



City of Kenora

Committee of the Whole Agenda

Tuesday, September 13, 2022

9:00 a.m.

City Hall Council Chambers

Live Stream Access: <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 September 20, 2022 meeting:-

- Council will amend their October meeting schedule to reflect the October Committee of the Whole date being October 3 at 9 a.m. and October 7 as Council at 12 noon

Blessing & Land Acknowledgement

Councillor Chaze

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 August 2, 2022 and the minutes of the Special Committee of the Whole meeting held September 8, 2022 be confirmed as written and filed.

D. Deputations/Presentations

- Keith Taylor, One Investment Presentation

E. Reports:

1. Corporate Services / Finance / Human Resources

Item Subject

- 1.1. Q2 Investments
- 1.2. July 2022 Financial Statements
- 1.3. Joint Elections Compliance Audit Committee
- 1.4. October Meeting Dates

1.5. Potential Redistribution of Federal Ridings Advocacy

1.6. Disconnect from Work Policy #HR-2-18

2. Fire & Emergency Services

Item Subject

No Reports

3. Engineering & Infrastructure

Item Subject

No Reports

4. Community Services

Item Subject

4.1 904 Ottawa Street Lease Renewal

4.2 Kenora Recreation Centre Concession Contract Agreement

5. Development Services

Item Subject

5.1 Submission to Reseau du Nord Call for Proposals

Other:

Zoning Bylaw Public Meeting – 12:00 noon

- D14-22-06 – 216 Matheson Street

Next Meeting

- Monday, October 3, 2022

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:-

- Educating & Training Members of Council (3 matters-Parks & Recreation Master Plan progress, Tourism initiatives, CAO update)
- Labour Relations (2 matters – Policy review)

Adjournment.



September 1, 2022

City Council Committee Report

TO: Kyle Attanasio, CAO

FR: Charlotte Edie, Director of Finance

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

Recommendation:

That Council of the City of Kenora hereby accepts the 2022 second quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and General 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.

All investments experienced negative market impacts in the second quarter of 2022. The market deteriorated in the quarter due to 2 key developments: 1) the Bank of Canada started raising interest rates (and they're not done). This negatively impacted the markets as higher rates reduce economic growth and lower earnings; 2) the Russian invasion of Ukraine created significant uncertainty in the Global markets. This is where the losses are most significant.

KENORA CITIZEN'S PROSPERITY TRUST FUND

Attachment #1: KCPTF portfolio with the ONE Public Sector Group of Funds.

The market value of this investment took a down turn in 2022 in the amount of \$2,279,256. This is an unrealized loss and is not a permanent erosion. The year to date actual return on these ONE fund investments until June 30 is -10.2%. The return since inception is .2%. Income for the quarter is \$11,174. Most income distributions happen in the 4th quarter.

Attachment #2: RBC Dexia

The market value in the 2nd quarter decreased by \$47,378. The City still has \$4,676,355 in investments with RBC Dexia. The year to date return is -2.34%. The rate of return since inception is 2.27%. These returns take the market impact into account. These investments will be gradually liquidated when funds are required for debt financing purposes.

GENERAL FUND INVESTMENTS

Attachment #3: General portfolio with the ONE Public Sector Group of Funds – Contingency Outcome and 3 to 5 Year Outcome

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. The market value of this investment took a down turn in 2022 in the 2nd quarter in the amount of \$1,489,794. This is an unrealized loss and is not a permanent erosion. The year to date actual return on these ONE fund investments until June 30 is -13.4% and -7.7%. The return since inception is 2.4% and -1.2%. Income for the quarter is \$2,021 as most income distributions happen in the 4th quarter.

The investment report from the ONE Public Sector Group of Funds has been provided as an attachment to this report. Please note that there are 2 separate funds in this portfolio.

The City also has a high interest savings account with the ONE Funds. The balance at the end of June 2022 is \$7,221,708.

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 AF 4-2.



August 31, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Charlotte Edie, Director of Finance

Re: July 2022 Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at July 31, 2022.

Background:

Attached for your information, please find the July 2022 summary expense and user fee statements for the City of Kenora and the Council department. At the end of July, if expenditures were uniform, 58.33% of the budget should be used with 41.67% of the budget remaining.

Overall: General Operations

There are significant differences in several department results between 2022 and 2021. Often both the revenues and expenditures are less in 2021 due to the fact that 2021 was a year still impacted by COVID.

- Expenses at the end of July 2022 were under budget to budget with 46.05% remaining to be spent.
- User fee revenues to the end of July 2022 are under budget with 47.74% left to collect.

Significant differences in the general operations are as follows:

- Police commission – expenses appear to be over budget however \$23,772 for the strat plan was not included in the original budget and was approved as a budget amendment.
- Roads departments – are under budget as a result of costs being allocated to the disaster relief accounts.
- Docks and wharfs – maintenance on these is under budget. Many docks were under water in the spring/early summer so they could not be maintained. Major repair work due to the flooding will be included in the flood relief claim.
- Winter Control Maintenance – balance is considerably higher than 2021 due to several significant winter events. Shortfalls will come out of the winter maintenance reserve. This will be determined once all 2022 expenditures have been recorded.
- General vehicles and equipment – the insurance allocation was posted in January this year, fuel costs are higher than usual due to the winter control activity.
- Operations Administration – department is under budget due to a vacancy in the Director position.
- Recycling Facility – contracted services is under budget as we are receiving better cardboard prices from Cascades. We are receiving \$85/ton in 2022 as opposed to \$25/ton historically.

- Development Services – department is under budget due to a vacancy in the Director position.
- Starter Company – new programs initiated; increase in corresponding funding.

Overall: Sewer and water

- Expenses at the end of July 2022 were under budget with 46.76% remaining to be spent.
- User fee revenues to the end of July 2022 are under the budget target with 47.17% left to collect. Revenues will catch up with the accrual of the month of December at year end.

Overall: Solid Waste

- Expenses at the end of July 2022 were under budget with 53.95% remaining to be spent.
- User fee revenues to the end of July 2022 are under budget with 44.78% to be collected. Garbage collection revenues (38.39% remaining) are over budget due to the surge in bag tag sales prior to the rate increase in July. Transfer station revenues appear to be under budget however the budget reflects the July increase in tipping fees so revenues will catch up for the remainder of the year.

Emergency Measures

Flood related expenditures to the date of this report are as follows:

• Emergency measures	\$47,872
• Roads	\$628,672
• Parks	<u>\$24,544</u>
	\$701,088

This represents the actual invoices posted.

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:

Our Mission: To be an accountable, collaborative, and informed team that takes pride in delivering value-added municipal services.

Corporate value: We administer municipal finances in a prudent, accountable, and transparent manner that is mindful of the financial implications of our daily decisions.

ERM Assessment: Monitoring financial statements on a monthly basis mitigates some of the uncertainty related to projected costs vs actual expenditures.



July 22, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services/City Clerk

Re: Elections Joint Compliance Audit Committee

Recommendation:

That Council gives three readings to a Joint Compliance Audit Committee Terms of Reference for the 2018-2022 Term of Council bylaw; and further

That this regional joint committee includes partnerships with the Cities of Dryden and Kenora; the Municipalities of Machin, Red Lake and Sioux Lookout; and the Townships of Ear Falls, Ignace and Pickle Lake; and further

That the regional participating clerks are hereby delegated the joint authority to make the appointments to the committee through mutual consensus.

Background:

The Municipal Elections Act, 1996 (MEA) requires that all municipalities appoint a Compliance Audit Committee. A qualified elector who believes on reasonable grounds that a candidate has contravened a provision of the MEA relating to election campaign finances, may apply to the Compliance Audit Committee for a compliance audit of the candidate's finances.

Section 88.37(1) of the MEA makes the establishment of compliance audit committees mandatory for municipalities and local boards. The MEA states that a qualified elector who believes on reasonable grounds that a candidate or a registered third party has contravened a provision of the MEA relating to election campaign finances may apply for a compliance audit of the candidate's or the registered third party's election campaign finances. Applications for a compliance audit are submitted to the City Clerk, who in turn forwards the application to the Joint Compliance Audit Committee. The Joint Compliance Audit Committee reviews each application to determine whether or not there are reasonable grounds to request an audit. If the request is granted, the committee appoints an auditor to audit the candidate's finances. Upon completion of the audit, the Committee reviews the auditor's report to determine whether there are contraventions of the MEA and whether legal proceedings against the candidate should proceed. Further, if the report concludes that a candidate or registered third party does not appear to have contravened a provision of the MEA relating to election campaign finances, the Committee may make a finding as to whether there were reasonable grounds for the application for a compliance audit. If the auditor's report indicates that there was no apparent contravention of the MEA and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.

Recruitment of members for this committee can be challenging. The Regional Clerks Network discussed the committee at their spring meeting and agreed that it was in our best interest to work collaboratively to form one regional committee rather than each of us trying to recruit members for our own independent committee. The Clerks Network group has worked together over the past several months to finalize this draft terms of reference. According to the MEA the Committee must be established by October 1 of an election year for the purposes of the Act.

The MEA specifies that compliance audit committees be composed of between 3 and 7 members; ideally to include auditors, accountants, lawyers, academics and other individuals with knowledge of the MEA's campaign financing rules. Prior experience on a committee or task force would be an asset. They must not include: employees or officers of the municipality, members of the Council, any persons who are candidates in the election, any persons who are registered third parties.

For the 2022-2026 term of Council the Joint Committee shall be comprised of five members, of which we are publicly recruiting for. The Regional Clerks network has worked diligently to reach out to knowledgeable and impartial members who may be interested in serving each community fairly. Any combination of at least three members shall be selected by the Participating Community and shall constitute the Committee for the purposes of reviewing compliance audit requests in accordance with the Terms of Reference and the Administrative Practices and Procedures. The Participating Community has the discretion to use all five members should they so choose, but a minimum of three. Members will be required to participate in an orientation session as a condition of appointment. The Regional Clerks Network will secure training for the new members which will cover the following material:

- roles and responsibilities of the Committee
- statutory duties and obligations
- legal framework for decision making
- written reasons – what, how & best practices

Remuneration for Committee Members will include an annual \$500 retainer for each year of the four (4) year term. Attendance at meetings will be remunerated at a rate of \$50.00 per hour, per Committee Member per meeting. All Participating Communities shall jointly share in the cost of the annual retainer fees. For each required meeting of the Committee, the Participating Community which requires the services of the Committee shall be responsible for reimbursing the Committee Members participating in that Community's application(s) for a Compliance Audit. As a point of interest, in the past when the municipality has appointed their own independent committee, the total cost is borne solely by the municipality and this joint effort results in a savings to the municipality.

The Clerks from the participating regional partners will have the delegated authority to make the appointments to this committee.

Budget: Any costs related to the Regional Joint Compliance Audit Committee will be charged through the City's elections operating budget, and shared equally amongst the five municipal partners. Because we are the largest municipality, I will be managing the invoicing and payment of the appointed members annually for the duration of the appointment.

Council is entitled to recover the auditor's costs from the applicant if an auditor's report indicates that there was no apparent contravention of the Act, and the Committee finds

that there were no reasonable grounds for the application. Recovery of costs will be considered on a case-by-case basis.

Risk Analysis: There is very low risk associated with this report as it is a mandated committee under the Municipal Elections Act and the due diligence of a regional joint committee adds a further layer of responsibility under this area.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or other Guiding Document:
Section 88.37(1) of the Municipal Elections Act, 1996 (MEA)



August 24, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services/City Clerk

Re: October Meeting Series

Recommendation:

That Council hereby amends the 2022 Council meeting calendar to reflect the October Committee of the Whole meeting date be rescheduled to Monday, October 3 and the October Council meeting rescheduled to Friday, October 7, 2022.

Background:

We are now well into the election cycle and have identified the voting period for the 2022 election. Voting will open on Tuesday, October 11th at 10:00 a.m. and the Council Chambers will be converted to an election headquarters for voting assistance.

The initial Council calendar identified Tuesday, October 4th as Committee of the Whole, and Council as Tuesday, October 11th. We need to shift the October Council meeting to ensure that the Chambers can be closed off effective Friday, October 7th to prepare the room for Tuesdays voting.

I am recommending we hold the COW meeting on Monday and Council the Friday of the same week to allow for a few days between the two meetings, but completed the same week. Another option would be to keep the COW meeting on Tuesday, October 4th and Council on Friday, October 7th.

Budget: There is no budget impact to this request.

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

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

Strategic Plan or other Guiding Document: administrative only



September 4, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: Potential Redistribution of Federal Ridings Advocacy

Recommendation:

Whereas the Federal Electoral Boundaries Commission for the Province of Ontario has proposed a new electoral map that would cut the number of federal election districts in northern Ontario from ten to nine; and

Whereas the Constitution of Canada requires that the federal elector districts be reviewed every ten years; and

Whereas the most significant change would see the two largest ridings in the far north, Kenora and Timmins-James Bay, amended and combined into one massive riding called Kiiwetinoong-Mushkegowuk, spanning from the Manitoba border to Quebec, and Kenora's current riding boundary readjusted dramatically and combined with Thunder Bay-Rainy River with further significant changes to the Thunder Bay-Superior North and Algoma-Manitoulin-Kapuskasing boundaries; and

Whereas the land mass size of the new Kenora-Thunder Bay-Rainy River riding would make it virtually ungovernable, and ultimately infringe on the democratic rights of northerners; and

Whereas our region has diverse and unique interests which are quite different from one another and deserve adequate diverse representation in Ottawa; and

Whereas the legislation would in fact support, according to the population quota to be applied by the Commission, a reduction of two, but the commission has recommended one; and

Whereas the Kenova District was deemed an "extraordinary circumstance" in 2012 during the last boundary review, and because of which it was not revised at that time; and

Now therefore be it resolved that Council of the Corporation of the City of Kenora strongly opposes the proposed reduction of Northern ridings and representatives; and further

That the City of Kenora calls upon the Federal Electoral Boundary Commission to consider the vast land mass that already exists within our electoral boundary and refrain from extending any boundary which reduces northern ridings and representatives; and further

That further consideration be given to the uniqueness of Northwestern Ontario, especially smaller municipalities in the north and expanding this boundary provides for further imperiled and underrepresented by so few seats; and further

That copies of this resolution be forwarded to Eric Melillo, MP Kenora Riding, the Federal Electoral Boundaries Commission for Ontario, the Kenora District Municipal Association, the Rainy-River District Municipal Association and the Northwestern Ontario Municipal Association.

Background:

The Federal Electoral Boundaries Commission for the Province of Ontario has proposed a new electoral map that would cut the number of federal election districts in northern Ontario from ten to nine.

The Constitution of Canada requires that federal electoral districts be reviewed after each decennial (10-year) census to reflect changes and movements in Canada's population. The Electoral Boundaries Readjustment Act sets out the non-partisan commission's mandate to redraw electoral lines across the country. In 2022, it must generally aim to meet a population quota of 116,590 in each electoral district. Population data is a key consideration in the drawing of riding boundaries, and the North's population continues to grow at a much slower pace than the rest of the province.

The current federal redistribution process began in October 2021. It is led by independent commissions working separately in each province to establish electoral boundaries. The Chief Electoral Officer is tasked with applying the representation formula found in the Constitution to determine the new allocation of seats. Elections Canada is also responsible for providing administrative and technical support to the commissions.

On June 23, 2022, Parliament amended the Representation Formula, which determines the number of Members of Parliament (MPs) to be assigned to each province. The new legislation ensures that every province retains, as a minimum, the same number of MPs that it had assigned during the 43rd Parliament elected in 2019. Using the new formula, the Chief Electoral Officer has recalculated how many MPs each province will be assigned.

The decennial redistribution for the 2020s will exceptionally require two Representation Orders, one for Quebec and another that will cover the other nine provinces. The new electoral districts will apply, for each province, in the first general election held at least seven months after their respective Representation Order is issued.

The most significant change is the recommendation that the Kenora riding be merged into Thunder Bay-Rainy River, creating a much more widely spread-out riding as the Kiiwetinoong-Mushkegowuk riding and has been proposed to represent the vast majority of Ontario's Far North, stretching from the Manitoba border to the James Bay coast and the Quebec border to the east.

According to Elections Canada, the current Thunder Bay-Rainy River riding has a population of 82,805, while the riding of Kenora has a population of 62,656. The new Kiiwetinoong-Mushkegowuk would have a population of about 36,325. Kenora-Rainy-River would have 101,097 and Thunder Bay-Superior North would be 99,035. The average riding in Ontario has 111,145 residents, though under the proposed boundary changes, that would grow to 121,527.

Even with one less electoral district, each riding in northern Ontario would fall below that quota. The size of the new Kenora-Thunder Bay-Rainy River riding would make it virtually ungovernable, and really infringe on the democratic rights of northerners.

If the plan of the Federal Electoral Boundaries Commission for Ontario becomes final, the region will have only nine seats in the House of Commons, compared with 12 seats in 1974. These changes have significantly impacted northern Ontario and will continue to if this change is made.

Northern Ontario is unique, and so is every community in Northwestern Ontario. To lump Kenora in with Thunder Bay, we will lose access and interaction with our MP as the jurisdiction will simply be too large, and the people in the Kenora area have different interests from people in Thunder Bay.

During the last redistribution, in 2012, the electoral boundaries commission said that if it applied population formulas strictly, the North would have only eight seats. But it took feedback into account and decided that it should retain 10 ridings because of its vast geography.

The Federal Electoral Boundaries Commission for Ontario is holding public hearings, in person and virtually, to gather comments and feedback on the proposed boundaries and electoral district names. In order to participate, you must complete a Public Hearing Participation Form. The Commission has set September 25, 2022 as the date by which the Public Participation Hearing Form is to be filed.

A submission may be made in writing as an alternative to appearing at an in-person or virtual hearing. The public hearing for Kenora will be held on October 4th at 6:30 p.m. at the Douglas Family Art Centre, or alternatively the virtual session will be held Wednesday, October 26, 2022 at 6:30 p.m. but you must register by September 25th to attend.

Budget: there is no direct budget impact with this report.

Risk Analysis: There is medium risk to the municipality should we not choose to advocate for this change to be stopped. The relationship with the Federal Government is more important than ever and losing the uniqueness of our own riding, will reduce the access to our MP, as well as jeopardize important projects and issues that we work with our Member of Parliament currently.

Communication Plan/Notice By-law Requirements: Copy filed officially as record of opposition with the Federal Electoral Boundaries Commission for Ontario; copy sent to all Northwestern Ontario municipalities

Strategic Plan or other Guiding Document:



September 6, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Roberta Marsh, Director of Human Resources
Hilary Smith, Human Resources Consultant**

Re: Disconnect from Work Policy #HR-2-18

Recommendation:

That three readings be given to a bylaw to adopt the new Disconnect from Work Policy #HR-2-18 in accordance with the Employment Standards Act, 2000 (ESA); and further

That Policy #HR-2-18 form part of the City's Comprehensive Policy Manual.

Background:

On December 2, 2021 the Ontario Government passed Bill 27, *Working for Workers Act, 2021*. This Bill amended the Employment Standards Act, 2000 introducing the requirement for employers that employ 25 or more employees to have a written policy with respect to disconnecting from work. Employers are required to provide a copy of the written policy to all employees.

The term "disconnecting from work" is defined in the ESA to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

This policy will address:

- The employer's expectations, if any, of employees to read or reply to work-related emails or answer work-related phone calls after their shift is over.
- Sets out employer expectations for different situations. For example, the policy may contain different expectations depending on:
 - the time of day of the communication
 - the subject matter of the communication
 - who is contacting the employee (for example the client, supervisor, colleague); and
- The employer's requirements for employees turning on out-of-office notifications and/or changing their voicemail messages, when they are not scheduled to work, to communicate that they will not be responding until the next scheduled work day.

The ESA does not require an employer to create a new right for employees to disconnect from work and be free from the obligation to engage in work-related communications in its policies. Employee rights under the ESA to not perform work are established through other ESA rules, including:

- hours of work and eating periods
- vacation with pay
- public holidays

- the rules in Ontario Regulation 285/01 that establish when work is “deemed” to be performed

The written policy on disconnecting from work must apply to all of the employer’s employees in Ontario, this includes management and senior leadership. In accordance with the Act, Employers can choose to create a single policy that applies to all employees, or its policy can contain different policies (either in a single document or in multiple documents) for different groups of employees. Administration is recommending a single policy document that makes reference to collective agreements for operational provisions when responding to work outside of defined hours of work.

Budget: N/A

Risk Analysis: There are no perceived risks for adopting this policy. There is a risk of legislative non-compliance if we do not adopt the policy.

Failure to adopt a Disconnect from Work Policy will render the City of Kenora in contravention of the *Employment Standards Act (ESA)* and ultimately Bill 27, Working for Workers Act, 2021.

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

Strategic Plan or Other Guiding Documents:

Employment Standards Act, 2000 (ESA)

Bill 27, Working for Workers Act, 2021

Strategic Plan - Focus Area 4 Service Delivery and Organizational Capacity

4.2 Maximize human capacity and capability

Disconnecting From Work Policy



Section Human Resources	Date	Approved by By-law Number:	Page 1	of 5
Subsection	Supersedes By-law Number:		Policy No. HR- 2 -18	

Purpose

The City of Kenora is committed to promoting a healthy work environment by encouraging and supporting employee's work-life balance which includes disconnecting from work. The purpose of this policy is to fulfill the Employer's obligation under Bill 27 *Working for Workers Act, 2021* by ensuring employees are disconnecting from work outside of their normal working hours, subject to reasonable exceptions.

Scope

This policy applies to all City employees who have been approved and assigned access to their personal and/or City-issued technology, for the purpose of performing remote/hybrid work, and/or are required to remain connected to the workplace outside their normal hours of work to perform the operational requirements of their position and job function.

Definitions

Disconnecting from Work: not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Emergency: a situation or impending situation that requires timely or immediate attention and/or action.

Unforeseen Circumstance(s): an unforeseeable incident or occurrence that unless addressed can reasonably lead to an adverse impact on the City's services, programs and /or impacts the health and safety of employees or the community.

Disconnecting From Work Policy

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Roles & Responsibilities

The Employer is responsible for:

- Providing a copy of the written policy to each employee within 30 days of preparing or amending this policy;
- Providing a copy of the written policy to every new employee at the time of orientation within 30 days of the date of commencement of employment; and
- Reviewing and amending this policy as often as may be required

Leader/Supervisors are responsible for:

- Respecting an employee's right to disconnect from work by not routinely emailing or calling outside the normal hours of work;
- Communicating the expectation if any, of employees to read or reply to work-related emails or answer work-related phone calls outside of their normal hours of work;
- Advising employees of the limited instances in which they may be expected to report and perform work outside of their normal hours of work;
- Discussing and defining emergency and/or operational requirements, including who is generating the contact E.g. Leader/supervisor, direct report, key stakeholder (Council, Citizen, Partner, etc.) that would require contact either through communication methods established with the employee directly or through the appropriate collective agreement;
- Communicating the requirement for their employee(s) to turn on out-of-office notifications and/or changing of voicemail messages, when they are not scheduled to work, including listing contacts who are providing coverage and escalation points.
- Following call-out, on-call, and standby collective agreement provisions where applicable, including emergencies and unforeseen circumstances;
- Establishing and communicating the process by which employees will be contacted to respond for overtime, emergencies and unforeseen circumstances;
- Addressing and providing response to any employee questions or concerns about this policy;
- Role modelling appropriate disconnect behaviours after their own normal hours of work finish for the workday.

Employees are responsible for:

- Reviewing and acknowledging this policy;
- Performing the required daily and weekly hours of work as specified for their position which includes acceptance of any call-in, on-call, or standby requirements for their role;
- Communicating any need for consideration when engaged in work off hours.
- Taking all reasonable steps to ensure that they engage in work-related communications during their normal working hours;

Disconnecting From Work Policy

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- Fully cooperating with any time recording methods which the City uses to track hours of work;
- Taking all reasonable steps to ensure that their coworkers are able to disconnect from work in accordance with this policy; and
- Notifying their direct supervisor if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this Policy

Working Hours

While employee working hours will vary within the organization, each employee's hours of work are defined by the Collective Agreement, their employment contract and/or by agreement with their Leader/Supervisor.

If you have any questions regarding your normal hours of work, please consult with your Leader/Supervisor.

It is generally expected that all employees are able to complete their work, including reviewing and responding to any work-related communications, during their normal hours of work. The City has no expectation that employees engage in work or work-related communications outside of their normal hours of work, subject to the exceptions detailed below.

If you are regularly unable to complete your work or attend to work-related communications within your normal hours of work, please notify your Leader/Supervisor.

Exceptions

There are situations when it is necessary for employees to perform work or communicate with coworkers and/or Leader/Supervisor outside of their normal hours of work, including, but not limited to the following:

- Where an emergency or unforeseen circumstance arises, with or without notice
- Assisting or covering a shift for a coworker on short notice
- Where the nature of the employee's duties requires work and/or work-related communications outside of their normal hours of work including but not limited to stand-by, on-call, call-in, overtime shifts.
- Where an employee requests or agrees to work certain hours or have flexible working hours; and
- Other unusual circumstances as defined by your role and responsibility.

Disconnecting From Work Policy

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Procedure

Ability to Disconnect

An employee's ability to disconnect from work depends on the City's operational needs and the duties and obligations of the employee's position, subject to policy, applicable collective agreement and/or their minimum statutory entitlements under the Employment Standards Act (ESA).

Employees may need to be occasionally contacted outside of their normal hours of work if an emergency or an unforeseeable circumstance arises, and/or when operational requirements arise. This contact will be made through communication methods established between the Leader/Supervisor and the employee.

Where a Leader/Supervisor communicates outside an employee's normal hours of work and no immediate response is required, employees should not feel they need to respond until their next scheduled hours of work. All employees should be mindful when sending work-related emails, texts, and telephone calls recognizing an employee's normal hours of work.

Employees should make all reasonable efforts to book meetings and calls during the attendees' normal hours of work, subject to the exceptions detailed above. Similarly, employees should only review and send work-related communications during their normal working hours, subject to the exceptions detailed above.

Work-related communications should not be sent to or from employees' personal mobile phones, personal e-mail addresses, personal telephone numbers or other personal devices, subject to the exceptions detailed above or an agreement to communicate in this manner.

This policy does not apply in situations where an employee voluntarily wishes to communicate with another employee for work-related purposes outside of their normal working hours.

Automatic Replies

Employees, including members of the management team, should use communication methods such as out-of-office alerts, voice messages and calendar settings to indicate their normal hours of work and when they will be away for an extended period of time. Employees are encouraged to use other technologies, such as 'delayed send' and automatic reply emails, where their hours of work may not coincide with a coworker's hours of work.

Disconnecting From Work Policy

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Handheld and Remote Work Devices

The City may provide some employees with various City-issued technology, such as a mobile phone, laptop, tablet or other device to assist with working remotely. These devices are provided to employees to encourage flexibility in completing their work. Possession of these devices does not mean that an employee is expected to make themselves available for work or work-related communications outside of their normal working hours.

I have read the Disconnecting from Work Policy set forth above. I understand its contents, agree to abide by it. I also agree to seek clarification from my Leader/Supervisor regarding any aspect of the Policy on which I am unclear.

Date

Employee Signature

Print Name



September 13, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Director of Community Services

Re: Lease Agreement – 904 Ottawa Street

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into an extended lease agreement between the Corporation of the City of Kenora and the medical professionals representing the Keewatin Medical Clinic for the term ending March 31, 2023 for the municipal property located at 904 Ottawa Street, legally described as Plan 18, Block 50, Pt. Lot 2, all lots 3 & 4; and further

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

Background:

The former Town of Keewatin, in 1999 prior to amalgamation, entered into a ten (10) year lease (Bylaw No. 99-033) with a number of medical doctors for the Keewatin Medical Clinic located at 904 Ottawa Street. This 2,000 sq. ft. building was owned by the Town and when amalgamation occurred, the building came under the ownership of the City of Kenora.

In 2011, The City of Kenora entered into a new lease (Bylaw No. 30-2011) which included a five (5) year term with the provision of a five (5) year renewal which expired August 1, 2020. Since August 1, 2020, both parties have continued to honour the terms and conditions of the lease.

On June 22, 2022, Administration met medical professional representatives from the Keewatin Medical Clinic to discuss their desire to enter into another longer term lease for the provision of health care services at that location. This report and the lease agreement represent the outcome of those discussions.

Under the new lease, rent will be as follows:

Year	Monthly Rate	Annual Rate
2022	\$ 1,453.77	\$ 17,445.27
2023	\$ 1,497.39	\$ 17,968.63
2024	\$ 1,542.31	\$ 18,507.69
2025	\$ 1,588.58	\$ 19,062.92
2026	\$ 1,636.23	\$ 19,634.80
2027	\$ 1,685.32	\$ 20,223.85

plus H.S.T. or similar taxes applicable to such rent.

Budget: Monthly lease payments of \$1,453.77 for 2022 (October through December) and increase by 3% per year for 2023 – 2027 plus HST.

Risk Analysis: There is minimal risk associated with this recommendation.

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

Strategic Plan or Other Guiding Document:

Five Year Economic Development and Tourism Strategy

- Improve the development readiness of publicly owned residential, commercial and industrial lands;
- Encourage temporary uses on public vacant lands that promote economic activity as an interim use prior to development.



September 13, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Stace Gander, Director of Community Services
Josh Nelson, Tourism and Recreation Manager**

Re: Kenora Recreation Centre Concession Contract

Recommendation:

That Council of the City of Kenora gives three readings to a bylaw authorizing an agreement between the City of Kenora and Chad Gropp for the purpose of providing Food and Beverages Services in the Kenora Recreation Centre concession for the term of October 1, 2022 to August 31, 2025.

Background:

The City of Kenora undertook an expressions of interest for the operation of the concession at the Kenora Recreation Centre.

Proposals were to include, but not limited to, intended hours of operation, intended food and beverage menu, facility and equipment requirements, lease payments, proposed initiatives and special conditions.

Staff received one proposal with the following information:

Chad Gropp	\$500.00 per month for ice season (October – April)
	\$50.00 per operational day beyond ice season (May – September)
	Three year term

Budget:

The approved lease amount be allocated into future operating budgets.

Risk Analysis:

There is minimal risk associated with this lease agreement. The proponent has operated the concession for the past four years without any issues.

Communication Plan/Notice By-law Requirements:

Tourism & Recreation Manager; Finance and Administration; Chad Gropp

Strategic Plan or Other Guiding Document:

Goal 3.1 – Deliver coordinated four-season cultural and recreational infrastructure, programs, and events.



September 13, 2022

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Stace Gander, Director of Community Services
Megan Dokuchie, Economic Development Officer
Allyson Pele, Manager of the Northwest Business Centre**

Re: Submission to Reseau du Nord Call for Proposals

Recommendation:

That Council approve a submission to the Reseau du Nord call for proposals to select communities that are wishing to develop their immigration capacity in Northern Ontario.

Background:

The City of Kenora had previously supported an application to the Rural and Northern Immigration Pilot (RNIP) in 2019. This pilot was aimed at attracting and retaining skilled immigrants in Canada's rural and northern communities in response to labour market challenges. Ultimately, the City of Kenora was not successful in being selected a host community in Northern Ontario, however, has advocated over the past few years to senior levels of government to expand the pilot beyond the current communities of Thunder Bay, Sudbury, North Bay, Sault Ste. Marie and Timmins.

In addition to applying to the RNIP, the City of Kenora has also worked with partner organizations such as the Association des Francophones du Nord-Ouest de l'Ontario (AFNOO), Société Économique de l'Ontario (SÉO), and Conseil de la coopération de l'Ontario to promote and facilitate opportunities for local businesses to participate in immigration programs to assist in addressing labour gaps in the community through programs like employer match-making and information sessions. These organizations exist to ensure the development and influence of the Francophone community in Northwestern Ontario.

This application is further supported by Section 10.3 of the Building Pathways to Employment in Kenora's Service Sector which references the need of attracting and retaining skilled immigrant workers. As talent shortages worsen and the Labour force ages, businesses across Canada are increasingly looking at attracting and integrating immigrants and new Canadians into their workforce. Immigrant recruitment acts as an opportunity for businesses to enhance creativity, productivity and decision making through diverse approaches; reduce training costs by hiring required international skills and experience; and improve employee relations through increased diversity.

Reseau du Nord has launched an opportunity for three additional communities to apply to increase their immigration capacity in Northern Ontario specifically targeting those that are under-served in immigration and Francophone settlement.

A budget of \$20,000 will be provided to each selected community to mobilize partners, organize and participate in activities to promote greater collaboration among

organizations, host meetings and produce an environmental scan. Selected communities are also expected to participate in the 2023 Magnetic North conference.

Budget:

Selected communities will receive \$20,000 in funding to deliver this project. Should the City of Kenora be selected, there will be some travel costs associated with attending the Magnetic North conference in June 2023 which is a condition of approval.

Risk Analysis:

There is low risk in submitting an application in response to the call for proposals.

Communication Plan/Notice By-law Requirements: None.

Strategic Plan or other Guiding Document:

Five Year Tourism and Economic Development Strategy

Objective 2.2 – Support the growth and retention of local businesses and emerging sectors.