



# City of Kenora

## Committee of the Whole Agenda

Tuesday, February 9, 2021

9:00 a.m.

Virtual Attendance

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 February 16, 2021 meeting:-

- Amend the 2021 Operating & Capital Budget to withdraw funds from the Pavillion reserves in the amount of \$11,520 for the construction of the OPP office area
- Adopt a bylaw establishing Council's remuneration rates for 2020 and 2021
- Amend the 2021 Operating & Capital Budget to withdraw funds from the parkade reserves to perform an emergency repair to the parkade
- Approve an investment to the Lake of the Woods Regional Community Foundation
- Declare the property locally known as 1125 Highway 17E as surplus to the needs of the municipality
- Adopt a new Tariff of Fees and Charges By-law to give effect to new rates outlined in Schedule "D" of the bylaw
- Accepts the Official Plan Policy Directions and Recommendations Report

### 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 January 12, 2021 and the Special Committee of the Whole meetings held December 14, 2020, January 4 & 5, 2021 be confirmed as written and filed.

### D. Deputations/Presentations

- Kathleen Lynch, President, Confederation College

## **E. Reports:**

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

Item Subject

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- 1.1. 2020 Q4 Contracts
- 1.2. December 2020 Financial Statements
- 1.3. 2020 & 2021 Council Remuneration
- 1.4. Boards & Committees Appointments Policy #CC-14-1 Amendment
- 1.5. Budget Amendment – Kenora Pavillion Renovations
- 1.6. 2020 City Successes

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

Item Subject

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No Reports

### **3. Operations & Infrastructure**

Item Subject

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- 3.1 Tariff of Fees and Charges – Schedule D – Roads Department Fees

### **4. Community Services**

Item Subject

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- 4.1 Budget Amendment – Parkade Emergency Repairs
- 4.2 Garden & Shrub Bed Maintenance Contract
- 4.3 Vending Services Contract Agreement – Recreation Centres
- 4.4 Investment of the Big Picture Legacy Fund to the Community Foundation
- 4.5 The Muse Summer Student Funding Application

### **5. Development Services**

Item Subject

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- 5.1 Ontario Government Budget Consultation Submission
- 5.2 Declaration of Surplus Land – 1125 Highway 17E
- 5.3 Purchase and Sale Agreement with Nature Conservancy of Canada for the sale of Town Island

**Other:**

**Next Meeting**

- Tuesday, March 9, 2021

**Motion - Adjourn to Closed Meeting:**

That this meeting now be adjourned to a closed session at \_\_\_\_\_ a.m.; and further

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following: -

- i) Educating & Training Members of Council (1 matters-Development Services Update)
- ii) Labour Relations (1 matter-CUPE Negotiations debrief)
- iii) Personal Matter about an Identifiable Individual (1 matter-Sustainability Advisory Committee Appointments)

**Adjournment.**



February 2, 2021

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: **Contracts & Expenditures Approved October – December 2020**

### **Recommendation:**

That Council hereby accepts the 2020 October – December 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, contract 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.



February 2, 2021

## City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: December 2020 Financial Statements

### Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at December 31, 2020.

### Background:

Attached for your information, please find the December 2020 summary expense and user fee statements for the City of Kenora and the Council department. At the end of December, the year is complete, and there should be none of the budget remaining. It is important to note however that invoices are still coming in for work completed near the end of 2020 and therefore some account may still be understated.

### Overall:

- Expenses at the end of December 2020 were below budget with 6.80% remaining to be spent. Water & Sewer 4.66% and Solid Waste 14.65% left in the budget.
- User fee revenues to the end of December 2020 are behind the budget with 34.10% left to collect. Water & Sewer 11.10% and Solid Waste has collected 5.58% more than the 2020 budget.

### Expenditures:

- **General Government** - The General Government expenses to date are below budget with 8.62% remaining in the budget.
  - **Mayor and Council** – A new line item in 2020, 1117450 related to various COVID related expenses has caused an increase in the actual spend in the Mayor and Council department in the amount of 101k to the end of December. Overall this department is overspent by \$32k with promo items still to be expensed for the year. The lack of travel in 2020 has helped this department overall.
  - **Administrators Office** – Contracted services currently over budget, however department overall is under budget as the CAO position was vacant until October 5<sup>th</sup>.
  - **City Clerk** – Close to budget at the end of December, while some line items such as legal are over budget, other line items such as advertising, training and travel came in under budget.
  - **Human Resources** – Under budget at the end of December. This was expected as the Human Resources Manager position remained vacant until Nov 16<sup>th</sup>, training and travel have minimal expenses at the end of December and legal expenses are below budget. There was however significant contracted services expenses that went over budget throughout the year.

- **Building and Grounds Maintenance** – Under budget at the end of December. Utilities and Repairs and maintenance make up most of this budget. Utilities are under budget with 12.50% remaining and repairs and maintenance are under budget with 8.71% remaining.
  - **Finance and Administration** – Overall close to budget at the end of December. Interest and bank charges, training, and travel are under budget at the end of the year.
  - **IT** – Wages under budget due to the voluntary layoffs related to COVID.
  - **Rentals** – Medical centre materials and supplies and contracted services are over budget. This is expected as expenses for the medical centre were budgeted for only a partial year, however the City retained the medical centre for the full year. The rental revenue for the Medical Centre is over budget to cover these expenses.
- **Protection** – The Protection Segment expenses to date are close to budget with 2.12% remaining in the budget.
    - **Police Services Board** – Expenses below budget as most travel was cancelled due to COVID.
    - **Police Building** – Over budget at the end of 2020, building expected to be disposed of earlier in the year therefore only a portion of the year was budgeted for.
    - **By-law** – Currently expenditures are below budget, mainly due to a gap in time where the department was down a by-law officer. Legal expenses over budget at the end of the year.
    - **Building Inspection** – Under budget due to the voluntary layoff and training budget was not utilized in 2020 due to COVID.
    - **Facilities & Property Management** – Slightly under budget due to wages, a small portion of the electricians wages were budgeted here however actuals do not get coded to this department. This has changed in next year's budget.
    - **Emergency Measures** – Under budget for the year as the Emergency Control Group had decided not to renew the Everbridge program in 2020 which was due to low subscriber rates to the program. Also there was no travel in 2020 due to COVID.
    - **911 Emergency Access** – Consists of the 911 contract paid for entire year.
    - **Health and Safety Committee** – Several Health and Safety courses were not completed in 2020 as it has been more challenging to book these courses with COVID-19 and physical distancing. Ministry of Labour Ergonomic Initiative was in progress during the year however the bill for 2020 has not yet been received. This initiative has carried forward into 2021.

- **Transportation** – The Transportation Department expenses to date are under budget with 13.00% remaining in the budget.
  - **General Roads Maintenance** – Increased budget in 2020 as sidewalk work was moved from unusual spend to operating. Materials and supplies for sidewalks are currently under budget. Part time wages under budget as much of the summer student's actual wages were mainly coded to parks this year. Summer student wages budget to change in 2021. Overall roads wages in the 311, 313, 314, 315 departments are below budget as more of the budgeted roads wages should have been allocated out to other departments such as the cemetery and Barksy Facility. There was also a position vacant for the majority of the year and a couple positions that were vacant for part of the year. In discussions with the roads lead, the roads department completed more work for the Water & Sewer department than expected, which would cause and under budget in some of our roads departments and an over budget in some of our Water & Sewer wages.
  - **Bridge Maintenance** – Bridge maintenance is slightly over budget for the year. Bridge waterproofing was completed in August and contracted services work completed in September. Use of own equipment went slightly over budget for the year.
  - **Paved Roads Maintenance** – Under budget at the end of December. The new DTR interest has been budgeted to the paved roads department, however actual has not yet been recorded. With this recorded, the paved roads department would be close to budget at the end of the year.
  - **Loosetop Roads** – Loosetop roads are over budget at the end of the year and slightly overspent for the year. Resurfacing materials and patch/washout materials are over budget.
  - **Winter Control Maintenance** – Winter control maintenance is under budget at the end of the year with 16.01% remaining. This is significantly better than last year as winter control was 3.24% overspent. With that said, salt and sand for November and December is still to be recorded.
  - **Safety Devices** – The main expense in this department includes the line painting contract which came in over budget. A budget amendment was made during the year to account for this overage in the amount of \$7,000 to come from the roads reserve. The crossing guard expenses were below budget in this department as schools were closed from mid-March in 2020. Higher wages coded to safety devices than expected in 2020.
  - **Parking Rentals** – Right on budget at the end of the year and is close to last year's spending.
  - **Streetlighting** – Streetlighting appears to be below budget with materials & supplies under budget at the end of the year. With debt interest recorded this department will be very close to budget.
  - **Docks & Wharfs** – Expenses are under budget at the end of the year. Docks is very close to budget at the end of the year. Contracted services are under budget in wharfs, however it is in line with prior year spending.
  - **PW Barsky Facility** – Barsky facility is currently over budget. Some wages from roads employees have been coded to this department for work at the building. A wage allocation has been made to budget for employee time starting in 2021.
  - **Warehouse** – Utilities under budget at the end of the year. No repairs and maintenance expenses for the 2020 year.

- **Garage and Shop** – The garage and shop has been charging out inventory & materials and supplies at a markup to other departments to better represent the costs associated with the work being completed. A parts inventory for garage and shop is to be set up for the end of the year 2020. Subscriptions and memberships currently under budget as CVOR expenses have been pushed to 2021 due to COVID.
- **Environmental** – The Environmental Department expenditures are under budget with 5.14% remaining. 4.66% left in the budget in Water & Sewer and 14.65% remaining in Solid Waste.
  - **Storm Sewers** – Storm sewer work is currently under budget at the end of December. This budget is mainly made up of an allocation of our roads wages. Too much of the roads wages budget was allocated to Storm sewers in 2020 as this work varies from year to year.
  - **Blue box collection** – Wages and rental of own equipment slightly under budget for 2020, both are comparable to prior year.
  - **Recycling facility** – Rental of own equipment exceeded budget in 2020. As usage was higher in 2020, more was budgeted in 2021 to account for this. Wages also exceeded budget.

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

- **Sanitary System/Waterworks** – Sanitary system wages are under budget and waterworks is currently over budget. This is in line with prior year spending. More wages were required in Waterworks than in Sanitary system based on past spending, but this can vary from year to year. Wages overall expected to be below budget with a vacant division lead for a portion of the year.
- **Sewer & Water Treatment Plants** – Sewer treatment plant wages are currently under budget, wages were budgeted too high in 2020, this was adjusted in the 2021 budget. Water treatment plant chemicals and lab tests are under budget at the end of the year. Also, a summer student was budgeted for at the water treatment plant in 2020 however no student was hired.
- **Water & Sewer General Vehicles** – recovery is higher than budgeted, this has been adjusted for the 2021 operating budget.
- **General Water Standpipe & Booster Stations** – Materials and supplies and contracted services are under budget at the end of the year. Utilities is over budget, and in line with prior year spending. This budget has been increased for 2021.

**Solid Waste** – Overall solid waste behind budget and below prior year spending.

- **Hazardous Waste** – Hazardous Waste day's expenses is still below budget at the end of the year mainly due to contracted services. These contracted services can vary greatly from year to year and depend on what is brought in to the transfer facility.
- **General Solid Waste Vehicles & Equipment** – Recovery higher than anticipated. Budget was adjusted in 2021.

- **Transfer Facility/Landfill** – Under budget at the end of the year. Wages are split between Transfer facility, Landfill, and recycling facility for the facility operators. This work can vary between each department from year to year. There was an operator position that was vacant for most of 2020 that couldn't be filled. Also in 2020 of the 3 summer students budgeted for, 3 were hired but not for the full season.
- **Health Services** – Health Services are over budget at the end of the year.
  - Northwestern Health unit gave a rebate to bring the 2020 levy down to the same level in 2019.
  - **Cemetery** – User fees are below budget for the year at this time which has caused an increase in city funding required. Excavations expenses are higher than budget in 2020, more budget has been allocated here in 2021. Wages over budget at the end of the year as during the voluntary layoff period some employees were reallocated to the cemetery department but were budgeted for in other departments.
- **Social and Family Services** – Social and Family Services is slightly over budget at the end of the year. Pinecrest's allocation was over budget by \$30.8k, as the allocation was budgeted at a 2.2% increase but the actual request came in after the budget process at a 4.04% increase over the 2019 amount. The KDSB requisition came in after the 2020 operating budget was determined and came in slightly higher than budgeted.
- **Community Services** – Overall Community Services expenses are below budget with 12.13% remaining.
  - **Parks** – Over budget at the end of the year due to relocated part time employees during COVID-19. Also, all summer students report to this department and code most of their time to parks, however the majority of summer students are budgeted in roads. This has caused an under budget in roads and over budget in parks. The summer students have been budgeted in parks for the 2021 budget.
  - **Anicinabe Park** – Anicinabe, utilities are reimbursed for months that the park is not operating. This reimbursement has not yet occurred for 2020.
  - **Coney Island** – Over budget for the year. There was an unexpected washroom and concession plumbing repair that put contracted services over budget. Materials and supplies also came in over budget for the year.
  - **Norman Park** – Utilities slightly under budget but comparable to prior year actuals. There was a new insurance expense related to the splash park in 2020 that was not budgeted for.
  - **Harbourfront** – Close to budget and is mainly made up of the plant and flower contract. These contracted services are right on budget. Utilities are under budget and relate to the goodwill geyser. These utilities have been consistent the past two years and the budget was reduced in 2021 to be in line with actuals.
  - **Ballfields** – Under budget and below spending at the same time last year. Wages lower than budget, which was expected as less time was required to maintain ball fields with the shortened season. Contracted services is right on budget and relates to the washrooms cleaning contract.
  - **KRC Complex** – Under budget and actuals are less than prior year at this time. This was expected with the voluntary layoffs due to COVID. Some employees were reallocated to the parks department. Contracted services below budget as some expenses were not required with the COVID shutdown.

- **Thistle & KM Arena** – Expenses are below budget as expected for this seasonal department. Below last year’s spending as expected with the earlier shutdown due to COVID.
  - **MSFC Pool** – Expenses are below budget and below last year’s spending for the year with wages being the largest factor. This was expected due to COVID with the voluntary layoff. Repairs and maintenance, training, and travel all under budget for the year.
  - **KRC External Facilities** –Wages are under budget for this department at the end of the year as expected due to COVID and the voluntary layoffs.
  - **Recreation programs** –These programs expected to be under budget for the year as there was less program than last year due to COVID.
- **Planning & Development** – Planning & Development expenses are under budget with 15.64% left in the budget.
    - **Planning Operations** – Planning Operations wages are under budget as the City planner was vacant for 4 months. No travel or training expenses spent to date.
    - **Development Services** – In 2020 you will see this new department related to work from our Development Services Manager and Research and Special Projects Officer. Slightly under budget at the end of the year with minimal training and travel during the year due to COVID.
    - **Planning Advisory Committee** – No travel or training expenses spent for the year as expected with COVID.
    - **Labour Action Centre** – With the Labour action centre started you will see expenses under department 826. These expenditures are fully funded.
    - **Tourism/Tourism Facilities/Special Events** – Tourism activities were lower than in previous years due to COVID. Several expenses are under budget at the end of the year with wages being the majority. Tourism students were not hired for the same length of time as previous years. Facilities expenses were under budget as there were no events utilizing the whitecap or thistle pavilion. Debt interest still to be recorded for the Whitecap pavilion.

**User Fees:**

- Overall, user fees are below budget projections with 34.10% remaining to be collected at the end of the year.
- **General Government**  
General Government overall is close to budget with 3.36% collected over and above budget.
  - **City Clerk** – Under budget for the year as lottery license fees, business licenses and civil marriage revenues are down due to COVID.
  - **Finance and Administration** – User fees are right on budget with merchandise sales slightly over budget and tax certificates slightly under budget.
  - **Rentals** – Over budget at the end of the year as the Medical Building Rent has continued when it was only budgeted for a few months in 2020. Rent revenue will continue until the building is sold.

- **Protection to Persons and Property**

Protection to Persons and Property is below budget at the end of the year with 16.71% remaining.

- **Fire Department** – User fees are over budget with 14.05% collected over the year's budget. Fire Marque revenues have exceeded the annual expectations, with \$39k in revenues.
- **OPP** – Revenue currently under budget as the OPP municipal revenue report has not been received since March. This should catch up when OPP sends out their quarterly reports. A quarterly payment for \$7.8k was received in December, however actuals still behind budget.
- **Building Inspection** – Building inspection is exceeding at the end of the year with \$18.5k collected over the year's budget. Building inspection revenues can vary from year to year as they are dependent on development in the community.
- **Provincial Offences** revenue is dependent on the fines assessed in this area and can vary from year to year. First quarter & second quarter revenues were calculated and expenses exceeded revenues. Third quarter revenues were calculated at \$16,771 for Kenora. Fourth quarter revenues have not yet been calculated.

- **Transportation Services**

Transportation user fees are under budget with 28.72% left to collect.

- **Conventional Transit** – Transit user fees are significantly below last year's actuals likely due to less ridership during COVID. Revenues are 30.2k behind prior year.
- **Metered parking/Parking rentals** – the largest revenues in transportation services comes from metered parking and parking rentals. While parking rentals is closer to budget, it is still down from prior year actuals at the end of the year. COVID caused reduction in traffic and parking. Free parking that was offered in July will account for some of the lower revenues as well. The City is still down 197.7k from budget in metered parking at the end of the year. Free parking was also offered in December and will account for some of this variance.
- **Docks & Wharfs** – Docks revenues are behind last year's numbers and below budget which was expected with the slow start to the tourist season due to COVID. Wharf revenue was also significantly affected by COVID.

- **Environmental Services**

Environmental services user fees are under budget with 16.18% remaining to be collected. 11.10% of Water & Sewer User fees are also still to be collected and Solid Waste has collected 5.58% more than budgeted.

- **Blue box collection** – Under budget with the fourth quarter now posted. Less commercial recycling than prior year likely due to many businesses being closed when COVID-19 started.

### **Water & Sewer**

- **Water and Sewer** at the end of December there are just shy of 11 months of Water & Sewer revenue recorded. This is behind last year's actuals as the accrual for Water & Sewer revenues has not yet been recorded for 2020. Water & Sewer user fees are a little more than one month behind budget with 11.30% and 10.89% not yet collected respectively. With more than 1 month still left to be recorded it is expected the city will be close to budget.

## **Solid Waste**

- **Garbage Collection** – Bag tag sales are up considerably from last year and from discussion with the environmental division lead this is due to the transfer station encouraging people to purchase full sheets of bag tags instead of coming to the transfer station and dropping off one bag at a time. This was encouraged during COVID to lessen the need for contact at the transfer station for single bag purchases. The City's Solid Waste supervisor believes this has caused an increase in bag tag sales from previous years.
- **Transfer Facility** – Tipping fees are below budget at the end of the year, and below last year's actuals. A couple fires last year increased transfer facility revenues for the tipping fees associated with cleanup.
  
- **Community Services**  
Community Services are below budget with 46.17% left to collect. Community services was the most affected by COVID with the fitness centre, arena, pool, ballfields and recreation program revenues all down. We have seen KRC complex revenues and pool revenues start again after the closure but not with the same capacity as pre-COVID.
  
- **Planning and Development**  
Planning and Development user fees are under budget with 53.68% remaining to be collected. User fees in planning and development vary from year to year and depend on activities and developments in the community.
  - **Tourism/Tourism Facilities/Events** – This includes all of the rentals of the white cap pavilion, food truck rentals, and MS Kenora Pavilion rental. Whitecap Pavilion rental fees were nil this year due to COVID. We also expected food truck rentals to be minimal due to the shortened season with COVID.

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.



January 13, 2021

## City Council Committee Report

**TO: Kyle Attanasio, CAO**

**FR: Heather Pihulak, Manager of Administration/City Clerk**

**RE: Council Remuneration**

### **Recommendation:**

That in accordance with Council's Annual Remuneration Policy #CC-15-1, Council hereby establishes Council's 2020 Remuneration to be set at Mayor \$39,461 and Council \$19,802 with per diems established at \$191 effective January 1, 2020; and further

That Council's 2021 Remuneration be set at Mayor \$40,053 and Council \$20,099 with per diems established at \$194 effective January 1, 2021; and further

That in accordance with Notice By-law #144-2007, notice is hereby given that Council intends to adopt a by-law establishing Council remuneration rates for 2020 and 2021 at its February 16, 2021 meeting; and further

That the appropriate by-law be passed for this purpose.

### **Background:**

Council's Annual Remuneration Policy #CC-15-1 establishes the following:

#### **1. Annual Remuneration:**

Annual economic adjustment to Council remuneration will be based on the actual annual percentage adjustment approved for the City's Non-Union Group.

#### **2. Remuneration approved by By-law**

All annual remuneration increases will be ratified by adoption of the required by-law and provision of any applicable notice in accordance with Council's Notice By-law.

Council approved an economic adjustment of 2% to the City's non-union pay grid for 2020. Council approved an economic adjustment of 1.5% to the City's non-union pay grid for 2021.

A corresponding incremental adjustment to Council remuneration represents the following:

<b>2020</b>	Annual Remuneration	Per Diems
Mayor	\$39,461	\$191
Council	\$19,802	\$191

<b>2021</b>	Annual Remuneration	Per Diems
Mayor	\$40,053	\$194
Council	\$20,099	\$194

**Budget:** The 2020/2021 cost for the economic adjustment has been included in the City's 2021 operating budget.

**Communication Plan/Notice By-law Requirements:** bylaw & public notice

**Strategic Plan or other Guiding Document:**

City Policy #CC-13-1

**ERM Assessment:**

Moderate risk in relation to the City's ability to attract a strong pool of candidates to future elections. This is considered a positive risk and should be pursued.



January 25, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Heather Pihulak, Manager of Administration/City Clerk**

**Re: Boards & Committees Policy Amendment #CC-14-1**

**Recommendation:**

That Council gives three readings to a bylaw to amend the City Boards & Committees Policy #CC-14-1 to reflect changes in application review by administration; and further

That bylaw number 72-2019 be hereby repealed.

**Background:**

The City has a comprehensive Boards and Committees policy that guides the process for the various Boards and Committees of Council. We have seen a great deal of interest in our various Boards and Committees as of late, and as the community input on these Committees are important. We want to ensure we are appointing the best candidates for the vacancies and therefore reviewing the existing process for review of applications.

Reviewing the Boards and Committee applications can be onerous and therefore to assist Council with these reviews, the amendment to the policy will permit staff who support the various Boards and Committees to provide their feedback and summary of candidates strengths to Council. Ultimately the decision for appointment still rests with Council.

**Budget:** N/A – administrative only

**Risk Analysis:** There is low risk associated with this report. This further analysis by the applicable staff to assist Council with the review increases the likelihood of appointing the most suitable candidates to the Committees.

**Communication Plan/Notice By-law Requirements:** Bylaw

**Strategic Plan or other Guiding Document:** Administrative

## Boards and Committees Appointments Policy



Section	Date	By-Law	Page	Of
City Council	<del>May 21, 2019</del> <u>February 16, 2021</u>	<del>72-2019</del>	1	7
Subsection	Repeals By-Law Number		Policy Number	
Boards and Committees Appointments	<del>9-2011</del> <u>72-2019</u>		CC-14-1	

### Background/Purpose

Council is required by provincial legislation to establish certain local boards and committees. Following each Municipal Election Council appoints Members at-large to serve on a number of Boards, Committees, Groups or other bodies, and it is deemed necessary to have a Policy to cover the process of making these appointments for consistency purposes.

### Policy Statement

The Corporation of the City of Kenora encourages the participation of the general public in the municipal government process by appointing citizens to its various Committees as required by statute, invitation or initiative.

It shall be the policy of the City of Kenora that all municipal appointments, unless stated in part of a statute, by-law, regulation, and constitution or otherwise, shall generally be on the basis of public advertisement through the Clerk's Office. Such advertisement shall invite open applications by persons for appointments and submitted to Council for consideration and approval by way of resolution.

This policy does not apply to a Compliance Audit Committee established by Council under the provisions of subsection 81.1(1) of the Municipal Elections Act.

This policy does not apply to any standing committee comprised of all Council members.

The Clerk is responsible for interpreting this policy and establishing any forms which may be required by this policy.

### Eligibility

All applicants must be at least 18 years of age, unless deemed otherwise by Council should they wish to invite participation from Kenora's youth.

All applicants must be a Canadian Citizen.

## Boards and Committees Appointments Policy

Policy Number	Page	Of
CC-14-1	2	7

All applicants must be an eligible municipal elector of the City of Kenora, however from time to time, Council may wish to involve citizens from the outlying or unincorporated areas, and they reserve the right to waive this requirement to allow such citizens to participate.

Municipal employees cannot be appointed to any board or body to which the Council makes appointments as a voting member, however municipal employees may be appointed as resource persons.

To remain an active member, appointees are required to maintain their eligibility and qualifications throughout their term.

In addition to general eligibility requirements, the specific skills and experience for membership on each board or committee shall be established by way of the Terms of Reference. The following guidelines may be considered in establishing any such qualifications:

- a) Ability to perform the duties of the Board or Committee, including any complementary skills, and/or competencies
- b) Areas of specialization where required, experience, or community service

Applicants should consider whether they have a real or perceived conflict of interest in relation to the mandate of the Board or Committee prior to application, including any direct or indirect pecuniary interest with the City. Disclosure of such potential conflicts does not mean that an applicant is automatically ineligible for an appointment, but Council may assess potential conflicts in its determination of whether the applicant should be considered. Disclosure (or non-disclosure) of any such conflicts is the full responsibility of the applicant.

### **Committee Conduct**

Committees are established to provide informed advice and guidance and to facilitate public input to City Council on programs and ideas reflected in the Board / Committee terms of reference.

Council recognizes the value of the impartial and objective advice received from committee members and the challenges and inherent restrictions facing committee members in assessing and recommending various options in a conscientious and ethical manner.

## Boards and Committees Appointments Policy

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Advisory committees, when carrying out their committee responsibilities, are expected to:

- Act in the best interest of The Corporation of the City of Kenora for the purposes established in the terms of reference for the specific Board or Committee
- Fulfills the mandate of the committee and acts for the overall good of the Board/Committee without prejudice;
- Respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
- Demonstrates respect for all fellow committee members, Council, the public and staff;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence in preparing for meetings, special occasions, or other committee related events;
- Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
- Conforms to relevant legislation, by-laws, policies and guidelines
- Contributes in a meaningful manner, offering constructive comments to staff, fellow members of the board/committee and members of Council

In the performance of his or her duties, a board/committee member shall not:

- Place him or herself in a position where a member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
- accord preferential treatment to relatives or to organizations in which the member, his or her child, parent or spouse, have an interest, financial or otherwise;
- deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or his or her immediate relative;
- place his or herself in a position where the member could derive any direct benefit or interest from any matter about which he/she can influence decisions; and
- benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public.
- Where a Board / Committee member believes he or she has a conflict of interest in a particular matter, he or she shall:
  - prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
  - ii) remove themselves from the table for the duration of time that the matter is being considered and during in-closed session, remove themselves from the room;

## Boards and Committees Appointments Policy

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- o iii) not take part in the discussion or the vote on any question or recommendation in respect of the matter; and
- o iv) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

### Application

The Office of the Clerk shall arrange ~~for a public notice to be placed in the local newspaper in the fall of a Municipal Election year advising eligible citizens to publicly advertise vacancies~~ of the various Boards and Committees that require appointments.

All vacancies for the Boards and Committees ~~shall~~ may be advertised in the local media and/or other media avenues and any manners determined by the Clerk.

All applicants must complete a Committee Membership Application Form and submit same to the Office of the City Clerk in accordance with the imposed deadline date. Such applications shall be considered public documents.

### Selection Process

After a vacancy has been advertised, the Clerk shall prepare an evaluation criteria matrix based on the terms of reference for the specified committee. This matrix, along with the applicants will be provided to the staff lead for the committee to provide a robust evaluation and recommendation for Council to consider the applications. The initial review by administration will provide Council a clear guideline of the strengths and assets that each applicant may bring to the committee. This matrix and recommendation will then be provided to Council with a report which will ~~and~~ include all applications received to date in relation to the vacancy. that office.

Where an applicant is clearly disqualified from a particular office by virtue of this Policy or other applicable law, the Clerk is authorized not to provide such applications to Council.

The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council shall review applications for office in a Closed Session Meeting prior to confirming appointments at an open Council Meeting.

In consideration of applications, Council may review any materials, including the applications, any references, conduct interviews with applicants and/or solicit recommendations from existing Local Boards and Committees, which is retained through the Clerk's office.

Applicants will be selected based upon suitability, in the opinion of Council, to perform the tasks required by the office. Council shall avoid making an appointment which

would create a conflict of interest or a perception of a conflict of interest relative to the activities of the Boards and Committees and the affiliation, profession or occupation of the appointee. Council shall have regard for legislation which may restrict or impinge upon Council's latitude with respect to the Boards and Committees appointments.

## Boards and Committees Appointments Policy

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Unless otherwise provided for by legislation or operating procedures, the term of appointments shall be made at the pleasure of Council but said appointments shall not go beyond the term of Council making such appointments. Typically appointments commence at the beginning of the term of a newly elected Council.

Members whose term(s) of office are expiring may be considered for reappointment, subject to their desire to serve, however it is preferred that no Member of any Committee be appointed for more than two (2) consecutive terms of Council. As such Council reserves the right to override this rule as deemed necessary. All appointments must reapply at election time for reconsideration of appointment.

### Notification

The Office of the Clerk notifies all applicants, in writing, of Council's decision.

The Office of the Clerk notifies all Boards and Committees, in writing, of the Council appointee(s) following ratification of such appointment(s) by Council.

### Vacancies

Where a vacancy occurs as a result of resignation or other reason, the City Clerk is to be so advised and shall notify any previous unsuccessful candidates who have applied within one year of the resignation to determine whether they wish to let their name stand for appointment.

If there is no interest or no pool of candidates to draw from, the City Clerk will arrange for a public notice and advertise the applicable vacancy, which then will follow the appointment process outlined above.

### Resignation, Withdrawal or Removal from Office

Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk.

Under special circumstances, members may temporarily withdraw from office, upon the consent by resolution of Council, for a period of time not to exceed three (3) months. Such withdrawal shall be effective upon receipt of a notice of withdrawal by the Clerk. The Clerk shall prepare a report for Council consideration and notify the member of the decision of Council.

## Attendance

Members are expected to attend all meetings. Should an appointee be absent for three (3) consecutive meetings, as reflected in the minutes of the Boards and Committees, Council may, with or without a recommendation from the Boards and Committees, resolve to remove said Member from office. The Clerk's office shall prepare a report to advise Council of any Boards or Committees where membership and attendance on that Committee does not meet the policy guidelines.

## Boards and Committees Appointments Policy

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Board/Committee members, including members-at-large and agency representatives, shall be deemed to have resigned their appointments if they are absent from their regular Board / Committee meetings, without the prior consent of the Municipal Council, unless they are absent for health reasons, in which case the continuation of their appointment shall be determined by the City Clerk, in consultation with the Board / Committee Chair. While alternate members are encouraged to regularly attend meetings so as to remain current with the Advisory Committee's business, the attendance rule shall only apply to absences from those meetings for which they have been requested to attend as a voting member, but have not done so.

The City Clerk shall be required to give written notice to any member who has exceeded the above absence threshold and shall invite the absentee to provide a written explanation for the absences, on the understanding that such written explanation will be reviewed with the Board / Committee Chair before a report is presented to Council for decision.

Board / Committee members shall inform the staff support of any anticipated absences from upcoming meetings and such advance notice shall be recorded in the Board / Committee's minutes.

## Remuneration

Generally, Members who sit on Boards and Committees do not receive compensation; however, remuneration may be established at the discretion of Council. If Council decides by resolution to grant remuneration to Members who sit on Boards and Committees, the Terms of Reference for that Local Board or Committee shall be amended by the Clerk to reflect the change. This is not applicable to Boards or Committees that through Legislated terms remuneration is required.

## Review

In an election year of Council, the Clerk shall present a report to Council for review of all Boards and Committees of the City of Kenora to determine if changes are deemed necessary by those boards or committees and the Council members representing such. Council will give consideration to the terms of reference for each

committee and review the relevancy of that board/committee and make any necessary adjustments deemed appropriate prior to the election and advertisements for new appointments.

**Boards and Committees Appointments Policy**

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**Orientation Sessions**

Following the Boards and Committee appointment process at the beginning of each Council term, the City Clerk’s Office in partnership with the Integrity Commissioner, shall conduct an orientation session for new Board and Committee members and shall provide training on conflict of interest and meeting procedure for the Boards and Committees. The staff lead to each committee shall work with the Clerk on this process.



January 20, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Heather Pihulak, Manager of Administration/City Clerk  
Shaun Clifford, Parks & Facilities Division Lead**

**Re: Budget Amendment – Pavillion Renovations**

### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$11,520 towards the construction of an office area in the Kenora Pavillion for an OPP downtown office presence; 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 February 16, 2021 meeting to withdraw funds from the Pavillion reserves in the amount of \$11,520 for the construction of the OPP office area; and further

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

### **Background:**

Detachment Commander Duggan reached out to Administration of the City to discuss options within a City facility for a downtown presence for the OPP. The Commander has made it a priority of the OPP detachment staff to continue to be present in the downtown core and having a small office space for officers to complete required paperwork and briefing is a key factor to their presence in the downtown. They have been located in the Youth Hub for the past six months and are now required to vacate the location due to the expansion of their programming.

Administration reviewed options in the downtown and identified the benefits of having an office for the OPP in the Pavillion at the Harbourfront. This location has continued problems with vagrancy, presence of drug activities and violence. City administration and Detachment Commander Duggan feel strongly that this is a key area for the OPP to have an office and a regular presence. The small investment for renovations to the Pavillion will have significant impact to City operations and improve the continued issues the staff face in this area.

To complete these renovations, we intend to utilize internal maintenance staff who work in the Recreation Centre that are working on various maintenance projects while the facility is closed to the public. There are a few items that we will require budget amendment to complete the project including building materials, electrical changes and a new desk for the Pavillion visitors.

The renovations will also create a more efficient service centre for the Pavillion and increase safety for the staff by reconfiguring the existing set up.

**Budget:** \$4,000 electrical changes, \$1,670 for an accessible door addition to the Harbourfront entrance doorway, \$1,500 office building supplies, \$4,350 for a new service desk

**Risk Analysis:** Constructing this office will lower the risk to the staff and public with the OPP presence in the building. Safety continues to be an issue in this building and the direct area and having the OPP presence will lower the risks associated with the ongoing issues in the area.

**Communication Plan/Notice By-law Requirements:** bylaw

**Strategic Plan or other Guiding Document:**

2-4 The City will act as the catalyst for continuous improvements to the public realm  
3-14 The City will forge stronger relations with neighbouring communities and area municipalities by City staff, particularly those that help ensure tight co-ordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police, and the neighbouring communities



January 25, 2021

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Leadership Team

Re: City's 2020 Achievements

### Informational Report Only:

#### Background:

2020 proved to be a challenging year for the City, country and world as we all faced a world-wide pandemic together. While the 2020 goals and objectives for the City were already established by Council, administration needed to quickly adapt to how these goals could be achieved through the challenges that the pandemic inflicted. Council remained committed to projects and moving our community forward through these challenging times which afforded administration the opportunity to ensure we could still achieve our targets working within the health recommendations.

The achievements listed are a reflection of the hard work, dedication and commitment from City staff to ensure the City continued to grow and make improvements to our City throughout the pandemic. Council and staff are proud of the achievements that were accomplished in 2020 despite the adversities they faced.

### Celebrations within Development Services

#### **Second Street Gateways**

Further implementation of the wayfinding program with the installation of tri-banner gateway on Second Street South – supported by the Municipal Accommodation Tax and Destination Northern Ontario.

#### **Launch of Five Year Economic Development and Tourism Strategy project**

The City received funding approval from Northern Ontario Heritage Fund Corporation (NOHFC) for this project in 2020 and have initiated the development of a new economic development and tourism strategy that will assist the City of Kenora to allocate Municipal Accommodation Tax revenues over a five year period.

#### **First Open Air Street Markets**

Two open air markets were hosted in August on Main Street. Development Services and Community Services were proud to support this initiative alongside the Kenora and District Chamber of Commerce and Kenora Hospitality Alliance.

#### **Completion of Growth Management and Vacant Land Supply Analysis**

Supported by Northern Ontario Heritage Fund Corporation (NOHFC), this project was completed in 2020 and resulted in the development of vacant land profiles for City of Kenora owned properties.

### **Community Improvement Plans**

Over \$120,000 was committed to new Community Improvement Plan (CIP) projects. The City of Kenora received 5 project applications in 2020, representing all 3 project areas. We saw our first 'Former Mill Site' CIP application for construction of a new commercial office building and building is currently underway.

### **Outdoor Commercial Patios**

Amendments to the Outdoor Commercial Patio policy supported a more streamlined approach to the development of pop-up dining spaces on municipal sidewalks and parking spaces.

### **Sale of the Howard Property**

The sale of the Howard Property was completed and the City committed of \$250,000 to support the development of seniors housing on the site.

### **Launch of Official Plan (2015) and Zoning By-law 101-2015 Review**

The Planning Division with WSP consultants began the review process of the Official Plan (2015) and Zoning By-law 101-2015 which included one community engagement event, an online visioning workshop, and a community survey to date. The project is expected to be completed in April 2022.

### **Mill Site Re-Development**

In early 2020 the passing of By-law Number 190-2019 Official Plan Amendment and By-law Number 191-2019 Zoning By-law Amendment for the location known as the 'Former Mill Site' that will support a combination of Industrial, Commercial and Residential uses.

### **The Proposed Draft Plan of Subdivision on the Former Mill Site**

Approval was granted to divide the Former Mill Site into fifteen (15) proposed lots, creating twelve (12) ML- Light Industrial lots and three (3) R3- Residential – Third Density lots.

### **Virtual Planning Advisory Committee Meetings**

As the Province of Ontario declared a State of Emergency and took significant steps to limit the transmission of the COVID-19 virus, The City of Kenora Planning Advisory Committee continued to support the processing of Planning Act applications with the passing of By-law Number 73-2020, to allow for virtual hearings of the Planning Advisory Committee and Committee of Adjustments and to ensure services that support community development could continue.

### **Housing Starts**

Despite the pandemic housing starts continued with the construction of a 30 unit apartment dwelling off Woods Drive (received occupancy in early January 2021) and an eight unit condominium off Veterans Drive that is nearing completion in the coming weeks.

### **Service Delivery Review**

In March 2020, the City was advised that it was successful in the municipality's submission to the Municipal Modernization Program and was approved for funding of up to \$100,000 towards a Service Delivery Review project. The City retained an independent third-party reviewer to conduct the review and majority of the work was completed in 2020. Completion of the project will occur by March 2021. The report will summarize the reviewer's findings and identify specific, actionable recommendations based on the analysis and findings that aim to identify cost savings and improved efficiencies. It will address understanding and meeting customers' diverse expectations for service and

implementing a fair approach to recovering the cost to provide services, given the drastic population changes the municipality experiences during the summer and fall.

### **Sustainable Neighbourhood Action Plan**

In June 2020, The City of Kenora was successful at receiving \$40,000, up to 50% of eligible costs for a Sustainable Neighbourhood Action Plan (SNAP). The Plan will be a community-wide plan that will identify a minimum of 10 actions to improve the long-term economic social and/or environmental well-being of the community and its partners while also addresses some of the local challenges related to climate change. Engagement and the plans development will take place over the course of 2021. Staff had identified FCM's SNAP funding under the Green Municipal Fund as a way to help fulfill Council's resolution to declare a climate emergency back in September 2019.

### **Kenora's Economic Recovery Plan**

The City released an economic recovery plan which is a roadmap to support local businesses and members of the community as the economy reopens. Beyond illustrating measures planned as restrictions are slowly lifted and the risk of COVID-19 subsides, the Plan provides a summary of the measures staff implemented and continue to remain relevant.

### **Draft Community Safety and Well-Being Plan 2.0**

Following the Community Safety and Well-Being Plan workshop that took place in October 2019, the City has been working with its partners to prepare a draft Plan. The intent is for the new Committee to finalize actions and subsequent work plans, understanding that community safety and well-being is a shared responsibility by all members of the community and agencies. On December 24, 2020 the Ministry of the Solicitor General announced a new July 1, 2021 deadline date for municipal governments to have their Community Safety and Well-Being (CSWB) plans adopted.

### **Adjustment Advisory Program – Kenora Forest Products**

The City participated in a joint planning initiative for the Kenora Forest Products displaced mill workers as a result of the closure of the mill in late 2019. In partnership with the Ministry of Training, Colleges and Universities, Unifor Union for the workers, a committee structure is established along with staffing levels, location for office and strategies to assist the workers. The Action Centre is intended to operate for a period of a maximum of 52 weeks in duration, although, the duration could be less dependant upon any change to the Kenora Forest Products operation.

### **Northwest Business Centre**

- The NWBC Applied to Digital Main Street and received a grant to host a Digital Service Squad. Three Squad Members have been hired and the goal is to assist 97 business.
- There were 647 general inquires received in 2018/19 and 735 in 2019/20 (it has been a banner year).
- There were 92 business consultations half in 2018/19 and 157 in 2019/20 (again, a banner year and 2020/21 is looking to be even higher).
- Workshops and Seminars
  - Small Business Week STRONG October 18 – 24. Four events and 129 people registered
  - Business Conversations: an online conversation with business owners and entrepreneurs from across the Kenora and Rainy River Districts to find out

information and resources for businesses during COVID-19. 13 sessions held, 260 people registered. Guest speakers from the NWHU, EMNDM, WSPS, Futurpreneur and Digital Main Street

- Facebook Basics for Business Workshops. 81 people registered (five online sessions and two in person in Kenora and Nestor Falls)
- Starter Company Plus and Summer Company
  - Starter Company Plus Applications opened September 14 - 21, 42 applications were received and 20 are participating in the training and seven are from Kenora.
  - Four grants were awarded in March and one recipient is from Kenora. Jayden Symonds, who operated Northwest Outfitters.
  - Two students participated in the Summer Company Program, one from Kenora. Will Richardson operated Wheelie Good Bike Tune-ups.

## **Celebrations within Community Services**

### **Matiowski Farmers' Market**

Despite COVID restrictions, we ran the summer farmers' market and we saw between 1,000 to 1,500 attendees per market in peak season.

### **Expansion of the Fitness Centre**

In March 2020, the fitness centre was expanded and upgraded which included moving the stretching room and installing new shock resistant flooring.

### **Ice Candle Festival of Lights**

This festival continued on despite the pandemic with a record number of Veteran's grave ice candle sponsors and participation from the community to make the annual Christmas tradition better than ever with a 40% increase in sales.

### **Major Tourism Marketing Campaign**

In addition to the summer/fall Wide Open Spaces campaign Tourism Kenora partnered with Destination Ontario and Destination Northern Ontario to participate in a Pan Northern campaign. Due to COVID the target audience for the campaign shifted from the U.S.A market to the domestic market and focused on summer/fall. The total value of the campaign was 1.1 million (~\$100,000 per community) funded entirely by Destination Ontario and Destination Northern Ontario. The winter campaign has been put on hold due to the lockdown.

### **Tour Route Development**

In partnership with Travel Manitoba, Destination Northern Ontario, and NWO communities, a touring route from Manitoba to Thunder Bay will be developed and launched through Destination Northern Ontario's website and promoted at Rendezvous Canada, a signature international tourism marketplace where the international travel trade connect with Canada's tourism industry, at Winnipeg in 2022.

### **Lake of the Woods Discovery Centre New Exhibits**

Tourism Kenora has secured two new exhibits for the Lake of the Woods Discovery Centre: Local fish species exhibit and extended the antique Motor exhibit making it the largest in North America.

### **Science North Festival**

Tourism Kenora partnered with Science North and other community groups to offer the first Science Festival. It was cut short due to a mini COVID outbreak.

## **Recreation Facilities Reopenings**

The Recreation Centre adapted policies and procedures for our recreation facilities to provide a safe reopening of the walking track on June 22nd followed by the fitness centre on July 23rd, one of the first to reopen our facilities in Northwestern Ontario. In addition a modified Day Camp was offered over the summer beginning July 6th. During the initial phase of the pandemic, we continued to offer the community opportunities for fitness through online zoom classes, free of charge.

## **Kenora SportsPlex Mezzanine Project**

This project adds use to the current SportsPlex facility of the second floor with the addition of an elevator, new washrooms, viewing windows to the main field area, modernized flooring and a new sprinkler system throughout the facility. The SportsPlex Board looks forward to expanding the potential use in the facility.

## **COVID-19 Isolation Centre – Partnership with LOWDH and KDSB**

As the pandemic moved quickly the health care providers identified a need to form an offsite isolation centre to prepare for the potential need for isolation of persons who may be exposed to the virus who were homeless. The City was quick to respond to the need in the community and worked with the LOWDH and KDSB to convert the Keewatin Memorial Arena to an isolation centre to meet these needs. Administration worked quickly from concept design through legal agreement phase and the completion of construction within a three week timeline.

## **Winter Activities at Anicinabe Park**

Working with the park contractors, the addition of the crokicurl rinks to the park is a large community draw. The City completed the upgrades to the concession building and accessible ramp and connecting decks on the south side of the concession which adds enhancements to the park building area. There was also work completed to the docking in the park area.

## **City Trails**

Removed and replaced all non-conforming wood structures on Tunnel Island trails and undertook major enhancements to the Laurenside Creek Trail.

## **Facilities Asset Management**

Undertook an extensive project to capture and log facilities assets into the Asset Manager program leading to an increase in assets from 17,000 to 22,000.

## **City Facility Capital Projects**

Completed approximately 45 capital projects with a total value of approximately \$4M .

## **Recreation Facilities Projects and Maintenance**

- New roof on the Recreation Centre arena's east side
- New compressor in Keewatin Memorial Arena
- Painting of Kenora Recreation Centre during the shut-down
- Re-grouting the tot pool
- Repainting of the tug boat at McLeod Park
- 190 gallons of paint applied to hand rails, road rails, playgrounds, public washrooms and miscellaneous City buildings
- Improvements to the Coney Island foot bridge and access points
- Installation of MOBI mats at three beaches
- Upgrades to the Coney Island beach covered eating area and buildings

## **Celebrations within Operations & Infrastructure**

### **Water and Sewer Connection to Wauzhushk Onigum Nation**

In September 2020, the City of Kenora and members of Wauzhushk Onigum Nation celebrated the completion of the water and sewage system connection to the community. This project was made possible through Indigenous Services Canada's investment of over \$14.6 million to ensure access to clean, safe drinking water to residents of Wauzhushk Onigum Nation.

### **Park Street and Seventh Avenue South Reconstruction Project**

Completed in 2020, the project was supported by the Federal Gas Tax fund to reconstruct the water and sewer lines, storm drains, sidewalks, and new roadway.

### **Railway Street and Tenth Avenue South Project**

Also completed in 2020, this project updated the storm drains and new roadway.

### **Major Bridge Projects**

Maintenance work such as waterproofing, concrete repair, and guide rail replacement, was completed on bridges: Darlington Bridge, Bay Overpass, Norlen Bridge, Winnipeg River East Branch Bridge, Cameron Bay Bridge, Eighth Avenue Bridge and Beggs Timber Bridge.

### **Roads Paved**

Continuing with the municipal paving program, over 3,600 m of roads were paved: Darlington Drive, Sixth Street North, the lane south of Second Street South, Veterans Drive, Fifth Avenue South, Thistle Drive, the Main Street/First Street South intersection, and 9<sup>th</sup> Street in Keewatin

### **Bag Tag Sales**

From January to October in 2020, there were 219,686 bag tags or 87 bundles sold to residents, compared to only 42 last year. This also resulted in 85 tons more garbage collected at the curbside this year. It seems more people used curbside collection to avoid visiting the Transfer Station due to COVID-19.

### **Environmental Services Capital Projects**

In 2020 we purchased two garbage trucks, a recycle compaction trailer, four Big Bellies, and poured a concrete pad under the recycle canopy.

### **Household Hazardous Waste**

The Household Hazardous Waste depot was open for a shorter period this year due to COVID-19; however the public still disposed of 39 tons of hazardous waste – all diverted from the landfill.

### **Water Treatment Plan**

Roof repairs and concrete repairs on the chlorine contact chamber were completed.

### **Development of a Handi Transit Bus Garage**

The City of Kenora was successful in securing funding from Infrastructure Canada through the ICIP Transit Stream and Provincial Dedicated Gas Tax for a new Handi Transit Bus and three stall Garage to be erected at the Operations Center.

## **Celebrations within Fire & Emergency Services**

### **Treaty Three Airboat Partnership**

The City of Kenora Fire and Emergency Services and Treaty Three Police (T3P) were successful in the purchase of a 24 foot, 1,000 Island Airboat that will be equipped for emergency use. Kenora Fire and Emergency Services stores and ensure the airboat is in a ready state for emergency use. KFES along with the OPP also have full access to the airboat for use and deployment in an emergency. This will greatly enhance KFES emergency deployment on Lake of the Woods, Coney Island and surrounding water bodies within the City of Kenora, especially during fall freeze up and spring thaw seasons when traditional boats cannot be utilized.

### **COVID-19 Success**

Along with the pandemic came extensive levels of ever changing safety restrictions for Kenora Fire and Emergency Services. These restriction have transformed the way we train, respond and perform general business. Fire Chief Todd Skene is very proud of the dedication, understanding and hard work made by all members in keeping Kenora Fire safe throughout the COVID-19 Pandemic.

### **Training Centre**

Final construction of Live Burn Cells at Station 3. This project could not have been done without the generous donations of TC Energy and local contractors. Firefighters are excited about using this live fire training prop in the spring of 2021. TC Energy donated an additional \$10,000 in late 2020 towards further development of our Training Centre to train firefighters in Kenora and our surrounding area.

### **Project Zero**

Donation of 216 Kidde combination Carbon Monoxide/Smoke Alarms. Project Zero provides selected fire departments in the Enbridge Gas Inc. service area with free combination smoke/carbon monoxide alarms for distribution to individuals in their communities who are deemed to be at high-risk. This may include the elderly and those with disabilities or financial challenges.

## **Celebrations within Administration & Finance**

### **Investment Opportunities**

In 2020 provincial legislation was enacted to allow municipalities to expand their investment options from a restricted legal list to a Prudent Investor regime. The Prudent Investor regime enhances municipal investment opportunities which may enable better risk-adjusted returns. Under the regime, municipalities set their own investment plan while relying on an experienced Joint Investment Board to make informed investment decisions. The Joint Investment Board is set up by the ONE Investment Fund. It is anticipated that the shift in investment vehicles will increase the City's investment income for years to come.

### **Virtual Council Meetings**

As the Province of Ontario declared a State of Emergency and took significant steps to limit the transmission of the COVID-19 virus, administration quickly adapted to ensure Council could continue to provide leadership throughout the pandemic. Council continued to meet virtually to allow municipal core business to continue and to ensure the public continued to have access to Council meetings during the challenging times.

### **New Parking Paystations**

New “pay-by-plate” parking kiosks were installed in different locations in downtown providing additional options for parking downtown. Individual meters will be removed in the spring. This will assist with the ease of snow removal, and provide additional space on busy sidewalks, improving the pedestrian friendly zone.

### **New Website**

In October, the City launched a new design of Kenora.ca. with improved content and navigation to provide the public with improved access to information about municipal services.

### **COVID-19 Supports**

Council approved a variety of supports during the COVID-19 pandemic such as waiving interest and penalties and extending the due date on the final billing on Property Taxes. Council also authorized waiving the interest on sewer and water bills for a period of five months, along with extensions of time to pay. Tenant lease concessions for direct tenants of the City of Kenora were also provided. The City experienced significant upheaval financially in 2020 with cost fluctuations (both up and down) and losses of revenue. With the assistance of Safe Restart Provincial funding the City has been able to maintain financial stability.

### **Disbandment of the Kenora Non Profit Housing Board**

Housing continues to be a priority for Council and not only working with developers to encourage new housing developments, reviewing the current non-profit housing and working with the KDSB on future development. The KDSB is responsible for social housing administration and management as the ‘service manager’ for the Kenora District under the Provincial Reform and Services Realignment by Ontario. The disbandment of the Kenora Non Profit Housing Board was a significant step to ensuring efficiencies in future years in the non-profit housing area as well as afford new opportunities for development through the KDSB who is ultimately responsible for social housing in our City.

### **Recruitment of New CAO**

Upon the retirement of 10 year CAO Karen Brown, Council conducted a robust recruitment competition for a new CAO for the City. In October Kyle Attanasio was appointed as the new CAO to lead the City. Kyle’s energy and leadership style will pave the way for success forming partnerships and collaboration with key stakeholders in the community. He and his family relocated here from Alberta and are excited to be part of our community.

**Budget:** N/A – informational only

**Risk Analysis:** There is no risk associated with this report.

**Communication Plan/Notice By-law Requirements:** communicate successes

**Strategic Plan or other Guiding Document:**

Various areas of the Strategic plan and other guiding documents



January 28, 2021

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: **Tariff of Fees and Charges By-law Amendment – Various Roadwork**

### Recommendation:

That Council hereby approves an amendment to Schedule “D” of the Tariff of Fees and Charges By-law to include rates for various roadwork on an hourly basis; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-law at its February 16, 2021 meeting to give effect to this rate outlined in the revised Schedule “D”; and further

That By-law Number 149-2020 be hereby repealed.

### Background Information:

At present, there are no fees in the By-law that allows for the billing of equipment and labour for various roadwork and repairs resulting from utility and contractor work. The addition of these fees to the Tariff of Fees and Charges By-law will allow the Operations and Infrastructure department to appropriately recover costs for any type of roadwork that is required to be billed out.

Departmental Section	Fee Description	Fee
7. Roads – Various Roadwork		
	Loader	\$40.00/hour
	Truck	\$31.00/hour
	Box Blade	\$32.00/hour
	3 Person Crew	\$138.00/hour
	4 Person Crew	\$182.00/hour
	5 Person Crew	\$225.00/hour
	Roads Materials	Billed at Cost

**Budget:**

There is no significant budget impact as a result of this report, however this will allow the City to bill out various roadwork repairs resulting from utility and contractor work.

**Risk Analysis:** There is no risk to include these charges in our Tariff of Fees and Charges bylaw and is administrative only.

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

Resolution required.

**Strategic Plan or other Guiding Document:**

- 1-2 The City will forge strong, dynamic working relationships with the Kenora business community.
- 1-9 The City will promote Kenora as a 365-day lifestyle destination.
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.

**The Corporation of the City of Kenora**  
**By-Law Number ~~149-2020~~**  
**A By-law to establish a General Tariff of Fees and Charges**  
**for the City of Kenora**

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Whereas the Municipal Act, 2001, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and

Whereas various other statutes that govern municipalities also provide similar authority; and

Whereas the Corporation, acting under these authorities, charges fees for various activities, services, property use and other matters under its control; and

Whereas these fees may be adjusted from time to time in accordance with the annual budget process, the introduction of new or different services and the evolution of existing process and services; and

Whereas the Corporation considers that the consolidation of all or most of its fees and charges into one by-law is beneficial for users of services for which fees and charges are levied;

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

1. That the following Schedules attached hereto and forming part of this By-law setting out the various departmental fees and charges are hereby approved:-

**"A" – Administration & Finance**  
**"B" – Community Services**  
**"C" – Emergency Services**  
**"D" – Operations & Infrastructure**  
**"E" – Development Services**

2. That the fees and charges set out on the attached Schedules are exclusive of any applicable government taxes and such applicable taxes will be added to these fees.
3. That this By-Law shall come into force and take effect upon third and final reading thereof.
4. That By-Law Number ~~68-2020 and 102-2020~~ 149-2020 is hereby repealed.

**By-Law Read a First and Second Time this ~~20<sup>th</sup> day of October, 2020~~**

**By-Law Read a Third and Final Time this ~~20<sup>th</sup> day of October, 2020~~**

**The Corporation of the City of Kenora:-**

\_\_\_\_\_  
**Daniel Reynard, Mayor**

\_\_\_\_\_  
**Kelly Galbraith, Deputy Clerk**

## Schedule 'A' – Administration & Finance

To By-Law Number ~~149-2020~~

DEPARTMENTAL SECTION	FEE DESCRIPTION	FEE
1. Tax Office	Tax Certificate	\$ 30.00
2. Tax Office	Duplicate Receipt of Taxes	\$ 5.00
3. General	Photocopy/Print Out – B & W	.25 Per page
4. General	Photocopy/Print Out - Colour	.50 Per page
5. General	Compact Disk (CD)	\$ 25.00 Per CD
6. Clerk's Office	Freedom of Information Request	\$ 5.00 (no tax) as per O.Reg.
7. Clerk's Office	Commissioner of Oath Services	\$20 for up to two signatures \$5 for every other signature to the same document
7. Customer Service	Utility Bill Stuffer	\$0.05 Per page
8. General	NSF Cheque	\$ 25.00
9. Customer Service	Birth Confirmation Letter	\$ 10.00
10. Customer Service	Burial Permits	\$10.00 each
10. Customer Service	Marriage License Fee	\$150.00
	After-hours surcharge to issue additional Marriage Licence	\$200.00 Plus cost of additional licence
11. Customer Service	Lottery Fees	3% of total price value for all lottery types
11. Clerk's Office	Civil Marriage Solemnization Fees (per ceremony)	\$300 - Monday - Friday \$350 - Saturday & Sunday \$450 - Unincorporated Area surrounding the City of Kenora, including on a vessel for this purpose.

		\$300-Flat Fee for Renewal of Vows
12. Clerk's Office	Use of Council Chambers	\$75 per Marriage ceremony Monday – Friday only

13. Customer Service	Credit Search – Personal Credit Search – Commercial	\$ 25.00 \$ 60.00
14. Customer Service	Re-printing of Utility Bills	\$10 per bill
15. Clerk's Office	Request Special Council Meeting	\$ 350.00
<b>16. TAX SALES ACT – Cost I</b>	<b>Preliminary work, registration of Tax Arrears Certificates to the expiry of the redemption Period comprising of:</b>	
	Preliminary Work/title searches	\$ 650.00
	Registration of tax certificate	\$ 150.00
	Notification of Interested Parties	\$ 175.00
	Statutory Declaration Registration	\$ 100.00
	Final Notification	\$ 175.00
	Calculation of cancellation price	\$ 100.00
	Registration Cancellation Certificate	\$ 150.00
	<b>TOTAL:</b>	<b>\$ 1,500.00</b>
<b>17. TAX SALES ACT – Cost II</b>	<b>Preparation of extension agreement:</b>	
		\$ 250.00
<b>18. TAX SALES ACT – Cost III</b>	<b>Sale by tender/auction comprising of:</b>	
	Advertising locally-4 wks @ \$250	\$ 1,000.00
	Advertising once, Ont. Gazette	\$ 350.00
	Tender Admin/Auctioneer Fee	\$ 300.00
	Property Appraisal	\$ 250.00
	Registration Tax Deed	\$ 200.00
	Statutory Declaration	\$ 200.00
	Legal Cost-Payment Dist. Court	\$ 200.00
	<b>TOTAL:</b>	<b>\$ 2,500.00</b>
	Survey (if required)	Actual Costs
<b>19. BY-LAW ENFORCEMENT</b>	Bagging of Parking Meters	\$15.00/day/double \$ 8.25/day single  *No Fee for the purpose of the establishment of outdoor commercial patios to a maximum of four spots, and subject to staff application approval

## SCHEDULE 'B'- COMMUNITY SERVICES

To By-Law Number ~~149-2020~~

### Kenora Recreation Centre Membership Rates

Admission Rates (+ applicable taxes)							
	Infants & Tots 0 - 3 yrs.	Child 4 - 13 yrs.	Youth 14 - 17 yrs.	Adult 18 yrs. & over	Post Secondary Student	Senior 60 +	Family See * below
<b>Visit</b>	FREE	\$3.55	\$4.21	\$6.66	\$5.43	\$4.21	\$17.52
<b>10 Visits</b>	FREE	\$25.20	\$32.88	\$55.24	\$44.02	\$32.88	\$166.49
<b>25 Visits</b>	FREE	\$52.35	\$68.49	\$116.46	\$92.39	\$68.49	\$350.00
<b>1 month</b>	FREE	\$35.49	\$42.15	\$66.55	\$54.35	\$42.15	\$175.25
<b>3 months</b>	FREE	\$96.80	\$114.95	\$181.50	\$148.23	\$114.95	\$477.95
<b>6 months</b>	FREE	\$176.00	\$209.00	\$330.00	\$269.50	\$209.00	\$869.00
<b>Annual Membership</b>	FREE	\$320.00	\$380.00	\$600.00	\$490.00	\$380.00	\$1580.00
<b>Student- Post Secondary</b>					\$140.00 Summer Rate		

\* **Family:** Includes 2 adult parents/guardians & unmarried children under 18 years and/or seniors living in the same household (up to 5 members).

\* **Business:** \$1,200.00 Annual Business Membership Fee-in addition to regular full Complex Membership

### Corporate Membership Plan

1. All contracts shall be reviewed annually.
2. All contracts must be signed by a person of authority representing the business and the Recreation Coordinator before it can be offered to employees.
3. Corporations must have five (5) participating members to qualify.
4. Contributions from the City of Kenora will be contingent on a contribution by the employer and will be limited as follows:  i) Matching subsidy by the City of Kenora up to a maximum of 20% off any annual membership.

### City Of Kenora Employee Membership Rate

An Annual Kenora Recreation Centre Membership purchased by a full-time City of Kenora employee shall be reduced by 30%, upon proof of their being an existing, full-time employee with the Corporation.
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### Pool Rental Rates/hour

Pool Rental	
Minor Resident	Per Hour
1 – 30 people	\$98.86
31 – 100 people	\$121.24
101 – 180 people	\$151.64
Adult Resident	
1 – 30 people	\$110.82
31 – 100 people	\$141.91
101 – 180 people	\$171.61
Private Pool Rental (180 people plus)	\$243.10
Non - Resident	
1 – 30 people	\$162.63
31 – 100 people	\$191.00
101 – 180 people	\$220.52
Private Pool Rental (180 people plus)	\$303.30

The local competitive swim team rents the pool space during prime time. The coaches for the swim team received their National Lifesaving Service certificate allowing them the ability to guard/coach their swimmers during their session. This designation decreases their cost as the facility by the City not having to provide them with lifeguards. The Kenora Swim Sharks provide both youth and adult programs.

Kenora Swimming Sharks Team Pool Rental	Per Hour
Minor ½ pool rate	\$30.25
Adult ½ pool rate	\$40.23
Minor Rate	\$60.49
Adult rate	\$80.46
Shared Adult and Minor rate	\$70.47

### Personal Training and Private Swim Lessons

Instructional Rate	
Drop – in	\$ 9.26
10 classes	\$ 83.34
25 classes	\$173.63

Personal Training	
½ hour training	\$30.37
1 hour training	\$48.61
(4) ½ hour training	\$109.96 (\$27.49 per session)
(4) 1 hour training	\$182.89 (\$45.72 per session)
(8) ½ hour training	\$208.37 (\$26.04 per session)
(8) 1 hour training	\$324.13 (\$40.51 per session)
(12) ½ hour training	\$277.83

	(\$22.81 per session)
(12) 1 hour training	\$416.74 (\$34.72 per session)
(24) ½ training	\$416.74 (\$17.36 per session)
(24) 1 hour training	\$694.57 (\$28.94 per session)
Private Swim Lessons 14 and under	\$23.15
Private Swim Lessons 15 and over	\$26.15

### Ice Rental Per hour (+ applicable taxes) Ice Season

2020

**Resident:**

Minor Recreation (17 yrs. & under)	\$96.78
Minor Game/Tournament/Special Event (17 yrs. & under)	\$102.23
Adult Recreation (18 yrs. & over)	\$117.81
Adult Game/Tournament/Special Event (18 yrs. & over)	\$124.80

**Non-Resident:**

Recreation	\$176.21
Game/Tournament/Special Event	\$187.32

**Summer Ice**

	\$176.70
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### Room Rental Per Hour (+ applicable taxes)

Party Room/Lobby /Lounge/Meeting Room/Board Room(KMA)	\$25.00
Multi-Purpose Room/Rotary Room/Community Hall (KMA)	\$35.00
Aerobics Room (KRC)	\$40.00
Storage Rental Fees (KRC)	\$0.66 per square foot

## Kenora Recreation Centre and Keewatin Memorial Arena Dry Pad

Description	Rate
Minor – Per Hour	\$25.00/hour
Adult – Per Hour	\$40.00/hour
Description	Rates
	Resident      Non-Resident
Special Event – Day with Liquor	\$800.00      \$900.00
Special Event – Day without Liquor	\$550.00      \$650.00
Special Event Set-up/Tear-down -Day	\$300.00      \$325.00
Description	
Description	Rate
Locker Fees – Keewatin Memorial Arena	\$525 (plus HST) annually

### Additional Charges (Kenora Recreation Centre)

Member Card Replacement	\$5.00 Per card
Cancellation Fee	\$25.00 Per program
N.S.F. Cheque Fee	\$25.00 Per cheque
Portable P.A. System	\$25.00 Per day
Overhead Projector	\$10.00 Per day
TV/VCR/DVD	\$10.00 Per day
Office Supplies	
- Flip Chart/markers/paper	\$10.00 Per day
- Easel, white board/with markers	\$7.00 Per day
- Copies Per page	\$0.25
- Fax- (send or receive)	\$1.00 Per sheet

### Kenora Recreation Centre Overnight Parking Fees:

FEE DESCRIPTION	FEE
Overnight Parking	\$ 7.00
Weekly – 7 Days	35.00
Monthly – 30 Days	130.00
Seasonal	390.00

## Advertising Rates Kenora Recreation Centre And Keewatin Memorial Arena

### Rink Boards/ Ice Surface Doors

	Year 1	Year 2	Year 3	Renewal
Boards	\$ 400.00	\$ 350.00	\$ 350.00	\$ 300.00
Man doors	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

### Wall Advertising

Year 1	Year 2	Year 3	Renewal
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

### Zamboni

Year 1	Year 2	Year 3	Renewal
\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00

### Zamboni Door

Year 1	Year 2	Year 3	Renewal
\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00

### Press Booth-Front & Both Sides

Year 1	Year 2	Year 3	Renewal
\$ 1000.00	\$ 1000.00	\$ 1000.00	\$ 1000.00

### Ice Surface Corporate Advertising

Size	Year 1	Year 2	Year 3	Year 4
Small	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
Large	\$ 1500.00	\$ 1500.00	\$ 1500.00	\$ 1500.00

### Ice Surface Non-Profit/Minor Groups Advertising

Year 1	Year 2	Year 3	Renewal
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

### Banners

10% of amount invoiced by groups to advertisers

### TV/Video Advertising

Monthly	Season
\$ 30.00	\$ 150.00

### Bundles

**Add TV/VIDEO to any other advertising in arena for only \$100.00 per year**

### Facility Rental Rates

Stage	➢ \$75.00 set up and take down
Power Hook-up	➢ Minor power user (Kinsmen-Flea Market-Craft Shows) \$50.00 ➢ Medium power user (Dog Show) \$125.00 ➢ Major Power User (Trade Shows, Midway, Circus, Pow Wows etc.) \$200.00
Vendor Permit	\$500 for events over one day
Vendor Permit	\$250 for events one calendar day or shorter

**Municipal Ball Fields**  
(Season – April 30 to September 30 – 20 weeks)

Field	Current		2020		2021	
	Hourly Youth Fee	Hourly Adult Fee	Hourly Youth Fee	Hourly Adult Fee	Hourly Youth Fee	Hourly Adult Fee
JM Millennium Park (A&W) Central Portage Bay	\$4.00/hr	\$10.00/hr	\$5.00/hr	\$12.00/hr	\$5.00/hr	\$14.00/hr
Kenora Recreation Centre (lighting)	\$4.00/hr	\$11.00/hr	\$5.00/hr	\$13.00/hr	\$5.00/hr	\$15.00/hr
<b>Tournament Rates</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>	<b>Youth</b>	<b>Adult</b>
JM Millennium Park (A&W) Central Portage Bay	\$30.00 per field/day	\$110.00 per field/day	\$30.00 per field/day	\$110.00 per field/day	\$30.00 per field/day	\$110.00 per field/day
Kenora Recreation Centre (lighting)	\$40.00 per field/day	\$125.00 per field/day	\$40.00 per field/day	\$125.00 per field/day	\$40.00 per field/day	\$125.00 per field/day

**Senior Baseball Field Rates**

Field	Senior Fee Hourly
Co-op- JM Central A & W-Millennium Portage Bay- Keewatin	\$5.00/hr
KRC(Lighting)	\$6.00/hr
<b>Tournament Rates</b>	<b>Senior Rates</b>
Co-op- JM Central A & W- Millennium Portage	\$40.00 per field per day
KRC	\$50.00 per field per day

**Concession** - \$50.00 per day (Extra charges will apply for extra hours, see rates above)

**Outdoor Grounds** - \$150.00 per day, not including power

### Park Rental Permit Rates (excluding Beaches)

This table applies to Appendix "A"  
Of the General Terms and conditions of the Park Rental Permit  
(May Long Weekend to September Long Weekend)

Fee Description	Fee
Youth Groups	\$ 50.00 per day (includes Schools & Youth Organizations)
Private Gatherings	\$100.00 per day (fewer than 50 people)
Special Events	\$200.00 per day (groups over 50 people)
Community Events	No Charge (must be free admission)
Municipal Events	No Charge

### Ice Candle Fees

Fee Description	Fee
Pick-up Candle	\$ 8.00 per ice candle
Place and light Candle	10.00 per ice candle
Wax Candle Only	3.00 per candle

### Bench Installation

Fee Description	Fee
Bench Installation Charge	\$ 300.00 per day (covers site preparation, concrete base and placement on site)

### Lake of the Woods Museum Fees Admission Fees

Customer	Fee
Adult (aged 18-64)	\$3.54
Seniors (65+) Students (ages 6-17)	\$2.65
Children (under 6)	Free
Family (parents with children under 18)	\$10.62
Organized Group Rate per person	\$2.65

### Lake of the Woods Museum Membership Rates

Membership Level	Rate	Note
Individual	\$26.55	+ applicable tax
Family	\$44.25	+ applicable tax
Patron	\$125.00	Free membership with this level of donation. No tax added.
Sustaining	\$150.00 - \$499.00	Free membership with this level of donation. No tax added.
Sponsor	\$500.00 - \$999.00	Free membership with this level of donation. No tax added.
Benefactor	Over \$1,000.00	Free membership with this level of donation. No tax added.

### Lake of the Woods Museum Rental Rates

Rental Type	Rate (plus HST)
Lobby and Exhibit area	\$300.00
Boardroom (up to 4 hours)	\$125.00
Boardroom (over 4 hours)	\$200.00
Coffee Service in Boardroom	\$25.00
Wedding photographs	\$100.00 (\$50.00 deposit required on booking)
Museum Punchbowls	\$25.00 (each)
Courtyard	\$30.00 (half day) \$50.00 (full day)
Parking Space	\$65.00 / month

## Lake of the Woods Museum Photocopy and Photographic Reproduction Fees

Description	Fee
Photocopy	\$0.25
4 x 5 photographic print	\$8.00
5 x 7 photographic print	\$15.00
8 x 10 photographic print	\$25.00
11 x 14 photographic print	\$40.00
16 x 20 photographic print	\$60.00
Negative (retained by museum. Cost recovery)	\$7.00
4 x 5 archival digital print	\$12.00
5 x 7 archival digital print	\$20.00
8 x 10 archival digital print	\$35.00
11 x 14 archival digital print	\$50.00
16 x 20 archival digital print	\$70.00
digital scan	\$10.00
publication fee	\$10.00/image

Whitecap Pavilion Rentals	Peak Season	Off Season
Hourly	\$131.25	\$78.75
Half Day	\$420.00	\$367.50
Full Day	\$1050.00	\$945.00
Weekend	\$2625.00	\$2100.00
Sound System	\$25.00	\$25.00
Early Setup Fee (if it can be accommodated)	Peak/Off Season	
Hourly	\$32.80	
Half Day	\$210.00	
Full Day	\$525.00	

Lake of the Woods Discovery Centre	Rental Rates
During Business Hours (Amphitheatre) Flat Rate	\$175
Hourly Rate (Amphitheatre)	\$ 50
After Business Hours (5 pm – 8 pm)	\$250
After Business Hours (5 pm – 10 pm)	\$350
After Business Hours (5 pm – 1 am)	\$750

## SCHEDULE 'C' – EMERGENCY SERVICES

To By-Law Number 149-2020

Departmental Section	Fee Description	Fee
1. Fire Prevention/Public Fire Education		
A. Inspections/Licensing	LCBO License Renewal or Site Inspection/Compliance Letter	\$ 75.00  Charitable Fund Raisers Exempt
	Day Care/Group Home License Site Inspection/copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 100.00
i) Real Estate Requests	Single Family Dwelling site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Assembly Occupancies Site Inspection Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Boarding, Lodging and Rooming Houses Site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Buildings up to and including six storeys in building height with residential occupancies Site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 300.00
	Two-unit Residential Occupancies Site Inspection/copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Business/Personal Service/Mercantile and Industrial Occupancies Site Inspection/Copy	\$ 250.00
ii) Other Administrative Requests	Fire inspection reports or investigation reports e.g. Insurance adjustors' requests, company/other requests.	\$ 50.00
	Fire Inspection Service outside of City boundaries	Full Cost Recovery
	Open Air Burning Permit	\$ 15.00
	Site Inspection of Open Air Burning Permit	\$ 75.00
	Fireworks Site Inspection/Copy/Release of Inspection Report	\$ 75.00
	Portable Fire Extinguisher Inspections	\$ 75.00
B. Avoidable False Alarms	Avoidable False Alarms – in excess of two (2) incidents per calendar year	Fees are as per current rates set by Ministry of Transportation i.e. 2016 rate is \$450.00 / unit for first hour and \$225.00 for every half hour or part thereof
C. Training	Portable Fire Extinguisher Training	\$ 20.00/student to a maximum cost of

		\$200.00 per two (2) hour training session
	Requested Training and Lectures inside City boundaries	\$ 20.00/student to a maximum cost of \$200.00 or as per Chiefs discretion
	Training and Lectures outside City boundaries	Full Cost recovery
	Firefighter Training	\$150.00 per day per student or as per cost determined by Chief
	Training Room Rental	\$ 150.00 per full day \$ 75.00 per half day
D. Fire Prevention Sign Rental	Event per 10 day sign rental	\$ 50.00 Partners are free of charge
<b>2. Firefighting/Emergency Response</b>		
B. Fire Watch as Required	Fire Watch e.g. fire alarm system failures	Full Cost Recovery
C. Emergency Response to Motor Vehicle Incidents of Highway 17 involving non-City Residents	Emergency response to Motor Vehicle Collisions on numbered Provincial Highways as per Ministry of Transportation agreements	Fees are as per current rates set by Ministry of Transportation i.e. 2016 rate is \$450.00 / unit for first hour and \$225.00 for every half hour or part thereof
D. Emergency Services outside of City boundaries	→	Full Cost Recovery
E. Hazardous Materials Response	→	Full Cost Recovery
F. Fire Response Fees – Indemnification Technology	Recovered from insured perils for Fire Department emergency services	Fees are as per current rates set by Ministry of Transportation ie: 2018 reate is \$477.00/unit for first hour and \$238.50 for every half hour or part thereof plus personnel costs plus any additional costs for each and every call Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.

<b>3. SERVICES</b>		
A. Air Bottles	Filling of air bottles for area Fire and Emergency Services	\$ 15.00/bottle
	Filling of air bottles for Industry	\$ 20.00/bottle
	Filling of air bottles – other, i.e. Dive Teams, Private or Provincial	\$ 20.00/bottle
B. Hose	Cleaning and Drying	\$ 5.00/length
	Rental	\$ 5.00/length/day
	Coupling Repair	\$ 25.00/coupling
C. Laundering of Protective Clothing	→	\$20.00/set of turnout gear
D. Parking	Monthly Rate per parking stall	\$50.00 +HST

## SCHEDULE 'D'- OPERATIONS & INFRASTRUCTURE DEPARTMENT

To By-Law Number ~~149-2020~~

DEPARTMENTAL SECTION	FEE DESCRIPTION	FEE
1. Roads	Encroachment Permit	\$ 75.00 Day Rate/ \$75.00 O/T Rate
2. Roads	Entrance Permit	Private Residential – \$ 75.00 Commercial Property – \$ 150.00 Industrial Property – \$ 240.00
3) Roads – Chipping:	15 minutes	\$ 27.50
	30 minutes	\$ 55.00
	45 minutes	\$ 82.50
	1 hour	\$ 110.00
4. Roads	Culvert Installation	\$ 70.00/linear metre
5. Roads	Steaming/Culvert Thawing - After hours	\$ 100.00/hour \$ 300.00/minimum 3 hours
6. Roads	Road Re-instatement Inspection	\$ 50.00
<u>7. Roads – Various Roadwork</u>		
	<u>Loader</u>	<u>\$40.00/hour</u>
	<u>Truck</u>	<u>\$31.00/hour</u>
	<u>Box Blade</u>	<u>\$32.00/hour</u>
	<u>3 Person Crew</u>	<u>\$138.00/hour</u>
	<u>4 Person Crew</u>	<u>\$182.00/hour</u>
	<u>5 Person Crew</u>	<u>\$225.00/hour</u>
	<u>Roads Materials</u>	<u>Billed at Cost</u>
<del>87.</del> Solid Waste	Sale of Garbage Bag Tags	\$ 2.00 Per tag
<del>98.</del> Solid Waste	Blue Box Replacements	\$10.00
<del>109.</del> Solid Waste	ICI Roll out containers	\$120.00
<del>110.</del> Solid Waste	Per bag not exceeding 11.36 kg (1 – 7 bags)	\$2.00

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124. Solid Waste	All approved materials up to 250 kg	\$15.00 minimum fee
132. Solid Waste	All approved materials over 250 kg	\$90.00 Per tonne
143. Solid Waste	Approved materials re-directed to Kenora Area Landfill	\$65.00
154. Solid Waste	Approved materials re-directed to Reuse Area	\$45.00 Per tonne
165. Solid Waste	ICI Cooking Oil	\$2.50 up to 20 litres
176. Solid Waste	Approve recycle materials	No Charge
187. Solid Waste	Brush, Tree & Yard Waste	\$15.00 minimum fee – up to 250kg \$90.00 Per tonne – over 250 kg
	Bagged Leaf & Grass Clippings	Free

18. Solid Waste	Approved Contaminated Materials based on a consecutive haul from a single project location	0-50 tonnes - \$60 per tonne 51-100 tonnes - \$45 per tonne 101-500 tonnes - \$35 per tonne 501 tonnes & over - \$30 per tonne
19. Solid Waste	Weigh Scales Out of Service:	
	* Per Bag	\$2.00 Per bag
	Per car trunk full/utility load	\$24.00
	Per pick-up (1/2 ton) full load	\$24.00
	Per 1 tonne stake truck (6 yards) full load	\$42.00
	Per 3 tonne stake truck	\$102.00
	Per tandem truck (14 yards)	\$300.00
	Per packer (25 yards)	\$408.00
	Per packer (40 yards)	\$480.00
	* Bag not to exceed 46 litres filled to a gross rate of not more than 11.36 kg (25 lbs).	
	<u>NOTE:</u> * Transfer Facility Attendant shall have the authority to pro-rate part loads or intermediate size vehicles	
20. Solid Waste	Schedule of Fees for ICI Recycling Services- tipping Fee at Kenora Area Transfer Facility: See Below	
	- Bulk Corrugated Cardboard (OCC) and Paper.	\$6.00 minimum up to 200kg \$65.00/tonne (pro-rated) over 200kg
	- Solid Waste Commercial Drop-off Charge:	\$95.00/tonne (pro-rates) over 200kg  Roll Out Containers (95gal) \$3.00/container/pick up delivered to Transfer Station
21. Solid Waste	Commercial Collection of Blue Box Recyclable Materials:  See Below	
	Roll-out container	\$6.00/container/pick-up
	Large Recycle Bags	\$3.00/bag/pick-up

22. Solid Waste	Schedule of Fees for Solid Waste Services to Municipal Buildings & Facilities – curbside Collection of Solid Waste Materials:  See Below	
	6 cubic yard dumpster container	60.00 Per pick-up
	40 Yard Bin Switch	Office Hour: \$115.00 Out of Office Hour: \$250.00
	Haul Contractor Bin to KAL	Office Hour: \$215.00 Out of Office Hour: \$315.00
23. Solid Waste	Disposal of propane Tanks	\$2.00 each – 20# and under \$5.00 each – over 20#
24. Solid Waste	Household Hazardous Waste Day	\$10.00 Per vehicle
25. Solid Waste	Weighing of vehicle on Scale	\$12.00 Per vehicle
26. Solid Waste	Industrial Solid Waste delivered to Kenora Area Landfill – Minimum 1,000 tonnes/year	\$35.00 Per tonne
27. Solid Waste	40 Yard Bin Rental/week	\$250.00/bin, plus material drop off and pick up in approved areas
28. Solid Waste	Handling of Approved Hazardous Materials that require immediate burial	Handling Surcharge - \$140.00/transaction handling charge
29. Solid Waste	Commercial Garbage Pickup Surcharge:	Student Labour Rate - \$30.00 Regular Labour Rate - \$40.00
30. Seasonal Docking Fees	Seasonal Docking	Fees and Rates:
	a) Keewatin	a) \$ 825.00
	b) Harbourfront Dock “C”	b) \$ 825.00
	c) Water Street	c) \$ 632.50
	d) Coney Island (available to owners of interior Coney Island lots only)	d) \$ 632.50

	e) Mooring Balls (based on a maximum 72 hour period per each mooring buoy.)	e) \$ 22.00 / day
31. Engineering – GIS Mapping External	Hard copy drawings/PDF Drawings	
Description of Service	Size	Base Price
City Road Map	30 x 36	\$8.85
Base Topographic Vector or Ortho Photo Map	smaller than 24" x 36"	\$8.85
Base Topographic Vector or Ortho Photo Map	24" x 36"	\$13.27
Base Topographic Vector or Ortho Photo Map	larger than 24" x 36"	\$17.70
Property/Survey Lines		\$8.85
Contours		\$8.85
Sewer /Water/Storm Schematic		\$8.85
Civic Address		\$4.43
Easement		\$4.43
Custom Work by the Hour		\$44.25

**WATER & SEWER RATE CHARGES**  
**WATER & SEWER RATE CHARGES – Effective January 1, 2020**

**SCHEDULE 'D' - WATER & SEWER RATE CHARGES**

TABLE 2020  
(i)

Meter Size	Ratio	Flat Service fee per Meter Size	Water Cost	Sewer Cost
5/8"	15	\$46.93	\$1.59	100% water cost
3/4"	18	\$51.63	\$1.59	100% water cost
1"	25	\$65.69	\$1.59	100% water cost
1 1/2"	40	\$84.44	\$1.59	100% water cost
2"	50	\$136.08	\$1.59	100% water cost
3"	75	\$516.08	\$1.59	100% water cost
4"	100	\$656.87	\$1.59	100% water cost
6"	150	\$985.26	\$1.59	100% water cost
8"	200	\$1,876.73	\$1.59	100% water cost

**\*\* Customers with approved bleeders shall receive a discount of 50% on their volumetric water consumption for the approved bleeding period as directed by the water and sewer supervisor each year. This period will be no earlier than November 1st and ending no later than April 30th of the following year.**

Multi Unit Buildings with one Water Meter in Building (4 or more units)							
Year	Fixed cost per unit per month	Water Cost /m3	Sewer Cost (100% of total water charges)	Total	50 % of Total	% of phase in adjustment	Total Monthly Per Unit Cost
2020	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 33.33%	**\$15.64
2021	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 66.67%	**\$31.28
2022	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 100%	**\$46.93

\*\*rates based on actual approved rates for 2020, commencing in 2021, there will be further adjustments for any overall rate increases as approved by Council for any given year, and will be based on the approved 5/8" meter rate.

Note: customers with water meter serving multi plex buildings connecting to the City's systems, either through a new build, conversion of an existing building to this category of customer that was previously connected to the City's system under a different category of customer, or a new connection to City systems regardless of the date of the build will be charged the fully phased in rate. For this class of customer, the fully phased rate would be based on the 2022 rate as reflected above.

One Water Meter Serving Multiple Individual Residences								
Year	Median Kenora Household Consumption per month	Billing Period Consumption	Equivalent Residence	Fixed cost per unit per month	Sewer Cost (100% of total water charges)	Total	% of phase in adjustment	Total Monthly Per Equivalent Residence's Rate
2020	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 16.67%	**\$15.64
2021	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 33.33%	**\$31.28
2022	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 50%	**\$46.93
2023	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 66.67%	**\$62.58
2024	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 83.33%	**\$78.21
2025	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 100%	**\$93.86

\*\*rates based on actual approved rates for 2020, commencing in 2021, there will be further adjustments for any overall rate increases as approved by Council for any given year, and will be based on the approved 5/8" meter rate.

Example: A property with one meter, but 10 individual living units on that property (a trailer park as an example) has a billing period water consumption of 115 cubic meters. The bill in 2020, would be calculated as follows:

$$\begin{aligned}
 &115\text{m}^3 = 10 \text{ equivalent residences} \times \$15.65 = \$156.50 + \text{consumption } (\$1.59 + \$1.59) \times 115\text{m}^3 = \\
 &\$365.70 \\
 &11.5\text{m}^3 \\
 &= \$156.50 + \$365.70 = \$522.20
 \end{aligned}$$

Note: customers with water meter serving multiple individual residences connecting to the City's systems, either through a new build, conversion of an existing builds to this category of customer that was previously connected to the City's system under a different category of customer, or a new connection to City systems regardless of the date of the build will be charged the fully phased in rate. For this class of customer, the fully phased rate would be based on the 2025 rate as reflected above.

#### Water & Sewer Service Charges:

Connect & Disconnect – regular hours	\$ 60.00	per hour
Connect & Disconnect – after hours	\$ 190.00	2.0 hour minimum
Connect & Disconnect – after hours	\$ 80.00	per additional hour
W & S Line Tapping – regular hours	\$ 140.00	per hour
W & S Line Tapping – after hours	\$ 400.00	2.0 hour minimum
W & S Line Tapping – after hours – each additional hr	\$ 150.00	per additional hour
Service call – regular hours	\$ 60.00	per hour
Service call – after hours	\$ 190.00	2.0 hour minimum
W & S Pipe Locate – regular hours	\$ 100.00	per hour
W & S Pipe Locate – after hours	\$ 200.00	per hour
Water Thaw – regular hours	\$ 235.00	first hour
Water Thaw – regular hours – each additional hour	\$ 230.00	per additional hour
Water Thaw – after hours	\$ 667.00	2.0 hour minimum
Water Thaw – after hours – each additional hour	\$ 375.00	per additional hour
Sewer Steaming - regular hours	\$ 200.00	per hour
Sewer Steaming – after hours	\$ 550.00	2.0 hour minimum
Sewer Steaming – after hours – each additional hour	\$ 250.00	per additional hour
Sewer Rodding – regular hours	\$ 110.00	per hour
Sewer Rodding – after hours	\$ 400.00	2.0 hour minimum
Sewer Rodding – after hours – each additional hour	\$ 200.00	per additional hour
Sewer Service Camera Inspection (2 staff)	\$ 200.00	per hour
Sewer Service Camera Inspection (3 staff)	\$ 250.00	per hour
S & W Private Connection Permit	\$ 70.00	flat rate
Water Delivery – 0.1 to 2.27 cubic meters	\$ 50.00	same day delivery
Water Delivery – 2.27 to 4.54 cubic meters	\$ 55.00	same day delivery
Water Delivery – 4.54 to 6.81 cubic meters	\$ 60.00	same day delivery
Water Delivery – same day (after 8:00 am)	\$ 125.00	flat rate
W. Delivery – all OT & non-scheduled. delivery days	\$ 190.00	flat rate
Bulk Water Depot - water	\$ 4.25	per cubic meter
Bulk Water Depot - Access Card Deposit	\$ 25.00	new customer
Bulk Water Depot - Access Card Deposit (with old card)	\$ 15.00	existing customer
Monthly interest rate for past due water and sewer charges	1.5 %	/mo

**GIS EXTERNAL PRICING - DIGITAL DRAWINGS**  
**-AUTOCAD VECTORS**  
**-TIFF ORTHO PHOTOS**

Description of Service	Base Price
City Road/Street Map	\$88.50
CUSTOM MAPPING: Topographic Features	
Areas less than or equal to 4 square km	\$ 35.40
Areas more than 4 square km	\$106.19
Survey Line & Annotation/Text	
Areas less than or equal to 4 square km	\$ 44.25
Areas more than 4 square km	\$132.74
Address Numbers	
Areas less than or equal to 4 square km	\$ 39.82
Areas more than 4 square km	\$119.47
Contours	
Areas less than or equal to 4 square km	\$ 39.82
Areas more than 4 square km	\$119.47
Sewer Main Schematic	
Areas less than or equal to 4 square km	\$ 22.12
Areas more than 4 square km	\$ 66.37
Water Main Schematic	
Areas less than or equal to 4 square km	\$ 22.12
Areas more than 4 square km	\$ 66.37
Storm Sewer Schematic	
Areas less than or equal to 4 square km	\$ 22.12
Areas more than 4 square km	\$ 66.37
Orthographic Photo	
Areas less than or equal to 4 square km	\$ 44.25
Areas more than 4 square km	\$132.74
Shorelines	
Areas less than or equal to 4 square km	\$ 39.82
Areas more than 4 square km	\$119.47
Road Centre Lines	
Areas less than or equal to 4 square km	\$ 26.55
Areas more than 4 square km	\$ 79.65
City Limits	
Areas less than or equal to 4 square km	\$ 8.85
Areas more than 4 square km	\$ 8.85
Minimum Charge	\$ 22.12
Custom Work by the Hour	\$ 44.25

## SCHEDULE 'E' – DEVELOPMENT SERVICES

To By-Law Number ~~149-2020~~

Section	Fee Description	Fee	Details
<b>Property Sales and Leases</b>			
	Application to purchase or lease municipal property – road/shore allowance abutting property owned by applicant(s)	\$ 500.00	+all costs including survey, legal, transfer and a minimum of either \$1000 or the established fair market value, whichever is more
	Application for purchase or lease of municipal property – property not a part of a road/shore allowance abutting property owned by applicant(s)	\$ 500.00	+ Fair market value or as established by Council

Whitecap Pavilion Rentals	Peak Season	Off Season
Hourly	\$131.25	\$78.75
Half Day	\$420.00	\$367.50
Full Day	\$1050.00	\$945.00
Weekend	\$2625.00	\$2100.00
Sound System	\$25.00	\$25.00
<b>Early Setup Fee</b> (if it can be accommodated)	<b>Peak/Off Season</b>	
Hourly	\$32.80	
Half Day	\$210.00	
Full Day	\$525.00	

Lake of the Woods Discovery Centre	Rental Rates
During Business Hours (Amphitheatre) Flat Rate	\$175
Hourly Rate (Amphitheatre)	\$ 50
After Business Hours (5 pm – 8 pm)	\$250
After Business Hours (5 pm – 10 pm)	\$350
After Business Hours (5 pm – 1 am)	\$750



February 9, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Stace Gander, Community Services Manager  
Shaun Clifford, Parks and Facilities Division Lead**

**Re: Budget Amendment – City of Kenora Parkade**

### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$6,350 to be funded through the parkade reserves to perform an emergency repair on the upper barrier connection for the concrete barrier panel and a fence repair to the lower storage area; 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 February 16, 2021 meeting for this purpose; and further

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

### **Background:**

During routine snow removal duties an employee observed a portion of the concrete barrier panel had dropped due to damage at the end of the panel. City staff were notified and an engineering firm was engaged to assess and advise on the required repair. Work has been completed and a new saddle connection was fabricated and installed.

The second issue was discovered during a routine inspection of the lower level of the parkade. It was determined that individuals had cut portions of the fenced compound and removed panel connectors to gain access. A new fence and door will be installed to prevent access.

### **Budget:**

This would be funded through the Parkade Reserve and does not put pressure on that reserve. The cost of the projects is \$ 6,350.00.

**Communication Plan/Notice By-law Requirements:** Bylaw and public notice of budget amendment.

### **ERM Assessment:**

As per the requirement of the City's ERM Policy, staff have identified a low risk to the City, since the Parkade Fund Reserve has adequate reserves and was set up for funding similar type projects.

**Strategic Plan or other Guiding Document:**

**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 good state of repair to ensure certainty, security and long-term stability of our systems.

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Stace Gander, Community Services Manager  
Shaun Clifford, Parks and Facilities Division Lead**

**Re: 3 Year Garden & Shrub Bed Maintenance Contract – Debbie’s  
Greenhouse & Garden Centre**

### **Recommendation:**

That the Mayor and Clerk be hereby authorized to enter into a three (3) year Agreement with Debbie’s Greenhouse & Garden Centre for planting and maintaining plants and shrubs in the City of Kenora; and further

That the appropriate by-law be passed for this purpose.

### **Background:**

The previous three (3) year garden and shrub bed maintenance agreement was with Debbie’s Greenhouse & Garden Centre and that agreement expired in the fall of 2020. As result, City staff undertook a rigorous process related to tendering a new three (3) year agreement. This process included detailing the requirements for each location and adding detailed terms of service that that Parties could align on. In addition, the City had undergone a downtown revitalization (DTR) Phase on First Street and Park Street which added a material increase to the amount of bedding plants and related shrub and flower maintenance that would be required annually. As part of the tender documents, staff requested a breakdown of the costs on a per site basis to help understand what was driving cost to the overall agreement.

Debbie’s Greenhouse and Garden Centre was the only firm that submitted a bid for the work. The breakdown of the cost per year is as follows:

<b>YEAR</b>	<b>ANNUAL COST (+tax)</b>	<b>PERCENTAGE CHANGE Y/Y</b>
2021	\$248,509.08	41.3%
2022	\$254,224.81	2.3%
2023	\$260,072.04	2.3%

It is important to note that a large portion of the 2021 percentage increase can be attributed to the addition of the DTR, the introduction of terms of service and developing very granular location by location specifications.

Council should be made aware that the new agreement has the ability for staff to begin to introduce new plant types so that staff can trial alternates to determine how well they stand up in our climate and determine the return on investment of alternate products

over a longer term. In addition, Parks staff have taken over a portion of some maintenance over in an effort to control spiraling costs.

**Budget:**

The above increases have been inputted into the approved 2021 operating budget so there is no incremental impact as a result of the agreement other than in subsequent operating years.

**Risk Analysis:**

As per the requirements in the City's ERM Policy, there are service delivery and governance risks identified with the award of the tender that should be considered medium. If the City does not accept the tender, the ability to deliver services would become difficult to arrange and the beautification of the City would be compromised.

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

City Clerk, Finance, Accounts Receivables and Filing.

**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 neighbors.
  
- 2-2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.
  
- 2-9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.

## Keewatin Sign



- Flower Bed  
50 sq. ft.

\*No outdoor water source.

Weeding Maintenance Level:  
Medium



**Keewatin Planters: Maples/Bay Terrace**

● - Above Ground Planter (6)



**Keewatin Library/Medical Centre**

● - Above Ground Planter (5)



Weeding Maintenance Level:  
Medium

\*No water on sites.

## Keewatin Central Park

● - Above Ground Planter (2)

\*No water on site.

Weeding Maintenance Level:  
Medium



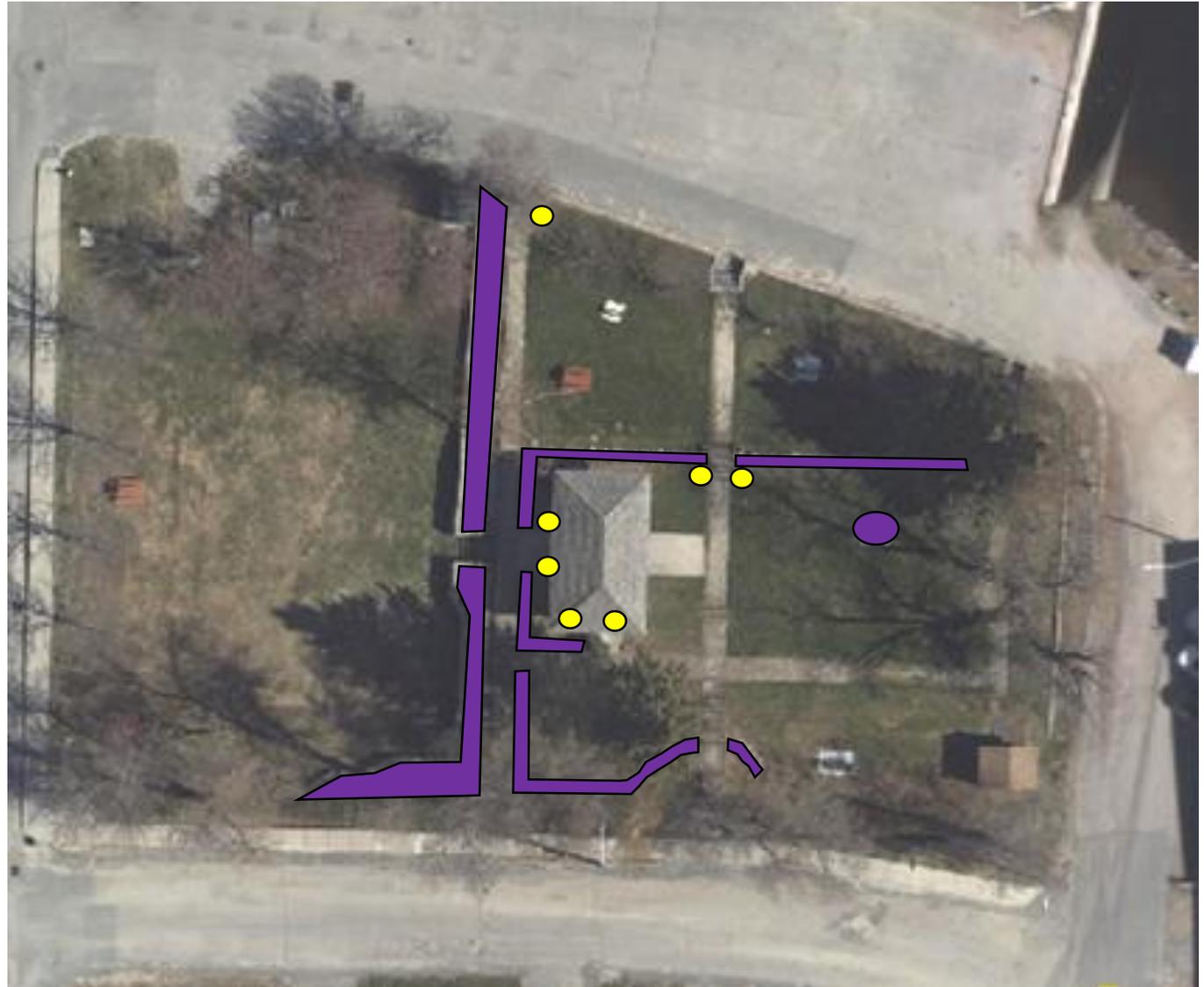
**Beatty Park**

● - Above Ground Planter (6)

■ - Flower Bed  
820 sq. ft.

\*Sprinklers/Outdoor Tap

Weeding Maintenance Level:  
High



## Discovery Centre

 - Flower Bed  
108 sq. ft.

 - Shrub Beds  
84 sq. ft.

Weeding Maintenance Level:  
High

 - Mixed Bed  
2,304 sq. ft.

Weeding Maintenance Level:  
Low



\*Outdoor tap on site.

## McLeod Park



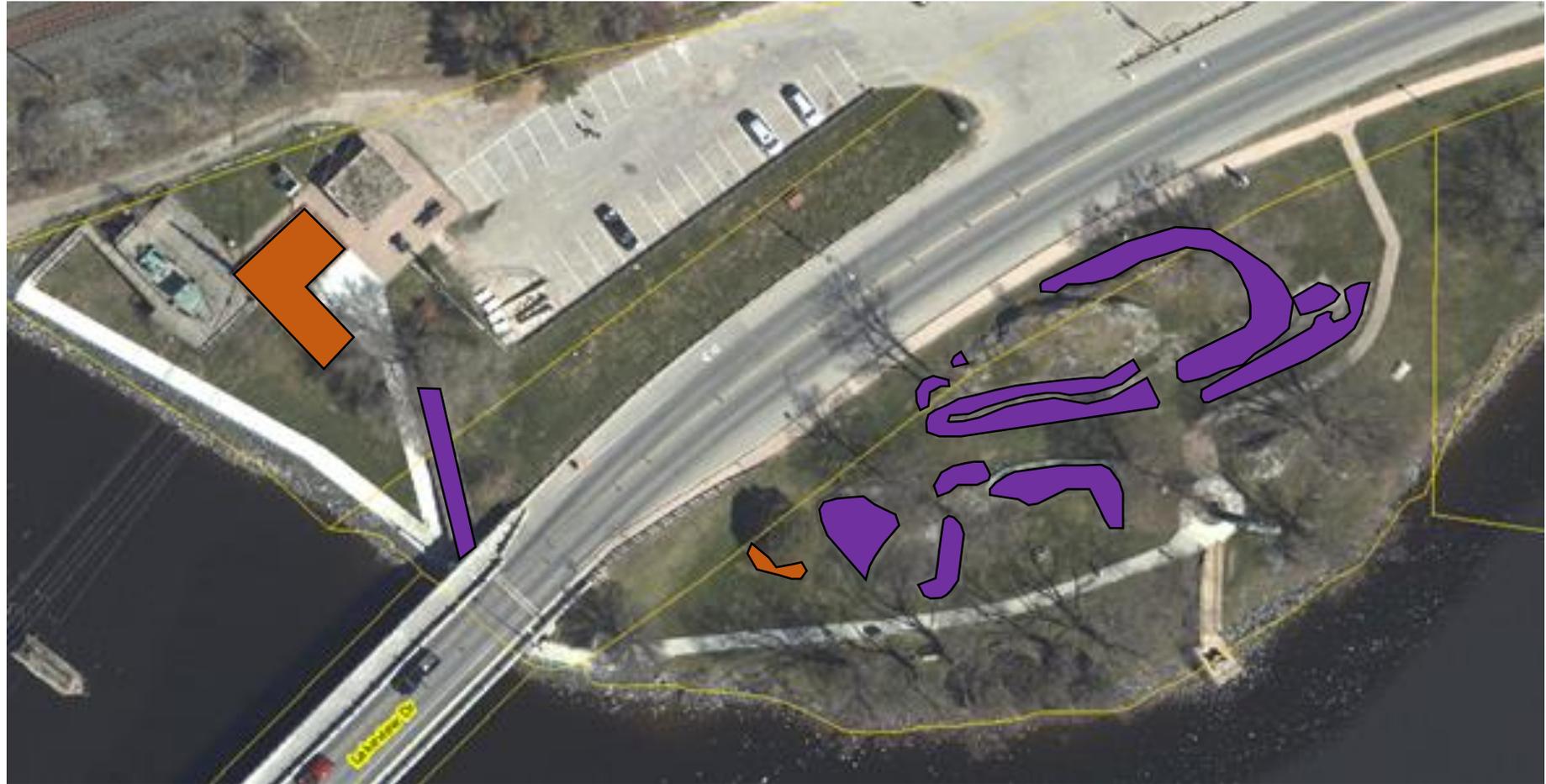
- Flower Beds  
5,048 sq. ft.



- Shrub Beds  
498 sq. ft.

\*Outdoor taps on site/  
Sprinklers

Weeding Maintenance Level:  
High



Harbourfront

 - Tree Well (17)

 - Shrub Bed (3)

 - Above Ground Planter (6)

 - Flower Bed(1)  
125 sq. ft.

\*Outdoor tap on site/  
sprinklers

Weeding Maintenance  
Level: High



Harbourfront Continued

 - Tree Well (2)

 - Shrub Bed (7)  
2,895 sq. ft.

 - Flower Bed (5)  
1,716 sq. ft.

\*Outdoor tap on site /  
sprinklers

Weeding Maintenance  
Level: High



## Greenbelt

Weeding Maintenance  
Level: High

● - Hanging Baskets (12)

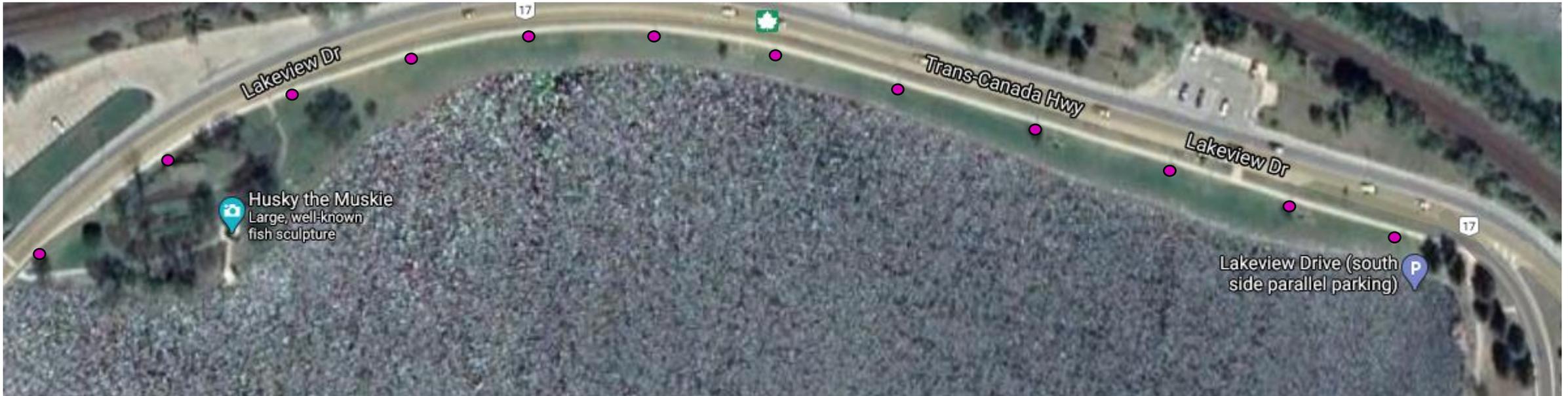
\*No water source.

Estimated Maintenance Cost:

Year One: \$ \_\_\_\_\_

Year Two: \$ \_\_\_\_\_

Year Three: \$ \_\_\_\_\_



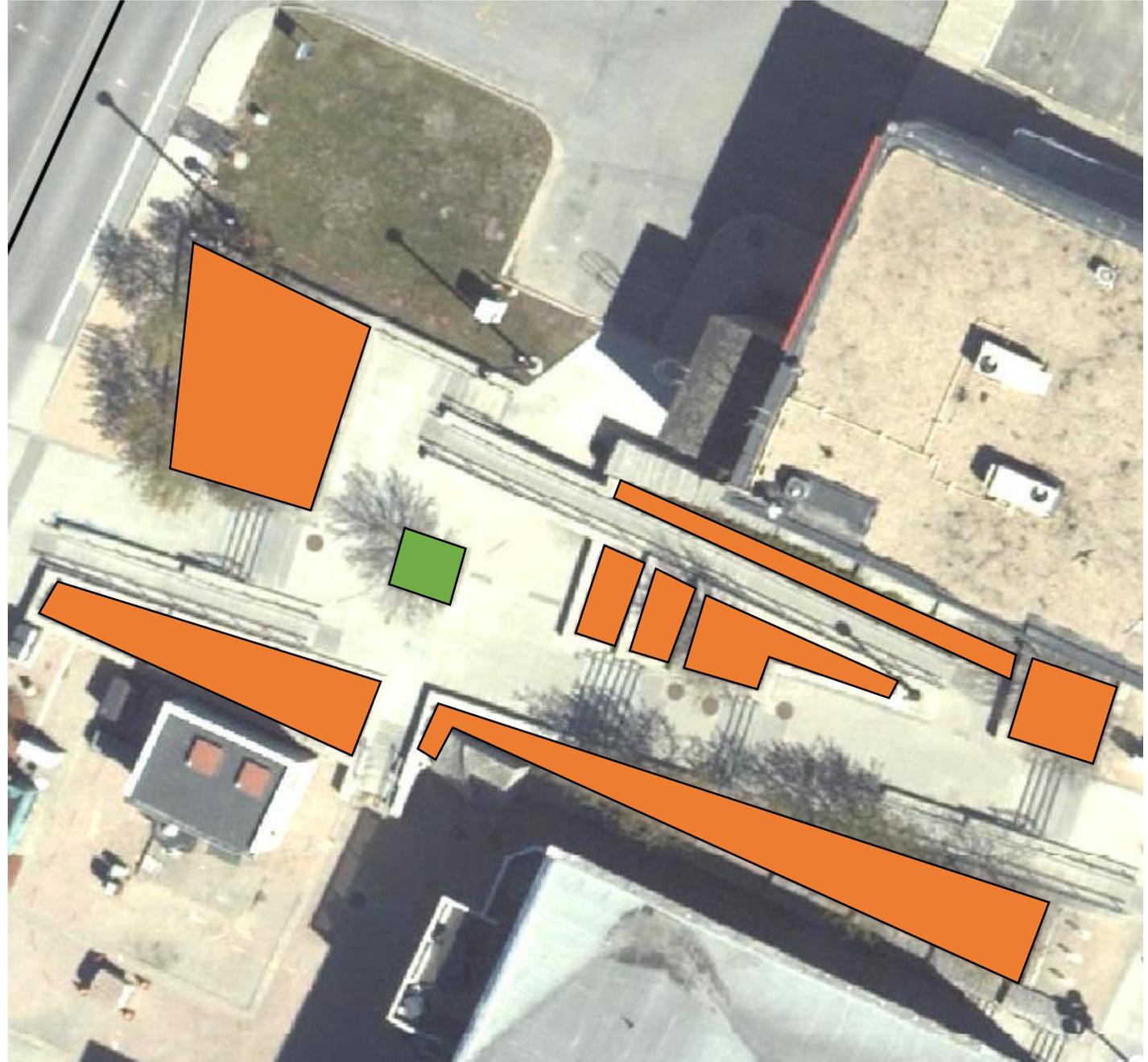
**Lake of the Woods Plaza**

 - Shrub Beds (8)  
1,500 sq. ft.

 - Tree Well (1)

\*Outdoor tap on site.

Weeding Maintenance  
Level: High



**Lake of the Woods Museum**

Orange - Shrub Beds (3)  
450 sq. ft.

Purple - Flower Beds (2)  
272 sq. ft.

\*Outdoor tap on site.

Weeding Maintenance  
Level: High



## Kenora Library

 - Above Ground Planter (2)

 - Flower Bed  
280 ft.

\*Outdoor tap on site.

Weeding Maintenance Level:  
High



## Anicinabe Park

 - Above Ground Planter (6)

 - Mixed Bed  
300 sq. ft.

\*Outdoor tap on site.

Weeding Maintenance Level:  
High



# Kenora Recreation Centre

One (1) Flower/Shrub Bed  
274 sq. ft.

\*Indoor water access.

Weeding Maintenance Level:  
High

Estimated Maintenance Cost:

Year One: \$ \_\_\_\_\_

Year Two: \$ \_\_\_\_\_

Year Three: \$ \_\_\_\_\_



## Veteran's Drive Planters

● - Above Ground Planter (10)

\*Outdoor tap on site.

Weeding Maintenance Level:  
Medium



## City Hall

 - Flower Beds  
377 sq. ft.

\*Outdoor taps on site.

Weeding Maintenance Level:  
High

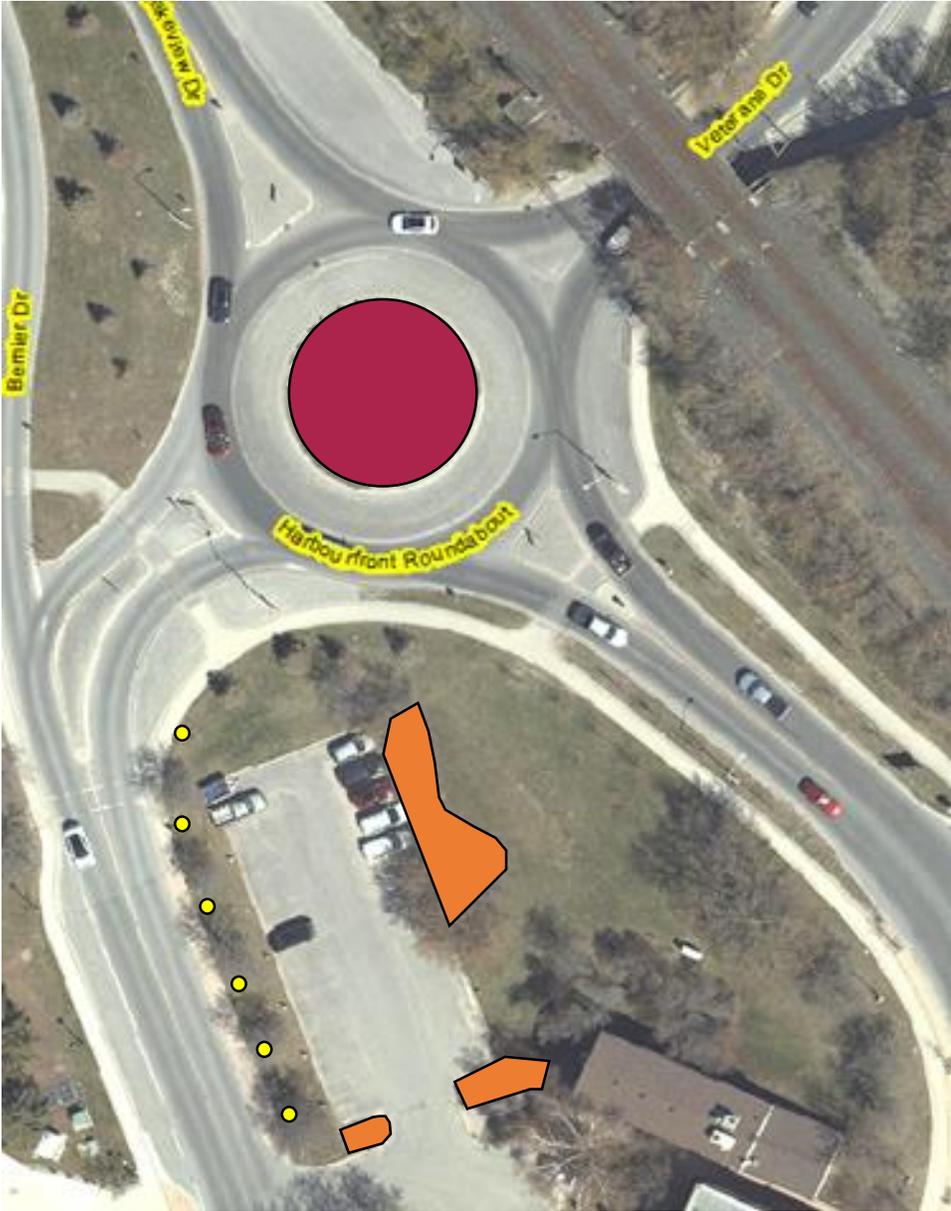


**Roundabout**

● - Flower/Shrub Mixed Bed  
2010 sq. ft.

\*Sprinkler

Weeding Maintenance Level:  
High



## Park Street Roundabout

 - Mixed Shrub/Flower Bed  
2290 sq. ft.

\*Outdoor taps on site.

Weeding Maintenance Level:  
Medium





February 2, 2021

## City Council Committee Report

**TO: Kyle Attanasio, CAO**

**FR: Stace Gander, Community Services Manager  
Josh Nelson, Tourism & Recreation Division Lead**

**RE: Vending Machine Services – Kenora Recreation Centre & Keewatin Memorial Arena**

### **Recommendation:**

That Council gives three readings to a bylaw authorizing an agreement between the Corporation of the City of Kenora and Boreal Concepts for the purpose of Vending Machine Services at the Kenora Recreation Centre & Keewatin Memorial Arena for the term of March 1, 2021 to February 28<sup>th</sup>, 2026; and further

That the Mayor and City Clerk be hereby authorized to execute the Agreement.

### **Background:**

At the end of November the Recreation department initiated a request for proposals to supply vending machine services for the Kenora Recreation Centre & Keewatin Memorial Arena. The RFP was advertised on the city website, municipal memo and through social media.

Proposals were to include, but not limited to:

- Length of Lease
- Equipment Supplied
- Anticipated Revenue & Return to the City of Kenora
- Qualifications and Experience
- Proposed Initiatives or Value Added Opportunities
- Special Conditions

As a result of this process we received one submission. The successful proponent is:

**Boreal Concepts** 10% commission on total sales of all merchandise per month for the term of the agreement.

Five year term

Our facilities are busy complexes with numerous activities and events throughout the year. In order to offer a fulsome experience for our customers we look to provide adequate vending services at both facilities.

**Budget:** There is no impact to the 2021 operating budget

**Risk Analysis:** As per the requirements of the City's ERM Policy, staff have identified a low and insignificant financial risk due this agreement.

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

Tourism & Recreation Division Lead; Finance and Administration; Boreal Concepts

**Strategic Plan or Other Guiding Document:**

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



February 2, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Stace Gander, Community Services Manager  
Lori Nelson, Director of The Muse**

**Re: Investment of the Big Picture Legacy Fund**

### **Recommendation:**

That Council approve the investment of The Big Picture Legacy Fund for the Douglas Family Art Centre as an Agency Fund with the Kenora and Lake of the Woods Regional Community Foundation; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to approve an investment to the Lake of the Woods Regional Community Foundation at its February 16, 2021 meeting.

### **Background:**

In 2017 The Big Picture Campaign was launched by the Lake of the Woods Museum to raise funds for the construction of an art centre. These funds were to match provincial and federal funding. In addition, a further \$1 million was pledged by two donor families to establish an endowment fund for the Art Centre. Under the direction of the donors, The Big Picture Legacy Fund is to be a restricted fund established to provide financial support, when required, for art acquisitions, conservation work, curatorial activities, educational programming and exhibitions at the Douglas Family Art Centre.

The Muse Board, in consultation with the primary donors, the City Treasurer and The Muse Director, considered the options for investment which included a self-restricted fund, the establishment of a private foundation, or investment with the Kenora and Lake of the Woods Regional Community Foundation (KLWCF). Each option was weighed against the established criteria and the Community Foundation best met the criteria for the fund investment.

At the January 28, 2021 Muse Board meeting, the following motion was approved.

*Moved by Lorelei Van Belleghem, seconded by Robert Bulman that the Legacy Fund be invested with the Kenora and Lake of the Woods Regional Community Foundation as an Agency Fund.*

**Budget:** There is no immediate financial impact to this investment, however the Lake of the Woods Community Foundation return on investment is anticipated to be six (6) to seven (7) percent per year.

### **Risk Analysis:**

There is a low risk with this investment. The KLWCF is a soundly established foundation. Since May 31, 2006 its annualized rate of return has been 6.79% as of July 2018. The

Canadian Revenue Agency requires that a minimum of 3.5% of the average value of assets held during the previous 24 months be dispersed.

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

City Treasurer, The Muse Board, The Muse Director

**Strategic Plan or other Guiding Document:**

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

The Muse Strategic Plan, 2021-2023 (in draft)



January 22, 2021

## City Council Committee Report

**To:** Kyle Attanasio, CAO

**Fr:** Lori Nelson, Director of the Muse  
Stace Gander, Community Services Manager

**Re:** Summer Student Employment Funding Application

### **Recommendation:**

That Council hereby approves an application to Young Canada Works in Heritage Organizations to assist with employment costs for summer students at the Lake of the Woods Museum and the Douglas Family Art Centre.

### **Background:**

Young Canada Works in Heritage Organizations (YCWHO) is an employment program for students. Eligible employers may benefit from wage subsidies and a pool of talented youth with innovative ideas and competitive skills. Generally, full-time positions last from six - 16 weeks and students may work full-time or part-time, although priority is given to organizations that provide full-time jobs.

The Lake of the Woods Museum has consistently received funding through this program to support the employment of summer students.

This year, application will be made to support the hiring of four summer students, two at the Lake of the Woods Museum and two at the Douglas Family Art Centre. The students will be employed for 15 weeks and a request for 70% funding for each position will be made.

**Budget:** There is potentially a positive budget impact as a result of this grant if approved.

**Risk Analysis:** There is a low positive financial risk in making application to the YCWHO, as it will assist with operating expenses for the Museum.

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

### **Strategic Plan or other Guiding Document:**

2.9 The City will support continues improvements to recreation and leisure amenities, particularly those that support the quality of life.



February 1, 2021

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Adam Smith, Manager of Development Services

Re: City of Kenora Submission to 2021 Ontario Budget Consultation

### **Recommendation:**

That Council hereby approves a submission to the Government of Ontario's 2021 Budget Consultation.

### **Background:**

The Ontario Government is undertaking consultations as part of the 2021 Budget which similar to the previous year is focused upon responding and recovering from the COVID-19 pandemic. On January 29<sup>th</sup>, staff delivered a short presentation to the Ministry of Finance during a virtual engagement for the Kenora area. The attached letter reinforces those discussion points and outlines three major issues facing the City and how the Province can impact these issues through the budgeting process.

**Budget:** There are no budgetary implications associated with this report.

### **Risk Analysis:**

There is a high external risk with this recommendation however it is assessed as an opportunity. This consultation offers an opportunity for the municipality to advocate for policy changes that can have a significant impact on the economic well-being of the municipality and community.

### **Communication Plan/Notice By-law Requirements:**

Letter to be submitted to the Ministry of Finance.

### **Strategic Plan or other Guiding Document:**

1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district

1-6 The City will lobby senior government for additional supports for local industry and business in relation to ongoing workforce development



February 1, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Adam Smith, Manager of Development Services  
Kevan Sumner, City Planner**

**Re: Declaration of Surplus Land – 1125 Highway 17 East**

### **Recommendation:**

That Council hereby declares the property locally known as 1125 Highway 17E, Kenora, Ontario and otherwise known as the 'former Ontario Provincial Police Service (OPP) detachment as surplus to the needs of the municipality; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to declare the property locally known as 1125 Highway 17E as surplus to the needs of the municipality at its February 16, 2021 meeting; and further

That three readings be given to a by-law for this purpose.

### **Background:**

September 18, 2020, was the deadline for Expressions of Interest (EOI) for the property at 1125 Highway 17 East that was the former site of the OPP Detachment. Submissions received by that date were evaluated against pre-determined criteria and the City has been working with a prospective purchaser since that time.

The Municipality's objective in proceeding with the surplus by-law is to encourage the expansion of commercial development in the area through redevelopment of the existing 9,700 square foot building to accommodate a new use that is compatible with the Highway Commercial Zone.

In addition, the by-law enables the City to eventually proceed with an agreement of purchase and sale for the site identified in Figure 1.



**(Figure 1: Subject Property of Surplus By-law)**

**Budget:** No impact.

**Risk Analysis:** There is an inherent risk of moderate public disapproval for a transfer of City property; however the risk was mitigated by undertaking a formal Expressions of Interest process and giving notice of the intent to declare the lands surplus. It is recommended that the City proceeds in accordance with the City's Policy for Land Disposition.

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

Per the City's Sale of Land Policy, Notice By-law, Committee of a Whole and Council Agendas.

**Strategic Plan or Other Guiding Document:**

The request supports the City of Kenora's Vision 20/20 Strategic Plan's priority to Strengthen Our Foundations and further supports potential future development. In particular, this project aligns with the following:

1-5 The City will document existing City land, identify new opportunities and future growth areas, and consider putting the appropriate zoning in place for potential future development.

The proposed purchase and redevelopment of this property is supported by the Official Plan:

Principle 1 – Sustainable Development, which has the objectives of promoting compact development by using land and existing infrastructure efficiently, and supporting infill and intensification in built-up areas.

Section 3.4 – Commercial Development Area states that the continued development of retail commercial uses shall be promoted in order to serve the residents of the City of Kenora, Northwestern Ontario, western Canada, and the Midwestern United States. Maintaining Highway 17E... through the City is paramount to maintaining the economic health of the commercial/retail sector of the local economy.



February 2, 2021

## City Council Committee Report

**TO: Kyle Attanasio, CAO**

**FR: Adam Smith, Manager of Development Services**

**RE: Agreement of Purchase and Sale – Town Island**

### **Recommendation:**

That Council hereby enters into an Agreement of Purchase and Sale between the Corporation of the City of Kenora and the Nature Conservancy of Canada (NCC), in the amount of \$2.25 million; and further

That Council commits \$75,000 towards the NCC Stewardship Endowment Fund upon conditions of the sale being satisfied; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends enter into a purchase and sale agreement for the sale of Town Island at its February 16, 2021; and further

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

### **Background:**

In September 2019, Council reconfirmed the January 2010 resolution declaring Town Island as surplus to the needs of the municipality and directed administration to proceed with a competitive Expressions of Interest process for the sale of the property following receipt of an appraisal.

Since April 2020, Development Services staff have been in negotiations with the Nature Conservancy of Canada (NCC) regarding the potential acquisition of the property by this organization.

The City of Kenora is in receipt of an offer to purchase from NCC in the amount of \$2.25 million. The offer is conditional on the NCC having funding arrangements for the purchase price on or before July 4, 2022. The terms of the negotiated agreement also include a \$75,000 contribution from the City of Kenora to the Stewardship Endowment Fund. The NCC has an internal requirement that 20 percent of the value of any land acquired be raised separately and placed into this endowment fund, ensuring that the land can be managed into the future. This results in additional amounts to fundraise, but will ensure the island is well cared for in perpetuity. It also offers an opportunity for the partnership between its organization and the municipality to be celebrated over the long term. This document is concurrent to the execution of the agreement of purchase and sale.

**Budget:** The net proceeds from this sale had been previously approved by Council to be placed into a reserve for the purposes of future land development. The same reserve will be used to provide the contribution dedicated to preserving the island.

**Risk Analysis:**

In accepting the offer from the NCC, there is positive governance risk that is deemed to be high and should be pursued as this will be in alignment with the City's strategic focus on environmental conservation and would likely be appreciated by local environmental groups and cottage associations.

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

**Strategic Plan or other Guiding Document:**

- 2-7 The City will encourage and support the development of vacant and transitional lands for uses that support our vision;
- 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.