



**City of Kenora
Committee of the Whole Agenda**

**Wednesday, November 8, 2023, 9:00 a.m.
City Hall Council Chambers**

	Pages
1. Public Information Notice As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at its November 15, 2023 meeting:- <ul style="list-style-type: none">- Adopt the 2024 Capital Budget- Amend the Investment Policy Statement	
2. Land Acknowledgement Councillor Manson	
3. Declaration of Pecuniary Interest & General Nature Thereof <ul style="list-style-type: none">3.1 On Today's Agenda3.2 From a Meeting at which a Member was not in Attendance.	
4. Confirmation of Previous Committee Minutes <ul style="list-style-type: none">- October 11, 2023 Regular Committee of the Whole- October 24, 2023 Special Committee of the Whole	
5. Deputations/Presentations <ul style="list-style-type: none">- None	
6. Reports: <ul style="list-style-type: none">6.1 Corporate Services/Finance/Human Resources<ul style="list-style-type: none">6.1.1 Council Committee Work Reports6.1.2 Investment Policy Statement Review 4 Council will adopt a new Investment Policy Statement6.1.3 Financial Status & Forecast 30 Council will review the financial status and forecast ending at September 30, 20236.1.4 Purchasing Cards Policy AF-1-2 35 Council will adopt a new Purchasing Cards Policy #AF-1-2	

6.1.5	2024 Capital Budget Approval Council will approve the 2024 Municipal Capital Budget	44
6.1.6	Human Resources Risk and Insurance Q3 Report Council will receive the Q3 report for the Human Resources, Risk & Insurance report	99
6.1.7	CC-7-1 Council Conference Travel Policy Council will adopt a new Council Conference Travel Policy	104
6.1.8	2024 Conference Options Council will discuss 2024 Conference Attendance	115
6.1.9	ROMA Delegation Requests Council will discuss Minister requests for the upcoming ROMA Conference	116
6.1.10	Corporate Services Q3 Report Council will receive the Q3 report for the Corporate Services Division	118
6.1.11	Community Safety & Well Being Q3 Report Council will receive the Q3 report of the Community Safety & Well Being Coordinator	130
6.1.12	Integrity Commissioner Appointment	133
6.2	Fire & Emergency Services	
6.2.1	Emergency Services Q3 Report Council will receive the Q3 report for the Fire & Emergency Services Division	141
6.3	Engineering & Infrastructure	
6.3.1	Engineering & Infrastructure Q3 Report Council will receive the Q3 report from the Engineering & Infrastructure Division	148
6.4	Recreation & Culture	
6.4.1	Recreation & Culture Q3 Report Council will receive the Q3 report for the Recreation & Culture Division	165
6.5	Planning & Building Services	
6.5.1	Planning & Building Q3 Report Council will receive the Q3 report for the Planning & Building Division	182
6.5.2	Zoning Bylaw Amendment D14-23-08 Council will hear an application for Zoning By-law Amendment, File No. D14-23-08, to change the zoning of the subject property from "RU" Rural Zone to "ML"	184

6.6 Economic Growth & Recovery

- 6.6.1 Economic Development & Tourism Q3 Report
Council will receive the Q3 report for the Economic
Development & Tourism Division

189

7. Other:

8. Motion- Adjourn to Closed Meeting

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

- Labour Relations (2 matters-Bargaining Update, CAO performance review)
- Educating & Training Members of Council (1 matter-Mayor update)

8.1 Labour Relations

9. Adjournment



October 28, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Re: Investment Policy Statement Review - 2023

Recommendation:

That Council hereby accepts the changes to the Investment Policy Statement (IPS) for the City of Kenora investments; and further

That in accordance with By-law Number 160-2022, public notice is hereby given that Council intends to amend the Investment Policy Statement which was passed under Authorizing By-law #47-2020; and further

That Council give three readings to a By-law to amend the IPS.

Background Information:

On February 18, 2020, Council reviewed and approved the initial IPS which was formally adopted through the Authorizing By-law #47-2020. Council is required to review and update the IPS annually. Administrative amendments are proposed by the ONE JIB, the attached IPS remains unchanged from 2022 as no revision were proposed.

The review of the IPS must consider the adequacy of funding for capital works, the City's ability to reduce other spending, and the flexibility of the time frame to payout and sensitivity of loss.

Based on the capital funding requirements for 2023 retaining this balance as MNRI (money not required immediately) will still allow for adequate funds for capital works in 2023. In reviewing the funds required for the upcoming expected obligations for the next 24 months, it is expected that the City will have the ability to meet current. There is flexibility within the fund as a portion is held in a High Interest Savings Account which gives the City access to the funds if required.

Budget: There is no expected budget impact because of this report.

Risk analysis: The risk associated with this report is low.

Communication Plan/Notice By-law Requirements: bylaw and public notice

INVESTMENT POLICY STATEMENT

FOR

THE CITY OF KENORA (the “Municipality”)

NOVEMBER 15, 2023

TABLE OF CONTENTS

OVERVIEW	1
1. GLOSSARY AND DEFINITIONS	2
2. PURPOSE AND LEGISLATIVE FRAMEWORK	6
2.1 Purpose of Policy	6
2.2 Governing Legislation.....	6
2.3 Prudent Investor Standard.....	7
3. MONEY REQUIRED IMMEDIATELY AND MONEY NOT REQUIRED IMMEDIATELY	7
3.1 Determination of MNRI and MRI	7
3.2 Overview of Portfolios.....	8
4. ROLES AND RESPONSIBILITIES	8
4.1 Role of ONE JIB.....	8
4.2 Role of Municipal Staff.....	9
4.3 Ethics and Conflicts of Interest.....	9
5. INVESTMENT	10
5.1 MRI: Short-Term Funds.....	10
5.1.1 Short-Term Funds: Investment Objectives	10
5.1.2 Short-Term Funds: Eligible Investments	10
5.2 MNRI: Long-Term Funds.....	11
5.2.1 Long-Term Funds: Investment Objectives.....	11
5.2.2 Long-Term Funds: Eligible Investments	12
5.2.3 Long-Term Funds: Sinking Funds	13
5.2.4 Long-Term Funds: Local Distribution Corporation (LDC) Securities	13
5.3 Third-Party Trust Funds and Designated Funds	13
5.4 Investment Management.....	14
5.4.1 Investment Management of Short-Term Funds	14
5.4.2 Investment Management of Long-Term Funds.....	14
5.5 Transition to Prudent Investor Regime	14
5.6 Investment Constraints.....	14
5.6.1 Environmental, Social and Governance (ESG) Investing.....	14
5.6.2 Securities Lending.....	15
5.6.3 Derivatives	15
5.6.4 Use of Leverage	15
5.6.5 Pooled Funds.....	15

5.6.6 Currency Hedging 15

5.6.7 Prohibited Investments 16

5.7 Performance Monitoring, Rebalancing and Management 16

5.7.1 Short-Term Funds 16

5.7.2 Long-Term Funds 16

6. ADMINISTRATIVE POLICIES 17

6.1 Flow of Funds and Annual Municipal Budget 17

6.1.1 Transfer to ONE JIB as Part of Budget Process 17

6.1.2 Transfer to Municipality as Part of Budget Process 17

6.2 Flow of Funds Otherwise than through the Budget Process 17

6.2.1 Surplus Funds 17

6.2.2 Contingencies 17

6.3 Valuation of Investments 18

6.4 Voting Rights 18

6.5 Internal Controls 18

6.6 Custodians 18

6.7 Reporting 18

6.7.1 Short-Term Funds 18

6.7.2 Long-Term Funds 18

7. APPROVAL, SUBSEQUENT MODIFICATIONS AND EFFECTIVE DATE 19

7.1 Revocation / Amendment of Previous Investment Policy 19

7.2 Modifications to the IPS 19

7.3 Effective Date 19

Schedule A Third-Party Trust Funds and Designated Funds 21

Appendix I: ONE JIB Agreement [Error! Bookmark not defined.](#)

Appendix II: Investment Policy for Short-Term Funds [2224](#)

The City of Kenora

Investment Policy Statement

OVERVIEW

Municipalities that are subject to the *Municipal Act, 2001* (the “**Act**”) have no general power to invest money. Such powers must be found either in express provisions of the Act or by necessary implication.

Historically, municipalities that are subject to the Act had very limited express investment powers under section 418 of the Act. Section 418 continues to apply to all municipalities that are subject to the Act unless they elect to pass a by-law pursuant to the new section 418.1. Section 418 of the Act provides that “money that is not required immediately” can only be invested in securities prescribed by the Province in O. Reg. 438/97 (the “**Regulation**”). These prescribed securities are generally referred to as the “Legal List Securities” and are included in Part I of the Regulation.

Effective January 1, 2019, the new section 418.1 of the Act came into force. Section 418.1 provides that “money that is not required immediately” can be invested under that section in any security, provided that in making the investment the municipality exercises the care, skill, diligence and judgment that a prudent investor would exercise in making the investment. If a municipality elects to pass a by-law under section 418.1, the effect will be that its “money that is not required immediately” must be invested in accordance with the prudent investor regime. The rules, conditions and procedures that apply to investments under section 418.1 are set out in Part II of the Regulation.

Investing “money that is not required immediately” (MNRI) in Legal List Securities or in accordance with the prudent investor regime are mutually exclusive alternatives. That is to say, section 418 does not apply to a municipality that has adopted the prudent investor regime under section 418.1.

Every municipality, regardless of whether section 418 or 418.1 applies to it, has MNRI and also money that is required immediately (MRI). Municipalities retain the management and control of their MRI. The Act does not include any express provisions that deal with the investment of MRI. However, it is consistent with prudent practice to invest such money until it is actually spent, in order to preserve the capital value of that money. Accordingly, it is necessarily implied that a municipality has the power to invest such money on a short-term basis. Because the Act is silent as to how municipalities are to deal with MRI and because of the historical investment powers under the Act, a conservative approach is to invest MRI in appropriate Legal List Securities.

Municipalities that elect to pass a by-law pursuant to the new section 418.1 include in their investment policy (i) the basis upon which they distinguish between MNRI and MRI, and (ii) principles governing the investment of each category of money. This Investment Policy Statement (IPS) is intended to respond to the foregoing requirements

1. GLOSSARY AND DEFINITIONS

The following capitalized terms are defined terms which have the meanings set out below:

Act: means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.

Agent: means any administrator, Custodian, payment servicer, portfolio manager, investment counsel, consultant, banker, broker, dealer or other service provider engaged or appointed by ONE JIB and authorized by ONE JIB to exercise any of the functions of ONE JIB pursuant to a written agreement, in the manner and to the extent provided in the Regulation and without limiting the generality of the foregoing, Agent includes ONE Investment.

Asset Class: An asset class is a specific category of assets or investments, such as cash, fixed income, equities, alternative investments, real estate etc.

Asset Mix (or Asset Allocation): means the proportion of each asset class in a portfolio. Asset classes include bank deposits, money market securities, bonds and equities, among other things.

Authorizing By-law: means a by-law of a Founding Municipality which authorizes: (i) the entering into of the Initial Formation Agreement; (ii) the establishment of ONE JIB; (iii) the approval of the Client Questionnaire and the adoption of the IPS; and (iv) the entering into of the ONE JIB Agreement.

Benchmark: means an index that is representative of a specific securities market (e.g. the S&P/TSX Composite Index, the FTSE/TMX 91 Day T-bill Index, etc.) against which investment performance can be compared. Performance benchmarks refer to total return indices in Canadian dollar terms.

CFA Institute: refers to the global, not-for-profit professional association that administers the Chartered Financial Analyst (CFA) and the Certificate in Investment Performance Measurement (CIPM) curricula and examination programs worldwide, publishes research, conducts professional development programs, and sets voluntary, ethics-based professional and performance reporting standards for the investment industry.

Credit Risk: means the possibility of a loss resulting from a borrower's failure to repay a loan or meet contractual obligations. That is, the risk that a lender may not receive the owed principal and interest.

Custodian: means a specialized financial institution that is responsible for safeguarding a municipality's investments and is not engaged in "traditional" commercial or consumer/retail banking. Global custodians hold investments for their clients in multiple jurisdictions around the world, using their own local branches or other local custodian banks ("sub-custodians" or "agent banks").

Derivative: A derivative is a contract between two or more parties whose value is based on an agreed-upon underlying financial asset (like a security) or set of assets (like an index). Common underlying instruments include bonds, commodities, currencies, interest rates, market indexes, and stocks.

Environmental, Social and Governance (ESG) Investing: means considering and integrating ESG factors into the investment process, rather than eliminating investments based on ESG factors alone. Integrating ESG information can lead to more comprehensive analysis of a company.

External Portfolio Managers: means external third-party investment management firms whose investment offerings are accessed by ONE JIB directly or through services provided to a Pooled Fund. External Portfolio Managers are agents authorized by ONE JIB in accordance with Part II of the Regulation.

Interest Rate Risk: refers to the possibility that the value of a bond or other fixed-income investment will suffer as the result of a change in interest rates. Interest rate risk can be managed to help improve investment outcomes.

Internal Controls: means a system of controls that may include authorities, policies, procedures, separation and segregation of duties, compliance checks, performance measurement and attribution, reporting protocols, measures for safekeeping of property and data, and the audit process.

Investment Plan: means the investment plan applicable to the Long-Term Funds investments and adopted by ONE JIB under the Regulation, as it may be amended from time to time.

Investment Policy Statement (IPS): means the investment policy applicable to the Municipality's investments adopted and maintained by the Council of the Municipality for Long-Term Funds under the Regulation, and for Short-Term Funds, as the same may be amended from time to time. The IPS may also apply to the money and investments held by the Municipality for the benefit of persons other than the Municipality itself and may make reference to source(s) of money in which the Municipality may have an indirect interest but which the Municipality has no authority to invest.

JIB: is short for Joint Investment Board and means a joint municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of Part II of the Regulation.

Legal List Securities: means the securities and other investments and financial instruments that are included from time to time in Part I of the Regulation.

Leverage: means an investment strategy of using borrowed money—specifically, the use of various financial instruments or borrowed capital—to increase the potential return of an investment. Typically leverage also tends to increase investment risks.

Local Distribution Corporation or LDC: means a corporation incorporated under section 142 of the *Electricity Act, 1998*.

Long-Term Funds: means money that the municipality has defined as long-term and characterized as money that is not required immediately by the Municipality as described in section 5.2. Monies that are Long Term Funds will be invested in accordance with the Prudent Investor Standard.

Modern Portfolio Theory: means a theory of portfolio management that looks towards the portfolio as a whole, rather than towards the prudence of each investment in the portfolio. This is found in the CFA Institute Standards of Practice Handbook.

Municipality: means the City of Kenora.

ONE JIB: means ONE Joint Investment Board, established by certain founding municipalities under section 202 of the Act as a JIB for purposes of Part II of the Regulation, which is the duly appointed JIB for the Municipality, as constituted from time to time and which acts in accordance with the Act, the Regulation, the ONE JIB Agreement, including the Terms of Reference, this IPS and the Investment Plan.

ONE JIB Agreement: means the agreement effective as of July 2, 2020, entered into in accordance with the requirements of the Regulation, pursuant to which ONE JIB has control and management of the Municipality's Long-Term Funds.

Outcome: in the context of the municipality's IPS the word 'outcome' is used interchangeably with 'solutions'. Investment outcomes are a set of investment allocations with varying risk/return characteristics. The outcomes assigned to each investor are intended to reflect the needs and circumstances of the municipality. MNRI may be invested into several outcomes based on the characteristics of the municipality's accounts/reserves and its saving and spending needs.

ONE JIB's Outcome Framework: a set of Investment Outcomes designed by the ONE JIB to categorize the potential goals of investing MNRI. Each Outcome has a unique Asset Allocation with risk/return characteristics that are aligned with the intended use of the funds assigned to the outcome.

Participating Municipality: means from time to time each of the municipalities for whom ONE JIB acts as the JIB under the terms of the ONE JIB Agreement.

Pooled Fund: means a unit trust established under a trust instrument, generally not available to the public, in which institutional, sophisticated or high net worth investors contribute funds that are invested and managed by an External Portfolio Manager. Funds are pooled or combined with funds of other investors.

Portfolio: means any collection of funds that are grouped together and required for specific purposes.

Proxy Voting: means a legal transfer to another party of a shareholder's right to vote thereby allowing shareholders who cannot attend meetings to participate. External Portfolio Managers usually vote proxies on behalf of their clients.

Prudent Effective Date: means July 2, 2020, the date on which the prudent investor regime applies to the Municipality.

Prudent Investor Standard: means the standard that applies when the Municipality invests money that it does not require immediately under section 418.1 of the Act. It requires the Municipality to exercise the care, skill, diligence and judgment that a prudent investor would exercise in making such an investment and the standard does not restrict the securities in which

the Municipality can invest. The Prudent Investor Standard makes use of Modern Portfolio Theory and applies the standard of prudence to the entire portfolio in respect of the Municipality's Long-Term Funds rather than to individual securities. It identifies the fiduciary's central consideration as the trade-off between risk and return as found in the CFA Institute Standards of Practice Handbook.

Regulation: means Ontario Regulation 438/97.

Risk: means the uncertainty of future investment returns.

Risk Tolerance: means the financial ability and willingness to absorb a loss in return for greater potential for gains.

Securities Lending: means loaning a security to another market participant. The borrower is required to deliver to the lender, as security for the loan, acceptable collateral with value greater than the value of the securities loaned. The Securities Lending program is managed by the Custodian on behalf of investors. A Securities Lending program is widely used by institutional investors to generate additional marginal returns on the total portfolio.

Short-Term Funds: means money that is required immediately by the Municipality as described in section 5.1 and which remains under the control and management of the Municipality. The funds can be invested in appropriate Legal List Securities.

Sinking Fund: means a fund established to fulfil the requirements to make annual contributions in respect of various debenture issues wherein money is to be regularly set aside for the payment of the principal of the debentures at maturity.

Sinking Fund Required Contributions (Annual Sinking Fund Requirement): means the amount of money to be set aside each year for deposit into a sinking fund or a retirement fund, as applicable, for each sinking fund and term debenture issue in accordance with the Municipality's debenture by-laws.

Sinking Fund Required Earnings: means the investment earnings needed for the Sinking Fund Contributions to continue to grow to a value sufficient to repay the principal at maturity for each issue of sinking fund and term debentures.

Sinking Fund Excess Earnings: means the investment earnings in excess of the required earnings.

2. PURPOSE AND LEGISLATIVE FRAMEWORK

2.1 Purpose of Policy

This IPS governs the investment of the Municipality's MNRI and MRI. It is intended, among other things, to direct the Manager of Finance/Treasurer in the investment of MRI and to direct ONE Joint Investment Board (ONE JIB) in the investment of MNRI by implementing the Authorizing By-law #37-2021 pursuant to which the Municipality authorized the establishment of guidelines for the prudent management of the Municipality's MNRI pursuant to section 418.1 of the Act.

In addition to the Municipality's MRI and MNRI, the Municipality is from time to time entrusted with the management of money and investments for a third-party beneficiary ("third-party trust funds").

There are also source(s) of money in which the Municipality may have an indirect interest but which the Municipality currently has no authority to invest. Such source(s) of money, referred to in this IPS as "designated funds", are listed in Schedule A attached hereto. The designated funds are identified in this IPS for the sole purpose of enabling the Municipality to better see, on an aggregated basis, the various financial assets in which the Municipality has an interest. The Municipality is not responsible for the investment activities or performance of designated funds.

The goals of this IPS are to:

- Define and assign responsibilities for investment of MRI and MNRI;
- Describe the Municipality's responsibilities with respect to third-party trust funds and designated funds
- Ensure compliance with the applicable legislation;
- Direct ONE JIB as to the Municipality's investment goals and risk tolerance;
- Provide guidance and limitations regarding the investments and their underlying risks;
- Establish a basis of evaluating investment performance and the underlying risks; and,
- Establish a reporting standard to Council.

This IPS applies to employees of the Municipality, to ONE JIB and to the employees of ONE Investment. ONE JIB, the Manager of Finance/Treasurer, and any agent or advisor providing services to ONE JIB in connection with the investment of the portfolio shall accept and strictly adhere to this IPS.

2.2 Governing Legislation

Investments of MRI will, in accordance with this IPS, only be made in Legal List Securities.

Investments of MNRI are governed by the Prudent Investor Standard in accordance with Section 418.1 of the Act. This standard is similar to that which governs trustees and pension fund administrators and creates a fiduciary responsibility. Prudent investment in

compliance with the Act and the Regulation enhances the potential for the Municipality to earn improved risk-adjusted rates of return.

Money and investments that the Municipality holds as third-party trust funds or has an interest in as designated funds will be subject to applicable legislation and any related agreements or instruments.

The Act provides that the Municipality must consider the following criteria in planning investments of MNRI, in addition to other criteria relevant to the circumstances:

- General economic conditions;
- The possible effect of inflation or deflation;
- The role that each investment plays within the Municipality's total portfolio of investments;
- The expected total return from income and the appreciation of capital; and
- Needs for liquidity, regularity of income and preservation or appreciation of capital.

2.3 Prudent Investor Standard

For MNRI, the standard to be used by the Municipality and ONE JIB shall be the Prudent Investor Standard as required by section 418.1 of the Act and Part II of the Regulation in the context of managing the Municipality's MNRI and investments thereof. Investments shall be made with the care, skill, diligence, and judgment, taking into account the prevailing circumstances that persons of prudence, discretion and integrity would exercise in the management of investments, considering the necessity of preserving capital as well as the need for income and appreciation of capital. The Act includes a duty to obtain the advice that a prudent investor would obtain under comparable circumstances.

As well, the Prudent Investor Standard makes use of Modern Portfolio Theory, which looks towards the portfolio as a whole, rather than towards the prudence of each investment in the portfolio.

Officers, employees and investment agents acting in accordance with written procedures and the IPS and exercising due diligence shall take all necessary actions to optimize performance of investments on a portfolio basis, taking into account the prescribed risk and other parameters set out in this IPS and market factors. The Municipality's staff acting in accordance with written procedures and this IPS, shall be relieved of personal responsibility for an investment's performance, provided underperformance relative to expectations is reported to Council and the liquidation or sale of investments is carried out in accordance with this IPS.

3. MONEY REQUIRED IMMEDIATELY AND MONEY NOT REQUIRED IMMEDIATELY

3.1 Determination of MNRI and MRI

Determination of the Municipality's MNRI is the responsibility of Council. In making the determination, Council may consider:

- the time horizon within which the monies are needed to meet financial obligations;
- the purpose for which the monies have been collected or set aside and are to be used;
- the source of the money; or
- any combination of the foregoing

The Municipality's MNRI will be comprised of money that is to be used to meet financial obligations that become due more than 24 months from the date of receipt of such money by the Municipality.

For certainty, all money and investments of the Municipality that have not been identified as MNRI (other than third-party trust funds and any designated funds referenced in Section 2.1) shall be deemed for purposes of this IPS to be MRI.

Determination of the Municipality's MNRI and MRI may be modified at any time and from time to time by action of Council and with respect to specific funds by the Manager of Finance/Treasurer in accordance with the provisions of Section 6.2.

Any changes in this IPS regarding the Municipality's MNRI and MRI must be communicated immediately in writing to ONE JIB.

3.2 Overview of Portfolios

The Municipality's portfolios represent funds required for specific purposes. A high-level description of each of these portfolios and their objectives is provided in Section 5 below. This IPS applies to the following money of the Municipality, its agencies, boards and commissions including:

- MRI which is invested in Legal List Securities; and/or
- MNRI which is invested under the Prudent Investor Standard.

4. ROLES AND RESPONSIBILITIES

4.1 Role of ONE JIB

ONE JIB has been appointed by the Municipality in accordance with the requirements of the Act and the Regulation and on the terms and conditions set out in the ONE JIB Agreement (Appendix I).

ONE JIB exercises control and management of the Municipality's MNRI and the investments made by it in accordance with the objectives and risk tolerance established in this IPS.

Among the responsibilities of ONE JIB are the following:

- Reviewing this IPS;
- Adopting and maintaining an Investment Plan that complies with this IPS;

- Engaging External Portfolio Managers, Custodians, administrators and other investment professionals (Agents);
- Allocating the money and investments under its control and management among External Portfolio Managers;
- Monitoring the performance of the Agents; and,
- Reporting to the Municipality.

The foregoing is subject to the more detailed terms and conditions contained in the ONE JIB Agreement.

4.2 Role of Municipal Staff

This IPS is approved and adopted by Council with input from the Manager of Finance/Treasurer, and from ONE JIB with respect to MNRI. MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, remain under the control and management of the Manager of Finance/Treasurer.

Consistent with this IPS, the Manager of Finance/Treasurer is responsible for the implementation of the investment program and the establishment of investment procedures which shall include:

- Investment management of MRI and any third-party trust funds referenced in Section 2.1 by, or under the direction of, the Manager of Finance/Treasurer;
- The deposit or withdrawal of MNRI, under the explicit delegation of authority regarding MNRI, and the investment thereof, to ONE JIB, which is responsible for the control and management of such funds and investments; and,
- A system of controls exercised by the Manager of Finance/Treasurer to regulate the activities of subordinate officials.

No person including, without limitation, ONE JIB, may engage in an investment transaction except as provided under the terms of this IPS.

In the management of MRI of the Municipality, and any third party trust funds referenced in Section 2.1, the Manager of Finance/Treasurer may engage one or more agents and service providers. ONE Investment can assist with the investment of the Municipality's MRI, in Legal List Securities, and with the investment of third-party trust funds, in accordance with the terms of the applicable trust, if permitted, at the request of the Municipality.

4.3 Ethics and Conflicts of Interest

Individuals who are responsible for the City of Kenora's Short-Term Portfolio shall comply with the City of Kenora's conflict of interest guidelines and the relevant sections of the CPA Code of Professional Conduct.

ONE JIB, in its capacity as a joint municipal service board, in addition to being a local board of each member Municipality is subject to a Code of Conduct as required by the Municipal Act, 2001 (the "Act"). This Code of Conduct applies to the Chair and the other Members of ONE JIB acting in their capacity as Members of ONE JIB.

5. INVESTMENT

5.1 MRI: Short-Term Funds

The Municipality's MRI is described in this IPS as Short-Term Funds. Short-Term Funds consist of money needed to meet the short-term financial obligations of the Municipality and are controlled and managed by the Manager of Finance/Treasurer.

5.1.1 *Short-Term Funds: Investment Objectives*

The main focus of the investment of Short-Term Funds is cash management, and the interest income generated by the investment of these funds contribute to municipal revenues.

Capital preservation is the paramount objective for short-term investments, and these investments need to be highly liquid. Consequently, only high quality, short-term investments that are also Legal List Securities will be held in this portfolio. The Municipality may invest in fully liquid money market securities and deposit accounts. The Municipality aims to maximize returns subject to the constraints set out in Part I of the Regulation, as amended from time to time, with a view to preserving capital and to further manage risk through diversification by issuer and credit quality.

5.1.2 *Short-Term Funds: Eligible Investments*

Short Term Funds may be invested in high quality, short-term investments that are also Legal List Securities available from banks, dealers and other financial institutions. Investments issued or guaranteed by approved institutions will be permitted by this Policy, as deemed eligible by Ontario Regulation 438/97 or as authorized by subsequent provincial regulations. Investments will be limited to securities issues maintaining a minimum credit rating by an appropriate credit rating agency.

Eligible investments include the following offerings by ONE Investment:

- ONE Investment High Interest Savings Account;
- ONE Investment Money Market Portfolio; and,
- ONE Investment Canadian Government Bond Portfolio

Investment in the foregoing is subject to the Municipality entering into the prescribed Agency Agreement with LAS and CHUMS.

The investment objectives for short term funds, ranked in priority, are as follows:

a) Security of Principal

The primary objective for MRI is to ensure the security of principal. To minimize the risk of loss, investments shall be subject to minimum credit ratings and shall be diversified by maturity, type of investment and issuer. Investing activities will be reviewed on a regular basis as actual, revised and forecasted operating and capital plans are completed.

Maturity dates should be staggered so that investment cash inflows occur throughout the year.

b) Liquidity Requirements

Liquidity is measured by the ease with which securities can be converted to cash to meet forecast spending. The investments that are eligible under Ontario's Eligible Investments and Related Financial Agreements Regulation possess different features and thus market prices will vary depending on market conditions, as well as the particular features of the type of investment.

To ensure adequate liquidity, the Municipality's investments shall be diversified by holding securities of various terms to maturity and by various types of investments and issuers and to the extent possible, the term of such investments shall match the forecasted requirements for such funds to meet expenditures.

c) Rate of Return

The Municipality's funds shall be invested to maximize the rate of return within acceptable risk levels while respecting the security of principal, legal constraints and the adequate liquidity needs of each investment portfolio.

The composition of each portfolio, including its term to maturity and type of investments, shall be adjusted within the guidelines of this Policy to take advantage of market opportunities. Such changes shall be made with the periodic interest rate outlook and target portfolio structure approved by the Treasurer.

5.2 MNRI: Long-Term Funds

The Municipality's MNRI is described in Section 3.1 as Long-Term Funds. In accordance with the ONE JIB Agreement and this IPS, ONE JIB has exclusive control and management of the Long-Term Funds and the investments made therewith.

From time to time, the Municipality may require money immediately to meet financial obligations and may require ONE JIB to liquidate one or more investments in order to generate money to pay those obligations. ONE JIB will select the investment(s) to be liquidated. The timing of such liquidation will be determined by ONE JIB in consultation with the Manager of Finance/Treasurer.

5.2.1 Long-Term Funds: Investment Objectives

In setting the objectives noted below, the Municipality has taken into account the following considerations:

- Preservation of capital;
- Adequate liquidity that takes into account the needs of financial obligations and reasonably anticipated budgetary requirements;
- Diversification by asset class, market, sector, issuer, credit quality and term to maturity;
- Income and capital appreciation; and,

- Macro risks, such as inflation, economic growth and interest rates.

The municipality's Investment objectives for its Long-Term funds (MNRI) can be achieved via allocations to the Outcomes defined within the ONE JIB's Outcome Framework. A summary of this framework is described in Table 1 below.

Table 1:

Outcome Category	Outcome Strategy	Objective	Risk Tolerance, Liquidity	Investment Horizon
Cash	Cash	Preservation of Capital	Low risk; high liquidity	< 3 years
Stable Return	Stable Return	Income Generation; To generate returns to fund recurring needs	Moderate risk with emphasis on growth and stable returns, regular liquidity	> 5 years (Perpetual)
Contingency	Contingency	Contributions for unexpected and infrequent events	Higher risk; emphasis on longer-term capital growth with some liquidity	> 5 years (Perpetual)
	Asset Mgt Reserves	Contributions to generate returns to fund asset management reserves	Higher risk; emphasis on longer-term capital growth with some liquidity	> 10 years (Perpetual)
Target Date	Target Date 3-5 yrs	Preservation of capital	Low risk; high liquidity	3 – 5 years
	Target Date 5-10 yrs	Contributions toward capital projects, mitigate inflation impacts and meet target funding requirements	Moderate risk, liquid	5 – 10 years
	Target Date 10+ yrs	Contributions toward capital projects, mitigate inflation impacts and meet target funding requirements	Higher risk, emphasis on long-term inflation-adjusted growth	> 10 years

Investment of Long-Term Funds is managed by ONE JIB, which balances expected investment risks and returns to generate asset mixes that create outcomes to meet the Municipality's needs and risk tolerances. Risk mitigation is achieved primarily through the diversification of investment types. For example, assets will be invested in a mix of fixed income, equity, and other investments in order to help balance volatility and returns. Returns have an impact on revenues, as well as a longer-term impact on future years' budgets and should, at a minimum, keep pace with inflation. To the extent possible, the Long-Term Funds' investment horizons are aligned with the Municipality's obligations and cash flow requirements and may consist of liquid and non-liquid securities based on future cash flow requirements.

5.2.2 Long-Term Funds: Eligible Investments

Eligible investments for Long-Term Funds include any Pooled Fund or other collective investment vehicle or institutional investment management product sponsored or managed by ONE Investment for the Prudent Investment Program (Prudent Investment Offering), provided always that the products and the selection of products comply in all material respects with the IPS and that the ONE JIB has approved them as part of the municipality's investment plan.

Additionally, nothing in this IPS prevents Long-Term Funds from being held in cash, short term money market instruments, or overnight deposits.

5.2.3 Long-Term Funds: Sinking Funds

N/A

5.2.4 Long-Term Funds: Local Distribution Corporation (LDC) Securities

The direct investment in LDC shares and/or promissory notes, as may be applicable, prior to July 2, 2020, shall be permitted and included as part of the Long-Term Funds/MNRI held by ONE JIB. Specific details of this investment shall be approved by Council in its sole and absolute discretion, and ONE JIB shall adhere to all terms and conditions as directed. More specifically, ONE JIB shall be prohibited from selling, transferring, assigning, or pledging the LDC shares.

LDC shares are considered restricted, special assets and remain in the custody of the City of Kenora. LDC shares are to be reviewed as separate standalone investments with the subject matter expertise and administrative functions remaining under the purview of the City of Kenora. Council retains direct, de facto control of the LDC shares and ONE JIB shall adhere to all terms and conditions as directed. More specifically, Council controls all acquisition and disposition decisions related to current and future LDC assets. Any voting related to LDC shares will be undertaken solely by the City of Kenora.

The investment in LDC shares will not be included in calculations regarding asset mix/allocations or other constraints that apply to the Long-Term Funds.

5.2.5 Long-Term Funds: City of Kenora debt

Debt required by the City for capital projects has been issued internally to the Citizens' Prosperity Trust Fund. These investments will be included as part of the Long-Term Funds. ONE JIB will be prohibited from selling the debentures without the consent of the Municipality.

5.3 Third-Party Trust Funds and Designated Funds

In addition to the Municipality's own money, the Municipality is from time to time entrusted with third-party trust funds, and the Municipality's responsibilities and obligations with respect thereto may be subject to other legislation and governed by other agreements and instruments. To the extent that there is any conflict or inconsistency between the provisions of this IPS and the terms and conditions contained

in such other legislation, agreements or instruments applicable to third-party trust funds, the latter shall prevail.

The Municipality's third-party trust funds and the designated funds are listed in Schedule A.

For certainty, the third-party trust funds and the designated funds are not MNRI of the Municipality, and such funds are not under the control or management of ONE JIB.

5.4 Investment Management

5.4.1 Investment Management of Short-Term Funds

The investment of Short-Term Funds shall be controlled and managed by the Manager of Finance/Treasurer.

5.4.2 Investment Management of Long-Term Funds

The investment of Long-Term Funds shall be controlled and managed by ONE JIB in accordance with this IPS. An investment advisor shall be retained by ONE JIB to define and manage the asset allocation using External Portfolio Managers.

Competent External Portfolio Managers shall be appointed by ONE JIB and they shall enter into an agreement with ONE Investment that complies with this IPS and Part II of the Regulation and provide compliance and performance reports. In accordance with the applicable regulatory requirements, ONE JIB shall make any External Portfolio Manager changes deemed in the best interest of the Municipality. For each External Portfolio Manager, ONE Investment shall agree on a set of operational guidelines including constraints, discretion limits, diversification and quality standards, and performance expectations, which are documented in each External Portfolio Manager's guidelines.

5.5 Transition to Prudent Investor Regime

The MNRI of the City of Kenora includes a portfolio of bonds that have been pledged to the ONE JIB and held in a custodial account associated with the ONE JIB. This portfolio of bonds reflects balances of the Citizens Prosperity Trust Fund that totalled \$3.043 million as at December 31, 2022. Proceeds from any maturities of these bonds or coupon interest received will be transitioned into ONE Investment Prudent Investor funds or ONE HISA by ONE Investment accruing to the City's Investment Plan. The liquidation of this bond portfolio and transition of the proceeds into ONE Investment Funds/ONE HISA can be accelerated, as directed by the City at any time.

5.6 Investment Constraints

5.6.1 Environmental, Social and Governance (ESG) Investing

The City believes that well-managed companies are those that demonstrate high ethical and environmental standards and respect for their employees, human rights, and the

communities in which they do business, and that these actions contribute to long term financial performance.

The City of Kenora supports ESG investing for Short-Term and Long-Term Funds. The Manager of Finance/Treasurer is required to invest in instruments that support responsible ESG principles, where appropriate.

For the investment of Long-Term Funds, ONE JIB is required to explore how External Portfolio Managers are implementing responsible investing principles at the time of hiring and during periodic reviews. It may report on results periodically, if requested. Accommodating specific ESG considerations may not be possible either due to availability or to costs.

5.6.2 *Securities Lending*

For the investment of Short-Term Funds, securities lending is permitted through ONE Investment Program investments only.

For the investment of Long-Term Funds, the Municipality may invest in pooled funds, and other investment funds that are controlled by an External Portfolio Manager who may engage in Securities Lending if the policies of the External Portfolio Manager that apply to such pools permit such an action.

5.6.3 *Derivatives*

Derivatives may not be used for speculative purposes. They may be used for the investment of Long-Term Funds where they are fully covered by a backing asset, e.g., as for currency or other hedging, to change portfolio duration or in covered call strategies.

5.6.4 *Use of Leverage*

Nothing in this IPS prevents the use of leverage, provided it is prudent to do so. Leverage is inherent in the use of certain types of investment strategies and instruments. Where leverage is employed, ONE JIB (for MNRI) and the Manager of Finance/Treasurer (for MRI) shall have in place monitoring procedures to manage overall exposure to any counterparty and in the aggregate Leverage is not a strategy currently employed by ONE JIB but may be considered at a later date.

5.6.5 *Pooled Funds*

All investment strategies may be pursued directly through holdings of corporate and government issuers and indirectly via pooled funds and investment funds or any combination thereof. The investment strategies may also include allocations to cash or short-term investment vehicles.

5.6.6 *Currency Hedging*

The Short-Term Portfolio will not utilize currency hedging.

The Municipality's funding requirements are in Canadian dollars. However, some exposure to foreign currencies in the Long-Term Portfolio is expected and necessary to provide diversification and potentially enhance returns. Therefore, it shall not be a violation of this IPS for investments in global mandates to be unhedged, in whole or in part, where the diversification benefits embedded in the currency exposure are considered to be beneficial or desirable by ONE JIB.

5.6.7 Prohibited Investments

Investments in no event may be made in foreign direct investment in countries subject to Canadian or UN economic sanctions.

5.7 Performance Monitoring, Rebalancing and Management

5.7.1 Short-Term Funds

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. Authorized employees exercising due diligence shall be relieved of personal responsibility for an individual investment's credit risk or market price changes.

The Manager of Finance/Treasurer is responsible for establishing controls for performance monitoring, rebalancing and management of Short-Term Funds, in accordance with this IPS. If an investment is, in the Manager of Finance/Treasurer's opinion, not consistent with the investment objectives set out in this IPS, the Manager of Finance/Treasurer will report the inconsistency to Council within 30 days after becoming aware of the inconsistency, and corrective action will be taken.

5.7.2 Long-Term Funds

For the investment of Long-Term Funds, each account's asset mix will be monitored on a periodic basis by ONE JIB. Should the asset mixes deviate outside the ranges set out in the Investment Plan, the account will be rebalanced as soon as practicable taking into consideration variations in market liquidity and the investment objectives. Cash inflows /outflows will be used to rebalance as much as possible. If they are insufficient, investments will be sold in a commercially reasonable manner and reallocated as required.

Investments are expected to achieve returns at least equal to their benchmarks measured over a rolling five-year period. ONE JIB shall provide at least annual reporting described in Section 6.7 that demonstrates the Municipality's holdings, declares compliance with this IPS and shows External Portfolio Manager performance.

6. ADMINISTRATIVE POLICIES

6.1 Flow of Funds and Annual Municipal Budget

6.1.1 *Transfer to ONE JIB as Part of Budget Process*

On an annual basis, as part of the Municipality's budget process, the Municipality shall identify the amount, if any, of Long-Term Funds that it holds. Any Long-Term Funds not already under the control and management of ONE JIB shall be transferred to ONE JIB as soon as practicable.

6.1.2 *Transfer to Municipality as Part of Budget Process*

On an annual basis, as part of the Municipality's budget process, ONE JIB shall be notified by the Manager of Finance/Treasurer as to the amount, if any, required by the Municipality from the Long-Term Funds then under the control and management of ONE JIB for the Municipality's operational purposes. Such amount shall be deemed to be Short-Term Funds and shall be returned to the Municipality in a lump sum or by way of periodic payments, as directed by the Manager of Finance/Treasurer.

6.2 Flow of Funds Otherwise than through the Budget Process

6.2.1 *Surplus Funds*

The Short-Term Funds capture revenues received by the Municipality during each year after the approval of the Municipality's budget for the year. Any amounts deemed to be surplus by the Manager of Finance/Treasurer at any such time during the year shall be transferred to ONE JIB to be under its management and control as Long-Term Funds. Amounts so transferred will be recorded annually in the Investment Plan and allocated by ONE JIB in accordance with the Investment Plan.

6.2.2 *Contingencies*

The Manager of Finance/Treasurer is authorized, from time to time after the approval of the Municipality's budget, to direct ONE JIB to return any amounts determined by the Manager of Finance/Treasurer to be required to meet expenditures for unexpected contingencies not anticipated by the Municipality's budget in force for that year, provided however that the aggregate of the amounts to be returned to the Municipality under this Section 6.2.2 during the year shall not exceed 25% of the Long-Term Funds under the control and management of ONE JIB as at the date that the Municipality approved its budget for the year (the Budgeted Long-Term Funds). In determining the Budgeted Long-Term Funds for purposes of calculating the 25% limit, any Long-Term Funds to be transferred to the control and management of ONE JIB in accordance with that year's budget pursuant to Section 6.1.1 shall be included and any amount to be returned by ONE JIB to the Municipality pursuant to Section 6.1.2 shall be excluded.

6.3 Valuation of Investments

Investments shall be valued according to the values provided by the Custodian(s). For the investment of Long-Term Funds, values of unitized vehicles shall be valued according to the unit values published daily by the Custodian. Other investments shall be valued at their market value when that is available from regular public trading. If a market valuation of an investment is not available, then a fair value shall be supplied by the External Portfolio Manager to the Custodian no less frequently than quarterly.

6.4 Voting Rights

Subject to the provisions of Section 5.2.4 with respect to LDC securities, where External Portfolio Managers have been appointed, such External Portfolio Managers shall assume the responsibility of exercising voting rights and will report their voting policies to ONE JIB annually. The Municipality may access these policies at any time.

6.5 Internal Controls

The Manager of Finance/Treasurer shall establish an annual process of review of all investments made under this IPS. This review will provide internal control by assuring compliance with governing legislation and with policies and procedures established by the Manager of Finance/Treasurer. To the extent ONE JIB's input is needed, these requirements will be communicated in advance to ONE JIB.

6.6 Custodians

All investments and assets of the investment portfolios shall be held by a Custodian and any of the Custodian's sub-custodians or nominees. For Long-Term Funds, the Custodian shall be acceptable to ONE Investment. For Short-Term Funds the Custodian shall be acceptable to ONE Investment if ONE Investment is administering the investment of the Municipality's Short-Term Funds, otherwise the Custodian shall be acceptable to the Municipality.

6.7 Reporting

6.7.1 Short-Term Funds

For the investment of Short-Term Funds, the Manager of Finance/Treasurer shall report at least annually to Council, such report to be in such form and contain such content as Council may request. The report to Council shall include investment performance during the period covered and such other information as required under regulation and as the Manager of Finance/Treasurer may consider to be pertinent.

6.7.2 Long-Term Funds

The Regulation provides that ONE JIB shall submit an investment report to Council in respect of the investment of Long-Term Funds at least annually. Such report shall include the following.

- Investment performance during the period covered by the report;
- Asset mix of the total portfolio;
- A listing of individual investments held at the fund level at the end of the reporting period showing, where appropriate, their average term to maturity and yield relative to the benchmark, book value, market value, realized/unrealized gains/losses and actual income received;
- Dates of all transactions including the purchase and sale prices;
- A statement by the Manager of Finance/Treasurer as to whether all investments were made in accordance with the IPS and as to whether all investments were made in accordance with the Investment Plan; and
- Any other pertinent information in the opinion of the Manager of Finance/Treasurer.

All securities invested on behalf of the Municipality by ONE JIB or with the assistance of ONE Investment shall be held for safekeeping in the name of the Municipality by a Custodian, which shall provide monthly reporting showing all securities held, their book values, market values and all income received.

7. APPROVAL, SUBSEQUENT MODIFICATIONS AND EFFECTIVE DATE

7.1 Revocation / Amendment of Previous Investment Policy

As of the effective date of this IPS the previously approved Investment Policy of the City of Kenora is superseded and repealed.

7.2 Modifications to the IPS

At least annually, Council shall review the IPS and update it, if required. In the course of reviewing the IPS, Council may request comments from the Manager of Finance/Treasurer with respect to the investment of Short-Term Funds and from ONE JIB with respect to the investment of Long-Term Funds.

Following the Council's review of the IPS, ONE JIB shall review the Investment Plan and update it, if required.

At a minimum, the annual review will take into account:

- the adequacy of funding for capital works;
- the Municipality's ability to reduce other spending;
- flexibility of the timeframe to payout; and
- sensitivity to loss.

7.3 Effective Date

This IPS is adopted by Council of the Municipality effective November 15, 2023. The Director of Finance is directed to sign a copy of this IPS to evidence approval and to deliver a copy of this IPS to ONE JIB.

Signed by:

Director of Finance/Treasurer

Date

Schedule A

Third-Party Trust Funds and Designated Funds

Third-Party Trust Funds

Cemetery land fund	\$ 11,055 13,234
Cemetery perpetual care fund	697,812 753,383
Inscription fee fund	166,681 179,694
Library	22,465 28,479

Designated Funds

Listed here for information and tracking purposes only. The Municipality has no authority or responsibility with respect to investment of designated funds. For example, social housing capital reserves of a local housing corporation which are to be invested in the Housing Services Corporation's pooled capital reserve funds managed by Encasa.

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November 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Subject: Financial Status and Forecast Report as of September 30, 2023

Recommendation:

That Council hereby accepts the Financial Status and Forecast Report as of September 30, 2023, as information.

Background:

The operating report presents actuals as of September 30, 2023, with year-end forecasts against the adopted budget. Capital report provides a listing of the capital projects, adopted budgets, and the actual expenditures incurred to date August 31, 2023.

Departments have allocated revenues and expenses, on a monthly basis, established by current in year knowledge coupled with historical spending patterns. Programs such as winter control have a seasonal pattern, others may be cyclical or occur evenly throughout the year. The forecast is an estimate at a point in time and relies on current assumptions, as actual experience is accumulated an improved financial position can be established.

The process of quarterly reporting provides visibility to areas of financial concern or pressures and allows Administration to mitigate and find appropriate solutions. This reporting framework supports managers in viewing their current financials with the ability to track and forecast to the end of the year. The two-way flow of information will assist in analysis and decision making.

Highlights:

As of September 30, 2023, it is anticipated that the forecast surplus is \$875,963 for the 2023 Operating Budget. The self-supported Utilities, Water & Wastewater and Solid Waste, forecasted surplus/(deficit) is (\$331,297) and \$430,113 respectively, see Appendix 1.

Strategic Plan or another Guiding Document:

Charting Our Course 2027 – Strategic Plan
Corporate Values

Risk Analysis: There is a low risk associated with this report. Periodic monitoring and forecasting mitigate uncertainty and promotes efficient use of resources.

Appendix 1 – Operating Financial Status and Forecast with Variance Explanation

Appendix 2 – Capital Work In-Progress

City of Kenora Financial Status Report and Forecast

Appendix 1

Actual for the nine month period ending September 30, 2023

forecasted for the year ending December 31, 2023

	Annual 2023 Budget	Q3 Actuals	Full Year Forecast	Spending Variance surplus / (deficit)	
				\$	%
Net Tax Levy Supported					
Corporate	(6,594,876)	(2,033,822)	(6,607,755)	12,879	-0.20%
General Government	3,894,009	3,096,297	3,716,403	177,606	4.56%
Protection	3,854,021	2,409,044	3,837,028	16,993	0.44%
Transportation	9,105,037	3,938,123	8,905,056	199,981	2.20%
Recycling	273,281	(194,130)	(88,741)	362,022	132.47%
Cemetery	195,220	146,415	195,903	(683)	-0.35%
Recreation and Culture	5,622,421	3,825,018	5,524,988	97,433	1.73%
Planning and Development	1,906,610	875,206	1,848,798	57,812	3.03%
External	11,823,514	9,384,661	11,871,595	(48,081)	-0.41%
NTL Supported Forecast Total	30,079,237	21,446,813	29,203,274	875,963	2.91%
<i>Vacancy Management amount is forecasted to be met.</i>					
	Annual 2023 Budget	Q3 Actuals	Full Year Forecast	Spending Variance surplus / (deficit)	
				\$	%
Utility (Self Supported)					
Water and Wastewater	(3,413,457)	(2,752,306)	(3,082,160)	(331,297)	9.71%
Solid Waste	(744,059)	(1,135,139)	(1,174,172)	430,113	-57.81%
Utility Forecast Total	(4,157,516)	(3,887,444)	(4,256,332)	98,816	-2.38%

City of Kenora Budget Variance from the September 30, 2023 Forecast

Appendix 1

By Function
surplus / (deficit)

Net Tax Levy Supported

Corporate's variance is related to sponsorship naming rights of City facilities offset with sponsorship commission expenses.	12,879
General Government's variance is due to lower salary and benefits expense from vacant positions offset with increase to Insurance premiums.	177,606
Protection variance due to lower salary and benefit expense from vacant positions slightly offset legal fees.	16,993
Transportation's variance is primarily due to lower salary and benefits expense from vacant positions offset with higher winter control cost for salt and sand prices, increased dust control and increased Fleet costs due to major unplanned vehicle repairs.	199,981
Recycling variance is primarily as a result of the contract with Circular Materials.	362,022
Recreation and Culture/Park's variance is due to savings from salary and benefits from vacancies offset by a forecasted shortfall in the parking revenue budget and increased facility cleaning costs.	97,433
Planning and Development's variance is a result of lower salary and benefits expense from vacant positions partially offset with contract services and Cloud Permitting expense.	57,812
Utility (Self Supported)	
Water and Wastewater's variance is from increased chemical costs, increased haulage of biosolids from the sewage treatment plant to the landfill offset and lower trending residential water & sewer revenues. These increase are offset by lower salary and benefits expense from vacant positions.	(331,297)
Solid Waste's variance is a result of an atypical amount of waste received resulting in increased tipping fee revenue.	430,113

Capital Project

Appendix 2

As of October 30, 2023

Project ID	Project Name	Adopted/ Amended Budget	Total Actual	Budget Remaining
125-001-22	Air Exchanger City Hall - 2022	\$47,340	\$5,687	\$41,653
125-001-23	Air Exchanger City Hall - 2023	60,000	-	60,000
134-001-23	Network Upgrades	17,000	798	16,202
134-002-23	Server Replacement	46,688	41,244	5,444
152-001-23	Keewatin Medical Centre Roof	40,000	27,816	12,184
General Government Total		\$211,028	\$75,545	\$135,483
211-001-23	Scott SCBA Replacement	95,000	16,351	78,649
Protection Total		\$95,000	\$16,351	\$78,649
312-001-23	Keewatin Channel	50,000	-	50,000
312-002-23	Portage Bay Bridge Assessment	100,000	-	100,000
313-001-23	Arterial Roads Resurfacing	1,360,000	692,323	667,677
313-002-23	CP Rail 16th Ave North	250,000	-	250,000
313-003-22	Municipal Paving Program-2022	50,000	49,487	513
313-003-23	Municipal Paving Program-2023	1,600,000	937,002	662,998
313-004-22	Municipal Lane Paving - 2022	50,000	47,677	2,323
313-004-23	Municipal Lane Paving - 2023	5,000	4,477	523
313-005-22	Railway Street Phase 3 - 2022	440,000	406,577	33,423
313-005-23	Railway Street Phase 3 - 2023	1,965,495	1,237,131	728,364
314-001-23	Surface Treatment Roads	272,250	268,747	3,503
314-002-23	Essex Road Grade Rise	68,000	-	68,000
315-001-23	Loosetop Ditching Culvert	250,000	16,933	233,067
315-002-23	Coker Road Geotechnical	57,000	-	57,000
381-001-23	Dock Upgrade	560,000	35,707	524,293
390-001-22	Office renovation & exp - 2022	95,000	77,853	17,147
390-001-23	Office renovation & exp - 2023	862,000	54,922	807,078
392-001-21	Fleet - Light Vehicles - 2021	59,900	59,905	(5)
392-001-22	Fleet - Light Vehicles - 2022	75,300	-	75,300
392-001-23	Fleet - Light Vehicles - 2023	141,700	48,924	92,776
392-002-22	Fleet - Heavy Vehicle - 2022	270,000	276,063	(6,063)
392-002-23	Fleet - Heavy Vehicles - 2023	288,000	-	288,000
392-003-21	Fleet - Equipment - 2021	34,283	-	34,283
392-003-22	Fleet - Equipment - 2022	685,415	34,886	650,529
392-003-23	Fleet - Equipment - 2023	460,000	254,380	205,620
Transportation Total		\$10,049,343	\$4,502,992	\$5,546,351
421-001-23	Storm Sewers	200,000	138,147	61,853
421-002-23	Gould Road Culvert Replacement	300,000	-	300,000
Environmental Total		\$500,000	\$138,147	\$361,853
571-001-22	Two Columbariums-2022	150,000	19,840	130,160
Cemetery Total		\$150,000	\$19,840	\$130,160
711-002-22	Central Community Club	671,143	345,595	325,548
711-005-23	Picnic Table and Benches	30,000	14,877	15,123
711-006-22	Parks Washroom Retrofits 2022	10,000	11,672	(1,672)
711-006-23	Parks Washroom Retrofits 2023	446,666	217,260	229,406
713-001-22	Anicinabe Park Boat Launch	15,500	7,024	8,476
715-001-22	Norman Park Playground 2022	106,447	-	106,447
715-001-23	Norman Park Playground 2023	662,247	-	662,247
715-002-23	Norman Park Parking Lot	30,000	2,592	27,408
717-001-23	Baseball Field Upgrades	785,000	87,791	697,209
730-001-23	KRC Complex Projects	504,000	-	504,000

Capital Project

Appendix 2

As of October 30, 2023

Project ID	Project Name	Adopted/ Amended Budget	Total Actual	Budget Remaining
730-002-23	KRC Complex Boiler Study	15,000	-	15,000
732-001-23	KRC Thistle Arena	1,800,000	82,761	1,717,239
733-001-22	MSFC Pool Projects 2022	75,000	23,337	51,663
735-001-22	KRC Enhancements 2022	1,565,510	502,204	1,063,306
735-001-23	KRC Enhancements 2023	17,000	18,558	(1,558)
735-002-23	KRC Retaining Wall	45,000	-	45,000
735-003-23	KRC Asphalt	500,000	-	500,000
736-001-23	KMA Upgrades	595,000	56,388	538,612
738-001-23	JM Arena Lighting	30,000	9,513	20,487
741-001-22	Fitness Centre Equipment 2022	190,000	193,344	(3,344)
741-001-23	Fitness Centre Equipment 2023	60,000	60,663	(663)
Recreation & Culture Total		\$8,153,513	\$1,633,580	\$6,519,933
771-001-23	Library Window Replacement	50,000	-	50,000
781-001-23	Museum Projects	470,000	4,477	465,523
783-001-23	Arts Centre	10,000	-	10,000
Library & Museum Total		\$530,000	\$4,477	\$525,523
825-001-23	Abitibi Mill Site Development	1,600,000	-	1,600,000
832-001-23	Whitecap Pavilion	29,500	22,816	6,684
832-002-23	Thistle Pavilion Stairs	10,000	10,151	(151)
851-001-22	Chipman Lot - Pocket Park 2022	106,969	86,684	20,285
851-002-22	Harbourfront Redevelopment 2022	793,753	25,356	768,397
851-003-22	Harbourfront Develop Plan 2022	300,000	355,586	(55,586)
Planning & Development Total		\$2,840,222	\$500,593	\$2,339,629
411-001-22	WW Collection Program 2022	80,000	72,204	7,796
411-001-23	WW Collection Program 2023	1,100,000	237,617	862,383
411-002-22	Replace Forcemain Sewer 2022	135,000	6,910	128,090
411-002-23	Replace Forcemain Sewer 2023	365,000	-	365,000
412-001-22	Roof Replacement 2022	53,731	2,035	51,696
412-001-23	Roof Replacement 2023	80,000	-	80,000
412-002-23	Replace WW Pumps	75,000	-	75,000
412-003-22	Delta to Wye Conversion 2022	50,000	17,706	32,294
412-004-23	Lift Station Upgrades	87,000	-	87,000
413-001-23	STP - Building Renovation	100,000	33,719	66,281
413-002-23	STP - Replace MCC Panel	100,000	4,768	95,232
413-003-23	STP - North Screw Pump	75,000	12,918	62,082
413-004-23	STP - Clarifier Fall Arrest	40,000	25,440	14,560
414-001-22	Fleet - S&W Vehicles - 2022	122,000	-	122,000
414-001-23	Fleet - S&W Vehicles - 2023	241,000	-	241,000
431-001-22	Watermain Program 2022	220,000	198,033	21,967
431-001-23	Watermain Program 2023	880,000	504,905	375,095
431-002-23	Coney Island Water Main	50,000	2,687	47,313
432-001-23	Standpipes Paint Maintenance	100,000	-	100,000
433-001-22	WTP - Roof and Window Repairs	40,000	-	40,000
433-002-23	WTP - Pump Replacement	200,000	-	200,000
Water & Wastewater Total		\$4,193,731	\$1,118,943	\$3,074,788
450-001-23	Peripheral Road - Phase 2	800,000	-	800,000
453-001-22	Fleet - SW Vehicles 2022	275,000	264,133	10,867
453-001-23	Fleet - SW Vehicles 2023	360,000	-	360,000
Solid Waste Total		\$1,435,000	\$264,133	\$1,170,867



October 26, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Re: Purchase Card Policy AF-1-2 Review

Recommendation:

That Council approves an amendment to City Purchase Card Policy #AF-1-2 to reflect updates; and further

That this policy forms part of the City's Comprehensive Policy Manual; and further

That bylaw number 80-2013 be hereby repealed; and further

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

Background:

The purpose of this administrative standard is to provide direction regarding the roles, responsibilities, authority, and accountability as it relates to the use of City of Kenora Purchasing Cards.

Purchasing Cards provide significant flexibility to the City in terms of facilitating various categories of purchases including:

- Emergency purchases required from an operational perspective;
- Purchases for travel;
- Isolated purchases of low dollar and non-repetitive items; and
- Low dollar and high-volume purchases

This policy reflects the current processes and reflects a process for missing receipts for Council to consider under this policy review.

Budget: Any expenditures related to this policy are in accordance with departmental budgets and adhere to the City's procurement policy.

Risk Analysis: There is a low risk associated with this report which is administrative in nature for review only.

Communication Plan/Notice By-law Requirements: bylaw required for policy.

Strategic Plan or another Guiding Document: None

Purchase/~~Credit~~ Cards Policy



Section	Date	By-Law Number	Page	of
Administration & Finance	August 13, 2013 November 15, 2023	80-2013 - 2023	1	5
Subsection	Repeals By-Law Number		Policy Number	
Purchas <u>e</u> ing Cards	62-2012 280-2013		AF-1-2	

Purpose

The purpose of this Administrative Standard is to provide direction regarding the roles, responsibilities, authority and accountability as they relate to City of Kenora Purchasing Cards. The goal of the City purchase / credit card policy shall be to ensure both compliance with the City's Purchasing By law / Policy and employee responsibility and accountability.

Purchasing Cards provide significant flexibility to the City in terms of facilitating various categories of purchases including:

- Emergency purchases required from an operational perspective,
- Purchases for travel,
- Isolated purchases of low dollar and non-repetitive items, and
- Low dollar and ~~high volume~~ high-volume purchases

Employee Eligibility

Cardholders must be permanent ~~full-time~~ full-time employees of the City of Kenora, unless otherwise approved by the ~~Budget / Auditor General~~ Director of Finance. It shall be at the discretion of the ~~Manager~~ Director responsible for the department to ~~recommend positions to be granted a approve~~ which full-time employees are eligible purchase card cardholders, and the ~~type of type of cards /~~ transactions and suppliers they are eligible ~~to use the card for~~.

Purchase/Credit Card Limits

It shall be at the discretion of the ~~Manager~~ Director responsible for the department to approve the cardholder monthly limits, provided that these limits do not exceed the authority as granted ~~to that Manager~~ within the City's Purchasing ~~By law /~~ Policy. The ~~Budget / Auditor General~~ Director of Finance -may, at their discretion, approve a monthly limit ~~greater on a temporary basis~~ equal to ~~not greater than twice that individuals signing authority~~. For clarification purposes, nothing in this section shall

authorize the cardholder to make any purchase which would exceed their approved authority limit.

Random Audits

Cardholders are subject to ~~periodic~~ random audits of expenses and record keeping by the ~~Budget / Auditor General~~ Finance Department. Any purchases made in contravention of either this Policy or the Purchasing By-law / Policy shall be reported to the Department ~~Director~~ Manager, the Human Resources Manager and the CAO and the Director Finance. Discovery of violation(s) of this policy may result in loss of card privileges or other disciplinary steps, up to and including termination.

Purchase/Credit Cards Policy

Policy Number	Page	of
AF-1-2	2	5

Transactions Not Permitted Guiding Principles for the use of purchase cards in the City

~~The following guiding principles should be applied when purchasing: The following transactions are not permitted, and shall be considered to have been made in contravention of this policy:~~

- ~~• Purchases should be made for City business purposes only. Splitting of total purchase cost, singly or between Cardholders to avoid transaction limits.~~
- ~~• All purchases should be able to withstand public scrutiny and examination by the City's external auditors. Personal purchases.~~
- ~~• Purchasing Cards should not be used for cash advances or purchasing anything of a personal nature. Non-City of Kenora use.~~
- ~~• Restaurant meals and promotion expenses should only be incurred for City business purposes. All receipts should include reference to the individuals that attended and the purpose of the meeting. Cash advances, money orders, bank drafts etc.~~
- ~~• Split transactions (attempting to make a purchase that is above the transaction limit by asking the vendor to split the transaction into two or more separate purchases) are strictly prohibited. Temporary help.~~
- ~~• Purchasing Cards should be issued only to those staff who will have continuing and regular use of the card. Maintenance contracts, long term agreements, rentals or leasing of equipment (with the exception of short term vehicle rentals required for travel purposes for conference, training or meetings).~~
- ~~• To the extent possible, City Business Travel costs should be paid utilizing authorized City Purchasing Cards.~~

The Director of Finance is authorized, at any time, to suspend or cancel Purchasing Cards where there is evidence of non-compliance with this standard.

Cardholder Responsibilities

Each cardholder shall recognize and accept the following responsibilities upon receipt of a City of Kenora purchase ~~/credit~~ card:

- a) Use the Corporate purchase ~~/credit~~ card in accordance with this Policy and the City's Purchasing ~~By-law~~ Policy.
- b) Ensure purchases are made in accordance with their signing authority, area of responsibility and departmental budget.
- ~~e) Ensure proper coding of expenditures.~~
- ~~d) Notify the Budget / Auditor General and their Manager if there are problems with the credit card, the card is lost or stolen or any other situation that would require notification to the Budget / Auditor General and Manager.~~
- ~~e)c) Take reasonable action to ensure the card is appropriately safeguarded. Notify the Financial Institution immediately if their card is lost or stolen, including the Director of Finance and Departmental Director.~~
- ~~f)d) Log any item in dispute with the Financial Institution as, how and when required.~~
- ~~e) Retain accurate records including receipts at their ~~workplace, and workplace~~ and have available for audit at any time. After the Cardholder reconciles the statement Appendix A, the Cardholder will attach the receipts, sign the statement and bring it forward to have their immediate Supervisor review and sign the statement for approval of expenses. Items purchases on the ~~credit card/visa~~ purchase card reconciliation that do not include an original receipt, will require missing receipt report to be complete (Appendix B).~~be the responsibility of the cardholder, not the City.~~~~
- ~~g)f) Personal purchases made in error - Cardholders are not to make direct payment on their account for personal purchases made in error, payment is to be provided to Accounts Payable.~~

For all ~~out-of-town~~ out-of-town travel, attach a copy of the completed Travel report for cross-reference to the credit card monthly statement.

Purchase/Credit Cards Policy

Policy Number	Page	Of
AF-1-2	3	5

~~h)g) Cardholders are not to make direct payment on their account for personal purchases made in error, payment is to be provided to Accounts Payable.~~

Department ~~Manager-Director~~ Responsibility

Each ~~Manager-Director~~ shall recognize and accept the following responsibilities upon approving issuance of a City of Kenora purchase ~~/credit~~ card within their department:

- ~~a) Recommending positions to be granted purchasing cards Provide a written or electronic request, authorizing the Budget / Auditor General to obtain a charge card, within the prescribed limits, for an employee, indicating any purchasing the type restriction of card to be issued, and the per transaction and monthly limits as appropriate.~~
- ~~a)b) Approving single purchase and monthly credit limits respectively.~~
- ~~b)c) In consultation with the Human Resources Manager, exercise discipline in cases where a Cardholder violates the provisions of this Policy.~~
- ~~e)d) Immediately advise the Budget / Auditor General Finance Department = in those cases where abuse or irregularities are known or suspected.~~
- ~~d)e) Report a lost or stolen credit card to the Budget / Auditor General Finance Department, and document the incident. Initiate a request for a replacement card.~~
- ~~e)f) Review and reconcile the amounts expensed under the purchase /credit card to the appropriate account and identify any unusual transactions.~~
- ~~f)g) Be responsible for, or for or appoint staff member(s) to act as the Card Co-ordinator to monitor and control the use of all Corporate corporate credit cards for their Department department.~~
- ~~g)h) Advise the Budget / Auditor General Finance Department when an employee is terminated or no longer requires a purchase / credit card.~~
- ~~h)i) Ensure all purchases are made in accordance with available departmental budget and individuals are operating within authority.~~
- ~~— Follow up with the appropriate employee and respond to the Budget / Auditor General as required on any items chosen for random audit testing.~~

Purchase/Credit Cards Policy

Policy Number	Page	of
AF-1-2	4	5

~~Budget/Auditor~~ Finance Department General Responsibility

The ~~Budget / Auditor General~~ Finance Department -shall:

- a) Act immediately upon receipt of advice that ~~abuse~~abuse, or irregularities are known or suspected.
- ~~b) Review and determine if supply agreements with specific vendors should be established.~~
- ~~c) Publish a list of agreements that the City has with preferred vendors.~~
- ~~e) b) Maintain records of all Cardholders.~~
- ~~e) Ensure the download from the records of the Financial Institution is~~are accurate, complete and properly aligned with each Cardholder's profile.
- ~~f) c) Where required, notify the Financial Institution of transaction errors/disputed charges and follow up on outstanding items on a periodic basis.~~
- ~~d) Ensure all card statements are reconciled by the appropriate employee, signed off and submitted on a regular basis.~~
- ~~e) Monitor monthly and transactional limits.~~
- ~~e) f) Monitoring card usage to ensure cards with little activity are either confirmed that they are still needed or are cancelled~~
- ~~h) g) Perform monthly audits to detect possible violations. The audit selection criteria would include, but not be limited to, meals-over the total per diem allowance, air fare, splitting of purchases, miscellaneous / unusual / unique transactions, and random samples.~~
- ~~i) h) Provide the CAO with the summary report of findings, and findings and follow up with Managers as appropriate to investigate unusual transactions.~~
- ~~j) Provide a final summary report to the CAO of the results of any investigations.~~
- ~~k) Hold new cards for pick up by Cardholder at City Hall.~~
- ~~h) i) Cancel a card when the Cardholder is terminated from employment.~~
- ~~i) Follow up with the Financial Institution on lost / stolen cards to confirm the card is cancelled.~~
- ~~m) k) Ensure General Ledger clearing accounts are cleared and appropriate payments are made to the institution.~~

Documentation Required

All records shall be maintained at the Cardholders work location until such time as they are reconciled and attached to the monthly card ~~statement, and~~statement and submitted to the ~~Budget / Auditor General~~Finance Department for review.

Purchase/Credit Cards Policy

Policy Number	Page	of
AF-1-2	5	5

Disputed Charges, Returns and Assistance

In the event of disputed charges or a Cardholder has any questions, the Cardholder should contact the ~~appropriate Financial Institution~~ directly. In the event there are returns, the Cardholder must check to ensure credit notices are issued by the ~~vendor, and vendor and~~ attach the credit slip to the statement when reconciled. If a credit slip was not obtained, attach other documentation explaining the return. If credit does not appear by the second subsequent statement, the Cardholder must contact the ~~Financial Institution~~ directly.

The Cardholder must also advise the ~~Budget / Auditor General~~ Director of Finance if there is a dispute. The Cardholder must ensure that all required steps to register a dispute are followed. Failure to do so can and will result in the charges being applied to the appropriate budget.

Cardholder Dispute Process steps:

- Review the discrepancy to determine if it is the Supplier's or Bank's of Montreal MasterCard's error
- Initiate the dispute
- Record on the Transaction Log
- Ensure a correction transaction appears on the next statement

CITY OF KENORA

Purchase Card Monthly Reconciliation Report

Please attach all original receipts to report

It is recommended you keep a copy of all receipts for your records

Cardholder Name:	Today's Date:
Visa Card #: 4520 70XX XXXX	Statement Date:

Item Description	Vendor/Supplier	Total Charged	HST on Purchase	GL Pseudo Code	Comments
Total		\$0.00	\$0.00		

Visa Statement Total:
Total this Report: \$0.00
Difference (please explain if not zero)

Finance & Admin Area Only	
Reviewed by: _____	Date: _____

Approval Signature

Cardholder Signature

Approval Name
(Please Print)

Cardholder Name
(Please Print)



Missing Receipt Declaration Form

This form must be submitted to the Finance Department with the Reconciliation of Purchase Card Statement, for receipts that have been lost. An Employee who is missing a receipt for an authorized purchase is encouraged to contact the vendor to acquire a duplicate receipt. If a detailed receipt is missing at the time the monthly reconciliation is due, the employee must complete and attach the declaration form.

A detailed list of the goods or services purchased is as follows:

Vendor Name: _____

(Name of vendor, hotel, airline, restaurant, etc.)

Date of Purchase: _____

Value of Purchase: _____

Description of goods/services purchased:

I certify that the amounts shown above were expended for City of Kenora business purposes. I have not been able to secure a duplicate receipt for the original purchase and this signed document will serve as a substitute. I understand that repeated lack of documentation can result in review and cancellation of my Purchase Card.

Printed Name of Card Holder

Date

Signature of Card Holder

Signature of Director

Date



October 26, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Re: 2024-2033 Capital Budget Approval

Recommendation:

That Council hereby approves the 2024 Municipal Capital Budget, as amended; and further

That Council hereby directs staff to actively implement the projects included in that budget in accordance with the provisions of the City's Procurement Policy and Bylaw; and further

That in accordance with Notice Bylaw 160-2022, public notice is hereby given that Council intends to adopt its 2024 Municipal Capital Budget at its November 15th, 2023, Council meeting; and further

That Council hereby gives three readings to a bylaw for this purpose.

Background:

The Draft Ten-Year Capital Plan was reviewed by Council at special budget meetings on September 21st and October 12th, 2023. A summary of the direction provided to Administration by Council at those meetings is as follows:

2024 Capital Budget Additions:

- 1) A formal Fire Apparatus Replacement Life Cycle Schedule was adopted as per a recommendation in the Fire Service Master Plan as well as the establishment of a fire fleet capital budget program to be supported through an annual contribution of a 1% dedicated tax levy to the Fire Vehicle Replacement Reserve starting in 2024 and an annual review in each future budget year. This will have a Net Tax Levy increase of \$300,792 in 2024.

This decision will add the following amount to the next three budget years:

- 2024 - \$300,792
- 2025 - \$306,807
- 2026 - \$312,943

- 2) An increase in annual funding to support additional surface treatment and loose top road gravelling, ditching and culverting in capital programs for North of the Bypass rural roads in accordance with Option 5 of the Rural Roads Study for the period to 2024 to 2033. This will have a Net Tax Levy increase of \$540,500 in 2024.

This decision will add the following amount to the next three budget years:

- 2024 - \$540,500
- 2025 - \$556,708
- 2026 - \$573,406

3) The addition of CCTV cameras at 10 priority 1 locations with a Net Tax Levy increase of \$50,000 for 2024 only.

Budget / Financial Implications:

The direction to amend the 2024 Draft Capital Budget has resulted in an increase to the Net Tax Levy by the following amounts:

- 2024 - \$891,292
- 2025 - \$863,515
- 2026 - \$886,349

Any further additions to the Draft 2024 Operating Budget will increase the Net Tax Levy amount to be collected through property tax.

Risk Analysis:

The infrastructure deficit and the need to preserve reliable infrastructure has been assessed as high. A sustainable long-term source of infrastructure funding is required for the City of Kenora to continue offering existing levels of service through dependable capital assets. Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services.

The City of Kenora Asset Management Plan (2022) identifies the annual capital infrastructure deficit as \$13.7 million with a backlog of \$68.6 million.

Timely approval of the capital budget will reduce the risk in tendering and procuring capital works in 2024, thereby providing an opportunity to acquire best pricing and have well-planned capital works.

Communication Plan/Notice By-law Requirements: Notice will be given in accordance with the provisions of the Notice Bylaw - #144-2007.

Strategic Plan – Charting our Course 2027:

Strategic Focus Areas:

1. Infrastructure and Environment
2. Tourism, Economic Growth, and Delivery
3. Community Recreation, Well-Being, and Safety
4. Service Delivery and Organizational Capacity
5. Relations with Treat 3 Partners

CAPITAL PROJECT SUMMARY	DRAFT BUDGET						10-YEAR TOTAL
	BUDGET	FORECAST					
	2024	2025	2026	2027	2028	2029-2033	
134 Information Technology							
23-134-01 Network Upgrades	20,000	20,000	20,000	20,000	20,000	120,000	220,000
24-134-001 CCTV Cameras	50,000						50,000
25-134-03 Firewall		25,000				25,000	50,000
25-134-04 Server Upgrade		100,000				100,000	200,000
Total 134 Information Technology	70,000	145,000	20,000	20,000	20,000	245,000	520,000
152 Rentals							
24-152-001 Sunset Trail Riders, Triple Play, Tourism Bldg Window Replacement	50,000						50,000
25-152-001 Window and door replacement, Senior Center and Keewatin Library	35,000						35,000
Total 152 Rentals	85,000						85,000
211 Fire Dept							
23-211-02 Scott SCBA Replacement	95,000	95,000	95,000	95,000			380,000
24-211-001 Fire Fleet Capital Replacement Program	450,000		1,144,000	121,900	1,188,000	2,011,900	4,915,800
Total 211 Fire Dept	545,000	95,000	1,239,000	216,900	1,188,000	2,011,900	5,295,800
312 Maintenance - Bridges							
23-312-01 Keewatin Channel Bridge Steel Arch Repainting	4,350,000						4,350,000
24-312-01 Portage Bay Bridge Study, Design,Tender,Construction		300,000	10,000,000				10,300,000
25-312-02 Bridge Rehabilitation-Engineering Based on 2022 and 2024 Inspections		100,000	2,500,000	100,000	1,500,000	4,500,000	8,700,000
Total 312 Maintenance - Bridges	4,350,000	400,000	12,500,000	100,000	1,500,000	4,500,000	23,350,000
313 Maintenance - Paved Roads							
23-313-001 Arterial Roads Resurfacing	798,000	1,350,000	700,000	1,150,000	1,950,000	7,500,000	13,448,000
23-313-01 Municipal Paving program	1,587,500	1,675,000	1,762,500	1,850,000	1,950,000	11,313,730	20,138,730
23-313-02 Municipal Lane Paving	55,000	60,000	60,000	65,000	70,000	425,000	735,000
24-313-04 Railway Street Phase 4	943,000						943,000
Total 313 Maintenance - Paved Roads	3,383,500	3,085,000	2,522,500	3,065,000	3,970,000	19,238,730	35,264,730
314 Maint - Surface Treat Roads							
23-314-01 Roads Hard Surface Treatment	496,765	532,630	571,670	613,585	630,000	3,445,100	6,289,750
24-314-001 Essex Road Grade Raise	750,000						750,000
Total 314 Maint - Surface Treat Roads	1,246,765	532,630	571,670	613,585	630,000	3,445,100	7,039,750
315 Maintenance - Loosetop Roads							
23-315-001 Loosetop Road Gravel, Ditching and Culverts	605,710	628,500	651,600	675,035	693,785	3,769,100	7,023,730
Total 315 Maintenance - Loosetop Roads	605,710	628,500	651,600	675,035	693,785	3,769,100	7,023,730
352 Parking Rentals							
24-352-001 Parkade Structure Assessment and Rehabilitation	125,000	500,000					625,000
Total 352 Parking Rentals	125,000	500,000					625,000

CAPITAL PROJECT SUMMARY	DRAFT BUDGET						10-YEAR TOTAL
	BUDGET	FORECAST					
	2024	2025	2026	2027	2028	2029-2033	
390 Barsky Facility							
23-390-005 Office renovation and expansion		30,000					30,000
26-390-01 DVR Operations			10,000				10,000
Total 390 Barsky Facility		30,000	10,000				40,000
392 Garage & Shop							
24-392-001 Garage and Shop Capital	36,000	52,000	53,550				141,550
Total 392 Garage & Shop	36,000	52,000	53,550				141,550
393 Vehicles & Equipment							
23-393-01 Fleet - Heavy Vehicles	728,700	1,452,000	450,000	817,500	1,663,000	4,038,200	9,149,400
23-393-04 Fleet - Light Vehicles	172,500	53,000	288,200	148,000		744,000	1,405,700
Total 393 Vehicles & Equipment	901,200	1,505,000	738,200	965,500	1,663,000	4,782,200	10,555,100
395 Engineering							
24-395-01 GIS Update and Aerial Photo	125,000						125,000
24-395-02 Photocopier for 2nd Floor Operations		12,000					12,000
27-395-001 GPS Surveying Equipment				41,000		41,000	82,000
Total 395 Engineering	125,000	12,000		41,000		41,000	219,000
421 Storm Sewers							
23-421-01 Stormwater Collection System Rehab	260,000	200,000	300,000	350,000	400,000	2,850,000	4,360,000
Total 421 Storm Sewers	260,000	200,000	300,000	350,000	400,000	2,850,000	4,360,000
455 Recycling Facility							
24-455-001 purchasing 3 more 6 yds bin to collect recycle at depot	25,000						25,000
Total 455 Recycling Facility	25,000						25,000
571 Cemetery							
27-571-001 Cemetery Expansion Phase 2				150,000			150,000
Total 571 Cemetery				150,000			150,000
711 Parks							
24-711-001 Central Community Club Green Space Enhancement	490,000						490,000
Total 711 Parks	490,000						490,000
714 Coney Island Park							
25-714-01 Coney Island Playground Replacement		50,000					50,000
Total 714 Coney Island Park		50,000					50,000
730 KRC Complex							
23-730-002 Moncrief Construction Sports Centre Projects	205,000	227,000		500,000			932,000
Total 730 KRC Complex	205,000	227,000		500,000			932,000
733 MSFC Pool							
23-733-001 Pool Projects		100,000		200,000			300,000
Total 733 MSFC Pool		100,000		200,000			300,000
735 KRC External							
25-735-002 Tennis Court Resurface		500,000					500,000
Total 735 KRC External		500,000					500,000
736 KMA & Complex							
23-736-001 Bowman Electric Keewatin Memorial Arena Upgrades			14,000				14,000

CAPITAL PROJECT SUMMARY	DRAFT BUDGET						10-YEAR TOTAL
	BUDGET	FORECAST					
	2024	2025	2026	2027	2028	2029-2033	
Total 736 KMA & Complex			14,000				14,000
771 Library							
23-771-001 Kenora Library Window Replacement			50,000				50,000
27-771-001 Bathroom and common area upgrades to Library Interior						450,000	450,000
27-771-002 Keewatin Library Attic Insulation Upgrades				60,000			60,000
Total 771 Library			50,000	60,000		450,000	560,000
781 LOW Museum							
23-781-001 Kenora Museum Upgrades	25,000						25,000
Total 781 LOW Museum	25,000						25,000
783 Arts Centre							
25-783-001 Motorized blinds for Art's Center display area		20,000					20,000
26-783-001 Art's Center upgrades to the Furnace and A/C unit			30,000				30,000
Total 783 Arts Centre		20,000	30,000				50,000
832 Tourism Facilities							
23-832-002 Jarnell Contracting Pavilion		200,000		550,000			750,000
Total 832 Tourism Facilities		200,000		550,000			750,000
851 Infrastructure							
25-851-01 DTR Matheson & First Street South-Construction Surface and Storm Works	60,000		5,500,000				5,560,000
Total 851 Infrastructure	60,000		5,500,000				5,560,000
Total City Capital	12,538,175	8,282,130	24,200,520	7,507,020	10,064,785	41,333,030	103,925,660

CAPITAL PROJECT SUMMARY BY FUNDING SOURCE	DRAFT BUDGET						10-YEAR TOTAL
	BUDGET	FORECAST					
	2024	2025	2026	2027	2028	2029-2033	
01 City Capital							
ANTL Net Tax Levy							
23-211-02 Scott SCBA Replacement			95,000	95,000			190,000
23-313-001 Arterial Roads Resurfacing			700,000				700,000
23-313-01 Municipal Paving program	367,500	1,675,000	1,762,500	1,850,000	1,950,000	11,313,730	18,918,730
23-313-02 Municipal Lane Paving		58,505	60,000	65,000	70,000	425,000	678,505
23-314-01 Roads Hard Surface Treatment	496,765	532,630	571,670	613,585	630,000	3,445,100	6,289,750
23-315-001 Loosetop Road Gravel, Ditching and Culverts	605,710	628,500	651,600	675,035	693,785	3,769,100	7,023,730
23-421-01 Stormwater Collection System Rehab	140,000	200,000	300,000	350,000	400,000	2,850,000	4,240,000
24-134-001 CCTV Cameras	50,000						50,000
Total ANTL Net Tax Levy	1,659,975	3,094,635	4,140,770	3,648,620	3,743,785	21,802,930	38,090,715
VSUB10 OCIF							
23-313-001 Arterial Roads Resurfacing	798,000						798,000
23-313-01 Municipal Paving program	1,220,000						1,220,000
24-312-01 Portage Bay Bridge Study, Design,Tender,Construction		300,000					300,000
24-314-001 Essex Road Grade Raise	750,000						750,000
25-312-02 Bridge Rehabilitation-Engineering Based on 2022 and 2024 Inspections		100,000	2,500,000	100,000	1,500,000	4,500,000	8,700,000
Total VSUB10 OCIF	2,768,000	400,000	2,500,000	100,000	1,500,000	4,500,000	11,768,000
VSUB11 Dedicated Gas Tax							
23-393-01 Fleet - Heavy Vehicles		630,000				1,023,300	1,653,300
Total VSUB11 Dedicated Gas Tax		630,000				1,023,300	1,653,300
VSUB2 ICIP Funding							
23-730-002 Moncrief Construction Sports Centre Projects		200,000					200,000
25-735-002 Tennis Court Resurface		500,000					500,000
Total VSUB2 ICIP Funding		700,000					700,000
VSUB4 Fire Marque							
23-211-02 Scott SCBA Replacement	95,000	95,000					190,000
Total VSUB4 Fire Marque	95,000	95,000					190,000
VSUB5 Canada Community Building Fund							
23-312-01 Keewatin Channel Bridge Steel Arch Repainting	4,350,000						4,350,000
23-313-001 Arterial Roads Resurfacing		1,350,000		1,150,000	1,950,000	7,500,000	11,950,000
Total VSUB5 Canada Community Building Fund	4,350,000	1,350,000		1,150,000	1,950,000	7,500,000	16,300,000
VSUB9 NOHFC							
24-711-001 Central Community Club Green Space Enhancement	490,000						490,000
Total VSUB9 NOHFC	490,000						490,000

CAPITAL PROJECT SUMMARY BY FUNDING SOURCE	DRAFT BUDGET						10-YEAR TOTAL
	BUDGET	FORECAST					
	2024	2025	2026	2027	2028	2029-2033	
YOTHER Debt Financing							
23-730-002 Moncrief Construction Sports Centre Projects				500,000			500,000
23-832-002 Jarnell Contracting Pavilion				500,000			500,000
24-312-01 Portage Bay Bridge Study, Design,Tender,Construction			10,000,000				10,000,000
24-313-04 Railway Street Phase 4	943,000						943,000
25-851-01 DTR Matheson & First Street South-Construction Surface and Storm Works	60,000		5,500,000				5,560,000
Total YOTHER Debt Financing	1,003,000		15,500,000	1,000,000			17,503,000
Z10001 100 Accessibility Reserve							
25-152-001 Window and door replacement, Senior Center and Keewatin Library	35,000						35,000
25-714-01 Coney Island Playground Replacement		50,000					50,000
Total Z10001 100 Accessibility Reserve	35,000	50,000					85,000
Z10002 100 Computer Systems							
23-134-01 Network Upgrades	20,000	20,000	20,000	20,000	20,000	120,000	220,000
25-134-03 Firewall		25,000				25,000	50,000
25-134-04 Server Upgrade		100,000				100,000	200,000
26-390-01 DVR Operations			10,000				10,000
Total Z10002 100 Computer Systems	20,000	145,000	30,000	20,000	20,000	245,000	480,000
Z10003 100 Contingencies Reserve							
24-395-01 GIS Update and Aerial Photo	60,161						60,161
Total Z10003 100 Contingencies Reserve	60,161						60,161
Z10010 100 Rentals - Rental Buildings Reserve							
24-152-001 Sunset Trail Riders, Triple Play, Tourism Bldg Window Replacement	50,000						50,000
Total Z10010 100 Rentals - Rental Buildings Reserve	50,000						50,000
Z20005 200 Fire Equipment Reserve							
24-211-001 Fire Fleet Capital Replacement Program	450,000		1,144,000	121,900	1,188,000	2,011,900	4,915,800
Total Z20005 200 Fire Equipment Reserve	450,000		1,144,000	121,900	1,188,000	2,011,900	4,915,800
Z30007 300 GIS Reserve							
24-395-01 GIS Update and Aerial Photo	64,839						64,839
27-395-001 GPS Surveying Equipment				41,000		41,000	82,000
Total Z30007 300 GIS Reserve	64,839			41,000		41,000	146,839
Z30009 300 Operations Facility Reserve							
23-390-005 Office renovation and expansion		30,000					30,000
24-395-02 Photocopier for 2nd Floor Operations		12,000					12,000
Total Z30009 300 Operations Facility Reserve		42,000					42,000
Z30010 300 Parkade / Parking Rentals Reserve							
24-352-001 Parkade Structure Assessment and Rehabilitation	125,000	500,000					625,000
Total Z30010 300 Parkade / Parking Rentals Reserve	125,000	500,000					625,000
Z30015 300 Sidewalks / Lane Paving Reserve							
23-313-02 Municipal Lane Paving	55,000	1,495					56,495
Total Z30015 300 Sidewalks / Lane Paving Reserve	55,000	1,495					56,495

CAPITAL PROJECT SUMMARY BY FUNDING SOURCE	DRAFT BUDGET						10-YEAR TOTAL
	BUDGET	FORECAST					
	2024	2025	2026	2027	2028	2029-2033	
Z30017 300 Vehicle/Equipment Repl. Reserve							
23-393-01 Fleet - Heavy Vehicles	728,700	822,000	450,000	817,500	1,663,000	3,014,900	7,496,100
23-393-04 Fleet - Light Vehicles	172,500	53,000	288,200	148,000		744,000	1,405,700
24-392-001 Garage and Shop Capital	36,000	52,000	53,550				141,550
Total Z30017 300 Vehicle/Equipment Repl. Reserve	937,200	927,000	791,750	965,500	1,663,000	3,758,900	9,043,350
Z40001 400 Recycling Reserve							
24-455-001 purchasing 3 more 6 yds bin to collect recycle at depot	25,000						25,000
Total Z40001 400 Recycling Reserve	25,000						25,000
Z40004 400 Storm Sewers Reserve							
23-421-01 Stormwater Collection System Rehab	120,000						120,000
Total Z40004 400 Storm Sewers Reserve	120,000						120,000
Z50001 500 Columbarium Reserve							
27-571-001 Cemetery Expansion Phase 2				150,000			150,000
Total Z50001 500 Columbarium Reserve				150,000			150,000
Z70005 700 Library Building Reserve							
23-771-001 Kenora Library Window Replacement			50,000				50,000
27-771-001 Bathroom and common area upgrades to Library Interior						450,000	450,000
27-771-002 Keewatin Library Attic Insulation Upgrades				60,000			60,000
Total Z70005 700 Library Building Reserve			50,000	60,000		450,000	560,000
Z70006 700 Museum Building Reserve							
23-781-001 Kenora Museum Upgrades	25,000						25,000
25-783-001 Motorized blinds for Art's Center display area		20,000					20,000
26-783-001 Art's Center upgrades to the Furnace and A/C unit			30,000				30,000
Total Z70006 700 Museum Building Reserve	25,000	20,000	30,000				75,000
Z70009 700 Pavilion Reserve							
23-832-002 Jarnell Contracting Pavilion		200,000		50,000			250,000
Total Z70009 700 Pavilion Reserve		200,000		50,000			250,000
Z70013 700 Recreation Complexes							
23-730-002 Moncrief Construction Sports Centre Projects	205,000	27,000					232,000
23-733-001 Pool Projects		100,000		200,000			300,000
23-736-001 Bowman Electric Keewatin Memorial Arena Upgrades			14,000				14,000
Total Z70013 700 Recreation Complexes	205,000	127,000	14,000	200,000			546,000
Total 01 City Capital	12,538,175	8,282,130	24,200,520	7,507,020	10,064,785	41,333,030	103,925,660



**City of Kenora
Capital Projects**

Project	23-134-01 Network Upgrades		
Department	Information Technology		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This annual recurring budget is required to provide ongoing maintenance, upgrades and expansion of the underlying network hardware and software.

These systems provide connectivity for all City IT assets such as computers, servers, surveillance systems and mobile devices.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	220,000	20,000	20,000	20,000	20,000	20,000	120,000
Funding							
100							
100 Computer Systems	(220,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)
	(220,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)
Funding Total	(220,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)



City of Kenora Capital Projects

Project	24-134-001 CCTV Cameras		
Department	Information Technology		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

To supply and install 10 additional CCTV cameras throughout the City based on priority 1 locations.

Priority	Location	AreaCovered
1	MathesonandMcClellan	Lookinginfourdirections
1	McClellanandChipman	Lookinginthreedirections
1	2nd&HennepenLaneSouthSide	Lookinginfourdirections
1	LakeviewRoundabout	Lookinginfourdirections
1	UndertentatHarbourfront	Stage area
1	Park St at OK Tire	Cover lane and Park St LCBO side hill sidewalk
1	Hwy 17 E at Transmitter Road	East and West on Highway/Transmitter Road
1	8thAveIntersection	Four Directions
1	CentralParkarea	Covering Street and new City facilities
1	Veteransat9thStN	Four Directions

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000	50,000					
Funding							
All							
Net Tax Levy	(50,000)	(50,000)					
	(50,000)	(50,000)					
Funding Total	(50,000)	(50,000)					



**City of Kenora
Capital Projects**

Project	25-134-03 Firewall		
Department	Information Technology		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Firewall upgrades are on a 5 year replacement schedule. Firewall software is utilized as a network security device that monitors incoming and outgoing network traffic and decides what needs to be blocked based on a defined set of security rules.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000		25,000				25,000
Funding							
100							
100 Computer Systems	(50,000)		(25,000)				(25,000)
	(50,000)		(25,000)				(25,000)
Funding Total	(50,000)		(25,000)				(25,000)



**City of Kenora
Capital Projects**

Project	25-134-04 Server Upgrade		
Department	Information Technology		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

These systems are the most critical assets within the City's IT infrastructure library. It is important that these systems be refreshed every 3 to 5 years in order to ensure continuity of the City's IT services including software, data storage, and email.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	200,000		100,000				100,000
Funding							
100							
100 Computer Systems	(200,000)		(100,000)				(100,000)
	(200,000)		(100,000)				(100,000)
Funding Total	(200,000)		(100,000)				(100,000)



**City of Kenora
Capital Projects**

Project	24-152-001 Sunset Trail Riders, Triple Play, Tourism Bldg Window Replacement		
Department	Rentals		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The wood framed windows in this rental building are leaking and require replacement. New vinyl frame windows will be installed.

The building is home to multiple tenants. Sunset Trail Riders, Triple Play, City of Kenora Tourism and Special Events Department as well as the Parks Department. Work will take two weeks to complete with minimal interruption to the tenants in the fall of 2024.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000	50,000					
Funding							
100							
100 Rentals - Rental Buildings Reserve	(50,000)	(50,000)					
	(50,000)	(50,000)					
Funding Total	(50,000)	(50,000)					



**City of Kenora
Capital Projects**

Project	25-152-001 Window and door replacement, Senior Center and Keewatin Library		
Department	Rentals		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This building is a shared use facility between the Seniors Center and the Keewatin Public Library.

Multiple doors and windows have deteriorated and require replacement.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	35,000	35,000					
Funding							
100							
100 Accessibility Reserve	(35,000)	(35,000)					
	(35,000)	(35,000)					
Funding Total	(35,000)	(35,000)					



**City of Kenora
Capital Projects**

Project	23-211-02 Scott SCBA Replacement		
Department	Fire Dept		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replace Self Contained Breathing Apparatus (SCBA)

Kenora Fire and Emergency Services 2001-2003 SCBA has reached the end of its life cycle and is no longer compliant with current standards. NFPA 1981 'Standard for Open Circuit Self-Contained Breathing Apparatus' is the internationally recognized standard for fire fighter safety has had multiple edition updates including 2002, 2007, 2013 and the current version is 2019.

The standard has increased minimum requirements for the selection, care and maintenance components of a respiratory protection program to increase firefighter safety. Changes include earlier notification of low air alarm, stricter testing methods for electronic components, increased face piece lens integrity, new voice communication intelligibility requirements, and new requirements for Emergency Breathing Safety System.

The replacement consists of 32 packs, cylinders, masks and update other related equipment.

This project would be financed over a 5-year lease (\$95K per year) funded through revenue associated with Fire Marque .

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	380,000	95,000	95,000	95,000	95,000		
Funding							
All							
Net Tax Levy	(190,000)			(95,000)	(95,000)		
Fire Marque	(190,000)	(95,000)	(95,000)				
	(380,000)	(95,000)	(95,000)	(95,000)	(95,000)		
Funding Total	(380,000)	(95,000)	(95,000)	(95,000)	(95,000)		



**City of Kenora
Capital Projects**

Project	24-211-001 Fire Fleet Capital Replacement Program		
Department	Fire Dept		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Fire Apparatus Replacement Life Cycle Schedule for fire apparatus for the City of Kenora as follows:

First Line Duty – replacement every 15 years (Fire Line Pumper, Station #1 operated by Career Staff)
 Second Line Duty – replacement every 20 years (Second Line Pumper, Station #1, #2, #3 operated by Paid per Call Staff)
 Third Line Pumper, Aerial, Rescue, Tanker Apparatus every 25 years (Aerial, Rescue Station #1 apparatus operated by all staff, Tankers at each Station)
 Support Vehicles every 20 years, or as required

Further that the following inventory is maintained to support service delivery approved by Council.

Station #1

- Pumper – Fire response for Career Staff
- Pumper – Fire response for PPC Staff
- Tanker – Rural Water Supply
- Support – Transport staff and equipment
- Aerial – Access to elevated locations and an elevated water stream
- Rescue – Transporting staff and equipment for specialized rescue operations
- Boat – Transport staff to offshore emergencies or to Coney Island
- Wildfire – Designed to assist in fighting wildfire and open-air burning

Station #2

- Pumper – Fire response for PPC Staff response
- Tanker – Rural Water Supply
- Support – Transport staff and equipment

Station #3

- Pumper – Fire response for PPC Staff
- Tanker – Rural Water Supply
- Support – Transport staff and equipment

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	4,915,800	450,000		1,144,000	121,900	1,188,000	2,011,900
Funding							
200							
200 Fire Equipment Reserve	(4,915,800)	(450,000)		(1,144,000)	(121,900)	(1,188,000)	(2,011,900)
	(4,915,800)	(450,000)		(1,144,000)	(121,900)	(1,188,000)	(2,011,900)
Funding Total	(4,915,800)	(450,000)		(1,144,000)	(121,900)	(1,188,000)	(2,011,900)



**City of Kenora
Capital Projects**

Project	23-312-01 Keewatin Channel Bridge Steel Arch Repainting		
Department	Maintenance - Bridges		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Steel bridges are painted as part of regular preventative maintenance. The paint coating provides a barrier between the steel members and wet weather conditions or just the humidity in the surrounding air, preventing rusting and extending the lifespan of the steel. A study of the required repainting of the Keewatin Channel Bridge steel arch spans was completed in 2023. This project is for the tender and execution of the required repainting work.

The repainting of the steel arch was identified in the 2020 bridge inspection report as required work within 1 to 5 years.

Delay of this project will lead to further bridge condition degradation and an accelerated replacement of the structure.

This project is anticipated to occur throughout May, June, July and August. There will be delays to traffic during setup and takedown at intermittent periods however, it is expected that both traffic lanes will remain open.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	4,350,000	4,350,000					
Funding							
All							
Canada Community Building Fund	(4,350,000)	(4,350,000)					
	(4,350,000)	(4,350,000)					
Funding Total	(4,350,000)	(4,350,000)					



**City of Kenora
Capital Projects**

Project	24-312-01 Portage Bay Bridge Study, Design, Tender, Construction		
Department	Maintenance - Bridges		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Portage Bay Bridge was identified as nearing the end of its lifespan within the bi-annual bridge inspections completed in 2022. The structure will require significant rehabilitation work due to the deteriorating concrete and steel condition. The current estimated cost of the rehabilitation is \$3.5 million to \$10 million.

Through a budget amendment, the 2024 a detailed coating condition assessment of the steel structure's level of corrosion and concrete condition was moved into 2023.

In late 2023, staff will receive the report including a preliminary design assessment recommending potential bridge replacement options, rehabilitation programs or other alternatives with a life cycle cost-benefit analysis of rehabilitation versus replacement. The report will provide Council and Administration with life cycle capital and operating costs of multiple options to determine the most effective route.

In 2025 the design of the selected rehabilitation and/or replacement will occur pending the results of the 2024 assessment with construction planned for 2026.

There will be intermittent delays in 2024 and 2025 to residents using the bridge and complete closure during construction in 2026 as the Portage Bay Bridge is only one lane wide.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	10,300,000		300,000	10,000,000			
Funding							
All							
OCIF	(300,000)		(300,000)				
Debt Financing	(10,000,000)			(10,000,000)			
	<u>(10,300,000)</u>		<u>(300,000)</u>	<u>(10,000,000)</u>			
Funding Total	(10,300,000)		(300,000)	(10,000,000)			



**City of Kenora
Capital Projects**

Project	25-312-02 Bridge Rehabilitation-Engineering Based on 2022 and 2024 Inspections		
Department	Maintenance - Bridges		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes:

2025: Consulting engineering design and support to develop the specification for the work.

2026: Rehabilitation of the Matheson Street Bridge and the CP Pedestrian Overpass;
Surface and joint restoration of the Winnipeg River West, Winnipeg River East and 8th Avenue S Bridges

These projects are expected to be minor bridge rehabilitation projects and have been bundled together to improve competitive pricing.

2027: Anticipated consulting engineering design and support to develop the specification for the Parsons Street Bridge Work.

2028: Anticipated bridge rehabilitation for the Parsons Street Bridge

2029-2033: \$1.5 million has been identified in each 2029, 2031 and 2033 to perform bridge rehabilitation on the Keewatin Channel Bridge, 1st Avenue Bridge and Beggs Road Timber Bridge.

During assessment and construction there will be impacts to residents through travel delays lane closures across the bridges.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	8,700,000		100,000	2,500,000	100,000	1,500,000	4,500,000
Funding							
All							
OCIF	(8,700,000)		(100,000)	(2,500,000)	(100,000)	(1,500,000)	(4,500,000)
	(8,700,000)		(100,000)	(2,500,000)	(100,000)	(1,500,000)	(4,500,000)
Funding Total	(8,700,000)		(100,000)	(2,500,000)	(100,000)	(1,500,000)	(4,500,000)



City of Kenora Capital Projects

Project	23-313-001 Arterial Roads Resurfacing		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Resurfacing and rehabilitation of major arterial roads.

The Arterial Roads Resurfacing Program proactively identifies arterial roads in need of resurfacing ahead of complete degradation. The City's Engineering Dept. receives an updated pavement condition assessment every 3 years. Work is prioritized pending the results of the assessment and available OCIF and Canada Community Building Funding. This work impact residents during construction with delays traveling through the City. Work on arterial roads is scheduled to begin as early in the construction season as possible to limit impacts during peak tourism and activity during summer months.

Proactive management of large arterial roads provides flexibility during project planning to address areas of concern prior to critical failure. Furthermore, alternative pavement resurfacing methods can potentially be used thereby reducing capital expenditures and reducing traffic interruptions to the public.

- 2024: Lakeview Drive from the Round About to WPG River East Branch Bridge
- 2025: HWY 17 from Winnipeg River West Bridge to Winnipeg River East Bridge
- 2026: Phase 3 of 3 HWY 17 E Resurfacing and Transmitter Rd Intersection
- 2027: Veterans Drive from CP Underpass to 9th Street N Intersection
- 2028: Jones Road from HWY 17 E to Homestake Road
- 2029 to 2034: Veterans Drive from 9th Street N to HWY 17 and Airport Road from CP Rail Crossing to HWY 17

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	13,448,000	798,000	1,350,000	700,000	1,150,000	1,950,000	7,500,000
Funding							
All							
Net Tax Levy	(700,000)			(700,000)			
OCIF	(798,000)	(798,000)					
Canada Community Building Fund	(11,950,000)		(1,350,000)		(1,150,000)	(1,950,000)	(7,500,000)
	(13,448,000)	(798,000)	(1,350,000)	(700,000)	(1,150,000)	(1,950,000)	(7,500,000)
Funding Total	(13,448,000)	(798,000)	(1,350,000)	(700,000)	(1,150,000)	(1,950,000)	(7,500,000)



**City of Kenora
Capital Projects**

Project	23-313-01 Municipal Paving program		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Annual project related to repaving and reconstruction of paved urban roads.

Locations are selected using pavement condition ratings and asset risk ratings. The locations proposed in 2024 are primarily residential streets with very poor asphalt condition ratings.

2024: Superior Street from 6th Street to 10th Street | 10th Street From HWY 17 to Ottawa Street | 6th Ave S from 5th Street S to 6th Street S | 6th Street S from 4th Ave S to 7th Ave S | 14th Ave N from 6th Street N to Ninth Street N

2025: Mellick Ave from 9th Street N to 10th Street N | Mellick Ave from 13th Ave N to Rabbit Lake Road | Valley Drive from Houghton Road to Minto Ave

2026: Rabbit Lake Road from Rabbit Lake Beach to Outen Lane| Beach Road from bay Street to St Clair Street

2027: Fifth Street N from 4th Ave N to 8th Ave N| 11th Ave N from Valley Drive to Ninth Street N| 4th Street N from Matheson Street to 7th Ave N| 17th and 18th Ave N from 6th Street N to 9th Street N

2028: Mikana Way from Golf Course Road to HWY 17E| Gould Road from Railway Street to Transmitter Road

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	20,138,730	1,587,500	1,675,000	1,762,500	1,850,000	1,950,000	11,313,730
Funding							
All							
Net Tax Levy	(18,918,730)	(367,500)	(1,675,000)	(1,762,500)	(1,850,000)	(1,950,000)	(11,313,730)
OCIF	(1,220,000)	(1,220,000)					
	<u>(20,138,730)</u>	<u>(1,587,500)</u>	<u>(1,675,000)</u>	<u>(1,762,500)</u>	<u>(1,850,000)</u>	<u>(1,950,000)</u>	<u>(11,313,730)</u>
Funding Total	(20,138,730)	(1,587,500)	(1,675,000)	(1,762,500)	(1,850,000)	(1,950,000)	(11,313,730)



**City of Kenora
Capital Projects**

Project	23-313-02 Municipal Lane Paving		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Annual project related to repaving and paving of urban lanes.

2024: Laneway Between 1st St S and 2nd St S and 5th Ave S and 7th Ave S

Locations for 2025-2028 shall be determined following the 2023 pavement condition assessment results.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	735,000	55,000	60,000	60,000	65,000	70,000	425,000
Funding							
300							
300 Sidewalks / Lane Paving Reserve	(56,495)	(55,000)	(1,495)				
	<u>(56,495)</u>	<u>(55,000)</u>	<u>(1,495)</u>				
All							
Net Tax Levy	(678,505)		(58,505)	(60,000)	(65,000)	(70,000)	(425,000)
	<u>(678,505)</u>		<u>(58,505)</u>	<u>(60,000)</u>	<u>(65,000)</u>	<u>(70,000)</u>	<u>(425,000)</u>
Funding Total	(735,000)	(55,000)	(60,000)	(60,000)	(65,000)	(70,000)	(425,000)



**City of Kenora
Capital Projects**

Project	24-313-04 Railway Street Phase 4		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Phase 4 of the Railway St. re-alignment and repaving.

Project Boundary: From 1629 Railway St, 217 m Easterly including the installation of new sidewalk on the South side of the road (subject to private property acquisition) and the addition of paved shoulder(s), plus street light improvements.

This section of Railway Street requires significant rehabilitation. The project will undergo review for the potential addition of sidewalk and paved shoulders.

Phases 1, and 2 were completed in 2020 and 2022, and Phase 3 is currently nearing completion in Fall of 2023.

Phase 4 is the final phase of the project. The Project has been substantially funded through Provincial ICIP and NORDS funding, but is projected to be exhausted during Phase 3 in 2023.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	943,000	943,000					
Funding							
All							
Debt Financing	(943,000)	(943,000)					
Funding Total	(943,000)	(943,000)					

Project	24-313-04 Railway Street Phase 4		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Gallery

N:\Capital Budgets\2023\Project Mapping\Municipal Paving\Phase4_railway.jpg





**City of Kenora
Capital Projects**

Project	23-314-01 Roads Hard Surface Treatment		
Department	Maint - Surface Treat Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project includes applying, replacing and repairing hard surfaced sections of roads in need of repair or that have reached the end of their life cycle. Start incorporating new roads that need resurfacing.

2024-2028: Required work is assessed on an annual basis based on the previous years deterioration. Work primarily focuses on the critical sections of the Coker Road, Essex Road, Peterson Road, James Road and Anderson Branch Road.

2029 - 2033: Forecasted \$2,200,000.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	6,289,750	496,765	532,630	571,670	613,585	630,000	3,445,100
Funding							
All							
Net Tax Levy	(6,289,750)	(496,765)	(532,630)	(571,670)	(613,585)	(630,000)	(3,445,100)
Funding Total	(6,289,750)	(496,765)	(532,630)	(571,670)	(613,585)	(630,000)	(3,445,100)



**City of Kenora
Capital Projects**

Project	24-314-001 Essex Road Grade Raise		
Department	Maint - Surface Treat Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Project includes a road grade raise on Essex road from Hooterview Trail northerly for approximately 700 m.

In 2022, flooding overtook the entire roadway and the road closed for several months. Every Spring, lake level rise along this roadway which puts the road in jeopardy of ongoing annual closures.

In 2023 a drilling program to assess the road subgrade is being completed to ensure that adding material to raise the road elevation will not create excessive settling or failure.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	750,000	750,000					
Funding							
All							
OCIF	(750,000)	(750,000)					
	(750,000)	(750,000)					
Funding Total	(750,000)	(750,000)					

Project	24-314-001 Essex Road Grade Raise		
Department	Maint - Surface Treat Roads		
Version	2024-2028	Year	2024

Gallery

C:\Users\rwilcott\Pictures\Essex Rd Capital 2024.JPG





**City of Kenora
Capital Projects**

Project	23-315-001 Loosetop Road Gravel, Ditching and Culverts		
Department	Maintenance - Loosetop Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Rehabilitation of loose top roads with gravel (gravel A) material, clean out the existing ditches for proper drainage and culvert clean out and replacement where culverts have failed due to clogging or collapse.

Each year, loose top roads experience degradation and require the addition of gravel material to allow for crowning and drainage when regrading, to have ditches and culverts cleaned, replaced or newly installed. Exposed large rock and corduroy timbers require recovering.

2024 - 2028: The project continues the annual servicing of loosetop roads, ditching and culvert replacement currently provided based on annual assessment.

Priority is given to the critical sections of the Coker Road, Essex Road, James Road, Peterson Road and Anderson Branch Road.

The receipt of the Rural Roads Study may lead to increased budget allotment for these services.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	7,023,730	605,710	628,500	651,600	675,035	693,785	3,769,100
Funding							
All							
Net Tax Levy	(7,023,730)	(605,710)	(628,500)	(651,600)	(675,035)	(693,785)	(3,769,100)
Funding Total	(7,023,730)	(605,710)	(628,500)	(651,600)	(675,035)	(693,785)	(3,769,100)

Project	23-315-001 Loosetop Road Gravel, Ditching and Culverts		
Department	Maintenance - Loosetop Roads		
Version	2024-2028	Year	2024

Gallery

C:\Users\rwilcott\Pictures\2022 Flooding photos\Hooterville Trail Centre section June 9-2022.jpg





**City of Kenora
Capital Projects**

Project	24-352-001 Parkade Structure Assessment and Rehabilitation		
Department	Parking Rentals		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes the completion of assessment of the Parkade Structure on Matheson Street with a report to follow including recommendations for rehabilitation or enhanced maintenance.

During the 2022 bi-annual bridge inspection project the City had the Consultant inspect the Parkade. The Consultant recommended "a detailed deck survey, concrete substructure condition survey and structure evaluation, all with an urgent priority as the prevalence of ongoing leakage, settlement and deterioration suggest a potential need for rehabilitation."

A placeholder budget figure of \$500,000 has been included and will be adjusted based on the required work following the receipt of the assessment report.

The City already has completes bi-annual bridge inspections, with the next inspection scheduled for 2024. This work will be included during those assessments to minimize assessment cost.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	625,000	125,000	500,000				
Funding							
300							
300 Parkade / Parking Rentals	(625,000)	(125,000)	(500,000)				
	(625,000)	(125,000)	(500,000)				
Funding Total	(625,000)	(125,000)	(500,000)				



**City of Kenora
Capital Projects**

Project	23-390-005 Office renovation and expansion		
Department	Barsky Facility		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes the replacement of the exhaust fans in the welding shop at the Operations Centre.

The Welding shop exhaust fans have been in service for nearly 20 years and are at end of life. Replacement improves the reliability of the exhaust fans and improves the air quality in the welding shop.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	30,000		30,000				
Funding							
300							
300 Operations Facility Reserve	(30,000)		(30,000)				
	<u>(30,000)</u>		<u>(30,000)</u>				
Funding Total	(30,000)		(30,000)				



**City of Kenora
Capital Projects**

Project	26-390-01 DVR Operations		
Department	Barsky Facility		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This budget is for the replacement of the digital video recording systems that store the video footage collected by the City's surveillance cameras. There are currently 3 systems in production, one at City Hall, one at Operations, and one at the Kenora Recreation Centre. It is important that these systems be refreshed every 5 years in order to ensure continuity of video recording services.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	10,000			10,000			
Funding							
100							
100 Computer Systems	(10,000)			(10,000)			
	(10,000)			(10,000)			
Funding Total	(10,000)			(10,000)			



**City of Kenora
Capital Projects**

Project	24-392-001 Garage and Shop Capital		
Department	Garage & Shop		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION	
Project includes the purchase of new equipment for the Fleet Shop to continue to improve the Fleet Department's ability to service vehicles internally, improve work efficiency and minimize external spending on vehicle servicing.	
2024: Computer Vehicle Diagnostic Equipment, Air Conditioning Unit Replacement	
2025: Front-End Vehicle Alignment Machine, Smart Speed Swing-Arm Tire Changer	
2026: Replacement of (2) post hoists	

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	141,550	36,000	52,000	53,550			
Funding							
300							
300 Vehicle/Equipment Repl. Reserve	(141,550)	(36,000)	(52,000)	(53,550)			
	<u>(141,550)</u>	<u>(36,000)</u>	<u>(52,000)</u>	<u>(53,550)</u>			
Funding Total	(141,550)	(36,000)	(52,000)	(53,550)			



**City of Kenora
Capital Projects**

Project	23-393-01 Fleet - Heavy Vehicles		
Department	Vehicles & Equipment		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The heavy fleet encompasses the City's robust machinery, including plow trucks, excavators, and graders. The lifecycle management of heavy equipment involves a meticulous approach where replacement decisions are guided by a combination of accumulated operational hours or mileage and the progressively escalating maintenance expenses for each unit.

In instances where it is feasible, a practice of repurposing comes into play, strategically assigning units to tasks that involve lower operational hours or mileage as they age. This reallocation serves the purpose of extending the overall lifespan of these valuable pieces of machinery.

2024: Roads - Tandem Sander/Plow, Frink Snow Blade | Parks - Mower, | Parks - Skid mounted hot water pressure washer | Recreation - Ice resurfer | Recreation - Existing Ice resurfer replacement battery

2025: Transit - Transit Bus | Roads - Grader | Parks - Cemetery Mower

2026: Roads - Rubber tire Excavator

2027: Solid Waste - Co Mingle truck | Roads - Single Axle Dump-Sander | Roads - Mini Rubber Track Excavator

2028: Roads - 4500 Dump with Electric Hoist | Roads - 4500 Dump with Electric Hoist & Plow | Roads - Rock Breaker Attachment | Roads - Rubber Tire Backhoe Loader | Roads - Dynapac Compacter/ Roller | Transit - Transit

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	9,149,400	728,700	1,452,000	450,000	817,500	1,663,000	4,038,200
Funding							
300							
300 Vehicle/Equipment Repl. Reserve	(7,496,100)	(728,700)	(822,000)	(450,000)	(817,500)	(1,663,000)	(3,014,900)
	<u>(7,496,100)</u>	<u>(728,700)</u>	<u>(822,000)</u>	<u>(450,000)</u>	<u>(817,500)</u>	<u>(1,663,000)</u>	<u>(3,014,900)</u>
All							
Dedicated Gas Tax	(1,653,300)		(630,000)				(1,023,300)
	<u>(1,653,300)</u>		<u>(630,000)</u>				<u>(1,023,300)</u>
Funding Total	(9,149,400)	(728,700)	(1,452,000)	(450,000)	(817,500)	(1,663,000)	(4,038,200)



**City of Kenora
Capital Projects**

Project	23-393-04 Fleet - Light Vehicles		
Department	Vehicles & Equipment		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The organization proactively manages its light vehicle fleet, opting for replacement when the balance between reliability and maintenance costs starts to yield diminishing returns. During these fleet refresh cycles, the Fleet Manager strategically repurposes vehicles across the organization, aiming to maximize the overall lifespan of each unit.

For instance, an example of this approach is the scheduled replacement of administrative vehicles utilized by the Council and City Staff for long-distance travel. This renewal takes place every three to four years, ensuring that these vehicles remain dependable. In the upcoming year, 2024, this specific administrative vehicle is due for replacement. Consequently, this transition will trigger a ripple effect of reassignments among the light SUVs within the organization, ultimately leading to the retirement of a 20-year-old SUV.

2024 - Fire Dept. - Administrative/Command Vehicle | Administrative - Light SUV used by Council and City Staff. | Roads - 1/2 Truck

2025 - Tourism - Light SUV

2026 - Roads - 3/4 Ton Truck | Facilities - 1/2 Ton Truck | Roads - 1/2 Ton Truck | Roads - Tandem Trailer | Parks - Tandem Trailer

2027 - By-Law - 1/2 Ton Truck | By-Law - 1/2 Ton Truck

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	1,405,700	172,500	53,000	288,200	148,000		744,000
Funding							
300							
300 Vehicle/Equipment Repl. Reserve	(1,405,700)	(172,500)	(53,000)	(288,200)	(148,000)		(744,000)
	<u>(1,405,700)</u>	<u>(172,500)</u>	<u>(53,000)</u>	<u>(288,200)</u>	<u>(148,000)</u>		<u>(744,000)</u>
Funding Total	(1,405,700)	(172,500)	(53,000)	(288,200)	(148,000)		(744,000)



**City of Kenora
Capital Projects**

Project	24-395-01 GIS Update and Aerial Photo		
Department	Engineering		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Creation of new aerial photo and related mapping line work for GIS purposes.

The GIS aerial photo and mapping line work are updated on a 5 year cycle to keep the system current and relevant which is used by many City staff in their daily work.

Future consideration should be given to changing the existing 5 year to a 3 year updating cycle, keeping the GIS mapping current.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	125,000	125,000					
Funding							
100							
100 Contingencies Reserve	(60,161)	(60,161)					
	(60,161)	(60,161)					
300							
300 GIS Reserve	(64,839)	(64,839)					
	(64,839)	(64,839)					
Funding Total	(125,000)	(125,000)					



**City of Kenora
Capital Projects**

Project	24-395-02 Photocopier for 2nd Floor Operations		
Department	Engineering		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement of printer/photocopier/scanner for the second floor operations staff and offices.

Typically this type of equipment is replaced on a 5 year cycle to ensure there are no interruptions from older equipment breakdowns. The unit services Engineering, Planning, Building, Economic Development, Roads and Facilities that are located on the second floor of the Operations building.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	12,000		12,000				
Funding							
300							
300 Operations Facility Reserve	(12,000)		(12,000)				
	<u>(12,000)</u>		<u>(12,000)</u>				
Funding Total	(12,000)		(12,000)				



**City of Kenora
Capital Projects**

Project	27-395-001 GPS Surveying Equipment		
Department	Engineering		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement of Trimble GPS survey equipment.

The current survey equipment purchased in 2015 will be at end of life in 2027, requiring replacement.

The GPS survey equipment is used to locate project features during the design, development and construction stages. Engineering, when available, also surveys sewer and water maintenance to aid in enhancing the accuracy of the City's infrastructure records. The equipment is critical to the work of the department.

Alternative sourcing was reviewed. The cost to rent the equipment was assessed and to obtain one rental unit from May to September during peak usage months totals \$19,375, nearly 50% of the cost to purchase new.

The existing equipment will be assessed in 2026 by technicians for opportunities for partial replacement to reduce future capital costs beyond their planned end of life in 2027. Replacement of one existing unit is planned for 2029 to 2033

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	82,000				41,000		41,000
Funding							
300							
300 GIS Reserve	(82,000)				(41,000)		(41,000)
	(82,000)				(41,000)		(41,000)
Funding Total	(82,000)				(41,000)		(41,000)



**City of Kenora
Capital Projects**

Project	23-421-01 Stormwater Collection System Rehab		
Department	Storm Sewers		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement and rehabilitation of storm sewer catch basins, piping and associated manholes.

This project continues to allocate budget towards the City's stormwater systems that are in great need of repair.

In 2023, the allocated budget for relining storm piping near 6th St N had to be reallocated to address immediately failing storm mains elsewhere in the community.

2024: Relining of storm mains in the 6th St N area, North of the CP Rail lines.
 2025: Relining and/or replacement of storm sewer mains within Keewatin dependent on the results of the 2023 and 2024 CCTV inspection work.

Continued CCTV inspections in 2026 and future years will determine the future repair locations. The projected cost of the work is included in the forecasted budget below as a placeholder for the results of the inspections.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	4,360,000	260,000	200,000	300,000	350,000	400,000	2,850,000
Funding							
400							
400 Storm Sewers Reserve	(120,000)	(120,000)					
	(120,000)	(120,000)					
All							
Net Tax Levy	(4,240,000)	(140,000)	(200,000)	(300,000)	(350,000)	(400,000)	(2,850,000)
	(4,240,000)	(140,000)	(200,000)	(300,000)	(350,000)	(400,000)	(2,850,000)
Funding Total	(4,360,000)	(260,000)	(200,000)	(300,000)	(350,000)	(400,000)	(2,850,000)



**City of Kenora
Capital Projects**

Project	24-455-001 purchasing 3 more 6 yds bin to collect recycle at depot		
Department	Recycling Facility		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Recycling Depot uses 6yd bins to collect recyclable materials at the Transfer Station. 3 bins require replacement in 2024.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	25,000	25,000					
Funding							
400							
400 Recycling Reserve	(25,000)	(25,000)					
	(25,000)	(25,000)					
Funding Total	(25,000)	(25,000)					



**City of Kenora
Capital Projects**

Project	27-571-001 Cemetery Expansion Phase 2		
Department	Cemetery		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project includes the budget allocation to support (2) new columbariums and a potential Memory Wall at the Cemetery. The Cemetery is experiencing increased requests for Columbarium interments versus direct burial.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	150,000				150,000		
Funding							
500							
500 Columbarium Reserve	(150,000)				(150,000)		
	(150,000)				(150,000)		
Funding Total	(150,000)				(150,000)		



**City of Kenora
Capital Projects**

Project	24-711-001 Central Community Club Green Space Enhancement		
Department	Parks		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project includes the development of the green space amenities at Central Park. It is space for families to picnic and take part in recreational activities. The space will include paved accessible pathways, proper lighting, benches, canopy trees for shade and sod landscaping.

The recreational space is effectively doubled providing the surrounding community with an opportunity to engage socially and/or physically for all seasons. Completion of the green space amenities compliments the new rink and playground.

There will be some interruption to the park access during the upgrades. Items such as excavation for pathway, grading of the site, adding granular etc. will require fencing as work progresses.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	490,000	490,000					
Funding							
All							
NOHFC	(490,000)	(490,000)					
	(490,000)	(490,000)					
Funding Total	(490,000)	(490,000)					



**City of Kenora
Capital Projects**

Project	25-714-01 Coney Island Playground Replacement		
Department	Coney Island Park		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project involves removing the existing playground located in the Coney Island green space by the beach. This project will fund a new accessible playground that meets the current accessibility and safety standards.

The City performs annual audits of its playground equipment. The existing equipment is now end of life and does not meet accessibility standards . Standards for accessible playgrounds continues to evolve and this project would be sourced, supplied and installed through the City's playground group by vendor.

Funding of this project is currently shown as the Accessibility Reserve, but the City will be pursuing provincial funding to support this project.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000		50,000				
Funding							
100							
100 Accessibility Reserve	(50,000)		(50,000)				
	(50,000)		(50,000)				
Funding Total	(50,000)		(50,000)				



**City of Kenora
Capital Projects**

Project	23-730-002 Moncrief Construction Sports Centre Projects		
Department	KRC Complex		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project for 2024 and 2025 is to improve electrical reliability of the pumping systems at the MCLSC. The majority of the pumps and motors do not have protection against damage during power outage events caused by storms. In the past pumps have been damaged resulting from a major power interruption. The work to be completed in 2024 and 2025 is partially funded through ICIP, with the remainder through the Recreation Complexes Reserve.

In 2027 the boiler that heats the pool and fitness centre area of the facility will be due for replacement. In 2023 a study will be completed to assess the current condition of the boiler and provide recommendation on the expected remaining life. The boiler is approaching 20 years old and is critical to the operation of the facility. The work to be completed in 2027 is to be funded by debt financing.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	932,000	205,000	227,000		500,000		
Funding							
700							
700 Recreation Complexes	(232,000)	(205,000)	(27,000)				
	<u>(232,000)</u>	<u>(205,000)</u>	<u>(27,000)</u>				
All							
ICIP Funding	(200,000)		(200,000)				
Debt Financing	(500,000)				(500,000)		
	<u>(700,000)</u>		<u>(200,000)</u>		<u>(500,000)</u>		
Funding Total	(932,000)	(205,000)	(227,000)		(500,000)		



**City of Kenora
Capital Projects**

Project	23-733-001 Pool Projects		
Department	MSFC Pool		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes:

2025: The pool pilot chlorine injection system for the pool at the Moncrief Construction Sports Centre is nearing end of life. The City is currently exploring system replacement options. Replacement of the system is planned for this year.

2027: The ceramic tile lining the pool is aging and takes considerable time to repair and re-grout annually. This work includes the supply and installation of a pool liner system to significantly reduce the maintenance of the tile.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	300,000		100,000		200,000		
Funding							
700							
700 Recreation Complexes	(300,000)		(100,000)		(200,000)		
	(300,000)		(100,000)		(200,000)		
Funding Total	(300,000)		(100,000)		(200,000)		



**City of Kenora
Capital Projects**

Project	25-735-002 Tennis Court Resurface		
Department	KRC External		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Resurface/re-level the tennis courts at the Moncrief Construction Sports Centre.

The tennis courts are in need of an overhaul. The court surface is currently cracked have become sloped to an angle that is impacting play.

This upgrade is funded through ICIP.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	500,000		500,000				
Funding							
All							
ICIP Funding	(500,000)		(500,000)				
	(500,000)		(500,000)				
Funding Total	(500,000)		(500,000)				



**City of Kenora
Capital Projects**

Project	23-736-001 Bowman Electric Keewatin Memorial Arena Upgrades		
Department	KMA & Complex		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement of a hot water tank at the Bowman Electric Keewatin Memorial Arena. This work is required to ensure hot water is available to the users of the facility throughout the year.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	14,000			14,000			
Funding							
700							
700 Recreation Complexes	(14,000)			(14,000)			
	(14,000)			(14,000)			
Funding Total	(14,000)			(14,000)			



**City of Kenora
Capital Projects**

Project	23-771-001 Kenora Library Window Replacement		
Department	Library		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

In 2022 some Kenora Library windows were leaking and required replacement. This project made \$50,000 allocations in each 2023 and 2026. It is expected that in 2026, additional windows will require replacement.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000			50,000			
Funding							
700							
700 Library Building Reserve	(50,000)			(50,000)			
	(50,000)			(50,000)			
Funding Total	(50,000)			(50,000)			



**City of Kenora
Capital Projects**

Project	27-771-001 Bathroom and common area upgrades to Library Interior		
Department	Library		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Multiple accessibility upgrades to the interior space of the Kenora Library.

Included in the scope of work is a genderless accessible washroom facility, upgrades to second washroom for family washroom, new carpeting (old ones are 33 years old), updated lighting with daylight adjustment, wheelchair accessible book shelves, mobility friendly furnishings, energy efficient upgrades and more.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	450,000						450,000
Funding							
700							
700 Library Building Reserve	(450,000)						(450,000)
	(450,000)						(450,000)
Funding Total	(450,000)						(450,000)



**City of Kenora
Capital Projects**

Project	27-771-002 Keewatin Library Attic Insulation Upgrades		
Department	Library		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Keewatin Library has minimal insulation in the attic which is causing frost to form on the underside of the roof. The frost melts in the spring, causing water damage to the building.

This project will see additional blown-in insulation added and repair to the roof structure which has been damaged from the frost issue.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	60,000				60,000		
Funding							
700							
700 Library Building Reserve	(60,000)				(60,000)		
	(60,000)				(60,000)		
Funding Total	(60,000)				(60,000)		



**City of Kenora
Capital Projects**

Project	23-781-001 Kenora Museum Upgrades		
Department	Museum		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This Capital Project sheet shows the remaining \$25,000 portion of the \$495,000 project budget that was always planned for 2024 spend.

In 2023, the expenditure of \$470,000 was allocated with \$400,000 being funded through NOHFC and \$70,000 being funded through the Museum Building reserve.

2023: New Air Conditioner and Fire Alarm, Accessibility upgrades to both washrooms, rehab of the concrete entryway, reworking the outdoor exhibition space, landscaping and fencing.

2024: The installation of a new asphalt roof, soffits and fascia w/ solar panels on the south side.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	25,000	25,000					
Funding							
700							
700 Museum Building Reserve	(25,000)	(25,000)					
	(25,000)	(25,000)					
Funding Total	(25,000)	(25,000)					



**City of Kenora
Capital Projects**

Project	25-783-001 Motorized blinds for Art's Center display area		
Department	Arts Centre		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Following the upgrades in 2023 to achieve a Category A designation at the Art Center, this project will see the installation of motorized blinds to protect the artwork and displays from direct sun exposure. Motorized blinds are required to remotely and strategically block the harmful UV rays from damaging the displayed pieces.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	20,000		20,000				
Funding							
700							
700 Museum Building Reserve	(20,000)		(20,000)				
	(20,000)		(20,000)				
Funding Total	(20,000)		(20,000)				



**City of Kenora
Capital Projects**

Project	26-783-001 Art's Center upgrades to the Furnace and A/C unit		
Department	Arts Centre		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Art's Center Annex has a furnace and A/C unit that are over 30 years old, beyond end of life.

The Annex area and Multi Purpose room are heavily used rooms that are serviced by this unit which is having reliability issues.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	30,000			30,000			
Funding							
700							
700 Museum Building Reserve	(30,000)			(30,000)			
	<u>(30,000)</u>			<u>(30,000)</u>			
Funding Total	(30,000)			(30,000)			



**City of Kenora
Capital Projects**

Project	23-832-002 Jarnell Contracting Pavilion		
Department	Tourism Facilities		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Floor is unlevel due to dissimilar materials and poor substrate.
 Brick sections of flooring have shifted due to high water causing multiple trip hazards on walking areas of the floor. Dissimilar floor construction makes the floor very unlevel.

Funded through Pavilion Reserve
 This project has the opportunity to be an insurance claim

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	750,000		200,000		550,000		
Funding							
700							
700 Pavilion Reserve	(250,000)		(200,000)		(50,000)		
	<u>(250,000)</u>		<u>(200,000)</u>		<u>(50,000)</u>		
All							
Debt Financing	(500,000)				(500,000)		
	<u>(500,000)</u>				<u>(500,000)</u>		
Funding Total	(750,000)		(200,000)		(550,000)		



**City of Kenora
Capital Projects**

Project	25-851-01 DTR Matheson & First Street South-Construction Surface and Storm Works		
Department	Infrastructure		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Downtown Revitalization (DTR) project involves the surface and storm reconstruction of Matheson Street South from Second Street South to the Matheson Street Bridge and First Street South from Matheson Street South to Main Street South.

The next phase of DTR is required to renew and beautify the downtown core that will unify the previous areas completed related to Main Street South (2008), Second Street South (2014) and Chipman Street (2018).

During 2023 budget deliberations the project was deferred to construction planned for 2027 and the design update occurring in 2026, in favour of the Harbourfront Development project. The design update should now occur in 2024 with construction in 2026. This allows Administration and Council time to source additional funding with a complete, updated detail design and tender package and the flexibility to advance the project to 2025 if funding is secured.

Note project 27--411-001 and project 27-431-002 within the sewer and water utility budget to support underground infrastructure rehabilitation have been adjusted to reflect construction occurring in 2026.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	5,560,000	60,000		5,500,000			
Funding							
All							
Debt Financing	(5,560,000)	(60,000)		(5,500,000)			
	<u>(5,560,000)</u>	<u>(60,000)</u>		<u>(5,500,000)</u>			
Funding Total	(5,560,000)	(60,000)		(5,500,000)			

October 26, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Roberta Marsh, Director Human Resources, Risk and Insurance

Re: Human Resources, Risk and Insurance – Q3 Report

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for the Human Resources, Risk and Insurance Department.

Background:

To reinforce the interrelatedness with Charting Our Course 2027, quarterly reports provide an opportunity for the department to report to Council to demonstrate alignment with the goals and vision of the Strategic plan.

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

Charting our Course 2027 – City of Kenora 2022-2027 Strategic Plan

The City of Kenora strives to provide our residents, businesses, and broader community with exceptional service that maximizes the resources provided to us by our ratepayers. The Human Resources, Risk and Insurance Department strives to continuously improve the capability and capacity of our administration to deliver efficient and effective services by investing in our staff.

The Human Resources division develops, implements and maintains programs, policies and services in the areas of recruitment, job evaluation and pay equity; management of human resources data and systems; organizational development, learning, and leadership development; and maintaining harmonious and collaborative employee and labour relations.

The Pay & Benefits Division is committed to providing accurate, efficient and timely payroll and benefit information to current and former City employees. The division's primary function is to negotiate and secure cost effective employee benefit plans; administer pension and benefit enrollment; execute employee career events; and process payroll for employees of the City of Kenora, Council and Council Committees, including other corporate entities such as Transit.

The Safety & Workplace Wellness division develops, implements and monitors corporate policies, occupational health and safety, including workplace wellness, employee assistance, and return-to-work programs. Our Team provides leadership

and advice in support of injury and illness prevention promotes effective disability management and

return to work programs partnering with City departments to achieve legislative compliance.

The Risk and Insurance Division core accountability is to negotiate and secure comprehensive insurance and to work with a Managing General Agent to maintain the City's insurance portfolio and claims management process for all City Departments and entities.

The Department works together with partners to ensure that City services, programs and policies are responsive to the needs of Kenora's diverse communities and provides advice and services to promote respect for human rights across the organization. The Division develops, leads and implements key corporate initiatives to foster equity, diversity and inclusion in the public service.

Focus Area 1: Infrastructure and Environment

Goal 1.2 Ensure well maintained and sustainability financed City Infrastructure

The Municipal Insurance Program supports the Corporation's Enterprise Risk Management framework. In Spring of 2023 the Corporation's insurance renewal was provided to the market for bid with the support of Westland Insurance. Intact Public Entities (IPE) was successful.

In 2023 the Corporation increased its property and owned automobiles resulting in increased coverage. Due to the floods, fires and windstorms, the City experienced an increase in general liability claims, resulting in a corresponding 28% increase to insurance premiums.

The 2023 Insurance renewal was presented and approved by Council for the policy Term of July 1, 2023 – July 1, 2024.

Focus Area 4: Service Delivery and Organizational Capacity

GOAL 4.2 Maximize human capacity and capability.

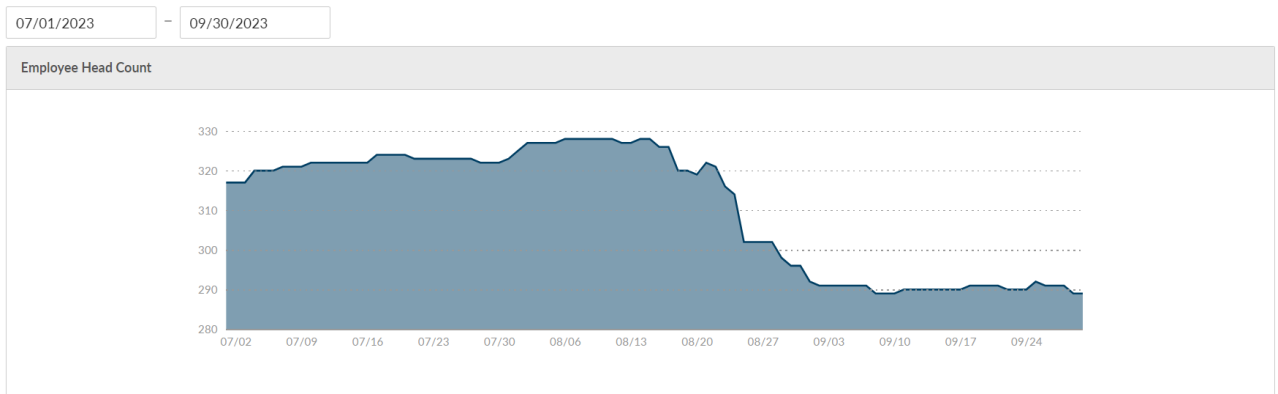
4.1.4 Evaluate existing City workforce data to support work planning for City departments.

Workforce Planning

Support to operational leadership to maintain full scale summer operational levels. Continued analysis, forecasting, and planning workforce supply and demand, assessing gaps, and determining target recruitment and staff management interventions to ensure the divisions had the right people - with the right skills in the right places at the right time - to fulfill its mandate. Preparation for student and seasonal layoff, administration of the offboarding process.

Activities in the third quarter resulted in:

- Support full scale summer operations including the administration of probationary assessments.
- Onboarding of 27 new hires to positions such as Students, Library Assistant, Labourer, Operator, Curator, Community Safety Wellbeing Coordinator, Supervisor of Solid Waste, Deputy Fire Chief, etc.
- The City of Kenora contributed to population growth in our community through the recruitment of seven (7) employees and their families who now call Kenora home.
- Voluntary turnover was at 12% in the last week of August primarily due to the conclusion of the summer work period. In September the workforce shrunk further by 4% due to the start of summer seasonal layoffs.



Incident and Injury Management – StaySafe@Work Program

Ensuring that every worker goes home to their family and friends is our core priority. Our workplace safety management program consists of training and education, workplace inspection, hazard identification, assessment, and control, and the reporting and investigating incidents.

The following activities were undertaken this quarter:

- Summer experiential learning placement was provided to a 3rd year Kinesiology student. During the placement the student achieved:
 - Physical demands analysis of curbside garbage and recycling collection, resulting in several recommendations to decrease ergonomic risk.
 - Development of a Functional and Cognitive Abilities form.
 - Conducted three (3) return to work case management meetings.
- Three (3) general safety orientations were delivered.
- Occupational Safety and Health Training
 - The Dealing with Difficult People
 - De-escalating Potentially Violent Situations
 - First Aid/CPR and AED

- 10 workplace injuries were reported and investigated – a 33% reduction from Q2.

Department	Division	Mechanism of Injury	Count
Corporate Services	By-law Enforcement	Animal bite	1
Culture and Tourism	Tourism	Struck/Struck by	1
Engineering & Infrastructure	Parks	Awkward posture/Over exposure	1
		Sharps/Needle Stick	1
	Roads	Awkward posture/Over exposure	2
		Foreign particle in eye	1
		Violence	1
	Wastewater Treatment	Awkward posture/Over exposure	1
	Water and Wastewater	Awkward posture/Over exposure	1
Grand Total			10

- 6 Incidents involving a motor vehicle were reported and investigated – 33% reduction from Q2

Department	Division	Nature of Incident	Count
Engineering and Infrastructure	Environmental Services	Tree branch on trail broke through firewall	1
	Parks	Impact with static object	1
	Roads	Backing	1
		Drove over pole saw	2
	Water and Wastewater	Bumped loader in adjacent parking spot	1
Grand Total			6

4.2.3 Enhance Employee learning and development by incorporating online and blended learning platforms.

New Employee Orientation

Three sessions of New Employee Orientation were delivered.

4.2.4 Grow and enhance collaborative relationships with community leaders, union and association partners.

Work Integrated Initiatives

The City recognizes the barriers of discrimination and disadvantage faced by human rights protected groups. To achieve access and equality of outcomes for those seeking employment with the City, administration has addressed specific requirements and qualifications that would not pass the test for bona fide requirement as defined by the Ontario Human Rights Commission.

In response, HR-2-11 Minimum Standards Policy was updated to remove barriers to accessing employment, by ensuring that the minimum standards established to reflect the knowledge, skills and abilities are appropriate, required, and necessary for the safe, efficient, and reliable operation of the business. During its September

meeting, Council adopted and added the amended policy to the City’s Comprehensive Policy Manual.

City/CUPE Joint Job Evaluation

The Joint Job Evaluation Committee (J.J.E.C.) continued its work, conducting six (6) job evaluation sessions. Together the parties continue to strengthen their shared understanding of the work performed by CUPE staff and have successfully reached consensus on over 50 classification ratings. Over the next couple of months, the JJEC will complete its valuation process.

Labour Relations

Communication and early problem resolution is critical to successful Labour Management Relations.

Bargaining Unit	Labour Management Meetings	Step 2	Step 3
CUPE	1	0	0
KPFFA	3	1	0
IBEW	0	0	0
CUPE Library	0	0	0

Collective Bargaining

On October 3rd the City received its Notice to Bargain from CUPE Local 191. Both parties have engaged in several discussions to promote a positive shared collective improvement of our Collective Agreement. Over the next couple of months, the parties will be constructing their bargaining teams and engaging in training opportunities.

Focus Area 5: Relations With Our Treaty 3 Partners

5.1.2 Enhance understanding and awareness of Truth and Reconciliation

Learning and commemorating the truth of our history from First Nations, Métis, and Inuit knowledge keepers is an important part on the path of reconciliation. During Truth and Reconciliation Week September 25th–30th, 2023, City of Kenora staff participated in an immersive experience to UN-learn the myths of colonial history in Canada. Five lunch and learn opportunities were delivered through the National Centre for Truth and Reconciliation.

Strategic Plan or another Guiding Document:

City of Kenora’s Charting Our Course 2027 – 2022-2027 Strategic Plan



October 25, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: Council Conference & Travel Policy CC-7-1 Review

Recommendation:

That Council approves an amendment to Council Conference & Travel Policy #CC-7-1 to reflect updates to the requirements for Council travel; and further

That this policy forms part of the City's Comprehensive Policy Manual; and further

That bylaw number 126-2011 be hereby repealed; and further

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

Background:

The City of Kenora is committed to the reimbursement of Council Members for all reasonable costs incurred while fulfilling their duties. The City will be responsible for the reimbursement of authorized expenses to the Mayor and Members of Council incurred in connection with attendance at various seminars, conferences, workshops, conventions, and social functions directly associated with their duty as an elected official for the City.

Elected officials who incur business expenses are expected to exercise their best judgment when incurring such expenses. Any expenses incurred are to be directly related to an elected official's duties in an official capacity and are intended to support the City of Kenora's goals, objectives, and strategic initiatives.

This policy reflects the current processes and contemplates options for Council to consider under this policy review.

Budget: Any expenditures related to this policy are in accordance with each member of Council's direct budget.

Risk Analysis: There is a low risk associated with this report which is administrative in nature for review only.

Communication Plan/Notice By-law Requirements: bylaw required for policy.

Strategic Plan or another Guiding Document: None

**City Council ~~Conference/Per Diem Policy Conference,~~
Training, and Travel Expense Reimbursement Policy**



Section	Date	By-Law Number	Page	Of
City Council	November 21, 2011	2023-126-2011	1	4
Subsection	Repeals By-Law Number		Policy Number	
Travel and Per Diems	70126-2011		CC-7-1	

Purpose

To provide for reasonable payment of expenses and define a process to members of Council of the City of Kenora in travelling to and attending approved seminars, conferences, conventions, and social functions, for the primary purpose of education and self-development of their role as a Member of Council, as well as for the promotion of the community.

Policy Statement

The City of Kenora is committed to the reimbursement of its Members for all reasonable costs incurred in the course of while fulfilling their duties.

The ~~Corporation of the~~ City of Kenora will be responsible for the reimbursement of authorized expenses to the Head and Members of Council incurred in connection with attendance at various seminars, conferences, workshops, conventions, and social functions directly associated with their duty as an elected official for the City.

Elected officials who incur business expenses are expected to exercise their best judgment when incurring such expenses. It is also expected that expenses will be incurred only for purposes, and in facilities, that reflect the positive image of the citizens of the City of Kenora. Any expenses incurred are to be directly related to an elected official's duties in an official capacity and are intended to support the City of Kenora's goals, objectives, and strategic initiatives.

Scope

This Policy applies to all Members ~~for~~of the City of Kenora. The expenditure of any funds for any of the expenses covered by this Policy is limited to those amounts allocated by the annual operating budget.

1.0 Definitions

In this Policy

Clerk shall mean the Clerk, appointed under s. 228 of the *Municipal Act* or their designate. **Conference** shall mean a convention, gathering, seminar or workshop lasting more than one day, designed to educate attendees on matters of municipal interest.

Council shall mean the Council of the Corporation of the City of Kenora

Council Meeting shall mean a meeting called pursuant to the provisions of the Procedural By-law in effect at the time.

Full Day shall mean a length of time ~~in excess of more than~~ 3.5 hours on a given day.

Half Day shall mean a length of time from (0) to three and a half (3.5) hours on a given day.

Member shall mean a duly elected member of Council.

Social/Networking Event shall mean any special event, one day or less, often including lunch or dinner in which tickets are usually purchased/reserved in advance (e.g.e.g., Chamber of Commerce Business Awards).

Per Diem shall mean a fixed sum paid as compensation to Members beyond ~~regular~~the regular salary for attendance at Conferences and Training events. Annual Per Diem amounts are established annually by bylaw.

Training shall mean a gathering, seminar, or workshop, lasting no more than one day, designed to educate attendees on matters of municipal interest.

2.0 General Remuneration Provisions

Members shall not receive a Per diem or any other form of compensation under this Policy for attendance at a Council Meeting.

In addition to their annual salary, each Member shall receive compensation in the form of a Per diem for attendance at Conferences and Training events, as set out in Schedule A.

Social/Networking Events such as Remembrance Day, flag raisings, plaque presentations and unveilings that Members may attend from time to time are not considered events for which Members will receive a Per diem or any other form of compensation under this Policy.

One spousal registration shall be paid per year.

Commented [HP1]: This is included in some other municipal policies and Council could consider

The annual Conference and Training budget limit for Council and Members shall be established and approved during the City's budget deliberations, and shall be subject to the following:

- a) The budget funds shall be allocated equally amongst each Member of Council;
- b) Members cannot carry forward any unspent amounts from their allocation to the next budget year; and
- c) All amounts payable under this Policy, including eligible expenses, are charged against the established budget.
- d) A Member shall not exceed the amounts allocated to them under this Policy.

3.0 Conferences and Training

Members attending Conferences and Training shall have eligible expenses related to their attendance paid for by the City. The following items are deemed eligible expenses:

- Registration Fees, including one spousal registration per year
- Hotel Accommodations
- Travel Arrangements
- Rental Vehicles
- Personal Vehicles, Public Transportation, and Parking
- Meals

Commented [HP2]: This is optional Council could consider

3.1 Registration Fees

3.1.1 Registration fees for Conferences and Training events shall be paid for by the City

3.1.2 The City Clerk shall be responsible for registering Members of Council for Conferences and Training events.

3.2 Hotel Accommodations

3.2.1 The City Clerk shall be responsible for arranging hotel accommodation for Council travel. Hotel accommodations shall be in the form of a single-occupancy booking unless a double occupancy is specifically requested by a Member of Council.

3.2.2 Hotel accommodations shall be made at preferred/special rates when available. If a Member requests accommodations that are above and beyond the preferred/special rate offerings, the difference in cost will be borne personally by the Member.

3.2.3 Hotel accommodations shall only be reserved when the Conference or Training event is geographically greater than two (2) hours' driving distance from the City of Kenora, unless the event warrants special accommodations due to the timing of the event.

3.2.4 Members will not be reimbursed for personal purchases, including but not limited to mini-bar items, pay-per-view television, room service, dry cleaning, or telephone calls.

3.2.5 Costs incurred ~~as a result of~~because of a stay beyond the length of the Conference or Training event will be borne by the Member.

3.2.6 Unless otherwise provided for in this Policy, the Member shall be responsible for any additional expenses incurred because of the attendance of the Member's spouse or significant other.

3.3 Travel Arrangements

3.3.1 Wherever possible, the Clerk will attempt to reserve the City's travel vehicle to be booked for Council's travel. Where the vehicle is previously booked, or there are more members of Council attending than a travel vehicle will accommodate, members are responsible for making their own travel arrangements including and up to their own personal vehicles or a rental vehicle.

3.3.2 Members will be reimbursed for reasonable travel expenses incurred to attend a Conference or Training. The Member must retain all receipts and submit them for reimbursement using the Travel Expense Reimbursement Form.

3.3.3 Travel by air shall be in economy class only. ~~In the event that~~ economy class seats are not available at a departure time suitable for the trip timeline, business class seats may be reserved at the discretion of the Mayor.

3.3.4 It is expected that when making travel arrangements, the Member and City Administration will use the most economical and practical mode of travel available in the circumstances.

3.3.5 Travel arrangements shall be booked as soon as reasonably possible to take advantage of any advanced-purchase discounts offered by the carrier.

3.3.6 Members may use their personal vehicle for travel to and from Conferences and Training events.

3.4 Rental Vehicles

3.4.1 Rental vehicle reservations shall be in the form of compact or economy models. Exceptions regarding vehicle class may be made at the discretion of the Mayor provided that there are more than two passengers traveling in the rental vehicle and additional space is required.

3.4.2 Members will be reimbursed for damage rider insurance.

3.4.3 Damage to a rental vehicle ~~as a result of~~because of an accident or other unfortunate circumstance is to be reported to the Chief Administrative Officer, or their designate, as soon as reasonably possible following the accident/incident.

3.5 Personal Vehicles, Public Transportation, and Parking

3.5.1 When using their personal vehicle to travel to a Conference or Training event, mileage will only be paid for travel outside of the City of Kenora. Members are not eligible for mileage reimbursement for travel within the City of Kenora.

3.5.2 Mileage shall be paid in accordance with the rates established by Canada Revenue Agency, as outlined in Schedule A.

3.5.3 Costs associated with maintenance, fuel, vehicular breakdown or damage incurred while using a personal vehicle for travel to and from Conferences and Training sessions are covered in the mileage rate and will not be reimbursed.

3.5.4 When using their personal vehicles for travel under this Policy, Members are responsible for insuring their automobiles at their sole expense for not less than \$1,000,000.00 against third party liability for bodily injury and property damage.

3.5.5 Loss or damage to a personal vehicle while parked or in transit shall not be the responsibility of the City.

3.5.6 When one or more Members are travelling in the same vehicle, only the owner of said vehicle is entitled to reimbursement of the mileage expenses.

3.5.7 ~~Members~~Members shall be reimbursed for expenses related to hotel and conference place parking. Receipts shall be retained and submitted using the Travel Expense Reimbursement Form.

3.5.8 Where public transportation such as buses, taxis, and subways are used for travel when the use of a personal or rental vehicle is not available or feasible, expenses will be reimbursed. Receipts shall be retained and submitted using the Travel Expense Reimbursement Form.

3.6 Meals

3.6.1 When attending Conferences or Training events Members shall receive a meal allowance for breakfast, lunch, and/or dinner, as set out in Schedule A.

3.6.2 Meals provided for during a Conference or Training event are not eligible for reimbursement.

3.7 Receipts and Expense Forms

3.7.1 Members shall electronically submit a Travel Expense Reimbursement Form for reimbursement of all eligible Conference and Training expenses, accompanied by original itemized receipts, as may be required by this Policy.

3.7.2 Under no circumstances shall a Member receive reimbursement for a purchase related to alcohol.

3.7.3 Credit card slips are not considered to be valid receipts. A valid receipt is an invoice itemizing the type of expenditure and HST information. A credit card slip will only be accepted to accompany an original itemized receipt to show gratuities paid.

3.7.4 Expense reimbursement under this Policy shall be issued to Members upon review and approval by the Mayor.

4.0 Roles and Responsibilities

4.1 City Clerk

4.1.1 The City Clerk shall be responsible for ensuring adherence to the Policy and that it is applied equitably and fairly to all Members.

4.1.2 The City Clerk shall be responsible for ensuring Member registration in Conference and Training events and arranging hotel accommodations, as may be necessary.

4.2 Financial Services

4.2.1 The Treasurer, or their designate, shall be responsible for tracking reimbursement paid to each Member under this Policy.

4.2.2 Members may request a summary of the accounts and amounts that have been expended under this Policy to the Treasurer, or the City Clerk.

4.2.3 Accountable Travel Advance – requests for an accountable advance for travel shall be made in writing to the ~~Municipal Accountant~~Treasurer at least one (1) week in advance of departure. Any such advance must be subsequently reflected in the final travel claim.

4.3 Members of Council

All Members shall:

4.3.1 Retain their receipts and invoices, as necessary, to submit a claim for reimbursement under this Policy; and,

4.3.2 Submit the appropriate form, requesting remuneration and reimbursements related to attendances at Conferences and Training events.

4.3.3 The Mayor shall be responsible for reviewing and approving all reimbursement and remuneration requests under this Policy.

4.3.4 The Deputy Mayor shall be responsible for reviewing and approving all requests from the Mayor for reimbursement and/or remuneration under this Policy.

4.3.5 All ~~Disputed Claims~~ shall be ~~reviewed~~ reviewed and direction provided by Council

4.3.6 Council shall submit their Travel Expense Claim Forms ~~(prescribed copy attached to this Policy)~~ for appropriate approval within ten (10) days of the last expense being incurred. Where previous travel claims are outstanding, no further advances or reimbursements for travel shall be authorized or issued.

4.3.7 Council members attending conferences, seminars, and conventions —shall submit a written report and distribute material obtained in attendance at these functions within two weeks of returning or as otherwise determined by Council. These reports shall be included ~~in~~ in the next Regular Committee of the Whole Meeting as an update for Council and the public.

5.0 Approval to Attend

Council Business

Prior to attending any seminar, conference, workshop, convention, and/or social function, Council approval shall be given by way of resolution setting out authorization for those eligible expenses and per diems that may be incurred.

Serving on Other Boards/Associations/Organizations, etc.

In such cases where Members are elected or appointed to serve on District Boards, Associations and/or related Organizations, the Member shall utilize the travel policy of such Board, Association or Organization, should such policy exist. The City of Kenora will only approve expenses in accordance with this policy provided such Board, Association or Organization does not also pay it. Such approval by Council shall be sanctioned by way of resolution to an upset limit of ten (10) days with any additional days also requiring approval by resolution.

**City Council Conference/Per Diem Policy City Council
Conference, Training, and Travel Expense Reimbursement
Policy**

Policy Number	Page	Of
CC-7-1	2	4

Conferences, Conventions, Seminars, etc.

Registration Fee – full registration costs, with attendance approved by resolution of Council. The number of Council delegates for any one conference/convention is a maximum of four (4) unless deemed otherwise by City Council.

~~Meals & Miscellaneous — Reimbursement of expenses incurred in excess of maximum limit shall be made if accompanied by receipts and deemed to be in the best interests of the City.~~

~~Reimbursement of expenses incurred in excess of maximum limit shall be made if accompanied by receipts and deemed to be in the best interests of the City. Meal Allowance shall be payable in accordance with the current HR Policy for staff to the Mayor and Council while on out-of-city business.~~

Per Diem – Attendance at conferences and seminars will be paid on the following basis:

- Full Day = based on per day rate as set out in Council’s Remuneration By-law, and includes travel days;
- Four (4) hours or less in duration = 50% of approved per rate as set out in Council’s Remuneration By-law.

Travel

- by air – the cost of economy air fare and related ground transportation
- by vehicle – the lesser of approved mileage allowance or return economy fare.

Mileage Allowance – Out-of-City Business

Mileage Allowance shall be paid to the Mayor and Council at the same rate under the current HR Policy for staff on an as required basis for out-of-city business only with the use of a personal vehicle.

~~Telephone Call — one free personal telephone call per day shall be permitted while away on out-of-city business.~~

Health Insurance – premiums for basic health care insurance coverage while traveling outside of Canada.

**City Council Conference, Training, and Travel Expense
Reimbursement Policy**

City Council Conference/Per Diem Policy

Policy Number	Page	Of
CC-7-1	3	4

~~Accountable Travel Advance — requests for an accountable advance for travel shall be made in writing to the Municipal Accountant at least one (1) week in advance of departure. Any such advance must be subsequently reflected in the final travel claim.~~

Social Functions

~~Reimbursement of related costs associated with a Council member's attendance at a special function on behalf of the City in an official capacity.~~

Responsibilities

~~CAO — shall ensure sufficient funds are included in the annual budget allocations for Council approved convention, seminar, conference and social functions.~~

~~Council — shall approve a list of conferences, seminars, conventions, and social functions deemed to be in the best interests of the City for the Mayor and Councillors to attend, and authorize the Mayor and Council attendance through the municipal budget process; shall also consider requests for attendance by Council members to attend conferences, seminars, conventions, and social functions not previously approved.~~

Companion – expenses incurred for any companion accompanying a Member may be paid in advance by the City, however any such advance payment must be reimbursed to the City on the Member's travel claim for any aspect of the companion's travel expenses.

~~Council shall submit their Travel Expense Claim Forms (prescribed copy attached to this Policy) for appropriate approval within ten (10) days of the last expense being incurred. Where previous travel claims are outstanding, no further advances or reimbursements for travel shall be authorized or issued.~~

~~Claims will be approved as follows:~~

- ~~Council Member Claims — reviewed by the Mayor~~
- ~~Head of Council Claims — reviewed by the Finance Chair~~
- ~~Disputed Claims — reviewed by Council~~

**City Council Conference, Training, and Travel Expense
Reimbursement Policy**

City Council Conference/Per Diem Policy

Policy Number	Page	Of
CC-7-1	4	4

~~Council members attending conferences, seminars, and conventions shall submit a written report and distribute material obtained in attendance at these functions within two weeks of returning or as otherwise determined by Council.~~

Effective Date

This policy shall come into force and be effective upon adoption of Council resolution

<u>Reimbursement Amounts and Per Diems for Conference and Training Events</u>	<u>Item Description</u>	<u>Schedule "A" Reimbursement Amount</u>
	<u>Per Diem (Half Day)</u>	<u>As per Council's Remuneration Bylaw</u>
	<u>Stipend (Full Day)</u>	<u>As per Council's Remuneration Bylaw</u>
	<u>Meal Allowance (Daily)</u>	<u>In accordance with City's Business Travel & Conferences Policy HR-2-7-2</u>
	<u>Mileage</u>	<u>In accordance with the rates as set out by the Canada Revenue Agency from time to time.</u>



October 22, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: 2024 Conference Options

Recommendation:

That Council hereby directs administration to register attendance for the identified Councillors at the requested upcoming 2024 conferences as discussed at the November 8, 2023 Committee of the Whole meeting.

Background:

Annually, in accordance with the Council Conference Per Diem Policy #CC-7-1, Council should identify the conferences and municipal learning opportunities they are interested in attending for the coming year. This report is intended to provide guidance to administration on any interest in municipal conferences that Council wishes to attend so arrangements may be made.

The following 2024 conferences will be held:

- Rural Ontario Municipal Association (ROMA) – Toronto – January 21, 22, 23
- Ontario Good Roads Association (OGRA) Conference -Toronto - April 21-24
- Northwestern Ontario Municipal Association (NOMA) Conference & AGM – Thunder Bay – April 24-26
- Federation of Canadian Municipalities (FCM) Conference–Calgary– June 6-9
- Association of Municipalities of Ontario (AMO) Conference–Ottawa -August 18-21

Budget: The draft operating Council budget includes \$6,000 for each Councillor and \$13,000 for the Mayor. Should Council determine which conferences they wish to attend the draft budgets can be updated to reflect the travel requested.

Risk Analysis: There is no risk associated with this report as it relates to optional conference attendance only.

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

Strategic Plan or other Guiding Document: Administrative only

October 24, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: ROMA Delegation Requests

Recommendation:

That Council hereby directs administration to request the following delegation meetings with the applicable Minister or Parliamentary Assistant:

Background:

The 2024 Rural Ontario Municipal Association (ROMA) Conference is organized annually by the Rural Ontario Municipal Association. Municipalities across the province have an opportunity to meet with provincial ministers and parliamentary assistants at the conference to discuss specific issues.

This year, the conference will be held from January 21 to 23, 2024.

Our municipal delegates may want to consider making requests for delegation meetings with ministers or parliamentary assistants at the ROMA conference. The deadline to submit these requests is Monday, November 20, 2023.

Guidelines for submissions to the Ministers:

- Cannot submit the same issue to multiple ministries.
- Not all ministers and parliamentary assistants will be accepting delegations. Do not contact your MPP or individual Ministers' Offices to request a meeting.

Ministry options include:

Agriculture, Food and Rural Affairs
Attorney General
Children, Community and Social Services
Citizenship and Multiculturalism
Colleges and Universities
Economic Development, Job Creation and Trade
Education
Energy
Environment, Conservation and Parks
Finance
Francophone Affairs
Health
Indigenous Affairs
Infrastructure
Intergovernmental Affairs
Labour, Immigration, Training and Skills Development
Legislative Affairs

Long-Term Care
Mines
Municipal Affairs and Housing
Natural Resources and Forestry
Northern Development
President of the Treasury Board
Public and Business Service Delivery
Red Tape Reduction
Seniors and Accessibility
Solicitor General
Tourism, Culture and Sport
Transportation

Dates to choose from:

Sunday, January 21, Monday January 22, or Tuesday January 23, 2024

Senior Administration discussed any delegation requests they are recommending to Council and suggest the following in addition to any that are a priority of Council:

1. Expediting inter-provincial transferability for building inspectors. Our HR staff have hit roadblocks trying to get the credentials for our prospective building inspector recognized in Ontario.

Budget: Travel to the ROMA Conference is in accordance with Council's travel budgets and Conference/Per Diem Policy #CC-7-1

Risk Analysis: There is a low risk associated with this policy. While advocacy efforts are important for the municipality, should we choose not to advocate there is no direct risk to the City.

Communication Plan/Notice By-law Requirements: The Clerk will make the requests for the municipal delegations in accordance with Council's direction prior to the deadline of November 20, 2023



October 28, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: Corporate Services Q3 Report

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for the Corporate Services Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals as well as those related to the Strategic Plan, the following report has been created.

The Corporate Services Department is comprised of the following Divisions: City Clerk's Office, Bylaw Enforcement, Provincial Offences, Communications, Customer Services, and IT services.

The Corporate Services Department provides our residents, businesses, and broader community with exceptional service that maximizes the resources provided to us by our ratepayers. We are a full-service delivery department and provide customer service support to all divisions within the organization. Our service delivery is the first point of contact connecting customers to other key divisions such as roads, water and wastewater, parks and trails, planning and building. The Corporate Services team takes great pride in the services they deliver and continual improvement to modernization and streamlined service delivery is a priority.

Focus Area 3 -

3.2 (B) Enhance emergency management, protective services and social services provided by City partners.

Communications worked with Fire and Emergency Services to roll out a major fire safety campaign in September. Ontario's first Test Your Smoke Alarm Day was held on September 28 to raise awareness about the importance of smoke alarms to keep people safe during a fire emergency. This campaign consisted of an introduction video, social media posts (in both English and Ojibway), media releases, and radio spots focusing on the "saved by the beep" message. It also included a contest for homeowners to submit a photo or video of them and their families testing their smoke alarms. The uptake was minimal; however, the main message was spread far and wide for everyone to see.

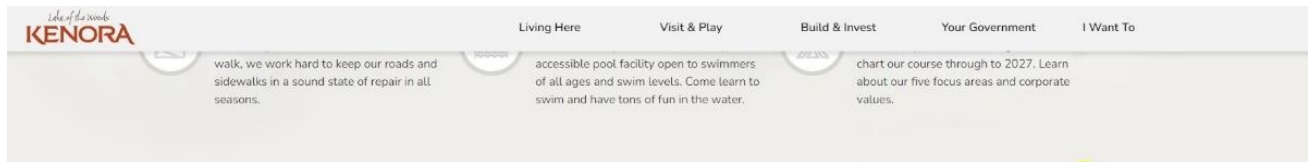


Focus Area 4 –

4.1 Modern City service provision to improve “customer” experience.

Customer Reporting Tool

To continue promoting the customer reporting tool, a feature box was added to the landing page of Kenora.ca with a direct link to Submit a Request for Service, making it easier for customers to access the tool. In addition to this, regular promotion of the self-reporting tool will continue through various communication channels to increase its usage.



Events View All Events

- 27 Oct** Halloween Dance Party
6:00 p.m.
- 28 Oct** Halloween Trivia Night
6:00 p.m.
- 29 Oct** The 2023 Tourism Kenora Pumpkin Carving Challenge
12:00 p.m.
- 29 Oct** Kenora Family Forest Experience
1:00 p.m.
- 29 Oct** Kenora Forest Bathing Experience
2:30 p.m.

News View All News

- City Transit Service Cancellation**
[Public Notices, Transit Notices](#)
- City Wins Marketing Canada Awards**
[Media Releases, News](#)
- Garbage and Recycle Cancellation**
[Public Notices](#)
- Water Distribution Services for Airport Road, Zroback Road**
[Public Notices, Water Advisories](#)

CityWide Service Requests - In the third quarter of 2023 there were 922 Service Requests logged in the CityWide platform. The Customer Service Team logged 546 Service Requests. Service requests are customer driven through contacting the City of Kenora via phone, email or walk-in. 143 Service Requests were self-reported by customers through the Citizen Request Portal on www.kenora.ca and an additional 233 Service Requests were logged internally by other departments.

July 1, 2023 – September 30, 2023 – Service Requests by Department.

Name	Service Requests Count
395 - Engineering	4
550 - LOTW Cemetery	1
311 - Roads Maintenance	314
711 - Parks	55
241 - By-Law	214
431 - Waterworks	288
448 - Transfer Facility	6
253 - Facilities	38
123 - Risk & Insurance	2
Cumulative Total	922

July 1, 2023 – September 30, 2023 – Service Requests Logged by Customer Service

Name	Service Requests Count
Email	20
In-Person	41
Website	0
Phone	485
Cumulative Total	546

July 1, 2023 – September 30, 2023 – Service Requests by Type.

Name	Service Requests Count
Animal Control	81
By- Law Complaint	30
Water Quality Complaint	10
Water Meter Repairs/Replacements	2

Water On/Off	9
Flooding	1
Grass Cutting	6
Illegal Dumping	3
Sewer Backup	13
Tree Inquiry	1
Vandalism/Graffiti	2
Parks Inquiry	4
Building Maintenance	1
Road Maintenance Issues	25
Sidewalks	6
Signs	11
Streetlights	14
Street Sweeping	5
Dust Control	19
Downtown Cleanup	34
Dock System	1
Washout	1
Site Lines / Tree Removal	3
Debris / Garage	12
Pothole - Paved Road	71
Signage Repair - Paved Road	1
Signage Replacement - Paved Road	2
Spill Cleanup - Paved Road	1
Sewer Steaming	1
Culverts	13
Headstones - Sunken	1
Ditch Maintenance	19
Chipper Request	8
Grader Request	31
Tree Inquiry	17
Sink Hole Inquiry	4
Sewer Rodding	6
Water Break	8
Inquiry	4
Grinder Pump Issue	8
Bleeder Line	1
Customer Inquiry	24
Pump Station	1
Storm Drains	9
New Signage Request	4
Manhole	3
Fallen Tree	4
Snowplow Damage	4
Sanding/ Salting Request	1
Sandbox Request	2
Dog Waste Bag Dispenser & Disposal	2

Garbage Can Full	3
Bylaw Inquiry	13
Parking	36
Property Standards/ Tidy Yard	15
Noise	7
Illegal Dumping	9
Zoning	6
Parks	1
Discharge Firearm	1
Signs	3
Docks	3
Site Clean Up-garbage/ needles	9
Electrician Request	10
Water Delivery	216
Maintenance Request	12
Misc. Request	12
Repair	6
Dock System Repair	8
Missed Garbage/Recycling Pickup	3
Insurance Claim Inquiry	2
General Inquiry	3
Cumulative Total	922

Citizen Request Portal - The Citizen Request Portal allows residents and visitors to log their own request for service through the City's website (<https://www.kenora.ca/en/living-here/request-for-service.aspx>).

There are 27 available options for users to choose from. When a request for service is made, the manager or supervisor of the department receives a notification. Work is scheduled and assigned in priority sequence.

Citizen Request Portal – Requests:

Name	Service Requests Count
Animal Control	7
By- Law Complaint	25
Water Quality Complaint	1
Water On/Off	1
Grass Cutting	4
Illegal Dumping	1
Sewer Backup	2
Streetlights	1
Street Sweeping	2
Dust Control	2
Site Lines / Tree Removal	2

Pothole - Paved Road	33
Culverts	7
Headstones - Sunken	1
Ditch Maintenance	10
Grader Request	12
Tree Inquiry	5
Sewer Rodding	1
Water Break	2
Grinder Pump Issue	1
Storm Drains	5
New Signage Request	2
Snowplow Damage	3
Sanding/ Salting Request	1
Dog Waste Bag Dispenser & Disposal	1
Garbage Can Full	3
Bylaw Inquiry	5
Dock System Repair	1
Missed Garbage/Recycling Pickup	2
Cumulative Total	143

At the September 28th Supervisory Engagement and Development Session (SEADS), the Manager of Customer Services presented the Customer Service Standards Policy and the Corporate Complaints Policy. The two-hour presentation reviewed the updated policies with the management group, with special emphasis on response times for customer inquiries. An Overview of the PSD CityWide (Service Request/work Order) Software was also presented.

As reported in the Corporate Services Q1 report, the City of Kenora was selected to be part of a pilot program for Marriage Licence Modernization. In September, Corporate Services was contacted by the Ministry of Public and Business Service Delivery to see if we would be interested in participating in an Electronic Death Registration (EDR) Initiative. The overall goal of EDR is to improve the timeliness of death registration and death data sharing process in Ontario, while enabling user completion and submission of electronic online forms for the Medical Certificate of Death, Warrant to Bury the Body of a Deceased Person and Statement of Death through this web service.

Modernization of Calls for Service in Bylaw Enforcement - Bylaw enforcement is now fully utilizing the Citywide reporting tool for logging bylaw matters and is also available as an online reporting tool of which our customers can use to directly log issues online with bylaw enforcement.

Call volumes remained elevated during the third quarter as anticipated. Nearing the end of September, calls specific to yard maintenance and property standards were beginning to slow down for the season, although calls in general have

remained quite steady. Bylaw continued to receive requests during the summer season to assist with planning/zoning inspections and enforcement as well.

From July to September there were 214 new logged calls for service:

Name	Service Requests Count
Animal Control	81
By- Law Complaint	30
Bylaw Inquiry	13
Parking	36
Property Standards/ Tidy Yard	15
Noise	7
Illegal Dumping	9
Zoning	6
Parks	1
Discharge Firearm	1
Signs	3
Docks	3
Site Clean Up- garbage/needles	9

Cumulative Total 214

These new logged calls for service are in addition to regular daily telephone inquiries that are “first call resolution” matters (inquiries, requests for information, etc.), ongoing work and follow up on previously logged matters, and ongoing general bylaw enforcement. There has been an ongoing increase in customers using Citywide online reporting to directly log issues online with bylaw enforcement.

Officers were called to pick up and impound 38 animals during the third quarter of 2023. There were 17 dogs (15 claimed, 2 surrendered to It’s a Dog’s Life) and 21 cats (7 claimed, 14 surrendered to the Kenora Cat Shelter). Lately there has been an increase in the number of cats impounded that have not been claimed by owners, therefore an increase in the number of cats that have been surrendered to the Kenora Cat Shelter causing the facility to reach maximum capacity. As a result, the cat shelter arranged to transport 34 of their cats to Toronto Cat Rescue where there are families waiting to adopt, creating capacity for more surrenders in Kenora. A Go Fund Me was initiated by the cat shelter to assist with the transportation costs.

In addition to specifically responding to inquiries and calls for service there was ongoing general enforcement of common bylaws, including parking, animal control, yard maintenance, property standards, feeding of wildlife, illegal dumping, fences, noise, zoning etc. Officer duties also include daily animal care and cleaning of the pound, parking meter equipment maintenance as needed and parking meter coin collection.

There were 1,410 parking infractions issued by our officers during the third quarter of 2023. We had our bylaw enforcement student officer position employee join us for the summer term from June 30th to August 25th this year. The summer student's main role in bylaw is to assist with parking enforcement being there is an increased demand for parking in the City during the busy season. The student officer enforces metered parking spaces and City owned lots downtown and at the hospital, as well as bus zones and no parking zones. They also enforce daytime and overnight/long term parking at all our paid boat launches, as well as enforce maximum time zone areas on the streets (e.g., 48 hours)

There were 5 Provincial Offence Notice fines issued from July to September 3 were for Animal Control bylaw violations and 2 were for Illegal Dumping.

A new full-time bylaw officer was recruited to replace the officer that resigned in June; his first day of work was July 31st. We were short a full-time officer position for a month during our busiest time, as well the new officer has been training during most of the third quarter. The new officer has yet to begin his property standards certification training as it is only offered in Spring of each year.

4.4 Enhance City communications to the community on municipal services, developments and affairs.

Moncrief Construction Sports Centre Project

The Moncrief Construction Sports Centre Project continued to be a focus with daily or weekly promotions through all channels about the launch closure, parking and launching options, and re-openings. This campaign will wrap up in October with a ribbon cutting event to celebrate this significant project completion.



Surveys

Over the quarter, the City issued several surveys to gather input from the public including short term Rentals Survey, Rethinking Budgeting Survey, Active Transportation Master Plan Survey, and Business Retention and Expansion Survey. All were promoted through Communications channels to encourage engagement and active participation in their local government.

Committees and Board Vacancies

Recruitment for vacancies on the Planning Advisory Committee, Police Services Board, and Handi Transit Board was done through communication channels as members resigned from their positions before the term was up.

Power Outage

In partnership with Synergy North, we shared the announcement about the major City-wide power outage planned for October 1, 2023, through all our communication channels. Working with our Utilities and Roads Departments, we planned notices about the impact on water and wastewater services, transfer station operations, and traffic lights during the power outage.

Other Public Notices, Media Releases, and announcements published on website and socials (if applicable):

- Art in the Park – Norman Park Mural
- August Long Weekend Fireworks
- Black Sturgeon Lakes Water Quality Report 2022
- Boating Safety Tips
- Central Park Playground update
- Change in Recycling Collector Bins
- CIP Program Launch and 2022 CIP Presentation for 103 Main Street improvements.
- Citizen Recognition Awards – Suzanne McIntosh and Len Mark
- Citizen Request Portal
- City Closures in recognition of September 30
- City Compass e-newsletter – August, September
- City hosts the Northern Economic Developers Council of Ontario (EDCO) event
- City Surveys Local Businesses (BR&E)
- Coker Road Repairs Update and Reopening announcement
- Council meeting schedule reminders
- Council Summary for July, September
- Crack Sealing and Mastic Repairs
- Fire Prevention Week – Kitchen Fire Safety
- Freecycle Days – September Long Weekend
- Friends of Keewatin Ballpark Playground presentation
- Getting Married in Ontario, how to get your marriage licence
- Holiday hours for City buildings and facilities – Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation
- Household Hazardous Waste Depot
- Information Statement - Ice Allocation for 2023-2024 Season
- Job Postings for Museum Curator, Maintenance Operator, Garbage Truck Driver, Licenced Mechanic, General Manager of Public Works, Building Inspectors, Library Assistant, Recreational Programming Intern, Bylaw Enforcement Supervisor, etc.
- Main Street Christmas Tree Search
- MAT Support Ski Trails Project
- Moncrief Construction Sports Centre project reopening schedule and updates, launching and parking options
- National Drowning Prevention Week (in conjunction with Rec Dept)

- Norman Park Playground update
- Notice of Applications and Public Meetings- various
- Planning Advisory Committee meeting reminders and upload recorded meeting video to YouTube
- Recreational Programming and events, summer ice, public skating, swimming lesson registration
- Recycling Tips and Recycle Coach App
- Road notices for improvement projects or other maintenance work – Ninth Street North, North Scramble Avenue, Railway Street, Fifth Street South, Railway Crossing at Fifteenth Avenue, Eighth Avenue South, Essex Road, First Avenue South, First Street South (Ag Fair), Jones Road Railway Crossing (with CP Rail), Main Street South (Street Markets), McLellan Avenue and Matheson Street South
- Road work in Lakeside and traffic delays
- Rotary Splash Park seasonal closure
- Sale of Surplus Land 117 Main Street South
- Savouring Summer Family Fun Day September 2 Event
- Seasonal washroom closure
- StreetScan working in Kenora
- Synergy North October Power Outage
- Tenders – Bowman Electric Keewatin Memorial Arena Concession Services, North Hamilton Generator, Optimization Consulting Services, Surface Treatment, Call for Photography,
- Transit cancellations – includes text notifications – July 3-5, 21, 25, 26-28, August 9, 10, September 1, 21, 26
- Underwater sanitary line work in Safety Bay
- Utilities Services, Traffic Lights during Power Outage
- Watermain Break First Avenue South
- Winter Banner Design Contest
- Youth Enterprise Day Camp – NWBC program

5.2 Foster meaningful and beneficial relationships with Treaty Partners

We promoted and sponsored the Grand Council Treaty #3 celebration of the 150th anniversary of the signing of Treaty #3. We encouraged City staff and the public to visit the exhibit TREATY #3: MANIDOO MAZINA'IGAN – THE SACRED DOCUMENT at the Lake of the Woods Museum.

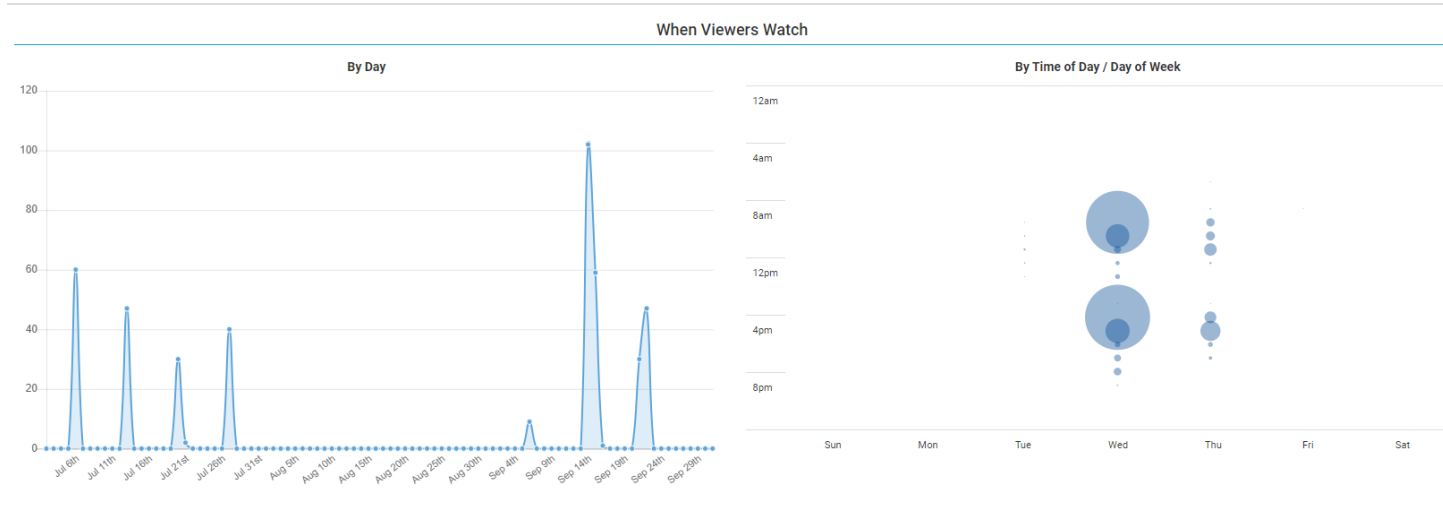
We join the celebration of the third anniversary of the Makwa Patrol in Kenora and the service they provide for our community and those in need.

We promoted Orange Shirt Day and National Day for Truth and Reconciliation, September 30. City staff and the public were encouraged to wear orange and participate in Grand Council Treaty #3 Truth and Reconciliation Gathering and Pow Wow, or other local events to continue learning about residential school history and supporting survivors.

Viewer Analytics for Webcasting Council Meetings

For the period of July 1 to September 30th Council held 8 meetings of Council. Of those meetings, 98% watched live, and 2% watched recorded meetings with the average view 14 minutes.

There was a total of 427 views, with 399 of them in Ontario, 11 in New Brunswick, 8 in Quebec, 4 in Newfoundland & Labrador, 4 in Manitoba and 1 in BC.



Most Viewed Broadcasts

	Views this Period	All-time Views
1. Committee of the Whole - 13 Sep 2023 Sep 13, 2023 9:00 AM - 1:22 PM	103	103
2. Special Committee of the Whole - 14 Sep 2023 Sep 14, 2023 4:00 PM - 7:38 PM	59	59
3. Special Committee of the Whole - 05 Jul 2023 Jul 5, 2023 4:00 PM - 4:12 PM	51	51
4. Special Committee of the Whole - 21 Sep 2023 Sep 21, 2023 9:00 AM - 12:19 PM	47	47
5. Committee of the Whole - 12 Jul 2023 Jul 12, 2023 9:00 AM - 2:05 PM	47	47
6. Special Meeting of Council - 26 Jul 2023 Jul 26, 2023 4:00 PM - 8:25 PM	40	40
7. Council - 19 Jul 2023 Jul 19, 2023 5:00 PM - 10:13 PM	32	32
8. Council - 20 Sep 2023 Sep 20, 2023 5:00 PM - 8:27 PM	30	30
9. Special Committee of the Whole - 05 Jul 2023 Jul 5, 2023 4:17 PM - 4:43 PM	9	9
10. Special Committee of the Whole - 05 Sep 2023 Sep 5, 2023 9:00 AM - 1:44 PM	9	9

Total Views

427

▼ 31.6% vs prev period

Avg. View Duration

0:14:13

▼ 25.1% vs prev period

Unique Viewers

137

▼ 29.4% vs prev period

Watched Broadcasts

10

▼ 16.7% vs prev period



October 26, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Eric Shih, Community Safety and Well-Being Coordinator

Re: Community Safety and Well-Being – Q3 Report

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for the Community Safety and Well-Being Division.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. To provide Council with an update on progress towards achieving these goals as well as those of the Strategic Plan, the following report has been created.

The Community Safety and Well-Being Department is comprised of the Community Safety and Well-Being Coordinator who reports directly to the Chief Administrative Officer. This department works collaboratively with the Crime Prevention and Community Well-Being Advisory Committee (CPCWB).

Focus Area 3 – Community Recreation, Well-Being, and Safety

Goal 3.2 (A) Address community safety challenges and improve perceptions of safety in Kenora.

Goal 3.2.2 Develop and Adopt a "Community Safety and Well-Being Plan."

A Community Safety and Well-Being Coordinator was hired at the direction of Council and started in late July 2023. One of the Coordinator's key priorities for the third quarter was to complete procurement for consulting services to support the City's drafting of a Community Safety and Well-Being Plan (CSWBP). It is noteworthy that this plan is a key deliverable in the City's Strategic Plan and is also a statutory requirement under the Police Services Act.

This legislative requirement came into force on January 1, 2019. Additional legislative requirements related to the CSWBP process include:

- Establishing a multi-sector advisory committee;
- Conducting consultations with the advisory committee, members of the public, including youth, members of racialized groups and of First Nations, Métis and Inuit communities, as well as community organizations that represent these groups;
- Contents of the plan must include:

- Identifying priority risk factors (e.g., including, but not limited to, systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose and suicide);
- Identifying strategies to reduce the prioritized risk factors (e.g., new services, changing/coordinating existing services);
- Setting measurable outcomes.

After reviewing proposals from multiple firms, Administration selected *More Better Solutions*. The principal consultant on this project is Christiane Sadeler. She spent over twenty-five years as the Executive Director for the Waterloo Region Crime Prevention Council and has more recently supported Crime Prevention and Community Safety and Well-Being planning in communities as diverse as Kelowna and Regina through her consulting practice. Ms. Sadeler is also a co-founder of the Canadian Municipal Network on Crime Prevention (CMNCP), a highly regarded national organization that uses evidence-based community driven processes to help communities address community safety. It should be noted that the City of Kenora has an annual membership in the CMNCP.

With More Better Solutions on board, work on the City’s CSWBP has commenced.

A second key priority for the Coordinator during the third quarter was to get the Crime Prevention and Community Well-Being Advisory Committee up and running. Committee appointments were finalized by Council in late July to ensure meetings could begin promptly after the Coordinator started. The Committee held its first meeting in September and most committee members had the opportunity to connect directly with More Better Solutions to share their perspectives. Meetings are scheduled monthly and a timeline for completion of Community Safety and Well-Being Plan has been established. The chart below is provided by More Better Solutions and outlines the approach the Committee plans to take.

Potential WORK PLAN for Kenora



The Coordinator has spent time meeting each member of the Committee to gain their perspectives and insights into community issues, but also to hear what we as a community are currently doing. Introductory meetings have also occurred with leadership of a wide breadth of organizations including the social service/healthcare delivery sector in Kenora, advocacy organizations, Indigenous organizations like the Ne-Chee Friendship Centre, the O.P.P., the Northwestern Health Unit, the Kenora District Services Board, the local Member of Parliament, and members of City Council. Liaising with these organizations and developing strong relationships will be instrumental in advancing this key work going forward.

The Coordinator's third key priority for the quarter was to get orientated in Kenora's community landscape and has spent significant time becoming familiar with the history of the community. In addition, the Coordinator has gained perspective from past and current efforts undertaken by the City and community organizations with initiatives such as the Kenora Substance Abuse and Mental Health Task Force with respect to Community Safety and Well-Being planning.

The Coordinator has also joined as one of the City representatives on the All-Nations Health Partners Network and has started attending regular meetings.

The Coordinator also attended various events and conferences to network with relevant agencies and organizations that will provide insight to successfully achieving the common community goal of crime prevention, community safety, and well-being:

-Empower2Recover Recovery Day Event in Kenora, Sept. 15, 2023.

The coordinator was able to liaise with people who are interested in bringing in treatment options for people looking to address their substance use in Kenora.

-Two-Eyed Seeing Conference was offered by the Canadian Mental Health Association Fort Frances Branch and the Lake of the Woods District Hospital (LWDH) in Kenora, Sept. 26-28, 2023.

The Two-Eyed seeing approach takes into consideration both the western model of medical science and the Indigenous land-based world view into account when delivering care, respectfully valuing both as equal. The coordinator heard many examples of how this integration can result in better outcomes. Networking at the conference with service providers and individuals such as the Chief of Staff at the LWDH, should prove helpful for future community development.

The Coordinator has several meetings scheduled with partners on key issues heading into the fourth quarter of 2023.

Strategic Plan or another Guiding Document:

City of Kenora's Charting Our Course 2027 – 2022-2027 Strategic Plan

November 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: Integrity Commissioner Appointments

Recommendation:

That Council hereby appoints Darrell Matson, Rosalie Evans and Ron Bourret as the City of Kenora's Integrity Commissioners for a period of five years, with the option to renew for three additional years; and further

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

Background:

Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*, meant significant changes for Ontario's municipal governments. This is particularly true around municipal obligations to create codes of conduct and appoint Integrity Commissioners. The legislation empowers Integrity Commissioners to conduct inquiries into allegations of conflict of interest against council or board members.

The Integrity Commissioner's role is to perform, in an independent manner, the functions assigned by council with respect to:

- applying the local codes of conduct for members of council and certain local boards
- applying local procedures, rules, and policies governing the ethical behavior of members
- applying certain Municipal Conflict of Interest Act (MCIA) rules to members
- requests for advice from members of council and certain local boards respecting their obligations under:
 - the local code of conduct applicable to the member
 - local procedures, rules or policies governing the ethical behavior of the members
 - certain sections of the MCIA
- providing educational information to the public, the municipality and members of council and certain local boards about local codes of conduct for members and about the MCIA

The Commissioner's functions also include conducting inquiries into requests from council or a local board, a member of council or a board, or a member of the public about whether a member of council or a local board has contravened the applicable code of conduct. If the Commissioner reports that, in their opinion, a member of the council or local board has contravened the code of conduct, the municipality may impose a penalty in the form of a reprimand or a suspension of pay for a period of up to 90 days. It is up to the municipality to decide how to proceed after an Integrity Commissioner's report.

Some municipalities have considered measures that may be outside a code of conduct process, such as requesting an apology and/or removing the member from committees

Municipalities have options when appointing Integrity Commissioners. Options include:

- we may choose to appoint our own Integrity Commissioner and assigning all mandatory responsibilities to that Commissioner;
- we may choose to appoint our own Integrity Commissioner and assigning some of the mandatory responsibilities to that Commissioner, and making arrangements for the remaining mandatory responsibilities to be provided by a Commissioner of another municipality;
- we may choose to sharing an Integrity Commissioner with another municipality;
- make arrangements for all of the mandatory Integrity Commissioner responsibilities to be provided by a Commissioner of another municipality

Local Integrity Commissioners may investigate a complaint from an elector or a person demonstrably acting in the public interest concerning an alleged contravention of Municipal Conflict of Interest Act (MCIA) rules that apply to members. After completing an investigation, an Integrity Commissioner may decide to apply to a judge for a determination as to whether the member has contravened the MCIA. If an Integrity Commissioner decides not to apply to a judge, the person who made the complaint may still do so.

The full mandate of the Integrity Commissioner has four components and is as follows:

- 1) Advisory:** The Integrity Commissioner will provide written and oral advice to individual members of Council about their own situation respecting Code of Conduct and other by-laws/policies governing the ethical behaviour of members, including general interpretation of the Municipal Conflict of Interest Act; and providing the full Council with specific and general opinions and advice respecting compliance by elected officials with the provisions of governing Acts and other conduct policies;
- 2) Complaint Investigation:** The Integrity Commissioner will have the power to assess and investigate complaints made to the Commissioner from a member of Council/public; or the whole Council, all pursuant to section 223.3 of the Municipal Act;
- 3) Complaint Adjudication:** The Integrity Commissioner will have the power to determine whether a member of Council has in fact violated a City protocol, a by-law or policy governing their ethical behaviour and to recommend a penalty as prescribed by the Municipal Act, except that Council shall make the final decision on whether any penalty recommended is imposed on the member found in contravention;
- 4) Education:** The Integrity Commissioner will publish an annual report on findings of typical advice and complaint cases, will provide, as required, outreach programs to members of Council and staff on legislation, protocols and office procedures emphasizing the importance of ethics for public confidence in municipal government; and will disseminate information regarding the Office of Integrity Commissioner to the public.

Council's Code of Conduct Policy #CC-5-2 establishes the standards of conduct for Members of Council in the individual conduct of their official duties and is a general standard that helps to ensure that the members of Council share a common basis of

acceptable conduct. These standards are designed to supplement the legislative parameters within which the members must operate. These standards are intended to enhance public confidence that the City of Kenora's elected and appointed officials operate from a basis of integrity, justice and courtesy. The policy outlines the standards and establishes the process for complaints.

The City's former Integrity Commissioner has resigned and upon resignation the City Clerk advertised for interested parties to provide the services of an Integrity Commissioner. Through this process, Darrell Matson Rosalie Evans and Ron Bourret as independent Integrity Commissioners are being recommended. This is a similar arrangement in place for other municipalities in Northwestern Ontario. The position sharing offers a range of benefits including Integrity Commissioner availability, and minimizes the potential for a conflict or concern of impartiality.

There is no required retainer for the parties, and the option to terminate is provided in the contract given sufficient notice.

Ms. Evans, Mr. Bourret and Mr. Matson are retired and worked together for the City of Thunder Bay. Ms. Evans was the City Solicitor, and also has experience working as a clerk in smaller municipalities. Mr. Bourret was head of By-law Enforcement and Licencing and is also fluently bilingual (French/English) and has a policing background prior to municipal work. Mr. Matson was the General Manager of Infrastructure and Operations Department (also was Acting CAO when the City was between permanent CAO's).

Administration is recommending appointing the three individuals as the City of Kenora's Integrity Commissioners for a period of five years, with the option to renew for an additional three.

Budget: There is no retainer required. If/when a matter arises, each I/C will provide a cost quotation and/or state their availability. The City can then decides from among the submissions which it will retain for that matter.

Risk Analysis: There is a medium risk associated with this report as we are required to have an appointed Integrity Commissioner for the municipality.

Communication Plan/Notice By-law Requirements: bylaw required. Updating the website with the Integrity Commissioner contact information

Strategic Plan or other Guiding Document:

Goal 4.4 - Enhance City communications to the community on municipal services, developments, and affairs.

Agreement for personal services dated November 1, 2023

B E T W E E N:

THE CORPORATION OF THE CITY OF KENORA

(the "Municipality")

- and -

Darrell Matson, Rosalie Evans and Ron Bourret

("Integrity Commissioner")

RECITALS:

- a. The Municipality is an incorporated Ontario municipality governed by the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- b. The Act requires that the Municipality appoint an "integrity commissioner"
- c. "Darrell Matson, Rosalie Evans and Ron Bourret has indicated that they are able and willing to be appointed by the Municipality as one of its Integrity Commissioners.
- d. The Parties have entered into this agreement to set out the terms and conditions of the appointment.

THIS AGREEMENT IS ENTERED in consideration of the exchange of covenants within it, and for other consideration, the receipt and sufficiency of which are acknowledged.

ARTICLE 1.00: INTERPRETATION

1.01 **Definitions:** Wherever a term set out below appears in the text of this Agreement with its initial letters capitalized, the term is intended to have the meaning set out for it in this Section 1.01. Wherever a term below appears in the text of this Agreement in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a) **Act** means the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time, including successor legislation and including relevant and applicable

Regulations passed under the authority of that legislation.

- (b) **Agreement** means this agreement, including its recitals and schedules, which form integral parts of it.
- (c) **Event of Default** means a failure by one Party to meet its obligations under this Agreement.
- (d) **Integrity Commissioner** means a person who is appointed by an Ontario municipality under the authority of Subsection 223.3(1) of the Act.
- (e) **MCIA** means the Municipal Conflict of Interest Act. R.S.O. 1990, c. M.30. as amended from time to time, including successor legislation.
- (f) **Municipality** means The Corporation of the City of Kenora, a municipal corporation duly incorporated pursuant to the laws of the Province of Ontario.
- (g) **Parties** means both “Darrell Matson, Rosalie Evans, Ron Bourret and the Municipality.
- (h) **Party** means either Darrell Matson, Rosalie Evans and Ron Bourret or the Municipality, as the context requires.
- (i) The **Term** means the entire five-year period during which this Agreement is operational, as set out in Article 2.00. In the event that the Parties agree to a renewal, the definition of Term shall be deemed to be amended by adding the number of years of the renewal period.

1.02 **Construing this Agreement:** The captions, article and section names and numbers appearing in this Agreement are for convenience of reference only and have no effect on its interpretation. All provisions of this Agreement creating obligations on either Party will be construed as covenants. This Agreement is to be read with all changes of gender or number required by the context.

1.03 **Reasonableness:** Wherever any consent, agreement or approval of the Municipality or Darrell Matson, Rosalie Evans and Ron Bourret is required under the terms of this Agreement, then unless otherwise specifically mentioned, the Party acting will do so reasonably.

ARTICLE 2.00: TERM OF AGREEMENT

2.01 **Term:** The Parties agree that the Term of this Agreement is five (5) years subject to renewal and termination as provided in this Agreement.

2.02 **Renewals:** Upon its expiry, this Agreement may be renewed upon the mutual agreement of the Parties, or up to three years.

2.03 **No-Fault Termination:** Either Party may terminate this Agreement by providing six (6) months' written notice of termination to the other Party.

ARTICLE 3.00: COVENANTS, WARRANTIES & ACKNOWLEDGEMENTS

3.01 **Appointment:** The Municipality will pass a by-law to appoint Darrell Matson, Rosalie Evans and Ron Bourret as one of its Integrity Commissioners.. The Parties acknowledge that there may be more than one person appointed to either or both of those roles in order for the Municipality to be sure to have a person available to assist in the event of a relevant report or complaint of alleged infraction.

3.02 **Payment for Services:** In light of the no-fault termination clause in Section 2.03 of this Agreement, Darrell Matson, Rosalie Evans and Ron Bourret will not receive an annual retainer. In the event that his/her services are required, Darrell Matson, Rosalie Evans and Ron Bourret will provide the Municipality with his/her current hourly rate for services, or he/she will provide an all-in quotation for the matter, depending on the circumstances at the time. Direct reasonable expenses and disbursements associated with the work will also be paid by the Municipality.

3.03 **Alternate Service Providers:** As set out in Section 3.01 above, the Municipality may have more than one person appointed to the Integrity Commissioner position. In those circumstances, the Municipality will contact the appointees individually to seek their relative availabilities and current pricing. The Municipality's choice of which of its service providers to use at any time is the sole choice of the Municipality.

3.04 **Integrity Commissioner Services:** Schedule Two to this Agreement contains, for ease of reference, the relevant provisions of the Act relating to investigations surrounding reports that one or more members of the council has acted contrary to the Municipality's Code of Conduct for Councilors.

3.05 **Code of Conduct:** Schedule Three to this Agreement contains, for ease of reference, the Municipality's Code of Conduct for Councilors. Each Integrity Commissioner will be provided with any amendments to the Code, from time to time, as they may be processed by the Municipality. Despite Section 4.02, updates will not require formal amendment of this Agreement.

3.06 **Approved Procedures:** Schedule Four to this Agreement contains the Municipality's approved procedures for responding to complaints.

3.07 **Service Delivery:** Darrell Matson, Rosalie Evans and Ron Bourret agrees to provide the Municipality with his/her services as an Integrity Commissioner in a diligent, prompt and efficient manner throughout the Term.

3.09 **Payment:** The Municipality agrees to pay Darrell Matson, Rosalie Evans and Ron Bourret for his/her services rendered as an Integrity Commissioner, as the case may be, upon receipt of his invoices for payment, as and when rendered.

3.10 **Delegation of Authority:** The Act permits the authority granted to Darrell Matson, Rosalie Evans and Ron Bourret to be delegated. The Parties acknowledge that this Agreement was entered based on the Municipality's faith in Darrell Matson, Rosalie Evans and Ron Bourret personal abilities. Darrell Matson, Rosalie Evans and Ron Bourret agrees not to delegate his/her authority under this Agreement without the Municipality's prior written consent.

ARTICLE 4.00: MISCELLANEOUS

4.01 **Notice:** Any notice to be given under this Agreement shall be sufficiently given if delivered by hand, or facsimile, or if sent by prepaid first-class mail and addressed to:

Darrell Matson
6356 Townline Rd.
Thunder Bay, ON P7G 2G8

or to the Municipality at:

City Clerk
City of Kenora
1 Main Street S
Kenora, ON P9N 3X2

Receipt of notice shall be deemed on:

- (a) the date of actual delivery of a hand delivered document; or
- (b) the Business Day next following the date of facsimile transmission; or
- (c) five (5) days following the date of mailing of the notice;

whichever is applicable. Formal notice shall not be given by electronic mail. Despite Section 4.02, either Party may change its address for notice by giving notice of change of address pursuant to this Section.

4.02 **Amendments:** No supplement, amendment or waiver of or under this Agreement (apart from amendments to notice provisions of Section 4.01) shall be binding unless executed in writing by the Party to be bound. No waiver by a Party of any provision of this Agreement shall be deemed to be a waiver of any other provision unless otherwise expressly provided.

4.03 **Force Majeure/Time:** Despite anything in this Agreement, neither Party shall be in default with respect to the performance of any of the terms of this Agreement if any non-performance is due to any force majeure, strike, lock-out, labour dispute, civil commotion, war or similar event, invasion, the exercise of military power, act of God, government regulations or controls, inability to obtain any material or service, or any cause beyond the reasonable control of the Party (unless such lack of control results

from a deficiency in financial resources). Otherwise, time shall be of the essence of this Agreement and all the obligations contained in it.

4.04 **Entire Agreement:** This Agreement constitutes the entire agreement between the Parties and it is agreed that there is no other understanding, whether oral or written, other than as set forth in this Agreement.

4.05 **Governing Law:** This Agreement shall be construed in accordance with and governed by the laws of the Province of Ontario.

4.06 **Freedom of Information:** “insert name” acknowledges that, apart from the personal information noted in Section 4.01, this Agreement is a public document.

4.07 **Independent Legal Advice:** Each Party acknowledges that it has either received or waived the benefit of its own legal advice with respect to the execution of this Agreement.

TO WITNESS, the undersigned affixed their corporate seals attested by the hands of our properly authorized officers. By so executing this document, the officers warrant and certify that the corporations for which they are signing are in good standing and duly incorporated and organized under the laws of the jurisdiction in which they are incorporated, and that the officers are authorized and empowered to bind the corporation(s) to the terms of this Agreement by their signatures.

THE CORPORATION OF THE CITY OF KENORA

Mayor Andrew Poirier

Heather Pihulak, City Clerk

<p>Witness to Signature of “insert name”:</p> <p>_____</p> <p>(Print name below signature)</p>	<p>_____</p> <p>“insert name”:</p>
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November 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Dave Pratt, Director of Fire & Emergency Services / Fire Chief

Re: Kenora Fire & Emergency Services – Q3 Report

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for Fire & Emergency Services.

Background:

As part of the planning process, Administration seeks and receives Council’s approval on operating and capital budgets in any given year. To provide Council with an update on progress towards achieving these goals, the following report has been created.

The City of Kenora Fire and Emergency Services (CKFES) produces quarterly updates for Council that provide information and statistics on staffing levels, call volumes, response times, significant incidents, fire prevention and training initiatives.

Focus Area 3 – Community Recreation, Well-Being, and Safety

Goal 3.2A – Address Community Safety Challenges and Improve Perceptions of Safety in Kenora:



Saved by the Beep poster

CKFES was proud to participate in **“Saved by the Beep,” Ontario's first Test Your Smoke Alarm Day on Thursday, September 28th!** This initiative aimed to raise awareness about the vital role that smoke alarms play in keeping residents safe during a fire emergency.

Last year was the deadliest year for fire-related deaths in Ontario in more than two decades. In 2022 we had 133 fire-related deaths, including tragic loss of young children and families in several communities across our province. We urge our residents to test their smoke alarm each month and change the batteries annually.

Goal 3.2B – Enhance Emergency Management, Protective Services and Social Services provided by City Partners

CKFES hosted four days of training in the **Office of the Ontario Fire Marshal (OFM)’s Mobile Live Fire Training Unit (MLFTU)**. Training with this unit simulates live fires and other firefighting scenarios for all City Firefighters and the new recruits.

Firefighters are confronted with real flames, extreme heat, high humidity, severely restricted visibility and thick smoke during their training. This allows staff to train for an emergency as realistic as possible.



MLFTU in action

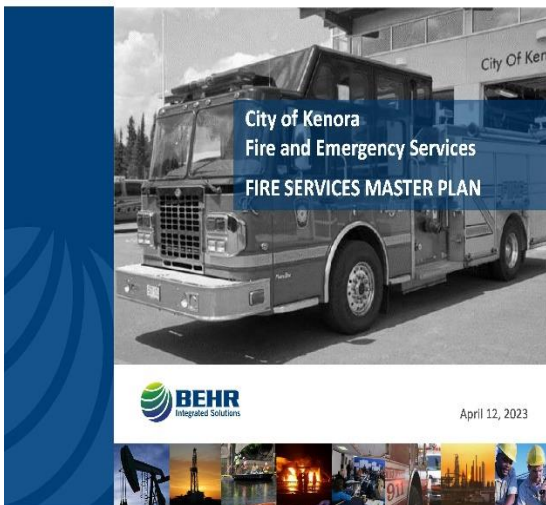
Dexter Hupe was hired as the Deputy Fire Chief in July and brings an outstanding track record of achievement from his comprehensive knowledge of fire service practices, principles, and existing legislative framework.

The Deputy will assist with charting a course for the department to meet compliance with O Reg. 344/22 Firefighter Certification and assist with the implementation of the recommendations of the FSMP.



Fire Chief Dave Pratt with Deputy Chief Dexter Hupe

Goal 3.2B - 3.2.4. Develop a “Fire Department Master Plan”



Fire Services Master Plan

The department continues to work implementing the recommendations of the FSMP and completed the following recommendations in Q3:

- #4 - Develop an official promotion process for the PPC officer positions.
- #21 - Present to Council a formal capital reserve fund for fire apparatus life cycle and vehicle replacement that includes adequate contributions to sustain the fleet.

Focus Area 4 – Service Delivery and Organizational Capacity

Goal 4.4 – Enhance City communications to the community on municipal services, developments, and affairs



Paid per Call Firefighters Training with Deputy Hupe

CKFES is a composite professional emergency response organization, consisting of individuals dedicated to providing a high standard of service to the community we protect. In July fifteen new recruits started their journey to learn and be assessed through performance-based examination to demonstrate the skills required and knowledge assessment to perform the job safely and effectively.

The OFM’s Academic Standards and Evaluation unit (AS&E) issues and assesses testing, practical evaluations and other assessment methods for firefighter certification and is the only authority having jurisdiction (AHJ) for issuing Ontario firefighting certification. In September, several CKFES staff completed various written and practical testing to achieve with the requirements of O Reg. 344/22 Firefighter Certification in NFPA Firefighter Level I & II, NFPA 1031 Fire Officer I, and NFPA 1041 Fire Instructor.



Firefighter preparing for NFPA testing

Staffing Levels

The current CKFES staffing levels are outlined in the below table:

	2023 (2 nd Quarter)	2023 (3 rd Quarter)	Target
Full Time Staff	13	14	14
Live-in Paid-On-Call Firefighters	1	0	4
Paid-per-Call Firefighters	9	19	55
Recruit Paid-per-Call Firefighters	13	15	-
Total Paid-per-Call Firefighters	23	36	-
Total Personnel (Full Time & Paid-per-Call)	36	50	69

Career Staffing (Q3 – 2023 - 184 Shifts)

- Total Shifts with 3 staff on duty: 8 or 4%
- Total Shifts with 2 staff on duty: or 96%
- Total Shifts requiring overtime to maintain minimum staffing of 2 staff on duty: 24 or 13%

Call Volume (Third Quarter 2023)

In the Third quarter of 2023, Kenora Fire and Emergency Services responded to a total of 132 calls (125 in Kenora and 7 outside the municipal boundary), broken down as follows:

Call Type	Sum of Call #'s	% of Call #'s
Fire Alarm Activations	37	28%
No Loss Outdoor Fires	6	5%
Open Air Burning Complaints	10	8%
Public Hazard – Leaks, Power Wires	3	2%
Medical First Response	24	18%
False Fire Calls	2	1%
Structure Fires	14	11%
Motor Vehicle Collisions	13	10%
Other / Cancelled on Route	8	6%
Human Perceived Emergencies	9	7%
Carbon Monoxide False Alarms	4	3%
Rescues – Elevator / Water	2	1%
Grand Total	132	100%

Firefighter Turnout & Response Times

The below table outlines information related to firefighter turnout and response times for the 132 calls that occurred in the 3rd quarter of 2023.

	2023 (2 nd Quarter)	2023 (3 rd Quarter)	Target
Total Calls for Service	147	132	N/A
Average number of firefighters per call	3	2.8	4
Average Turnout time of first apparatus to all calls	2:53	1:58	1:20 (NFPA 1710)
Average travel time of first apparatus to all calls	6:34	6:50	4:00 (NFPA 1710)
Average total response time of first apparatus to all calls	7:14	7:42	5:20 (NFPA 1710)
Time of first defibrillator to patient (medical calls)	4:47	6:06	4:00 (NFPA 1710)

Emergency Response (Q3 - 2023)

Emergency Response Summary - Total incidents – 132

- Total Incidents mitigated by 3 On Duty Career Staff – 23
- Total Incident mitigated by 2 On Duty Career Staff – 96
- Total Incidents mitigated by On Duty Career & Paid per Call Staff – 8
- Total Incidents mitigated by All Staff (Career, PPC & Career Call Back) – 5
- Total Incidents Career Staff called back to 'cover the hall' – 4

Paid per Call Response Summary

- Q2 Incidents – 14 Average # of responders – 4
- Q2 Training Sessions - 14 Average # of attendees - 8

Significant Incidents

- On three separate occasions in Q3 CKFES crews were called to the Weyerhaeuser Company for fires in a dry fuel bin, thermal oil pump and silo. CKFES crews assisted their Emergency Response Team members extinguish the fires without incident.
- On July 16th CKFES crews were called to a tractor trailer on fire on Highway 17A. On arrival crews found fire in the rear wheels extending into the trailer. Additional apparatus supplied water to extinguish the fire.
- On August 2nd CKFES crews were called to a fire at Beaver Brae Secondary School. On arrival crews found a fire in the parking lot adjacent to a waste bin. Construction materials for a roofing project had caught fire and subsequently caused the contents of the construction bin to catch fire.
- On August 3rd CKFES crews were called to a shed on fire at a Highway 17 property. The small fire was extinguished and appears to be caused by spontaneous combustion from oily rags used to stain wood.
- On August 30th CKFES crews were called to the Bailey Bridge in Reddit where a vehicle fire was blocking access to the bridge and passage through the community. Crews extinguished the fire and assisted with clean-up to get the road open.
- On September 18th CKFES crews were called to Highway 525 near Cygent Lake Road for a single vehicle into a rock cut. On arrival there were no people trapped and services were not required.
- On September 30th CKFES crews responded to a motor vehicle collision involving 2 semi-trucks and a passenger vehicle. Crews assisted with patient removal and made sure the scene was safe.

Training Initiatives

The Third quarter of 2023 saw CKFES complete a variety of training. Firefighters completed approximately 608 hours towards training covering the following content:

- Firefighter Safety
- Personal Protective Equipment donning, doffing and inspections
- Rapid Intervention Techniques
- Fire Hydrant Operations
- Tanker Operations
- Pumper Operations
- Aerial Operations
- MNR Training
- Driver Training
- Truck Inspections
- Ladders
- Forcible Entry
- Search & Rescue
- Communications
- Ropes & Knots



CKFES Staff training with the OFM with the MLFTU

Fire Prevention Activities

During the 3rd quarter of 2023, CKFES completed 8 Occupancy Inspections and numerous re-inspections.

CKFES also completed Public and Life Safety Education events including:

- Main Street Markets
- KDSB Cumber Camp Visits
- The Muse Summer Celebration
- Kenora Urban Adventure Camp
- Ne-Chee Friendship Centre Youth Visit
- Kenora Agricultural Society Fair
- Rotary Club Auction Birthday Party
- Kiizhik School Summer Camp
- FCL Propane Kenora Simulation Exercise
- MNP Charity BBQ (Terry Fox Foundation)
- Mattis Child & Family Services Family Safety Talk
- Confederation College Fire Safety presentation
- Kenora Science Carnival
- Smoke and Fire Public Education Event

Other Activities

- Staff attended the Ontario Fire Code Amendments Stakeholder Consultation. The OFM was seeking feedback on the proposed code changes and potential costs and impacts related to various proposals.
- Staff attended the Engineering the Future of Fire Culture seminar, to learn about how embracing change is more important than ever to ensure successful departments well into the future.
- Several CKFES Staff attended Fire Con in Thunder Bay September 6th -10th. For over 30 years, Emergency North Training (ENT), has developed critical regional training courses and programs for firefighters and emergency first responders for municipalities, unincorporated territories, and First Nations in northwestern Ontario.
- Staff presented fire safety information to City staff at the Corporate Services Health & Safety meeting and again at the SEADS meeting.



Strategic Plan or another Guiding Document:

Strategic Plan

Goal 3.2(b) Enhance emergency management, protective services, and social services provided by City partners.

Goal 4.4 Enhance City communications to the community on municipal services, developments, and affairs

Fire Protection and Prevention Act, 1997

Fire chief, municipalities

6 (1) If a fire department is established the council of the municipality ... shall appoint a fire chief for the fire department.

Responsibility to council

6 (3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.



Nov 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Greg Breen, Director of Engineering & Infrastructure

Re: Engineering & Infrastructure – 2023 Q3 Report

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for the Engineering and Infrastructure Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals, the following report has been created.

Engineering and Infrastructure is comprised of the following Departments: Engineering (Engineering, Fleet, Facilities and GIS), Public Works (Roads, Water Distribution and Wastewater Collection, Parks and Cemetery), and Utilities (Solid Waste, Water and Wastewater Treatment Plants),

Strategic Plan Focus Area 1 – Infrastructure and Environment

Goal 1.2 Ensure Well Maintained and Sustainably Financed City Infrastructure

Engineering / Capital and Operating Projects Update:

Sewer and Water Rehabilitation:

The Sewer and Water rehabilitation project is the reconstruction of sanitary, water and surface features and includes three locations:

- 5th Street South from 6th Ave S to the A & W Ball Fields
- A major storm crossing along Gould Road
- A portion of a marine sanitary force main running from the Hospital to Downtown through Safety Bay.

The project was awarded to Moncrief Construction Ltd. and is currently on budget. The overall project budget has slipped approximately 6 weeks from the award. 5th Street S is 80% complete as of September 30th.



Gould Rd Culvert Replacement

Municipal Paving Program:

The Municipal Paving Program is the reconstruction and rehabilitation of paved roads and associated surface and storm collection features as required. The 2023 program includes five locations:

- Railway Street from the Gould Road Intersection to beyond the 16th Ave N Railway Crossing
- Ninth Street North from Houghton Road to Scramble Ave
- 1st Ave S from the Bannister Center to 4th Ave S
- Mellick Ave from 10th Street N to 14th Street N
- 6th Ave S from 8th Street S to Golf Course Road
- Laneway East of 8th Ave N between 3rd Street N and 4th Street N

Titan Contractors has completed Mellick Ave, 6th Ave S and the laneway. During October 1st Ave S will be complete and minor deficiencies (sidewalk) require completion on 9th St North. On Railway, the Gould/Railway intersection will be capped with a thin layer of asphalt for the winter while the previously paved length of Railway St will receive its final asphalt application. Synergy North and other utility providers will be working over the winter for pole and overhead cable relocation.

Storm Sewer Program:

The Storm Sewer program is the reconstruction and rehabilitation of storm water collection assets within the City. The 2023 program includes one location:

- Houghton Road Storm Crossing

Work has been completed.

Kenora Area Landfill Peripheral Road Construction – Phase 2:

The Kenora Area Landfill peripheral road construction is currently in the final stage of design stage. Work is now planned for November 2023. The project includes ditch line improvements and a settling basin required as part of the development plan issued by the provincial government.

CCTV Cleaning and Inspection Services:

The closed-circuit TV cleaning and inspection services contract is an annual contract to clean and assess the storm water and sanitary sewer collection mains throughout the City. Cambrian Vacuum Corp. completed the work in September 2023.

Moncrief Construction Sports Centre Parking Lot and Boat Launch Improvements:

The Moncrief Construction Sports Centre parking lot and boat launch improvements includes significant hard and granular surface upgrades, stormwater drainage improvements, lighting upgrades, the addition of one boat launch, replacement of a water main and repair of a failed retaining wall.

The work was awarded to Titan Contractors and is has an expected completion date in October 2023.

Parks and Facilities / Capital and Operating Projects Update:

Moncrief Construction Sports Centre – Interior Projects:

The Moncrief Construction Sports Centre has significant interior upgrades planned to include the relocation of the reception area and west dressing room upgrades which are currently in the design stage. Construction may commence in 2023 pending completion of the design. The rink slab and board replacement design work are nearly complete with tender planned for Q4. Construction of this project will not commence until 2024.

Rotary Peace Park and MMIWGT2S+ Ontario Monument

The Rotary Peace Park was completed in late September, and the grand opening took place on October 4th including the unveiling of the MMIWGT2S+ Ontario Monument.



Rotary Peace Park

Kenora Sports Plex:

Outdated lighting was upgraded in Q3 to high-efficiency LEDs including replacement of defective units.

Baseball Field Upgrades:

Fencing upgrade works began in September at the Portage Bay ball field in Keewatin followed by the large field at the MCL Sports Centre. The small diamond will have fencing installed, and both diamonds will receive infield mix replacement in Q4.

Operations Centre 2nd Floor Renovation:

The revised Drawing package was received and reviewed by Administration. The project will be tendered in late October 2023 with construction planned to start in December 2023, lasting 2-3 months.

Bowman Electric Keewatin Memorial Area – Various Projects:

The project is currently in the final stages of design. The scope of work includes the replacement of flooring in the lobby and second floor viewing area, mechanical upgrades to the ice plant room, hot water/ heat exchanger replacement and installation, and upgrade of the accessible lift and potential upgrade of the 2nd floor viewing area to allow for accessible viewing.

Central Park Community Centre and Playground:

The Central Park Community Centre completed access pathways and miscellaneous landscaping. A new playground and will be ready for opening in Q4. In addition, site fencing was installed to protect the playground from pedestrians.



Central Park Playground

The Facilities department logged 184 new Work Orders during Q3.

Name	Work Orders Count
Event Set-up	3
Inspection	6
Investigate Complaint	9
No Heating/Cooling	4
Repair	87
Signage Installation	5
Vandalism	14
Dock Repair	38
SAFETY	10
PM Check on Mechanical	8
Total	184

Water and Wastewater Distribution and Collection:

Underground Services completed the following repairs and maintenance on the water distribution system:

- Dug and repaired three (3) water main breaks.
- Repaired two (2) water main leaks on the summer service line.
- Dug and repaired one (1) Main valve.
- Dug and installed one (1) new main valve.
- Dug and repaired five (5) copper service lines.
- Dug and installed one (1) new water bleeder to prevent freezing.
- Dug and replaced one (1) hydrant.
- Repaired ten (10) fire hydrants.
- Tapped one (1) new water service.
- Repaired various leaks on the summer service line.
- Completed monthly water reads and repairs.
- Two (2) private locates.
- Two hundred and six (206) locates for Ontario One Call.
- Nineteen (19) water turn on/off for repairs.
- Five (5) water turn off for season.
- Flushed hydrants for water quality.
- One (1) water turned on for new construction.
- Two hundred and sixteen (216) water deliveries.
- Lowered various curb stops in driveways.
- Assisted contractors with capital projects.
- Winterizing of fire hydrants.
-

Underground Services completed the following repairs and maintenance on the wastewater collection system:

- Dug and repaired two (2) sewer mains.
- Dug and repaired three (3) sewer services.
- Repaired Coney Island lift station.
- Dug and repaired one (1) grinder pump gooseneck.
- Added weights to the Coney Island Lake line.
- Twenty-eight (28) calls for sewer rodding.
- Three (3) grinder pump replacements.
- Fourteen (14) calls for grinder pumps.
- One (1) private locate.
- Four (4) calls for camera jobs.
- Two hundred and six (206) Ontario One Calls.
- Flushing of sewer mains.
- Station checks and cleaning.
- Flushing of various storm sewers.
- Responded to various station alarms.
- Cleaning McLeod Park every Friday.
- Worked with contractors on capital projects.
- Precautionary boil water Advisories
- Six (6) precautionary boil water notices.



1st Ave S Main Break Repair



9th St N Main Break Repair



7th Ave S Wastewater Break Repair



6th Ave S Wastewater Break Repair

Roads:

The Roads Department continued summer maintenance following the Minimum Maintenance Standards O/Reg. 239/02.

A major focus for the Roads Department this quarter was storm water piping and culvert repair, replacement and lowering efforts. 12 culverts received rehab, with flushing and beaver dam removal being required at 8 locations.



Storm Repair Ottawa St Keewatin



Essex Rd Culvert Repair

The roads team also completed catch basin, manhole repairs and lowering. These efforts eliminate hazards for the City's snowplow if contact were made in the winter.



Manhole Lowering

Gutter repair and potholing continued alongside guardrail, ditching, brushing and mowing works.



Mowing, Ditching, Brushing and Guardrail Repairs

The Roads Department also manages contractor works for Dust Suppression – with a second application being made this quarter North of the Bypass, hard surface treatment application – Anderson Branch Rd, Essex Rd and East Mellick Road (2 locations), and capital gravelling – planned for Q4 this year on School Rd. and Anderson Branch Rd.

Parks and Cemetery:

The Parks continued greenspace maintenance throughout Q3 with turf and ball diamond maintenance, garbage collection, tree, well and shrub bed maintenance. This summer the Parks staff had planned for several hazard tree removals, 2 donation bench installations, headstone repairs in the cemetery and a clean-up at Beatty Park.

At the cemetery there were 58 interments, 26 interment sales and transfers and 116 work orders for new foundation stone realignments and landscaping.



Rotary Peace Park Shrub and Tree installations



Hazard Tree Removal

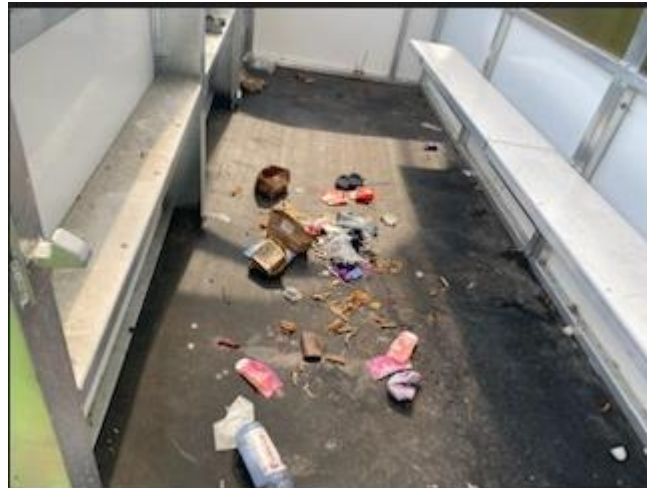


Donation Bench Installation



Beatty Park Cleaning

Vandalism and garbage cleanup is an ongoing issue, tended to by the Parks department daily.



Fleet:

Equipment Deliveries

Fleet works closely with the City's equipment suppliers to monitor the expected delivery of ordered equipment.

(3) half ton trucks and (1) ¾ ton truck have arrived at the dealership in Kenora and are undergoing pre delivery inspections. Delivery is expected to the Water and Wastewater Department in early Q4. The ¾ ton van continues to be assigned sliding delivery dates and is likely pushing into 2024.

Also, up for delivery in early Q4 is the Landfill loader which has arrived at the supplier in Winnipeg.

The MCSC skid steer Bobcat is on schedule for delivery this December.

For the Roads Department, the tandem sander has an expected delivery date in December, while the two-stage loader-mounted snowblower has an expected arrival date of June 2024. Fleet is continuing to work with dealers to finalize the specification for the dual wheel 4500 truck w/ electric dump. The tender yielded no bids due to ongoing vehicle manufacturing delays.

Operations

In this quarter, the Fleet Division renewed the International Registration Plan (IRP) license. The IRP is an agreement that allows heavy vehicles to travel between provinces/states with only one license plate/registration. Since the City brings recycling to Winnipeg, our vehicles that travel over the border require this license to be renewed annually.

The Ministry of Transportation visited for the semi-annual inspection of the Handi-Transit buses, which passed. The Fire Pumper trucks were also given their annual pump inspection by Fort Garry Fire Trucks and the mechanics have been following up on recommended repairs.

To prepare for the validation tag renewal in October, many of our vehicles were sent for emission testing as required, all passed with no issues.

The team's primary focus in Q3 is Winter preparation, repairing and outfitting plows, wings and attachments to prepare for upcoming snowfall.

Many units got new tires installed this quarter and the sidewalk sanders were brought out of storage and prepped for winter.

Fleet sent many vehicles for Rust Check, extending service life and as preventative maintenance against corrosion.

Fleet completed work on 146 vehicles and pieces of equipment this quarter, covering nearly every division. The team completed 13 annual safety inspections.

Fleet also began standardizing the City's vehicle logos decals to provide a consistent and recognizable fleet for City Operations. Old logos are being discarded and the City's current logo is being applied to each vehicle during their normally scheduled appointments.

The mechanics don't only work on vehicles, in this quarter they also worked on generators, pumps, lift stations, participated in staff training on new equipment, and completed welding work for both Water and Wastewater and Facilities. In September, the mechanics worked closely with the Wastewater Treatment Plant to change oil in the gear boxes for the Clarifiers.

Solid Waste:

Please refer to the Q3 Municipal Solid Waste Summary.

Budget: There is no expected budget impact because of this report.

Risk Analysis: There is no expected risk because of this report.

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

Municipal Solid Waste Summary
(July - September, 2023)

CUSTOMERS SERVED	July	August	September	Q3	Q2	% Change
Residential Customers	3,934	3,656	3,000	10,590	11,615	-8.8%
Commercial Customers	1,677	1,686	1,312	4,675	3,426	36.5%
Total	5,611	5,342	4,312	15,265	15,041	1.5%

Insights

Stable Total Customer Base: The total number of customers remained relatively stable in Q3 compared to Q2, with a slight increase of 1.5%. This indicates overall customer stability.

Shift in Customer Composition: The decrease of 9% in residential customers was offset by a 36.5% increase in commercial customers. This shift in customer composition suggests a change in business dynamics or residential trends.

Seasonal Influence on Residential Customers: The notable 9% decrease in residential customers during September can be attributed to the end of the summer season and decrease in the local population during this time.

Specific Factors Impacting September Numbers: September experienced a sharper decline in customer numbers compared to the preceding months. Factors such as reduced bag tag sales, completion of construction projects, and decreased brushing activities are likely contributors to this decline.

REVENUE	July	August	September	Q3	Q2	% Change
Tipping Fee & Bag Tags	\$ 337,385.27	\$ 316,544.44	\$ 274,437.60	\$ 928,367.31	\$ 765,308.10	21.3%

Insights

Seasonal Revenue Increase: The revenue from tipping fees and bag tag sales experienced a significant 21% increase in Q3 compared to Q2. This boost can be attributed to seasonal patterns influencing waste disposal habits and bag tag purchases.

Effect of Tipping Fees and Bag Tag Sales: The revenue surge is directly tied to increased number of commercial customers paying tipping fees at scale and higher sales of garbage bag tags. Customers likely used more services during this period, contributing to the rise in revenue.

BAG TAG SALES	July	August	September	Q3	Q2	% Change
Sales Volume	21,070	21,020	20,055	62,145	55,070	12.8%
Sales Revenue	\$ 51,835.00	\$ 51,730.00	\$ 49,127.50	\$ 152,692.50	\$ 135,230.00	12.9%

Insights

Seasonal Sales Surge: Bag tag sales experienced a significant 12.8% increase in Q3 compared to Q2, attributed to seasonal factors, notably the summer season. This surge indicates a higher demand for bag tags during the summer period.

Revenue Aligned with Sales Volume: The revenue trend closely mirrored the sales volume trend, increasing by 12.9%. This correlation emphasizes that the pricing remained stable during this period, and the revenue growth is primarily due to the increased sales volume.

BLUE BOX MATERIALS	July	August	September	Q3	Q2	% Change
Blue Box Revenue	\$ 101,955.98	\$ 102,885.07	\$ 103,266.38	\$ 308,107.43	\$ -	N/A

Insights

Commencement of Revenue Stream: The revenue stream for Blue Box Materials started in July along with the new Blue Box Materials regulation in Ontario. This indicates the shift towards a new revenue model for managing these materials.

Revenue Components: The revenue stream for Blue Box Materials is comprised of various components, including Curbside Collection, Depot Collection, Promotion & Education, and Receiving Facility & Transfer services. These components collectively contribute to the revenue generated.

CURBSIDE COLLECTION	July	August	September	Q3	Q2	% Change
Garbage (tonnes)	82.2	95.9	82.0	260.1	242.2	7.4%
Recycles (tonnes)	35.4	45.4	37.0	117.8	121.6	-3.1%
Diversion Rate	30.1%	32.1%	31.1%	31.2%	33.4%	-2.3%

Insights

Garbage Collection Increase: Garbage collection increased by 7.4% in Q3 compared to Q2. This notable rise in the amount of garbage collected suggests a potential influx of population or increased waste generation during this period.

Recycling Collection Decrease: Conversely, recycling collection decreased by 3.1% in Q3 compared to Q2. This decline may be attributed to a lack of awareness or participation in recycling practices, especially from new/seasonal or uninformed residents.

Impact on Diversion Rate: The decrease in recycling and increase in garbage collection contributed to a 2.3% reduction in the diversion rate compared to Q2. A lower diversion rate indicates a lesser proportion of waste being diverted from landfills, highlighting the need for enhanced recycling education and engagement efforts.

Population Influx and Education: Efforts should focus on educating the community, especially new residents, about the importance of recycling and proper waste disposal. Additionally, tailored educational programs can help maintain or improve diversion rates despite population changes.

MATERIAL	July	August	September	Q3	Q2	% Change
Garbage (Domestic & Commercial)	651.9	743.0	563.4	1,958.2	1,804.1	8.5%
Construction and Demolition	1,419.1	1,156.9	987.0	3,563.0	3,074.5	15.9%
Scrap Metal	16.0	16.1	14.1	46.1	39.2	17.5%
Recycles	104.7	118.2	135.1	358.0	329.3	8.7%
Brush and Yard Waste	72.7	46.5	35.7	154.9	146.7	5.6%
Approved Contaminated Waste	47.1	182.2	12.1	241.5	2.5	9558.8%
Industrial Ash	241.6	222.9	247.5	712.0	676.1	5.3%
Hog Fuel	887.5	813.1	1,001.2	2,701.7	1,537.2	75.8%
Bio Solids	149.9	172.0	182.5	504.4	676.1	-25.4%
Electronics	4.3	8.5	3.9	16.7	13.7	21.8%
Total	3,594.8	3,479.3	3,182.4	10,256.5	8,299.5	23.6%

SOLID WASTE DISTRIBUTION	July	August	September	Q3	Q2	% Change
Garbage (Domestic & Commercial)	18.1%	21.4%	17.7%	19.1%	21.7%	-2.6%
Construction and Demolition	39.5%	33.3%	31.0%	34.7%	37.0%	-2.3%
Scrap Metal	0.4%	0.5%	0.4%	0.4%	0.5%	0.0%
Recycles	2.9%	3.4%	4.2%	3.5%	4.0%	-0.5%
Brush and Yard Waste	2.0%	1.3%	1.1%	1.5%	1.8%	-0.3%
Approved Contaminated Waste	1.3%	5.2%	0.4%	2.4%	0.03%	2.3%
Industrial Ash	6.7%	6.4%	7.8%	6.9%	8.1%	-1.2%
Hog Fuel	24.7%	23.4%	31.5%	26.3%	18.5%	7.8%
Bio Solids	4.2%	4.9%	5.7%	4.9%	8.1%	-3.2%
Electronics	0.1%	0.2%	0.1%	0.2%	0.2%	0.0%

Insights

Seasonal Increase in Total Waste: Overall, there was a 23.6% increase in total solid waste processed in Q3 compared to Q2, aligning with the expected seasonal increase during the summer months. This surge in waste generation is typical during the summer period.

Significant Contribution from Construction and Demolition: Construction and demolition waste was the most substantial contributor, constituting 34.7% of the total solid waste processed. This emphasizes the importance of effective waste management strategies for construction-related debris.

Contribution of Outliers: Outliers such as Approved Contaminated Waste and Hog Fuel also significantly contributed to the Q3 increase in waste processing. Notably, Approved Contaminated Waste, primarily soil from remediated areas with low levels of hydrocarbon contamination, experienced a substantial surge in Q3.

Monthly Tonnage Variation: July stood out as the month with the highest tonnage in the period, primarily due to the typical seasonality associated with the summer months. This aligns with increased activity and waste generation during summer.

BLUE BOX MATERIAL OPERATION	July	August	September	Q3	Q2	% Change
Co-Mingled	77.36	52.96	61.43	191.75	137.36	40%
Cardboard	27.3	39.22	52.06	118.58	161.75	-27%
PRO-Co-Mingled	-	26	21.64	47.64	0	-
Total Blue Box	104.66	118.18	135.13	357.97	299.11	20%
% Co-Mingled	73.9%	44.8%	45.5%	53.6%	45.9%	7.6%
% Cardboard	26.1%	33.2%	38.5%	33.1%	54.1%	-21.0%
% PRO Co-Mingled	-	22.0%	16.0%	13.3%	0.0%	13.3%

Insights

Shift in Material Composition: Co-Mingled material saw a substantial increase of 40% in Q3 compared to Q2, while Cardboard experienced a significant decrease of 27%. This shift indicates a change in the types of materials being collected/received.

Impact of Regulation Changes: The new Blue Box Material regulation, which no longer requires sorting, likely influenced the increased collection of Co-Mingled materials and the reduced collection of Cardboard.

Introduction of PRO Co-Mingled Collection: Starting from August, Producers (PRO) initiated the collection of Co-Mingled materials from the Transfer Station. It is expected a stable collection in the next period.

Total Blue Box Material Collection Increase: The total Blue Box material collection increased by 20% in Q3 compared to Q2, showcasing an overall rise in recycling efforts during this period.

Proportion of Material Types: The proportion of Co-Mingled material increased by 7.6%, reaching 53.6% of the total Blue Box material in Q3. Conversely, Cardboard's proportion decreased by 21.0%, indicating a shift in material composition and recycling patterns.

PUBLIC SPACE (Big Belly)	July	August	September	Q3	Q2	% Change
Garbage	3.55	2.83	1.71	8.09		
Recycles	1.55	1.23	0.74	3.52		
Total Public Space	5.10	4.06	2.45	11.61	10.20	13.8%

Insights

Seasonal Increase in Waste: Public space solid waste saw a notable 13.8% increase in Q3 compared to Q2, which is typical during the summer season, indicating a rise in waste generation during this time.

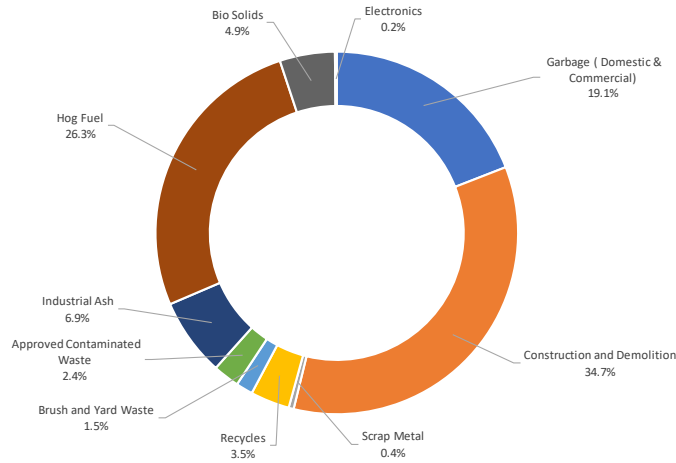
Introduction of Trends Monitoring: Trends monitoring for Garbage and Recycles contributions has been initiated, likely aiming to assess waste patterns and diversion rates in public spaces.

Diversion Rate Monitoring: Monitoring the contribution of Garbage and Recycles is essential to calculate the diversion rate accurately. Using historical data and considering a diversion rate of 30.3% over the last 6 months will aid in assessing the effectiveness of waste diversion efforts.

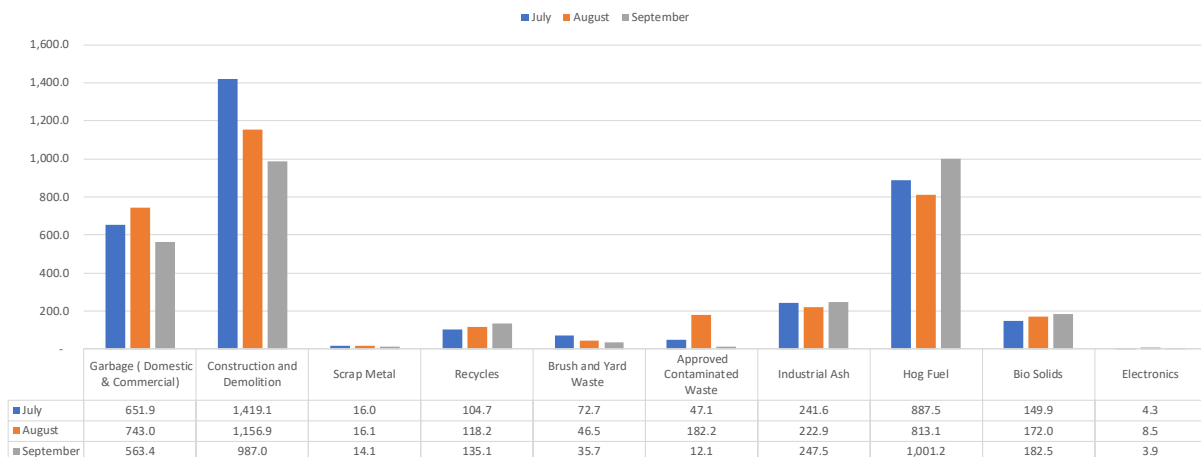
Total Public Space Waste: The total public space waste in Q3 was 11.61 tonnes, reflecting the combined sum of Garbage and Recycles. This data underscores the importance of effective waste management strategies in public areas.

These insights emphasize the need for continuous monitoring and evaluation of waste generation in public spaces, particularly during seasonal shifts, and integrating technology to enhance waste management and diversion rate assessments.

Municipal Solid Waste by Weight (July - September, 2023)



Municipal Solid Waste Variation (July - September, 2023)





October 26, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Andrew Smith, General Manager of Recreation and Culture

Re: Kenora Recreation and Culture Department – Q3 Report

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for the Recreation and Culture Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. To provide Council with an update on progress towards achieving these goals as well as those in the Strategic Plan, the following report has been written.

The City of Kenora Recreation and Culture Department produces quarterly updates for Council that provides information and statistics on facility usage, programs, and events. The Recreation and Culture department oversees recreational opportunities at the Moncrief Construction Sports Centre, Bowman Electric Keewatin Memorial Arena, LOW Museum and Douglas Family Arts Centre, and Kenora and Keewatin Public Libraries.

Focus Area 3 – Community Recreation, Well-Being, and Safety

Goal 3.1.1 - Complete the City of Kenora Parks and Recreation Master Plan

Goal 3.1.2 – Undertake a review to create an engaging suite of recreational, tourism and cultural programming.

Parks and Recreation Plan (PRP)

Section 7 – Action Plan for Service Delivery

Section 8 - Implementation And Monitoring

Baseball Diamonds

Moncrief Construction began backhauling red-dirt infield mix from a location close to Winnipeg. This material is unique in the area and the specific mix was extremely difficult to procure, however; with the help of Maple Leaf Construction and Moncrief Construction, the material was stockpiled in Kenora bit by bit, at an extremely fair price. The following fields will have old material excavated, new material laid and crowned for proper drainage for better playing field opportunities after the season is complete:

- Kenora Large and Small
- JM back and front
- Keewatin Large, as well as hauling and laying old infield mix prior to adding the new mix to combat against seasonal flooding.

Additionally, staff have purchased a new chalking device for the 2024 season, to continue with the momentum of the new additions. Staff are actively looking for solutions to add water to the field prior to dragging and working the field for the 2024 season for better field maintenance and quality.

Staff will host a user group meeting in early 2024 to review the season before and work towards continued success.

Arenas

Ice was installed at Bowman Electric Keewatin Memorial Arena at the beginning of July, with the first public ice time on July 15th.

Ice usage was periodic throughout July and early August, which allowed for public skating, open hockey split between age groups, and the recreation team attempted a Friday Date Night Disco skate, which unfortunately fell on beautiful nights which people spent out on the lake, and attendance was low. The recreation team will continue to look for innovative ideas to spark public users intrigue for all populations in the community.

In November 2022, a new de-humidifier was installed at the Thistle Arena. By adding this, ice can be installed much sooner during humid summer conditions. Staff had installed ice sooner to test the capabilities of the De-humidifier, which worked extremely well. By adding ice into the Thistle Arena, it was possible to add more public opportunities as the facility is constantly supervised, and the Bowman Electric Keewatin Arena was used as a secondary asset when ice at the Thistle Arena was fully booked.

The ice slab replacement project is in its design and tender phase at time of this report, and timelines vary tremendously for projects of this magnitude. Administration will make a formal assessment of the timing of the ice in the fourth quarter, looking at possible efficiencies once timelines are received from the procurement process in consultation with summer user groups.

Moncrief Construction Sports Centre Skating Loop

In the winter of 2023/2024, the staff at the Moncrief Construction are going to create a skating oval behind the complex, located in the new parking lot to take advantage of the flat ground and available night lighting. During ice allocation meetings held with stakeholders in the spring of 2023, user groups had expressed their concerns of easy-to-access public skating opportunities. With the presence of an extra Zamboni in the complex, it is ideal to have the machine operating from time to time to ensure it works, and staff feel it is viable to create a skating oval to assist with the demand when tournament season begins, and public skating opportunities become scarce.

Sport Tourism and Event Hosting

Special Events

It's a Dog's Life Garage Sale	Fins Skins Clappers Tournament
Triple PLAY SIJHL Games	Mass Registration 2023

Both U18 Kenora Thistles and Kenora Islanders began their seasons at the Moncrief Construction Sports Centre, with positive attendance and great products on the ice for both. The buzz within the facility has brought the moral of staff and patrons up, demonstrating the importance of local sport to a community and sports complex.

Recreation Programs and Services

Staff have begun the process of the Parks and Recreation Master Plan recommendation to proceed with offering pre-registered fitness programming with a hybrid option. The hybrid version of pre-registration allows patrons to utilize memberships or purchase individual classes day-of on the Active net portal prior to arrival, to ensure classes are not full, as well as ensure there are not any cancelations prior to leaving their homes.

The initial stage saw a movement from month-to-month fitness calendars to individual program calendars up to December. This allows staff to better advertise, plan, and demonstrate meaningful information pertinent to classes for individuals to make informed decisions on which classes to participate in.

The next stage is to input individual programs into our Activenet system, where we will allow people to pre-register, either using existing memberships or purchase individual classes with individual pricing associated to each class, depending on duration of programs. By providing pre-registered programs:

- Classes will be 6 to 12 weeks, depending on the instructor program plan and availability.
- Individuals will have classes that grow over the duration, versus have similarities from one class to the next.
- Classes can be more specialized, designed to bring in new facility users who are not interested in general fitness opportunities.
- Potential pricing options to allow for reduced rates to secure commitment.
- Instructors benefit from consistent retention rates and familiarity of the participants.
- Consistent messaging through portal in-case of cancelations, or if instructors want to share new details for the upcoming class, they can.

These changes will occur for the January 2024 quarterly offerings. To assist the public in the transition, FAQ's and try it out evenings are set to begin in December 2023 for awareness and conversations for individuals looking to expand their fitness repertoires.

PD days, youth public opportunities and drop-in sports are all currently being planned through community partners and the recreation department.

Staff are working directly with the Standing Bear program and Indigenous Sport & Wellness Ontario to support the start up of lacrosse at the Keewatin Memorial Arena in the Spring of 2024. This is exciting as lacrosse’s popularity begins to grow around Canada, it also provides a spring activity during the quiet period before snow melts and children can take part in field sports.

Two accessible parking stalls were added at the Moncrief Construction Sports Centre to support the high daytime usage at the facility, and staff will continue to monitor the need for additional spaces.

Please see Appendix A for statistics and usage.

Meeting Rooms and New Horizons Seniors Room

Recreation staff have begun working on a rental guide for community members to easily review to see what room best suits their needs, with rates, images and options for all City of Kenora rentable facilities, which will be released in the winter of 2024.

Marketing and Communications

Strong social media numbers have continued to demonstrate the effectiveness of positive messaging amongst the Recreation Facebook platforms. We are experiencing a stronger presence on Instagram and communications on projects and topics have been shared cross departmentally, working with the communications team. There are a lot of positive interactions within the platforms.

Facebook Page Stats	Page	July - September 2023	July - September 2022	Change Percentage
Overall Page Reach		37,000	27,845	+32.8%
Page Visits		10,704	4,231	+153.0%
New Likes		91	113	-19.5%

Micheal Smith Fitness Centre

Replacement pieces to adjust bench presses were ordered and installed to ensure inclusivity of the fitness equipment.

Please see Appendix A for statistics and usage.

Aquatics

Swimming lessons and beach lessons ran throughout the summer, despite limited staff, the aquatics team held successful programming and swims.

By providing free leadership courses, the City of Kenora aquatics team added 8 new staff members that were gradually onboarded, allowing for more programming to begin mid to late October.

Pools were closed for seasonal maintenance beginning July 30th, 2023, and were re-opened August 21st. On the day of the pool closure, staff had added a doggy dip and dive event for those who wished to bring their furry friends to the pool. It was a great

success to start, and all donations accepted were donated to A Dogs Life Kenora. Please see appendix B for photos.

Fall swimming lesson sessions were offered by a lottery system for registering into lessons. Registration was opened for a week and participants had the opportunity to choose their level, day and time to be added to a waitlist without payment needed. New opportunities were provided by creating weekly 9-week lessons, Sunday to Thursday. There were challenges with the lottery system and Administration will be making changes to the next round to improve customer experience.

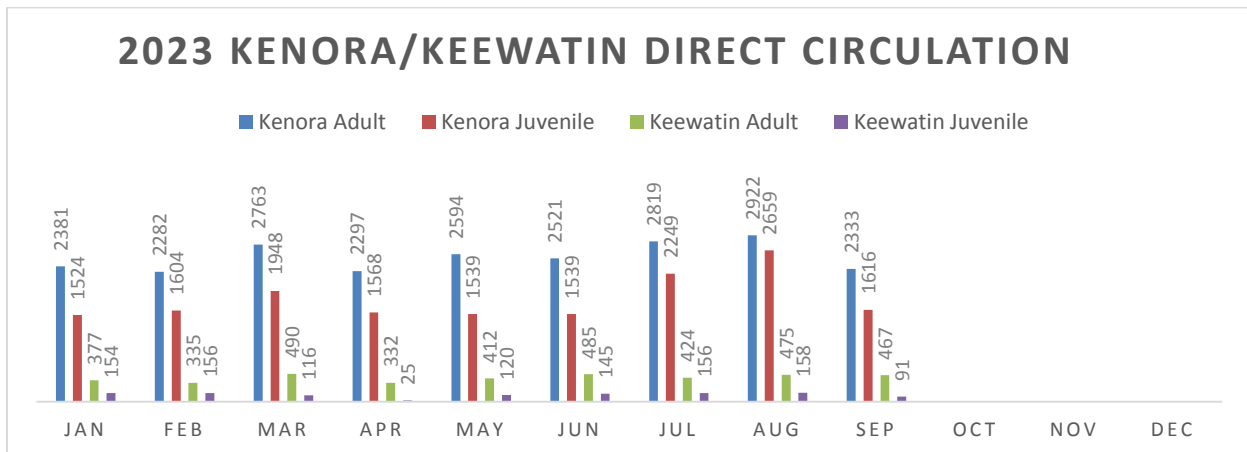
Please see Appendix A for statistics and usage.

Focus Area 5 – Relations With Treaty 3 Partners

Kenora Public Library

Statistics

Statistics	July - Sept 2023	July - Sept 2022
Inter Library Loans	366	372
Computer Usage	19,007	18,973
Memberships Added/Deleted	171	-304
Electronic Resources	34,318	60,123
Total Circulation (E-resources not included)	50,134	53,293



Summer Programming

The Kenora Public Library had a productive and busy summer, fun outdoor opportunities continued all summer long with Fresh Air Fridays, partnering with Kenora EarlyON, the team ran pop-up story times at different locations around town. Partnering again with EarlyON, the team ran our annual drive-in movie event at the end of the season. Kids build their own cardboard box cars, visit the concession stand, and watch a series of short films on the big screen.

Community engagement was evident in our partnerships with several local groups such as Magic Carpet Story Hour with Pinecrest, hosting Jada’s Children’s Music and Books concert, Meet the Hounds where the public could play with puppies that were up for adoption, and bringing in local artist Aimee Baldwin to do a pottery party.

One of our standout programs this year was our Stuffy Sleepover. Children brought in a stuffed animal from home, participated in games and activities and then left their stuffies at the library for the night. The stuffies were ‘caught on camera’ throughout the night exploring different things around the library and getting into mischief. There was a lot of positive feedback from the public on this one with comments such as, “I have to say I am very impressed with the children's programming. Kudos to the people who dreamed it up and are doing the work.”

New this year was Nerf Night, where the public was able to come in after hours and have free run of the library to have Nerf battles! We also ran Breakfast Reading Buddies for the first time. Student volunteers came in on a weekly basis and read with younger children to build literacy skills, as well as play games - breakfast snacks were provided.

National Day for Truth and Reconciliation

This year we hosted a book sharing program for anyone who may be interested in learning more about the residential school system. The book we chose was Five Little Indians by Michelle Good. The book chronicles the bond between a group of residential school survivors as they help one another to reinvent their lives and find a way forward. 15 copies of this title are currently being shared in the community to help better understand the terrible legacy of Residential Schools.



15 copies of this book are being shared throughout the community in conjunction with National Day for Truth and Reconciliation

Upcoming

Ontario Public Library Week



This year's theme "Libraries for Life" says it all. No matter what stage of life you are in, there is something for you at the library! Books, resources, digital resources, programming, computer and Wi-Fi access – all for FREE! We are celebrating OPLW with a book sale all week, and refreshments at both branches on Friday, Oct. 20.

Upcoming Children's Events

Best Home Library Pajama Party, Haunted House Contest, PD Halloween Activities, Family Christmas Fun Night, Snowmen Building Contest.

Upcoming Adult Events

Ink Paint events with Laurie Reynard.

Lake of the Woods Museum and Douglas Arts Centre

The Muse Strategic Plan 2021 to 2023 – Vitality, Partnerships, Impact and Engagement

Partnerships:

Grand Council Treaty #3 150 Exhibition

July 20 - Treaty #3 150 event in Fort Frances. Museum staff assisted with the site prep by way of offering advice on the environmental prep at the location in Fort Frances and loading of the documents and cases for the event.

September 6 - Treaty #3 150 event in Kenora. The documents remained at the museum and a shuttle took guests from the event grounds at Seven Generations Institute. This day included a visit from Donald Kakageesick, who is a carrier of the Treaty #3 pipes, from Ogichidaa Francis Kavanaugh, and from Ontario Lt. Governor Elizabeth Dowdeswell.

Treaty #3, as well as The Sacred Document Exhibit, has been on display all summer at the Museum.

Lake of the Woods Arts Community

July 15 - ArtsFest in Memorial Park with the Museum and Art Centre both used for events, staging, and prep.

Kenora Economic Development

September 26 - Muse staff participated in the jury to select banners for the downtown winter banner project.

Kenora Tourism

September 26 & 27 - The Muse participated in the Destination Northern Ontario Fast Track to Success program (arranged by Kenora Tourism). On the afternoon of September 26th, a consultant came to the site and went over our business and our

goals. The next morning the consultant returned and shared a report on the site, and what support was available from the Regional Tourism Organization (Destination Northern Ontario).

Exhibitions

Museum

- Lake of the Woods Quilt Guild Annual Show - June 20 - July 15
- *Manidoo Mazina ĩgan - The Sacred Treaty* - July 17 - November 14
- TRAVELLING EXHIBIT: We Were Taught Differently to Coteau Heritage & Cultural Centre - Shaunavon, SK Museum - August 23 - October 22

Art Centre

- Written by Water - Olivia Whiddon and Theresa Bowyer - April 15 - July 8
- The Gift of Art: WJ Phillips on Lake of the Woods - July 13 - September 16
- Hands On: Bill McFarlane Prints - July 6 - September 5

Attendance

	July	August	September	Q3 Total
Museum - Exhibits	1527	1402	512	3441
Museum - Program	213	122	117	452
Art Centre - Exhibits	1192	1030	473	2695
Art Centre - Programming	295	223	96	614
Total				7202

Collections - Museum

- The Enterprise Newspaper Images - The Clayton Collection. In early summer the Museum was approached by former Enterprise/Miner and News editor Reg Clayton about donating the images from his time at the Enterprise. These are his images that he retained when the Enterprise was folded. The images cover from 2004 - 2020. The collection is twofold— first there is the collection of “Question of the Week” images that would appear in the editorial section. Secondly there are news photos showing images of various news stories over the years. If someone appeared in the newspaper in the last 20 years, there is a good chance we have that photo. The collection is digital, and a grant request has been made to the Community Foundation for funds to make hard copies of the images. In total there are over 2,800 images in the collection.

Grants And Finances:

Muse

- July 16 - Lori Nelson Legacy Fund launched at the Summer Celebration. As of September 30th, 2023, the fund was sitting at over \$60,000. The fund is being administered by the KLWRCF and will distribute an annual grant to The Muse.

Museum

- September 14 - Application for the KLWRCF Community Needs Fund for funds to print out Enterprise/Clayton Fund images. Approval of that application is pending.

Art Centre

- July 6 - Yearly funding from the Art Centre Legacy Fund and the Gail Konantz Art Education Fund received

Facility Use:

Art Centre

- June 17 - Private Kids' Birthday Party, Gail Konantz Studio
- June 28 - Private Kids' Birthday Party, Gail Konantz Studio
- July 15 - Kenora Writers Group Workshop, Gail Konantz Studio
- August 1 & 2 - Grand Council Treaty #3 Meeting, Multipurpose room
- September 16 - Private Kids' Birthday Party, Gail Konantz Studio

Museum

- June 29 - Beaver Brae Secondary School Graduation marshalling location, entire facility
- GCT#3 Thank You event for Muse Indigenous Advisory Committee
- August 11 - Kenora District Service Board Meeting, board room
- September 2- Rob McInnis Photography Zoom Presentation, board room

Human Resources:

- The Museum Curator hiring process was held through June and July. It yielded many good applicants, including several who would have made excellent additions to the team. After interviews the decision was made to hire Codie Brook Goodman who started with the Museum on September 26th.
- The summer students: We would like to thank the tremendous employees this summer for all their hard work. With the Museum, students took the lead in working with members of the Royal Lake of the Woods Yacht Club in the archiving and donation of the RLWYC archives to the Museum. At the Art Centre, students worked to program the space through drop in crafts as well as working with the curator on upcoming exhibitions. We are grateful for our summer students. Their hard work, unique insights, and willingness to jump into the fray was invaluable. We would not have been able to stay open without them.

Engagement:

Muse staff in the Community:

August 16 - Sioux Narrows Sport Fishing Centre

August 23 - Pinecrest District Home for the Aged

August 23 - H2O Power Corporate Event

September 6 - Staff met with Theresa Wilson at Pinecrest to begin the process of creating an on-site art gallery at Pinecrest. The DFAC contribution will be high

quality digital prints of some of the pieces in our collection as well as help in curating and staging.

September 22 - Wiigwas Elder Centre

Programming:

Capital Campaign Wrap Up - Douglas Family Art Centre Summer Celebration

Sunday, July 16

Attendance: 136

The Summer Celebration event was held from 4:00-6:00 p.m. on July 16th. The point of the evening was to invite Muse members and capital campaign donors to see the building, and the Phillips collection as a means of a wrap up of the Big Picture Capital Campaign. This event was delayed several times by the pandemic. There was the added benefit that we were able to officially launch the Lori Nelson Legacy Fund that day. The event was catered by Lake of the Woods Brewing Company, which was an in-kind donation to the capital campaign. Moving forward The Muse will be shifting our focus to a "donor relations" stance where we foster the relationships we have made while also expanding our network of friends and supporters.

Summer Programming:

Drop in crafts - Drop in crafts were a huge hit over the summer month, with 26 specific crafts ranging from Curious Caterpillars and Splashy Submarines to Bugs on a Branch and Shelly Sea Creatures. The average attendance was 10-12 participants per program, with all participants raving about the unique opportunities provided to them.

Exhibit Related Programming

- Written by Water Exhibition - Performance by of "The Water Spirit and the Cat"
- Written by Water Exhibition - Performance by of ""The Prince, the Bridge Troll, and the Water Spirt"
- Guided Tour - The W.J. Phillips Collection

The Muse Summer Speaker Series

- Creators Garden: The Anishinaabe Knowledge and Relationship with Plants as told by the Knowledge and Spiritual Keepers of Iskatewizaagegan.
- 1893 The Great Land Rush on the Lake: Territory Wars and the Selling of Charles Wilson's Planned Community on Coney Island.
- 1893 The Great Land Rush on the Lake: Territory Wars and the Selling of Charles Wilson's Planned Community on Coney Island.
- Dam It! Transformative Tales from Tunnel Island.
- Flashpoint of the Border War: The Battle of Rat Portage, 1883.
- Western Voices in Canadian Art
- Walter J. Phillips: A Growing Collection.
- Make Believe: What We See vs. What We Know.
- Olafur Eliasson: Art and Altruism. A discussion of Eliasson's global perspective and how his creations encourage us to think outside of the box.

Lake of the Woods Museum

Cemetery Tours

School Cemetery Tours

Evergreen School - Grade 2

After Dark: Lake of the Woods Cemetery Tour

Friday, July 8th, 16th, 22nd, 28th, August 4th, 11th, 18th, 25th

After Dark: Lake of the Woods Cemetery Tour

Private Tour - NOSM Residents

After Dark: Lake of the Woods Cemetery Tour

Private Tour - Kenora Ghost Hunting Group

National Day for Truth and Reconciliation Programming

29 September - Bradford Bilodeau Presentation of The Lost Moccasin

30 September - Free admission to see Treaty #3 on National Truth and Reconciliation Day

Appendix A – Recreation Facility Usage and Stats

This report has been generated based on the activities and data collected during the period of July - September 2023

Participant Visits by Activity

ACTIVITY	January – March 2022	April – June 2022	July – September 2022	January – March 2023	April – June 2023	July – September 2023
Lane Swim	1243	1614	873	2123	1772	964
Tot Swim	615	625	311	842	342	140
WaterFit	974	1317	1053	1555	1733	1159
GentleFit	107	268	158	208	187	167
Schools	3980	5782	1165	5251	5449	488
Public Swims	5418	5639	3781	6843	4107	3579
Weekend Leisure Swims	815	718	665	1072	559	166
Rentals	1091	1722	623	1671	1896	873
Swim Lessons	1474	2718	642	1650	2000	337
Life Saving Society Programs	459	252	14	52	89	456
Special Olympics	71	51	20	88	39	16
Kenora Swimming Sharks/Kenora Borealis	645	924	131	1541	1174	229
Other (Special Programming)	258	446	92	571	128	91
Hot Tub	3395	4184	1959	5622	10,250	2159
Pool Totals	20,545	26,260	11,487	29,089	29,725	10,824
Walking Track	2136	1834	1249	4319	1769	1618
Open Ice	740	52	89	745	107	434
Fitness Centre	8266	14,383	12,896	14,389	11,853	11,299
Group Fitness	795	1329	742	1944	1829	2054
Facility Total	32,482	43,858	26,463	50,486	45,283	26,229

*** The batherload for the pools is periodically tallied by lifeguards throughout the day. During a swim, a bather can utilize all 4 pools and be counted each time they enter a pool. These numbers are utilized so the operators can properly calculate the chemistry of the pool for adding fresh water/chemicals.

In the summer the Aquatic Centre shuts down for its annual maintenance and we provide summer programming at the beaches. In the summer of 2023, all our pools shut down July 29th – August 20th.

Facility Rental Hours

Facility Booking in Hours	January – March 2022	April – June 2022	July – September 2022	January – March 2023	April – June 2023	July – September 2023
Thistle Rink	776.5 hours	223.50 hours	131.5 hours	1105 hours	189 hours	214.5 hours
Bowman Electric Keewatin Memorial Arena	466.75 hours	85.5 hours	442 hours	778 hours	170 hours	590.75 hours
Recreation Facility Rooms	437.75 Hours	858.75 hours	969 hours	675.5 hours	879.7 hours	1589.5 hours
Dry Pad Rentals	0 hours	-	113.5 hours	0 hours	364 hours	500.5 hours
KRC Baseball Fields	-	337 hours	887 hours	-	425.5 hours	590.75 hours
Central Baseball Fields	-	35 hours	237.5 hours	-	12 hours	4.5 hours
Millennium Baseball Fields	-	230 hours	173.5 hours	-	264.5 hours	178.5 hours
JM Baseball Fields	-	69 hours	109.5 hours	-	204 hours	50.5 hours
Portage Bay Baseball Fields	-	-	-	-	16 hours	88 hours

*Some room rentals are rented out from community partners, such as New Horizon's Senior Centre and other City organizations.

Portage Bay baseball fields were washed out during the summer of 2022 due to high water levels. They were not reopened until July 2023.

Membership and Package Sales

Membership Type	January – March 2022	April – June 2022	July – September 2022	January – March 2023	April – June 2023	July – September 2023
Annual	40	44	49	45	58	31
Post-Secondary	28	61	41	23	82	24
3 Month	82	90	93	120	84	67
6 Month	12	19	32	20	14	15
1 Month	124	28	211	200	159	148
10 Visit Passes	179	102	167	244	141	166
25 Visit Passes	172	194	170	283	205	184
Instructional Program 10 and 25 Visit Passes	30	42	36	56	39	16

Programs / Activities

July Group Fitness	16 classes offered Pop Up Yoga Fit with Sharron Pop Up Morning Mobility with Kristina
Summer Swim Lessons	Preschool Swim for Life M/W: 19 participants Swim for Life 1 – 6 M/W:8 participants Private Lessons Teen/Adult Lessons Outdoor Preschool Swim for Life:10 participants Outdoor Swim for Life 1 – 6:16 participant
Summer Advanced Swim Programs	Junior Lifeguard Club: 3 participants Watersport/Fitness Lifesaving Society Bronze Star: 5 participants Lifesaving Society Emergency First Aid: 8 participants Lifesaving Society Standard First Aid: 2 participants Lifesaving Society Bronze Medallion/Cross: 20 participants Lifesaving Society National Lifeguard: 10 participants

Awesome Adventures Day Camp	July 3 – 7: 23 participants July 10 – 14: 24 participants July 17 – 21: 24 participants July 24 – 28: 24 participants July 31 – August 4: 24 participants August 8 – 11: 25 participants Aug 14 – 18: 23 participants
Doggy Dip & Dive – July 30 th	10 pups
Public Skates & Open Hockey at Bowman Electric Keewatin Memorial Arena	July 24 th : 28 participants July 26 th : 6 participants July 27 th : 26 participants July 28 th : 35 participants July 31 st : 25 participants
August Group Fitness	15 classes offered
Public Skates & Open Hockey at Bowman Electric Keewatin Memorial Arena	August 1 st : 30 participants August 2 nd : 31 participants August 4 th - August 8 th : 39 participants August 10 th - August 11 th : 22 participants August 14 th : 39 participants August 15 th : 10 participants August 17 th : 14 participants August 21 st : 14 participants August 22 nd : 19 participants August 23 rd : 21 participants August 24 th : 17 participants
September Group Fitness	19 classes offered
Welcome to Fitness with Kelli	4 participants enrolled

Appendix B – Publications to note

Doggy Dip & Dive

At the
Moncrief Construction Sports Centre
 Aquatic Centre - Side door to pool entry

Sunday July 30th

Dogs **under** 30lbs
 from 10:00-10:45 am

Dogs **over** 30lbs
 from 11:00-11:45 am



All dogs must be vaccinated
 Admission by donation to It's a Dogs Life.
 Waivers must be signed prior to swimming
 See rules for more information
Call 467-2087 for more information



WELCOME TO FITNESS

with Kelli

NEVER BEEN TO A FITNESS CLASS?

Looking to get moving again but not sure how? Welcome to Fitness is a ground zero beginner session meant to introduce you to the group fitness environment, explain the benefits of movement and introduce you to the basics of fitness class style and equipment. This is meant for true beginners who are looking to get active at a very comfortable, safe pace.

4 Week Program

Mondays, Sept 11th - Oct 2nd
 4 - 4:45 pm

\$40

plus applicable taxes

SUMMER SWIM PROGRAMS

Registration begins Tuesday, June 27th @ 8 am

Pool Swim Lessons for ages 3 - 12 years

Junior Lifeguard Club & Watersports/ Fitness

First Aid Courses

Beach Lessons for ages 3 - 12 years

Advanced Aquatic Programs

And much more!

Sign up for Awesome Adventures Summer Day Camp

Registration begins May 16th at 8 am

Camp runs July 3rd - August 18th
 Monday - Friday

Full Week \$160
Short Week \$128

Sign up Online by visiting
https://anc.ca.apm.activecommunities.com/kenora/home?onlineSiteId=0&from_original_cui=true

24 spots available per week.

For more information please contact Community Program Supervisor, Casey Pyykka at 467-2987 or cpyykka@kenora.ca



Magic Carpet Story Time at Pinecrest



Nerf Battle at the Library



Fresh Air Fridays at Garrow Park





November 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Janis Pochailo, Director of Planning and Building

Re: Planning and Building – Q3 Report

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for the Planning and Building Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals, the following report has been created.

The Planning and Building Department is comprised of the following Divisions: Planning; Building Inspection; and Development Services.

Focus Area 2 - Tourism, Economic Growth, and Development

Goal 2.1 (A) – Promote new investment and development of City-owned and private lands in Kenora:

The Planning and Building Department facilitates development by processing applications for land division (subdivision, condominiums and consents), land use consultation, and the issuing of building permits. In the third quarter, the Planning department processed 7 land divisions adding 24 new lots to the housing market. The Department has also processed 1 Official Plan Amendment, 3 Zoning Amendments, 9 Variances, and 3 Site Plan Approvals.

Building Inspection continues to process permit applications for new development. The Building Department fully transitioned into Cloudpermit in September and 65 new permit applications have been entered into the system. Permit revenue for the third quarter was \$73,609 bringing the year to date revenue up to \$171,056 (\$38,056 more than the projected budget for 2023).

Goal 2.1 (B) – Facilitate opportunities for more and diverse housing development across the housing spectrum:

Planning and Building continues to facilitate housing development by processing planning applications and building permits. Pending projects include a 68 unit condominium (duplex and tri-plex), an affordable housing development (147 apartment dwelling units, 10 bungalow townhomes and 60 two storey townhomes), a 2 building 87 unit apartment complex, a mixed use development with 16 suites targeted for low-income senior tenants, and 10 waterfront lots rural residential development.

Goal 2.1.3 – Complete the comprehensive review of the City of Kenora Official Plan and Zoning By-law:

The Province of Ontario has completed their review of the draft City of Kenora Official Plan. In an initial meeting the province has committed to providing written comments in November.

Focus Area 3 - Community Recreation, Well Being, and Safety

Goal 3.1.3 – Complete an Active Transportation Plan:

Together with Recreation and Culture, the Planning Division has engaged Urban Systems Planning Consultants to prepare an Active Transportation Master Plan (ATMP) for the City of Kenora. The ATMP will help the City prioritize investments in new infrastructure and provide informed decision making around other active transportation initiatives. Results of an online survey have been reviewed and Urban Systems is initiating stakeholder meetings.

Focus Area 4 - Service Delivery and Organizational Capacity

Goal 4.1.3 Employ technology to enhance the “customer experience”:

Cloudpermit – The Building Division has fully transitioned to Cloudpermit, an online portal for building permit applications. Applicants are now able to upload new permit requests directly into the system. They can also view their application status, communicate with City staff and schedule inspections. Feedback has been positive. We are now scheduling and reporting on all building inspections through Cloudpermit.



November 8, 2023

Staff Report

File No.: D14-23-08

To: Kyle Attanasio, CAO

Fr: Kevan Sumner, City Planner

Re: Application for Zoning By-law Amendment

Location: Unaddressed Property, Darlington Drive

Owner: 5054849 Ontario Ltd.

Agent: Chagas Architecture & Development Inc. (Pedro Chagas)

Recommendation

That the Application for Zoning By-law Amendment, File No. D14-23-08, to change the zoning of the subject property from "RU" Rural Zone to "ML" Light Industrial Zone, be approved; and further

That Council gives three readings to a by-law for this purpose.

1. Introduction

An application has been received to change the zoning of the subject property (Figure 1) from "RU" Rural Zone to "ML" Light Industrial Zone, to allow for the development of a warehouse and office building.

2. Description of Proposal

The property owner wishes to amend the zoning to permit the development of a parcel distribution depot. In the planning rationale, the agent describes the proposed project as consisting of both an administrative office and distribution warehouse for parcel drop-off and distribution as a hub for Tec-Truck delivery / transportation business. A proposed site plan is attached to this report.

The applicants have voluntarily provided a Phase I Environmental Site Assessment that has identified no areas of potential environmental concern. The assessment was not required by the City of Kenora.

3. Existing Conditions

The property has an area of approximately 3.97ha and is located on the north side of Darlington Drive. It is an unserviced and the western half of the property is tree-covered and undeveloped. The eastern portion was previously used for a concrete batch plant. Some temporary structures are currently located on the property, which the agent says will be demolished to make way for the distribution centre development. An electrical transmission line is located immediately north of the property and a natural gas pipeline is located approximately 150m north of the property.

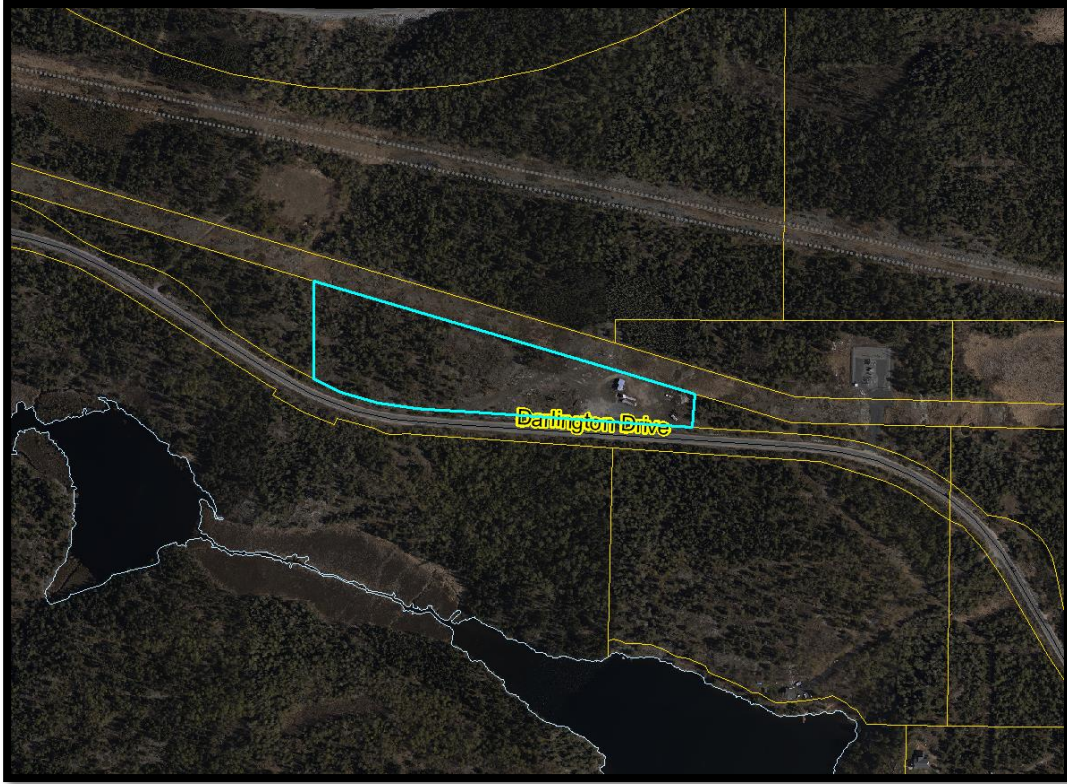


Figure 1: Aerial image indicating the location of the subject property (2022).

4. Site Visit

On October 5th, 2023, a site visit was conducted and the following photo was taken.



Figure 2 – Panoramic photo of the property from the driveway entrance, looking towards the north and east.

5. Legislated Policy and City Directives

a) Provincial Policy Statement (PPS) 2020

The PPS encourages redevelopment within settlement areas, and that land use patterns include a mix of land uses which efficiently use land and resources, are appropriate for and efficiently use available infrastructure, and support redevelopment (Section 1.1.3.2).

b) Growth Plan for Northern Ontario (2011)

The Growth Plan for Northern Ontario 2011, contains policies to guide decision-making about growth that promote economic prosperity, sound environmental stewardship, and strong, sustainable communities. Planning staff is satisfied the proposed minor variance is consistent with the policies of the Plan.

c) City of Kenora Official Plan (2015)

The land use designation of the property is Rural Area (Figure 3). Policy 4.8 of the Plan states that Rural Areas include a variety of agricultural, residential, industrial, commercial, recreational, tourism, and open space uses, and that these areas may experience limited change over the lifetime of the Plan.

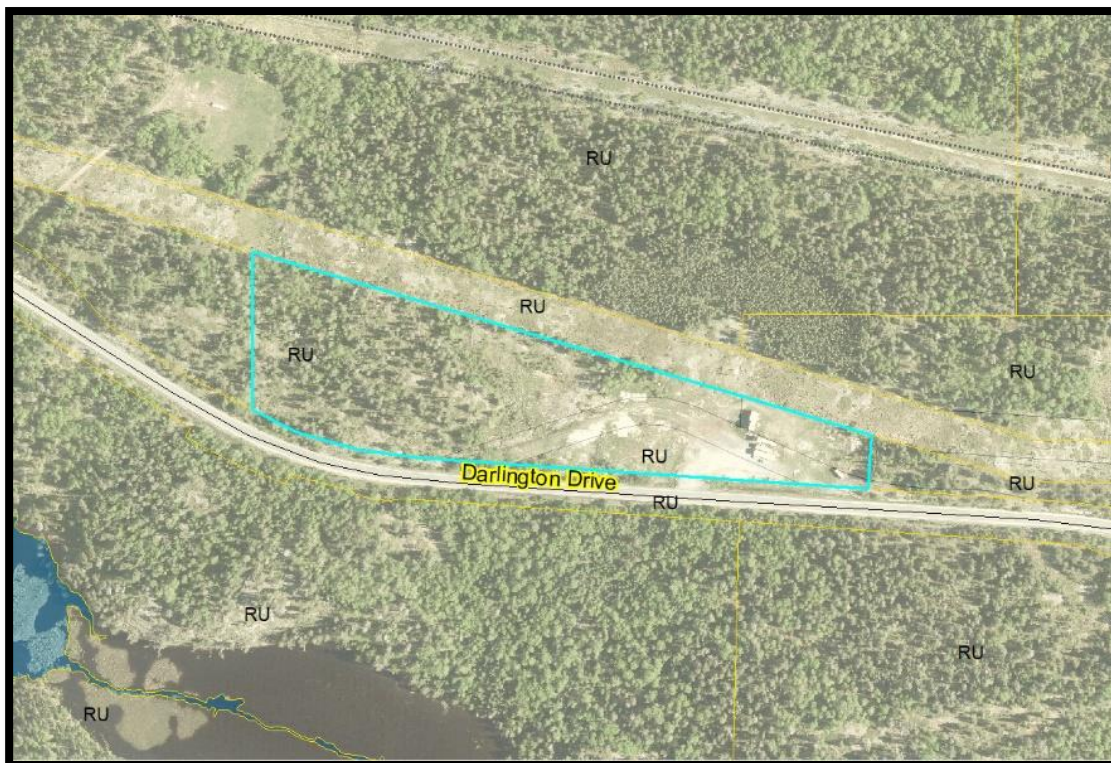


Figure 3 – Official Plan Mapping

d) City of Kenora Zoning By-law No. 101-2015

The property is currently zoned "RU" Rural Zone (Figure 4). The RU zone allows for a wide range of uses and services to meet the needs of residents, businesses and tourists. Office and warehouse uses are not permitted in the RU zone.

The agent is proposing to amend the zoning of the property to “ML” Light Industrial Zone. The ML zone allows for a wide range of low-impact light industrial land uses as well as complementary commercial uses. Both office and warehouse uses are permitted in the ML zone.

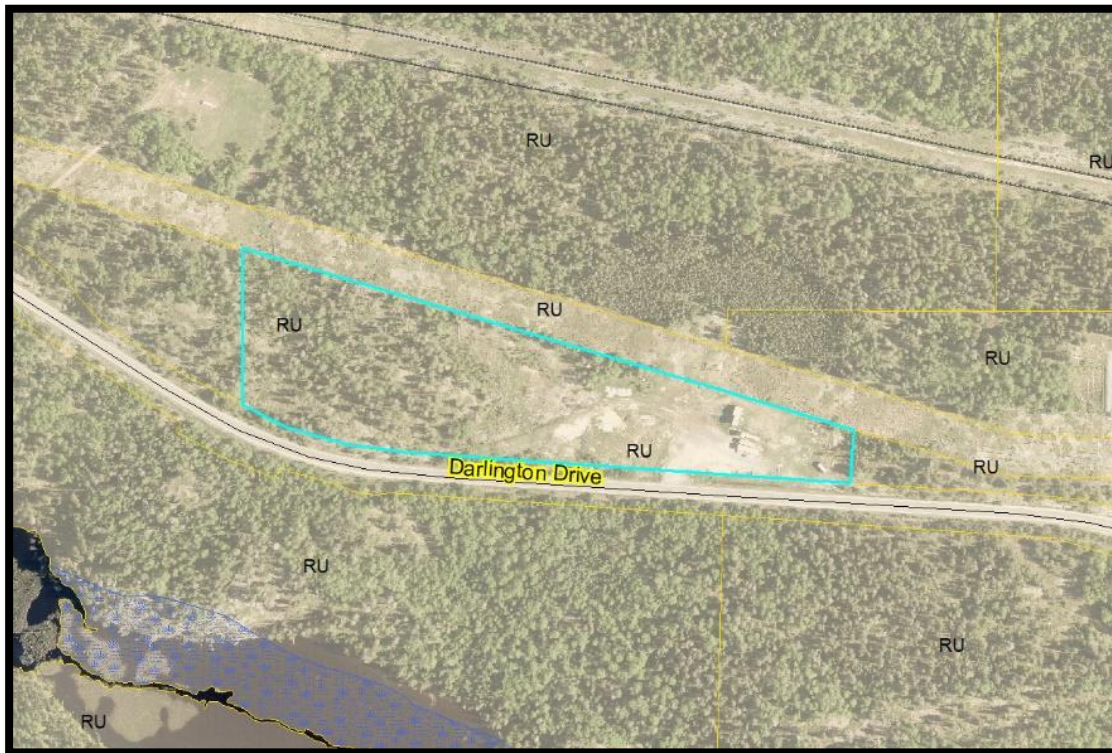


Figure 4 –Zoning By-law Mapping

6. Results of Interdepartmental and Agency Circulation

The proposed zoning amendment was circulated for comment on September 25th, 2023. The following is a summary of comments received in response.

Commenting Department or Agency	Comments
Building	No comment
By-law Enforcement	No comment
Engineering	No comment
Economic Development & Tourism	No concerns
Environmental Division	No comment
Facilities	No concerns
Fire and Emergency	No concerns
Land Acquisition and Divestment	No concerns
Roads	No comment
Hydro One	No concerns
Kenora Catholic District School Board	No comment
Keewatin Patricia District School Board	No comment
Ministry of Municipal Affairs and Housing	No concerns
Ministry of Natural Resources and Forestry	No concerns

Commenting Department or Agency	Comments
Northwestern Health Unit	A file has been opened and a Public Health Inspector will complete an on-site inspection and provide a report.
Ontario Power Generation	No comment
TransCanada Energy	No concerns
Niisaachewan Anishinaabe Nation	No comment
Obashkaandagaang First Nation	No comment
Wauzhushk Onigum Nation	No comment

7. Public Comments

Notice of the application and public meeting was given in accordance with Section 34 of the Planning Act, whereby it was circulated to property owners within 120 metres, was published in the Municipal Memo of the Newspaper, and circulated to persons and public bodies as legislated.

The Planning Advisory Committee held a public open house at their meeting on October 17th, 2023. The minutes from that meeting and resolution in support of the zoning amendment are attached to this report.

As of the date of this report, no comments have been received from the public.

8. Evaluation

No concerns have been identified through the internal review or from the public. The Provincial Policy Statement (2020), the Growth Plan for Northern Ontario, and the City of Kenora Official Plan are supportive of the zoning amendment. The location on Darlington Drive, which was upgraded in 2021 to support year-round heavy loads, is suitable for businesses such as the one proposed, which require access for truck deliveries from the Highway 17 bypass.

Though not required, the applicants have voluntarily provided a Phase I Environmental Site Assessment that confirms that there are no areas of potential environmental concern on the site. The property is located in close proximity to the TransCanada Energy and Hydro One facilities, but both utilities have confirmed that they have no concerns with the proposed zoning amendment.

I hereby certify that this report was prepared by a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.

Attachments

- Complete Application for Zoning By-law Amendment
- Planning Rationale
- Site Plan
- Limited Phase I Environmental Site Assessment
- Notice of Application and Public Meeting
- Minutes of the Planning Advisory Committee meeting of October 17th, 2023
- Planning Advisory Committee resolution



November 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander , Director of Economic Growth and Recovery

Re: Economic Development and Tourism – Q3 Report 2023

Recommendation:

That Council hereby receives the 2023 Third Quarter Report for the Economic Development and Tourism Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. To provide Council with an update on progress towards achieving these goals, the following report has been created.

Strategic guidance to actions taken by the Department is provided through the Five Year – Tourism and Economic Development Plan and the 2022-2027 "Charting Our Course" strategic plan.

Focus Area - 1 Economic Development – 2.2 Support the growth and retention of local businesses and emerging sectors.

Highlights:

July

- Attended board meeting of Northern Ontario Angels
- Business retention and expansion project (BR+E) kick- off meeting with Deloitte
- Hosted two sets of influencers from Winnipeg over the weekend in partnership with Harbourn town BIZ
- Networking meeting with local Economic Development Officers – idea sharing and tour of Kenora
- High level of interaction with developers throughout the month who were interested in Kenora

August

- Coordinated Mayor and Council handing out bags at the Farmers Market as part of the Glad You Are Here campaign
- Filmed first segment for NWO Voices – promoting Ken and Nora through local cable TV. This is the first segment that will continue to film every Tuesday to highlight events and activities in Kenora
- Hosted photo opportunity with business owners for their participation in and completion of the CIP program

- Hosted Small Business Week Kick Off Meeting with the BDC, LOWBIC, NWBC, Northwestern Ontario Innovation Centre and Kenora Chamber
- Hosted Newcomer Clinic in partnership with Newcomer Legal Clinic, Bora Laskin Faculty of Law, Lakehead University
- Hosted a Holiday Shopping Focus Group with businesses from different shopping areas in Kenora. The purpose of the focus group was to get feedback about holiday shopping promotion
- Presented at the Chamber's Lunch 'n' Learn. They provided an update on Economic Development activities including the BR+E Survey and the Community Improvement Program
- Enabled the Youth Enterprise Day Camp in Kenora
- Launched the Kenora Workforce Development Group – bringing together 23 employment and training organizations. The purpose is to collaborate and work towards workforce attraction and retention initiatives for the community
- Launched the BR+E project to Kenora businesses
- Hosted photo opportunity with local firm for their participation in and completion of the CIP program
- Hosted virtual session for Stakeholders: Immigration options to help attract and retain foreign talent with the Ontario Immigrant Nominee Program (OINP)

September

- Hosted virtual session for Employers: Immigration options to help attract and retain foreign talent with the Ontario Immigrant Nominee Program (OINP)
- Attended board meeting of Northern Ontario Angels
- Attended the Ignace and Area Working Group Meeting. In 2021, the Township of Ignace and the NWMO established an Ignace Area Working Group (IAWG) inclusive of local and regional members and observers to provide input into the design and implementation baseline reports and community studies as well as share the views of diverse community and regional interests
- Intake opened for the Community Improvement Plan (CIP) programs in the Harbourtown Centre, Keewatin and the Former Mill Site
- Attended the Women in Levity networking and keynote event in Kenora.
- Attended Hype Recovery's Recovery Day Kenora
- Presented at the Chamber's Lunch 'n' Learn on the Digital Transformation Grant
- September 20: Hosted the Social Event for EDCO delegates at the MUSE and Lake of the Woods Brewing Company
- Hosted the Economic Development Council of Ontario's (EDCO) Northern event in Kenora
- Hosted an employer session to promote Francophone immigration programs in partnership with Société Économique de l'Ontario (SEO), Réseau du Nord and AFNOO

Focus Area - 2 Tourism Development – Develop Kenora into a four-season destination:

Domestic – Summer/Fall Campaign

Budget - \$20,000

City of Kenora Contribution - \$5,000

Partners – Sioux Narrows/Nestor Falls, Destination Northern Ontario,

Target Market – Manitoba, Saskatchewan

Media – social media & digital

Timing – July - October



Tourism Kenora
Published by Mike Greaves · July 14 ·

Exploration and experience is within your reach. Less than a day's drive will bring you to majestic Lake of the Woods.



	Month		Cost	Impressions	Clicks	Reach	CPC	CPM	Frequency
Summer	July	SNNF	\$1,447.24	278,093	4,161	90,256	\$0.35	\$5.20	3.08
		Kenora	\$1,440.25	326,176	4,430	106,432	\$0.33	\$4.42	3.06
	August	SNNF	\$3,876.25	895,531	8,014	214,532	\$0.48	\$4.33	4.17
		Kenora	\$3,883.95	933,902	8,072	207,974	\$0.48	\$4.16	4.49
	Sept	SNNF	\$55.28	10,732	91	9,818	\$0.61	\$5.15	1.09
		Kenora	\$56.80	12,940	110	11,760	\$0.52	\$4.39	1.10
Fall	Sept	SNNF	\$1,672.85	607,151	2,158	108,024	\$0.78	\$5.62	2.76
		Kenora	\$1,673.40	620,393	2,351	110,326	\$0.71	\$5.62	2.70

Coney Island Shuttle

The shuttle service began on July 1st and ran until September long weekend. The shuttle is sponsored through the Municipal Accommodation Tax to support activating Coney Island beach and amenities.



Rotary Visit

On July 10th staff attended the weekly Kenora Rotary Club meeting to discuss the events and activities in the community for the 2023 summer season. They highlighted the need for volunteerism and the important role it plays in hosting successful events and identified opportunities for Rotary to forward their initiatives, including the Matiowski Market, Main St. Markets, and other events during the summer months.

Matiowski Farmers Market

The 2023 Matiowski Farmers' Market hosted returning vendors and gained unique new additions for 17 market days, this up from 16 in previous years, between June 14th and October 4th. In addition to our regular vendors, we had community groups set up around the exterior of the Janel Contracting Pavilion for the 10 core weeks; this included but not limited to Ministry of Natural Resources, Rotary Club, Kinsmen Club, Lake of the Woods District Stewardship Association, Lake of the Woods District Hospital Foundation. The average market attendance during the core weeks is between 2,000 to 3,000 per market.

Customer Appreciation Day – Matiowski Farmers Market

Matiowski Farmers' Market Customer Appreciation Day took place on October 4th to end the 2023 market season. Council served pulled pork & beef on a bun, corn, squash, mini cupcakes, mini butter tarts and sugar cookies purchased from Farmers' Market vendors. Approximately 250 people were served lunch.

In addition to the complimentary lunch, over 20 vendors provided items for a giveaway draw. Items included fresh produce, baking, jams, jellies, oils, jewelry, various mediums of art and sewn goods.



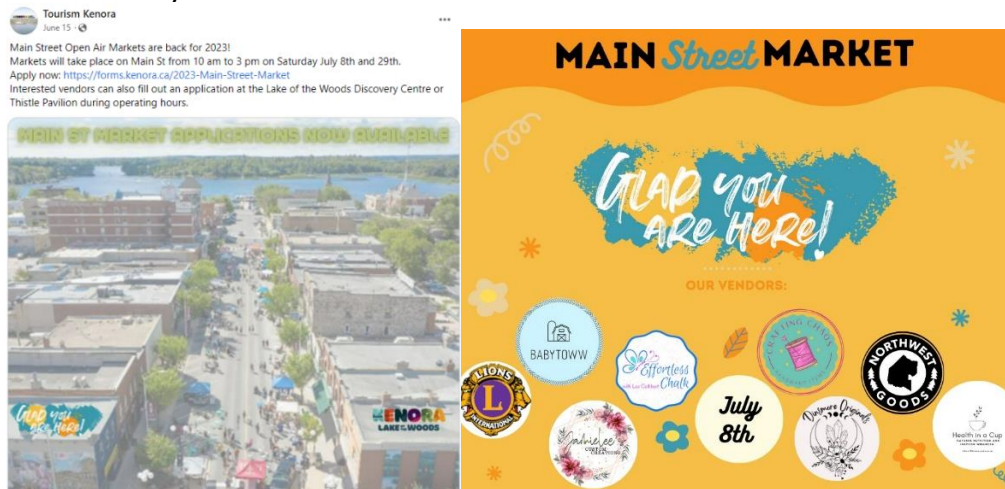
Artsfest & Beer on the Pier



On July 15th Tourism staff provided infrastructure and assisted with setup, teardown and maintenance throughout the duration of Arts Fest and Beer on the Pier. Artfest featured over 20 regional artisan vendor of various art mediums. Throughout the day were various performance arts throughout the Muse grounds. Beer on the Pier was hosted by the Lake of the Woods Brewco on the Matheson Street pier which was scheduled to feature live entertainment.

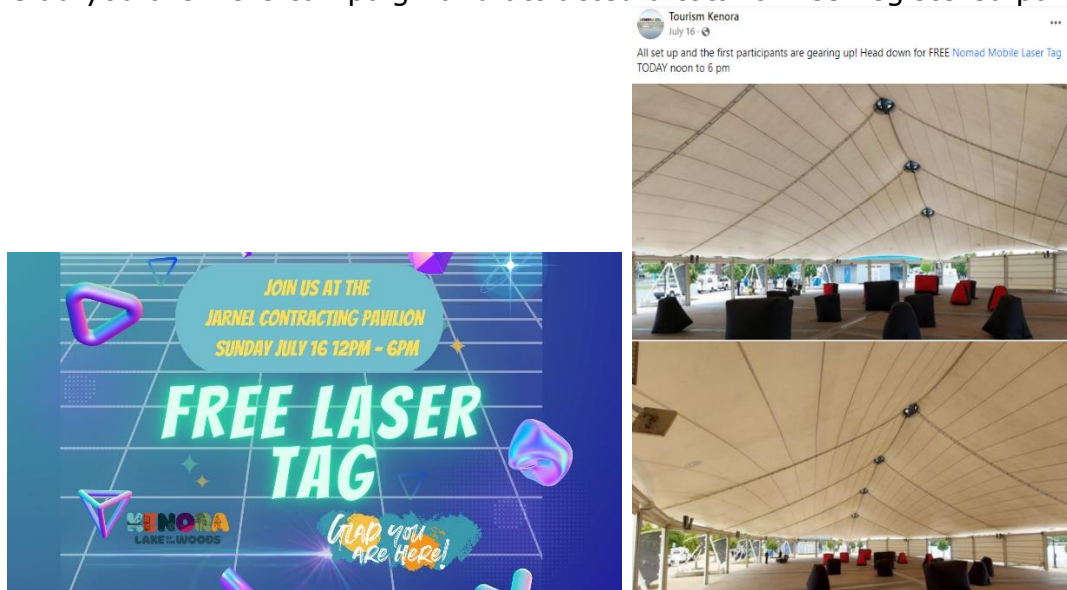
Main Street Markets

The 2023 Main St. markets were sponsored by OPG and the Glad You are Here Campaign and were hosted on July 8th and July 29th and hosted various Harbourtown Biz zone businesses, community groups, a kid zone and Bob’s Burger patio and entertainment. The July 8th market showcased over 50 vendors with Captain America and Wonder Women greeting the crowds. The July 29th market also had a strong attendance and highlights included appearances from Elsa and Anna of the movie Frozen and live entertainment on the street stage-singer Prairie Soul with Bob’s patio showcasing performances from Lynda Dobbin-Turner and Summer Jade.



Free Laser Tag

On Sunday July 16th Tourism Kenora hosted a FREE Laser Tag event for the locals, visitors, and seasonal residents to Kenora from 12pm to 4pm. This event was part of the Glad you are Here campaign and attracted a total of 139 registered participants.



Barefoot Walks

In partnership with Boom Bay Integrative Healing, two barefoot walks were offered on September 7th and September 10th at the Vernon Nature Area. Over 65 individuals registered for the event.



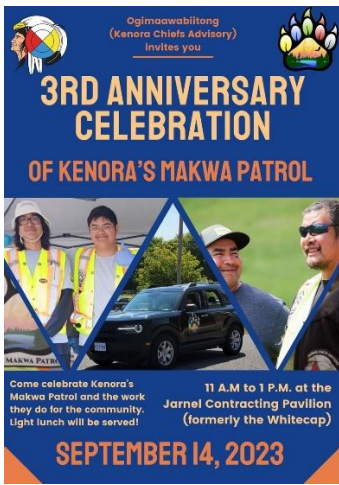
Savouring Summer

On Saturday September 2nd, Tourism hosted a Free family fun day at the tent from 12pm to 4pm. The event featured two live stage shows from Magic by Jenn, face painting and multiple bouncy castles. Partners for the event including Triple Play Kenora who hosted a fundraising BBQ and Mosswood Adventures, handing out free popsicles and freezies to attendees.



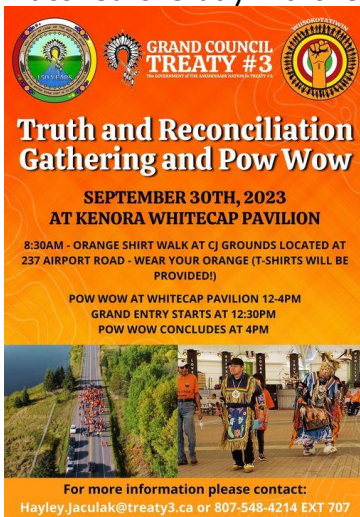
Makwa 3rd Anniversary

The 3rd Anniversary celebration for the Makwa Patrol was hosted on Sept 14th and featured a welcoming prayer from Elder Agnes Paul, followed by traditional opening and honour songs from Treaty #3 drummers and KCA's Grandmother drum, Shawanoong Banaise'sseek. Speeches were given by community leaders, including KCA Senior Advisor Joe Barnes, acting Chief of the Treaty #3 Police Cheryl Gervais, OPP Staff Sergeant Grant Cowles, Kenora Councillor Barb Manson, and KCA's Director of Community Health and Cultural Services Veronica Fobister.



Truth and Reconciliation Day

Grand Council Treaty #3 Hosted National Truth and Reconciliation Day- "Orange Shirt Day" on Saturday September 30th at the Janel Contracting Pavilion. The day began with the Orange Shirt Walk from Cecilia Jeffrey School, followed by a POW WOW at the Pavilion from 12pm to 4pm. Approx 600 people were in attendance and hundred more watched the day via the livestream.



Uplifting Our People-Indigenous Fashion Show

The Uplifting Our People Indigenous Fashion Show was hosted by Roberta Keesick of Grassy Narrows on Thursday August 31st at the Janel Contracting Pavilion. The event invited all surrounding Treaty #3 communities to participate in an evening showcasing fashion for youth and adults, while the crowd was entertained by the country rock band C-Weed.



Janel Contracting Pavilion Events

Date	EVENT NAME
JULY	
July 1st	Canada Day Festivities
July 2nd	WSO-Winnipeg Symphony Orchestra
July 5th	Farmers' Market
July 5th	Kenora Concert Series
July 9th	Jubilee Church Service
July 12th	Farmers' Market
July 12th	Kenora Concert Series
July 15th	Enns Brothers
July 16th	Tourism Activation-NOMAD Mobile Laser Tag
July 19th	Farmers' Market
July 19th	Kenora Concert Series
July 21st	Ducks Unlimited Canada
July 22nd and July 23rd	Bronzeback Classic
July 26th	Farmers' Market
July 29th	Lakeside Live Concert
AUGUST	
August 2nd	Farmers' Market
August 2nd to August 7th	Harbourfest
August 9th	Farmers' Market
August 9th to August 12th	Kenora Bass International
August 16th	Farmers' Market
August 19th	Kenora Rowing Club-KRC Regatta banquet and awards
August 23rd	Farmers' Market
August 30th	Farmers' Market

August 31st	Indigenous Fashion Show
SEPTEMBER	
September 2nd	Savouring Summer
September 6th	Farmers' Market
September 7th	Mass Registration
September 13th	Farmers' Market
September 20th	Farmers' Market
September 23rd	Science North Carnival
September 27th	Farmers' Market
September 30th	Truth and Reconciliation Day
October	
October 4th	Farmers' Market

Visitor Stats

Discovery Centre

	2022			2023	
	Count	YTD		Count	YTD
January	1	1	January	342	342
February	143	144	February	746	1,088
March	312	456	March	743	1,831
April	350	806	April	806	2,637
May	1,039	1,845	May	1,571	4,208
June	2,096	3,941	June	2,580	6,788
July	4,600	8,541	July	5,004	11,792
August	4,546	13,087	August	4,809	16,601
September	2,375	15,462	September	1,484	18,085
Total		15,462	Total		18,085

Strategic Plan or another Guiding Document:

City of Kenora's Charting Our Course 2027 – 2022-2027 Strategic Plan
 Five Year Tourism and Economic Development Strategy