



AGENDA

Regular Meeting of Council of the City of Kenora

Tuesday, April 20, 2021

12:00 p.m.

Virtual Attendance

Due to the COVID-19 Pandemic, Council will be meeting electronically as permitted in accordance with their 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/>

1. Call to Order

2. Blessing and Land Acknowledgment – Councillor Ralko

3. Public Information Notices

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at today's meeting:

- Adopt an Investment Policy Statement for the City of Kenora Investments
- Amend the Operating & Capital Budgets for the following items:
 - \$10,000 for the preparation work and installation of a kiln for the Douglas Family Art Centre to be funded through the Douglas Family Art Centre Reserves
 - \$100,000 to develop a Parks & Recreational Master Plan to be funded through Contingency Reserves
 - \$80,000 of which \$48,351.71 is to be funded through brand leadership reserves and \$31,648.29 is to be funded through MAT tax reserves to develop a Tourism Destination Marketing Strategy & Brand Redevelopment
 - \$18,616.75 to be funded through the Solid Waste Reserve to complete concrete work at the Jones Road Landfill
 - \$85,000 to be funded from the Sewer and Water Reserves to complete outstanding water and sewer projects identified in 2020 and not carried forward to the 2021 budget
- Adopt a new Tariff of Fees and Charges By-law to include rates for City engineering services provided to third parties and agencies and amendments to the rental fees for the Whitecap Pavillion to support public events
- Declare part of a Road Allowance identified as PIN 42166-0849 as surplus needs to the requirements of the Municipality and sell said lands

4. Declaration of Pecuniary Interest and the General Nature Thereof

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

5. Confirmation of Previous Council Minutes

- Regular Council – March 16, 2021
- Special Council – April 1, 2021

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

7. Additions to Agenda (urgent only)

- NOMA Conference – Minister's Questions

8. Appointments

- None

9. Reports from Committee of the Whole

9.1 Administration & Finance

- Asset Management Plan Update
- February 2021 Financial Statements
- 2020 Q3 & Q4 Investments
- Investment Policy Statement
- All Nations Health Partners Collaborative Decision Making Framework

9.2 Fire & Emergency Services

- No Reports

9.3 Operations & Infrastructure

- Budget Amendment – Jones Road Landfill Concrete Work 2021
- Budget Amendment – Sewer & Water Projects
- Tariff of Fees & Charges – Engineering Cost Recovery

9.4 Community Services

- Parking Lot Bylaw – Miikana Way Parking Lot Addition
- Budget Amendment – Kiln Installation-Douglas Family Art Centre
- Budget Amendment – Parks & Recreation Master Plan
- Budget Amendment – Tourism Marketing Strategy Redevelopment
- NOHFC Funding Application – Kenora Recreation Centre Enhancements

9.5 Development Services

- Kenora Economic Recovery Plan 2021 Implementation
- Declare Municipal Lands Surplus & Sell Lands – 96 Lakeside Cres

10. Housekeeping Resolutions

- Summer Student Bylaw Enforcement Appointment
- Consulting Agreement with Wake Marketing & Northwest Business Centre
- Consulting Agreement with Kim Kaschor - municipal podcast
- Council Remuneration – NWHU
- Ministry of Transportation Dedicated Gas Tax Agreement
- Ministry for Seniors and Accessibility Agreement Inclusive Community Grants Program
- Agreement with Moncrief Construction – 2021 Municipal Paving Program
- Agreement with Office of the Fire Marshall for a Fire Safety Grant
- Agreement with Titan Contractors – 2021 Sewer & Water Reconstruction
- Various Committee Minutes
- February 2021 Water & Wastewater Systems Monthly Summary

11. Tenders

- None

12. By-laws

Council will give three readings to the following by-laws: -

- Confirmatory
- Investment Policy Statement
- All Nations Health Partners Collaborative Decision Making Framework
- Budget Amendment – Jones Road Landfill Concrete Work 2021
- Budget Amendment – Sewer & Water Projects
- Tariff of Fees & Charges – Engineering Cost Recovery & Whitecap Pavillion Fees
- Amend Parking Lot Bylaw – Miikana Way Parking Lot Addition & Park Street Amendment
- Budget Amendment – Kiln Installation-Douglas Family Art Centre
- Budget Amendment – Parks & Recreation Master Plan
- Budget Amendment – Tourism Marketing Strategy Redevelopment
- Declare Municipal Lands Surplus – Shoreline - 96 Lakeside Crescent
- Authorize a Purchase & Sale Agreement – Shoreline - 96 Lakeside Crescent
- Summer Student Bylaw Enforcement Appointment
- Consulting Agreement with Wake Marketing & Northwest Business Centre
- Consulting Agreement with Kim Kaschor - municipal podcast
- Ministry of Transportation Dedicated Gas Tax Agreement
- Ministry for Seniors and Accessibility Agreement Inclusive Community Grants Program
- Agreement with Moncrief Construction – 2021 Municipal Paving Program
- Agreement with Office of the Fire Marshall for a Fire Safety Grant
- Agreement with Titan Contractors – 2021 Sewer & Water Reconstruction

13. Notices of Motion

14. Proclamations

- None

15. Announcements (non-action)

16. Adjourn to a Closed Session

Council will move into a Closed Session to discuss items pertaining to the following: -

- i) Labour Relations (1 matter-IBEW Bargaining)
- ii) Education & Training Members of Council (3 matters – CAO, Mayor & Development Services updates)

17. Adjourn Meeting

Information on Voting by Mayor & Council under The Municipal Act, 2001

243. Except as otherwise provided, **every member** of a council shall have **one** vote;

245. Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;

246. (1) If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;

(2) A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote**.

Lake of the Woods
KENORA



NORTH AMERICA'S
Premier
BOATING DESTINATION

Housekeeping Reports NOT attached to Committee of the Whole Agenda



April 7, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Appointment of Summer Student Bylaw Enforcement Officer

Background Information:

Council has approved the return of two bylaw officer summer student positions to assist with enforcing our bylaws throughout the City, focusing on parking and docking. Under the authority of the Police Services Act, all bylaw enforcement officers must be appointed by bylaw.

One of our previous summer students from 2020 is eligible to return for this summer season. Due to COVID he has been attending post-secondary school virtually and can be available to start working as soon as April 26th. Due to the early spring weather this year bylaw complaint calls related to seasonal bylaws (eg. yard maintenance, property standards) have also increased earlier than normal, therefore we could employ a summer student earlier for additional assistance with parking enforcement during this busy time.

This report is to appoint our 2021 returning summer student, Chase Birch, for the duration of April 26, 2021 to September 15, 2021. Another report will follow to appoint a second summer student officer once the hiring process for the second position has been completed.

Resolution for Council:

That Council hereby appoints Chase Birch as a summer student By-Law Enforcement Officer in and for the City of Kenora under the authority of the Police Services Act; and further

That this appointment is hereby authorized for the period of April 26, 2021 to September 15, 2021.

Budget: included in the 2021 operating budget

Risk Analysis:

There is no risk to this report as it is a statutory requirement.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document: administrative only

Briefing By: Heather Lajeunesse, Enforcement Division Lead

Bylaw Required: Yes



March 24, 2021

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title: Consulting Agreement with Wake Marketing and Design for Professional services for COVID-19 Recovery Aid for the Northwest Business Centre (NWBC)

Background Information:

An agreement was reached between the Corporation of the City of Kenora and consultant for the provision of the Professional Services for COVID-19 Recovery Aid for the NWBC for a total of \$31,000

Resolution for Council:

That three readings be given to a bylaw to execute Consulting Agreement for the provision of the Professional Services for COVID-19 Recovery Aid for the NWBC; and further

That the Mayor and Clerk be authorized to execute the agreement.

Budget:

As per the agreements, the total project budget is \$32,000 and \$31,000 is allocated to Consultant fees.

Risk Analysis:

There is a low level of risk as the Business Advisory Centre Durham (BACD) is funding 100% of this project through the Ontario Small Business COVID-19 Recovery Network Program Agreement.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document:

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

1-3: The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs.

Briefing By: Allyson Pele, Manager of Northwest Business Centre

Bylaw Required: Yes



April 13, 2021

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title: Consulting Agreement with Kim Kaschor for professional services for the development of a municipal podcast.

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Kim Kaschor for the provision of professional services to develop a municipal podcast in the amount of \$22,565.19.

Resolution for Council:

That three readings be given to a bylaw to execute a Consulting Agreement for the provision of professional services for the development of a municipal podcast; and further

That the Mayor and Clerk be authorized to execute the agreement.

Budget:

As per the agreement, the total project budget is \$22,565.19, which is allocated to consultant fees.

Risk Analysis:

There is a low level of risk as the podcast project has been included within the City's 2021 unusual spend budget. There is positive governance risk, as completion of this project will enhance City communications and relationship with the public.

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

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Kylie Hissa, Special Projects and Research Officer
Megan Dokuchie, Economic Development Officer

Bylaw Required: Yes



April 9, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Council Remuneration

Background Information:

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statement of remuneration is included for the Northwestern Health Unit. The City of Kenora Council, City of Kenora Police Board, and the Kenora District Services Board have already been presented.

Budget:

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

Communication Plan/Notice By-law Requirements:

The Municipal Act, 2001, requires that this information be presented to Council.

Resolution for Council:

That Council receive the reports prepared by Charlotte Edie, Manager of Finance/Treasurer dated April 9, 2021 as required under Section 284 of The Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #48-2013.

Briefing By: Charlotte Edie, Manager of Finance/Treasurer

Bylaw Required: No

MEMORANDUM

DATE: April 9, 2021

TO: Kyle Attanasio, CAO

FROM: Charlotte Edie, Manager of Finance/Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Northwestern Health Unit

The following is a summary of Commission remuneration and expenditures for the Northwestern Health Unit, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Honorarium</u>	<u>Travel & Conference</u>
Smith	\$2,692	0

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.



April 2, 2020

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title:

Dedicated Gas Tax Letter of Agreement

Background Information:

As of October 2004, the Province provided 1 cent/litre of gas tax funds to Ontario municipalities, increasing as of October 2005 to 1.5 cents/litre, and since October 2006 has consistently provided 2 cents/litre annually. In 2013 the Province made a commitment to make Gas Tax funding permanent. The City of Kenora will be eligible to receive an allocation of \$146,259 for this program year. The City received \$150,290 for the previous full year agreement.

The purpose of the Program is to provide dedicated gas tax funds to municipalities to ensure that local public transportation services continue, and to increase overall ridership through the expansion of public transportation capital infrastructure and levels of service. To be eligible to receive dedicated gas tax funds a municipality must contribute financially towards their public transportation services. A municipality receiving dedicated gas tax funds must ensure that all funds received are used exclusively towards the provision of public transportation services and, unless otherwise approved by the Ministry, disbursement of dedicated gas tax funds must be net of any rebate, credit or refund, for which it has received, will receive, or is eligible to receive.

The Ministry is requesting a signed letter of agreement along with a by-law to authorize this program.

Resolution for Council:

That three readings be given to a by-law to authorize the execution of a letter of agreement between the City of Kenora and the Ministry of Transportation with respect to the Dedicated Gas Tax Funds for Public Transportation Program for future years; and further

That the Mayor and Treasurer be authorized to execute this agreement.

Budget: There is no expected budget impact as a result of this program. Gas tax revenues are intended to support increased municipal public transportation expenditures and not to reduce or replace current levels of municipal public transportation funding.

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

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Charlotte Edie, Manager of Finance/Treasurer

Bylaw Required: Yes



March 26, 2021

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title:

Inclusive Community Grants Program – Ministry for Seniors and Accessibility Agreement Authorization

Background Information:

An agreement was reached between the Corporation of the City of Kenora and the Province of Ontario for accessibility improvements at Norman Park. The agreement is now ready for execution by bylaw.

The City of Kenora submitted a grant application under the Inclusive Community Grants Program project in December of 2020.

The \$60,000 provided under the Inclusive Community Grant program will enhance the accessibility upgrades that have already taken place at Norman Park. Particularly, there will be paved accessible paths from the washrooms to the playground and towards the transition ramp that will be installed with guardrails near the beach. The existing retaining wall and stairs will be repaired and additional accessible features (table and contour benches) will be installed on site.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the Province of Ontario to proceed with accessibility improvements at Norman Park; and further

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

Budget: As per the agreement, the Province of Ontario will be providing \$60,000 for the purpose of accessibility improvements at Norman Park.

Risk Analysis:

There is a low level of risk executing this agreement as the Province of Ontario will be funding the entirety of the project.

Communication Plan/Notice By-law Requirements: Bylaw required

Strategic Plan or Other Guiding Document: Administrative only

Briefing By: Adam Smith

Bylaw Required: Yes



April 6, 2021

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Contract Execution for 2021 Municipal Paving Program

Background Information:

City Council has accepted the low bid from Moncrief Construction to perform the 2021 Municipal Paving program work. It is now in order for the City to enter into an agreement with Moncrief Construction to perform the works.

A copy of the agreement document is available via the clerk's office.

Resolution for Council:

That further to City Council accepting the bid of Moncrief Construction related to the 2021 Municipal Paving program work, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Moncrief Construction; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes



March 30, 2021

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Agreement with Office of the Fire Marshall for a Fire Safety Grant

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and the office of the Fire Marshall for the provision of a Fire Safety Grant; and further

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

Background Information:

The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario's fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the

local level to support community risks during the pandemic and the switch to virtual training and inspections.

An agreement has now been reached between the Corporation of the City of Kenora and the office of the Fire Marshall for the provision of a fire safety grant in the amount of \$8,300.00. The agreement is now ready for execution by bylaw.

Budget: Funds will be allocated to the fire department operating budget to reflect the establishment of a virtual inspection program.

Risk Analysis: This report is administrative in nature. The risk is low as this secures funding being received by the municipality.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document: N/A

Briefing By: Todd Skene, Fire Chief

Bylaw Required: Yes



April 6, 2021

Housekeeping Council Briefing

(Direct to Council – does not appear at COW)

Agenda Item Title: Contract Execution 2021 Sewer and Water Reconstruction

Background Information:

City Council has accepted the low bid from Titan Contractors to perform the 2021 Sewer and Water Reconstruction works. It is now in order for the City to enter into an agreement with Titan Contractors to perform the works.

A copy of the agreement document is available via the Clerk's office.

Resolution for Council:

That Council accepted the bid of Titan Contractors related to the 2021 Sewer and Water Reconstruction works at a Special meeting of Council held April 1, 2021; and further

That Council hereby authorizes Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Titan Contractors; and further

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

Briefing By: Marco Vogrig, Municipal Engineer

Bylaw Required: Yes

April 15, 2021



Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

This static monthly report is for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

The Minutes being received are typically from local Boards or Corporations for information only (and cannot be 'approved' by Council).

The various Minutes will appear under separate cover as an attachment on SharePoint to this report.

Resolution for Council:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- February 25, 2021 – The Muse
- March 17, 2021 – Heritage Kenora

That Council hereby receives the following Minutes from other various Committees:

- January 28, 2021 – Northwestern Health Unit
- March 10, 2021 – Kenora Handi Transit
- February 25, 2021 - Kenora Police Services Board
- March 18, 2021 – KDMA Executive Committee
- February 11, 2021 - District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



March 18, 2021

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title: 2021 Water & Wastewater Systems Monthly Summary Report – February

Background Information:

The Water and Wastewater Division will be providing Council with Water and Wastewater Systems Summary Reports, on a monthly basis.

The purpose of the Report is to provide Council with an understanding on how the City's water and wastewater systems operate and are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

The Operations and Infrastructure Department recommends that Council accept the 2021 Water and Wastewater Systems Monthly Summary Report for February.

Resolution for Council:

That Council of the City of Kenora hereby accepts the February 2021 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Budget: N/A

Risk Analysis:

The risk level is low to moderate. The monthly reporting is standard practice for transparency purposes, and an opportunity to further Council's understanding of the Division's monthly budgeting. No mitigating strategies are required.

Communication Plan /Notice By-law Requirements:

Resolution required. Stace Gander, WTP, WWTP

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.

2-3 The City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.

Briefing By:

Stace Gander, Acting Operations & Infrastructure Manager, Community Services Manager

Bylaw Required: No