



# City of Kenora

## Committee of the Whole Agenda

Tuesday, January 12, 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/>

### Blessing and Land Acknowledgement

- Councillor Poirier

#### 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 January 19, 2021 meeting:-

- Adopt the 2021 Municipal Operating Budget, Water & Wastewater Operating & Capital Budget and Solid Waste Operating & Capital Budget

#### 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 December 8, 2020 be confirmed as written and filed.

#### D. Deputations/Presentations

- Jake Boutwell – Harvest Kenora

#### E. Reports:

### 1. Administration & Finance

Item Subject

- 1.1. November 2020 Financial Statements
- 1.2. Ontario Regulation 284/09: 2021 Budget Matters
- 1.3. 2021 Operating Budget Approval

1.4. 2021 Water & Wastewater Budget Approval

1.5. 2021 Solid Waste Budget Approval

## 2. Fire & Emergency Services

Item Subject

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No Reports

## 3. Operations & Infrastructure

Item Subject

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No Reports

## 4. Community Services

Item Subject

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4.1 Hings Lease Renewal

4.2 Kenora Rotary Club Peace Park MOU

4.3 2021 Pines Service Agreement

## 5. Development Services

Item Subject

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5.1 Funding Application to the RED Program – Husky the Muskie Restoration

5.2 Deeming By-law—Lots 47&48 on Plan M639 & Repeal of Deeming By-law No. 76-2014

5.3 Submission to Canada’s Centre of Excellence in Next Generation Networks (CENGN) Intake #4

### Proclamation:

- National Alzheimer Awareness Month

### Next Meeting

- Tuesday, February 9, 2021

### 12:00 p.m. - Zoning Bylaw Amendment Public Meeting

#D14-20-04 63 - Nash Street

### 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 matter – Team Kenora update)
- ii) Personal Matter about an Identifiable Individual (1 matter-Sustainability Committee Appointments)

Adjournment.



November 27, 2020

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: November 2020 Financial Statements

### Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at November 30, 2020.

### Background:

Attached for your information, please find the November 2020 summary expense and user fee statements for the City of Kenora and the Council department. At the end of November, the year is 91.67% complete, and therefore, should be 8.33% of the budget remaining.

### Overall:

- Expenses at the end of November 2020 were below budget with 14.26% remaining to be spent. Water & Sewer 12.27% and Solid Waste 22.50% left in the budget.
- User fee revenues to the end of November 2020 are behind the budget with 39.03% left to collect. Water & Sewer 17.82% and Solid Waste 3.70% is left to collect at the end of November.

### Expenditures:

- **General Government** - The General Government expenses to date are below budget with 18.06% 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 83k to the end of November. Overall still close to budget as travel and conference budgets were not utilized in 2020.
  - **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 November, while some line items such as legal are over budget, other line items such as advertising and training are currently under budget.
  - **Human Resources** – Human Resources Manager position remained vacant until Nov 16<sup>th</sup>. Training and travel have minimal expenses at the end of November and legal expenses are below budget, however there are significant contracted services expenses that have gone over budget.

- **Building and Grounds Maintenance** – Under budget at the end of November. Utilities and Repairs and maintenance make up most of this budget. Utilities are under budget with 21.52% remaining and repairs and maintenance are under budget with 22.41% remaining.
- **Finance and Administration** – Overall close to budget at the end of November. Contracted services slightly over budget with the annual post-employment benefit report higher than anticipated. Audit expenses will not be recorded until year end.
- **IT** – Wages under budget due to the voluntary layoffs related to COVID.
- **Rentals** – Medical centre materials and supplies and contracted services are over budget. 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 10.52% remaining in the budget.
  - **Police Commission** – Expenses below budget as most travel was cancelled due to COVID.
  - **Police Building** – Over budget as expected, 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. Training dollars not spent this year as expected due to COVID.
  - **Building Inspection** – Under budget due to the voluntary layoff and training budget was not utilized in 2020 as expected.
  - **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 will change with next year's budget.
  - **Emergency Measures** – The Emergency Control Group has decided not to renew the Everbridge program in 2020 which was due to low subscriber rates to the program. Sandbags purchased in 2020, and no travel due to COVID.
  - **911 Emergency Access** – Consists of the 911 contract paid for entire year.
  - **Health and Safety Committee** – Several Health and Safety courses not completed to date 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.
- **Transportation** – The Transportation Department expenses to date are under budget with 20.22% 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 there were some departments that should have had more roads wages budget allocated such as cemetery and Barksy Facility. There was also a position vacant for the majority of the year.
  - **Bridge Maintenance** – Bridge maintenance is over budget for the year. Bridge waterproofing was completed in August and contracted services work completed in September. This budget has now all been spent for the year.

- **Paved Roads Maintenance** – Under budget at the end of November. 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 November.
  - **Loosetop Roads** – Loosetop roads are over budget at the end of November 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 November with 29.11% remaining. This is significantly better than last year at the same time there was only 2.43% remaining. Salt used for November and December still expected.
  - **Safety Devices** – The main expense in this department includes the line painting contract which came in over budget. However we also see the crossing guard expenses 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** – Very close to budget at the end of November and this department is in line with last year's spending.
  - **Streetlighting** – Streetlighting appears to be below budget with materials & supplies under budget at the end of November. When debt interest is recorded this department will be very close to budget.
  - **Docks & Wharfs** – Expenses over budget at the end of November. This is expected as most of the work on docks would have ended at this time. Some budget still available under repairs and maintenance.
  - **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 will be made to budget for employee time starting in 2021.
  - **Warehouse** – Utilities under budget at this time, but comparable to prior year spending.
  - **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. This has not been done in past years and will need to be factored in to the 2021 budget. Parts inventory to be set up for 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 13.13% remaining. 12.27% left in the budget in Water & Sewer and 22.50% remaining in Solid Waste.
    - **Storm Sewers** – Because there was significant storm sewer work completed in 2019, more budget was allocated to storm sewers in 2020. Storm sewer work is currently under budget at the end of November. This budget is mainly made up of an allocation of our roads wages.
    - **Blue box collection** – Wages slightly under budget for 2020.

**Water & Sewer** – Overall Water & Sewer expenses are comparable to last year's overall spending at this time.

- **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 are required in Waterworks than in Sanitary system based on past spending. 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, to be adjusted in 2021 budget. Water treatment plant chemicals are under budget at the end of November however there was a purchase in December for 20k that brings the actuals closer to budget. Materials and supplies, and lab tests are currently under budget at the end of November. 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 is to be adjusted in the 2021 operating budget.
- **General Water Standpipe & Booster Stations** – Materials and supplies under budget at the end of November however there was work completed in December that the invoice has not yet been received for.

**Solid Waste** – Overall solid waste is close to prior year spending.

- **Hazardous Waste** – Hazardous Waste day's expenses is still below budget at the end of November. 19k in hazardous waste contracted services recorded in December.
  - **General Solid Waste Vehicles & Equipment** – Recovery higher than anticipated. Budget to be adjusted in 2021.
- **Health Services** – Health Services are over budget at the end of November.
    - **Cemetery** – User fees are below budget at this time which has caused an increase in city funding required. Excavations expenses are higher than budget in 2020, more budget will be allocated here in 2021. Wages over budget at the end of November as during the voluntary layoff period some employees were reallocated to the cemetery department but were budgeted for in other departments. Ice Candle sales are not yet recorded in the cemetery department at the end of November.
  - **Social and Family Services** – Social and Family Services is over budget at the end of November because Pinecrest's annual allocation has been fully expensed. 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. We do expect Social and Family Services to be slightly over budget at the end of the year as the KDSB 2020 requisition came in slightly higher than what was budgeted as well.
  - **Community Services** – Overall Community Services expenses are below budget with 20.93% remaining.
    - **Parks** – Over budget at the end of November 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 will be budgeted in parks for the 2021 budget.
    - **Anicinabe Park** – Anicinabe, utilities are not paid by the City during summer months, utilities should increase coming into the fall.
    - **Coney Island** – Over budget at the end of November. There was an unexpected washroom and concession plumbing repair that put contracted services over budget.

- **Norman Park** – Utilities close to annual budget and comparable to prior year actuals. Also a new insurance expense related to the splash park.
  - **Harbourfront** – Department in line with prior year spending due to the flower maintenance contract.
  - **Ballfields** – Under budget and below spending at the same time last year. Wages lower than budget, 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 also 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 at the end of November with wages being the largest factor. This was expected due to COVID. Repairs and maintenance under budget at the end of November, however some repairs and maintenance invoices are still outstanding.
  - **KRC External Facilities** – Wages are under budget for this department at the end of November as expected due to COVID.
  - **Recreation programs** – These programs will be under budget for the year due to less programming than last year.
  - **Teams & Clubs** – The outdoor rink Community clubs submit their forms to receive the \$8,000 funding every year to the City. All of the clubs have received their funding.
- **Planning & Development** – Planning & Development expenses are under budget with 24.29% left in the budget.
    - **Planning Operations** – Planning Operations wages are under budget. The City's new planner started in May. 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 November as training and travel are lower than anticipated with COVID.
    - **Planning Advisory Committee** – No travel or training expenses spent to date as expected with COVID-19
    - **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 19. Several expenses are under budget at the end of November with wages being the majority. Tourism students were not hired for the same length of time as previous years.

#### **User Fees:**

- Overall, user fees are below budget projections with 39.03% remaining to be collected at the end of November.
- **General Government**  
General Government overall is close to budget at the end of November with 6.41% left to be collected.

- **City Clerk** – Under budget at this time and less revenues than prior year as lottery license fees, business licenses and civil marriage revenues are down this year. This is expected at this time with COVID-19.
  - **Finance and Administration** – Merchandise sales are significantly lower than prior year at this time likely due to COVID and City Hall not being open to the public during summer months.
  - **Rentals** – Over budget at the end of November 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 November with 25.65% remaining to be collected.
    - **Fire Department** – User fees are over budget with only 3.11% remaining to be collected at the end of November. Fire Marque revenues have exceeded the annual expectations, with \$39k in revenues to the end of November. Rescue calls currently lagging behind budget with only \$5.8k collected to the end of November with a \$20k budget.
    - **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 budget at the end of November with \$15.2k collected over the year's budget.
    - **Provincial Offences** revenue is dependent on the fines assessed in this area. First quarter & second quarter revenues were calculated and expenses exceeded revenues. Third quarter revenues were calculated at \$16,771 for Kenora.
- **Transportation Services**  
Transportation user fees are under budget with 31.75% left to collect.
    - **Conventional Transit** – Transit user fees are significantly below last year at the same time likely due to less ridership during COVID. Revenues are 26.6k 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 November. COVID-19 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 202k from budget in metered parking at the end of November.
    - **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 32.74% remaining to be collected. 17.82% of Water & Sewer User fees are also still to be collected and Solid Waste still have 3.70% left to collect
    - **Blue box collection** – Under budget with the third 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 November there are just shy of 10 months of Water & Sewer revenue recorded. This is behind last year's actuals on the report, as last year at the end of November there was 10.5 months of Water & Sewer revenue recorded. Water & Sewer user fees are a little more than one month behind budget with 17.95% and 17.67% not yet collected respectively.

## **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 this time, and below last year's actuals at this time. A couple fires last year increased transfer facility revenues for the tipping fees associated with cleanup.

- **Community Services**

Community Services are below budget with 50.67% 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 due to COVID as the Recreation Centre reopened July 23<sup>rd</sup>.

- **Planning and Development**

Planning and Development user fees are under budget with 56.72% 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. We are expecting whitecap Pavilion rental fees to be nil this year due to COVID. We are also expecting food truck rentals to be minimal due to the shortened season due to 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.



December 30, 2020

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: Ontario Regulation 284/09: 2021 Budget Matters

### Recommendation:

That Council hereby adopts the report dated December 30, 2020 related to 2021 budget matters by Resolution as required under the Municipal Act, 2001, Ontario Regulation 284/09.

### Background:

On June 5, 2009, the Province approved legislation which changed the financial reporting and budget requirements of municipalities. As a result of the new requirements, municipalities are required to prepare annual Financial Statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA Canada). These accounting principles include accounting for employment liabilities, landfill costs and tangible capital assets.

The new PSAB accounting standards adopted for municipalities do not require that budgets be prepared on the same basis. Municipalities are, however, required to prepare a report, passed by resolution that shows how the surplus and deficit of the budget would be reflected in the financial statements. This report summarizes the differences between the financial statement reporting and the budget.

### Budget:

The result of changes to accounting standards is that the City's surplus for budgeting purposes differs from the surplus on the City's financial statements. The estimated effect on the 2021 budgeted ending surplus is as follows:

Acquisition of tangible capital assets	\$16,007,715
Amortization expense of tangible capital assets	<u>(\$7,989,278)</u>
	<u>\$10,792,153</u>

The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. This difference is one of financial statement presentation only.

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

**Strategic Plan or Other Guiding Document:** Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

**ERM Assessment:**

An insignificant financial impact risk and rare likelihood generates a low risk for the City and Council related to this Ontario Regulation.



December 30, 2020

## City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2021 Municipal Operating Budget

### **Recommendation:**

That Council hereby approves the City of Kenora's 2021 Municipal Operating Budget, as reviewed and amended; and further

That Council give three readings to a By-law to approve the 2021 Municipal Operating Budget; and further

That Council authorize City administration to proceed with the implementation of all budget related decisions in accordance with those reflected within the amended budgets; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2021 Municipal Operating Budget by-law at its January 19<sup>th</sup> Council Meeting.

### **Background:**

The draft municipal operating budget was reviewed at special meetings of the Committee of the Whole held on January 4, 2021.

It should be recognized that the draft budgets are based on maintaining existing service levels. It is further recognized that the City must continue to work on service delivery reviews and seek opportunities for both streamlining existing services, and confirming City priorities.

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

The City needs to provide notice in accordance with Notice By-law Number 144-2007 that the City intends to adopt its 2021 operating budget. A press release will be available for the January 19<sup>th</sup> Council meeting in conjunction with the approval of the 2021 Municipal operating budget.

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

Our Mission: To deliver quality, cost-effective municipal services.

Core Value: Fiscal Responsibility

### **ERM Assessment:**

While the impact of an operating budget related risk has potential to be significant, likelihood is low, making it a moderate but necessary risk to be retained and monitored. This is a positive risk and should be pursued.



December 30, 2020

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Jonathon Ranger, Deputy Treasurer**

**Re: 2021 Water & Sewer Utility Budget**

### **Recommendation:**

That Council hereby approves the 2021 Water and Sewer Utility Budget; and further

That Council hereby authorizes City administration to proceed with the implementation of all budget related decisions including operating and capital works in accordance with those reflected within the Water & Sewer Budgets; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2021 Water and Sewer Utility Budget by bylaw at its January 19<sup>th</sup> Council Meeting; and further

That the appropriate bylaw be passed for this purpose.

### **Background:**

The draft water & sewer operating budget and five year capital plan were reviewed at a special budget meeting being held on January 5, 2021. The budgets were updated to reflect any Council direction for changes. The updated budgets will be brought forward to the January 19<sup>th</sup> Council meeting for formal Council approval.

It should be recognized that the draft budgets are based on maintaining existing service levels and reflect the existing approved rate structure. With the exception of 2021, the operating projections have incorporated the recommended increases to the water and sewer rates commencing in 2022 as recommended within the BMA long range financial plan.

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

The City needs to provide notice in accordance with Notice By-law Number 144-2007 that the City intends to adopt its 2021 water & sewer utility budget.

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

Our Mission: To deliver quality, cost-effective municipal services.

Core Value: Fiscal Responsibility

Strengthen our Foundation:

- Ensure municipal infrastructure is managed and maintained with available resources
- Work towards addressing the infrastructure deficit

**ERM Assessment:**

In theory, a critical risk to the City, however this is a positive risk and should be pursued. Enables the City to move forward with service provision and roughly \$6.9 million in capital spending on water & wastewater projects in 2021.



December 30, 2020

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Jonathon Ranger, Deputy Treasurer**

**Re: 2021 Solid Waste Utility Budget**

### **Recommendation:**

That Council hereby approves the 2021 Solid Waste Utility Budget; and further

That Council hereby authorizes City administration to proceed with the implementation of all budget related decisions which includes operating and capital works in accordance with those reflected within the Solid Waste Budgets; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2021 Solid Waste Utility Budget by bylaw at its January 19<sup>th</sup> Council Meeting; and further

That the appropriate bylaw be passed for this purpose.

### **Background:**

The draft solid waste operating budget and five year capital plan were reviewed at a special budget meeting being held on January 5, 2021. The budgets will be updated to reflect any Council direction for changes.

It should be recognized that the draft budgets are based on maintaining existing service levels and reflect the existing approved rate structure. Following budget approval, a review of the City's tipping fee structure is recommended in order to ensure that the City is putting aside sufficient funds to address future landfill replacement costs in addition to the ongoing operating and capital requirements of these operations. The presented budget included a tipping fee increase in 2022 by \$10 per ton and an increase to the minimum charge by \$5.

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

The City needs to provide notice in accordance with Notice By-law Number 144-2007 that the City intends to adopt its 2021 Solid Waste utility budget.

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

Our Mission: To deliver quality, cost-effective municipal services.

Core Value: Fiscal Responsibility

Strengthen our Foundation:

- Ensure municipal infrastructure is managed and maintained with available resources
- Work towards addressing the infrastructure deficit

**ERM Assessment:**

In theory, a critical risk to the City, however this is a positive risk and should be pursued. Enables the City to move forward with service provision and roughly \$1.28 million in capital spending on solid waste projects in 2021.



January 12, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Lease Renewal – 446562 Ontario Ltd. (Hing)**

### **Recommendation:**

That Council authorizes a one year lease extension to an existing lease agreement with 446562 Ontario Ltd. (Hing) for use of the Chipman Street parking lot adjacent to the Hing's Restaurant at 101 Matheson Street South; and further

That the said renewal will increase the annual rent by three (3%) percent (plus applicable taxes) for a period from 1 January, 2021 to 31 December 2021; and further

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

### **Background:**

On January 29<sup>th</sup>, 2007 Council entered into a three (3) year lease agreement for a parcel of land being 4 feet x 8 feet with 446562 Ontario Ltd. (Hing) for the placement of an approved waste receptacle (garbage bin). This lease was further extended twice from 1 January, 2012 to 31 December, 2014 and 1 January 2015 to 31 December 2017. In 2018, 2019 and 2020 a one (1) year lease was entered into, to comply with the City of Kenora Sale and other Disposition of Land Policy, DS-4-1.

As per the renewal terms outlined in Section 8 of the lease, an amendment from the three (3) year extension to a one (1) year extension is once again recommended. 446562 Ontario Ltd. (Hing) has expressed their interest to continue with said lease.

**Budget:** Annual rent: 2021 - the sum of \$457.29 Plus HST

**Risk Analysis:** There is low operational and financial risk associated with the approval.

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

Lease to be signed by Clerk and Mayor and circulated for signing by lessee.

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

1-2 The City will forage strong, dynamic working relationships with the Kenora business community.

# Schedule "A"





January 12, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Stace Gander, Manager of Community Services**

**Re: Kenora Rotary Club – Memorandum of Understanding - Peace Park**

### **Recommendation:**

That Council hereby authorizes the Mayor and Clerk to execute the Memorandum of Understanding (MOU) between The Corporation of the City of Kenora and the Kenora Rotary Club authorizing the conversion and maintenance of a Peace Park to be located on First Avenue South; and further

That three readings be given to a bylaw for this purpose.

### **Background:**

At the October 20<sup>th</sup> Council Meeting, Council supported and authorized the use of the green space located at First Avenue South as a Peace Park. As part of that recommendation, Council directed staff to enter into discussions with The Kenora Rotary Club for the purpose of drafting a MOU related to the development and ongoing maintenance of the future Peace Park.

### **Budget:**

The capital costs associated with the construction of the Peace Park will be covered by the Kenora Rotary Club. Costs associated with monument and its foundation will be the responsibility of the Missing and Murdered Indigenous Women and Girls, Transgendered and Two Spirited Persons Committee.

**Risk Analysis:** There is a low to insignificant risk associated with this report.

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

Notice to be given to the Kenora Rotary Club and the Missing and Murdered Indigenous Women and Girls, Transgendered and Two Spirited Persons Committee upon receipt of a Resolution of Council.

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

1-9 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.

2-1 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.

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

2-10 The City will continue to explore opportunities to develop and improve our beaches, parks & trails.

3-7 The City will continue to build and strengthen our working relations with our Indigenous Partners, including Treaty 3 and the surrounding First Nations communities. Kenora is committed to ongoing outreach and building relationships, including joint meetings to identify issues of common concern and to discuss pathways for closer collaboration.

**Location:**





January 4, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Pines/Kenora Harbourfront Services (Pine/KHS) 2021 Contract**

### **Recommendation:**

That Council gives three readings to a by-law authorizing a contract between the Pines/Kenora Harbourfront Services (Pines/KHS) and the City of Kenora for provision of services at the Harbourfront and related areas for the period January 1, 2021 through December 31, 2021; and further

That by-law Number 054-2020 be hereby repealed.

### **Background:**

Since 2006, Kenora Assembly Resources (KAR) has provided services to the City of Kenora to implement social type programming related to addressing behavioral issues within the City, and particularly on the Harbourfront. This included the provision of assistance to Tourism staff with respect to special events, including the renowned Mاتيowski Farmers Market.

For reasons beyond KAR's control, Harbourfront services can no longer be offered under the auspices of KAR. The group providing the services have entered into an arrangement with the Pines Community Resource Centre Ltd effective July 1, 2018 creating Pines/Kenora Harbourfront Services (Pines/KHS).

The contract has three components to it:

#### *Maintenance of Harbourfront and Washrooms including McLeod Park - \$166,500*

- Examples of items include monitoring and cleaning of washrooms during specific hours, litter control, snow removal, and assisting authorities with vagrancy, set up & maintain ice rink, etc.

#### *Mاتيowski Farmers Market - \$11,000*

- Set up, take down and support for all 16 Mاتيowski Farmer Markets.
- This cost is covered by revenues generated through market vendors

#### *Special Events – Dependent on number and size of events*

- Set up, take down and support throughout events
- Each event is classified through a chart depending on size, duration and requirements. The classification is mutually agreed upon and each classification has a specific \$ amount associated with it. For example Harbourfest is classified as an "A" event and the cost associated for Pines/KHS service is \$1200.
- These costs are offset by Whitecap Pavilion rental fees.

In 2020 Pines/KHS continued to deliver services for the Maintenance of the Harbourfront and Matiowski Farmers Market however since all special events under the Whitecap Pavilion were cancelled due to COVID Pines/KHS was not required.

The expectation is all aspects of the contract will resume in 2021.

The current agreement expired on December 31<sup>st</sup>, 2020. Staff communicated with Pines/KHS to discuss the renewal of the Pines/KHS contract for 2021. There are no changes from the 2020 contract.

**Budget / Financial Implications:**

The Pines/KHS Service Agreement has been included in the 2021 municipal budget.

**Risk Analysis:**

There is high operational risk for council regarding this contract. If Council decides not to renew the contract the City of Kenora would have to find other means to implement the objectives outlined in contract including Harbourfront maintenance, special events/Matiowski Market set up, etc.

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

Pines/KHS will be advised of Council's decision on this matter.

**Strategic Plan or other Guiding Document:**

Strategic Plan – Kenora – Our Vision is 20/20:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district
- 1-12 The City will support, promote and expand the tourism industry

**The Corporation of the City of Kenora**

**By-Law Number xx – 2021**

**A By-Law to authorize the execution of an Agreement between the Corporation of the City of Kenora and The Pines Community Resource Centre/Kenora Harbourfront Services for the Delivery of Community Social Programs**

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**Whereas** the Council of the Corporation of the City of Kenora deems it necessary and expedient to enter into an agreement between the City of Kenora and The Pines Community Resource Centre/Kenora Harbourfront Services for the delivery of Community Social Programs for the period of 1 January 2021 through 31 December 2021;

**Now therefore** the Council of the Corporation of the City of Kenora enacts as follows:

1. **That** the Mayor and Clerk of the Corporation of the City of Kenora are hereby authorized to execute an Agreement between The Corporation of the City of Kenora and The Pines Community Resource Centre/Kenora Harbourfront Services in accordance with the terms and conditions herein and affix the Seal of the Corporation thereto.
2. **That** this by-law shall come into force and be in effect for the period January 1, 2021 to December 31, 2021.
3. That by-law #054-2020 be hereby repealed.

**By-Law read a First and Second Time this 19th day of January, 2021**

**By-Law read a Third and Final Time this 19<sup>th</sup> day of January, 2021**

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

.....  
**Daniel Reynard, Mayor**

.....  
**Heather L. Pihulak, City Clerk**

## **Service Agreement**

*between*

**The Pines Community Resource Centre/Kenora Harbourfront Services**

*and*

**The Corporation of the City of Kenora**

*regarding*

**Service Delivery of Social Programming to the City**

### **1. Purpose and Definitions**

The intent of this service agreement is to set out a framework for the rights and obligations of each party, as well as the administrative responsibilities, cost-sharing arrangements, program deliverables, and reporting requirements for the respective parties.

In consideration of mutual covenants contained herein, and other good and valuable consideration, the City of Kenora, herein referred to as the City, and The Pines Community Resource Centre/Kenora Harbourfront Services, hereafter referred to as the PINES/KHS, hereby agree to enter into a service agreement in accordance with the terms and conditions contained in this service agreement.

### **2. Program:**

In recognition of the vital role of social programming in the City's economy and in street beautification, the City of Kenora and PINES/KHS agree to enter into a contract that will result in the enhancement of the quality of life in the community. As a result of municipal financial, administrative, and managerial support, PINES/KHS will provide important resources to target activities/objectives by working cooperatively with individuals, organizations, agencies, and other stakeholders.

### **3. City of Kenora's Obligations:**

The City of Kenora shall be responsible for providing:

- a) A Council by-law from the City of Kenora authorizing this *service agreement*. For the term of this contract, the City of Kenora shall provide the following:
- b) Assistance in the development of further public/private sector partnerships and agreements in the operation of PINES/KHS;
- c) Provision of appropriate marketing and communications support of PINES/KHS, including logos, identifiers and municipal literature, brochures and website maintenance;
- d) Accounting and IT support for the related financial statements, budgets, billing and

receivable services, and computer support related to the delivery of washroom and grounds maintenance, and quality of life projects.

- e) Budget allocation for the delivery of the prescribed services will be \$166,500 for the twelve month period ending December 31, **2021**. Should the contract be terminated prior to December 31, **2021** by either party, the budget allocation will be prorated on a daily basis from January 1, **2021** to the date of contract termination.

#### **4. PINES/KHS's Obligations:**

PINES/KHS shall be responsible for providing the following:

- a) A Board of Directors' resolution expressing full support of the contract in principle and authorizing the Chairperson (or designate) to sign this service agreement. For the term of this contract, PINES/KHS shall provide the following:
  - b) Services as outlined in Schedules 'A', service targets and objectives.
  - c) Delivery of program planning, management and operations consistent with this agreement.
  - d) PINES/KHS shall not assign the rights and obligations contained in this service agreement in whole, or in part, without prior consultation and the written consent of the City of Kenora.
  - e) PINES/KHS shall not incur any additional program delivery costs above and beyond those set out in this agreement, without the prior written consent of the City of Kenora. Additional costs incurred by PINES/KHS, with respect to the services provided in this agreement, shall be their sole responsibility.
  - f) Obtain Comprehensive general liability insurance in an amount of not less than \$5,000,000.00 inclusive, adding the City of Kenora as the additional insured.
  - g) PINES/KHS shall comply with all applicable health and safety legislation in the performance of this contract.

#### **5. Administrative and Cost-Sharing Arrangements:**

- i. The City shall pay required expenditures directly on behalf of PINES/KHS following approval of those expenditures by the PINES/KHS Board. Payment shall be made upon satisfaction by the City, that PINES/KHS has successfully achieved the targets and service objectives in the City approved detailed budget and defined in this agreement.
- ii. The City of Kenora shall not be responsible for, and shall not be invoiced for, any costs or expenses except as specifically authorized in this agreement, unless approval is provided in writing by the Manager of Community Services and/or Designate prior to incurring such expense.

- iii. Any new revenues (or cash in kind) generated as a result of partnerships/sponsorships related to the operation of PINES/KHS, or through services rendered by PINES/KHS shall be used solely for the operation of PINES/KHS and to expand or enhance the level and type of service being offered to clients.
- iv. The City of Kenora shall supply all maintenance cleaning supplies at no costs to PINES/KHS.
- v. All minor and major repairs at the Harbourfront / McLeod Park shall be the responsibility of the City. With approval from Manager of Community Services and/or Designate PINES/KHS shall provide assistance through performing work for minor repairs where possible, with related supplies paid for by the City.
- vi. PINES/KHS shall submit audited financial statements to the City of Kenora, no later than five months following the previous fiscal year.

**6. Reporting and Monitoring:**

- i. In addition to the approved Service Agreement, PINES/KHS shall provide to the City of Kenora, other reports that the City may reasonably request, consistent with, and related to, the “Targets and Service Objectives” as set out in Schedule ‘A’ in this agreement.
- ii. PINES/KHS shall provide to the City of Kenora, for audit purposes, from time to time, during the term of this service agreement and for a period of three (3) years after the expiry or termination of this service agreement, access to information relating to the operation of PINES/KHS relating to any financial and client databases compiled and maintained by PINES/KHS on behalf of the City of Kenora.

**7. Promotion and Publicity:**

- i. For projects that the City of Kenora has a financial interest in, any publicity, publication or reference relating to PINES/KHS shall reflect the participation of each party in a joint program between PINES/KHS and the City of Kenora. The City of Kenora will provide appropriate logo information for such promotion.
- ii. All media releases related to joint PINES/KHS/City of Kenora project shall be approved by the Chief Administrative Officer, or designate of the City of Kenora, prior to its release.

**8. Indemnification:**

PINES/KHS agrees that it shall, at all times, indemnify and save harmless the City of Kenora, its officers, employees and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings made, sustained, brought

or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by PINES/KHS or any of its officers, directors, employees or agents in connection with services performed, purportedly performed or required to be performed by PINES/KHS under this service agreement.

**9. Term of the Service Agreement:**

The term of this agreement shall commence January 01, **2021** and terminate December 31, **2021**.

**10. Termination:**

This service agreement is in effect upon signature by all parties concerned, and can be amended at any time by mutual consent, or terminated by either party upon ninety (90) days written notice. In the event either party terminates the agreement, payments shall be made on a pro-rated basis in accordance with the requirements outlined in Section 5 of this Agreement.

**11. Program Transition:**

Both parties recognize and acknowledge that 2021 may represent the final year of the contract between PINES/KHS and the City for the provision of social programming. As part of this agreement, PINES/KHS agrees to work with the new partner as identified by the City to ensure a successful transition of and for the ongoing provision of social programming in 2020 to and the ongoing success and continuance of these programs beyond the term of this agreement.

**12. Signatures:**

This service agreement has been signed on behalf of PINES/KHS and on behalf of the City of Kenora by the proper signing authorities.

**13. Form Part of Agreement**

The attached Schedules 'A' and 'B' shall form part of this Agreement.

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**Pines/Kenora Harbourfront Services, Chairperson**

**Date**

**I have the authority to bind the Corporation.**

**SEAL**

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**The Corporation of the City of Kenora, Mayor**

**Date**

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**The Corporation of the City of Kenora, City Clerk**

**Date**

## Schedule 'A': Targets and Service Objectives

In accordance with the terms and conditions contained in this service agreement, PINES/KHS shall:

### 1. Harbourfront Park Maintenance, McLeod Park Washroom & Grounds Maintenance.

The Kenora Assembly of Resources shall provide maintenance services at the Thistle Pavilion, and designated green space areas on the following basis:

- i. Basic ground maintenance of: Harbourfront, Green Belt, McLeod Park and designated green space areas, including maintaining the appearance and cleanliness of the walkways and site facilities.
- ii. Unlock and lock the doors on the washrooms at the Thistle Pavilion and keep the washrooms clean and supplied with basic toiletries. Washroom schedules will be tentatively set for the duration of this agreement on the following basis, with an exception for the closure time of the washrooms specific to special events and / or Whitecap Pavilion rentals as noted:

#### a. Thistle Pavilion Washrooms:

12 months – January to December

Spring: 9:00 a.m. to 5:00 p.m. daily

Summer: 8:00 a.m. to 9:30 p.m. daily

Fall: 8:30 a.m. to 9:00 p.m. daily – Diminishing with daylight hours as agreed upon with the Special Events Coordinator

Winter: 9:00 a.m. to 5:00 p.m. daily

Special Events: Remain open until 30 minutes past the end of the event

Rentals to 1:00 a.m.: Remain open until 30 minutes past the end of the rental

#### b. McLeod Park

May 15 to October 30 – 9:00 a.m. to 8:00 p.m. daily

- iii. Maintain a high standard over the litter control on the Harbourfront Park / Greenbelt between the Thistle Pavilion, McLeod Park, including the South & North Harbourfront parking lots, McLeod Park parking lot, Lakeview Drive and parking lot, Library Lane, Water Street Steps, Landing and Brush, Bernier Drive sidewalks, Harbourfront docks and laneway between the TD Bank and Johnson's Pharmacy. Remove all floating debris that washes on shore at Harbourfront, and retrieve benches and litter barrels from the lake along the Greenbelt. Responsible for the emptying of the public garbage containers located in these areas. All collected litter / garbage from the areas described herein shall be removed on a regular basis to the waste management station. This includes routine major clean-up of streets after events following required clean-up by event organizers.
- iv. Notify the Northwest Health Unit of discarded needles when found. Monitor and report drug activities on the Harbourfront.

- v. In cooperation with the Ontario Provincial Police, monitor and maintain control of public vagrancy, vandalism, intoxication, incidents of sexual activities, skirmishes and mischief at the Harbourfront Park including docks.
- vi. Take measures to enforce public vagrancy and loitering at the Harbourfront Park / Greenbelt by requesting them to move on and reporting persistent violators to the local police.
- vii. Keep flower planters and tree wells clear of garbage (including cigarette butts) and regular summer sweeps of boardwalk and street sidewalks.
- viii. Snow clearance and sanding on Bernier Drive walkways from South parking lot, Johnson Pharmacy Lane and Water Street steps and landings. Monitor and keep clean all three parking lots on the Harbourfront for refuse / sand. Make arrangements for City sweeper to sweep on a regular basis.
- ix. Removal of graffiti.
- x. Power washing of sidewalks when necessary.
- xi. Report faulty lamps / lights in Harbourfront through McLeod Park, including boardwalk, exterior lighting on parking lot, emergency lighting around pavilion, Husky the Muskie and exterior of McLeod Park washrooms.
- xii. Painting of lamp / light standards on the Harbourfront.
- xiii. Maintain community events display boards (6 locations) and pull off old signage as required.
- xiv. Decorate trees on both sides of Bernier Drive and the pavilion with winter Christmas lights as provided by the City.
- xv. Carry out minor repairs on the Harbourfront/Greenbelt to facilities and equipment in cooperation with the City of Kenora Operations Department, as appointed by the City of Kenora, with the associated costs for materials and supplies being the responsibility of the City. These include, but are not limited to: boardwalk benches, safety fence at McLeod Park, boardwalk boards, litter barrels and stands and washroom related items.
- xvi. Set up / take down and regular maintenance of the rink under the Whitecap Pavilion. The City of Kenora agrees that it shall, at all times, indemnify and save harmless the PINES/KHS, its officers, employees and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by set up/take down and regular maintenance of the rink under the Whitecap Pavilion.

## **2. Special Events Equipment**

PINES/KHS staff shall:

PINES/KHS will assist the special events staff as required, as arranged for by the Special Events Coordinator or City designate, to assist in the set up and take down of special events equipment throughout the City. Any costs incurred as a result of performing this set up and take down will be reimbursed on an incremental cost recovery basis to PINES/KHS as outlined in Schedule B.

**3. Quality of Life**

- i. PINES/KHS staff shall implement on a ***Special Project Basis*** projects contributing to an improved quality of life for local residents and that improve the cleanliness of the public places that visitors to the City are likely to visit, conditional upon receipt of funding; this will include:
  - The Street Brigade
  - The Green Team
  - Adult/Youth Court Diversion Program
- ii. As long as the above projects are implemented, PINES/KHS staff shall provide work opportunities for street people and individuals assessed community service hours by the local courts.

## **Schedule 'B': Special Events Work and Payment**

PINES/KHS will be hired by the City of Kenora Special Events Department to set up, maintain, make minor adjustments as needed and tear down events under the Whitecap Pavilion as required.

Payment for labour services will be paid out on an agreed upon classification system from A to E, attached as Schedule B. A fixed dollar amount is assigned to each classification. The Special Event Coordinator will make a recommendation on the amount and time of labour that will be required to stage the event.

PINES/KHS shall invoice the City of Kenora Special Events Department by the 15<sup>th</sup> of every month for the work performed and amount agreed upon for the previous month.

That is bill the City of Kenora July 15 for work performed for previous month of June. Total Contract Payment will be for agreed upon work performed by PINES/KHS established by City of Kenora Special Events Coordinator

The invoices shall be paid upon approval by the Tourism Development Officer and submitted to the Manager of Community & Development Services for purchase order and payment.

For the purpose of monitoring the progress of the project, and accountability for professional services rendered, PINES/KHS shall report to the Manager of Community & Development Services and/or designate with their daily communication and liaising taking place with the Special Events Coordinator.

PINES/KHS shall adhere to the work plan as described in the proposal that sets out the tasks and activities to be undertaken in the proposal presented by the Special Events Coordinator and/or designate in advance of the event so PINES/KHS can schedule staff to undertake the task.

PINES/KHS shall be required to provide all of the services necessary to set up, take down and garbage removal throughout the event from the tent to the dumpster provided. PINES/KHS will be responsible for clean ups required during event times and will also monitor garbage while the event is taking place and will remove it as necessary.

The Special Event Coordinator and/or designate will provide PINES/KHS with a set up plan and event plan prior to each event which outlines the configuration for the event. These will be approved by the Fire & Emergency Services Manager and must be followed exactly, or as amended by the Special Events Coordinator. At this time the Special Events Coordinator will communicate with the PINES/KHS Supervisor (John Saunders) to inform him of the timelines for the delivery of necessary equipment, as well as set up and take down times.

The Special Events Coordinator and/or designate will be the liaison for all events organizers and will have the sole responsibility for event planning with organizers.

The Special Events Coordinator and/or designate will ensure that all necessary equipment for set up and take down are provided to PINES/KHS at the Harbourfront in a timely manner for each event.

PINES/KHS is not responsible for the transportation of special events equipment to and from the venue unless otherwise agreed upon by both parties for an agreed fee for service.

PINES/KHS will ensure that all garbage is moved to the allocated dumpster in a timely fashion and will sweep the area clean following each event.

PINES/KHS is responsible for the Workplace Health and Safety requirements for their staff and will provide their staff with all required Personal Protective Equipment and comply with all City of Kenora Health and Safety Regulations.

PINES/KHS will ensure that there is a Supervisor, designated Supervisor or Director on site to oversee the PINES/KHS employees.

PINES/KHS shall schedule sufficient employees to fulfill the requirements of Schedule 'A' to this agreement. On event days, PINES/KHS will schedule additional employees as required to fulfill the special event requirements (for example, daily adjustments, cleaning of venue, washing of tables and chairs, removing garbage) in addition to the requirements under Schedule 'A' of this agreement.

PINES/KHS will be responsible for the setup and take down and general maintenance at the harbourfront for the summer Matiowski Farmer's Markets. These markets are not subject to the classification table below and PINES/KHS will be paid a flat rate of \$11,000 per annum for this work under separate contract with the Lake of the Woods Development Commission.

Classification A	Classification B	Classification C	Classification D	Classification E
\$1,200	\$700	\$600	\$200	\$100
3 day event use most of special event inventory including fencing	One day event using tables and chairs	One day event using chairs and some tables	2 hour event Chairs and tables	Set up and take down less than 200 chairs. When the Wed market is done the same amount of chairs is reset for Thurs concert. Friday is only the extra labour required to stack the chairs
Day to set up	Half day to set up	2 hour set up	2 hour or less set up	
Day to tear Down	Half day to tear down	2 hour tear down	2 hour or less tear down	
Daily adjustments	Some fencing			
Attendance over 1500	Attendance less than 1000	Attendance 500 to 1000	Attendance 200	
4 staff required	4 staff required	2 staff required	1staff required	
8 hours per person	4 hours per person	2 hours per person	1hour per person	



December 29, 2020

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Application to the Rural Economic Development (RED) Program**

**Recommendation:**

That Council hereby approves an application to the Rural Economic Development (RED) program for the restoration of Husky the Muskie in the amount of \$50,000; and further

That the City of Kenora confirms its financial commitment of up to \$35,000; and further

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

**Background:**

The RED program supports activities that create strong rural communities and economic development in Ontario. The program opened on December 11, 2020 and includes two streams for funding: Economic Diversification and Competitiveness and Strategic Economic Infrastructure.

City of Kenora staff have identified and evaluated several potential projects that may be considered eligible for support under this program including the pedestrian friendly space at the corner of Chipman Street and First Street South; partnership with Harbourtown BIZ for the design, development and installation of streetlight wraps; repair of Highway 17 gateway signage and restoration of Husky the Muskie.

Upon discussing internally and in consultation with the RED program regarding eligibility, City staff are recommending the restoration of Husky the Muskie as the preferred project for the purposes of this application for funding. The RED program includes the Rehabilitation of Cultural, Heritage or Tourism Attractions as a project type under which this initiative may be considered eligible. This project has previously been identified in the 2023 unusual spend budget, is included in the 2019 Harbourfront Business Development Plan as a line item under the "Husky's Landing" zone and is in alignment with Kenora's Economic Recovery Plan.

Project activities include:

- Preparation of sculpt, removal of loose paint and debris;
- Repair of any surficial damage including cracks, scratches, graffiti;
- Priming for paint;
- Painting to specifications; and
- Application of marine grade UV sealant and weather resistant polyurethane.

**Budget:** The RED program will support up to 30 percent of eligible project costs, to a maximum of \$250,000 under the Strategic Economic Infrastructure stream. Total project costs are estimated at \$50,000. The project has been identified in the 2023 unusual spend budget. The City of Kenora contribution is estimated at \$35,000 with financial support of \$15,000 from the RED program.

**Risk Analysis:** There is low positive financial risk in undertaking this application to the RED program as it may contribute to project costs.

**Communication Plan/Notice By-law Requirements:** By-law required when contribution agreement is received from the RED program.

**Strategic Plan or other Guiding Document:**

- 2-4 The City will act as the catalyst for continuous improvements to the public realm;
- 2-10 The City will continue to explore opportunities to develop and improve our beaches, parks and trails.

Kenora's Economic Recovery Plan

This project aligns with the objective to Bring Tourists Back to Kenora.



December 30, 2020

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Kevan Sumner, City Planner**

**Re: Deeming By-law— Lots 47 and 48 on Plan M639 and Repeal of Deeming By-law No. 76-2014**

### **Recommendation:**

Pursuant to the provisions of Section 50(4) of the Planning Act, RSO 1990, c. P.13, as amended, the Council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the said Act; and further

That Lots 47,48 and 55, Plan M639 on Registered Plan of Subdivision M-1, in the City of Kenora, are within a plan of subdivision registered for more than eight years; and further

That Council repeals the deeming By-law No. 76-2014, which currently deems lots 47, 48, and 55, Plan M639 not to be a registered plan of subdivision for the purposes of Subsection 50 (3) of the Act; and further

That Council gives three readings to a newbylaw to deem Lots 47 and 48 not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act

### **Background:**

In 2014, Council passed a deeming by-law no. 76-2014, which deemed lots 47, 48, and 55, Plan M639, to not be a registered plan of subdivision. This had the effect of merging the three lots on a single title and allowing the property to be treated as a single lot for planning and development purposes. The lands cannot be separately conveyed without approval under Section 53 of the Planning Act.

The new owner of this property wishes to develop lot 55 as a separate lot, and has therefore requested that only lots 47 and 48 be deemed to be a single lot. In order to do so, council must repeal the former deeming by-law and pass a new deeming by-law for lots 47 and 48.

The two lots will each retain frontage on a public street, and are of a size that complies with minimum lot size regulations of the City of Kenora Zoning By-law No. 101-2015. Lots 47 and 48 have frontage on Sandstone Place, while Lot 55 has frontage on Agate Bay.

### **Budget:**

The property owner shall be responsible for all costs associated with such registration.

**Risk Analysis:**

Analysis of planning applications is accomplished in accordance with the legislation provided through the Planning Act. The recommendation reduces the risk of unorderly and unregulated development from occurring.

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

Manager of Development Services, Manager of Operations and Infrastructure, Municipal Solicitor, GIS Technician

**Strategic Plan or other Guiding Document:**

Administrative

# **The Corporation of the City of Kenora**

**By-Law Number \_\_\_\_\_ - 2021**

## **Being a By-Law Deeming Certain Lands not to be Within a Registered Plan of Subdivision – Plan M639**

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Whereas pursuant to the provisions of Section 50(4) of the Planning Act, RSO 1990, as amended, the Council of a local municipality may, by by-law, designate any plan of subdivision, or part thereof, not to be a registered plan of subdivision for the purposes of Section 50(3) of the said Act; and

Whereas Council of The Corporation of the City of Kenora deems it in the public interest to pass a by-law to designate certain lands not to be a registered plan of subdivision for the purposes of the Planning Act;

Now therefore, the Council of The Corporation of the City of Kenora enacts as follows:

1. All the lands contained within the boundaries of Plan M639, Lots 47 and 48 in the City of Kenora, in the District of Kenora, are hereby deemed not to be lands described in accordance with a registered plan of subdivision for the purposes of Section 50(3) of the Planning Act, R.S.O. 1990, c. P.13.
2. In accordance with the provisions of the Planning Act, R.S.O. 1990, c. P.13, this by-law shall come into force and take effect on the final passing thereof by the Council of the Corporation of the City of Kenora and upon registration of this by-law in the Land Titles office for the District of Kenora.

**By-Law read a First and Second Time this 19<sup>th</sup> day of January, 2021**

**By-Law read a Third and Final Time this 19<sup>th</sup> day of January, 2021**

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

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**Daniel Reynard, Mayor**

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**Heather Pihulak, City Clerk**

# **The Corporation of the City of Kenora**

**By-Law Number \_\_\_\_\_ - 2021**

## **Being A By-Law to Repeal By-Law Number 76-2014**

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Whereas pursuant to the provisions of Section 50(4) of the Planning Act, RSO 1990, as amended, the Council of a local municipality may, by by-law, designate any plan of subdivision, or part thereof, not to be a registered plan of subdivision for the purposes of Section 50(3) of the said Act; and

Whereas By-Law Number 76 – 2014 was registered as Instrument Number KN60012 on the 12<sup>th</sup> day of June, 2014;

Now Therefore the Council of the Corporation of the City of Kenora Enacts as Follows:

1. That By-Law 76 – 2014, registered as Instrument Number KN60012, relating to Lots 47, 48 and 55 on Plan M639, a registered plan of subdivision, more particularly identified in Schedule “A” attached hereto, is hereby repealed;
2. Lots 47, 48 and 55 on Plan M639, a registered plan of subdivision, are no longer deemed not to be lots on a registered plan of subdivision for the purposes of Section 50(3) of the Planning Act and are now considered to be separate full lots on said Plan M639;
3. That this By-Law shall come into effect upon final passage;
4. This By-Law may be cited as the “Repeal of Deeming By-Law 76 – 2014 By-Law”.

**By-Law read a First and Second Time this 19<sup>th</sup> day of January, 2021**

**By-Law read a Third and Final Time this 19<sup>th</sup> day of January, 2021**

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

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**Daniel Reynard, Mayor**

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**Heather L. Pihulak, City Clerk**



January 5, 2021

## City Council Committee Report

**To: Kyle Attanasio, Chief Administrative Officer**

**Fr: Adam Smith, Manager of Development Services  
Megan Dokuchie, Economic Development Officer  
Kylie Hissa, Special Projects and Research Officer**

**Re: Submission to Canada's Centre of Excellence in Next Generation  
Networks (CENGN) Intake #4**

### **Recommendation:**

That Council supports a submission to Canada's Centre of Excellence in Next Generation Networks (CENGN) Northern Ontario Residential Broadband Program Intake #4.

### **Background:**

CENGN has issued another call for Expressions of Interest (EOI) to municipalities under the Northern Ontario Residential Broadband Program that are interested in the opportunity to host a high-speed internet technology project. In August 2020, Council supported a submission under the program - intake #3; however, the City was unsuccessful at being selected for the host community at that time.

Calls for submissions under this fourth intake was launched on December 16, 2020 and is designed to support projects that prove a technology solution can be installed and tested while demonstrating a significant performance level improvement in residential broadband access but also to provide a well-tested, monitored, and documented implementation, that can be promoted and shared with other communities.

At least one community will be selected for this project, and the project will be designed to prove that a technology solution can be installed and commercially deployed while demonstrating a significantly improved level of residential broadband service to the community, extending broadband access service distances up to 10km from a broadband Point of Presence (POP) to the host community. The solution must meet or exceed the capacity to provide 50 Mbps download and 10 Mbps upload per residence, which is the Canadian Radio-television and Telecommunications Commission's (CRTC) target for Internet Speed in Canada. A separate EOI process will be issued to select a number of candidate technology applicants to propose technology solutions for the selected community(s).

The host community will need to be able to provide approval of, and access to, sites within the community where they are willing to install and test a technology solution for a 3-6 month duration.

Since December 2020, Development Services staff have been working with the Northwestern Ontario Innovation Centre to have a report produced that reviews the City's existing services and broadband infrastructure. Scope of work entails: best solutions for providing 50/10+ to regions identified as having limited broadband service;

gaps or problems with solutions identified as they relate to each project area; potential vendors; and suggested next steps and a roadmap.

Staff intend to use the report to inform the City's submission to CENGN in terms of project area and other details. Rugged terrain and low density cottage lakefront areas are two major challenges that impose on the ability to have buried fibre cable, in particular. Most pole lines are also either owned by Hydro or Bell and potential new providers would be subject to pole rental fees to provide fibre cable in these areas.

As noted in the previous report presented to Council in August, 2020, broadband infrastructure is critical infrastructure and northern communities like Kenora are at a distinct disadvantage when it comes to improving and increasing broadband internet access. Funding sources are also limited without substantial support for municipalities as most target the private sector. CENGN's program focuses on 'innovative solutions,' which is a limitation for the City of Kenora as we have a lot less impact on solution identification and vendor selection. Additionally, only one city is selected in this program – making it highly competitive in conjunction with the distinct challenges that Kenora faces (e.g. rugged terrain).

Regardless, supporting a submission to CENGN demonstrates that the City acknowledges the importance of broadband and that efforts are being undertaken to increase access in underserved areas.

**Budget:** The intention of the project is that there will be no cost to the host community. CENGN will contribute up to \$500,000 with a matching contribution by a private technology applicant, combining to a possible total of \$1 million towards the broadband project for the host community.

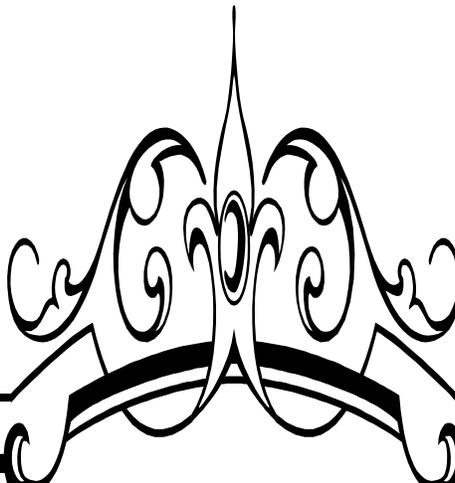
**Risk Analysis:** There is positive risk to be assumed through this submission as it involves a potential partnership with a private internet provider to expand broadband access in the community and at no cost to the municipality.

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

**Strategic Plan or other Guiding Document:**

1-8 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



**PROCLAMATION**

By Virtue of Authority

Vested in me

I hereby proclaim

January, 2021

As National Alzheimer Awareness Month  
in and for the City of Kenora and  
request its observance as such by our citizens.

Proclaimed at the City of Kenora  
this 12th day of January, 2021



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His Worship Mayor Daniel Reynard

