



# City of Kenora

## Committee of the Whole Agenda

Tuesday, October 12, 2021

9:00 a.m.

City Hall Council Chambers

\*Due to COVID-19 and the requirement for physical distancing, the public will not be permitted into meetings at this time.

Public Access to the meeting can be found on the NEW Livestream at:

<https://kenora.civicweb.net/Portal/>

### 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 October 19, 2021 meeting: -

- Permanently close and declare surplus to the needs of the municipality parts of Twelfth Avenue South and McCrae Street
- Permanently close and declare surplus and authorize the sale of parts of Tenth Avenue South and Twelfth Avenue South
- Authorize a purchase and sale agreement between the Corporation of the City of Kenora and the Kenora District Services Board (KDSB) for the sale of the lands identified above, in the amount of \$106,080

### Blessing & Land Acknowledgement

Councillor McMillan

### 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 September 14, 2021 be confirmed as written and filed.

### D. Deputations/Presentations

- Anne Zwierzynski-Hotel Development Hwy 17 E

## **E. Reports:**

### **1. Corporate Services & Finance**

Item Subject

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- 1.1. Q2 2021 Investments
- 1.2. August 2021 Financial Statements
- 1.3. Section 357
- 1.4. Modernization Program Application-Records Management System

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

Item Subject

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No Reports

### **3. Engineering & Infrastructure**

Item Subject

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- 3.1 Reduced Load Restrictions Bylaw
- 3.2 Wastewater Treatment Plan Grit Separator Tender Award

### **4. Community Services**

Item Subject

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- 4.1 Application to OTF Community Building Program Fund
- 4.2 License of Occupation Agreement
- 4.3 Reopening Fund for Heritage Organizations
- 4.4 Tenant Rent Concessions-COVID-19 Impacts

### **5. Development Services**

Item Subject

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- 5.1 Closure of Roads and Surplus of Land-Pine Portage Area
- 5.2 KDSB Request to Purchase Pine Portage Area

#### **Other:**

##### **Proclamation**

- Waste Reduction Week – October 18-24, 2021

**Next Meeting**

- o Tuesday, November 9, 2021

**Motion - Adjourn to Closed Meeting:**

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

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

- i) Educating & Training Members of Council (1 matter-Team Kenora update)
- ii) Labour Relations (1 matter-vaccine mandate)

**Adjournment.**



September 30, 2021

## City Council Committee Report

**TO: Kyle Attanasio, CAO**

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

**RE: Investment Report including Kenora Citizens' Prosperity Trust Fund –  
Quarter 2**

### **Recommendation:**

That Council hereby accepts the 2021 second quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora investments.

### **Background Information:**

Kenora Citizen's Prosperity Trust Fund (KCPTF):

In 2008, City Council approved the establishment of the Kenora Citizens' Prosperity Trust Fund. The proceeds of disposition from the sale of the KMTS entities of \$40,896,446 were transferred to this Fund.

In 2020 Council, on administration's recommendation moved the City's investments to the Prudent Investor regime. The regime removes restrictions on municipal investments and creates a new governance model. Municipalities delegate their investing powers to a Joint Investment Board.

The first KCPTF portfolio is with the ONE Public Sector Group of Funds. The book value is \$22,609,145 (March 31, 2021 \$22,511,886). The market value of this investment at March 31, 2021 is \$23,680,831 (March 31, 2021 \$23,080,986). This portfolio is held in bond, universal corporate bond and equity funds. The year to date actual return on these ONE fund investments until June 30 is 3%. The return since inception is 8.4%. This rate reflects the total return including market impact. These investments were transferred from the legal list ONE fund and RBC Dexia on July 2, 2020. As a result gains of \$1,922,765 were triggered when the accumulated gains on investments were realized. The new investments now have a higher cost base.

In September a second portfolio of \$4,937,008 in securities from RBC Dexia were transferred to CIBC Mellon in trust to be monitored by the ONE JIB. The movement to 'in trust' status was to allow the securities to be moved over on a more gradual basis as opposed to liquidating all the securities at once. As the securities mature they will be moved to ONE Investments. The market value of these investments at June 30 is \$5,092,298 (March 31, 2021 \$5,031,879).

The third portfolio of \$4,642,213 remained with Manulife Asset Management with RBC Dexia as custodians. Securities held in this portfolio are bank and federal and provincial government issues. The market value at the end of June 2021 is \$4,708,968 (March 2021 \$4,712,222). The year to date return is -.41%. The rate of return since inception is 2.68%. These returns take the market impact into account. These investments will be

gradually liquidated when funds are required for debt financing purposes. The City receives quarterly reports and the June 30, 2021 report is attached.

In addition, the KCPTF holds \$11,749,037 (at December 31, 2020) in debt from the City of Kenora. The rate of return on this debt is 3% and 3.32%.

**Other Investments:**

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments were entirely held in the ONE Public Sector Group of Funds and most were transferred to the Prudent Investor regime as well, realizing a gain of \$1,563,395. The market value of these investments at June 30, 2021 is \$20,024,763 (March 31, 2021 \$19,355,031) and the book value is \$18,584,277 (March 31, 2021 \$18,455,434). This portfolio is held in bond, universal corporate bond and equity funds. The year to date return for the contingency outcome portfolio is 6.4% (since inception 14.4%) and for the 3 to 5 year outcome portfolio is .7% (since inception 4.4%). The City also holds \$5,763,761 in a high interest savings account outside the Prudent Investor regime in the ONE Public Sector Group of Funds.

The investment report from the ONE Public Sector Group of Funds has been provided as an attachment to this report.

**Budget:**

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

**Risk analysis:**

The risk associated with this report is moderate. The risk impact is that the Funds do not earn the required 3% on investments. The shortfall of investment income is within the moderate range.

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

For information only

**Strategic Plan or other Guiding Document:**

Report is required per policy CS 4-2.



October 4, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Charlotte Edie, Director of Finance**

**Re: August 2021 Financial Statements**

### **Recommendation:**

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

### **Background:**

Attached for your information, please find the August 2021 summary expense and user fee statements for the City of Kenora and the Council department. At the end of August, the year is 8/12 complete, so not including any seasonal or timing differences, there should be 33.33% of the budget remaining.

This report addresses only those departments where it is forecasted that there will be a significant deviation from budget at year end. Most of the negative impacts are COVID related and will be funded by the Safe Start funding received in 2020.

### **Overall: General Operations**

- Expenses at the end of August 2021 were close to budget with 39.52% remaining to be spent.
- User fee revenues to the end of August 2021 are under budget with 60.94% left to collect.

Significant pinch points in the general operations are as follows:

- Emergency Measures – Unbudgeted expenditures for direct COVID expenses are \$16K and for emergency evacuees \$61K. It is anticipated that both of these cost categories will be fully funded.
- Transit – revenues continue to decline with the loss of ridership. COVID has certainly exacerbated the loss of revenue however the program is subsidized more and more every year.
- Metered Parking – revenues continue to lag behind budgeted amounts and last year's numbers. Retail closures for the most of the first half of the year as well as free parking are the reasons for the drop in revenues. COVID funding will be used to subsidize this department.
- KRC Complex – both revenues and expenditures are significantly under budget so far in 2021. Variances to the date of the report writing show a net cost saving of \$300K. Even though revenues are under budget substantial cost savings are evident in cleaning, utilities and repairs and maintenance.
- Thistle Arena – as with most of the recreation departments both revenues and expenditures are under budget. Cost savings exceed revenue loss by \$47K to the date of this report. Savings were realized in repairs and maintenance and salaries.

- Pool – although the pool is over \$75K under budget in revenues there are significant cost savings in repairs and maintenance and salaries to offset the revenue loss.
- Keewatin Arena – revenues are considerable under budget with the shutdown of the arena early in 2021 and with the lack of summer ice. There are significant cost savings in utilities, repairs and maintenance and salaries as well. It is expected that the department will end up with a small deficit compared to budgeted amounts for the year.
- The following departments show expenditures as being over budget to the end of August, however due to the seasonality of operations they may come in close to budget by year end: Safety Devices Maintenance, Parking Rentals, Wharfs, Parks and Coney Island.

**Overall: Sewer and water**

- Expenses at the end of August 2021 were under budget with 43.32% remaining to be spent.
- User fee revenues to the end of August 2021 are close to budget with 38.56% left to collect.

Fewer resources have been allocated to the sanitary and water systems especially for materials and supplies. September numbers indicate that expenses will increase.

**Overall: Solid Waste**

- Expenses at the end of August 2021 were under budget with 39.11% remaining to be spent.
- User fee revenues to the end of August 2021 are over budget with 25.87% left to collect.

Bag tag sales and landfill tipping fees are trending over budget so far this year. It is expected this will continue. Expenditures are close to budget. The forecast to year end looks positive impact for the solid waste department.

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.



October 5, 2021

## City Council Committee Report

**To: Mayor and Council**

**Fr: Rachel Jaworowicz, Tax Collector**

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

**Recommendation:**

That Council hereby approves Section 357 tax adjustments with potential refunds totaling \$3,487.48.

**Background:**

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

**Budget/Finance Implications:**

The municipal share of the tax reduction relating to the Section 357 adjustment is \$2,266.12.

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

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

**Strategic Plan or other Guiding Document:**

Legislative requirement.



October 5, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Heather Pihulak, Director of Corporate Services  
Adam Smith, Director of Development Services  
Kylie Hissa, Strategic Initiatives Officer**

**Re: Municipal Modernization Program Intake 3 Application**

### **Recommendation:**

That Council accepted the 2021 Service Delivery Review Report as prepared by Optimus SBR under the Municipal Modernization Funding Program Intake 1; and further

That Council has directed administration to continue to improve the data underlying the plan and strategies with which to manage the City's infrastructure; and further

That Council directs staff to submit an Expression of Interest through Intake 3 of the Municipal Modernization Program for document digitization and electronic records management software; and further

That Council hereby approves the allocation of \$35,000 in the 2022 Capital/Unusual Spend Budget to support the municipal share of the project under the Municipal Modernization Program

### **Background:**

The Province of Ontario has launched the third intake under the Municipal Modernization Program. Similar to previous intakes, the third intake will allow municipalities to conduct third party reviews as well as implement projects to increase efficiency and effectiveness and lower costs in the longer term.

In June 2021, the City was notified that we were successful at receiving up to \$52,585 towards e-permitting and process modernization. Staff are beginning to implement this project and expect to have all deliverables completed by September 2022. Staff have also confirmed that although the project under Intake 2 has not yet been completed, the municipality is still eligible to submit an EOI under this third intake of the program.

Municipalities can apply under the implementation stream for projects that implement the findings of previous reviews or other evidence-based reports. The review stream will provide funding for municipalities to undertake expenditure reviews with the goal of finding efficiencies and lowering costs in the longer term.

To be eligible under Intake 3, an implementation project proposal must:

- Be based on demonstrated evidence or savings or efficiencies the municipality intends to realize through the project;
- Begin no earlier than August 16, 2021 and be completed by February 28, 2023;

- Include a high level work plan with project milestones;
- Include a commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion;
- Include a commitment to reporting back one-year post project completion with actual savings over the course of the year, and a forecast for the following two years of annual savings and other efficiency and effectiveness outcomes.

The cost of implementation projects will be shared between the province and the municipality. The province will contribute a greater portion for projects within municipalities with fewer households according to the following thresholds.

Number of households in the municipality (2020 MPAC data)	Maximum provincial share of project costs	Minimum municipal share of project costs
0-5,000	75%	25%
>5,000	65%	35%

It is anticipated that the provincial share of most projects will be between \$20,000 and \$250,000.

Staff are recommending that a submission is made under the Implementation Stream for a document digitization and electronic records management software project.

The 2021 Service Delivery Review report, prepared by Optimus SBR, provided supporting data to support enhancing the use of technology and digitization. Specifically, that the City should look to determine opportunities for integration across departments wherever possible. Adding technology to operations will also allow staff to reduce the time they spend on certain lower-value tasks, and ensure they have time required to focus on core, higher-value activities.

Currently, many file management practices remain paper-based and aren't standardized across all departments. For organizations to have efficient, effective operations, staff need to be able to access data and information reliably and in a timely manner. This often involves a centralized, easy to access, and easily searchable records inventory.

The implementation of document digitization and electronic records management software aligns well with the digital modernization priority of the Ontario Government. The project scope will include the completion of a final report that forecasts annual savings and other efficiency outcomes for at least three years as a result of project completion, per the requirements of the implementation stream.

**Budget:**

There are no financial impacts of the application itself. Administration anticipates the total project cost may be up to \$100,000. If approved by the Province, the 35% municipal cost share would come from the 2022 capital/unusual spend budget.

**Risk Analysis:**

There is a moderate risk to service delivery. Based on expected improvements to administrative efficiency, improved management of the creation of growth of records, and reduced need for physical and electronic storage, this is an opportunity that should be pursued. There is moderate financial risk associated with this project, if approved. Costs are funded at 65% with the City's contribution being 35% of total costs. However, it is anticipated that efficiencies and savings will be gained by saving staff time, improving records management and accessibility.

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

**Strategic Plan or other Guiding Document:**

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



October 1, 2021

## City Council Committee Report

**To: Mayor and Council**

**Fr: Kevin Gannon, Director of Engineering and Infrastructure Services  
Marco Vogrig, Municipal Engineer**

**Re: Reduced Load By-Law Amendment**

### **Recommendation:**

That Council hereby authorizes a new Reduced Load By-law to add one (1) highway and remove nine (9) highways from Schedule "A" of the By-law; and further

That By-law Number 155-2008 be hereby repealed; and further

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

### **Background:**

A Review of By-law 155-2008 related to reduced load restrictions for specific roads to limit damage during seasonal spring melt conditions was conducted. Since the adoption of the current and previous load restriction by-laws, there have been several improvements and upgrades of the road system, upgrading certain roads from surface treatment to hot mix asphalt and seasonal reduced load restrictions are no longer required for these improved roads. There is one surface treated road that is being added to the list, namely Bayridge Road, as it is only accessible via Golf Course Road that will be removed from the load restriction by-law.

The proposed changes that are reflected in Schedule A are as follows:

#### **Addition:**

Bayridge Road

#### **Deletion:**

Ascough Road

Clarence Street

Darlington Drive

Gerald Street

Golf Course Road

Ninth Street North (from 19<sup>th</sup> Ave N to Airport Road)

Rabbit Lake Road

Valley Drive (from Rabbit Lake Road to Airport Road)

**Budget:** N/A

**Risk Analysis:** Based on the City's ERM policy, it has been determined that there is a low operational risk as improvements have been made to the roads identified for deletion in the by-law.

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

**Strategic Plan or other Guiding Document:**

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

**THE CORPORATION OF THE CITY OF KENORA**

**BY-LAW NUMBER 155-2008**

**A BY-LAW TO DESIGNATE THE DATE ON WHICH A REDUCED LOAD PERIOD SHALL START OR END AND THE HIGHWAYS OR PORTIONS THEREOF TO WHICH THE DESIGNATION APPLIES**

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**WHEREAS** subsection 7 of Section 122 of the Highway Traffic Act (R.S.O. 1990. Chapter H.8) as amended provides that:

“The Municipal Corporation or other authority having jurisdiction over a highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies”; and

**WHEREAS** the reduced load period is deemed necessary for the protection of certain highways in the Corporation of the City of Kenora;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the City of Kenora enacts as follows:

1. **THAT** the provisions of subsections 1, 2, 3 and 4 of Section 122 of the Highway Traffic Act apply to the highways named on Schedule “A” attached hereto and forming a part of this by-law during the period from the 1<sup>st</sup> day of March to 31<sup>st</sup> day of May or at the discretion of the Roads Supervisor, or his Designate inclusive in each and every year during times of extreme wet weather in the spring.
2. **THAT** any person violating the provisions of this by-law shall be subject to the penalties provided in Section 125 of the Highway Traffic Act and all such penalties shall be recoverable under the Provincial Offences Act.
3. **THAT** this By-Law shall not become effective until appropriate signs have been erected in accordance with the regulations under the Highway Traffic Act.
4. **THAT** By-Law Number 125-2008 be and is hereby repealed.

**BY-LAW READ A FIRST & SECOND TIME THIS 20 DAY OF OCTOBER, 2008  
BY-LAW READ A THIRD & FINAL TIME THIS 20 DAY OF OCTOBER, 2008**

**THE CORPORATION OF THE CITY OF KENORA:**

per.....MAYOR  
**Len Compton**

per.....CITY CLERK  
**Joanne McMillin**

## SCHEDULE "A" TO BYLAW NUMBER 155-2008

The following are the highways to which designation of a reduced load period apply:

Anderson Road	Gould Road	Rat Portage Road
<del>Ascough Road</del>	Haney Drive	Ricky Street
Austin Lake Road	Hilly Lake Road	Ritchie Road
<u>Bayridge Road</u>	Homestake Road	Schnarr Lake Road
Beauty Bay Road	James Road	School Road
Beggs Road	Johnson Road	Sinclair Road
Beryl Winder Road	Jones Road (from Hwy 17E to Homestake Road)	Snow Drive
Bodgen Road	Kinger Road	Strecker Road
Bruckenburger Road	Kitt Road	Sunnyside Road
Carlton Road	Lawton Drive	Tallieu Road
<del>Clarence Street</del>	Mark's Lane	Tetroe Road
Coker Road	Matheson Bay Road	Transmitter Road
<del>Darlington Drive</del>	Miller Rapids Road	Treadway Drive
Dennis Street	Mt. Evergreen Road	<del>Valley Drive (from Rabbit Lk. Road to Airport Road)</del>
Devlin Drive	McKenzie Portage Road	Villeneuve Road
<del>Donbrock Drive</del>	<del>Ninth Street N. (from 19th Ave N. to Airport Road)</del>	Villeneuve Road North
Duffus Road	Parmeter Road	Villeneuve Road South
East Melick Road	Peterson Road	West Bay Road
Essex Road	<del>Rabbit Lake Road</del>	Whitehead Road
Gauthier Road	Radcliffe Drive	Worona Road
Gay Street		Zimmerman Road
<del>Gerald Street</del>		
<del>Golf Course Road</del>		



October 1, 2021

## City Council Committee Report

To: Mayor and Council

Fr: Kevin Gannon, Director of Engineering and Infrastructure  
Mike Emms, Water and Wastewater Manager

Re: Wastewater Treatment Plant Grit Separator Raking Mechanism  
Refurbishment Tender Award

### Recommendation:

That the tender submitted by Peterson Machine and Supply Inc. for labour and materials related to the Wastewater Treatment Plant Grit Separator Raking Mechanism Refurbishment be hereby accepted.

### Background:

The City of Kenora issued an RFP on September 6, 2021 in order to address the Wastewater systems grit separator raking mechanism which has been in service for over 40 years and requires to be refurbished.

The City's Consultants for this project, LBE Group Inc., issued a tender for the City of Kenora Wastewater Treatment Plant. Grit separator raking mechanism refurbishment was based on time and materials. The tender closed on September 17, 2021, and the City received three (3) bids.

Summary of the bids received is as follows (HST extra):

Item of work	Venshore Mechanical LTD	Peterson Machine & supply Inc.	M Builds (NOW)
Equipment Disassembly	250.00/ man hour	167.00/ hour includes periderm & expense	135.90/ hour
Machine Shop	120.00/hour	110.00/ hour	162.50/ hour
Fabrication	115.00/ man hour	110.00/ hour	162.50/hour
Painting Shop	144.00/ hour	110.00/ hour	135.90/ hour
Abrasive blasting	316.00/hour		
Equipment Assembly	210.00/ man hour	167.00/ hour includes periderm & expense	135.90/ hour
			146.44/ hour for project management

**Budget:** Approved 2021 Capital Budget allocation of \$300,000 (upgrade sand extractor)

### Risk Analysis:

As per the requirements of the ERM policy, there would be a moderate operational risk if the repairs were not completed.

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

Distribution: K. Gannon, M. Emms

**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.



October 12, 2021

## City Council Committee Report

**To:** Kyle Attanasio, CAO

**Fr:** Stace Gander, Director of Community Services  
Adam Smith, Director of Development Services  
Kylie Hissa, Strategic Initiatives Officer

**Re:** Application to the Ontario Trillium Foundation Community Building Fund – Capital Stream

### **Recommendation:**

That Council of the City of Kenora approves an application to the Ontario Trillium Foundation Community Building Fund – Capital Stream for an accessible playground and outdoor naturalized play area at Norman Park in the amount of \$210,000; and further

That the City of Kenora confirms its financial commitment of at least \$100,000 from the 2022 Capital Budget; and further

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

### **Background:**

The Community Building Fund – Capital Stream supports the repair, renovation or retrofitting of existing sport and recreation facilities to address: local community need by extending the life and maximizing the use of existing facilities; or COVID-19 related public health requirements now that support future preparedness.

Organizations can apply for up to 100 percent of the total project cost up to a maximum of \$500,000, with the exception that municipalities with a population over 20,000 that can only apply for up to 80 percent of the total project cost.

For projects which cost \$100,000 or more, the total OTF budget request must include \$10,000 for the Ontario Builds sign.

Staff have reviewed the funding requirements and are recommending that an application be submitted for additional accessible improvements to Norman Park – specifically, the renovation of the existing playground into one that meets accessibility requirements as well as the development of an outdoor nature play area.

The project will build upon the accessible improvements that will be completed in 2021 and that are supported by funding under the Inclusive Community Grant Program, which includes an accessible path from the washrooms to the water and ramp.

Staff have submitted \$100,000 in the 2021-2025 capital budget for an accessible playground in Norman Park. Council has yet to be presented with the 2022 capital

budget however the \$100,000 is built into it and was submitted in the five year capital plan. The City has also has a commitment for a private donation in the amount of \$50,000. An application under this program will increase the project scope to include the outdoor nature play area, such as the one at Winnipeg's Assiniboine Park.

If successful and once the project is completed, not only will Norman Park be fully accessible to all ages and abilities, but it will further enhance the area as a destination park – one that attracts residents and visitors. It will also serve as a best practice example for other parks in the City of Kenora.

**Budget:**

The total estimated project cost is \$360,000, which includes the \$10,000 sign. Under the Community Building Fund, the City would expect to receive \$210,000 at 100 percent of eligible costs. \$100,000 would come from the 2022 capital budget once approved and \$50,000 from a private donor.

**Risk Analysis:** There is no risk in submitting this application. If successful, the OTF would be providing an additional \$210,000 to support the project. A major outcome of the project is that Norman Park will be fully accessible and addresses priority areas in the City's Multi-Year Accessibility Plan.

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

October 12, 2021

## City Council Committee Report

To: Kyle Attanasio, CAO

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

Re: License of Occupation for the Installation and Operation of a Hydrometric Monitoring Station (HMS)

### Recommendation:

That Council hereby authorizes the Mayor and the Clerk to execute a license of occupation agreement between the Corporation of the City of Kenora and Her Majesty the Queen, in Right of Canada, represented by the Minister of the Environment for the use of property located at the intersection of Bay Street and Government Road (North-East corner), City of Kenora, in the Province of Ontario; and further

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

### Background:

The Ministry of the Environment and the City of Kenora have been in a long term lease arrangement (since 2000) for a small storage building on the southeast corner of the Dick Banning location. Council will be familiar with the parcel as the former Town of Keewatin Public Works yard. That lease was for a building where the Ministry stored equipment that monitored water levels for the Lake of the Woods and Winnipeg River.

New technology has been introduced which reduces the physical space requirements for the Hydrometric Monitoring Station. As a result, a new location was identified for the system along the water edge. When the new installation is completed the old building will be torn down and site remediated. The new site location is near the Keewatin wharf boat launch off of 10<sup>th</sup> Street and the Portage Bay bridge.

Old site location:



New site location:



**Budget:**

Revenues of \$4,325.00 plus HST per year for a five year term with an option for two additional five year extensions. This amount is consistent with the rents paid at the previous location.

**Risk Analysis:**

There is low risk associated with this contract.

**Communication Plan/Notice By-law Requirements:** Resolution & bylaw required. Community Services; Finance and Administration; Her Majesty the Queen, in Right of Canada, represented by the Minister of the Environment

**Strategic Plan or Other Guiding Document:**

- 1-2 The City will forge strong, dynamic working relationships with the Kenora business community
- 2-2 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city-owned facilities

September 22, 2021



## City Council Committee Report

**To:** Kyle Attanasio, CAO

**Fr:** Lori Nelson, Manager of The Muse

**Re:** Reopening Grant for Heritage Organizations

### **Recommendation:**

That Council hereby approves application to the Reopening Fund for Heritage Organizations to assist with operating expenses for the Lake of the Woods Museum and the operating expenses of the Douglas Family Art Centre.

### **Background:**

The Government of Canada is implementing the Reopening Fund for Heritage Organizations to help enable the reopening of the heritage sector by supporting organizations that deliver in-person experiences or events, such as museums and art galleries. Funding will also ensure that heritage institutions are able to contribute to the resilience of their communities as Canada recovers from the COVID-19 pandemic.

The aim of the Reopening Fund for Heritage Organizations, available under the Museums Assistance Program through Canadian Heritage, is to provide financial assistance to organizations, allowing them to continue to care for their heritage collections and also remain accessible to Canadians by supporting ongoing operating costs as they seek to recover from the pandemic.

Eligible organizations with heritage collections include municipal museums and art galleries with a distinct budget which provides public access through regular hours of operation and have had annual expenses in 2019 between \$2,000 and \$3,000,000. The Lake of the Woods Museum and the Douglas Family Art Centre are both eligible for this funding.

Eligible expenses may include but are not limited to: ongoing operations, collections management activities, salaries and wages, utilities, insurance, materials and supplies, and other costs related to the care of the collection.

The amount granted will be determined based on 2019 expenses, as supported by financial statements. The applicable formula for the Lake of the Woods Museum and the Douglas Family Art Centre is as follows:

- For annual expenses between \$100,001 and \$3,000,000: variable amount equivalent to 10% of annual expenses up to a maximum of \$100,000.
  
- Funding from the Fund is for expenses incurred between April 1, 2021 and March 31, 2022.

The Muse Board passed a motion at their September 23, 2021 meeting, supporting the recommendation to City Council for approval of this application.

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

**Risk Analysis:** There is a low positive financial risk in making application to the Reopening Fund for Heritage Organizations, as it will assist with operating expenses for the Museum and the Art Centre.

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

**Strategic Plan or Other Guiding Document:**

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



October 12, 2021

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: City of Kenora Tenant Rent Concession Options**

### **Recommendation:**

That Council hereby approves a 50% City lease reduction for River Air, Houseboat Adventures and Middle Lake Enterprises (Anicinabe Park) and waives the City lease for MS Kenora due to the impacts of the COVID-19 border closures.

### **Background:**

In March 2020, the Province of Ontario imposed restrictions on workplaces by declaring certain types of work activity as being deemed essential, or non-essential. This led to some of the City of Kenora tenants who lease facilities or have land leases with the City of Kenora being unable to operate their businesses. In addition, some tenants whose business is dependent on tourists were also experiencing financial impacts due to travel restrictions, event cancellations or health related travel restrictions of customers all related to COVID 19. City staff were approached by several impacted tenants who have requested that City Council give some consideration to financial relief.

At the May 12, 2020 Committee of the Whole meeting, Administration brought forward a report to Council requesting direction related to tenant rent concessions in response to tenants requests for financial relief.

At the June 16, 2020 Council meeting, Council voted in favour of seasonal businesses that are City of Kenora tenants who essentially operate for a three to four month period receive some relief from their leases. While rent/lease is calculated on an annual basis, the companies are able to generate income on a shorter timeframe and a portion of their rent/lease payments on a prorated basis was waived. This was dependent on the number of months of travel restrictions (Eg: one month of not operational equals 25% rent reduction, two months equals 50% rent reduction.) until the end of the month in which restrictions were lifted.

At the April 13, 2021 Committee of the Whole meeting, the President of River Air brought forward a deputation to Council seeking rent concession consideration as a result of travel restrictions still in place impacting the businesses ability to generate revenue. At the time of the meeting, the timeline for lifting both inter-provincial and Canada/US travel restrictions were unknown. As such, Council deferred a decision and asked Administration to come forward with a report at a later date.

Since that time, the Province of Ontario lifted interprovincial travel restrictions on June 16, 2021. The Canada and US governments lifted border restrictions July 16<sup>th</sup>, 2021 for those people who provided proof of being double vaccinated. As a result of these

restrictions lifting, City of Kenora tenants whose business is largely dependent on travelers were impacted as follows:

- For businesses whose clientele is largely from other provinces, the business lost approximately 25% of their season.
- For businesses whose clientele is largely from the US, the business lost approximately 50% of their season.

To be thorough, Administration evaluated our current lease agreements and determined that four current lessees have been materially affected by the 2021 travel restrictions. They are as follows:

- River Air
- Houseboat Adventures
- MS Kenora
- Middle Lake Enterprises (Anicinabe Park)

For the purposes of this report, only these four lessees have been considered.

### **Options for Council's Consideration:**

Seasonal businesses that are City of Kenora tenants essentially operate for a four month period. While rent/lease is calculated on an annual basis, the companies are able to generate income on a shorter timeframe. With this in mind, the following options have developed:

1. **Waiver** of rent/lease payments on a prorated basis (Eg: 25% rent reduction.)
2. **Waiver** of rent/lease payments on a prorated basis (Eg: 50% rent reduction.)
3. **Waiver** of entire lease amount due for 2021.
4. **Reduction** in rent/lease tied to the reduction in income. For example, a 25% reduction in income for a particular month would result in a reduced rent/lease payment by 25%. For this option, tenants would have to substantiate that revenue was down and the reduction would only be tied to the months that the border was closed after financial evidence is provided.
5. **No Concessions** – full payment for 2021

Administration has provided Council a recommendation based on the knowledge of the businesses and an assumption of their operational opportunity. Council may recommend one of the other four options outlined above to any or all of the four identified impacted businesses, as deemed appropriate.

**Budget:** The potential cost to the City for a 50% reduction in lease fees would be approximately \$36,286. Waiving the entire one lease is \$2,412 (50% reduction would be \$1,206). This is based on the recommendation of three businesses receiving 50% concession and the other receiving full concession. There has been no budget allocated for these concessions and the 2021 budget was based on the full lease revenue amounts. If Council were to approve tenant concessions, the cost would be allocated under COVID-related funding.

**Risk Analyses:** As per the requirements in the City's ERM Policy, there is a risk to the community well-being if certain businesses are unable to manage through the financial challenges related to COVID.

**Communication Plan/Notice By-law Requirements:** Impacted tenants who communicated to directly by Administration.

**Strategic Plan or other Guiding Document:**

**1-11** The City will support, promote and expand the tourism industry.



September 30, 2021

## City Council Committee Report

**To:** Kyle Attanasio, CAO

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

**Re:** Closure of Roads & Declaration of Surplus Land—"Pine Portage—Area C" site

### **Recommendation:**

That Council of the City of Kenora permanently close and declare surplus parts of Twelfth Avenue South and McCrae Street; and further

That the lands described as all of PIN 42168-0150, all of PIN 42168-0155, and part of PIN 42168-0154, be declared surplus to the requirements of the Municipality; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to declare these described lands as surplus to the needs of the municipality at its October 19, 2021 meeting; and further

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

### **Background Information:**

The City of Kenora issued a call for Expressions of Interest for the municipal property identified below as Exhibit 1 and described as "Pine Portage – Area C" in December, 2019. The City is currently working with the successful applicant on a proposed hotel use which is permitted under the current Highway Commercial Zoning.

Staff anticipate that a conditional purchase and sale agreement will come at a later date with the intent of this report being to formally begin the disposition process.

### **Budget:**

The appraised value of the property is \$301,000 which is expected to be the basis of negotiations on a conditional purchase and sale agreement.

**Risk Analysis:** There is a low risk to service delivery as the municipality is disposing of a public asset, however, the land serves no program need. This is an opportunity for revenue generation and supports the development of a commercial business in the community.

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

Director of Development Services, Municipal Solicitor

A notice of Intent to Declare Land Surplus of Complete Application to Purchase City Property was mailed to the owners of all neighbouring properties located within 120m of the subject properties.

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

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

# EXHIBIT 1



Boundary of lands proposed to be declared surplus are indicated in red.



October 5, 2021

## City Council Committee Report

**To:** Kyle Attanasio, CAO

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

**Re: KDSB Purchase and Sale Agreement and Closure of Roads and Declaration of Surplus Land – “Pine Portage – Area A” site**

### **Recommendation:**

That the Council hereby permanently close, declare surplus and authorize the sale of parts of Tenth Avenue South and Twelfth Avenue South; and further

That the lands described as PIN 42168-0143 and PIN 42168-0152, be declared surplus to the requirements of the Municipality; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to declare these described lands as surplus to the needs of the municipality at its October 19, 2021 meeting; and further

That Council hereby authorizes a purchase and sale agreement between the Corporation of the City of Kenora and the Kenora District Services Board (KDSB) for the sale of the lands identified above, in the amount of \$106,080; and further

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

### **Background Information:**

In September, 2019, Council approved the sale of municipally-owned property adjacent to the subject property of KDSB for the development of the Bail After Care facility. Subsequently, in the fall of 2020, KDSB approached the City in regards to a proposal to build supportive housing on this adjacent property to the west as illustrated in Exhibit 1 below.

It is anticipated that the facility will be able to accommodate more than 30 units and will include onsite supports. Access to the property is proposed to be provided through the adjacent Bail After Care property. Given the major challenges to facilitating access west of the subject property, staff believe that the development potential of the property is limited to that of KDSB's proposed project.

The proposed use would be permitted under the current Official Plan and Zoning By-law and notice on the proposal has been provided to the neighbourhood by both the City and KDSB. Staff anticipate that further consultation will occur on site plan development once the KDSB is positioned to do so. Such development will also be subject to a three year development timeframe.

**Budget:** The appraisal completed in 2018 has the market value at \$132,600. The KDSB is requesting that this be used as the market value with the purchase price being 80% of the value; similar to site of the Bail-After Care Facility. In selling the land for \$106,080, the KDSB would not be seeking an additional cash contribution.

**Risk Analysis:**

There is a moderate financial risk in proceeding with a direct sale at 80% of market value. However, the limited development potential on-site reduces its marketability through the typical public process making it unlikely the City could receive full market value alongside having a project that meets a strategic priority.

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

Director of Development Services, Municipal Solicitor

A notice of Intent to Declare Land Surplus of Complete Application to Purchase City Property was mailed to the owners of all neighbouring properties located within 120m of the subject properties.

**Strategic Plan or other Guiding Document:**

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

# EXHIBIT 1



Boundary of properties proposed to be declared surplus and sold is indicated in red.

Lake of the Woods  
**KENORA**



NORTH AMERICA'S  
*Premier*  
BOATING DESTINATION

## City of Kenora

Office of the Mayor

**Daniel Reynard**

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November 24, 2020

Jeffrey C. Kolibash  
Specialist, Multi-Unit Solutions – Northern Ontario  
Ontario Multi-Unit Client Solutions  
100 Sheppard Avenue East, Suite 300, Toronto, ON  
Canada Mortgage and Housing Corporation (CMHC)  
[jeffrey.kolibash@cmhc.ca](mailto:jeffrey.kolibash@cmhc.ca)

Dear Mr. Kolibash:

The City of Kenora writes to confirm that the lands identified in the Kenora District Services Board's (KDSB) Seed Funding application, located on Highway 17E, Kenora, ON, accessed through the KDSB's lands located at 1209 Pine Portage Road, is currently owned by the City of Kenora.

The City has committed to making these lands available for the proposed KDSB 30-unit Transitional Housing development. The property is zoned Highway Commercial (HC) and will support the proposed use by KDSB as permitted under By-law 84-2019 and 85-2019.

The appraised value of the property is \$132,600. In order to support the development, the City of Kenora has agreed to sell the lands to KDSB at 80% of market value. An agreement of purchase and sale shall be executed early in 2021 once the legal survey work has been completed, allowing the surplusing of lands and transaction to be completed.

We support KDSB's efforts in this development and respectfully ask for CMHC's fair and full consideration for the Seed Funding request.

Sincerely,

Mayor Dan Reynard

# The Corporation of the City of Kenora

## By-Law Number \_\_\_\_\_ - 2021

### **Being A By-Law to Declare Lands Surplus and Authorize the Sale to the Kenora District Services Board.**

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Whereas The Corporation of the City of Kenora has identified the lands described below as surplus land and has reached an agreement with the Kenora District Services Board to sell said lands;

Whereas notice to the public of the intention of Council to pass this By-law has been given as required by The Corporation of the City of Kenora's Notice By-Law;

Whereas Council has heard all persons wishing to make submissions with respect to the declaration of said lands as surplus lands and the proposed sale thereof;

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

1. That The Corporation of the City of Kenora hereby declares that the lands described as:

PCL 5895 SEC DKF; LT 13 PL M63; LT 14 PL M63; LT 15 PL M63; LT 16 PL M63; LT 17 PL M63; LT 18 PL M63; LT 19 PL M63; LT 20 PL M63; LT 21 PL M63; LT 22 PL M63; LT 23 PL M63; LT 24 PL M63 EXCEPTING THEREOUT ALL MINES, MINERALS AND MINING RIGHTS, THE OWNERSHIP HAVING BEING SEVERED UNDER TRANSFER LT1437; KENORA being all of PIN 42168-0143;

LOTS 80 - 86 PL M63 INCLUSIVE; PT LOTS 87 - 90 PL M63 INCLUSIVE DESIGNATED AS PT 9 PL 23R14829; EXCEPTING THEREOUT ALL MINES, MINERALS AND MINING RIGHTS THE OWNERSHIP OF SUCH MINES, MINERALS AND MINING RIGHTS HAVING BEEN SEVERED FROM THE OWNERSHIP OF THE SURFACE UNDER TRANSFER 1437; KENORA being part of PIN 42168-0152

are declared as surplus lands;

2. That notwithstanding any provision of the City's Land Sale Policy as approved by By-law 158-2017 to the contrary, the said lands may be sold by direct sale to The Kenora District Services Board on the terms as approved by Council;
3. That the Mayor and the Clerk are authorized and directed to take such action and execute such documents, under the Corporate Seal of the Corporation where required, as may be necessary and expedient to give effect to this By-law; and

4. That this By-law shall come into force and be in effect from and after the final passing thereof.

**By-Law read a First and Second Time this \_\_\_\_\_ day of \_\_\_\_\_, 2021**

**By-Law read a Third and Final Time this \_\_\_\_\_ day of \_\_\_\_\_, 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 Permanently Close, Declare Surplus and Authorize the Sale of Parts of Tenth Avenue South and Twelfth Avenue South

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Whereas it is desirable to close the portion of the highways hereinafter described (“the Highways”), to declare them surplus to the requirements of the City of Kenora, and to authorize their sale; and

Whereas notice to the public of the intention of the Council to pass this by-law has been given as required by The Corporation of the City of Kenora’s Notice By-law;

Whereas the Council has heard all persons wishing to make submissions with respect to the closing and proposed sale of the Highways;

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

1. The Highways, being more particularly described as follows, namely:

PT CITY AV PL M63 DESIGNATED AS PT 11 2314829; KENORA, being part of PIN 42168-0257;

PCL 2771 SEC DKF SRO; LANE PL M63 LYING S OF LOTS 13-24 PL M63 & N OF LOTS 79-90 PL M63; KENORA being all of PIN 42168-0229; and

PT BECK AV PL M63 DESIGNATED AS PT 1 PL 23R14829; KENORA being part of PIN 42168-0258

ARE PERMANENTLY CLOSED as highways of The Corporation of the City of Kenora.

2. Upon registration of this By-law:
  - (a) the said Highways are declared to be surplus to the requirements of the City of Kenora; and
  - (b) notwithstanding any provisions of the City’s Land Sale Policy as approved by By-law 158-2017 to the contrary, the said lands may be sold by direct sale to the Kenora District Services Board on terms as approved by Council.
3. The Mayor and the Clerk are authorized and directed to take such action and execute such documents, under the Corporate Seal of the Corporation where required, as may be necessary and expedient to give effect to this By-law.

4. This By-law shall come into force and take effect upon the final passing hereof, subject to compliance with Subsection 34(1) of the *Municipal Act*, 2001 as to the coming into effect of the Highway closures by registration in the Land Registration System, District of Kenora, Ontario.

**By-Law read a First and Second Time this \_\_\_\_\_ day of \_\_\_\_\_, 2021**

**By-Law read a Third and Final Time this \_\_\_\_\_ day of \_\_\_\_\_, 2021**

**The Corporation of the City of Kenora**

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**Daniel Reynard, Mayor**

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**Heather Pihulak, City Clerk**

# P R O C L A M A T I O N



## Waste Reduction Week in Canada October 18 – 24, 2021

**Whereas** Since 2001, National Waste Reduction Week in Canada has been organized by a coalition of non-government, not-for-profit environment groups, from each of the 13 participating provincial and territorial jurisdictions across Canada; and

**Whereas** Waste Reduction Week aims to inform and engage Canadians about the environmental and social ramifications of wasteful practices and strives to educate, engage and empower Canadians to reduce, reuse and recycle waste; and

**Whereas** the program “take action” messaging is to empower all Canadians to adopt more environmentally conscious choices; and

**Whereas** Waste Reduction Week in Canada is a year-round program that provides information and ideas to reduce waste in all facets of daily living, creating the solutions to the many environmental challenges we face including climate change, water pollution and preservation of natural resources; and

**Whereas** the program focuses on the principles of circular economy, resource efficiency, and waste reduction with a primary purpose to celebrate our environmental efforts and achievements while encouraging new innovative ideas and solutions.

**Now Therefore be it Resolved that** I, Daniel Reynard, Mayor for the City of Kenora, do hereby proclaim October 18-24, 2021 as “**Waste Reduction Week**” in and for the City of Kenora.

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

A handwritten signature in black ink, appearing to read 'Daniel Reynard', is written over a horizontal line.

**Mayor Daniel Reynard**