



# City of Kenora

## Committee of the Whole Agenda

Tuesday, May 11, 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 May 18, 2021 meeting: -

- Council intends to amend the 2021 Operating & Capital Budgets with the following amendments:
  - to consolidate the Sewer and Water reserve and the Depreciation (Water Treatment Plan) reserve fund
  - \$13,876.80 plus HST to be funded through contingency reserves for a project to convert the current recreation operating platform to the ActiveNet platform
  - 185,000 plus HST to be debt financed to purchase lands from CP Rail related to the Railway Street Reconstruction project
  - \$395,000 plus HST of which \$305,000 plus HST is to be funded through the Sewer and Water Reserve and \$90,000 plus HST to be funded from the Storm Sewer Reserve to replace sewer, water and storm infrastructure at Central Park

### Blessing & Land Acknowledgement

*Councillor Van Wallegghem*

### 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 April 13, 2021 be confirmed as written and filed.

### D. Deputations/Presentations

- Mary Ellen Zanette – Development of Former Mill Site
- Allan Daoust - Impact of Laurentian University cuts on northern communities

## **E. Reports:**

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

Item Subject

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- 1.1. 2021 Q1 Contracts
- 1.2. March 2021 Financial Statements
- 1.3. 2021 BIZ Levy Request
- 1.4. Budget Amendment - Consolidation of Sewer & Water Reserves
- 1.5. Composition of Section 10 Police Services Board Recommendation
- 1.6. 2021 Council Meeting Agenda Amendment

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

Item Subject

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No Reports

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

Item Subject

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- 3.1 Budget Amendment – Railway Street CP Land Purchase
- 3.2 Budget Amendment – Sewer & Water Works at Central Community Centre

### **4. Community Services**

Item Subject

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- 4.1 Amendment to Parking Lot Bylaw – New Parking Fees at Boat Launches
- 4.2 Amendment to Parking Lot Bylaw – Add Accessible Parking Stalls
- 4.3 Budget Amendment – Recreation Software

### **5. Development Services**

Item Subject

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- 5.1 Crime Prevention & Community Wellbeing Advisory Committee
- 5.2 Site Plan Agreement – 1001 Ninth Street North
- 5.3 Lease Agreement – LOW Brewing Company Patio

#### **Other:**

- 12:00 p.m. Public Meeting for a Temporary Use By-law, File Number D14-21-02

## **Next Meeting**

- Tuesday, June 8, 2021

### **Motion - Adjourn to Closed Meeting:**

Pursuant to Section 239 of the Municipal Act, 2001, as amended, Committee will move into a Closed Session to discuss items pertaining to the following: -

- i) Educating & Training Members of Council (3 matters-Team Kenora update, Broadband Development update, MNR Clear Cutting Processes)
- ii) Labour Relations (2 matters- Pay Equity & Compensation Review, Vaccine Clinic staffing)
- iii) Disposition of Land (2 matters-Operations Lands Options, WNHAC Lease)
- iv) Personal Matters about an Identifiable Individual (1 matter-Sustainability Advisory Committee Appointment)

## **Adjournment.**



May 4, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Contracts & Expenditures Approved January – March 2021**

### **Recommendation:**

That Council hereby accepts the 2021 January – March 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.

**Approvals >\$30k**  
**January 1 - March 31, 2021**

<b>Department</b>	<b>Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Project #</b>	<b>GL amount approved</b>	<b>Budget</b>	<b>Notes</b>
453 - Solid Waste Vehicles & Equipment	22/03/2021	Nexgen	53' Walking Floor Trailer	<b>21.453.01</b>	158,212.38	<b>169,000</b>	
393 - Roads Vehicles & Equipment	10/03/2021	Kenora GM	2021 Chevy Silverado crew cab 2500 HD	<b>21.393.05</b>	50,159.54	<b>55,000</b>	
729 - Recreation Vehicles & Equipment	10/03/2021	Derourd Motors	2021 Ram 1500 ST Regular Cab	<b>21.729.01</b>	44,535.72	<b>48,300</b>	
453 - Solid Waste Vehicles & Equipment	09/03/2021	Derourd Motors	2021 Ram 1500 4x4 4 door crew cab	<b>21.453.02</b>	47,307.21	<b>49,000</b>	
				<b>Total</b>	300,214.85		



May 3, 2021

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer  
Charlotte Edie, Treasurer

Re: March 2021 Financial Statements

### Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at March 31, 2021.

### Background:

Attached for your information, please find the March 2021 summary expense and user fee statements for the City of Kenora and the Council department. At the end of March, the year is 25% complete, and therefore, not including any seasonal differences, should be 75% of the budget remaining.

### Overall:

- Expenses at the end of March 2021 are close to budget with 77.25% remaining to be spent. Water & Sewer 83.37% and Solid Waste 83.30% left in the budget.
- User fee revenues to the end of March 2021 are behind the budget with 88.90% left to collect. Water & Sewer 84.22% and Solid Waste 78.00% is left to collect at the end of March.

### Expenditures:

- **General Government** - The General Government expenses to date are close to budget with 77.61% remaining in the budget.
  - **Mayor and Council** – Expenses are close to budget but lower than prior year. Difference in actuals partially relate to subscriptions and memberships, in 2021 the City's FCM membership dues have not yet been paid.
  - **Human Resources** – Currently below budget, training budget not yet utilized in 2021. Human resources contracted services have exceeded budget for 2021.
  - **Building & Grounds Maintenance City Hall** – Repairs and maintenance currently below budget, janitorial services not yet recorded for March.
  - **Finance and Admin, IT and Rentals** – Close to budget at the end of March.
- **Protection** – The Protection expenses are close to budget with 76.25% remaining in the budget.
  - **911 Emergency access** – This budget only includes the Central Emergency Reporting Bureau contract, and this was paid for the entire year in February.
  - **Health and Safety Committee** – None of the budgeted training exercises or ergonomic initiatives have taken place in 2021 yet.

- **Transportation** – The Transportation Department expenses to date are under budget with 82.19% remaining in the budget.
  - **Bridge Maintenance/Paved, Surface Treated, Loosetop Roads** – Very little work is completed in these departments in January, February and March as is consistent with prior years.
  - **Winter Control Maintenance** – Winter control maintenance is in line with prior year actuals with 47.10% remaining at the end of March. Prior year at the end of March there was 44.18% of the budget remaining.
  - **Safety Devices Maintenance** – Currently under budget, however this budget is mainly related to line painting work. At the end of March actuals are in line with prior year and will expect this budget to be utilized once line painting work is complete.
  - **Warehouse** – Warehouse budget no longer includes utilities for all of the operations building, this has been reallocated to 390.
- **Environmental** – The Environmental Department expenditures are under budget with 81.11% remaining. 83.37% left in the budget in Water & Sewer and 83.30% remaining in Solid Waste.
  - **Storm Sewers** – Expenses under budget but in line with prior year spending. Not much spending takes place in the first quarter of the year for Storm Sewers.
  - **4R Initiatives** – No spending yet in 2021 in this department. Mainly used for recycling and cleanup programs.

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

- **Treatment Plants** – Both Water and Sewer treatment plant are currently under budget. Part of this is due to the timing of hydro invoices. At the end of March we are behind by 1 month and March's hydro billed was posted April 1<sup>st</sup>. This timing difference will bring us closer to budget.
- **Sanitary and Waterworks** – Close to prior year spending. Wages can vary between Waterworks and Sanitary System as required.
- **Lift Stations** – Very little spent of the materials and supplies budget to date.

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

- **Garbage Collection** – Under budget but in line with prior year spending
- **Kenora Area Landfill** – Under budget and less than prior year spending as 2020 has significant spending on brush grinding contracted services.

- **Health Services** – Health Services are showing as slightly over budget in March as April's payment for the Northwestern Health Unit and Land Ambulance were posted at the end of March.
  - **Cemetery** – The budget is significantly higher in 2021 to be in line with prior year actuals. Expenses recorded in March are in line with prior year.
- **Social and Family Services** – Social and Family Services is currently over budget as the payments due for April 1<sup>st</sup> were posted to the end of March. This is the reason for the difference from prior year actuals at the end of March. Payment due dates for Pinecrest are typically April 1<sup>st</sup>, June 1<sup>st</sup> and Sept. 1<sup>st</sup>.
- **Community Services** – Overall Community Services expenses are below budget with 84.68% remaining.

- **Parks/Anicinabe/Coney/Norman/Harbourfront/Ballfields** – All seasonal departments not expected to have much expenses in the first quarter of the year. Expenses are under budget but currently comparable to prior year actuals.
- **KRC Complex** – Currently under budget and behind last year actuals at the end of March. The variance is partially due to the fact that janitorial services have not been required in 2021 and there was significant repair work completed at the beginning of the year last year.
- **Thistle & KM Arena** – Repairs and maintenance and wages are still ongoing in these departments, expenses are only slightly less than prior years.
- **MSFC Pool** – Expenses are below budget and below last year's spending for the first three months in 2021 as expected with the recreation centre being closed for the majority of that time.
- **Teams and clubs** – Budgeted \$8,000 to each community club, Central, Evergreen and Rideout. These are typically paid out once forms are submitted to the City's Parks and Facilities Division Lead. Rideout is to be paid out in May.
- **Planning & Development** – Planning & Development expenses are closer to budget with 76.41% remaining in the budget. With the exception of below, most departments in Planning & Development were comparable to prior year actuals.
  - **Planning Operations** – Planning Operations expenses are slightly higher than last year at the end of March, this is expected as last year at this time we did not have a full time City Planner.
  - **Labour Action Centre** – These expenses are fully funded and unless the program gets extended we will expect this 1 year program to wrap up May 31, 2021.

#### **User Fees:**

- Overall, user fees are below budget projections with 88.90% remaining to be collected at the end of March.
- **General Government**  
General Government overall is closer to budget with 78.83% left to collect at the end of March.
  - **City Clerk** – Under budget and below last year's revenues in March. COVID had just started affecting revenues last year at the end of March.
  - **Rentals** – Rentals are in line with budget and comparable to prior year actuals at the end of March.
- **Protection to Persons and Property**  
Protection to Persons and Property is below budget at the end of March with 84.53% remaining.
  - **Building Inspection** – Building inspection lower than budget and slightly lower than last year at this time. Revenues can vary from month to month as they are dependent on development in the community.
  - **Provincial Offences** – These revenues are recorded on a quarterly basis and are dependent on fines assessed in the area. January to March has not yet been recorded.
- **Transportation Services**  
Transportation user fees are under budget with 85.16% remaining.



- **Conventional Transit** – Lower than prior year at the end of March. This is expected as COVID did cause a decline in ridership, and in March 2020 COVID had just started affecting the decline.
  - **Metered parking** – In 2020 we saw that COVID caused reduction in traffic and parking, we see this continued reduction in parking and traffic moving into the first quarter of 2021. March coin has not yet been recorded.
  - **Docks** – User fees in 2021 are currently better than last year at the end of March.
- **Environmental Services**  
Environmental services user fees are under budget with 83.98% of the revenues remaining. 84.22% of Water & Sewer User fees are also still to be collected and 78.00% of Solid Waste User fees.
    - **Blue box collection** – The first quarter of blue box collection users fees have been recorded and is in line with user fees for the first quarter of 2020.

#### **Water & Sewer**

- **Water and Sewer** - Water & Sewer user fees are typically one month behind budget. Water & Sewer user fees have 84.15% and 84.28% remaining in the budget respectively which is close to the expected one month behind budget.

#### **Solid Waste**

- **Garbage Collection** – Bag Tag sales still higher than the first quarter in 2020 which is in line with the bag tag sales trend in 2020 due to COVID.
- **Transfer Facility** – Tipping fees currently lower than budget but in line with prior year's actuals.

- **Community Services**

Community Services are below budget with 95.32% left to collect. This was expected with all departments in the recreation centre, as the entire building has been closed due to COVID. Negative revenues in the Thistle Arena, caused by refunds that took place for ice rentals. The other departments in Community Services are seasonal and typically don't see revenues until the summer months.

- **Planning and Development**

Planning and Development user fees are under budget with 90.07% remaining to be collected. User fees in planning and development vary from year to year and depend on activities and developments in the community. Much of the revenues in Planning and Development come from our tourism departments and these don't typically see revenues until the summer months.

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.



May 3, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: BIZ Levy – 2021 Request**

### **Recommendation:**

That Council hereby approves the Harbourtown Centre Business Improvement Board budget request in the amount of \$44,653.37 for 2021; and further

That Council gives three readings to a bylaw to adopt the estimates for funds to be raised for 2021 on behalf of the Harbourtown Centre Business Improvement Board; and further

That in accordance with Notice Bylaw Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2021 Business Improvement Board Levy at its May 18<sup>th</sup> meeting.

### **Background:**

In 2003, under By-Law #166-2003, the City of Kenora established an improvement area for the purposes of "the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area". In this same By-Law, the City established a Board of Management, known as the "Harbourtown Centre Business Improvement Board", in accordance with Section 204 of the Municipal Act, 2001. This Board and area are often known as the "Kenora BIZ".

In accordance with the By-Law, the Kenora BIZ must provide to the City their annual report, as audited by the City's auditors, as well as a request for the current year levy. The BIZ 2020 audited financial statements are not yet available but will be forwarded to Council once they are made available. The BIZ has also submitted their 2021 levy request for Council approval and to be included on the City's 2021 final tax bills.

Historically, the annual BIZ levy has been roughly \$50,000. In early 2017, the City received minutes of settlement for the years 2013 through 2016 on the mall property. This resulted in a significant impact on the BIZ levy for the 2017 year. In 2018, 2019, and 2020 the BIZ Executive decided they would not increase the BIZ rates. Again in 2021, the BIZ Executive determined that they would not increase their rates. For 2021, this represents a BIZ request of \$44,653.37. A copy of the BIZ 2021 Levy Request has also been attached for Council's review.

### **Budget / Financial Implications:**

The BIZ levy is levied on the final tax bill directly from the applicable property owners within the BIZ area. This is done in accordance with the provisions from the enabling bylaw.

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

Public notice & bylaw approving the 2020 BIZ Levy and rate is required.

**Strategic Plan or other Guiding Document:**

Guiding Principle 1-2: The City will forge strong, dynamic working relationships with the Kenora business community.

**ERM Assessment:**

Minimal risk to the municipality. This is an annual levy as set by the BIZ in accordance with their enabling bylaw.



May 3<sup>th</sup>, 2021

Jonathon Ranger, Deputy Treasurer  
City of Kenora

Dear Jonathon,

On behalf of the Harbourtown Biz I am writing you to request \$44,653.37 for our 2021 Levy.

<b>COMMUNITY CONTRIBUTIONS (Events &amp; Partnerships)</b>	<b>\$1,000</b>	<b>\$10,000</b>
Local Events & Partnerships (PPE Rebate)		5,000
City of Kenora - Canada Day		5,000
City of Kenora Pedestrian Space (Public Park & Washrooms)	<b>\$10,000</b>	
<b>ADVERTISING &amp; MARKETING</b>		<b>\$5,000</b>
Advertising, Marketing, Website Maintenance		
Shop Local Gift Card Program	<b>\$7,000</b>	
<b>MAINTENANCE &amp; BEAUTIFICATION</b>		<b>\$18,000</b>
Banners/Signage Maintenance		3,000
Summer Flower Baskets		10,000
Pole Wrap Initiative	<b>\$22,000</b>	
Winter Baskets (\$4,800)		5,000
<b>HARBOURTOWN BIZ EVENTS</b>		<b>\$7,400</b>
Tree Lighting & Christmas Decorations (\$400 + \$1,600)		2,000
Harbourtown Holiday Trail		5,000
AGM		400
<b>OTHER</b>		<b>\$4,253.37</b>
Accounting (\$3,831.40)		4,000
Office Supplies/Misc. (Zoom Subscription)		250
<b>Total 2021 Levy</b>		<b>\$44,653.37</b>

Previous Years' Revenue Funds

Holiday Trail Sponsorship - City of Kenora & Chamber of Commerce		\$ 1200
Shopping Bags - Revenue		\$ 204
2020 Levy - funds in red are being reallocated to 2021 from the unspent 2020 levy due to COVID-19 and restrictions that followed.		\$ 40,000

Total Proposed Budget for 2021		<b>\$ 86,057.37</b>
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If you have any questions or concerns please feel free to contact the undersigned.  
Sincerely,

Natasha Stoyakovich



April 1, 2021

## City Council Committee Report

**TO: Kyle Attanasio, CAO**

**FR: Charlotte Edie, Manager of Finance/Treasurer**

**RE: Consolidation of Sewer and Water Reserves**

### **Recommendation:**

That Council hereby approves the consolidation of the Sewer and Water reserve and the Depreciation (Water Treatment Plant) reserve fund; and further

That in accordance with By-law Number 144-2007, public notice is hereby given that Council intends to consolidate the Sewer and Water reserve and the Depreciation (Water Treatment Plan) reserve fund; and further

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

### **Background Information:**

The City has held a Depreciation (Water Treatment Plant) (WTP) reserve fund in addition to the Sewer and Water reserve. The intent of the WTP reserve fund was to cover the costs of capital at the WTP. Instead these costs were covered by the Sewer and Water reserve. The current balance in the reserve fund is in excess of \$1.3 million. Capital expenditures in the last 2 years alone on the WTP exceeded \$2.0 million.

In an attempt to streamline the reserves and reserve funds, it is proposed that the balance in the sewer and water reserve at December 31, 2020 be transferred to the WTP reserve fund which would be renamed the Sewer and Water reserve fund. The projected Sewer and Water reserve at the end of 2021 is approximately \$120,000.

### **Budget:**

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

### **Risk analysis:**

The risk associated with this report is low.

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

Public notice & By-law required.



**April 24, 2021**

## **City Council Committee Report**

**To: Kyle Attanasio, CAO**

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

**Re: Kenora Police Services Board Composition**

### **Recommendation:**

Whereas the new Community Safety Policing Act, 2019 (CSPA), is forecasted to be proclaimed in early 2022; and

Whereas under the new CSPA, all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment board and make recommendations to the Province on Board composition; and

Whereas prior to the June 7, 2021 deadline, municipalities will be required to submit one proposal indicating the recommended composition of their board; and

Whereas municipalities will not be required to identify the names of the individuals that will be participating on the detachment board but identify the number of seats each municipality will be allocated on the detachment board as well as the number of community representatives and provincial appointments; and

Whereas the Kenora OPP detachment services more than one municipality which includes the City of Kenora and the Township of Sioux Narrows-Nestor Falls; and

Whereas the CSPA allows an OPP detachment to establish one, or more than one, OPP detachment board; and

Whereas when detachments that are considering requesting more than one detachment board should consider factors such as geography, variations in population size, calls for service/service demands, the number of municipalities and First Nations within an OPP detachment; and

Whereas the Kenora Police Services Board has assessed the options and needs of the Board moving forward;

Therefore be it Resolved that Council of the City of Kenora recommends that the new Kenora Police Services Board composition is a seven (7) person board which will include one member being of Indigenous decent; and further

That due to the physical distance, significant variation in needs of the municipalities, the Kenora and Sioux Narrows-Nestor Falls Police Services Boards remain separate and individual boards to meet the unique needs of this area; and further

That the selection of the community members for the new Kenora Police Services Board be in accordance with the City of Kenora Council Boards and Committees Appointment process.

**Background:**

Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68) and established the Community Safety and Policing Act, 2019 (CSPA) which, once in force, will repeal the Police Services Act, 1990 (PSA).

Section 67 of the CSPA requires there be an Ontario Provincial Police (OPP) detachment board, or more than one OPP detachment board, for each detachment of the OPP that provides policing in a municipality or in a First Nation community.

The Ministry is required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the ministry has developed an "OPP Detachment Board Framework".

The new OPP Detachment Board Framework will provide civilian governance to 326 municipalities and 43 First Nations including those that:

- o Are directly policed by the OPP;
- o Employ their own First Nations Constables but receive administrative support from the OPP; and
- o Receive "OPP Dedicated" policing (i.e. North Caribou Lake and Wapekeka First Nation).

By enhancing civilian governance, the OPP Detachment Board Framework under the CSPA will:

- o Ensure each municipality and First Nation receiving OPP services and supports has an opportunity to represent their local perspectives, needs, and priorities; and
- o Provide opportunities for municipalities and First Nations to collaborate on efforts to improve community safety

To ensure the objectives of the OPP Detachment Board Framework are met, the ministry has developed a flexible approach that allows municipalities and First Nations to determine the preferred composition of their detachment board(s) by submitting a proposal using a digital form provided by the ministry.

Municipalities and First Nations within a detachment are required to work together to develop and submit one proposal indicating the composition of their board(s). The proposal must meet the minimum composition requirements established by the ministry.

Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board but will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

The ministry will work with each municipality and First Nation to obtain outstanding information and provide support to ensure each detachment submits a completed proposal. However, a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board(s).

The minimum number of members required is five (5) and there is no maximum. 20% of the board composition must be Community Representation, and the Province will appoint community representative(s) if the municipality council/band council fail to appoint representatives by joint resolution. 20% of the board composition must be Provincial appointed.

As the current board compliment is 5 members, it is recommended to increase the board composition from five to seven members and include one specific appointment for a member that is of Indigenous decent. This would provide effective leadership on the Board and ensure that there is effective cross compliment on the board at all times.

**Budget:** This would increase the annual operating budget for the Police Services Board by a minimum of \$4,080 as each member receives annual remuneration of \$2,040. There would also be an impact to travel and training once travel resumes again following the pandemic for conference attendance.



**Q1: What are the key differences between the section 10 board framework under the *Police Services Act (1990) (PSA)* and OPP detachment board framework under the *Community Safety Policing Act, 2019 (CSPA)*?****A1:**

- The OPP currently polices 326 municipalities. Of these, only those under a section 10 agreement have access to civilian governance. This means there are 178 municipalities that do not participate on a board and as a result do not have access to civilian governance.
- Under the CSPA, all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment board.
- In terms of the roles and responsibilities of board members, the role of OPP detachment boards will include additional responsibilities not required for section 10 boards under the PSA (1990) such as:
  - considering any community safety and well-being plan adopted by a municipality that receives policing from the detachment;
  - establishing local policies, in consultation with the detachment commander, with respect to policing in the area receiving policing from the detachment; and
  - ensuring local action plans prepared by the detachment commander address the objectives and priorities determined by the board.
- Under the CSPA, OPP detachment board members will be required to:
  - consult with the OPP Commissioner on the selection of a detachment commander;
  - monitor the performance of the detachment commander; and
  - provide an annual report to the municipalities and band councils served by the OPP.
- OPP detachment boards will also provide a venue for the municipalities and First Nations within a detachment area to coordinate and collaborate on strategies to address common issues that is not present under the PSA.

**Q2: What does the transition to the new OPP detachment board framework mean for municipalities and First Nations currently receiving policing services by the OPP?****A2:**

- Until the Act comes into force, the ministry will continue to renew section 10 agreements that are set to expire in 2021.
- However once the CSPA comes into force all existing section 10 agreements will be terminated, and Section 10 boards will be dissolved.
- To do this, the ministry is committed to providing sufficient time and adequate supports to municipalities currently participating on a Section 10 board or, in the case of municipalities that receive OPP policing without a formal agreement/contract (i.e. Section 5.1 municipality), a Community Policing Advisory Committees (CPAC) as they dissolve their current board structures and transition to the new OPP detachment board model.

**Q3: When will the CSPA come into force?****A3:**

- The ministry is working towards the act being proclaimed in early 2022.

**Q4: Which municipalities and First Nations are included in the OPP detachment board framework?****A4:**

- The OPP detachment board framework provides civilian governance to the municipalities and First Nations receiving policing from OPP detachments.
- More specifically, the framework includes 326 municipalities currently policed by the OPP.
- The First Nations included in this framework include the 43 First Nations that:
  - are directly policed by the OPP (i.e., zone policing without a funding agreement);
  - employ their own First Nations Constables but receive administrative support from the OPP (i.e., “OPP-Administered” policing under the Federal First Nations Policing Program (FNPP)); and
  - receive “OPP-Dedicated” policing (i.e. Stream Two agreements under the FNPP).

**Q5: What role will municipalities and First Nations have with respect to the OPP Detachment Board proposal process?****A5:**

- Municipalities and First Nations in each OPP detachment area will be required to submit one proposal indicating the composition of their board and the rationale for multiple boards and the composition of each additional board, if multiple boards are being recommended.
- The ministry will only accept one proposal per detachment.
- Municipalities and First Nations within a detachment will be required to work together and determine the approach for developing and submitting their proposal to the ministry.
  - For example, after determining the composition of the detachment board(s), the municipalities and First Nations within a detachment may select one municipality or First Nation to complete and submit the proposal.

**Q6: What information is the ministry requesting in the proposal form?****A6:**

- Municipalities and First Nations within a detachment area will be required to submit a proposal indicating the composition of their board(s).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board. Rather, they will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- If a municipality and/or First Nation chooses not to participate on a detachment board and forfeits their seat, they will be required to indicate this in the proposal.

**Q7: Factors to consider when requesting more than one detachment board.****A7:**

- The CSPA allows an OPP detachment to establish one, or more than one, OPP detachment board.
- Detachments that are considering requesting more than one detachment board should consider factors such as:
  - Geography (e.g. distance between municipalities and First Nations);
  - Variations in population size and;
  - The number of municipalities and First Nations within an OPP detachment; and
  - Service demands (e.g. calls for service).
- However, if proposing more than one OPP detachment board, municipalities and First Nations should also consider challenges associated with recruiting board members (e.g. inability to fill vacancies) and the costs associated with operating additional boards.

**Q8: Will municipalities/First Nations that are receiving policing and/or supports and services by two OPP detachments be allowed to participate on both OPP detachment boards?****A8:**

- Yes. Municipalities and First Nations that are receiving policing and/or supports and services by two OPP detachments can participate on both OPP detachment boards, or can choose to participate on only one OPP detachment board.
- Representation must be determined in collaboration with the other municipalities and First Nations within the OPP detachment, as a consensus on the composition of the OPP detachment board is required.
- Municipalities that wish to be represented on both OPP detachment boards will be required to cover the costs associated with participating on two boards (i.e. operational costs).

**Q9: What is considered a “completed” proposal?****A9:**

- Each detachment will be required to complete one proposal using the digital form provided by the ministry. The link to the digital form can be found here: [Ontario Provincial Police Board \(OPP\) Proposal Form](#).
- A completed proposal must be submitted using the digital form provided by the ministry and meet the minimum composition requirements provided by the ministry.
- The ministry will work with each detachment to obtain outstanding information/proposals and support them in submitting a completed proposal.
- If however in the end if a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board.

**Q10: What support will the ministry provide municipalities and First Nations throughout the OPP detachment board proposal process?****A10:**

- Virtual information sessions, led by the ministry, will be made available upon request for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process.
- If your detachment is interested in a virtual information session, or have other inquiries related to the OPP detachment board proposal process, please forward your request to the ministry to Joanna Reading via email at [Joanna.Reading@ontario.ca](mailto:Joanna.Reading@ontario.ca).

**Q11: What is the purpose of provincial appointments on OPP Detachment Boards?****A11:**

- Provincial appointees will provide advice to the board as public representatives whose appointments are independent of municipal/band councils.
- However, to ensure members of the detachment board are reflective of the communities they serve, the municipalities/First Nation Chief and Councils will have the ability to nominate individuals for consideration as provincial appointees.

**Q12: Will the government address the current backlog in provincial appointments?****A12:**

- We know there are concerns related to the number of vacant provincial appointments and the length of time these appointments remain unfilled.
- We have made significant progress in reducing the backlog of provincial appointments. Since our government took office in 2018, we have filled approximately 124 provincial appointment vacancies on section 10 boards.
- We will continue to work with municipalities and First Nations to ensure provincial appointees are recruited and appointed in a timely manner.

**Q13: Why are First Nations with Self-Administered Police Services not included in the OPP detachment board framework?****A13:**

- First Nations that receive policing from a Self-Administered First Nation Police Service (SA FNPS) are not included in the OPP detachment board framework as they are already represented on boards and/or have their own police governing authorities.  
In addition, SA FNPS boards have existing relationships and alternate methods to communicate their input to the OPP with respect to supports and services the OPP provides to their communities.

**Q14: Are there other civilian governance options for First Nation communities that are captured within the OPP detachment board framework?****A14:**

- As an alternative to participating on an OPP Detachment board, under the CSPA First Nations have the option to request to form a First Nation OPP Board.
- Where a First Nation or multiple First Nations has entered into an agreement with the Minister for the provision of policing and other specified services by the Commissioner, the First Nation(s) may request that the Minister constitute a First Nation OPP board.
- A First Nation OPP board would perform similar functions and responsibilities as an OPP Detachment board by providing advice and oversight over the policing services provided by the OPP to a First Nation community or communities.
  - This includes determining objectives and priorities, supporting development of the strategic plan, and advising the Detachment Commander with respect to policing provided to a First Nation community or communities.
  - A First Nation OPP board could also establish local policies, in consultation with the OPP, with respect to the detachment's provision of policing.
- Please contact Ashley O'Connell, Indigenous Engagement Unit, Ministry of the Solicitor General at [Ashley.OConnell@ontario.ca](mailto:Ashley.OConnell@ontario.ca) for more information on requesting a First Nation OPP Board.

**ADDITIONAL INFORMATION****Q15: What training will OPP detachment board members be required to complete?****A15:**

- Members cannot perform their duties or exercise any of their powers until they have successfully completed the training identified in the CSPA.
- More specifically, like all other boards and councils governed under the CSPA, OPP detachment board members will be required to successfully complete training with respect to:
  - human rights and systemic racism;
  - the diverse, multiracial and multicultural character of Ontario society;
  - the rights and cultures of Indigenous peoples; and
  - any other training prescribed by the Solicitor General.

**Q16: Will municipalities be able to request enhanced OPP policing services (e.g., beyond basic “adequate and effective” policing) under the CSPA?****A16:**

- Under the CSPA, municipalities that receive policing from the OPP may enter into agreements for enhanced policing services.
- Municipalities will continue to be responsible for funding and implementing enhancements.

**Q17: Once the CSPA is in force, will municipalities within a detachment receive one billing statement (i.e., a single invoice for the entire detachment)?****A17:**

- There will be no substantive changes to the billing process.
- Municipalities will continue to be billed individually.

**Q18: Will there be an opportunity to provide additional feedback on other OPP-related matters for regulation?**

**A18:**

- All OPP-related matters for regulation will be posted on the Ontario Regulatory Registry for public comment.



May 2, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Amendment to the 2021 Council Meeting Calendar**

**Recommendation:**

That Council hereby amends the 2021 Council meeting calendar to amend the June and August Council meeting dates to reflect staff and Council attendance at two virtual conferences; and further

That the June Regular Council meeting now be established as June 22, 2021 at 12:00 noon and the August Regular Council meeting now be established as August 24, 2021 at 12:00 p.m.; and further

That the June 15 and August 17 Council meetings be hereby removed.

**Background:**

The AMCTO virtual conference is being held June 14, 15 and 16. The agenda has now been released and the sessions that are scheduled during the regular Council meeting on June 15 conflict with staff attendance. Both the City Clerk and Deputy Clerk are attending the conference virtually.

Further, the 2021 AMO virtual conference has been scheduled for August 16, 17 and 18 which conflicts with the August Council meeting. A few members of Council and staff have indicated interest in attending which would then inhibit attendance on various sessions that may be scheduled during our Council meeting time.

Committee of the Whole meetings would remain as June 8 and August 10.

Administration is requesting both Council meeting dates be changed to allow for attendance at these two conferences.

**Budget:** N/A

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

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

**Strategic Plan or other Guiding Document:** administrative only

May 3, 2021



## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Stace Gander, Acting Operations and Infrastructure Manager  
Marco Vogrig, Municipal Engineer**

**Re: Budget Amendment – Railway Street CP Land Purchase**

### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$185,000 plus HST to be debt financed to purchase lands from CP Rail related to the Railway Street Reconstruction project that was not accounted for in the 2021 budget; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Operating & Capital Budgets at its May 18, 2021 meeting for this purpose; and further

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

### **Background:**

Phase 2 of the Railway Street reconstruction project was to occur in 2021 but was delayed to 2022 due to the uncertainty of acquiring the required CP property (see attached drawing). Recently there has been advancements with CP regarding the land acquisition and we are now anticipating a closing date for the purchase as early as June or July. There are no 2021 funds budgeted to complete the land purchase due to the previous project delay into 2022. As a result of recent activity, staff are request Council to debt finance \$185,000 plus HST to fund the purchase price, legal survey and associated legal fees to complete land transaction. The land assembly will create a substantial portion for the Railway Street and Gould Road right of way corridors in addition to other associated land off the south east corner of Railway Street and 16<sup>th</sup> Ave North intersection as per the attach drawing.

In addition, Phase 2 includes aerial wire and utility pole relocations. Therefore, based on the time line for the CP land acquisition, this work will be pursued in the second half of 2021 to have Synergy North, Bell, Shaw and T Bay Tel perform the required pole relocation this year so as not lose any road construction time in 2022. As further details and coordination with the utilities emerge, Council will be notified to approve

funding for the utility pole relocation scope of work at some point in the future as this utility scope of work has been finalized.

**Budget:** \$185,000 plus HST to be debt financed and added to the 2021 Operating & Capital Budget.

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

**Risk Analysis:**

As per the requirements of the ERM policy, there would be a high risk of not obtaining the required lands to proceed with reconstruction of the failing Railway Street that if not addressed would leave the roadway in a state of further disrepair and exposing the City to liability and risk to those members of the community utilizing this road. The risk is mitigated by way of acquiring the necessary lands and completing the required road reconstruction for which the provincial funding that has been received for the Railway Street project will not be forfeited or lost.

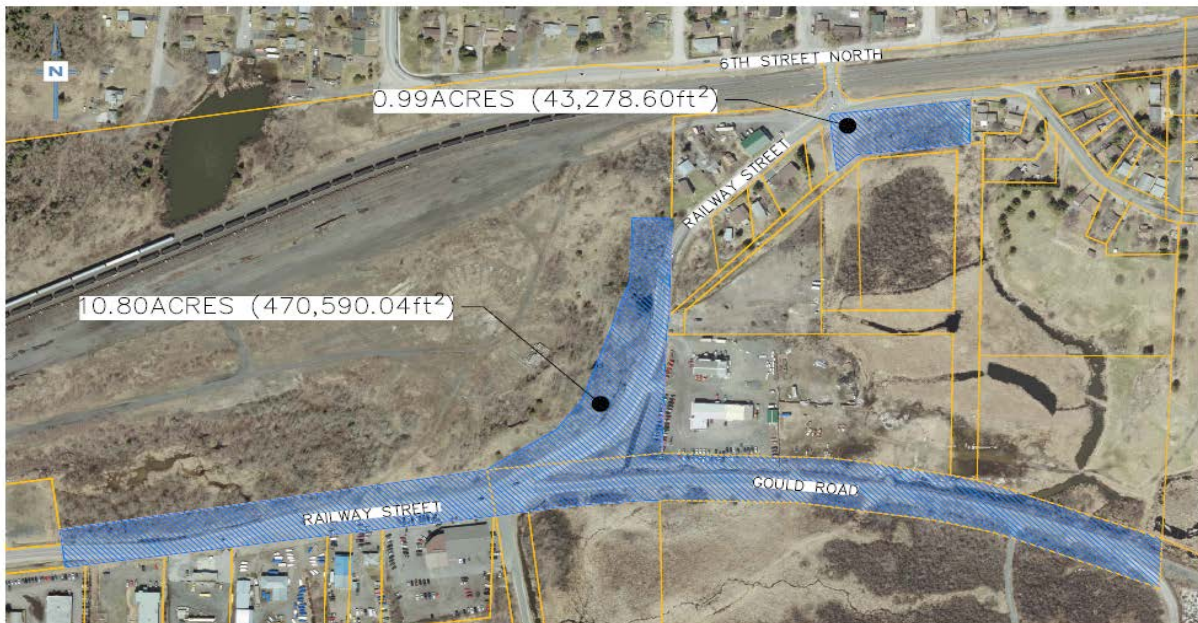
**Strategic Plan or other Guiding Document:**

Goal#2 Strengthen Our Foundations

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

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.

Image of property:







May 11, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Stace Gander, Acting Infrastructure and Operations Manager  
Marco Vogrig, Municipal Engineer  
Shaun Clifford, Parks and Facilities Division Lead**

**Re: Budget Amendment – Sewer, Water & Storm Work at Central Park**

### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$395,000 plus HST of which \$305,000 plus HST is to be funded through the Sewer and Water Reserve and \$90,000 plus HST to be funded from the Storm Sewer Reserve to replace sewer, water and storm infrastructure at Central Park; 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 May 18, 2021 meeting to withdraw funds from the identified Reserves for a total amount of \$395,000 plus HST to complete this work; and further

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

### **Background:**

City staff are leading Central Community Club Board through the expression of interest process for the rebuild of the new Central Community Club. As part of that process, a plan has been created to locate the new outdoor rink and club house and other key amenities relative existing City infrastructure that lies beneath the lot.

Upon review, the infrastructure in proximity to the amenities includes; sewer, water and storm water infrastructure. The infrastructure is over seventy (70) years old and represents key linkages to the overall systems. Staff did have test holes drilled to determine if in the event of a future problem, that the City's infrastructure could be realigned closer to Eighth Avenue South. Unfortunately, extensive bedrock exists and the infrastructure must remain in its current location. As a result, Engineering is recommending that the infrastructure be replaced now versus risking a future situation where a significant portion of the area would have to be torn up to replace the underground infrastructure long before the park upgrades come to the end of their useful life.

A visual aid has been created to get a better understanding of the proximity of the amenities relative to the City's infrastructure.





**Budget:**

\$305,000 plus HST of the funds will be used from the new Sewer and Water Reserve fund as presented by the Treasurer. \$90,000 plus HST of the funds will be drawn from the Storm Sewer Reserve.

**Risk Analysis:**

As per the requirements of the ERM policy, there would be a moderate operational risk if the work were not completed. The risk is mitigated through the proactive approach of completing replacement prior to emergency situations.

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

Resolution required. Distribution: S. Gander, S. Clifford, M. Vogrig

**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 capacity, security and long-term stability of our systems.



May 3, 2021

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Manager of Community Services

Re: Amend Parking Lots Bylaw: Anicinabe Park, Kenora Rec Centre & Keewatin Memorial Arena

### **Recommendation:**

That Council hereby approves an amendment to Schedule "A" to By-Law No. 082-2018 Regulate Parking Lots and Structures to amend "Lot A", "Lot C", "Lot K" and "Lot L" to reflect changes to the Anicinabe Park Boat Launch parking lot, the Keewatin Arena parking lot and the Kenora Recreation Centre front and rear parking lots; and further

That Council gives three readings to a by-law to amend By-Law Number 082-2018 for this purpose.

### **Background:**

Staff are continuing to move forward with the plan to implement paid parking at Anicinabe Park boat launch and Keewatin Memorial Arena boat launch.

Amendments to the by-law are as follows:

#### Anicinabe Park – Boat Launch Parking Lot

- Parking enforcement changed from Park Operator to By-Law
- Addition of \$5.00 daily parking fee
- Removal of overnight fee structure. Overnight parking will not be allowed.

#### Front Street, Keewatin Arena Parking Lot

- Addition of free parking for up to two hours
- Addition of \$5.00 daily fee for parking over two hours
- Adjusted overnight fee (increase 8 cents) to create a flat fee (\$8.00 after tax) for parking machines
- Removal of seasonal, monthly and weekly overnight fee structure. Overnight parking will still be allowed up to a maximum of four nights per visit

#### Kenora Recreation Centre Front & Rear Parking Lot – Boat Launch

- Monthly passes will now be purchased at the Lake of the Woods Discovery Centre instead of Kenora Recreation Centre.

#### Kenora Recreation Centre Long Term Parking (Lot 6)

- Adjusted overnight fees to create flat fees for the parking machine

**Lot "A"** **Anicinabe Park - Boat Launch Parking Lot**  
**Control:** By-Law Enforcement  
City Designated Towing Company (at owner's expense)

**Fees:** Daily: \$5.00 per day

**Special Regulation:** Vehicles in excess of 6.7 metres are permitted  
No overnight parking permitted between 10:30 p.m. and 6:00 a.m.  
No refunds for unused parking

**Lot "C"** **Front Street, Keewatin Arena Parking Lot**

**Control:** By-Law Enforcement Officer  
City Designated Towing Company (at owner's expense)

**Fees:** Front Lot #1: See Below  
Back Lot #2: See Below

November 1<sup>st</sup> to April 30<sup>th</sup>: Nil

May 1<sup>st</sup> to October 31<sup>st</sup>:

Daily:  
2 hours and less Free  
Over 2 hours \$5.00 per day  
Overnight: \$7.08 plus applicable taxes

**Special Regulation:** Vehicles in excess of 6.7 metres are permitted  
No refunds for unused parking

**Lot "K"** **Kenora Recreation Centre Front & Rear Parking Lot – Boat Launch**

**Control:** By-Law Enforcement Officer  
City Designated Towing Company (at owner's expense)

**Fees:** Lot 1, 2, 3, 4: Free four (4) hour parking  
Lot 5 & 7: \$5.00 per day  
Monthly \$75.00 plus applicable taxes

Monthly passes purchased from the Lake of the Woods Discovery Centre

**Special Regulation:** Vehicles in excess of 6.7 metres are permitted  
No overnight parking between 2:00 a.m. and 6:00 a.m.

**Lot "L"** **Kenora Recreation Centre Long Term Parking (Lot 6)**

**Control:** By-Law Enforcement Officer  
City Designated Towing Company (at owner's expense)

<b>Fees:</b>	Overnight:	\$7.08 plus applicable taxes
	Weekly:	\$35.40 plus applicable taxes
	Monthly:	\$132.74 plus applicable taxes
	Seasonal:	\$389.38 plus applicable taxes

**Special Regulation:** Vehicles in excess of 6.7 metres are permitted  
No refunds for unused parking

**Budget:**

Increase in revenue to the operating budgets for Anicinabe Park and Keewatin Memorial Arena. The anticipated revenue was not allocated in 2021 operating budget.

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

By-Law No. 082-2018 amendment. Notice of Council decision to be circulated to By-Law, Communications, Recreation Department and public notice

**Risk Analysis:**

There is a low to insignificant risk associated with this by-law amendment

**Strategic Plan or other Guiding Document:**

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



May 11, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Parking Amendment – Accessible Parking Spaces**

**Recommendation:**

That Council hereby authorizes an amendment to the Parking and Traffic By-law Number 180-2015, Schedule "L" – Accessible Parking Spaces, to include the addition of two (2) accessible parking spaces at Anicinabe Park and two (2) accessible parking spaces at Norman Park; and further

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

**Background Information:**

The Parks and Facilities Department received a request to have accessible parking spaces added to Anicinabe Park in order to access the playground and park office. One parking stall has been identified in the parking lot nearest the playground as well as one parking stall by the office. After review of accessible parking in other parks, it was determined that two (2) accessible parking spaces also be added at Norman Park.

It is recommended that Schedule "L" – Accessible Parking Spaces on Municipal or Private Property, to Traffic Regulation By-law Number 180-2015, be amended as follows:

**Schedule "L" Accessible Parking Spaces on Municipal or Private Property**

**ADD:**

Column 1 ESTABLISHMENT	Column 2 STREET ADDRESS/LOCATION	Column 3 # SPACES
Anicinabe Park	24 Miikana Way	2
Norman Park	35 Minnesota Street	2

**Budget:** Minimal budget cost. Line painting contractor has offered to cover the cost of two spaces as part of this year's contract and other two spots under \$1,000.00 to be covered under existing budgets.

**Risk Analysis:**

There is low operation risk involved with not pursuing these recommendations as it is the City's intention to create an accessible lifestyle for its citizens.

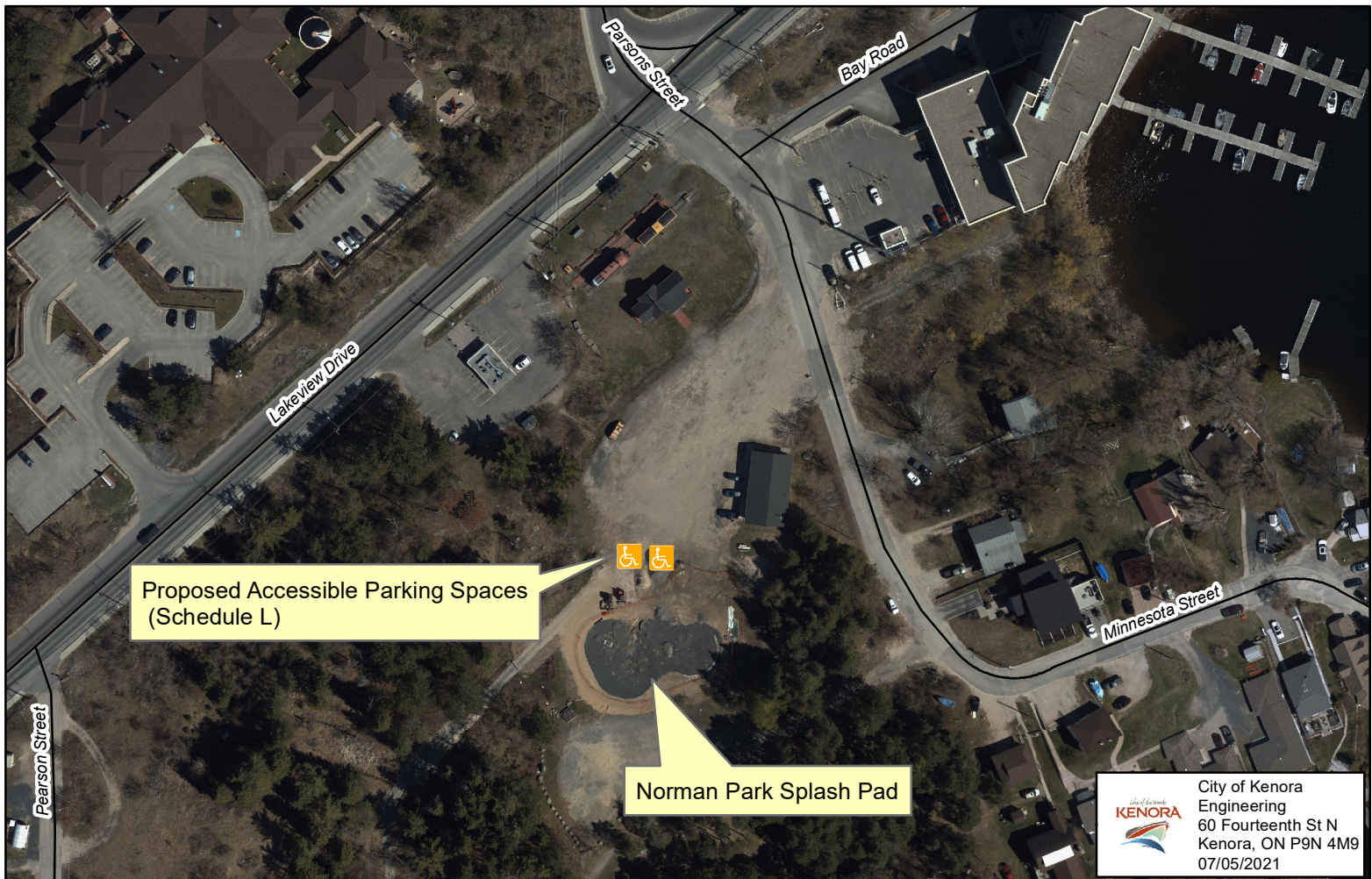
**Communication Plan/Notice By-law Requirements:** bylaw required

By-law required. S. Gander, S. Clifford, H. Pihulak, H. Lajeunesse, J. Nelson, By-law Enforcement.

**Strategic Plan or other Guiding Document:**

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









May 11, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Budget Amendment Recreation Operating Platform - ActiveNet**

### **Recommendation:**

That Council hereby approves a budget amendment in the amount of \$13,876.80 plus HST to be funded through contingency reserves for a project to convert the current recreation operating platform to the ActiveNet platform; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2021 Operating & Capital Budgets at its May 18, 2021 meeting for this purpose; and further

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

### **Background:**

The Recreation Department currently manages all of its bookings for all users and user groups on a platform called Max Galaxy. This platform enables staff to manage facility reservations, activity and league registrations, memberships, patron information and billing.

Early in March 2020, staff received notice that the vendor of Max Galaxy intended to cease support and use of the platform after October 12<sup>th</sup>, 2021 because it was operating on a Microsoft platform that Microsoft would no longer support. As a result, ActiveNet were recommending customers migrate to their ActiveNet platform.

Staff reached out to other communities to get a better understanding of what other platforms existed and coordinated demonstrations with other suppliers including Book King software and ActiveNet software.

After review, staff determined that ActiveNet software was the most cost effective and feature rich platform and the easiest transition for staff.

The budget amendment is a one-time fee that includes data migration from the old system, hardware, testing and training of staff.

**Budget / Financial Implications:** The capital costs associated with this project is \$13,876.80 plus HST and will be drawn from the contingency reserves.

**Risk Analysis:** There is a high risk to the operation of the Recreation Department if the conversion is not completed by October 12<sup>th</sup>, 2021.

**Communication Plan/Notice By-law Requirements:** public notice & bylaw required  
**Strategic Plan or other Guiding Document:**

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



May 3, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Crime Prevention & Community Well-Being Advisory Committee**

### **Recommendation:**

That amendments to the Police Services Act require municipalities to develop and adopt a Community Safety and Well-Being Plan (CSWBP); and further

That the Act requires that each municipality appoint an Advisory Committee for the development and implementation of the Community Safety and Well-Being Plan; and further

That Council hereby establishes a new Crime Prevention and Community Well-being Advisory Committee to provide leadership and implementation of the Community Safety and Well-Being Plan; and further

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

### **Background:**

In 2018, the Ontario Government passed the Safer Ontario Act mandating municipalities to work with police services and local service providers in health care, social services and education to develop community safety and well-being plans that proactively address locally identified community risks. Further, police services boards are required to participate in the planning led by municipalities, and to consider the Community Safety and Well-Being Plan when developing their strategic plans.

Fortunately, Kenora's Substance Abuse and Mental Health Task Force (KSAMHTF) has been a leader in this practice prior to the legislation coming into effect and Kenora has maintained a Community Safety and Well-Being Plan since 2015. However, the creation and implementation of this Plan has been a grassroots effort that is not institutionalized within municipal government. Under the new legislation, the City of Kenora will need to assume leadership of the Community Safety and Well-Being Plan, ensuring that it can effectively address community risks in the present and future.

### Local Planning Process

On October 18, 2019 the City of Kenora hosted a 6.5 hour engagement session with stakeholders from several agencies and service providers in Kenora to update the 2015 CSWBP. The goal of the session was to reflect and identify needs for transitioning and updating the Kenora Community Safety and Wellbeing Plan (2015).



Specifically, the aim was to review the findings from the updated statistical review, identify new emerging issues to be addressed in the revised plan, address main risks and priorities, and identify key activities for version 2.0 of the plan.

The engagement session enabled the identification of emerging issues and items to explore further. Based on the list of issues, a number of categories were identified and prioritized. These were then divided into core values/foundations for the updated version of the plan, as well as strategic priorities moving forward. For each priority, participants developed a statement of success and potential actions and partners to address each priority.

Since that time, several drafts have been created, following additional feedback from the police services board and the Kenora Substance Abuse and Mental Health Task Force. It is recognized that the Plan remains in draft form and that the new Crime Prevention and Community Well-Being Advisory Committee will be finalizing each of the action items associated with the identified priorities and will develop implementation plans to meet goals.

The City recognizes and appreciates the number of existing local groups and planning tables actively working to address some of the issues identified in the Plan. The Plan will highlight and build upon the work of these groups.

The final plan will be brought to Council for adoption before the end of 2021. It must also be posted publically on the City website within thirty days of adoption.

#### Crime Prevention and Well-Being Advisory Committee

As per the Safer Ontario Act, the Advisory Committee must, at a minimum, consist of a number of members from different agencies as per s. 145 (3) of the Act outlined below:

1. A person who represents
  - a. A local health integration network for a geographic area in which the municipality is located, as determined under the Local Health System Integration Act, 2006, or
  - b. An entity that provides services to improve the physical or mental health of individuals in the community or communities
2. A person who represents an entity that provides educational services in the municipality
3. A person who represents an entity that provides community or social services in the municipality, if there is such an entity
4. A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity
5. A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity
6. An employee of the municipality or a member of the municipal council
7. A person who represents the board of the municipality or, if there is no board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate
  - 7.1 A chief of police of a police force that provides in the area or his or her delegate
8. Any other prescribed persons

A copy of the draft Terms of Reference is attached.

**Budget:** N/A

**Risk Analysis:**

There is a high compliance risk as failing to appoint a committee and adopt a CSWBP will be in contravention of the Safer Ontario Act. This could potentially result in a 'community safety and well-being planner' being appointed by the Province at the expense of the municipality. In appointing a committee, the City mitigates this risk.

There is a moderate governance risk as the municipality will be proceeding with the administration of this committee through existing resources. In the absence of dedicated funding for this initiative, internal capacity to support implementation of the Plan will be limited.

**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
- 3-9 The City will recognize the importance of leveraging partnerships and work together with our Community and Strategic Partners as appropriate to implement the various strategies as developed by those organizations for the improvement of the City and our Community

# The Corporation of the City of Kenora

## By-law Number – 2021

### A By-law to Establish a Terms of Reference for the City of Kenora Crime Prevention & Community Well-Being Advisory Committee

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Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas Bill 175, Safer Ontario Act (2018) mandates that: the council of every municipality shall prepare, and by resolution, adopt a community safety and well-being plan; and shall establish an advisory committee.

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

#### **1. Purpose**

- 1.1 The Crime Prevention and Community Well-Being Advisory Committee will provide leadership to the City of Kenora Community Safety and Well-Being Plan.
- 1.2 The Crime Prevention and Community Well-Being Advisory Committee will serve as a resource, information gathering and advisory body to the Municipal Council on matters relating to crime prevention and community well-being in the City of Kenora.

#### **2. Mandate**

2.1 The mandate of the City of Kenora Crime Prevention and Community Well-Being Advisory Committee is to:

- a. Finalize and recommend to City Council a comprehensive and inclusive final Community Safety & Well-Being Plan and implementation plan;
- b. Assist in and monitor the Plan's implementation;
- c. Ensure outcomes are established and responsibilities for measurement are in place, and approving performance measure by which the plan will be evaluated;
- d. Ensure that each section/activity under the plan for each priority risk is achievable;
- e. Incorporate consultation with the broader community and organizations and agencies involved in community safety and well-being;
- f. Align implementation and evaluation of the plan with the municipal planning cycle and other relevant sectors' specific planning and budgeting activities;
- g. Initiate and facilitate working groups as necessary to assist in the development and promotion of crime prevention and community safety initiatives;
- h. Report to City Council and the community of Kenora on areas of action and progress;
- i. Encourage and promote innovation, partnerships, and creativity in community safety and well-being;
- j. Increase awareness about the perception of crime, the risk factors associated with involvement in the criminal justice system, and protective factors that reduce risk.

### 3. Membership and Voting

3.1 At the discretion of Council, the Committee can be comprised of up to fifteen (15) members representing various sectors. At minimum, it shall include representation from the following sectors:

#### **Voting Members:**

- An employee of the municipality;
- A person who represents the education sector; this may include:
  - Keewatin Patricia District School Board
  - Kenora Catholic District School Board
  - Seven Generations Education Institute
  - Confederation College
- A person who represents the health sector; this may include:
  - Northwestern Health Unit
  - Lake of the Woods District Hospital
  - Waasegiizhig Nanaandawe'iyewigamig
- A person who represents the mental health sector; this may include:
  - Canadian Mental Health Association Kenora Branch
  - Centre for Addiction and Mental Health
- A person who represents the community/social services sector; this may include:
  - Kenora District Services Board
  - Kenora Fellowship Centre
  - Kenora Chiefs Advisory
  - Ne-Chee Friendship Centre
  - Northwest Community Legal Clinic
  - Kenora Sexual Assault Centre
  - Saakaate House
- A person who represents the children/youth services sector; this may include:
  - Firefly
  - Kenora Youth Wellness Hub
- A person who represents an entity that provides custodial services to children/youth; this may include:
  - Kenora Creighton Youth Centre
  - Kenora Rainy River District Child and Family Services
  - Anishinaabe Abinoojii Family Services
  - Tikinagan Child & Family Services
- A person who represents the police services board or a Detachment Commander.
  - Ontario Provincial Police Kenora Detachment
- Members at large

3.2 Members are selected by resolution of Council. The term of the Committee is at the pleasure of Council, up to four years, and is concurrent with the term of Council. The Committee shall, from amongst its members, choose a Chair and a Vice Chair.

3.3 Committee Member appointments may, at any time, be revoked at the pleasure of Council and all appointments are in accordance with Council's Boards & Committees Policy.

3.4 Notwithstanding section (c) Council may reappoint a Board Member to the Committee for not more than one term.

- 3.5 Unless Council provides otherwise, the Committee appointments and re-appointments shall be in accordance with the City's Boards & Committees Policy, subject to any modification, to the extent necessary, required in order to comply with the appointment restrictions established in section 196 of the Municipal Act, 2001 and this By-law.
- 3.6 Any member of the Committee may terminate his or her term on the Crime Prevention and Community Well-Being Committee by submitting his or her resignation in writing to the Chair and the Vice-Chair of the Committee. Within seven (7) days of receipt of such resignation, shall be forwarded to the City Clerk.
- 3.7 Unless Council provides otherwise, meeting attendance requirements for the Committee Members and consequences for absences from such meetings shall be in accordance with the City's Boards & Committees Policy.
- 3.8 Vacancies on the Committee shall be filled in accordance with the City of Kenora's Boards and Committees Policy and this By-law. For greater certainty, decisions respecting the filling of vacancies rest solely with Council.

**Members will:**

- i. Have knowledge about the risks and vulnerable populations in the community;
- ii. Lived experience with risk factors or part of a vulnerable group in the community;
- iii. Understanding of protective factors needed to address those risks;
- iv. Experience developing effective partnerships in the community;
- v. Experience with ensuring equity, inclusion, and accessibility in their initiatives;
- vi. The authority to make decisions on behalf of their respective organizations regarding resources and priorities, or will be empowered to do so for the purposes of finalizing the Plan;
- vii. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings; and
- viii. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;

3.10 Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

**4. Remuneration**

4.1 All Committee Members shall act in all of their capacities with the Committee without remuneration.

4.2 Committee Members may be reimbursed for reasonable expenses incurred by them on behalf of the Committee, provided that such expenses were incurred in good faith for the purposes of the Committee and such expenses are authorized in the budget of the Committee.

**5. Chair**

5.1 The Committee shall elect a chairperson from its members at the first meeting of each year and hold the office for one year. In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.

## **6. Meetings and Administration**

6.1 Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee, however, not less than five (5) meetings shall be held in one calendar year.

6.2 Special or emergency Committee meetings may be called by the Chair, on his or her own initiative, at the request of any Committee member, or at the request of the non-voting members and notice of the meeting shall be telephoned or electronically sent to each Committee Member, including non-voting, not less than three (3) days before the requested meeting.

6.3 A Committee meeting must be called if a requisition is signed by at least three (3) members of the Committee.

6.4 Reasons for the calling of the special or emergency meeting, including why it is being called on short notice, if applicable, shall be provided by the Chair with the notice of the calling of the meeting.

6.5 Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the chairperson will result in the termination of membership from the committee, in accordance with the City's Board and Committee's policy.

6.6 The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the chairperson in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

6.7 The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

6.8 Unless otherwise provided in this By-law, meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.

## **7. Quorum**

7.1 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business.

7.2 Subject to section 7 of the Municipal Conflict of Interest Act, a majority of the members shall constitute a quorum.

7.3 Meetings may be held and motions may be voted upon in person or by electronic means. With respect to an electronic vote, such vote must be approved by the Committee in advance of the vote.

## **8. Board Member Conduct**

8.1 Members of the Committee shall carry out their duties in good faith and with the best interests of The Committee in mind.

8.2 With regards to their conduct, Committee Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, Part V.1 of the *Municipal Act, 2001* and the Code of Conduct of the City for members of council and local boards.

## **9. Limits on Authority**

9.1 Notwithstanding any other provision in this By-law, the Committee is not authorized to do any of the following, all such authority remains solely with Council:

- a) incur any debts, liabilities or obligations that have not been approved by Council through its budget process;
- b) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- c) subject to the limits established by Council from time to time, sell or otherwise dispose of any personal property that is acquired through Committee recommendations.

9.2 The Committee acts as a whole and no member of the Committee has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of the Crime Prevention Council or the City, without having previously obtained the consent of Crime Prevention Council or Municipal Council, as the context requires.

## **10. Reporting to Council**

10.1 The Committee shall report to the municipal Council through presentation of the Community Safety and Well-Being Plan and subsequent updates and annual reports on progress on implementing the Plan and key indicators of community safety and well-being.

10.2 The Committee shall present additional reports and information it deems appropriate to inform the municipal Council and community at large of the actions, activities, and programs of the Committee.

## **11. Committee Minutes**

11.1 The City shall designate a person to be responsible for the recording of the Committee minutes.

11.2 The official copy of the minutes shall be forwarded to the City Clerk for safekeeping and shall be stored at City Hall, 1 Main Street South, Kenora, ON, or at such other location as Council may require.

## **12. Effective Date**

This By-law shall come into force and take effect on the final passing hereof.

**By-law read a First & Second Time this 18<sup>th</sup> day of May, 2021**

**By-law read a Third & Final Time this 18<sup>th</sup> day of May, 2021**

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

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**Daniel Reynard, Mayor**

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**Heather L. Pihulak, City Clerk**



April 6<sup>th</sup>, 2021

## City Council Committee Report

**To:** Kyle Attanasio, CAO

**Fr:** Kevan Sumner, City Planner

**Re:** Site Plan Agreement – 1001 Ninth Street North

**File No.:** D11-20-10

**Owners:** Ontario Aboriginal Housing Services (OAHS) – 30 Unit Supportive Housing Facility

### **Recommendation:**

That the Mayor and Clerk be hereby authorized to execute a site plan agreement between the Corporation of the City of Kenora and Ontario Aboriginal Housing Services (OAHS), to support the development of a supportive housing facility, as shown on the site plans; and further

That the Mayor and Clerk also be authorized to execute a development agreement between the Corporation of the City of and OAHS; and further

That the appropriate bylaws be passed for this purpose.

### **Background:**

In March 2019, the City provided financial support via the extension of water services to the location of a proposed 30 unit supportive housing facility to be developed by the KDSB and Ontario Aboriginal Housing Services Corporation on 9<sup>th</sup> Street. The concept is based on a successful model in Sioux Lookout and built around the “Housing First” approach to ending homelessness. Chronically homeless are given housing with low barriers and constraints, and then additional supports and services are provided as needed.

Since that time, staff have been seeking to formalize the attached agreement which specifies the features/facilities to be included in the development. The application for site plan and all associated drawings were reviewed by an internal committee of staff. Comments were provided and the necessary revisions have been made to the satisfaction of the committee. Following execution the proponent will be able to proceed in applying for a building permit and subsequently commence with construction.

**Budget:** No impact. Application fees paid in accordance with the Tariff of Fees By-law. All remaining costs for registration, etc. will be the responsibility of the developer.

**Communication Plan/Notice By-law Requirements:** Notice of meetings, of the Committee of a Whole, and Council provided as per the Notice By-law.



**Risk Analysis:** Analysis of planning applications is accomplished in accordance with the legislation provided through the Planning Act. Applications are required to be consistent with the Provincial Policy Statement, and meet the criteria listed in the Official Plan.

**Strategic Plan or Other Guiding Document:** The Official Plan, Designation By-law (189-2010) and City Policy (PP-5-1), provides criteria for the evaluation of Applications for Site Plan Approval.



May 3, 2021

## City Council Committee Report

**To:** Kyle Attanasio, CAO

**Fr:** Adam Smith, Manager of Development Services  
Melissa Shaw, Planning Analyst

**Re:** Agreement to Lease and Authorize Improvements to Municipal  
Lands –Lake of the Woods Brewing Company

### **Recommendation:**

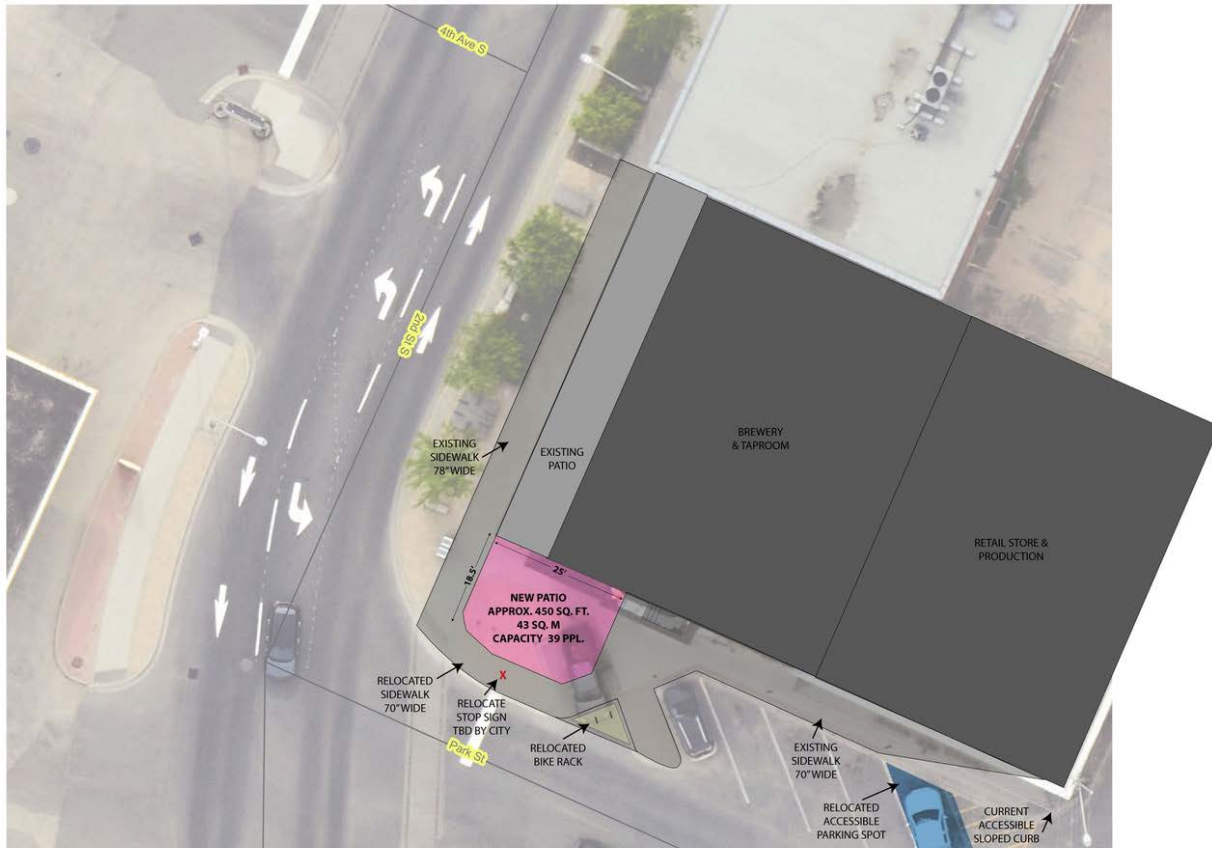
That Council approves the request to occupy and improve Municipal property locally known as a portion of Park Street and legally described as a portion of Railway Street on Plan 3, for the use of an outdoor patio; and further

That Council hereby directs staff to enter into negotiations for a Lease Agreement with Lake of the Woods Brewing Company.

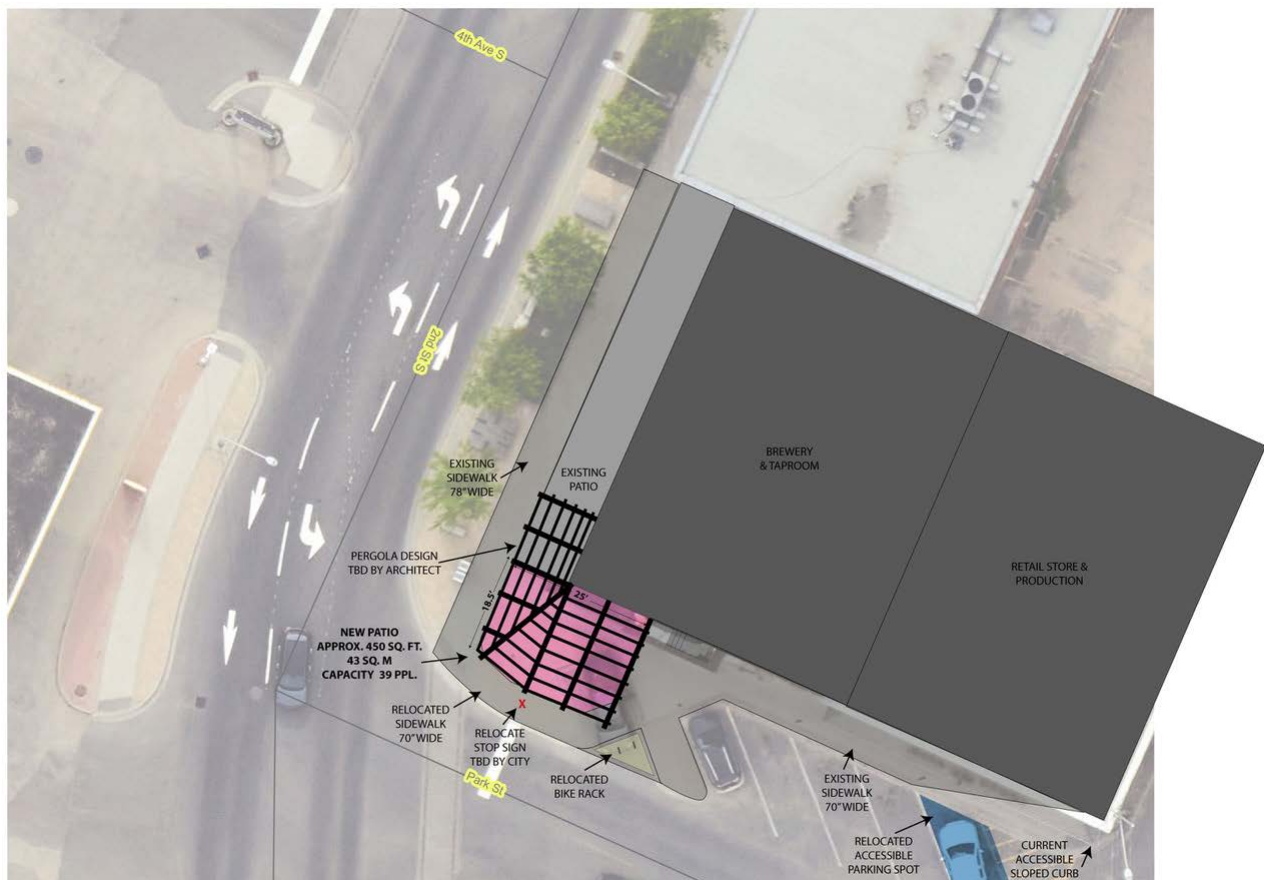
### **Background:**

The Lake of the Woods Brewing Company is requesting an agreement with the City of Kenora to authorize the occupancy and improvement of municipal land locally known as a portion of pedestrian right-of-way on the corner of Second Street South and Park Street, and legally described as a portion of Railway Street on Plan 3 for additional outdoor patio seating.

The proposed development would be approximately 43 m<sup>2</sup> in size, and would create seating for an additional thirty-nine (39) patrons. The patio would be constructed from a poured footing/retaining wall and finished with a concrete topper and permanent railing that would match the existing patio and tie the two areas together. A pergola will wrap the building located at 350 Second Street South and will provide sunshade to the existing patio and proposed patio. Figures 1 and 2 below are sketches of the proposed expansion project:



(Figure 1: Sketch of proposed expansion)



(Figure 2: Sketch of proposed expansion with pergola)

At the expense of the applicant, the proposal includes the relocation of sidewalk off Second Street South and Park Street, the relocation of an accessible parking stall north along Park Street and beautification with flower and planter boxes in style complimentary of downtown revitalization.

The terms and conditions of the lease agreement shall include but are not limited to the comments as a result of internal circulation. The City shall not be responsible for any costs related to the construction or maintenance of the patio area during the term of the agreement.

Figures 1 and 2 reflect the comments provided by staff on the initial proposal. The components that have been agreed upon include:

1. Relocation of bike racks that will be removed as a result of the patio expansion
2. The height of the pergola shall be at minimum of 8 feet in height to accommodate snowplow. Additional overhang onto City right-of-way is not encouraged.
3. Unable to accommodate removal of metered parking ( 15- min loading zone)
4. Patio to incorporate a 45-degree cut corner to accommodate snowplow and alleviate visibility concern for motorists
5. The large area of yellow cross hatch between the lane and northerly most stall provides ample area for users of the accessible parking stall to navigate in and out of vehicles and the access onto the sidewalk is via the curb cut where the sidewalk meets the lane.

Once an architect has been retained by the proponent and detailed drawings are provided, there will be subsequent discussions with staff through the site plan control process.

Typically, portions of pedestrian right-of-way occupied by abutting property owners for the use of patios, sidewalk bistro and merchandise displays are handled through an annual License of Occupation (By-Law 96-2015). The City of Kenora Outdoor Commercial Patio Policy recognizes that the development of commercial outdoor patios can create spaces that are interesting and stimulating, and accessible for residents and visitors. In response to the COVID-19 global pandemic, Council approved amendments to the Outdoor Commercial Patio Policy in 2020 to allow flexibility in insurance requirements and for applicant fees to be waived.

Given the magnitude of improvement being proposed by Lake of the Woods Brewing Company, the permanent nature of the patio, and the desire for a long-term agreement; 20-year Lease Agreement, inclusive of renewal options, staff are recommending a lease agreement versus a license of occupation. Additionally, that the lease agreement be a formal agreement with the property owner (Lake of the Woods Brewing Company) as an adjacent use to a restaurant to a licensed establishment located at 350 Second Street South.

Staff are recommending the annual fee reflect the City of Kenora Tariff of Fees and Charges By-law 3-2019- license of occupation, large sidewalk patio in the amount of \$350.00 annually.

**Budget:**

City of Kenora Tariff of Fees and Charges By-law 3-2019- license of occupation, large sidewalk patio in the amount of \$350.00 annually.

**Risk Analysis:**

There is low operational and financial risk associated with this report given the proponent's willingness to modify scope of proposal to reflect operational concerns and conduct the improvements at their own expense.

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

Lease to be circulated to relevant departments including Finance, Community Services, Development Services, Operations and Infrastructure, Administration

**Strategic Plan or other Guiding Document:**Kenora's Economic Recovery Plan

Action #7: Develop, Support and Promote Outdoor Patio Space

City of Kenora Strategic Plan

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

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