Hissa, Strategic Initiatives Officer

Re: FoodCycler Household Organic Waste Division Pilot Project – Impact Canada Food Waste Reduction Challenge

Recommendation:

That Council hereby approves an additional allocation of \$66,500 (plus HST) of which \$19,843.38 is to be funded through the Bearwise Funding Reserve and \$46,656.62 to be funded from the Solid Waste Reserve, for a municipal subsidized purchase of 250 FoodCycler Units, in order to implement a FoodCycler Pilot Program in partnership with Food Cycle Science Corporation; 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 August 24, 2021 meeting to withdraw funds from the identified Reserves for a total amount of \$66,500 (plus HST) to complete this project; and further

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

Background:

At the July 13, 2021 Regular Meeting of Council, Christina Zardo presented on behalf of the Food Cycle Science Corporation, information on food waste diversion and an implementation partnership for Impact Canada Food Waste Reduction Challenge, which is funded by the Government of Canada.

The presentation also recommended that Council consider the following:

1. 250 units for participation from 250 households at a municipal investment of \$32,770 including HST.

Retail price	\$125,000 + HST
Municipal Discount	\$50,000 + HST
Impact Canada Contribution	\$12,500 + HST
City of Kenora Subsidy (\$100)	\$25,000+ HST
Total cost to resident	\$37,500 + HST for 250 residents
<i>*average cost per household per unit is \$150 +HST</i>	

Estimated shipping cost:	\$4,000 +HST
Cost of shipping is to be added to the final cost to residents and will be based on actual cost incurred at time of shipment.	

An invoice to the municipality would contain the following line items:

250 FoodCycler-30 Units	\$62,500
Shipping Charges	\$4,000
HST	\$8,645
Total Invoice	\$75,145

Payment is due in full prior to shipping. The municipality would be responsible for paying the total invoice amount; however, if all 250 units are sold to residents at the subsidized price of (\$150 +shipping + HST), the net cost to the City of Kenora is \$32,770 (incl. HST).

Additional financial implications to consider:

- Replacement filter packs may be purchased at a price of \$22.12 +HST (\$25 tax included) per filter pack. Filter packs are packaged in boxes of 20 and must be purchased in increments of 20 with no additional freight cost provided that they are included in the initial order.
- Additional fixtures or other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program.
- Warranty: 1-year standard manufacturer's warranty starting on date of delivery of all FoodCycler units to the City of Kenora. They will repair or replace any defects during that time. Extended warranties may be purchased at additional cost.
- Buyback clause: FoodCycler will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to the warehouse in Cornwall, ON plus a \$25/unit re-stocking fee.

Staff have worked with Food Cycle Science Corporation to provide a second option for 150 households and a net cost to the municipality of \$19,210 (incl. HST). The total invoice for 150 households would amount to \$44,635.

The accompanying attachment(s) to this report outlines both proposals. Staff are recommending the option for 250 households.

The Province of Ontario has identified keeping food and organic waste out of the disposal stream as a high priority for the province. Results from the engagement activities from Phase 1 and 2 of the Sustainability Action Plan project have identified composting as being a priority for the final Plan.

The Province of Ontario Food and Organic Waste Policy Statement (published April 30, 2018) identified targets for waste reduction and resource recovery of food and organic waste in larger municipalities, multi-unit residential buildings, industrial and commercial facilities, educational institutions and hospitals from 50% to 70% by 2025. These targets are not applicable to the City of Kenora, as we are a municipality in Northern Ontario that has a population less than 50,000; however, the targets provide an idea of the scale of diversion that is being worked on. The following policies do apply to the City of Kenora.

Section 3.3: Municipalities shall develop and implement their own promotion and education programs aimed at preventing food waste. The focus of the education program should primarily be on reaching consumers directly through information that will assist consumers in preventing and reducing food waste.

Section 4.6: Where collection of food and organic waste is not provided subject to policies 4.1 to 4.5, municipalities shall provide for the resource recovery of food and organic waste through means such as home composting, community composting, and local event days.

To date, the City of Kenora has utilized promotion and education in regard to leaf and yard waste composting as the primary tool to assist residents in diverting organic waste from landfill and meeting the requirements of the Provincial Policy Statement. A strategy for reducing and diverting organic waste from landfills as a Sustainability Action Plan goal, has yet to be established.

While backyard composting is valuable and viable as a tool for organics diversion, it does have its challenges. Attracting pests, bears, insects are all concerns that prevent people from utilizing backyard composters. While these issues aren't likely to occur if composting is done properly, these remain concerns for many people, causing hesitancy.

FoodCycler is a closed-loop indoor compost alternative, which speeds up the natural decomposition process through aerobic digestion of waste. The unit dries and grinds food waste into a dry, odourless, nutrient-dense by-product that is significantly reduced in weight and volume from its unprocessed state. The product is free from bacteria and weed seeds and food-borne pathogens are eliminated in the process.

Participating in this pilot project has many benefits to the City of Kenora. It is an opportunity to trial a food waste diversion solution at a cost well below market prices, reduce food waste going to the landfill, which supports the City's declaration of a climate emergency and the development of the Sustainability Action Plan. It will also provide valuable data and feedback from residents, staff and council, regarding the feasibility of a FoodCycler food waste diversion program for the City of Kenora and similar communities. Data collected could also be used to inform future grant applications (such as to FCM) for an expanded composting program, if feasible. The data would also be submitted to Impact Canada, who is running the Government of Canada's Food Waste Reduction Challenge.

Other details:

Internal discussions have taken place between the Department of Development Services and the Department of Operations and Infrastructure regarding project roll out and staff resources. Staff will continue to explore the most appropriate options for storage of the units and administering payment. This budget amendment will allow staff to commence with the project and finalize administrative details. A subsequent report will proceed as a housekeeping item to formalize Council's commitment.

Each participant will be expected to track the weekly amount of food waste they have diverted throughout the pilot duration to estimate the total impact of the pilot program. At the end of the 12 weeks, participants must report their usage and answer a number of survey questions, which will be provided by FoodCycler/Impact Canada and approved by City of Kenora. The City will be responsible for administering the survey, data collection, and ensuring personal information of participants is removed from any data in advance of sharing with FoodCycler/Impact Canada. The City will also be expected to prepare and deliver a report to FoodCycler/Impact Canada no later than March 1, 2022 that summarizes program performance, potential for expansion, and other factors deemed relevant.

It has also been shared with Staff that Food Cycle Science Corporation has their own marketing team that would have promotional materials to share with participants of the pilot project in the City of Kenora. City Staff would be expected to distribute the materials through communications and manage the sign-up process.

FoodCycler has been chosen as a semi-finalist in the Government of Canada's Food Waste Reduction Challenge run by Impact Canada and Agriculture and Agri-Food for their project titled "Residential On-Site Food Waste Diversion for Northern, Rural, and Remote Communities."

The City of Kenora will also have the option to place one repeat order with the same terms as outlined in this report and attachment (whichever option Council chooses). This means that if the launch of this project is successful, the City has the option to buy additional units well below market price to offer to members of the public. The request to reorder must be confirmed before December 31, 2021.

Budget: \$19,843.38 of the funds will be used from the Bearwise Funding Reserve that was unspent in previous years and \$46,656.62 from the Solid Waste Reserve.

Risk Analysis:

There is a medium level of risk associated with this recommendation. If approved, the pilot project serves as an opportunity to divert organic waste from the landfill and contribute to the intent of the Sustainability Action Plan, which is underway. Data collected from the pilot project may also be used to inform future grant applications for more long-term composting related projects.

There is also a low financial risk associated with the sale of the units. In the event that all units are not sold, FoodCycler will buy back unsold units after a period of 1 year from the delivery date. The cost to the municipality is only \$25/per unit, plus return shipping.

Communication Plan/Notice By-law Requirements: By-law required.

Strategic Plan or other Guiding Document:

2-4 The City will act as the catalyst for continuous improvements to the public realm.

2-14 The City will continue to advance our leadership position as “Stewards of the Lake” and “Stewards of the Land” by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.

ABOUT US

- Canadian company based out of Ottawa, ON
- Founded in 2011 – Company is 100% focused on Food Waste Diversion Solutions
- Products available in North America through FoodCycler Municipal / Vitamix and internationally through network of distributors & OEM partners



THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



MUNICIPAL IMPACT

WASTE MANAGEMENT IS A MUNICIPAL RESPONSIBILITY

LANDFILL

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues

ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO₂
- 1 tonne of food waste is equivalent to 1 car on the road for one year



COMMUNITY

Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

HAVEN'T WE SOLVED THIS ALREADY?



GREEN BINS

- Preferred solution for **larger cities** where **dense housing** and large processing facilities generate **economies of scale**
- **Contamination** is an ongoing challenge
- GHG emissions from curbside collection
- **Safety** concerns from additional trucks on the road



BACKYARD COMPOST

- **Cost-effective** but can be **labor-intensive** also
- May attract pests/animals or create unpleasant **odors**
- Most users **do not compost in winter** or inclement weather
- **Adoption rates are relatively low and stagnant**



LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance

THE SOLUTION

IN THREE SIMPLE STEPS



1. Add waste to bucket

2. Add bucket to unit

3. Press Start. That's it!



The resulting by-product can be used in many applications.



Vegetable & Fruit Scraps



Starches



Fish & Poultry Bones



Dairy Products



Tea bags & Coffee grinds



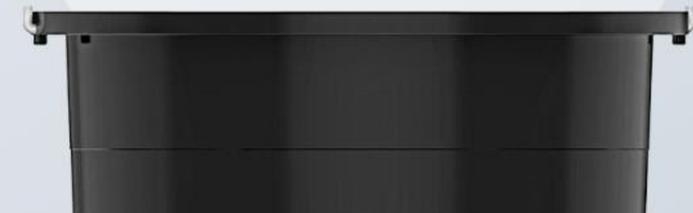
Egg shells



Nut shells, nuts & seeds



Meat, poultry & fish



90% FOOD WASTE REDUCTION

1 KG (2.5L) of wet,
smelly food waste



4-8 HOURS + 0.8 kWh
<10 cents / cycle

100 G of dry, sterile &
odorless soil amendment



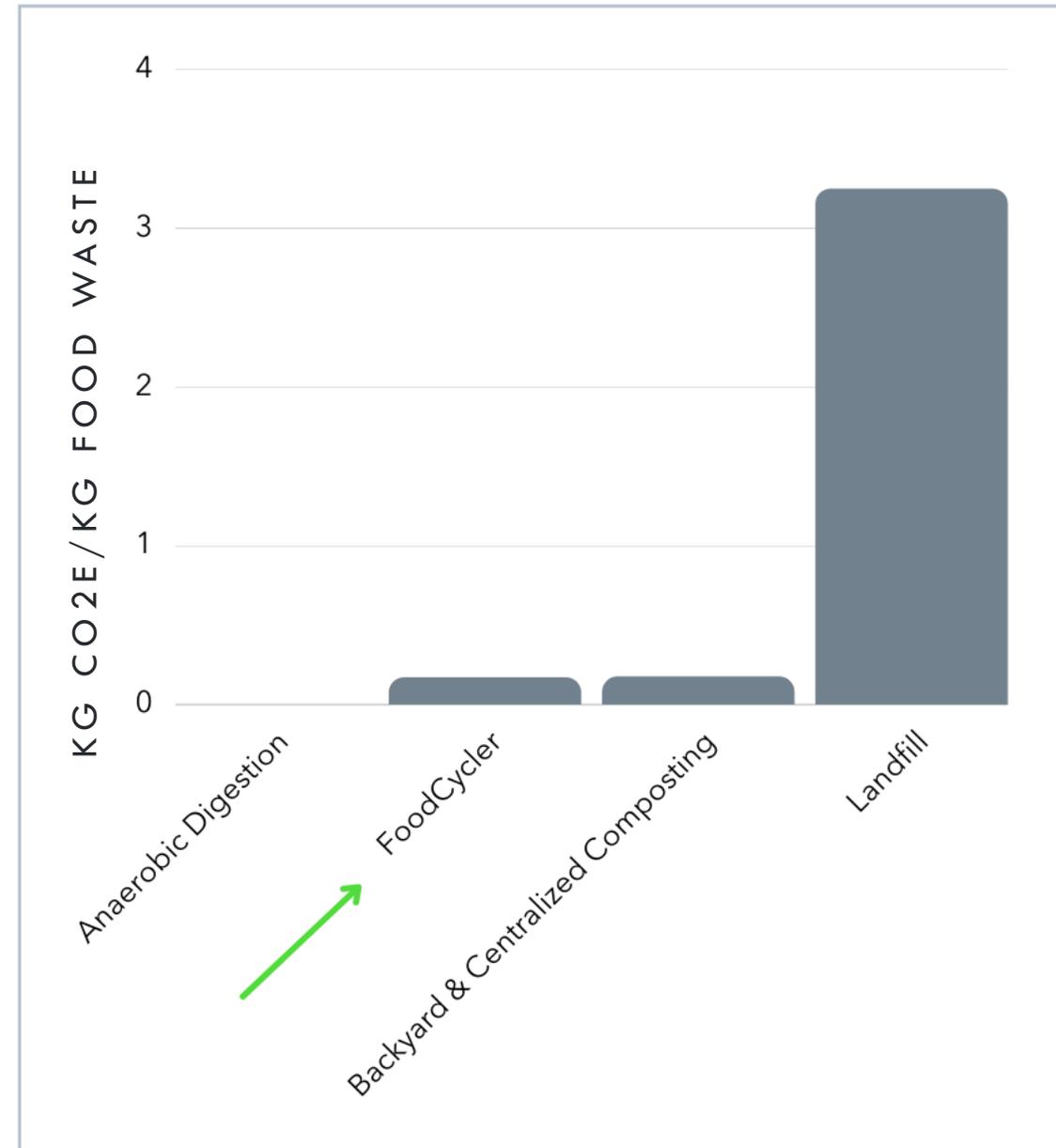
IMPACT

ENVIRONMENT

FOODCYCLER IS COMPARABLE TO:

- Central composting (with no transportation emissions)
- Backyard composting (if done correctly)
- **FoodCycler offers >95% reduction in CO2E vs. sending food waste to landfill**

Source: Based on carbon intensity of power grid = 0.08 kg/kWh in Ontario
**Incorrect backyard composting can lead to methane gases and odours



IMPACT ECONOMIC

EXAMPLE OF
IMPACT ON
WASTE
MANAGEMENT
OPERATING
COSTS



+



+



=

HAULING FEE

TRANSFER STATION
OPERATION

DISPOSAL FEE

**\$170 – \$250
/TONNE**



=

NO TRANSPORTATION OR PROCESSING

**< \$120
/TONNE**

* FoodCycler is a locked-in price not subject to wage increases, fuel surcharges or fee hikes

IMPACT

REGULATORY + SOCIAL PRESSURE

THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



Ministry of the Environment, Conservation, and Parks Food and Organic Waste Policy Statement:

Person or entity	Target
a) Municipalities subject to policy 4.1	70% waste reduction and resource recovery of food and organic waste generated by single-family dwellings in urban settlement areas by 2023
b) Municipalities in Southern Ontario subject to policy 4.2i	70% waste reduction and resource recovery of food and organic waste generated by single-family dwellings in urban settlement areas by 2025
c) Municipalities in Southern Ontario subject to policy 4.2ii	50% waste reduction and resource recovery of food and organic waste generated by single-family dwellings in urban settlement areas by 2025
d) Municipalities in Northern Ontario subject to policy 4.3	50% waste reduction and resource recovery of food and organic waste generated by single-family dwellings in urban settlement areas by 2025
e) Multi-unit residential buildings subject to policy 4.10	50% waste reduction and resource recovery of food and organic waste generated at the building by 2025
f) Industrial and commercial facilities subject to policy 4.14	70% waste reduction and resource recovery of food and organic waste generated in the facility by 2025

THE NELSON PILOTS



250 Households

Participated in the 2020 FoodCycler Pilot Programs.

25 tonnes

Approximately 25 tonnes of food waste were diverted over a 3-month period. Diversion continues to this day!



“WOULD YOU RECOMMEND FOODCYCLER?”

83% Yes

<1% No.

5.5% - Undecided.

5.5% - Need more time.

5.5% - Other.

 **4.5**

Average rating

FOOD WASTE CHALLENGE

IMPACT CANADA SEMI-FINALIST

Prizes

1. Semi-Finalists in Stage 1 received \$100,000
2. Semi-Finalists will move into Stage 2 and compete for a chance to be a Finalist and receive approximately \$400,000
3. Finalists will compete in Stage 3 to win one of two Grand Prizes of up to \$1,500,000

IN PARTNERSHIP WITH:



PILOT PROGRAM

12 WEEKS FROM START TO FINISH

PILOT TIMELINE

START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

NEXT STEPS

Full program design and implementation.

Many grants available!

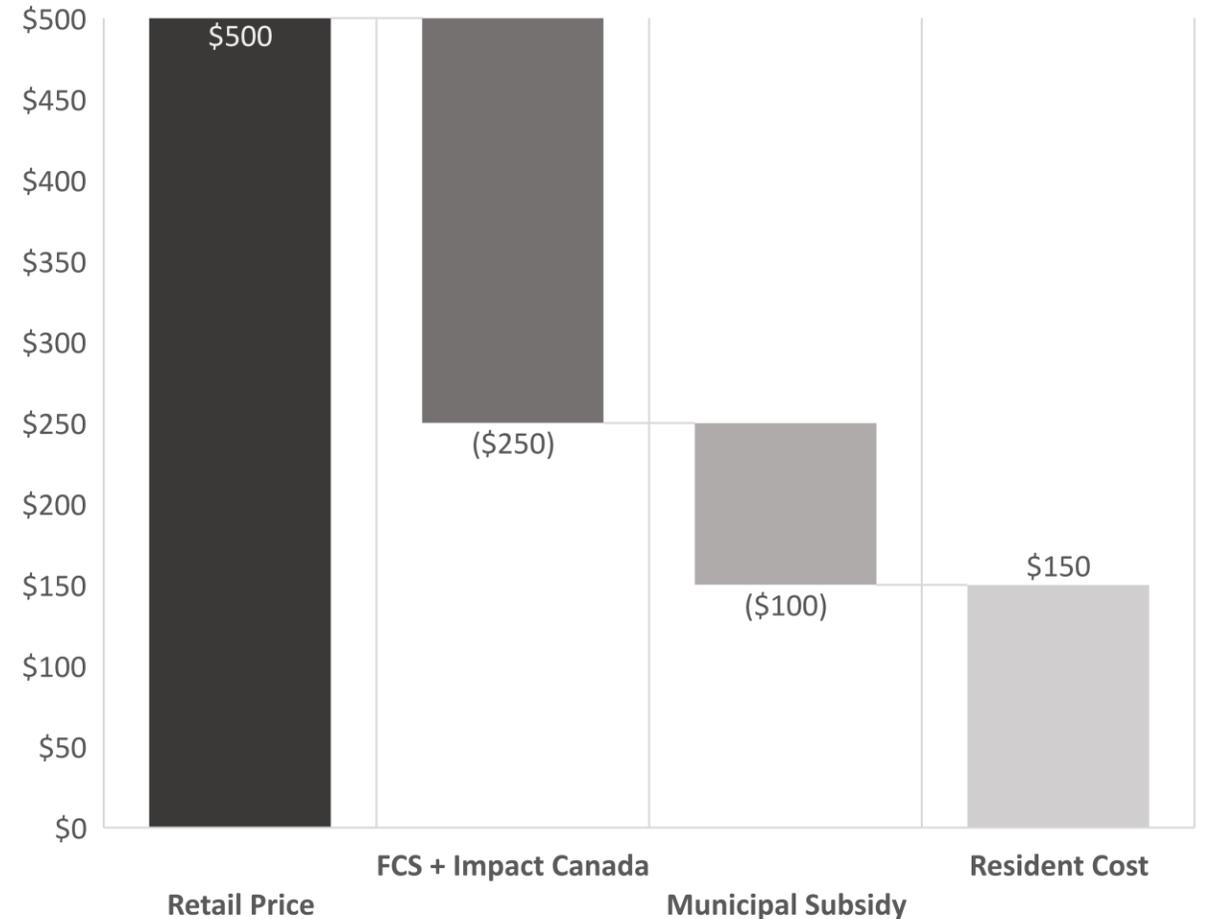
IMPACT CANADA - ROUND 2 OF FUNDED PILOTS LAUNCHES Q4 2021

Program recommendations:

Municipality Population	Pilot Scope	Municipal Investment
<2500 residents	36 households	\$5,000
2500 – 10,000 residents	100 households	\$12,500
>10,000 residents	250 households	\$30,000

- Includes shipping allowance
- Prices before applicable taxes

Impact Canada Pilot Subsidy Model



THANK YOU
ANY QUESTIONS?

Alex Hayman

Director of Strategy and Municipal Solutions

Email: alexh@foodcyclr.com

Phone: 613-979-4167

Christina Zardo

Manager of Municipal Solutions

Email: christinaz@foodcyclr.com

Phone: 613-402-7999



July 30, 2021

City Council Committee Report

To: Kyle Attansio, CAO

Fr: Adam Smith, Director of Development Services

Re: Budget Amendment – E-Permitting and Process Improvements

Recommendation:

That Council hereby approves an allocation of \$80,900 from Contingency Reserves for E-Permitting and Process Modernization; and further

That Council hereby authorizes the Mayor and Clerk to enter into a Transfer Payment Agreement with the Government of Ontario to support total eligible project costs up to a maximum of \$52,585; 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 August 24, 2021 meeting to withdraw funds from Contingency Reserves for a total amount of \$80,900 to complete this project; and further

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

Background:

In March 2021, the City of Kenora applied under the second intake of the Municipal Modernization Program (MMP) to support implementation of the Service Delivery Review which was completed earlier in the year. The City has recently received confirmation that it was successful under the second intake and the Province will be providing 65 percent funding to a maximum of \$52,585 for project costs. This budget amendment will allow staff to commence with the project. Upon receipt of the Transfer Payment Agreement a subsequent report will proceed as housekeeping item to formalize the commitment from the Province.

The Service Delivery Review report, prepared by Optimus SBR, provided information to support the implementation, enhancement, and improvement of the CityWide Software Suite. Doing so is projected to enhance user experience and will optimize CityWide software functionality for the City of Kenora.

The process improvements that were contemplated at the time of submission include:

- CityWide Permits
- CityWide Route Patrol Advanced Functionality
- CityWide Asset Collector
- CityWide Citizen Request Portal

Since that time, there have been other improvements considered that would meet the criteria of the Modernization program. This includes the digitizing of planning applications as part of the permits module. The E-Permitting platform may also be subject to change as it could be subject to a competitive RFP process due to the number of third party providers

and the scale of the project. All other improvements would be implemented through the existing CityWide software.

Budget:

Total projects costs are projected to be \$80,900 with 65% of eligible costs being covered by the Province. Staff are recommending that the 35% municipal cost share which is anticipated to be in the amount of \$28,315 to be funded through Contingency Reserve.

Risk Analysis:

There is a moderate risk to service delivery. Based on potential improvements to user experience and optimized functionality of the CityWide software, this is an opportunity that should also be pursued.

There is moderate financial risk associated with this project, given the required contribution by the City and annual license fees associated with the E-Permitting module. However, it is anticipated that efficiencies and savings will be gained by saving user time, improving data collection and accuracy. Further mitigation is anticipated through a building permit fee review which could lessen the impact of the annual license fee on the Operating Budget.

Communication Plan/Notice By-law Requirements: N/A

Strategic Plan or other Guiding Document:

- 2-1 The City will ensure that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process, with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-terms stability of our systems.
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.