



City of Kenora

Committee of the Whole Agenda

Wednesday, October 11, 2023

9:00 a.m.

City Hall Council Chambers

Live Stream Link: <https://kenora.civicweb.net/Portal/>

A. Public Information Notices

As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at its October 18, 2023 meeting:-

- Amend the Procedural Bylaw to reflect meeting days and other procedural items
 - Establish the 2024 meeting calendar
- Amend the Tariff of Fees & Charges bylaw to adopt a new corporate membership rate at the Moncrief Construction Sports Centre, and implement the new 2024 utility rates
- Adopt the 2024 Solid Waste and Water & Wastewater Utility Operating and Capital Budgets

Land Acknowledgement

Councillor Chaze

B. Declaration of Pecuniary Interest & the General Nature Thereof

- 1) On Today's Agenda
- 2) From a Meeting at which a Member was not in Attendance.

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held September 13, 2023 and Special Committee of the Whole meeting held September 14, 2023 be confirmed as written and filed.

D. Deputations/Presentations

- Dan Brouillard – Tetroe Road
- Mary Bawden, Kenora Age Friendly Committee - Snow Moles Program

E. Reports:

1. Corporate Services / Finance / Human Resources

Item Subject

1.1. Council Committee Work Updates

- 1.2. Noma Board Meeting Summary & Request for Support for NOSM funding
- 1.3. 2024 Solid Waste and Water & Wastewater Utility Operating and Capital Budgets – Tariff of Fees & Charges new Rates
- 1.4. 2024 Council Meeting Calendar/Conference Attendance/Procedural Bylaw

2. Fire & Emergency Services

Item Subject

No Reports

3. Engineering & Infrastructure

Item Subject

- 3.1 Traffic Bylaw Amendment–No Parking First West Bay Rd & Rate of Speed-Coker Road

4. Recreation & Culture

Item Subject

- 4.1 Cancellation and Refund Policy #CS-1-5
- 4.2 Tariff of Fees & Charges Amendment - Corporate Memberships
- 4.3 LiveBarn Streaming Services Agreement

5. Planning & Building Services

Item Subject

No Reports

6. Economic Growth & Recovery

Item Subject

No Reports

Proclamations:

- Kenora Lake of the Woods Lions Club 75 Years
- Local Government Week – October 15-21
- Annual Child Care Worker & Early Childhood Educator Appreciation Day – October 17

Next Meeting

- Wednesday, November 8, 2023

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: -

- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality (1 matter-development contribution application)
- ii) Educating & Training Members of Council (1 matter – Mayor update)
- iii) Receiving advice that is subject to solicitor-client privilege (1 matter-Science North partnership agreement)
- iv) Personal Matters About an Identifiable Individual (2 matters-Planning Advisory Committee appointment and Police Services Board Appointment)

Adjournment.



October 6, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

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

Re: NOMA Board Meeting Summary & Request for Support

Recommendation:

That Council supports the draft resolution provided by the NOMA Board of Directors and directs Administration to prepare the motion for the October 18, 2023 Council meeting.

Background:

The Northwestern Ontario Municipal Association (NOMA) Board Meeting was held on September 27, 2023 and include a few key highlights for partner municipalities to consider:

- NOMA passed resolution 2023-08: Support NOSM funding to address the urgent need for health human resources in Northern Ontario and they sent a letter of support to the government. NOMA is requesting all municipalities to consider passing resolutions of support and forwarding copies to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and the leaders of the opposition parties of Ontario.
- The 2024 NOMA Conference will be held April 24-26th in Thunder Bay at the Victoria Inn.
- A correction to the June 20 meeting summary: The next NOMA Learning Morning is scheduled for December 6th from 9-11am NOT November 29th.
- A reminder to complete the Elected Official and Administrative survey by October 16th.

Should Council support the draft resolution, the following motion would be presented at the October 18, 2023 regular meeting of Council:

WHEREAS that the City of Kenora recognizes the urgent need for physicians in Northern Ontario as it is experiencing a shortage of trained physicians and specialist physicians; and

WHEREAS life expectancy of Northern residents is more than two years lower than the Ontario average, and that mental health and addictions are at four times higher rate; and

WHEREAS one in eight Northern residents does not have access to a family doctor and many must travel long distances to access health-care services representing the failure of health care in Northern Ontario; and

WHEREAS communities in Northern Ontario require access to equitable health care, especially underserved rural, Indigenous, and Francophone communities; and

WHEREAS the Northern Ontario School of Medicine University's current base funding rates have not been increased sufficiently to accommodate growth and expansion;

THEREFORE BE IT RESOLVED THAT with the announcement of unprecedented medical expansion for NOSM University's medical programs, the City of Kenora strongly requests that the Provincial government grant NOSM University's request for a permanent increase in annual base funding of \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that was originally established by the Conservative Government in response to the needs of Northern municipalities; and further

THAT a copy of this resolution be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and the leaders of the opposition parties of Ontario.

Budget: N/A

Risk Analysis: There is a low risk associated with this report and advocacy work pertaining to our medical human resources in Northern Ontario.

Communication Plan/Notice By-law Requirements: copy of this resolution be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and the leaders of the opposition parties of Ontario.

Strategic Plan or other Guiding Document:



Representing the Districts of Kenora, Rainy River and Thunder Bay
P.O. Box 10308, Thunder Bay, ON P7B 6T8
www.noma.on.ca
p. 807.683.6662 e. admin@noma.on.ca

October 6, 2023

Attention: Mayor and Council

NOMA Board Meeting Summary Report for September 27, 2023

Presentation & Discussion re Human Health Resources: Dr. Murchison et al. provided presentation. NOMA has been actively advocating for health care. There is a shift to Ontario Health Teams environment. A discussion occurred regarding NOSM and how it was meant to bring in Northern students who were meant to stay in the North, but it has shifted and those doctors are not always staying in the north. We need incentives for the north for recruitment and retention and do a better job to market the northwest. Need to review NOSM funding and Northern retention program as it is currently front loaded (40% upfront). Perhaps move to free tuition and put students in the north and should they leave require repayment. We need to address the consistent gap in human resources. Municipalities need to make it easy for new doctors to come into town by having a facility ready. Municipalities are pit against each other for the recruitment of doctors. We need long term strategy to get doctors here. Need to advocate MOH to change Nurse Practitioner funding. Discussion re locums and agency nurses and the issue of compensation and funding. An idea was presented to have a permanent base in NWO to have locums and contract nurses that move around the region where they are needed. Travel in the Winter is a deterrent for nurses and locums to come to the North. A discussion occurred to recruit NPI to write a paper to be provided to government at ROMA to look at a better healthcare model for NWO and looking at the rural care model in BC.

NOSM Resolution & Letter of Support: NOMA is meeting With Dr. Verma on October 19 to discuss NOSM. We will be including in our discussion that doctors were meant to be trained in the north, by people in the north in order to stay in the North. A review of the NOSM funding structure is needed. NOMA passed resolution 2023-08: Support NOSM funding to address the urgent need for health human resources in Northern Ontario and send a letter of support to government. ***NOMA asks Clerks and CAO's to share with Council and support.**

Briefing note to Northern Ontario Municipalities Association Board: Rick Dumas reported that Northwestern Ontario will experience great struggle in terms of health. ED will reach out to NPI to determine if they are able to write a paper on rural healthcare and look at the BC framework to see if it would be successful in our region. NOMA would bring this to government at ROMA 2024 in January. Rick will bring this forward to AMO through the Northern Caucus.

AMO Delegation Results: ED shared the main successes of the delegation meetings including the province will restore the 75% provincial and 25% municipal cost-share ratio for all cost-shared programs and will restore 100% funding for those programs identified as such in the public health budget for 2018-2019. Additionally, base funding for public health units will be increased by 1% annually for the next three years so that Ontario can prepare and plan with certainty. The province will provide funding for the municipal consultation process of crown lands. In this process, municipalities will be able to evaluate all crown land within municipal

borders in Northern Ontario to determine if they are eligible to be sold for development to increase the housing supply and expand their property tax base. NOMA asked the province to secure times around conference for virtually meetings, which they agreed was a good idea. We asked for an update on Railway consultation but were told it is still being worked on.

NOMA Board Proposed Meal Plan Policy Change: NOMA has amended its meal plan policy as follows: "Meal costs to a maximum of \$115 per 24 hours including \$25 for breakfast, \$35 for lunch and \$55 for dinner."

Options for AMO Conference Reimbursement for Board Members: The 3 options were presented to the Board. A discussion occurred and option one was approved. This option revises the honorariums to include all board members. This option is an additional \$17,000 to NOMA budget annually, payable in April of each year in recognition of service over the preceding 12 months. Compensation for Executive VP's and Board Members will be adjusted to reflect the number of board meetings attended and participating in email communications and meetings outside of NOMA Board. Board Meeting attendance will account for 60% (6 meetings at 10% each) and responding to emails and attending outside meetings will account for 40% (10% each quarter April-June, July-Sept, Oct-Dec, Jan-March). This is to be reviewed annually. The President and VP will retain their current honorariums of \$5000 & \$2000 respectively. Executive Vice Presidents will receive \$1,500 and Board Members will receive \$1,000.

SNOED 101 – Intern Enrolment: The NOMA Board approve the Strategic Plan Intern to be enrolled in SNOED 101 in January 2024 and her registration fee be paid.

Black Ash Tree ERO: It was determined that the ED will reach out to Ian Dunn at OFIA to determine what their comments will be for the ERO and if they perceive this as an issue. A comment was made that should this move forward as it is the policy would decimate Rainy River and Kenora region economics and forest industry. Lisa Teeple made note that Northwestern Ontario Municipalities and the agricultural sector in our region were not consulted.

Resolution for Strategic Plan Intern to attend meetings with ED: The Board approved the Strategic Plan Intern, Katia Borjas, to attend all meetings and events with the Executive Director, when appropriate, and all expenses be paid up to a maximum of \$5000 per calendar year.

Municipal Association/League Updates:

TBDML – Meeting last week in Dorion. They discussed their strategic Plan, the key needs in the district, and how to bring the messaging back to NOMA and Government.

KDMA – Fred Mota reported still concerns with doctors & crown land. They have a meeting on October 12th in Dryden to demine where the 2024 AGM will take place.

RRDMA – Doug Hartnell reported had they met last week and had a dismal turnout with only 25 people in attendance. Looking at having AGM on Jan 13, 2024.

Strategic Plan Report:

- The "Primer on Northwestern Ontario" and "Why visit Northwestern Ontario" are posted on the website and up-to-date as changes were made as a result of survey responses.
- Have discussed potential pillars to guide economic development plan. Will schedule an executive meeting to discuss further. Will discuss potential working groups.
- In the process of collecting asset management plans and information from municipalities. **Please sent AMP to Katia if have not already done so.**

- A dedicated "Climate Resilience" page has been posted on the NOMA website to showcase strategies for enhancing the region's resilience against climate challenges.
- Updated Funding/Grant opportunities on website.
- We have received 31 responses on Elected Officials and 12 on Administration survey to date. ***Please ensure you complete this survey if you have not done so already***

Executive Director Report:

- The media release regarding AMO Delegation Outcomes was shared with membership. We meet jointly with NOSDA and FONOM regarding NOSM funding, Employment Services, Contract Nurses, and our upcoming release of the next paper in the NPI series at the ROMA Conference.
- NOMA Board met with Minister Patty Hajdu to discuss Mental Health & Addictions, the issues brought forward at AMO, and housing challenges.
- Boreal Caribou Workshop changed date to October 18/19. Rick Dumas to attend.
- **It was determined that Victoria Inn will be the venue for the 2024 NOMA Conference and AGM that is to take place April 24-26.**

Notable Meetings Attended:

- Met with NPI to discuss economic development Plan for Northwestern Ontario.
- Met with Ontario Northland to obtain videos showing driver conditions.
- Boreal Caribou Science Plan Development
- MTO re: Provincial Towing oversight
- IESO – Long term RFP Community Engagement Information Session
- Northwestern Telecommunications Consultation meeting with NDP – discussed lack of reliable and affordable broadband and cell services, dead spots, and safety concerns, Star link as a potential solution for rural and remote areas.

Issue Tracker Updates:

OPP: OPP costs went up \$41 per household in Red Lake area. Kenora has gone up 7.5%. OPP costs are unsustainable. Kenora closed LCBO at 2pm on Sunday due to service calls to reduce impact on hospital.

Mining: Fred Reported Kinross Gold mine going in north of Red Lake and construction starts late next year. Lots of prospects happening as new lithium mine to come in as well. A comment made that when move operations underground they do not pay taxes. Rick and Fred replacing Mark Vermette on file.

NWMO: Next meeting is September 28th, 2023, in Toronto. Mayor Kahoot and Jason Young are going to Finland in November to view facility.

Railway: Kevin Holland has said the railway task force will be created soon.

NOSM: Physician/Nursing Recruitment: ED noted meeting with NOSM October 19 from 1-2pm. Last week Wendy B and Lisa Teeple attended Ontario Health Teams meeting. A note was made that we need to include in our discussion with NOSM to prioritize northern students even with lower marks than someone in the south as they are more likely to stay in the north.

Energy: There is an Energy Symposium in Toronto Nov 2-3. NOMA will be hosting a Northwestern Ontario 1 day energy symposium. A note was made to include a speaker on concerns over current and future supply. Enbridge can sponsor if requested by Oct 31.

The next NOMA Board meeting takes place November 22, 2023, in Thunder Bay, Ontario.

Please note the following correction from the June 20 Board meeting summary: **The next Learning Morning is scheduled for December 6th from 9-11am** NOT November 29th.

Please contact me at any time if you wish to discuss any NOMA matters.

Sincerely,

A handwritten signature in dark ink that reads "Andrea Strawson". The signature is fluid and cursive, with the first name "Andrea" and last name "Strawson" clearly legible.

Andrea Strawson
Executive Director of NOMA
(807) 683-6662
admin@noma.on.ca

DRAFT RESOLUTION

Resolution: Support for sustainable funding to NOSM University to address the urgent need for health human resources in Northern Ontario.

Background:

On April 1, 2022, the Conservative Government proclaimed the Northern Ontario School of Medicine (NOSM) a standalone university, becoming Canada's only independent medical university.

Over 50% of NOSM University graduates choose family medicine as a career and over 90% of combined MD and postgraduate learners staying in Northern Ontario. Over 400,000 northerners receive primary and acute care from a NOSM University trained doctor. many specialists have been created by NOSM University providing care closer to home and reducing the need for patients to travel south for decreasing the cost of the Northern Health Travel Grant.

A "distributed community engaged learning" model that places learners in 90 communities (135 organizations) across Northern Ontario throughout the academic year.

Northern Ontario remains in a health care crisis. More than 350 physicians are currently needed to fill shortages, and that is not accounting for anticipated retirements. Areas of the North that are still in dire need of health-care services are rural, remote and Indigenous communities.

With expansion to the number of medical seats announced by the Ontario government in March and April 2022; NOSM University will be expanding to a total of 108 MD program seats; and will go from 60 postgraduate positions to 123 by 2028.

While the creation of NOSM University gives it autonomy to yield greater success in Northern physician recruitment and retention, the costs associated with becoming a university, undertaking an unprecedented expansion, and continuing to offer world-class community-based education are significant. The University's current base funding rates have not been increased sufficiently and cost reductions are no longer attainable or feasible.

Recommendation:

WHEREAS that the City of Kenora recognizes the urgent need for physicians in Northern Ontario as it is experiencing a shortage of trained physicians and specialist physicians; and

WHEREAS life expectancy of Northern residents is more than two years lower than the Ontario average, and that mental health and addictions are at four times higher rate; and

WHEREAS one in eight Northern residents does not have access to a family doctor and many must travel long distances to access health-care services representing the failure of health care in Northern Ontario; and

WHEREAS communities in Northern Ontario require access to equitable health care, especially underserved rural, Indigenous, and Francophone communities; and

WHEREAS the Northern Ontario School of Medicine University's current base funding rates have not been increased sufficiently to accommodate growth and expansion;

THEREFORE BE IT RESOLVED THAT with the announcement of unprecedented medical expansion for NOSM University's medical programs, the City of Kenora strongly request that the Provincial government grant NOSM University's request for a permanent increase in annual base funding of \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that was originally established by the Conservative Government in response to the needs of Northern municipalities; and further

THAT a copy of this resolution be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, Kevin Holland, Association of Municipalities of Ontario, Northern Ontario School of Medicine University, Federation of Northern Ontario Municipalities, Northern Ontario Academic Medicine Association and the leaders of the opposition parties of Ontario.

Date: October 4, 2023

Resolution 2023-08: Support for sustainable funding to NOSM University to address the urgent need for health human resources in Northern Ontario.

Background:

On April 1, 2022, the Conservative Government proclaimed NOSM a standalone university, becoming Canada's only independent medical university.

Over 50% of NOSM University graduates choose family medicine as a career. Over 400,000 northerners receive primary and acute care from a NOSM University trained doctor. Many specialists have been created by NOSM University providing care closer to home and reducing the need for patients to travel south for decreasing the cost of the Northern Health Travel Grant.

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Recommendation:

WHEREAS that the Northwestern Ontario Municipal Association (NOMA) recognizes the urgent need for physicians in Northern Ontario as it is experiencing a shortage of trained physicians and specialist physicians;

AND WHEREAS life expectancy of Northern residents is more than two years lower than the Ontario average, and that mental health and addictions are at a 4X higher rate;

AND WHEREAS 1 in 8 Northern residents does not have access to a family doctor and many must travel long distances to access health-care services representing the failure of health care in Northern Ontario;

AND WHEREAS communities in Northern Ontario require access to equitable health care, especially underserved rural, Indigenous, and Francophone communities;

AND WHEREAS NOSM University's current base funding rates have not been increased sufficiently to accommodate growth and expansion;

THEREFORE BE IT RESOLVED THAT with the announcement of unprecedented medical expansion for NOSM University's medical programs, the NOMA strongly request that the Provincial government grant NOSM University's request for a permanent increase in annual base funding of \$4.0 million before the end of this fiscal year so it can continue to deliver on the mandate that was originally established by the Conservative Government in response to the needs of Northern municipalities.

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Health and Deputy Premier Sylvia Jones, Minister of Colleges and Universities Jill Dunlop, MPPs Greg Rickford, Vic Fedeli, George Pirie, Ross Romano, MPP Kevin Holland – Thunder Bay-Atikokan, MP Marcus Powlowski – Thunder Bay-Rainy River, MP Eric Melillo – Kenora, MPP Lise Vaugeois - Thunder Bay-Superior North, Association of Municipalities of Ontario (AMO), Northern Ontario School of Medicine University (NOSM), Federation of Northern Ontario Municipalities (FONOM), Northern Ontario Academic Medicine Association, the leaders of the opposition parties of Ontario, and all Clerks and CAOs of NOMA.

Moved By: Rick Dumas

Seconded By: Doug Hartnell

CARRIED



President

Date:
Address Line:

Dear Minister,

In 2002 the Conservative Government created the Northern Ontario School of Medicine (NOSM) to address the health needs of the region, improve access to quality care, and contribute to the economic development of Northern Ontario. On April 1, 2022, we celebrated as your government proclaimed NOSM a standalone university, becoming Canada's only independent medical university.

NOSM University is one of the greatest successes in Canada as it relates to addressing health workforce supply with over 50% of graduates choosing family medicine as a career and over 90% of combined MD and postgraduate learners staying in Northern Ontario. Today, over 400,000 northerners receive primary and acute care from a NOSM University trained doctor. Furthermore, many specialists have been created by NOSM University providing care closer to home and reducing the need for patients to travel south for decreasing the cost of the Northern Health Travel Grant.

Much of this success is attributed to a "distributed community engaged learning" model that places its learners in 90 communities (135 organizations) across Northern Ontario throughout the academic year. NOSM University's economic impact in our region is immeasurable but the institution is in jeopardy.

Northern Ontario remains in a health care crisis. More than 350 physicians are currently needed to fill shortages, and that is not accounting for anticipated retirements. Areas of the North that are still in dire need of health-care services are rural, remote and Indigenous communities. NOSM University is the only Northern solution to meeting our physician workforce needs.

We are grateful for your government's decision to increase medical school spaces at NOSM University, but the momentum gained in addressing the health inequities in the North will be considerably impacted by the lack of financial sustainability for this newly created University.

While the creation of NOSM University gives it autonomy to yield greater success in Northern physician recruitment and retention, the costs associated with becoming a university, undertaking an unprecedented expansion, and continuing to offer world-class community-based education are significant. The University's current base funding rates have not been increased sufficiently and cost reductions are no longer attainable or feasible.

As such, we respectfully support NOSM University's request for a **permanent increase in annual base funding of \$4.0 million** before the end of this fiscal year so it can continue to deliver on the mandate that was originally established by the Conservative Government in response to the needs of Northern municipalities.

Yours sincerely,



Representing the Districts of Kenora, Rainy River and Thunder Bay
P.O. Box 10308, Thunder Bay, ON P7B 6T8
www.noma.on.ca
p. 807.683.6662 e. admin@noma.on.ca

October 4, 2023

Hon. Doug Ford
Premier of Ontario
Legislative Building, Room 28, Queen's Park
Toronto, Ontario, M7A 1A1
Sent via Email: Premier@ontario.ca

Dear Premier Ford,

In 2002 the Conservative Government created the Northern Ontario School of Medicine (NOSM) to address the health needs of Northern Ontario, improve access to quality care, and contribute to the economic development of Northern Ontario. On April 1, 2022, we celebrated as your government proclaimed NOSM a standalone university, becoming Canada's only independent medical university.

NOSM University is one of the greatest successes in Canada as it relates to addressing health workforce supply with over 50% of graduates choosing family medicine as a career. Today, over 400,000 northerners receive primary and acute care from a NOSM University trained doctor. Furthermore, many specialists have been created by NOSM University providing care closer to home and reducing the need for patients to travel south for decreasing the cost of the Northern Health Travel Grant.

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based education are significant. The University's current base funding rates have not been increased sufficiently and cost reductions are no longer attainable or feasible.

As such, we respectfully support NOSM University's request for a **permanent increase in annual base funding of \$4.0 million** before the end of this fiscal year so it can continue to deliver on the mandate that was originally established by the Conservative Government in response to the needs of Northern municipalities.

Sincerely,



Wendy Landry, President, NOMA
Mayor, Municipality of Shuniah

CC:

Hon. Sylvia Jones, Deputy Premier & Minister of Health

Hon. Jill Dunlop, Minister of Colleges & Universities

Hon. Greg Rickford, Minister of Northern Development & Indigenous Affairs

Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade

Hon. George Pirie, Minister of Mines

MPP Ross Romano, Sault Ste. Marie

MPP Kevin Holland – Thunder Bay-Atikokan

MPP Lise Vaugeois - Thunder Bay-Superior North

MP Marcus Powlowski – Thunder Bay-Rainy River

MP Eric Melillo – Kenora

Northern Ontario School of Medicine (NOSM)

Association of Municipalities of Ontario (AMO)

Federation of Northern Ontario Municipalities (FONOM)

Northern Ontario Academic Medicine Association

Leaders of the opposition parties of Ontario

Northwestern Municipal Association Clerks and CAOs



October 7, 2023

City Council Committee Report

To: Kyle Attanasio

Fr: Ryan Marsh, Director of Finance

**Re: 2024 Solid Waste and Water & Wastewater Utility Operating and
Capital Budget Approval**

Recommendation:

That Council hereby approves the City of Kenora's 2024-2026 Solid Waste and Water & Wastewater Utility Operating and Capital Budget as reviewed and amended; and further

That in accordance with Notice By-law Number 160-2022, public notice is hereby given that Council intends to formally adopt the 2024 Solid Waste and Water & Wastewater Utility Operating and Capital Budget including updating the Tariff of Fees and Charges bylaw to reflect the new utility rates at its October 18th Council Meeting; and further

That Council authorizes City Administration to proceed with the implementation of all budget-related decisions in accordance with those reflected within the amended budgets; and further

That Council give three readings to a By-law to adopt the 2024 Solid Waste and Water & Wastewater Utility Operating and Capital Budget; and further

That bylaw number 55-2022 be hereby repealed; and further

That three readings are given to a bylaw to adopt a new Tariff of Fees and Charges bylaw to reflect the new utility rates effective January 1, 2024.

Background:

Draft Solid Waste Utility Budget

The draft Solid Waste operating budget and ten-year capital plan were reviewed with Council at a special budget meeting held on September 14th, 2023. The amendments to the original draft are as follows:

1. Increase Solid Waste Fees and Charges for 2024 (Except Bag Tags), increasing revenue by \$265,000.
2. Increase Solid Waste Fees and Charges for 2025, increasing revenue by \$375,000; Bag Tags will increase by \$0.10 from \$2.50 - \$2.60.

The draft budget maintains existing service levels.

Service Fee Increases Approved through today's budget:

Fee Description	Current Fee	Revised Fee	
Sale of Garbage Bag Tags to Public	\$2.50 Per Tag	\$2.60 Per Tag	Effective Jan 1, 2025
Sale of Garbage Bag Tags to Retailers	\$2.40 Per Tag	\$2.50 Per Tag	Effective Jan 1, 2025
ICI Roll Out Containers	\$140 Per Bin	\$154 Per Bin \$159.39 Per Bin	Effective Jan 1, 2024 Effective Jan 1, 2025
Per bag not exceeding 11.36kg (1-7) bags received at Transfer Station	\$2.50 Per Bag	\$2.75 Per Bag \$2.85 Per Bag	Effective Jan 1, 2024 Effective Jan 1, 2025
All Approved Materials up to 250kg	\$20 Tipping Fee	\$22 Tipping Fee \$22.77 Tipping Fee	Effective Jan 1, 2024 Effective Jan 1, 2025
All Approved Materials over 250kg	\$120 per tonne	\$132 per tonne \$136.62 per tonne	Effective Jan 1, 2024 Effective Jan 1, 2025
All Approved materials re-directed to Kenora Area Landfill	\$85 per tonne	\$93.50 per tonne \$96.77 per tonne	Effective Jan 1, 2024 Effective Jan 1, 2025
Approved Materials re-directed to Reuse Area	\$45 per tonne	\$49.50 per tonne \$51.23 per tonne	Effective Jan 1, 2024 Effective Jan 1, 2025
ICI Cooking Oil	\$2.50 up to 20 litres	\$2.75 up to 20 litres \$2.85 up to 20 litres	Effective Jan 1, 2024 Effective Jan 1, 2025
Brush, Tree, and Yard Waste	\$20 up to 250kg	\$22 up to 250kg \$22.77 over 250kg	Effective Jan 1, 2024 Effective Jan 1, 2025
Brush, Tree, and Yard Waste	\$120 over 250kg	\$132 up to 250kg \$136.62 over 250kg	Effective Jan 1, 2024 Effective Jan 1, 2025
Approved Contaminated Materials baed on a consecutive haul from a from a single project location	\$85 0-50 tonnes	\$93.50 0-50 tonnes \$96.77 0-50 tonnes	Effective Jan 1, 2024 Effective Jan 1, 2025
	\$70 51-100 tonnes	\$77 51-100 tonnes \$79.69 51-100 tonnes	Effective Jan 1, 2024 Effective Jan 1, 2025
	\$60 101-500 tonnes	\$66 101-500 tonnes \$68.31 101-500 tonnes	Effective Jan 1, 2024 Effective Jan 1, 2025
	\$55 501 tonnes and over	\$60.50 501 tonnes and over \$62.62 501 tonnes and over	Effective Jan 1, 2024 Effective Jan 1, 2025
When Weigh Scales are Out of Service:			
Per Bag*	\$2.50 Per Bag	\$2.75 Per Bag \$2.85 Per Bag	Effective Jan 1, 2024 Effective Jan 1, 2025
*Not to exceed 46 litres filled to a gross rate not more than 11.36kg (25lbs) *Transfer Facility Attendant shall have the authority to pro-rate part loads or intermediate size vehicles.			
Car Trunk Full/Utility load	\$24	\$26.40 \$27.32	Effective Jan 1, 2024 Effective Jan 1, 2025
Per ½ ton pick-up truck full load	\$24	\$26.40 \$27.32	Effective Jan 1, 2024 Effective Jan 1, 2025

Per 1 tonne stake truck (6 yards) full load	\$42	\$46.20	Effective Jan 1, 2024
		\$47.82	Effective Jan 1, 2025
Per 3 tonne stake truck	\$102	\$112.20	Effective Jan 1, 2024
		\$116.13	Effective Jan 1, 2025
Per tandem truck (14 yards)	\$300	\$330.00	Effective Jan 1, 2024
		\$341.55	Effective Jan 1, 2025
Per Packer (25 yards)	\$408	\$448.80	Effective Jan 1, 2024
		\$464.51	Effective Jan 1, 2025
Per Packer (40 Yards)	\$480	\$528.00	Effective Jan 1, 2024
		\$546.48	Effective Jan 1, 2025
Schedule of Fees for Solid Waste Services to Municipal Building and Facilities – Curbside Collection of Solid Waste Materials			
6 Cubic Yard Dumpster container	\$60 per pick-up	\$66 per pick-up	Effective Jan 1, 2024
		\$68.31 per pick-up	Effective Jan 1, 2025
40 Yard Bin Switch During Office Hours	\$115 per switch	\$126.50 per switch	Effective Jan 1, 2024
		\$130.93 per switch	Effective Jan 1, 2025
40 Yard Bin Switch After Office Hours	\$250 per switch	\$275 per switch	Effective Jan 1, 2024
		\$284.63 per switch	Effective Jan 1, 2025
Haul Contractor Bin to Kenora Area Landfill during Office Hours	\$215 per pick-up	\$236.50 per pick-up	Effective Jan 1, 2024
		244.78 per pick-up	Effective Jan 1, 2025
Haul Contractor Bin to Kenora Area Landfill out of Office Hours	\$315 per pickup	\$346.50 per pick-up	Effective Jan 1, 2024
		\$358.63 per pick-up	Effective Jan 1, 2025
Disposal of Propane Tanks 20lb and Under	\$2 per tank	\$2.20 per tank	Effective Jan 1, 2024
		\$2.28 per tank	Effective Jan 1, 2025
Disposal of Propane Tanks over 20lbs	\$5 per tank	\$5.50 per tank	Effective Jan 1, 2024
		\$5.69 per tank	Effective Jan 1, 2025
Weighing of Vehicle on Scale	\$12 per vehicle	\$13.20 per vehicle	Effective Jan 1, 2024
		\$13.66 per vehicle	Effective Jan 1, 2025
Industrial Solid Waste Delivered to Kenora Area Landfill (1000 tonnes minimum per year)	\$45 per tonne	\$49.50 per tonne	Effective Jan 1, 2024
		\$51.23 per tonne	Effective Jan 1, 2025
40 Yard Bin Rental Per Week plus material drop off and pick-up in approved areas	\$250 per Bin-Week	\$275 per Bin-Week	Effective Jan 1, 2024
		284.63 per Bin-Week	Effective Jan 1, 2025
Biosolids (Formerly Sewer Sludge)	\$105 per tonne	\$115.50 per tonne	Effective Jan 1, 2024
		\$119.54 per tonne	Effective Jan 1, 2025
Handling of Approved Hazardous Waste Material that requires immediate burial	\$140/ Transaction Handling Charge	\$154 / Transaction Handling Charge	Effective Jan 1, 2024
		\$159.39 / Transaction Handling Charge	Effective Jan 1, 2025
Commercial Garbage Pickup	\$40 per hour	\$48.40 per hour	Effective Jan 1, 2024

Surcharge Labour Rate		\$50.09 per hour	Effective Jan 1, 2025
Commercial Garbage Pickup Surcharge Student Labour Rate	\$30 per hour	\$33 per hour \$34.16 per hour	Effective Jan 1, 2024 Effective Jan 1, 2025

Draft Water and Wastewater Utility Budget

In accordance with the Safe Drinking Water Act (2002) Council received the Water and Wastewater Long Range Financial Plan Forecast on September 15, 2020. One of the recommendations of the Financial Plan was to implement a 3.1% increase to water and sewer rates for 2021. Council did not approve that recommendation. The plan was then amended to cancel the 2021 increase. The 3.1% annual increases for the remaining term from 2022 to 2026 remain in the plan. These increases would support the ongoing replacement of existing assets, begin to address the infrastructure deficit, and improve revenue stability.

The draft Water and Wastewater operating budget and ten-year capital plan were reviewed with Council at a special budget meeting held on September 14th, 2023. The amendments to the original draft are as follows:

1. Increase Water and Wastewater Fees and Charges for 2024, increasing revenue by \$115,000.

Service Fee Increases Approved through today's budget:

Service Charge	Current Fee	Proposed	Application
Connect & Disconnect - regular hours	\$60.00	\$85.00	per hour
Connect & Disconnect - after hours	\$190.00	\$310.00	per hour, 2.0 hour minimum
Connect & Disconnect - after hours	\$80.00	\$155.00	per additional hour
W & S Line Tapping - regular hours	\$140.00	\$265.00	per hour
W & S Line Tapping – after hours	\$400.00	\$610.00	per hour, 2.0 hour minimum
W & S Line Tapping - after hours –each additional hr.	\$150.00	\$305.00	per additional hour
Service Call - regular hours	\$60.00	\$85.00	per hour
Service Call - after hours	\$190.00	\$310.00	per hour, 2.0 hour minimum
W & S Pipe Locate - regular hours	\$100.00	\$140.00	per hour
W & S Pipe Locate - after hours	\$200.00	\$275.00	per hour
Water Thaw - regular hours	\$235.00	\$325.00	per first hour
Water Thaw – regular hours –each additional hour	\$230.00	remove	per additional hour
Water Thaw - after hours	\$667.00	\$375.00	per hour, 2.0 hour minimum
Water Thaw - after hours	\$375.00	\$185.00	per additional hour
Sewer Steaming - regular hours	\$200.00	\$275.00	per hour
Sewer Steaming - after hours	\$550.00	\$495.00	per hour, 2.0 hour minimum
Sewer Steaming - after hours –each additional hour	\$250.00	\$250.00	per additional hour
Sewer Rodding - regular hours	\$110.00	\$155.00	per hour
Sewer Rodding - after hours	\$400.00	\$320.00	per hour, 2.0 hour minimum
Sewer Rodding - after hours –each additional hour	\$200.00	\$160.00	per additional hour
Sewer Service Camera Inspection (2 staff)	\$200.00	\$275.00	per hour
Sewer Service Camera Inspection (3 staff)	\$250.00	\$350.00	per hour
S & W Private Connection Permit	\$70.00	\$95.00	flat rate
Flusher Truck – regular hours	-	\$210.00	per hour

Flusher Truck – after hours	-	\$450.00	per hour, 2 hours minimum
Flusher Truck – after hours	-	\$225.00	per additional hour
Frost Plate Replacement - Materials Only	-	Market Price	plus shipping + tax
Water Meter Replacement – Materials Only	-	Market Price	plus shipping + tax
Water Delivery - 0.1 to 2.27 cubic meters- Main Service Area	\$50.00	\$150.00	Same next day delivery as available
Water Delivery - 2.27 to 4.54 cubic meters- Main Service Area	\$55.00	\$165.00	Same next day delivery as available
Water Delivery - 4.54 to 6.81 cubic meters- Main Service Area	\$60.00	\$180.00	Same next day delivery as available
Water Delivery - 0.1 to 2.27 cubic meters- Extended Service Area	-	\$220.00	next day delivery as available
Water Delivery - 2.27 to 4.54 cubic meters- Extended Service Area	-	\$235.00	next day delivery as available
Water Delivery - 4.54 to 6.81 cubic meters- Extended Service Area	-	\$250.00	next day delivery as available
Water Delivery – same day (after 8:00 am)	\$125.00		flat rate
W. Delivery – all OT and non-scheduled Delivery	\$190.00		flat rate
Bulk Water Depot - water	\$4.25	\$5.60	per cubic meter
Bulk Water Depot - Access Card Deposit	\$25.00	\$25.00	new customer
Bulk Water Depot - Access Card Deposit (with old card)	\$15.00	\$15.00	existing customer
Monthly interest rate for past due water and sewer charges	1.50%	1.50%	/Month
Main Service Area - South of the Bypass + South of the Anderson Branch Rd/Carlton Branch Rd Intersection, South of the Reddit Hwy/Carlton Branch Rd Intersection, South of Lajeunesse Bridge, South of the E Mellick Rd/Coker Rd/Gauthier Rd/School Rd Intersection			
Extended Service Area - North of the Main Service Area			

A Tariff of Fees and Charges Bylaw amendment forms part of this report to formally adopt the new rates and fees supported by Council as part of these budget adoptions.

Full disclosure of the budget discussions can be found in the September 14th Special Committee of the Whole Meeting minutes or livestream recording.

Communication Plan/Notice By-law Requirements: Public notice will be given in accordance with the provisions of the Notice Bylaw #160-2022.

Strategic Plan or another Guiding Document:

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

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

Goal 4.3: Improve the fiscal planning capacity of our administration.

ERM Assessment:

While the impact of an Operating Budget related risk has potential to be significant, the likelihood is low, making it a moderate but necessary risk to be retained and monitored. This is a positive risk and should be pursued.

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

2024 Draft Budget

Water and Wastewater & Solid Waste Utility

Water / Wastewater

Water & Wastewater – The Water and Wastewater Utility treats and distributes safe drinking, services fire protection water, collects and treats wastewater for both the City of Kenora and Wauzhushk Onigum Nation. The water supply originates from Lake of the Woods and treated wastewater discharges into the Winnipeg River. The Water and Wastewater Utility Budget funds all aspects of treatment, distribution, collection, instrumentation, chemical and infrastructure costs associated with this level of service. The City's residential drinking water system is Municipal Drinking Water Licensed in accordance with Ontario Regulation 188/07 under the Safe Drinking Water Act (SDWA), 2002.

SERVICE DESCRIPTIONS – WATER & WASTEWATER

Water Treatment Plant:

Treats and supplies safe drinking water, service water and fire protection water. The plant protects the public through treatment processes of clarification, dual media filtration, chlorine disinfection, pH adjustment and ammonia addition for secondary chlorination to preserve water quality in the distribution system.

The plant is staffed 7 days per week during the day and staff are on call overnight should the process require attention. Plant staff perform regular water sampling and lab testing and make process adjustments to ensure compliance with the Provincial regulations and the health unit. Routine maintenance and upkeep of the plant is also performed by staff. Plant upgrades and larger projects or maintenance work are contracted out as identified.

Wastewater Treatment Plant:

Treats and releases wastewater to the environment. The plant protects the natural environment through treatment processes of grit removal, aeration, contact stabilization, secondary clarification and UV disinfection prior to release. The plant is staffed 5 days per week during the day and staff are on call overnight and weekends. Plant staff perform regular wastewater sampling and lab testing to ensure compliance with Provincial regulations. Biosolids is collected and removed by a belt press prior to trucking to the Kenora Area Landfill.

Hydrants and Flushing Program

The Underground Services department performs maintenance and repairs on the City's 750 fire hydrants, including annual winterization and inspection. On a 3 year cycle, the department contracts out a unidirectional water main flushing program to ensure the water service is able to offer normal operating flows and to clear obstructions. Staff also perform storm drain flushing alongside the Roads department when the storm drain system has become clogged with debris, winter sand etc.

Grinder Pumps Maintenance

The Underground Services department maintains approximately 350 grinder pumps that pump wastewater in the low-pressure collection system. Staff complete pump maintenance, repair, winter thawing and replacement if needed. Grinder Pumps that are connected to the gravity collection system are the responsibility of the property owner to maintain.

Meter Reading and Repair

The Underground Services completes monthly meter reading of the City's 5205 water meters. Staff also complete move-in/move-out reads by notification. Water meters that have failed (stopped measuring water flow, will not connect with reader, etc.) are inspected and repaired or replaced.

Water Service Connect/Disconnect

The Underground Services Department operates the curb stop valves on the water distribution system based on requests from property owners or City needs. New service connections and meter installations are provided for new builds and renovation projects. Seasonally, water service is turned on and off at properties where residents are away for extended periods of time, or where summer service is required such as on Coney Island, portions of the Rideout area and West of Keewatin. Underground Services also provides troubleshooting (line thawing, rodding, and camera inspection) and leak detection services as requested or when detected by Staff.

Station Maintenance

The Underground Services Department maintains 2 bulk water fill stations where the City, businesses and residents can collect bulk water for their use via card-operated dispenser. Staff also perform maintenance and repairs on 67 wastewater lift stations throughout the City. Due to local topography and Canadian Shield bedrock, the City of Kenora has an extremely high number of stations in relation to the population. Lastly, staff maintain 3 standpipe water storage towers, which provide stored water to meet City demand and peak flow times. Maintenance services are provided 5 days a week and staff are on call overnight and on weekends.

Locates

The Underground Services department completes residential and commercial locating of underground utilities (water and wastewater piping) in conjunction with the Roads Department and Ontario One-Call on an as-requested basis.

Potable Water Delivery

The Underground Services department offers bulk water delivery service to a service area South of the Bypass. Staff can delivery up to 5.5 cubic meters of water in a single trip. Service requests can typically be met with next-day delivery.

Capital Project Inspection Support

The Underground Services department provides support to contractors who have been awarded Capital Project Water and Wastewater Replacement Projects. Disconnections and connections to existing piping are monitored and inspected to ensure water does not become contaminated and that wastewater is not inadvertently released to the environment.

Water / Wastewater

Water and Wastewater System Repairs

The Underground Services department performs repairs to the water and wastewater distribution and collection piping. Piping, fittings, and valves can fail for a variety of reasons, but primarily fail due to age, soil settlement and freezes. The City's topography requires that many lines are buried at or near the frost line due to the Canadian Shield bedrock. Repair work consists of piping, fitting and valve replacement, or the addition of repair clamps and other accessories to bring the line back into service. In addition to following strict connection and disconnection procedures, support is provided from the Water Treatment Plant staff to provide lab testing to ensure drinking water safety.

Water / Wastewater

Operations Budget	2022 Actual *	2023 Adopted Budget	2024 Draft Budget	2025 Projected	2026 Projected
Revenue					
Miscellaneous Revenue	\$917	-	-	-	-
User Charges	\$10,893,332	\$11,099,244	\$11,578,735	\$11,932,883	\$12,517,312
Total Revenue	\$10,894,249	\$11,099,244	\$11,578,735	\$11,932,883	\$12,517,312
Expense					
Operating Expense	\$3,775,422	\$4,602,976	\$5,541,680	\$5,204,132	\$5,290,746
Salaries Expense	\$2,663,735	\$3,082,811	\$3,398,878	\$3,423,449	\$3,448,326
Total Expense	\$6,439,157	\$7,685,787	\$8,940,558	\$8,627,581	\$8,739,072
Net Total	\$4,455,092	\$3,413,457	\$2,638,177	\$3,305,302	\$3,778,240
Subservice					
	2022 Actual *	2023 Adopted Budget	2024 Draft Budget	2025 Projected	2026 Projected
Wastewater	\$1,898,440	\$1,491,794	\$916,420	\$1,337,332	\$1,597,270
Water	\$2,556,652	\$1,921,663	\$1,721,757	\$1,967,971	\$2,180,970
Net Total	\$4,455,092	\$3,413,457	\$2,638,177	\$3,305,302	\$3,778,240

Full-Time Equivalent Positions 30.23 31.56 31.56 31.56

* 2022 Actuals are Unaudited

Explanations of Changes from 2023 Adopted Budget to 2023 Draft Budget

1. Revenue

Increase in revenue reflects annual increase in sewer and water rates reflective approved bylaws. \$364,491

Increase in water and wastewater fees and charges (not including user rates) \$115,000

2. Expenses

Increase in Contracted Services:

Capital needs assessment \$250,000

Wastewater Treatment Plant Facility Upgrades \$200,000

Water Rate Review \$150,000

Water and Wastewater dig repairs \$49,200

Sanitary Truck \$5,000

Standpipe (Water Tower) maintenance (\$26,000)

Lift Station vac Truck services (\$11,000)

Manhole cover replacements (\$10,500)

Increase in Utilities \$74,000

Increase in Fleet/Garage and Equipment usage \$74,000

Increase in Administration Support/Overhead (includes Customer Services, Communications, HR, Finance, and IT support) \$68,000

Increase in Instrument purchases for modernization \$60,000

Increase in Materials and Supplies \$34,060

Increase in Salary and Benefits including 0.5 FTE for Heavy Equipment Operating, 0.5 FTE Truck Driver and allocation 0.33 FTE General Manager, labour increases, pension and other general increases. \$288,959

Increase in Overtime \$27,108

Increase in Insurance \$16,195

Increase in Training \$5,749

2024 Draft Budget

\$1,254,771

Reserve Details - Water and Wastewater

Reserve Name: Water and Wastewater Reserve

Purpose:

The establishment of an adequate Water and Wastewater reserve enhances the ability to manage potential risks, manage reserve fluctuations and is the primary source of capital financing.

The reserve is funded through water and waster water user fees with operations surplus transferred to the reserve fund. The target balance of the reserve is supported by a current Long Range Financial Plan, which considers Capital needs, sustainable cashflows and appropriate

Fund Manager Director of Engineering and Infrastructure

Financial Projections	2021 Actuals	2022 Actuals *	2023 Forecast	2024 Draft Budget	2025 Proj Budget	2026 Proj Budget	2027 Proj Budget	2028 Proj Budget
Balance, beginning of year	1,553,916	2,136,599	2,958,100	2,923,557	1,165,609	430,611	101,251	(547,175)
Add:								
Surplus from Operations	4,774,096	4,455,092	3,413,457	2,638,177	3,305,302	3,778,240	3,355,573	3,384,323
	6,328,012	6,591,691	6,371,557	5,561,734	4,470,911	4,208,851	3,456,825	2,837,148
Deduct:								
Unusual Spend	180,570	-	-	-	-	-	-	-
Capital	4,010,843	3,633,591	3,448,000	4,396,125	4,040,300	4,107,600	4,004,000	4,458,350
	4,191,413	3,633,591	3,448,000	4,396,125	4,040,300	4,107,600	4,004,000	4,458,350
Balance, December 31	2,136,599	2,958,100	2,923,557	1,165,609	430,611	101,251	(547,175)	(1,621,202)

Assumptions/Notes/Comments:

* 2022 actuals are unaudited

City of Kenora Funding Source with Capital Projects								
Funding Source	2024	2025	2026	2027	2028	2029-2033	Total	
Water & Sewer								
YOTHER Debt Financing								
412-001 Lift Station Upgrades	375,000						375,000	
Total YOTHER Debt Financing	375,000						375,000	
Z40002 400 Sewer/Water								
411-01 Wastewater Collection Program	1,415,500	1,495,500	765,000	1,650,000	900,000	10,360,559	16,586,559	
411-002 Sanitary Relining Program	400,000					200,000	600,000	
411-002 DTR Matheson & First St S Sewer Main Renewal			500,000				500,000	
412-001 Lift Station Upgrades	112,000	133,000	137,000	210,000	200,000	1,150,000	1,942,000	
412-01 Roof Replacement on Pumping Stations	80,000	80,000					160,000	
412-03 Replacement of Wastewater Pumps	76,875	78,800	80,750	82,750	84,850	457,250	861,275	
412-002 Delta to Wye conversion	51,250	52,500	53,850	55,250	56,500	304,750	574,100	
413-001 Repair Air Leaks to Aeration Tanks	50,000	200,000					250,000	
413-001 Replace Bent Sluice Gate and Valve Stem		20,000	180,000				200,000	
413-002 Replace Screw Pump Generator		50,000	450,000				500,000	
413-001 Replace MCC Electrical Panel in 400 Building			35,000	125,000			160,000	
413-002 Replace Scum Box East Clarifier				25,000			25,000	
414-01 Fleet - Water and Wastewater Vehicles and Equipment	390,000	335,000	241,000	106,000	167,000	855,800	2,094,800	
431-002 Coney Island Water Main Replacement Phases #1-3	60,000		150,000		150,000	150,000	510,000	
431-01 Watermain Program	1,415,500	1,495,500	765,000	1,650,000	900,000	10,360,550	16,586,550	
431-004 DTR Matheson First St S Watermain Renewal			650,000				650,000	
432-002 Design and Costing of New Pump PLC Panel/Selector Switches	30,000						30,000	
432-01 Upgrading Brinkman and Crawford Water Dispensers	80,000						80,000	
433-001 Door Replacement and Repair	100,000						100,000	
433-01 Pump Replacement	100,000	100,000	100,000	100,000			400,000	
433-001 Kitchen and Lab area upgrades at Water Treatment Plant	35,000						35,000	
Total Z40002 400 Sewer/Water	4,396,125	4,040,300	4,107,600	4,004,000	2,458,350	23,838,909	42,845,284	
Total Water & Sewer	4,771,125	4,040,300	4,107,600	4,004,000	2,458,350	23,838,909	43,220,284	

Capital Project Summary of Changes Adopted vs Forecast 2024 - 2028													
	2023-2027	2024-2028	Change	2023-2027	2024-2028	Change	2023-2027	2024-2028	Change	2023-2027	2024-2028	Change	2024-2028
Capital Project	Adopted	Submission	to Capital	Adopted	Submission	to Capital	Adopted	Submission	to Capital	Adopted	Submission	to Capital	Submission
	2024	2024	2024	2025	2025	2025	2026	2026	2026	2027	2027	2027	2028
02 Water & Sewer													
Water and Wastewater													
411 Sanitary System													
23-411-01 Wastewater Collection Program	1,415,500	1,415,500		1,495,500	1,495,500		1,340,000	765,000	575,000	1,650,000	1,650,000		900,000
24-411-002 Sanitary Relining Program	400,000	400,000											
27-411-002 DTR Matheson & First St S Sewer Main Renewal								500,000	(500,000)	500,000		500,000	
412 Sewer Lift Station													
23-412-001 Lift Station Upgrades	437,000	487,000	(50,000)	62,000	133,000	(71,000)		137,000	(137,000)		210,000	(210,000)	200,000
23-412-01 Roof Replacement on Pumping Stations	80,000	80,000		80,000	80,000		80,000		80,000				
23-412-03 Replacement of Wastewater Pumps	75,000	76,875	(1,875)	75,000	78,800	(3,800)	75,000	80,750	(5,750)	75,000	82,750	(7,750)	84,850
24-412-002 Delta to Wye conversion	50,000	51,250	(1,250)	50,000	52,500	(2,500)	50,000	53,850	(3,850)	50,000	55,250	(5,250)	56,500
413 Sewage Treatment Plant													
24-413-001 Repair Air Leaks to Aeration Tanks	250,000	50,000	200,000		200,000	(200,000)							
26-413-001 Replace Bent Sluice Gate and Valve Stem					20,000	(20,000)	200,000	180,000	20,000				
26-413-002 Replace Screw Pump Generator					50,000	(50,000)	500,000	450,000	50,000				
27-413-001 Replace MCC Electrical Panel in 400 Building								35,000	(35,000)	100,000	125,000	(25,000)	
27-413-002 Replace Scum Box East Clarifier										25,000	25,000		
414 W&S Vehicles & Equip													
23-414-01 Fleet - Water and Wastewater Vehicles and Equipment	325,000	390,000	(65,000)	92,000	335,000	(243,000)	146,000	241,000	(95,000)	105,000	106,000	(1,000)	167,000
431 Waterworks													
23-431-002 Coney Island Water Main Replacement Phases #1-3	50,000	60,000	(10,000)	50,000		50,000	50,000	150,000	(100,000)	50,000		50,000	150,000
23-431-01 Watermain Program	1,415,500	1,415,500		1,495,500	1,495,500		1,340,000	765,000	575,000	1,650,000	1,650,000		900,000
27-431-004 DTR Matheson First St S Watermain Renewal								650,000	(650,000)	650,000		650,000	
432 Standpipe & Booster													
24-432-002 Design and Costing of New Pump PLC Panel/Selector Switches		30,000	(30,000)										
24-432-01 Upgrading Brinkman and Crawford Water Dispensers	80,000	80,000											
433 Water Treatment Plant													
23-433-001 Door Replacement and Repair	100,000	100,000											
23-433-01 Pump Replacement	100,000	100,000		100,000	100,000		100,000	100,000		100,000	100,000		
24-433-001 Kitchen and Lab area upgrades at Water Treatment Plant		35,000	(35,000)										
Total Water and Wastewater	4,778,000	4,771,125	6,875	3,500,000	4,040,300	(540,300)	3,881,000	4,107,600	(226,600)	4,955,000	4,004,000	951,000	2,458,350



City of Kenora
Capital Projects

Project	23-411-01 Wastewater Collection Program		
Department	Sanitary System		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
Replacement and rehab of the wastewater collection piping system.
As the wastewater collection system ages, it is prone to developing leaks, which can lead to backups, freezing, etc. The city completes annual cctv inspections, on a 5 year zone cycle, of the system to evaluate the condition and base decision making for replacement. Review of the locations of high service calls also play a role. Further, work is aligned with municipal paving needs to progress the renewal of the City's road network.
2024: Park Street from 10th Ave S Intersection to Maple Street, Preston Street, Mikado Ave N of 10th Street N and 10th Street N from Mikado Ave to Rupert Road
2025: Rupert Road from 9th Street N to Dead End and 10th Street N to Mellick Ave; Laneway between 3rd and 4th Ave s and 7th and 5th Street S
2026: River Drive from 7th Ave S to 9th Ave S, 3rd Street North from 4th Ave N to 2nd Street N
2027: Mascott Ave from Veterans Drive to Dead end and 10th Street N to Mikado Ave, Regina Avenue from Veterans Drive to 10th Street N
2028: 13th Ave N from dead end to 9th Street N and 8th Street N from 14th Ave N to the west

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	16,586,559	1,415,500	1,495,500	765,000	1,650,000	900,000	10,360,559
Funding							
400							
400 Sewer/Water	(16,586,559)	(1,415,500)	(1,495,500)	(765,000)	(1,650,000)	(900,000)	(10,360,559)
	(16,586,559)	(1,415,500)	(1,495,500)	(765,000)	(1,650,000)	(900,000)	(10,360,559)
Funding Total	(16,586,559)	(1,415,500)	(1,495,500)	(765,000)	(1,650,000)	(900,000)	(10,360,559)



Project

411-01a Wastewater Collection Program

Department

Sanitary System

Version

2024-2028 Draft Budget

2024

Gallery

2024:





Project

411-01a Wastewater Collection Program

Department

Sanitary System

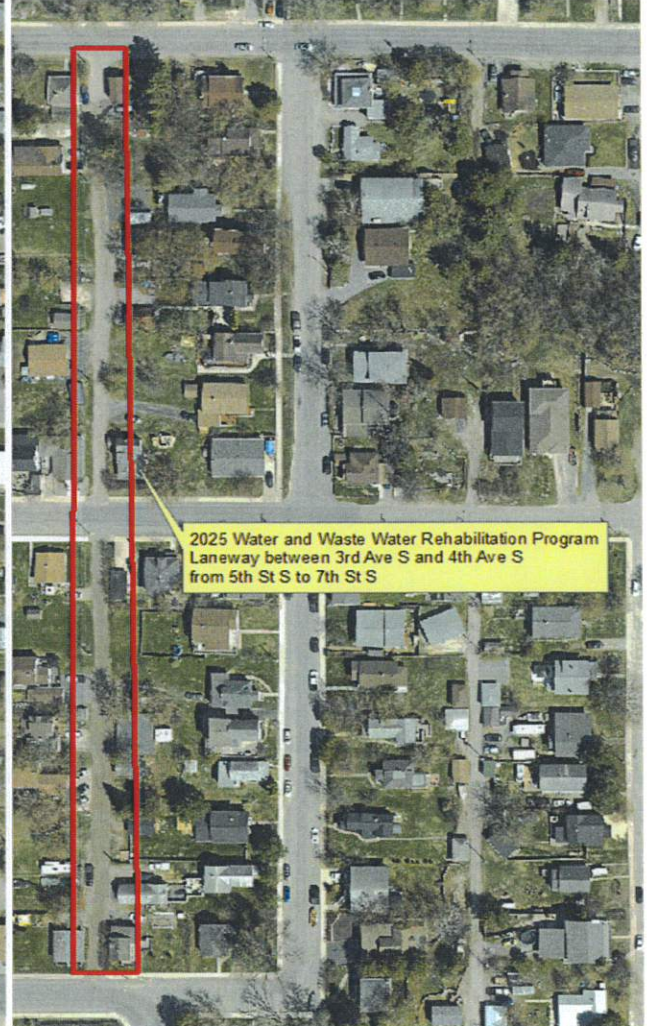
Version

2024-2028 Draft Budget

2024

Gallery

2025:



Project	411-01a Wastewater Collection Program		
Department	Sanitary System		
Version	2024-2028 Draft Budget	2024	

Gallery

2026:



Project	411-01a Wastewater Collection Program		
Department	Sanitary System		
Version	2024-2028 Draft Budget		2024

Gallery

2027:





Project	411-01a Wastewater Collection Program		
Department	Sanitary System		
Version	2024-2028 Draft Budget	2024	

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2028:





City of Kenora
Capital Projects

Project	24-411-002 Sanitary Relining Program		
Department	Sanitary System		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION
Project to reline 1.3 km of wastewater collection mains. Relining is a rehabilitation method where a new pipe is pulled through an existing pipe to renew the infrastructure without excavation.
There are numerous wastewater collection mains that are due for replacement however, a typical excavation replacement is not of good value. The areas selected are typically under streets with good surface condition ratings, in close proximity to structures or private property or are not easily accessible for typical excavation.
Location 1: 315 m From Round About through 7 Generation Property to 3rd Street N
Location 2: 258 m 7th Ave S to 8th Ave S through backyards south of 2nd Street S and across the Lawrensons Creek.
Location 3: 235 m South of 3rd Steet S from 450 Laursons Ln to 603 3rd Street S
Location 4: 75 m Pedestrian Stairs on 3rd Street N to Laneway between Matheson Street and Main Street N
Location 5: 263 m North of CP Tracks from Norman Drive to First Ave W
Location 6: 200 m of Sanitary line in Easements/ Private Property

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	600,000	400,000					200,000
Funding							
400							
400 Sewer/Water	(600,000)	(400,000)					(200,000)
	(600,000)	(400,000)					(200,000)
Funding Total	(600,000)	(400,000)					(200,000)



City of Kenora
Capital Projects

Project	27-411-002 DTR Matheson & First St S Sewer Main Renewal		
Department	Sanitary System		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Downtown Revitalization (DTR) project involves the replacement of sewer infrastructure located on Matheson St S from Second St S to McClellan Ave and First St S from Matheson St S to Main St S

This is the next phase of Downtown Revitalization related to replace some of the oldest sanitary infrastructure in the City.

This project is linked and coordinated with projects 27-431-002 and 27-851 Infrastructure DTR.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	500,000			500,000			
Funding							
400							
400 Sewer/Water	(500,000)			(500,000)			
	(500,000)			(500,000)			
Funding Total	(500,000)			(500,000)			



City of Kenora

Capital Projects

Project	23-412-001 Lift Station Upgrades		
Department	Sewer Lift Station		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
Consulting services to evaluate the pumping, mechanical and control systems of the sewage lift stations, replace generators and repair mechanical systems. Stations are reaching the end of their service life and require maintenance and upgrade .
2024 - \$102,000 North Hamilton Station Generator Supply and Installation \$375,000 North Hamilton pumping system upgrades \$10,000 Preston St Generator Replacement Engineering Design
2025 - \$122,000 Preston St Generator Supply and Installation \$11,000 Crawford Rd Generator Replacement Engineering Design
2026- \$125,000 Crawford Rd Generator Supply and Installation \$12,000 Valley Dr Generator Replacement Engineering Design
2027 - \$128,000 Valley Dr Generator Supply and Installation \$22,000 Subway Station Generator Engineering Design \$60,000 Engineering Study - Future Lift Station Upgrades
2028 - \$200,000 Subway Station Generator Supply and Installation
2029 - 2033 - \$1,150,000 Lift Station Upgrades based on Engineering Study Report

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	2,317,000	487,000	133,000	137,000	210,000	200,000	1,150,000
Funding							
400							
400 Sewer/Water	(1,942,000)	(112,000)	(133,000)	(137,000)	(210,000)	(200,000)	(1,150,000)
	(1,942,000)	(112,000)	(133,000)	(137,000)	(210,000)	(200,000)	(1,150,000)
All							
Debt Financing	(375,000)	(375,000)					
	(375,000)	(375,000)					
Funding Total	(2,317,000)	(487,000)	(133,000)	(137,000)	(210,000)	(200,000)	(1,150,000)



City of Kenora

Capital Projects

Project	23-412-01 Roof Replacement on Pumping Stations		
Department	Sewer Lift Station		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
<p>The City of Kenora owns 28 above-ground wastewater pumping stations. 14 have flat roofs. This project is to convert the flat roof to a peaked metal roof which will save on maintenance and upkeep. Existing flat roofs need to be inspected every year to clean the drains, remove vegetation and more and while doing inspections have noticed multiple rips, tears, drain leaks and more putting the facilities at risk.</p> <p>2 of the roofs were replaced in 2022 and 6 were replaced in 2023. 3 are remaining in 2024 and 3 in 2025. Work takes place through the Summer and Fall of each year.</p>

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	160,000	80,000	80,000				
Funding							
400							
400 Sewer/Water	(160,000)	(80,000)	(80,000)				
	(160,000)	(80,000)	(80,000)				
Funding Total	(160,000)	(80,000)	(80,000)				



City of Kenora

Capital Projects

Project	23-412-03 Replacement of Wastewater Pumps		
Department	Sewer Lift Station		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Sewage Lift Station Pumps are continuing to age, requiring pump rebuild and replacement based on their utilization.

Annual capital budget funding for rebuild or replacement of existing lift station pumps to maintain an operational wastewater collection system.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	861,275	76,875	78,800	80,750	82,750	84,850	457,250
Funding							
400							
400 Sewer/Water	(861,275)	(76,875)	(78,800)	(80,750)	(82,750)	(84,850)	(457,250)
	(861,275)	(76,875)	(78,800)	(80,750)	(82,750)	(84,850)	(457,250)
Funding Total	(861,275)	(76,875)	(78,800)	(80,750)	(82,750)	(84,850)	(457,250)



City of Kenora
Capital Projects

Project	24-412-002 Delta to Wye conversion		
Department	Sewer Lift Station		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Delta to Wye Transformer Wiring Reconfiguration for lift stations.

Delta-configuration transformers do not include a connection to ground at the pole. Equipment failures occur as there is no ground fault protection for the control system equipment. Replacement with Wye-configuration transformers will include the ground connection and adding ground fault protection.

There are approximately 20 lift stations remaining to upgrade. we would like to complete one station per year.

Replacement is dependent on the availability of Synergy North and can be scheduled with their cooperation each year.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	574,100	51,250	52,500	53,850	55,250	56,500	304,750
Funding							
400							
400 Sewer/Water	(574,100)	(51,250)	(52,500)	(53,850)	(55,250)	(56,500)	(304,750)
	(574,100)	(51,250)	(52,500)	(53,850)	(55,250)	(56,500)	(304,750)
Funding Total	(574,100)	(51,250)	(52,500)	(53,850)	(55,250)	(56,500)	(304,750)



City of Kenora

Capital Projects

Project	24-413-001 Repair Air Leaks to Aeration Tanks		
Department	Sewage Treatment Plant		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The piping that supplies the aeration tanks at the Wastewater Treatment Plant with air are leaking and need to be repaired. The loss of air to the aeration tanks can impact the aeration process by supplying an insufficient amount of air for the biological treatment process to function correctly. Additionally, the blowers that supply the air must work harder to compensate for the loss which increases power consumption and prematurely ages the blowers. Loss of the ability to deliver air to the aeration tanks would result in failure of the treatment process.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	250,000	50,000	200,000				
Funding							
400							
400 Sewer/Water	(250,000)	(50,000)	(200,000)				
	(250,000)	(50,000)	(200,000)				
Funding Total	(250,000)	(50,000)	(200,000)				



City of Kenora

Capital Projects

Project	26-413-001 Replace Bent Sluice Gate and Valve Stem		
Department	Sewage Treatment Plant		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replace/repair clarifier sluice gate valve and valve stem

The Sluice Gates control the flow of wastewater into the Secondary Clarifiers at the Wastewater Treatment Plant. Cleaning and monitoring of the tanks requires the ability to completely shut of the flow of wastewater. The gate valves are currently leaking and require repair/replacement.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	200,000		20,000	180,000			
Funding							
400							
400 Sewer/Water	(200,000)		(20,000)	(180,000)			
	(200,000)		(20,000)	(180,000)			
Funding Total	(200,000)		(20,000)	(180,000)			



City of Kenora
Capital Projects

Project	26-413-002 Replace Screw Pump Generator		
Department	Sewage Treatment Plant		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
Project to replace screw pump diesel generator The screw pump diesel generator will be approaching the end of its useful life and is critical in keeping the plant functioning during power interruptions.

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	500,000		50,000	450,000			
Funding							
400							
400 Sewer/Water	(500,000)		(50,000)	(450,000)			
	(500,000)		(50,000)	(450,000)			
Funding Total	(500,000)		(50,000)	(450,000)			



City of Kenora
Capital Projects

Project	27-413-001 Replace MCC Electrical Panel in 400 Building		
Department	Sewage Treatment Plant		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
Replace the electrical Motor Control Center in the 400 Building at the Wastewater Treatment Plant. This is an original panel that needs to be replaced as it is approaching the end of its useful life and the wiring is becoming brittle which increases the likelihood of panel failure.

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	160,000			35,000	125,000		
Funding							
400							
400 Sewer/Water	(160,000)			(35,000)	(125,000)		
	(160,000)			(35,000)	(125,000)		
Funding Total	(160,000)			(35,000)	(125,000)		



City of Kenora
Capital Projects

Project	27-413-002 Replace Scum Box East Clarifier		
Department	Sewage Treatment Plant		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
Replacement of the scum box for east clarifier at the wastewater plant is required. The scum box collects grease, oils and fats from the surface of the secondary treatment tanks. It is anticipated this scum box will need replacement as the west one was replaced in 2022.

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	25,000				25,000		
Funding							
400							
400 Sewer/Water	(25,000)				(25,000)		
	(25,000)				(25,000)		
Funding Total	(25,000)				(25,000)		

Project

27-413-002 Replace Scum Box East Clarifier

Department

Sewage Treatment Plant

Version

2024-2028

Year

2024

Gallery

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City of Kenora

Capital Projects

Project	23-414-01 Fleet - Water and Wastewater Vehicles and Equipment		
Department	W&S Vehicles & Equip		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This budget supports the renewal of vehicles used by the water and waste water utility operations and includes all underground repair and maintenance services, water and waste water treatment plants, water booster stations, waste water pumping stations and meter reading. Within the utility there are select fleet units where reliability is of utmost importance. These units are generally within the underground repair and maintenance area of the utility as the work is generally critical and time sensitive in nature. The fleet manager replaces these units once reliability becomes a concern and they are repurposed to a seasonal or lower usage unit to extend the assets life span.

2024: Single Axel Wastewater Vacuum Truck
2025: Water Delivery Truck
2026: Underground Services Walk-In Repair Van
2026: 3/4 Ton Pickup Truck
2026: Utility Boat
2027: 3/4 Ton Pickup Truck Equipped with a Hoist

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	2,094,800	390,000	335,000	241,000	106,000	167,000	855,800
Funding							
400							
400 Sewer/Water	(2,094,800)	(390,000)	(335,000)	(241,000)	(106,000)	(167,000)	(855,800)
	(2,094,800)	(390,000)	(335,000)	(241,000)	(106,000)	(167,000)	(855,800)
Funding Total	(2,094,800)	(390,000)	(335,000)	(241,000)	(106,000)	(167,000)	(855,800)



City of Kenora

Capital Projects

Project	23-431-002 Coney Island Water Main Replacement Phases #1-3				
Department	Waterworks				
Version	2024-2028	Year	2024		

Description

PROJECT DESCRIPTION

The project includes Replacing the above ground water main on Coney Island between the Coney foot bridge and camp # 850.

The water distribution line is approaching end of life span. Replacement is required to ensure health and safety of water quality as line is above ground.

2024 - \$60,000 Engineering Design of Coney Island Watermain Replacement

2026 - \$150,000 Phase 1 Replacement Works

2028 - \$150,000 Phase 2 Replacement Works

2029 and 2030 - \$150,000 Phase 3 Replacement Works

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	510,000	60,000		150,000		150,000	150,000
Funding							
400							
400 Sewer/Water	(510,000)	(60,000)		(150,000)		(150,000)	(150,000)
	(510,000)	(60,000)		(150,000)		(150,000)	(150,000)
Funding Total	(510,000)	(60,000)		(150,000)		(150,000)	(150,000)



City of Kenora
Capital Projects

Project	23-431-01 Watermain Program		
Department	Waterworks		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement and rehab of the watermain distribution piping system.

As the water distribution system ages, it becomes increasingly prone to developing leaks and breaks that would require immediate repair. The City uses the age of the system, previous water main break locations, staff consultation and frequent freezing to prioritize locations.

2024: Location 1: Park Street from 10th Ave S Intersection to Maple Street

Location 2 : Preston Street

Location 3 : Mikado Ave N of 10th Street N and 10th Street N from Mikado Ave to Rupert Road

2025: Location 1: Rupert Road from 9th Street N to Dead End and 10th Street N to Mellick Ave;

Location 2: Laneway between 3rd and 4th Ave s and 7th and 5th Street S

2026: Location 1: River Drive from 7th Ave S to 9th Ave S

Location 2 : 3rd Street North from 4th Ave N to 2nd Street N

2027: Location 1 : Mascott Ave from Veterans Drive to Dead end and 10th Street N to Mikado Ave

Location 2 : Regina Avenue from Veterans Drive to 10th Street N

2028: Location 1 : 13th Ave N from dead end to 9th Street N and 8th Street N from 14th Ave N to the west

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	16,586,550	1,415,500	1,495,500	765,000	1,650,000	900,000	10,360,550
Funding							
400							
400 Sewer/Water	(16,586,550)	(1,415,500)	(1,495,500)	(765,000)	(1,650,000)	(900,000)	(10,360,550)
	(16,586,550)	(1,415,500)	(1,495,500)	(765,000)	(1,650,000)	(900,000)	(10,360,550)
Funding Total	(16,586,550)	(1,415,500)	(1,495,500)	(765,000)	(1,650,000)	(900,000)	(10,360,550)



Project

431-01a Wastewater Collection Program

Department

Sanitary System

Version

2024-2028 Draft Budget

2024

Gallery

2024:





Project

431-01a Wastewater Collection Program

Department

Sanitary System

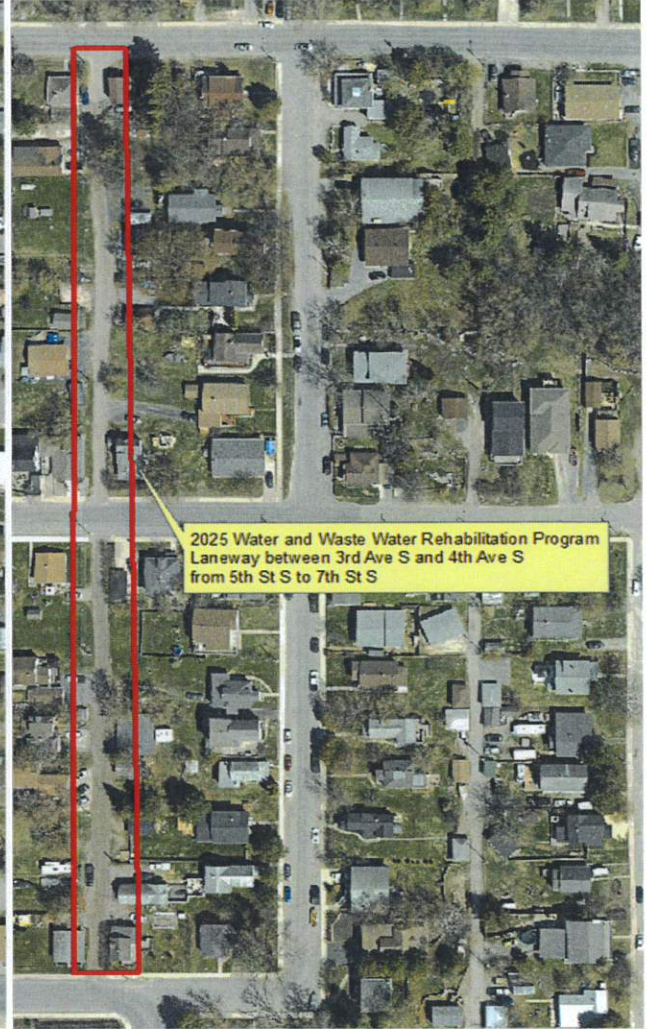
Version

2024-2028 Draft Budget

2024

Gallery

2025:



Project	431-01a Wastewater Collection Program		
Department	Sanitary System		
Version	2024-2028 Draft Budget	2024	

Gallery

2026:



Project	431-01a Wastewater Collection Program		
Department	Sanitary System		
Version	2024-2028 Draft Budget	2024	

Gallery

2027:





Project	431-01a Wastewater Collection Program		
Department	Sanitary System		
Version	2024-2028 Draft Budget	2024	

Gallery

2028:





City of Kenora

Capital Projects

Project	27-431-004 DTR Matheson First St S Watermain Renewal		
Department	Waterworks		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Downtown Revitalization (DTR) project involves the replacement of water infrastructure located on Matheson St S from Second St S to McClellan Ave and First St S from Matheson St S to Main St S.

This is the next phase of Downtown Revitalization related to replace some of the oldest sanitary infrastructure in the City.

This project is linked and coordinated with project 27-411-011 and 27-851 Infrastructure (DTR) for a complete project.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	650,000			650,000			
Funding							
400							
400 Sewer/Water	(650,000)			(650,000)			
	(650,000)			(650,000)			
Funding Total	(650,000)			(650,000)			



City of Kenora

Capital Projects

Project	24-432-002 Design and Costing of New Pump PLC Panel/Selector Switches				
Department	Standpipe & Booster				
Version	2024-2028	Year	2024		

Description

PROJECT DESCRIPTION

Design and market costing for replacement of the Programable Logic Controller (PLC) panel, and selector switches for the Norman Booster Station. The new PLC panel and switches will allow operations to switch pumps remotely, reducing the need for staff to be on site to perform process changes or deal with alarms.

Functionality of this station needs to be upgraded to allow communication to the City's Supervisory Control And Data Aquisition (SCADA) control software, allowing for enhanced operational control, process monitoring, and modernization of the City's operations.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	30,000	30,000					
Funding							
400							
400 Sewer/Water	(30,000)	(30,000)					
	(30,000)	(30,000)					
Funding Total	(30,000)	(30,000)					



City of Kenora
Capital Projects

Project	24-432-01 Upgrading Brinkman and Crawford Water Dispensers		
Department	Standpipe & Booster		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
Upgrading the Crawford and Brinkman bulk water filling stations. Upgrading and recapitalization of filling station equipment that has be in service for several years and will be becoming redundant and problematic.

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	80,000	80,000					
Funding							
400							
400 Sewer/Water	(80,000)	(80,000)					
	(80,000)	(80,000)					
Funding Total	(80,000)	(80,000)					



City of Kenora
Capital Projects

Project	23-433-001 Door Replacement and Repair		
Department	Water Treatment Plant		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
Window and door corrective measures at the Water Treatment Plant. Replace several windows and two doors on the upper floor, repair multiple entrance doors to prevent leakage and promote proper building security
During the roof replacement in 2020 a number of deficiencies were discovered including damaged seals on the glazing, a missing door to access the roof top filters, damaged door on other side of building to access roof top exhaust fans, damaged weather stripping and building envelope issues.
Service Impact: Impact to the operators will be negligible as work will be outside of their normal work area.
Schedule: Work will be completed during the fall of 2024

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	100,000	100,000					
Funding							
400							
400 Sewer/Water	(100,000)	(100,000)					
	(100,000)	(100,000)					
Funding Total	(100,000)	(100,000)					



City of Kenora
Capital Projects

Project	23-433-001 Door Replacement and Repair		
Department	Water Treatment Plant		
Version	2024-2028	Year	2024

Gallery

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City of Kenora
Capital Projects

Project	23-433-01 Pump Replacement		
Department	Water Treatment Plant		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Water Treatment Plant has 6 pumps in the lower level that take in and pump out water into the distribution system. The low lift pumps bring water into the plant to be treated, and the high lift pumps convey water out to the distribution system.

This project consists of the replacement of the plant's high lift and low lift pumps as part of a 5 year 2023 to 2027 change out of the 6 pumps.

All high lift and low lift pumps at the Water Treatment Plant are original and over 40 years old and beyond their life cycle. The high lift pumps have leaks which are difficult to repair due to age and condition of seals. The low lift pumps have experienced a drop in operational efficiency over time, and have similar issues with leakage.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	400,000	100,000	100,000	100,000	100,000		
Funding							
400							
400 Sewer/Water	(400,000)	(100,000)	(100,000)	(100,000)	(100,000)		
	(400,000)	(100,000)	(100,000)	(100,000)	(100,000)		
Funding Total	(400,000)	(100,000)	(100,000)	(100,000)	(100,000)		



City of Kenora
Capital Projects

Project	24-433-001 Kitchen and Lab area upgrades at Water Treatment Plant		
Department	Water Treatment Plant		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
This project is to install new cabinets, sinks, lighting and flooring in the kitchen / lab area of the Water Treatment Plant.
Kitchen and Lab areas are 35+ years old. The area is worn and difficult to disinfect and cleanup.
Minor impact to staff during renovations so alternative testing area will be considered short term.

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	35,000	35,000					
Funding							
400							
400 Sewer/Water	(35,000)	(35,000)					
	(35,000)	(35,000)					
Funding Total	(35,000)	(35,000)					

**Water and Wastewater Debt
as of 2023**

	2024 Outstanding		2024 Annual Repayment			Expires
	Principle	Interest	Principle	Interest	Total	
Water and Wastewater						
Downtown Rehabilitation - Water and Wastewater	1,086,785	357,193	38,912	29,849	68,761	2044
Generator - Water and Wastewater	713,897	117,552	74,128	22,620	96,748	2032
	1,800,682	474,745	113,040	52,469	165,509	
Forecasted Debt (2025)			Annual Payment		Total	
Lift Station Upgrades (2025)	375,000	321,923	7,361	20,516	27,877	2049
Total Debt and Forecasted Debt 25-28	2,175,682	796,669	120,401	72,985	193,386	

Solid Waste

PURPOSE

Solid Waste – The Solid Waste Department manages the City’s solid waste through processing both garbage and recyclable materials. The Garbage service is a City Utility meaning it is self-funded by user fees such as bag tags and tipping fees. The City operates a curbside collection program, with materials being brought to the Kenora Area Landfill. The City also operates a transfer station where users can bring smaller loads not collected at the curb. Depots are provided for material drop off North of the Bypass. Staff act as environmental stewards, planning a variety of educational events in conjunction with community partners and the Sustainability Advisory Committee.

Service Description - Solid Waste

Landfill and Transfer Station Sites:

The Solid Waste Department operates the Kenora Area landfill on the Jones Road and Transfer Station on Mellick Ave. The transfer station is open 7 days per week and closed on statutory holidays. Three rural garbage depots are located at Peterson Road, Austin Lake and Ritchie Road

All of the collected garbage is eventually transferred to Kenora Area Landfill and staff track and monitor the incoming tonnages for the purposes of projecting the remaining landfill life. It is expected that in approximately 17 years, the City will require the construction of a new landfill.

Household Hazardous Waste Program/Waste Electronics

During the summer months, the Solid Waste Department holds a Household Hazardous Waste Disposal Program every Thursday at the Transfer Station. The program also allows for the collection of electronic waste. These waste streams are collected at the end of the season by third party contractors for disposal. Hazardous waste also includes batteries, oils and paints. At the end of the season, materials are transported to handling facilities in Winnipeg and Thunder Bay. Approximately 38 tonnes of Hazardous and Electronic Waste were collected in 2022.

Industrial Waste (Weyerhaeuser)

Waste ash from the Weyerhaeuser mill is delivered to the Area Landfill and used for capping material. Approximately 2900 tonnes were processed in 2022. Hog fuel (Scrap wood and bark) totaling approximately 12000 tonnes was also received.

Monitoring for Environmental Compliance

The Solid Waste Department conducts routine sampling to measure ground water as part of the City’s environmental compliance obligations. The Tri-Lake Landfill on the East highway is included in the sampling program.

Curbside Collection

The Solid Waste Department collects garbage and recyclable materials with a fleet of 4 collection vehicles that complete the City’s routes on a weekly rotation. In 2022, a total of 982 tonnes of garbage was collected from residences and the depots.

Scrap Metals and Construction Waste

Scrap metal is collected and separated from the incoming material and temporarily stored for diversion to a metals recycling contractor. Construction waste is tracked separately from household garbage but is transferred alongside household garbage to the Area Landfill. In 2022, approximately 103 tonnes of metal were diverted out of the solid waste stream, and 9400 tonnes of Construction Waste was brought to the landfill.

Organic Waste/Green Compost

The Transfer Station and Landfill accept organic waste including wood chips from tree and brush maintenance. In 2022, approximately 412 tonnes of organic waste was collected and transferred to the area landfill. It is put to use as capping material.

Christmas Tree Recycling

Christmas trees can also be brought to the Transfer Station for recycling. They are collected and transported to the landfill for chipping and integration into the capping material.

Support Spring Clean Up Community Initiatives

The City provides garbage bags and pick up of garbage and recyclables for community clean up initiatives.

Solid Waste

Operations Budget	2022 Actual *	2023 Adopted Budget	2024 Draft Budget	2025 Projected	2026 Projected
Revenue					
Miscellaneous Revenue	\$5,196	\$5,500	\$10,600	\$10,600	\$10,600
User Charges	\$2,989,734	\$3,178,857	\$3,378,784	\$3,551,584	\$3,615,957
Total Revenue	\$2,994,930	\$3,184,357	\$3,389,384	\$3,562,184	\$3,626,557
Expense					
Operating Expense	\$945,978	\$1,110,922	\$1,300,858	\$1,232,842	\$1,283,646
Salaries Expense	\$1,181,495	\$1,329,376	\$1,434,533	\$1,440,585	\$1,445,056
Total Expense	\$2,127,473	\$2,440,298	\$2,735,391	\$2,673,427	\$2,728,702
Net Total	\$867,457	\$744,059	\$653,993	\$888,757	\$897,855

Subservice	2022 Actual	2023 Adopted Budget	2024 Draft Budget	2025 Projected	2026 Projected
Collections	\$255,662	\$231,968	\$102,439	\$113,112	\$95,640
Disposals	\$611,795	\$512,091	\$551,554	\$775,646	\$802,215
Net Total	\$867,457	\$744,059	\$653,993	\$888,757	\$897,855

Full-Time Equivalent Positions	16.3	16.3	16.3	16.3
--------------------------------	------	------	------	------

* 2022 Actuals are Unaudited

Explanations of Changes from 2023 Adopted Budget to 2024 Draft Budget

1. Revenue

Increase in fees and charges (except Bag Tags)	(\$265,000)
Decrease in forecasted volume/sales based current trends	\$59,973

2. Expenses

Increase in Salary and Benefits for the allocation of a portion of the General Manager salary previously budgeted in Engineering, increase for overtime, and general salary increases.	\$105,157
Increase in Fleet costs and Equipment usage	\$77,781
Increase in Materials and Supplies	\$47,100
Increase in Administration Support/Overhead (includes Customer Services, Communications, HR, Finance, and IT support)	\$43,303
Increase in Facility Repairs and Maintenance	\$16,000
Increase in Training and Travel & Conference	\$10,500
Decrease in Contracted Services - one time 2023 projects	(\$24,350)
Increase in Licenses and Insurance	\$2,472
Miscellaneous Adjustments	\$17,130
	\$295,093

2024 Draft Budget

Reserve Details - Solid Waste

Reserve Name: Solid Waste Reserve

Purpose:

The establishment of an adequate Solid Waste reserve ensures financial stabilization, the ability to manage potential risks, manage reserve fluctuations and is the primarily source of capital financing. The principle responsibility of the reserve is to ensure the future financial obligations the landfill closure are met along with financing the construction of a new site.

The reserve is funded through solid waste user fees with operations surplus transferred to the reserve fund.

Fund Manager Director of Engineering and Infrastructure

Financial Projections	2021 Actuals	2022 Actuals *	2023 Forecast	2024 Draft Budget	2025 Proj Budget	2026 Proj Budget	2027 Proj Budget	2028 Proj Budget
Balance, beginning of year	3,076,127	3,354,724	3,480,436	3,064,495	2,948,488	3,702,245	4,200,100	4,772,135
Add:								
Surplus from Operations	777,295	867,457	744,059	653,993	888,757	897,855	813,535	813,535
	3,853,422	4,222,181	4,224,495	3,718,488	3,837,245	4,600,100	5,013,635	5,585,671
Deduct:								
Unusual Spend	25,907		-	-	-	-	-	
Capital	472,791	741,745	1,160,000	770,000	135,000	400,000	241,500	393,000
	498,698	741,745	1,160,000	770,000	135,000	400,000	241,500	393,000
Balance, December 31	3,354,724	3,480,436	3,064,495	2,948,488	3,702,245	4,200,100	4,772,135	5,192,671

Assumptions/Notes/Comments:

* 2022 actuals are unaudited

City of Kenora Funding Source with Capital Projects								
Funding Source	2024	2025	2026	2027	2028	2029-2033	Total	
Solid Waste								
Z40003 400 Solid Waste Reserve								
448-001 Replacement Transfer Station 40yds Bins	45,000			50,000		50,000	145,000	
450-001 New landfill consulting services	35,000						35,000	
450-002 Purchasing a Grizzly screener for the landfill	25,000						25,000	
453-01 Solid Waste Vehicles and Equipment	665,000	135,000	400,000	191,500	393,000	2,095,000	3,879,500	
Total Z40003 400 Solid Waste Reserve	105,000	0	0	50,000	0	50,000	205,000	
Total Solid Waste	105,000	0	0	50,000	0	50,000	205,000	



City of Kenora
Capital Projects

Project	24-448-001 Replacement Transfer Station 40yds Bins		
Department	Transfer Facility		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
The Transfer Station uses 40yd bins to transport Construction and Demolition waste to the Landfill. 3 bins require replacement in each 2024, 2027 and 2030.

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	145,000	45,000			50,000		50,000
Funding							
400							
400 Solid Waste Reserve	(145,000)	(45,000)			(50,000)		(50,000)
	(145,000)	(45,000)			(50,000)		(50,000)
Funding Total	(145,000)	(45,000)			(50,000)		(50,000)



City of Kenora
Capital Projects

Project	24-450-001 New landfill consulting services		
Department	Jones Road Landfill		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
<p>The Kenora Area Landfill has an approximate remaining lifespan of 20 years. A New Landfill will require development to serve the region beyond this timeline. The new landfill will be an engineered landfill with a leachate collection system as well as a gas management system.</p> <p>The City plans to engage a consultant in 2024 to develop an RFP for consulting services to support the application, approval, design and construction of the new landfill. The RFPs received through this process will support the budget development in future years.</p>

Budget							
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	35,000	35,000					
Funding							
400							
400 Solid Waste Reserve	(35,000)	(35,000)					
	(35,000)	(35,000)					
Funding Total	(35,000)	(35,000)					



City of Kenora
Capital Projects

Project	24-450-002 Purchasing a Grizzly screener for the landfill		
Department	Jones Road Landfill		
Version	2024-2028	Year	2024

Description
PROJECT DESCRIPTION
The Kenora Area Landfill requires a Grizzly Screener which aids in the screening and removal of boulders from the cover material sourced from the on-site aggregate pit to ensure best fill and compaction.

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



City of Kenora

Capital Projects

Project	23-453-01 Solid Waste Vehicles and Equipment		
Department	SW Vehicles & Equip		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This allocated budget pertains to the vehicle fleet dedicated to supporting solid waste operations, spanning across the Transfer Station, Kenora Area Landfill, and Curbside/Community collection services. It's noteworthy that vehicles and equipment engaged in solid waste management consistently log substantial mileage and operational hours when compared with their counterparts in other departments. This heightened activity is attributed to the Landfill and Transfer Station's seven-day-a-week operations.

This volume of utilization eventually leads these vehicles reaching a critical juncture where the maintenance expenditures and reliability tilts unfavorably in comparison to the option of replacement.

2024 - Solid Waste - Landfill Packer
2025 - Solid Waste - Two - Half Ton Pickup Trucks
2026 - Solid Waste - Tandem Roll Off Truck
2027 - Solid Waste - Co-Mingle Curbside Truck
2028 - Solid Waste - Rubber Tire Loader

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	3,879,500	665,000	135,000	400,000	191,500	393,000	2,095,000
Funding							
400							
400 Solid Waste Reserve	(3,879,500)	(665,000)	(135,000)	(400,000)	(191,500)	(393,000)	(2,095,000)
	(3,879,500)	(665,000)	(135,000)	(400,000)	(191,500)	(393,000)	(2,095,000)
Funding Total	(3,879,500)	(665,000)	(135,000)	(400,000)	(191,500)	(393,000)	(2,095,000)



October 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

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

Re: 2024 Council Meeting Calendar and Conference Attendance

Recommendation:

That Council hereby accepts the 2024 Council meeting calendar as presented; and further

That Council hereby adopts an amended Procedural Bylaw for Council reflecting Council and Committee of the Whole meeting days; and further

That in accordance with By-law Number 160-2022, public notice is hereby given that Council intends to establish their 2024 meeting calendar and amend the Procedural bylaw; and further

That bylaw number 157-2022 be hereby repealed; and further

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

Background:

Annually, the Clerk will establish the meeting calendar for the Council meetings the following year based on the Procedural bylaw along with any established conferences.

For the 2023 calendar year, Council requested that meetings change from the established Tuesdays to Wednesdays and meeting times for Council be changed to 5:00 p.m. from 12:00 noon. Administration is recommending that Council consider changing the meeting days back to Tuesdays to accommodate the needs of our Provincial Offences court. Our Council Chambers hosts Provincial Offences Court on Wednesdays, and the Justice of the Peace for the Region are bound by a regional court calendar. Kenora has been a Wednesday court for at least ten years, and amending the days of court is exceedingly difficult given that it is a regional calendar that would need to be accommodated. In 2023, it was extremely challenging to accommodate the court calendar and make any changes to meeting dates for educational conferences. Going back to Tuesday meeting dates would alleviate the conflicts and allow us to adjust the meeting calendar as required.

The draft calendar reflects normal practice of making shifts to the calendar to accommodate municipal conferences and may be amended from time to time should municipal conferences conflict. The conferences have been noted on the calendar for reference. In accordance with Council Policy CC-7-1, 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. Further, 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. As part of this Council calendar discussion, Council should also discuss attendance at the various conferences as several of the large conference bookings are beginning to open where room reservations will be required. Having confirmed attendance by Council assists staff with reservations and minimizes the costs for hotel cancellations when it is unknown how many members of Council intend to attend the conference.

While amendments to the Procedural bylaw are being presented, Council could also consider changing the format of the closed session to prior to the public open session. Advantages to the closed session being held in advance of the open session, is there are strict time limits on the meeting time. Closed sessions can be scheduled one to two hours in advance of the public meeting. Council would however need to give consideration to the public meeting time as that time would be established by the governing procedural bylaw and could not be changed. For example, should Council choose to hold closed sessions in advance of open sessions, the closed session could begin at 3:00 or 4:00 p.m. and the open session at 5:00 p.m. If Council did not want to begin the meeting times any earlier, the open Council meetings would move to 6:00 p.m. or 7:00 p.m. In the event we do not have any closed items, or a short, closed session, we cannot start the open session prior to the established meeting time within the procedural bylaw. Alternatively, language can be accommodated to reflect that meetings shall start between the hours of 9:00 am and 7:00 pm. Meeting times will be posted in accordance with public notice of meetings section of the bylaw. This option does make it less clear for the public to confidentially know meeting times of Council and difficult to schedule deputations/presentations with the various fluctuations in times.

I encourage Council to review the Procedural bylaw as part of this report and consider any other amendments that they feel would be helpful for improved meeting procedures.

Budget: The Council budget will be updated to reflect the direction of conference attendance by each member of Council.

Risk Analysis: There is a minimal risk associated with this report. The meeting calendar is an administrative annual function.

Communication Plan/Notice By-law Requirements: bylaw amendment

Strategic Plan or another Guiding Document:
Procedural bylaw

Dec 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JAN 2024

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 New Year's Day	2	3	4	5	6
7	8	9 9:00 a.m. Committee of the Whole	10	11	12	13
14	15	16 5:00 p.m. Council	17	18	19	20
21 ROMA Conference - Toronto	22 ROMA Conference - Toronto	23 ROMA Conference - Toronto	24	25	26	27
28	29	30	31	1	2	3

Jan 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEB 2024

Mar 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 KDMA Conference- Kenora	2 KDMA Conference- Kenora	3
4	5	6	7	8	9	10
11	12	13 9:00 a.m. Committee of the Whole	14	15	16	17
18	19 Family Day	20 5:00 p.m. Council	21	22	23	24
25	26	27	28	29	1	2

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MAR 2024

Apr 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12 9:00 a.m. Committee of the Whole	13	14	15	16
17	18	19 5:00 p.m. Council	20	21	22	23
24	25	26	27	28	29 Good Friday	30
31 Easter Sunday	1	2	3	4	5	6

Mar 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APR 2024

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Easter Monday	2	3	4	5	6
7	8	9 9:00 a.m. Committee of the Whole	10	11	12	13
14	15	16 5:00 p.m. Council	17	18	19	20
21 Good Roads Conference - Toronto	22 Good Roads Conference - Toronto	23 Good Roads Conference - Toronto	24 Good Roads & NOMA Conference – Thunder Bay	25 NOMA Conference – Thunder Bay	26 NOMA Conference – Thunder Bay	27
28	29	30	1	2	3	4

Apr 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

Jun 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2 NOMA Conference – Thunder Bay	3 NOMA Conference – Thunder Bay	4
5	6	7	8	9	10	11
12 Mother's Day	13	14 9:00 a.m. Committee of the Whole	15	16	17	18
19	20 Victoria Day	21 5:00 p.m. Council	22	23	24	25
26	27	28	29	30	31	1

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUN 2024

Jul 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4 9:00 a.m. Committee of the Whole	5	6 FCM Conference- Calgary	7 FCM Conference- Calgary	8 FCM Conference- Calgary
9 FCM Conference- Calgary	10	11	12	13	14	15
16 Father's Day	17	18 5:00 p.m. Council	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Jun 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUL 2024

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 Canada Day	2	3	4	5	6
7	8	9 9:00 a.m. Committee of the Whole	10	11	12	13
14	15	16 5:00 p.m. Council	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Jul 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG 2024

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5 Civic Holiday	6	7	8	9	10
11	12	13	14	15	16	17
18 AMO Conference- Ottawa	19 AMO Conference- Ottawa	20 AMO Conference- Ottawa	21 AMO Conference- Ottawa	22	23	24
25	26	27	28	29	30	31

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEP 2024

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day	3	4	5	6	7
8	9	10 9:00 a.m. Committee of the Whole	11	12	13	14
15	16	17 5:00 p.m. Council	18	19	20	21
22	23	24	25	26	27	28
29	30 Truth & Reconciliation Day	1	2	3	4	5

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCT 2024

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8 9:00 a.m. Committee of the Whole	9	10	11	12
13	14 Thanksgiving	15 5:00 p.m. Council	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Halloween	1	2

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOV 2024

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 Remembrance Day	12 9:00 a.m. Committee of the Whole	13	14	15	16
17	18	19 5:00 p.m. Council	20	21	22	23
24	25	26	27	28	29	30

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DEC 2024

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 9:00 a.m. Committee of the Whole	11	12	13	14
15	16	17 5:00 p.m. Council	18	19	20	21
22	23	24 Christmas Eve	25 Christmas	26 Boxing Day	27	28
29	30	31 New Years Eve	1	2	3	4

The Corporation of the City of Kenora

By-law Number ~~157-2022~~

A By-Law to Establish Rules of Order and Procedures For the Council of the City of Kenora

Whereas Section 238(2) of the Municipal Act, 2001, c. 25, as amended, authorizes the Council of every municipality to pass by-laws governing the proceedings of Council, the conduct of its Members and the calling of Meetings; and

Whereas the Municipal Act, 2001, c.25, as amended, provides that the Procedural By-law shall provide public notice of meetings; and

Whereas it is desirable that there be rules governing the order and procedures of the Council; and

Now Therefore Be It Resolved That the Council of the Corporation of the City of Kenora enacts as follows:-

Part 1 – Definitions

- 1.1 Act** – means the Municipal Act, S.O. 2002, c.25, as amended or re-enacted from time to time
- 1.2 Acting Mayor** - means a Member who has been appointed by Council to act as the Mayor in his or her absence by By-law
- 1.3 Addition to Agenda** - means an urgent matter requiring immediate action or attention, typically involving a deadline date that cannot be met if the item is not added to a certain agenda.
- 1.4 Administration** - means the body of persons employed by the Corporation or contracted by the Corporation for services.
- 1.5 Advisory Committee** – means a Committee appointed by Council which membership is composed of a majority of members of the public, or a minority of Members of Council and is not bound by Closed Meeting rules under the Municipal Act.
- 1.6 Agenda** – means a list of items on an Agenda of Council or Committee and which may contain recommendations to be considered and which may also contain certain notices for the information of the public in accordance with this by-law.
- 1.7 Amend** - means a change in wording or substance of a Motion before Committee or Council or a prior decision of Council.
- 1.8 Announcement** - means verbal information publicly announced at the end of Committee of the Whole and Council meetings by members of Council which includes significant events, announcements of community interest and business that is of interest to the community as a whole.

- 1.9 Chair** - means the person presiding at a Meeting which most common to be the Mayor, Deputy Mayor or Acting Deputy Mayor.
- 1.10 Chief Administrative Officer or CAO** - means the Chief Administrative Officer of the Corporation of the City of Kenora or an Acting Chief Administrative Officer duly appointed by the Chief Administrative Officer to act in the CAO's absence.
- 1.11 City** – means the Corporation of the City of Kenora.
- 1.12 City Clerk** – means the City Clerk of the Corporation of the City of Kenora or Deputy Clerk in the absence of the Clerk, or those who have been designated by the Clerk who shall have the powers and duties of the Clerk on behalf of the City.
- 1.13 Closed Meeting—or In-Camera Meeting** - means a meeting, or part of a meeting, that is closed to the public to consider matters authorized under the Municipal Act or other enabling Statute. Members may participate in a closed or in camera meeting electronically and will be counted for the purposes of quorum in a closed session.
- 1.14 Committee** – means a Committee, sub-Committee or similar entity established by Council of which at least 50 percent of the members are also members of Council. Such Committee is bound by the Closed Meeting rules under the Municipal Act.
- 1.15 Committee of the Whole** – means a meeting comprised of Members of Council as a whole.
- 1.16 Council** – means the elected Council of the City of Kenora.
- 1.17 Debate** - means regulated discussion, and speaking in advocacy of a position on an issue.
- 1.18 Defer** - means to remove a main Motion from consideration of City Council or a Committee until such time as provided for in the deferral Motion
- 1.19 Deputation** – means a request in writing by an individual/group/organization who is not a member of Council or staff, who wishes to appear before a regular or special meeting of Council or Committee and address the Members, typically relating to an issue or item on the meeting agenda.
- 1.19.1 Deputy/Acting Mayor** –means the Member of Council appointed by way of resolution at the Inaugural Meeting who may act in the Mayor's absence and while so acting, such member has and may exercise all rights, powers and authority of the Mayor.
- 1.20 Electronic Participation** – means participation by members in which members are not physically present in the designated meeting location and participate remotely either by video conferencing, teleconference or any other electronic means in which it allows them to participate in an audio and or visual manner. Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.

- 1.21 Emergency** – means in the event of an emergency being declared by the Premier, Cabinet or the municipal Head of Council under the Emergency Management and Civil Protection Act. Once the Emergency declaration has ended, regular meeting rules apply.
- 1.22 Mayor** – means the Head of Council of the City of Kenora.
- 1.23 Meeting** – means any regular, special, or other meeting of Council, of a local board or of a committee of either of them, where, a quorum of members is present, and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee called in accordance with this By-law.
- 1.24 Member** – means a Member of Council or a Committee.
- 1.25 Motion** – means a question or a recommendation to be considered by the Council or a Committee which is moved, seconded, presented, read and is subject to debate. When a motion is adopted, it becomes a resolution.
- 1.26 Newspaper** – means a printed publication in sheet form, intended for general circulation, published regularly at intervals of no longer than a week, consisting in great part of news of current events of general interest and available to the public and to regular subscribers and distributed for sale or gratis on a daily and/or weekly basis. This includes the “on-line” version posted on the internet.
- 1.27 Notice** – means a written, printed, published, verbal, electronic or posted notification or announcement to the public generally, but does not include notice given to specified persons.
- 1.28 Point of Order** – means a statement made by a Member during a Meeting drawing to the attention of the Chair an alleged breach of the Rules of Procedure. It may be called to bring attention to:
- Breaches of the rules of order of Council
 - Difficulty in continuation of the meeting
 - Improper, offensive or abusive language
 - Notice that the discussion is outside the scope of the motion or the notice of motion
 - Irregularities in the proceedings.
- 1.29 Point of Privilege** - means the raising of a question which concerns a Member, or the Council collectively, when a Member believes that their rights or, the integrity of Council as a whole, have been impugned.
- 1.30 Publish** – means publicly announced in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and includes posting on the Municipal website, newspaper, social media or broadcasting on a local radio station. “Publishing, published and publication” have corresponding meanings.

- 1.31 Presentation** - means a formal presentation to a Committee of the Whole Meeting or Council meeting to address Council or present reports, studies, interim or final results of a study or the presentation of projects, plans, promotions of a city-wide event either directly supported by the City or sponsored or promoted by a community group.
- 1.32 Presiding Officer** – means the Mayor or Deputy Mayor, or the person appointed by the Members present at a meeting in the event the Mayor or Deputy Mayor are not in attendance within fifteen (15) minutes after the hour appointed for the Council meeting.
- 1.33 Quorum** – means a majority of the Members of Council or Committee of the Whole, subject to the provisions of the Municipal Conflict of Interest Act, 1990, as amended. Electronic participation under regular meeting provisions, members may participate electronically, and are counted for quorum.
- 1.34 Radio Station** – means a radio station which can be locally received using FM frequencies.
- 1.35 Recess** - means to take a break during a meeting for a defined period of time.
- 1.36 Recorded Vote** – means the recording of the name and vote of every member of Council of which is recorded by the Clerk on a motion during a Council meeting, upon request of any member of Council prior to the vote.
- 1.37 Resolution** – means a motion that has been resolved by Council.
- 1.38 Rules of Procedure** – means the rules and regulations which are set forth in this bylaw.
- 1.39 Substantive Motion** – means any motion except one of the following:
- a) To refer;
 - b) To defer;
 - c) To amend;
 - d) To table the question;
 - e) To recess;
 - f) To vote on the question;
 - g) To reconsider
 - h) To adjourn;
 - i) To divide
- 1.40 To Defer** – means a motion to postpone all discussion or action on a matter until a future date or time, which is established as part of the motion
- 1.41 To Refer** – means a motion to direct the matter under discussion to Council, a Committee of Council, staff or another Committee or group for further consideration or review.
- 1.42 To Table** – means a motion to postpone a matter without setting a future date or time for consideration and for which consideration may be resumed at any time by a motion to lift from the table

1.43 Reconsider - means to re-open debate on a prior decision of Council only, as if the decision had never been made, in strict accordance with the requirements of this By-law. Reconsideration has a corresponding meaning.

1.44 Website – means the official internet website of the Corporation of the City of Kenora.

Part 2 - General Rules

2.1 Rules - regulations - observed - at all times

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committee of the Whole and shall be the rules and regulations for the order and dispatch of business in the Council.

2.2 Rules - observed - modifications - permitted

The rules contained in this by-law shall be observed, with the necessary modifications, in every meeting of Council.

2.3 Parliamentary procedure - proceedings

Those proceedings of the Council, the Committees thereof not specifically governed by the provisions of this by-law shall be regulated in accordance with generally accepted parliamentary procedure, such as the Bourinot's Rules of Order.

2.4 Rules – Council to introduce new Item on Agenda

When it is necessary to deal with an extraordinary item not provided for on the agenda, a motion shall be required to introduced that a new item be presented for a specific matter, (and shall precede the main motion to be introduced) and such motion shall not proceed without the unanimous consent of Council.

The Member making such request is to state the nature of the motion and the reason for introducing the new item. Any extraordinary item that is introduced shall not contravene the provisions of the Notice By-law.

2.5 Deputy Mayor – 8 month Rotation of Members

The position of Deputy Mayor shall be on a rotating basis among the six Members of Council whereby each Member shall be appointed Deputy Mayor for an eighth month period commencing in alphabetical order, the first of which will be appointed by Resolution at the Inaugural Meeting of a newly elected Council.

2.6 Absence - Mayor – Deputy Mayor - Authority

In the absence of the Mayor from the Municipality, or if he/she is absent through illness or if he/she refuses to act or if the office is vacant, the Deputy Mayor for the purposes of this by-law shall act in the place of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting. In the absence of the Deputy Mayor, the previously appointed Deputy Mayor may preside, or a Presiding Officer may be appointed by the members by resolution where possible.

2.7 Members of Council – Notify Clerk - Absence

Members of Council are requested to notify the Clerk when the member is aware that he/she will be absent from any meeting of Council or for any duration that may interfere with the business of Council.

The office of a member of Council will become vacant if the member is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council. This is in accordance with Section 259 (1)(c) of the Municipal Act, 2001, as amended, with exception to section 2.8 of the Procedural bylaw.

2.8 Members of Council – Absence – Maternity/Paternity Leave

Pregnancy and/or Parental Leave – an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259(1.1) of the Municipal Act, 2001.

A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.

Legislative and administrative matters requiring action during a Member's pregnancy and/or parental leave should be addressed in a manner that is consistent with the Member's wishes

A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

Members of Council and City staff are responsible for adhering to the parameters of this leave.

The member's seat remains vacant during the duration of the leave, unless that member chooses to return prior to the 20 weeks.

2.9 Minutes of Meetings

Minutes shall be taken of any and all meetings, open or closed. The Clerk shall take minutes for meetings of Council.

2.10 Taping/Televising/Recording

Meetings which are not closed to the public may be taped, televised or otherwise electronically or mechanically recorded so long as the taping, televising or recording is carried out in a manner that does not interfere with the proceedings of the meeting and provided same has been authorized by the Clerk.

2.11 Electronic Participation by Members

Participation in Council or Committee of the Whole meetings by electronic means is permitted under the following conditions:

- The Clerk has the sole discretion to determine the electronic means of participation of requesting members;
- All meeting facilities must enable the meeting participants and the public to hear and or watch and hear, each other. Members may participate electronically in both Open and Closed Council and Committee of the Whole Meetings including Special Meetings;
- The Chair is required to be present in person. If the Chair is participating electronically an alternate Chair will be determined by those present, typically the Deputy Mayor;
- Members participating electronically do count in establishing quorum provided they are visibly present for the session. Should a member be participating via teleconference only, they are not counted for quorum;
- To ensure that a quorum can be achieved, Members must notify the Clerk one day in advance of the meeting of their intent to participate electronically;

- Members may only participate electronically up to a total of four (4) meetings which includes Committee of the Whole and Council, in a calendar year (January-December) unless there are extenuating circumstances which have been approved by Council. Electronic participation does not remove the requirement for members under The Municipal Act s. 259 Vacancies, (1) (c) regarding being absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council;
- The intent is to have all Members of Council present for meetings whenever possible. Members are encouraged to attend meetings in person wherever possible;
- Members attending electronically may not have full visual access to all portions of the meeting including presentations, deputations and materials presented in person at the meeting. The Clerk will circulate such documents following the meeting;
- Members must connect electronically to the meeting no later than 10 minutes prior to the commencement of the meeting to allow the Clerk ample time to ensure connectivity and advance preparation of the meeting;
- Members attending electronically must advise members of Council if they need to disconnect from the meeting for any reason at any time by indicating to the Chair of their departure. The Clerk shall record in the minutes the time the member left the meeting. In the event connection is lost during any meeting, the member shall attempt to reconnect to the meeting without disruption to the meeting. In the event a reconnection does not occur the member attending electronically shall be considered to have left the meeting at the point of disconnection;
- The member shall be allowed to vote, and their vote will be required to be verbally announced. The Chair shall recognize electronic participants by requesting a verbal 'aye or nay' vote in the event of voice attendance only, or a raised hand in the event of visual attendance. This shall be followed at the end of the vote of members in attendance. Electronic members need to ensure they address the Chair by vocalizing their request for discussion prior to the vote called;
- Members need to present in a manner similar to being present in the open meeting. They are responsible for ensuring there is no background noise at their location that would interfere with the meeting. Audio should be muted at all times except for when addressing meeting attendees;
- Members must adhere to the Rules of Order in this Procedural bylaw when attending in an electronic format and all decorum and rules apply while attending remotely;
- The Clerk may provide for electronic participation of staff including electronic participation of the Clerk where necessary.

2.12 Electronic Participation by Members during an Emergency

In the event of an emergency declared by the Premier, Cabinet or the Municipal Head of Council under the Emergency Management and Civil Protection Act, members may, where deemed necessary by the Mayor or Clerk, meet in an electronic meeting for the purposes of conducting the business of Council.

Under the emergency provision, members may participate in both open and closed sessions in the electronic format. It is permitted, when deemed necessary, for all members to participate remotely.

Members participating electronically count towards quorum and are permitted to vote.

Meetings held under this provision would still be required to follow existing meeting rules

including providing of notice of meetings to the public, maintaining meeting minutes, and subject to certain exceptions, that meetings continue to be open to the public.

The Mayor, in consultation with the Clerk, may exclude members of the public, including deputations, depending on the nature of the emergency.

In the event that members of the public are not permitted to attend a meeting in-person due to the emergency, and electronic participation of the public cannot be facilitated, the public will be requested to provide their comments in writing to the Clerk prior to the meeting and the comments will be distributed to members of Council. In the event the Clerk believes that electronic participation by the public can be facilitated, then the Clerk shall make this option available upon receiving a written request to appear as a delegation. The remainder of the regular rules for delegations as set out in this bylaw shall apply.

Where circumstances allow, meetings will be live streamed or recorded and made available following the meeting.

The Clerk may provide for electronic participation of staff including electronic participation of the Clerk where necessary.

During a state of emergency, the provisions of this section pertaining to electronic participation applies. Once the emergency has ended, regular meeting rules apply including the regular electronic meeting provisions

2.13 Cell phones/ Smart Phones

All phones are required to be turned to vibrate during all Council and Committee meetings. This applies to all Members, Staff, Media and the public.

2.14 Council Member Announcements

Member announcements are limited to two (2) minutes each. Announcements will not be recorded in the minutes.

2.14 Staff at Council and Committee of the Whole Meetings

Senior Leadership Team Members who have agenda items to present are expected to attend the Committee of the Whole meeting but not the Council meeting unless otherwise requested by the CAO. If a member wishes a Senior Leadership Team Member who does not have an agenda item to attend a meeting, the member shall so notify the CAO by 12 noon on the working day prior to the meeting to make such request. It is the sole discretion of the CAO to direct that staff person to attend.

2.15 Proper Address for Members of Council/Administration/Public:

(a) The Mayor shall be addressed as: "MAYOR (surname inserted) or (first name and surname) as requested", or, alternatively, as "YOUR WORSHIP".

(b) The Chair of Committee of the Whole shall be addressed as CHAIR (insert surname) or alternatively CHAIR (first name and surname) as requested.

(c) All other Members are to be addressed as: "COUNCILLOR (surname inserted) or alternatively COUNCILLOR (first name and surname) as requested".

(d) Members of Administration shall be addressed as: "TITLE" or 'CITY OFFICIAL" (surname inserted) (i.e. City Manager (surname inserted) Clerk (surname inserted) Alternative Title or

City Official and (first and surname) as requested.

(e) Presenters/Deputants shall be addressed as 'PRESENTER/DEPUTANT' (surname inserted) or (first name and surname) as requested)

Part 3 – Giving of Public Notice & Scheduling of Meetings

3.1 Meetings – Open to the Public

All meetings of Council shall be open to the public and held at the Council Chambers at City Hall, One Main Street South, unless otherwise advertised.

3.2 Public Notice and Contents

The published agenda shall be considered as adequate public notice and deemed to have been given by its being posted on the website (www.kenora.ca) and available for public review in the office of the City Clerk no later than 4:00 p.m. on the applicable business day preceding the regularly scheduled meeting.

Every notice of a meeting of Council or Committee shall indicate the day, date, time and place of commencement of the meeting.

3.3 Public Notice – Special Meetings of Council or Committee of Council

A minimum of **twenty-four (24)** hours public notice shall be given (see exception in Section 3.7) prior to the holding of the special meeting, typically held in Council Chambers. The advance public notice shall be given to Council, appropriate staff, the affected parties, the public, and shall state the specific business to be considered at the special meeting.

Notice of the special meeting shall be posted on the Portal at least twenty-four (24) hours preceding the meeting, as well as advertised in the media at the Clerk's discretion as to the appropriate form of media publicity.

No other business than that stated in the Notice, and subsequently on the agenda, shall be considered at a special meeting.

For purposes of a Special Council Meeting, the Rules of Order contained herein with respect to the reading of the blessing, confirming previous Minutes, etc. are deemed to be suspended, unless a majority of the members deem otherwise.

3.4 Public Notice – Closed Meetings

If it is necessary for a closed meeting to be held that is not on a regularly scheduled meeting date, a minimum of **twenty-four (24)** hours public notice shall be given prior to the holding of an In-Camera meeting not already provided for on any meeting agenda where notice is deemed to have been given. The advance public notice shall be given to Council, appropriate staff, the affected parties, the public, and shall state the general nature of business to be considered.

3.5 Public Notification – Other Meetings

Notice shall be given for any meeting, open or closed, and such notice shall be determined by the Clerk in accordance with this by-law.

3.6 Public Notice – Adoption of Procedural By-law

Before passing a Procedural By-law, or amendment, the Council shall give notice of intention to pass such by-law by providing notice on the applicable agenda preceding the meeting, subsequently posted on the Portal.

3.7 Emergency or Disaster – Notice not Required

In the event of a disaster or emergency as defined in the Emergency Plan, an emergency meeting may be held without notice to deal with the emergency or extraordinary situation, provided that an attempt has been made by the Chief Administrative Officer and/or Clerk or Clerk's designate, to notify the Members about the meeting as soon as possible and in the most expedient manner available.

3.8 Minimum Requirements

The notice requirements set out in this by-law are minimum requirements only and the Clerk may give notice in an extended manner if in the opinion of the Clerk and/or Member of Council, the extended manner is reasonable and necessary in the circumstances.

3.9 Subordinate to other required Forms of Notice

The notice requirements set out in this by-law shall be subject to any specific requirements for the fixing of notice as prescribed by legislation or as directed by Council.

Schedule of Meetings

3.10 Inaugural - December - Time Chosen

Following the municipal election, the Inaugural Meeting shall be held on the Fifteenth day of November at 5:00 p.m. in City Hall Council Chambers.

3.11 Regular Council - Monthly - Time

Following the Inaugural Meeting, regular Council meetings shall be held in the Council Chambers at City Hall, as established annually by Council in December of the previous year, or earlier, and posted publicly. Meetings are typically held the third ~~Wednesday~~ Tuesday of the month, but are amended from time to time as required. August meetings are suspended unless a special meeting is required.

3.12 Committee of the Whole Meetings

Committee of the Whole meetings shall be held in the Council Chambers at City Hall, as established annually by Council in December of the previous year, or earlier, and posted publicly. Meetings are typically held the second ~~Wednesday~~ Tuesday of the month, but are amended from time to time as required. August meetings are suspended unless a special meeting is required.

3.13 Municipal Elections - Meeting Time - Exception

Notwithstanding any other provision of this by-law, in the month in which a regular municipal election is held, the Council shall not meet in that month, unless required in accordance with Section 3.3.

3.14 Calling of Special Council or Committee of the Whole Meetings

The Mayor or designate may, at any time, call a special meeting of Council or Committee of the Whole, or upon receipt of a petition signed by a majority of the members, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition, in accordance with the notice provisions contained in this Section.

3.15 Cancellation/Postponement of Meeting - Notice by Clerk

Any meeting may be cancelled or postponed and re-scheduled to a day, time and place. Such changes shall be given in the form of a written notice by the Clerk, provided at least 24 hours' notice can be given, or if known in advance, Council shall adopt a motion for this purpose.

If the 24 hour advance notice cannot be provided for whatever reason, the Clerk shall attempt to notify the Members and the general public as soon as possible and in the most expedient manner available.

Part 4 - Closed Meetings**4.1 Criteria & Procedure – Closed (In-Camera) Meetings**

Meetings shall be closed to the public as provided for in the Municipal Act, 2001, as amended (see Appendix A to this by-law).

4.2 Electronic Participation

Where members are participating electronically, each member will be requested by the Clerk at the start of the meeting to confirm they are alone in the room they are participating and that no other individual may hear proceedings of the confidential in-camera session. This confirmation will be recorded in the minutes to emphasize the importance of confidentiality of the session.

4.3 Motion to move into Closed Meeting

Prior to Council/Committee resolving into a Closed Meeting for one of the reasons in accordance with the Act as noted above, Council shall state by motion:-

- a) the fact of holding the Closed Meeting and the provision under the Act;
- b) the general nature of the matter to be considered.

4.4 Closed Items to be included on Open Agenda

Before Council or a Committee moves into a closed meeting, a public motion authorizing the closed meeting and stating the general nature of the matter or matters to be considered at the closed meeting shall be passed; no additional matters shall be considered by Council or Committee at the closed meeting.

4.5 Closed Meeting Reports/Agendas/Minutes

Closed Meeting Reports shall be so marked and attached to the closed agenda and circulated to Council prior to the regular Council or Committee of the Whole meeting.

Closed Meeting Agendas and Minutes shall be so marked and circulated by either the Clerk or Deputy Clerk and identified with a coloured background. Closed Agendas and Minutes shall be emailed directly to Council, the CAO. The Clerk shall file the Closed Meeting Minutes in the Clerk's office vault.

4.6 Motions permitted in Closed Meeting

A vote may not be taken at a meeting which is closed to the public, with the exception of motions for procedural matters such as confirming minutes and adjourning the meeting, as well as written motions for giving directions or instructions provided such direction is not a decision by the Council or Committee.

4.7 Moving out of Closed to Regular Meeting to Vote

Members shall adjourn from the Closed Meeting and reconvene in the Open Meeting to report from the Closed Meeting and to vote, if necessary, on any motion. Such motions pertaining to direction and action from the Closed Meeting shall provide as much detail as possible for reporting out to the Open Meeting, and if applicable, identifying the specific staff position required to follow-up on the recommended course of action set out by Committee or Council, as the case may be, from the Closed Meeting.

4.8 Minutes – Closed Meeting

Closed Meeting Minutes shall be formatted with a coloured background so they are distinguishable from Regular Minutes.

For the purpose of a Closed Meeting, the Clerk or Recording Officer shall record the following, without note or comment:

- i) The starting time of the closed meeting and fact of the holding;
- ii) All those in attendance;
- iii) Any Declarations of Pecuniary Interest & general nature thereof;
- iv) Any Closed Deputations
- v) The general nature of the matter considered at the closed meeting;
- vi) Approval of previous Closed Minutes
- vii) Personal information shall not be recorded;
- viii) The disposition of the matter;
- ix) Reports/recommendations to be moved into Open Meeting for a vote;
- x) The concluding time of the closed meeting.

4.9 Closed Meeting Chair – Deputy Mayor

The Deputy Mayor shall be the Presiding Officer/Chair as the case may be for Closed Council/Committee Meetings and who shall give their report to Council/Committee when they return to the regular meeting to consider the disposition of the matter by voting on a motion. In the event the Deputy Mayor is not present, the previously appointed Deputy Mayor shall act in their place.

In the event that previous Deputy Mayor is not present, members present will mutually appoint the Chair prior to the start of the meeting.

4.10 Closed Meeting Investigation – Report

If the municipality or local board receives a report under Subsection (10) of Section 239.2 of the Municipal Act, 2001 the municipality or local board as the case may be, shall pass a resolution stating how it intends to address the Closed Meeting Investigator's report

Part 5 - Proceedings - Council Meetings**5.1 Agenda – Established by Clerk**

The Clerk, subject to such changes as may be appropriate in the circumstances, shall prepare for electronic distribution of the agenda to each Council Member, the Chief Administrative Officer and all Directors (including any staff/media requesting same), and posting on the Portal (www.kenora.ca) for public review no later than 4:00 p.m. on the applicable business day preceding the regularly scheduled meeting outlining the "Order of Business" as follows:

5.2 Regular Order of Business:-

1. Call to Order
2. L a n d A c k n o w l e d g e m e n t ~~/Blessing~~
3. Public Information Notices
4. Declarations of Pecuniary Interest & General Nature Thereof
5. Consent Agenda
5. Confirmation of Previous Minutes
6. Presentations
7. Deputations
8. Additions to Agenda (urgent only)
9. Appointments
10. Items from Committee of the Whole
11. Housekeeping Resolutions
12. Tenders
13. By-laws
14. Notices of Motion
15. Proclamations
16. Announcements (non-action)
17. Adjournment (to Closed Meeting, if required)
18. Business arising from Closed Meeting (if applicable)
19. Close Meeting

5.3 Call to order - quorum present

As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Mayor.

5.4 No Quorum

If no quorum is present one half hour after the time appointed for a meeting of Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting. A quorum for meetings for the purpose of Council shall be a majority of the total members, or, the presence of at least four (4) Members

Should any Council Member in attendance make a Declaration of Pecuniary Interest thereby reducing the number present to less than a quorum, the meeting may continue.

5.5 Declaration of Pecuniary Interest – Duty of Member/Completion of Form

Members shall comply with the Municipal Conflict of Interest Act, and in accordance with the Act any Member shall disclose any direct or indirect pecuniary interest as follows:-

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall remove themselves from the table by stepping back and moving to a different part of the room, but is not required to leave the room;
- (d) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

At the applicable meeting, a Member shall complete and read from the necessary Declaration Form regarding their Declaration of Pecuniary Interest and shall provide the form to the Clerk for recording it in the Minutes (see Appendix B to this by-law).

All Declarations shall be recorded exactly as submitted by the member by the Clerk accordingly both in the Minutes and on any applicable resolution. The Clerk, as soon as reasonably possible following the meeting, shall add the declaration to the Council Registry which will be publicly posted on www.kenora.ca for public inspection. The Clerk shall maintain a copy of each statement filed by the member.

No Member shall request any staff member for their opinion or to comment on whether or not the Member has a Pecuniary Interest, whether direct or indirect. Members may seek a legal opinion as to whether they may or may not have a Pecuniary Interest on a particular matter.

5.6 Minutes

The Minutes of the Council shall be taken by the Clerk or designate, and shall consist of a record of all proceedings taken during a Council meeting pursuant to the Municipal Act, 2001, as amended. The Clerk or designate shall record, without note or comment, the following information for the purpose of the official Minutes:

- Date, place and time of meeting
- Name of the Presiding Officer
- Members both present and absent (regrets)
- Identify any members participating electronically
- Member who reads the Land Acknowledgment/Blessing
- Member who makes a Declaration of Pecuniary Interest & General Nature Thereof
- Any public deputation including the name of the person/group
- Follow up discussion/direction to staff on a particular matter
- Recorded Votes
- Notices of Motions
- Announcements
- Proclamations
- Time of Adjournment/Close of Meeting

5.7 By-laws

By-laws shall be introduced in the applicable section on the Council agenda. If applicable, by-laws of an urgent nature that fall under 'additions to the agenda' may be considered and presented with the additional item under that section of the meeting, provided they are in accordance with the Notices of Motion bylaw.

5.8 Three Readings required before Enactment

Every by-law shall receive three readings (first, second and third) by Council before being enacted. By-laws may be presented for one or two readings at the direction of Council or staff prior to the Council Meeting depending on the nature of the by-law.

In accordance with this Section, authorization is given to dispense with the actual reading of the by-laws and that only the titles of each by-law shall be read within the applicable motion.

5.9 Curfew – Regular Council Meetings

Council shall adjourn no later than three (3) hours past commencement of the usual five(5) o'clock meeting time, typically before the hour of three (3) o'clock in the evening, unless otherwise ordered by a unanimous vote of members present.

Part 6 – Rules of Conduct and Debate

6.1 Order - decorum - maintained - Mayor

The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

6.2 Mayor - speaking on motion - to leave Chair

The Mayor may answer questions and comment in a general way without leaving the chair, but if he/she wishes to make a motion or to speak on a motion by taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the chair, and shall designate another member to fill his/her place until he/she resumes the chair.

6.3 Member Speaking - recognition by Mayor - required

Before a member may speak to any matter, he/she shall first be recognized by raising their hand to be addressed by the Mayor. When a member is participating electronically, the member must endure to speak when it is most appropriate and other members have completed their discussion by verbally or visually indicating to the Mayor that they wish to speak.

6.4 Speaking - order - determination

When two or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.

6.5 Disruption - Council - by member - prohibited

A member shall not disturb the Council by any disorderly deportment.

6.6 Disruption – Electronic Participation

A member shall not participate electronically where rules of order and decorum are not respected and adhered to. Should the electronic participation of a member be deemed disruptive to a meeting, the Mayor may instruct the Clerk to terminate the electronic participation by that member provided the Mayor has advised the member that the participation/actions are disruptive to the meeting.

6.7 Offensive language - insults - prohibited

A member shall not use profane or offensive words or insulting expressions.

6.8 Disobedience - rules - points of order - prohibited

A member shall not disobey the rules of the Council or a decision of the Mayor or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

6.9 Leaving seat - disturbance during vote - prohibited

A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

6.10 Interruption - speakers - exception

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

6.11 Leaving meeting - not to return - Mayor informed

A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Mayor.

6.12 Disorderly conduct - member to be removed - question

In the event that a member persists in a breach of the rules prescribed in this by-law, the Mayor has the sole discretion to order the member to leave his/her seat for the duration of the meeting.

6.13 Apology - member to resume seat - by permission

If the member apologizes, the Mayor, with the approval of the Council, may permit him to resume his/her seat.

Part 7 – Motions in Council**7.1 Motions in Writing**

All substantive motions introduced to Council shall be in writing.

7.2 Addressing Council

Members shall rise to read motions presented to Council.

7.3 Disposition of motion

Every motion in Council must be voted on and either carried, defeated, or deferred before any other motion (other than a motion to amend), can be introduced; deferred; amended, etc.

7.4 Motion to Defer (later in same meeting)

This motion provides a mechanism whereby a motion can be set aside and taken up again at any time later in the meeting by moving a procedural motion to resume consideration of the matter.

- Motion is not debatable
- Is not amendable
- Approval requires a two-thirds majority of votes cast

7.5 Motion to Defer (to subsequent meeting)

This motion enables the discussion of a substantive issue to be put off to a subsequent meeting.

- Motion shall state the substantive issue and the date and/or time of the postponement
- Is debatable only with respect to the date and time
- Must have a seconder
- Amendments restricted to the stated date/and or time
- Approval by majority.

7.6 Motion to Defer Indefinitely

This motion provides a mechanism whereby an issue can be fully discussed, although no decision is to be taken.

- Is debatable and is not restricted so substantive issue can be fully discussed
- Approval by majority.

7.7 Motion to Amend

- Shall be presented in writing;
- Shall not negate the main motion;
- Shall receive disposition of Council before a previous amendment or the question;
- Shall not be further amended more than once, provided that further amendment may be made to the main question;
- Shall be relevant to the question to be received;
- Shall not be received proposing a direct negative to the question;

- May propose a separate and distinct disposition of a question;
- Shall be put in the reverse order to that in which it is moved.

7.8 Motion to Withdraw

A motion shall only be withdrawn by the Mover and Seconded, and only with the consent of the majority of Council.

7.9 Ultra Vires Motion

Council shall not consider a motion that is ultra vires (beyond its power of authority).

7.10 Motion to Reconsider

The following are the rules applicable to a motion to reconsider:

1. Shall be moved by a member voting on the prevailing side.
2. Shall not be debated;
3. Shall not be amended;
4. Shall not be considered if the action approved in the motion cannot be reversed;
5. Suspends action on the motion to which it applies until it has been decided.

No motion shall be reconsidered more than once during a period of twelve (12) months following the date on which the question was decided.

7.11 Motion to Refer

A motion to refer, or to refer back to a Committee or a member of staff with instructions may be put forth and amended but shall be disposed of by Council before the original motion or any other motion pertaining to the original motion.

7.12 Notice of Motion

A member may introduce a new matter by way of notice of motion. The notice of motion shall be read at a meeting of Council (not Committee) and then shall be placed on the next regular Council meeting Agenda by the Clerk, unless the Member otherwise states a specific Council meeting date.

A notice of motion when introduced is not moved or seconded but the motion shall be moved and seconded at the subsequent meeting, at which time it is then debatable/amendable.

7.13 Speaking to motion - limitation - subject - maximum 5 minutes

When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of five (5) minutes.

7.14 Speaking to motion – exception - vote - reply

A member shall not speak more than once to any motion, but the member who has made a motion shall be allowed to speak for a maximum of 5 minutes to answer any questions.

7.15 Motion - under debate - read - at any time

A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.

7.16 Motion under debate – questions – before vote

When a motion is under debate, a member may ask a concisely worded question of another member, or City Administration, through the Mayor prior to the motion being put to a vote by the Mayor in accordance with this by-law.

Part 8 – Voting by Council

8.1 Mandatory vote – all members

The Mayor and all Members present are required to vote by a CLEAR show of hands when a question is put forth, unless they have declared a Pecuniary Interest on a particular item.

8.2 Amendment to Motion - Voted on first

A motion to amend an amendment to a motion shall be voted on first.

8.3 Voting - order

Voting on the main motion and amending motions shall be conducted in the following order:

- (a) A motion to amend a motion to amend the main motion;
- (b) A motion (as amended or not) to amend the main motion; and
- (c) The main motion (as amended or not).

8.4 Motion to vote - immediately - after all have spoken

A motion shall be put to a vote by the Mayor immediately after all members desiring to speak on the motion have spoken in accordance with the provisions of this by-law.

8.5 Speaking - after motion - before vote announced

After a motion is put to a vote by the Mayor, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Mayor.

8.6 No vote - deemed negative - exception

Every member who is not disqualified from voting by reason of a Declaration of Pecuniary Interest shall be deemed to be voting against the motion if he/she declines or abstains from voting.

8.7 Secret voting - on motion - prohibited

The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

8.8 Result - announced

The Mayor shall announce the result of every vote, except in the case of a recorded vote in which the Clerk shall announce the result.

8.9 Result - disagreement - objection immediate - retaken

If a member disagrees with the number of votes for and against a motion as announced by the Mayor, he/she may object immediately to the Mayor's declaration and, with the consent of the Council, the vote shall be retaken.

8.10 Tie vote - deemed negative

When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

8.11 Recorded vote - When called for

Any Member present may request that a vote be recorded and shall call for a recorded vote immediately prior to, or following, the taking of the vote. Each Member present, except a Member disqualified from voting by any Act, shall announce his or her vote openly when asked by the Clerk. The Clerk shall request Council Members to announce their vote in alphabetical order, and then will request the Mayor to announce his/her vote last. The names of those who voted for and against shall be noted in the Minutes. If any Member does not advise of their vote, they shall be deemed as voting in the negative. The Clerk shall announce the result of the vote.

8.12 Recorded vote - all member to vote - exception

All members present shall vote when a recorded vote is called for, except when they have been disqualified from voting by reason of a Declaration of Pecuniary Interest.

8.13 Voting - number of members - calculation

In every vote/recorded vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:-

- (a) The number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act*, and
- (b) The number of seats that are vacant on the Council by reason of The *Municipal Act, 2001*, as amended.

8.14 Open Voting Only

No voting shall take place at any meeting that has been closed to the public in accordance with Section 239 of the Act, except as it may pertain to a procedural matter or for giving direction or instructions to municipal officials/employees.

8.15 Consent Agendas

If a Member declares a pecuniary interest on an item that is included on the consent agenda, the item will be considered under the heading "Matters Excluded from Consent Agenda".

8.16 Consent Agenda - Council Procedure

- a) The Chair will ask for a Motion to adopt all items on the consent agenda.
- b) Members will identify any items to be excluded from consent agenda for discussion under the agenda heading "Matters Excluded from Consent Agenda".
- c) A vote will be taken on the balance of the consent agenda items

Part 9 – Deputations

9.1 Addressing in Council

Any person desiring to present information or speak to Council at a Council Meeting shall have an opportunity to do so at the commencement of the meeting as provided for on the Agenda and will be announced by the Presiding Officer. The prescribed "Deputation Request Form" must be filed with the Clerk according to timelines noted on the prescribed form in advance. Such persons shall have no more than five (5) minutes at a Council meeting to address Members and no debate on any subject shall be engaged in by either Council or those providing the Deputation. The Mayor/Deputy Mayor may use their discretion should the five minute time-frame not be met.

If a Deputation Request (with or without the completed Request Form) is received at the commencement of a meeting, the discretion rests with the Mayor/Deputy Mayor as to whether or not the Deputation will be heard.

9.2 Addressing in Committee

Any person desiring to present information or speak at a Committee of the Whole Meeting shall have an opportunity to do so at the commencement of the meeting as provided for on the Agenda and will be announced by the Chair. The prescribed "Deputation Request Form"

must be filed with the Clerk according to timelines noted on the prescribed form in advance. Such persons shall have up to fifteen (15) minutes to address and exchange information with Council and Members may engage in dialogue with the person or persons. The Mayor/Deputy Mayor may use their discretion should the fifteen minute time-frame not be met.

If a Deputation Request (with or without the completed Request Form) is received at the commencement of a meeting, the discretion rests with the Mayor/Deputy Mayor as to whether or not the Deputation will be heard.

9.3 Deputation Request Form Necessary

A signed Deputation Request Form shall be submitted to the Clerk with a legibly written presentation provided before, during or following the deputation.

9.4 Deputation Request Form Deadlines

For Council Meetings: A Deputation Request Form shall be completed and submitted to the Clerk's Office before 10:00 a.m. on the day of a regular Council Meeting that sets out the topic to be addressed, together with the date of the meeting and the name and contact information (phone number, email address) of the person or group making such request.

For Committee Meetings: A Deputation Request Form shall be completed and submitted to the Clerk's Office no later than the Friday at 12 noon in advance of the requested Committee meeting to attend so that it can be included on the Committee of the Whole agenda.

For Special Council/Committee Meetings:

Typically deputations are not included on Special Meeting Agendas, and will be heard at the pleasure of the Mayor/Deputy Mayor, provided it relates to the subject matter on the agenda.

9.5 Curtailment of Time

The Head of Council or Deputy Mayor may curtail any deputation for disorder or any other breach of this by-law, and, if the Head of Council or Deputy Mayor rules that the deputation is concluded, the person or persons appearing shall withdraw.

9.6 Location

No person, except Council Members and authorized staff shall be allowed to come within the Council Members' seating location during a meeting without the permission of the Head of Council, Deputy Mayor or Clerk. The public is expected to speak from the lectern provided in Council Chambers to address Council.

9.7 Presentation in Person

All deputations must be conducted in person in the meeting room that the meeting is being conducted with the Mayor having discretion to permit deputations/presentations in another format.

9.8 Behaviour of Deputant

Deputation participants are attending a business meeting of Council and as such proper decorum is expected of all those in attendance. As may be necessary from time to time, the Mayor, Deputy Mayor or Clerk shall advise of the rules of order contained in this Section of the By-law to contingents of the public in attendance either observing or addressing Council, particularly on a sensitive issue.

Deputation participants are expected to sit in the general public seating area and present their information from the podium.

No Deputant shall:

1. Speak without first being recognized by the Presiding Officer or Chair
2. Speak disrespectfully of any person
3. Use offensive words or gestures, or make abusive comments,
4. Speak on any subject other than the subject stated on their Deputation Request Form
5. Disobey the Rules of Procedure or a decision of the Council or Committee

9.9 Conduct by the Public

Members of the public, who constitute the audience at a meeting, shall not:-

- Address Council or Committee without permission
- Bring signage, placards or banners into such meetings
- Engage in any activity or behaviour that would affect the deliberations
- Bring food into the Council Chambers or meeting unless so authorized
- Allow cellular phones to ring so as to disrupt the proceedings

9.10 Expulsion

The Presiding Officer or Chair may cause to expel and exclude any member of the public who creates any disturbance or acts improperly during a meeting of Council or Committee. If necessary, the Clerk may be called upon to seek the appropriate assistance from police officers for this purpose.

9.11 Recording of Deputation for the Minutes

The Clerk or designate shall record, without note or comment, a brief summary of a public deputation where no written deputation is presented, including the name of the person/group represented. Where a written deputation is presented it shall be duly noted in the Minutes that a written deputation was received, and filed with the Clerk for the public record.

9.12 Written Submission

Presenters are required to provide their speaking notes in advance of the meeting to the Clerk for purposes of the official record.

9.13 Deputations During Emergency Provision

Where electronic participation by Members is required during an emergency, delegations may be limited to written submission only. Delegations requests for meetings held during an Emergency will be reviewed as received and will be accommodated in the most reasonable manner at the time. The discretion lies with the Mayor and Clerk.

9.14 CAO - Directors or Applicable Staff - address to Council

Notwithstanding the provisions of Section 9.1 of this by-law, the City CAO, Directors or applicable staff to the subject being discussed shall be permitted to address Council and the person(s) making the deputation with advance permission of the head of Council.

9.15 Business - stated - matters - related to

Persons appearing before the Council shall confine their remarks to the business stated in their request.

9.16 Repetition - prevented - hearing declined - exception

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, the Mayor or Deputy Mayor may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting.

9.17 Appearance - previous - limitation - new information

Any person appearing before Council who has previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and subsequent appearances.

9.18 Deputations – Request of Council or Committee

From time to time it may be necessary for the Council or a Committee to invite a person, group or organization to attend a meeting to discuss a specific matter or issue. Unless otherwise required by law and the provisions of the Municipal Act, these deputations shall be open to the public.

9.19 Quantity of Deputations at a Meeting

Committee of the Whole meetings will permit up to 4 deputations per meeting on a first filed basis. For Council meetings, there will be up to 8 permitted deputations per meeting. It will be at the discretion of the Clerk, or Deputy Clerk, if additional deputations will be permitted to appear on the agenda at any particular meeting.

9.20 Petitions to Council

Should a member of the public wish to present a petition to Council on a particular matter, such petition must be presented at an open meeting of Council or Committee of the Whole through a deputation request and copies will be circulated to Members of Council by the Clerk.

9.21 Materials to Council

Any member of the public making a deputation to Council shall provide the Clerk with any records pertaining to their deputation. The Clerk will circulate to members of Council on their behalf. Any electronic copies should be forwarded to the Clerk in advance of the meeting.

9.22 Anonymous Correspondence to Council

Correspondence received by the City addressed to Council with no name and contact information attached to such correspondence will not be circulated to Council or filed for record.

Part 10 - Committee of the Whole**10.1 General and Notice**

All Members of Council are Members of the Committee of the Whole, a majority of which shall be required to carry the consensus to Council. Only Members of Council shall be entitled to vote.

Such Members may meet from time to time in addition to the times specified in this by-law as a Committee of the Whole for the purpose of considering any matter or thing referred to or brought before the Committee for consideration and/or report. Meetings of a Committee of the Whole may be called by the Mayor or Clerk whenever he/she considers it necessary or by a majority of Members provided appropriate advertising takes place with twenty-four (24) hours advance public notice, in accordance with the Notice provisions contained in this by-law.

10.2 Schedule of Meetings (Dates & Times)

Committee of the Whole meetings shall be held in the Council Chambers at City Hall, as established annually by Council in December of the previous year, or earlier, and posted publicly. Meetings are typically held the second ~~Wednesday~~ Tuesday of the month, but are amended from time to time as required.

10.3 Meetings – Special Committee of the Whole

Special meetings of a Committee of the Whole may be called by the Mayor or Clerk whenever he/she considers it necessary or by a majority of Members provided appropriate advertising takes place with twenty-four (24) hours advance public notice as provided for in Section 3 this by-law.

10.4 Meetings – Closed

A Committee of the Whole meeting, or any part thereof, may be closed to the public, provided the required notice has been given and such meeting does not contravene the provisions of the Municipal Act (as set out in Section 4.2 of this By-law). The Deputy Mayor shall chair the meeting.

10.5 Procedure - Modifications

The rules governing the procedure of the Council and the conduct of its members shall be observed in

Committee of the Whole meetings, with the necessary modifications.

10.6 Order of Business

The following sections shall be included on the Committee of the Whole Agenda:

- Land Acknowledgement and Blessing
- Notices in accordance with the Notice By-law provisions
- Declarations of Pecuniary Interest and General Nature Thereof
- Confirmation of Minutes
- Deputations/Presentations
- Reports from Administration
- Proclamations
- Announcements
- If required to move into a Closed Session, such items will be listed in a general nature for this purpose.
- Close Meeting

10.7 Points of Order – Decision by Mayor/Deputy Mayor

Points of order arising in a Committee of the Whole shall be decided by the Mayor or Presiding Chair.

10.8 Curfew – Committee of the Whole Meetings

The Committee of the Whole shall adjourn no later than four (4) hours past commencement of the usual nine o'clock (9:00 a.m.) meeting time, even in the event of a Deputation taking place during the meeting. The meeting shall not continue beyond the hour of one o'clock (1:00 p.m.) in the afternoon, unless otherwise ordered by a unanimous vote of members present. This does not include any hours spent in an in-camera meeting to resume to the open meeting.

10.9 Timing of Meetings

Subject to Statutory Holidays, vacation schedules, and conferences, etc., and unless otherwise recommended by the Clerk and so agreed to by Council and advertised with the appropriate public notice in accordance with this by-law, monthly Committee of the Whole shall be held as set out below. Should the meeting day fall on a Public Holiday, the Committee shall meet at the same hour the following day that is not a Public Holiday; when this occurs the ensuing Council meeting will also move to the following day at the same hour.

Second ~~Wednesday~~ Tuesday of every month, except August, between 9:00 a.m. and 1:00 p.m. (or otherwise advertised)

Committee of the Whole Meeting comprised of reports from the following Departments:

- Corporate Services & Finance (including any Human Resources items)
- Community Services
- Fire & Emergency Services
- Engineering & Infrastructure
- Development Services
- Economic Growth & Recovery

10.10 Staff Reports – Process and Deadline

All staff reports shall be completed by staff in the format identified by the Clerk.

Should Council wish to submit a report for consideration, the member of Council will discuss the matter with the CAO, and if deemed necessary, by direction of the CAO to the applicable staff, it will be prepared and submitted by the applicable Department staff on behalf of the Councillor.

Staff reports with the exception of Closed Meeting Reports, shall be uploaded by the applicable department by the deadline of 12 noon on the Tuesday (one week) prior to the Committee of the Whole meeting.

The CAO and/or Clerk as the case may be will then approve final report versions (or otherwise reject) together with the applicable information, attachments, etc. to allow the information to be released to Council for viewing/printing. Recommendations contained in the reports shall form the basis of the Committee agenda.

10.11 Reports - Publicly Posted on City Portal

Committee of the Whole meeting open reports shall be attached to the Committee of the Whole agenda as appropriate.

10.12 Late Committee Reports

Should an urgent matter arise where a staff report requires to be presented to Committee for action and the deadline has passed, the following process shall apply:

- Approval of the CAO, or designate, is required before the report can be added to an agenda or introduced at the meeting;
- If approved, the report shall be forwarded by the Clerk or CAO to members of Council. If time does not permit for emailing the report, it shall be presented at the applicable meeting with sufficient copies provided by the Department for Members of Council, CAO and Clerk;
- Late reports shall be posted to the Portal as soon as possible but only after Council has had an opportunity to review.

Part 11 – Other Committees of Council

11.1 Mayor – Ex-Officio Member – All Meetings

The Mayor shall be Ex-Officio of all Committees of the Council, shall not be counted for purposes of quorum but shall be entitled to attend, participate and vote.

11.2 Appointments of Committee Members

Committee appointments shall consist of only Council Members and shall be made by resolution of Council at its Inaugural Meeting, or as required from time to time.

11.3 Report Recommendations to Council

Directors with the responsibility of that area, or designate, or the CAO, shall present the report recommendations to Members at the Committee of the Whole meeting which items will then go forward to the Council Meetings for ratification whether supported or rejected.

11.4 Minutes

Minutes of the proceedings of various City Committee meetings shall be recorded and filed with the Clerk's office by an administrative appointed officer of the City and electronically circulated by that person to each Member of Council, the Chief Administrative Officer and the respective Department Lead (including any staff requesting same). The Clerk's Department shall post Committee Minutes on the Portal and will be included in minute listings for Council resolution support.

11.5 Curfew – Motion

Should the Committee not be able to carry out its business during the allotted time set out in this by-law, it shall be necessary to order, by a unanimous vote of members present, for the meeting to continue.

11.6 Procedure - modifications

The rules governing the procedure of the Council and the conduct of its members shall be observed in Committee meetings with the necessary modifications.

11.7 Council may establish Advisory Committees from time to time

While Advisory Committees are not bound by the Closed Meeting rules in the Municipal Act, Council encourages that Advisory Committees meet in public and only meet in Closed Session as may be required from time to time.

When Council establishes an Advisory Committee it shall be done by resolution, and shall set both the mandate and the term of the Committee. Appointments to an Advisory Committee shall also be by way of resolution. Any Terms of Reference shall be established by by-law.

Part 12 - Confirmatory By-Law**12.1 Proceedings – all matters**

The proceedings at every open and special meeting of Council shall be confirmed by by-law at the regular meeting of Council to which it applies (in the case of a special meeting it will be so confirmed at the next regular Council Meeting). This action is required so that every decision of the Council at that meeting and every resolution adopted at such meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted. A confirmatory by-law, when introduced, shall be taken as having been read and shall be voted on without debate.

Part 13 - Procedures – Public Hearings of Council**13.1 Agenda**

The Clerk, or designate, in accordance with the applicable Department, is to prepare the necessary agenda for the public meeting which could include but is not limited to a hearing for an Official Plan or Zoning By-law Amendment (which may be done at the Committee of the Whole level), requirements under the Notice By-law, the Rental Housing Protection Act or Municipal Licensing Appeals.

13.2 Timing of Meetings

Public meetings required to be held by Council in accordance with various legislation will be scheduled following regular meetings of Council or Committee of the Whole at a time to be determined, and held in Council Chambers, from time to time there may be more than one Public Meeting scheduled and the times are to be slotted accordingly by the Clerk, based on the same timetable; however these meetings should be scheduled in such a way as to not interfere with the holding of the regular Committee/Council meeting. Public Meetings as they relate under the Planning Act may be held prior to or following the Committee of the Whole regularly scheduled meeting, or Council if necessary.

13.3 Minutes

The Clerk, or designate is to record the date, time, place, reason for meeting, and persons in attendance, together with the following:

- Presiding Officer, to advise why public meeting is being held;
- Clerk to confirm sufficient notice was provided in the opinion of the Clerk;
- Presiding Officer to ask if anyone wishes to receive written notice of the adoption of the Bylaw(s) to leave name with Clerk;
- Presiding Officer to ask if anyone wishes to express any view on the amendment(s) or matter the matter;
- Report to be given describing amendment(s) or matter at hand;
- Presiding Officer to ask if anyone wishes to speak in favour or in opposition to the amendment(s) or matter;
- Presiding Officer to ask if there are any questions;
- Presiding Officer to declare public meeting closed.

Part 14 – Severability

14.1 Each and every one of the provisions of this By-law is severable and if any provision of this By-law should, for any reason, be declared invalid by any Court of competent jurisdiction, it is the intention Council that each and every one of the then remaining provisions of this By-law remain in full force and effect.

Part 15 – Enactment

15.1 Repeal & Effective Date

That upon enactment of this By-law which shall come into force effective, By-law Number 102-2022, as amended, shall be repealed.

By-Law Read a First & Second Time this ~~20th day of December, 2022~~

By-Law Read a Third & Final Time this ~~20th day of December, 2022~~

The Corporation of the City of Kenora:-

Andrew Poirier, Mayor

Heather Pihulak, City Clerk

Appendix “A” to By-law Number 157-2022

Section 239 Excerpt from the Municipal Act for permitted purposes to moving into Closed Meetings;

- ✓ The security of the property of the municipality or local board;
- ✓ Personal matters about an identifiable individual, including municipal or local board employees;
- ✓ A proposed or pending "acquisition" of land for municipal or local board purposes;
- ✓ For the disposition of land;
- ✓ Labour relations or employee negotiations;
- ✓ Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- ✓ The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- ✓ A matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- ✓ If the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act;
- ✓ Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- ✓ A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- ✓ A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- ✓ A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Section 239 (3.1) – Educational or Training Sessions

- ✓ A meeting of a council or local board or of a committee of either may be closed to the public if the following conditions are both satisfied:-
 1. The meeting is held for the purpose of educating or training the members.
 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Appendix 'B' to By-law Number 157-2022**Declaration of a Pecuniary Interest**

(To be completed by the Member and submitted to the Clerk at the same day meeting the pecuniary interest is being declared).

Date: _____

I, _____, am declaring direct or indirect pecuniary interest as it relates to Agenda Item number _____, regarding _____

1. My pecuniary interest is:

Direct _____ OR Indirect _____

2. Relates to:

Myself _____ My Spouse _____ My Child _____ A Parent _____

3. The nature of my interest is as follows:-

Print Name _____ Signature _____

Date Submitted to Clerk _____

*This declaration will form part of the Registry following the meeting in which it was declared.



October 11, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Greg Breen, Director of Engineering and Infrastructure

Re: Traffic Bylaw Amendment – No Parking and Rate of Speed

Recommendation:

That Council hereby approves an amendment to the Traffic Regulation By-law Number 180-2015, Schedule "B" – No Parking Tow Away Zones for First West Bay Road and Schedule "T" – Rate of Speed for Coker Road; and further

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

Background:

Transport Canada delivered a letter of non-compliance to the City of Kenora in July 2023 regarding the north-west visibility of the rail signals on First West Bay Rd due to vegetation and a parked vehicle blocking the view of the signals. Administration proposed the implementation of a 'no parking' area and a reduced speed limit to comply. This proposal was accepted by Transport Canada.

Secondly, in accordance with Council's July 2023 approval to re-open the Coker Road following Stantec's Geotechnical Assessment Report, Administration followed up with Stantec for recommendations related to the reopening. Stantec recommended that the speed limit on the re-opened section be reduced to 30km/h to minimize traffic impact and help preserve the road condition.

Amendments to the bylaw are now required to bring these changes into compliance with the bylaw.

Schedule B – No Parking Tow Away Zone

Add:

STREET/HIGHWAY	LOCATION	SIDE	Time
First West Bay Road	From West Bay Road North for 115 m to Rail Tracks	North	Anytime

Schedule T – Rate of Speed

REMOVE:

STREET	LOCATION	MAXIMUM SPEED Kilometers per Hour
Coker Road	From Redditt Rd to Bridge at Deacon Creek	60

ADD:

STREET	LOCATION	MAXIMUM SPEED Kilometers per Hour
First West Bay Rd	From West Bay Road North for 115m to Rail Tracks	25
Coker Road	From Kelly Road to 400 m east of Kelly Road	30
Coker Road	From Redditt Road to Kelly Road	60
Coker Road	From 400 m east of Kelly Road to Bridge at Deacon Creek	60

Budget: N/A

Risk Analysis: There is a low risk associated with this report. The changes improve driver visibility and support preserving road conditions in trade for a minor increase in travel time.

Communication Plan/Notice By-law Requirements: By-law required; new signage required in the applicable areas.

Strategic Plan or another Guiding Document:

Goal 1.2 – Ensure well maintained and financed City Infrastructure.



Schedule T
Add Section of 25 km/h
First West Bay Road
From West Bay Road north for 115 m to Railway Tracks

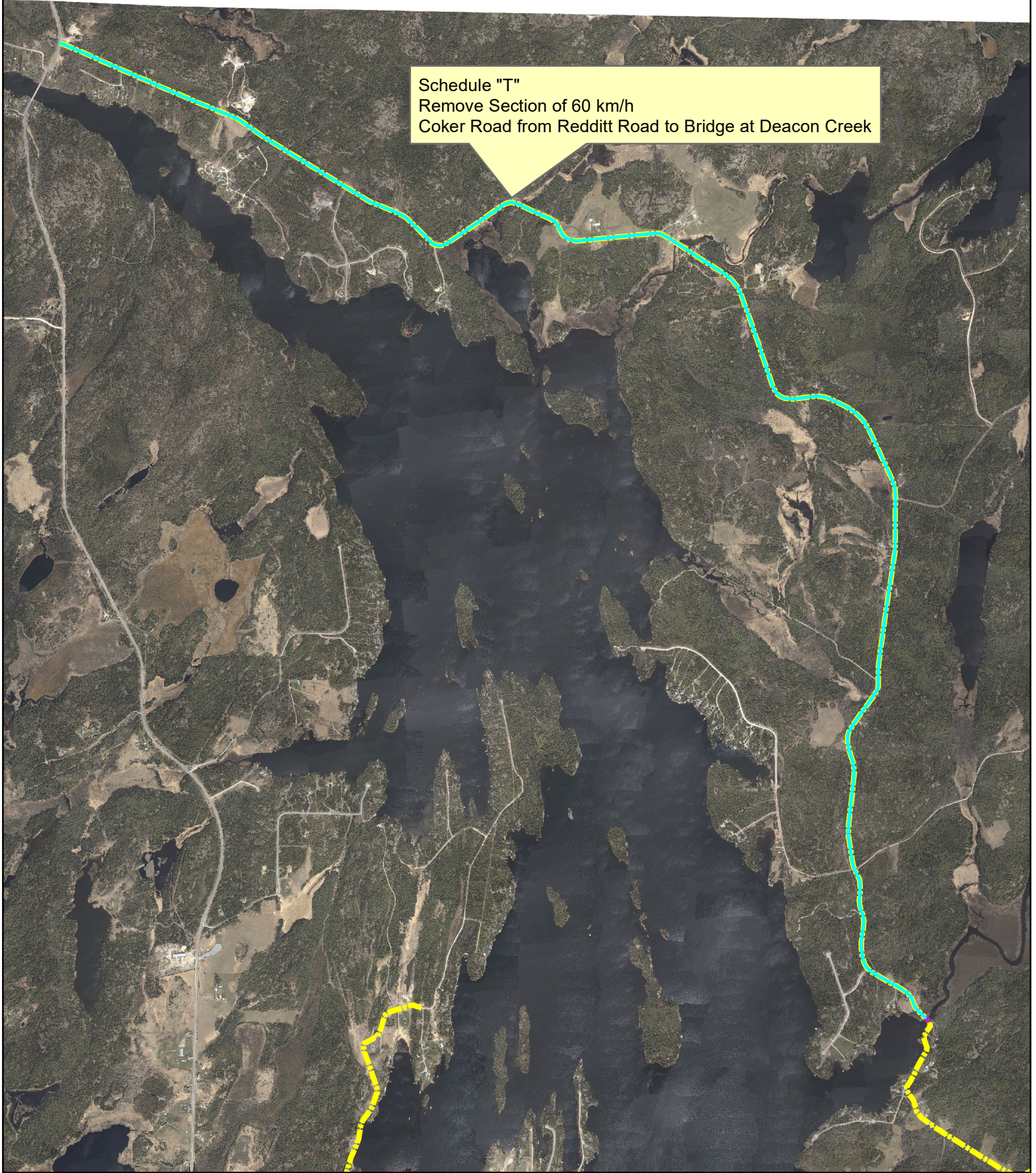
1st West Bay Rd

Schedule B
Add Section of No Parking
First West Bay Road
From West Bay Road north for 115 m to Railway Tracks
North Side
Anytime

2nd West Bay Rd

West Bay Rd

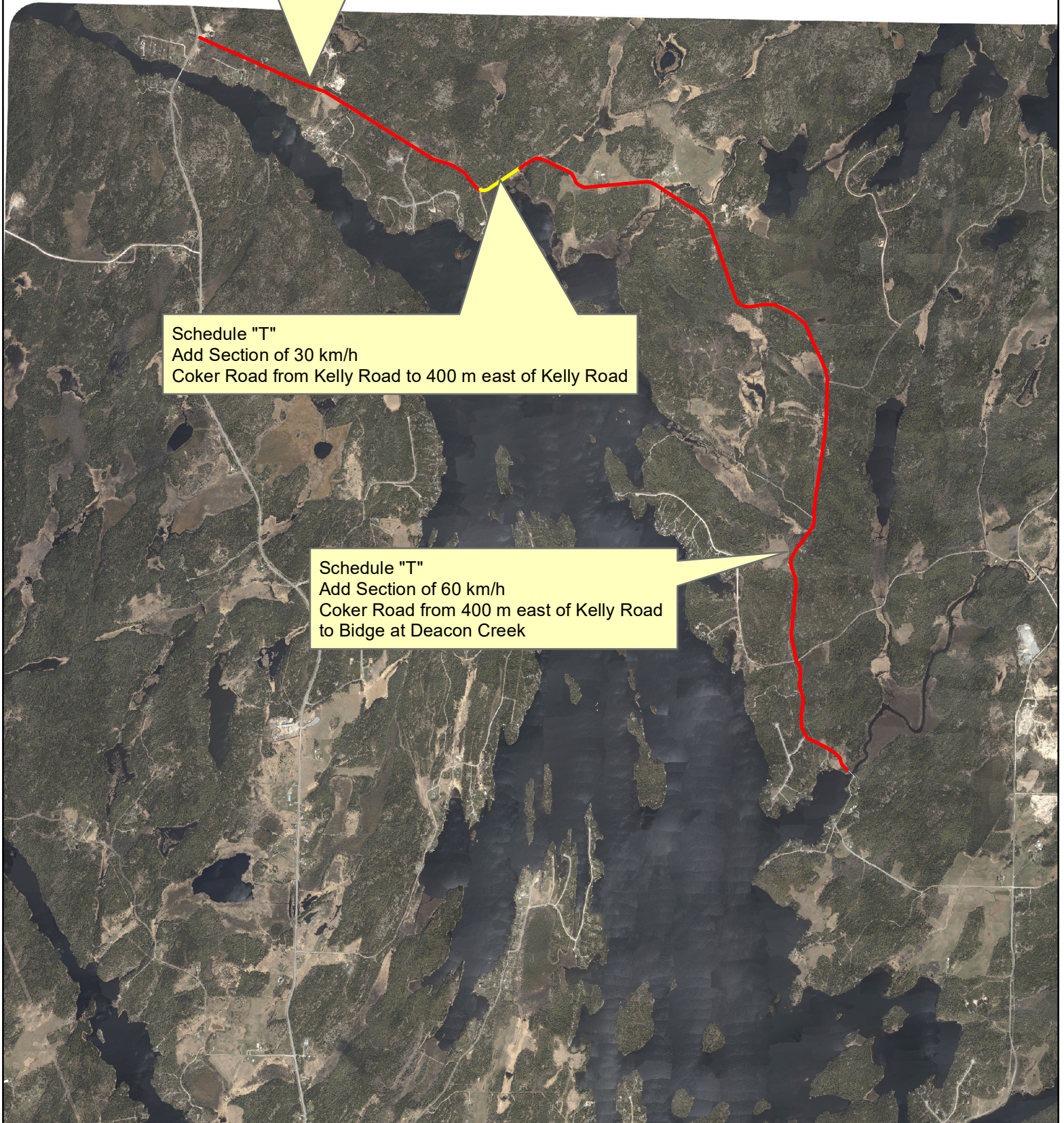
Schedule "T"
Remove Section of 60 km/h
Coker Road from Redditt Road to Bridge at Deacon Creek



Schedule "T"
Add Section of 60 km/h
Coker Road from Redditt Road to Kelly Road

Schedule "T"
Add Section of 30 km/h
Coker Road from Kelly Road to 400 m east of Kelly Road

Schedule "T"
Add Section of 60 km/h
Coker Road from 400 m east of Kelly Road
to Bidge at Deacon Creek





October 11, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Andrew Smith, General Manager of Recreation and Culture

Re: Recreation Cancellation and Refund Policy #CS-1-5

Recommendation:

That Council hereby adopts a new Recreation Cancellation and Refund Policy, CS-1-5, to support a fair and equitable process for refunds and cancellations for staff and facility users; and further

That Recreation Cancellation and Refund Policy #CS-1-5 form part of the City's Comprehensive Policy Manual; and further

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

Background:

The Moncrief Construction Sports Centre, Bowman Electric Keewatin Memorial Arena, all rentable baseball fields and parks require a Council approved policy to administer refunds for approved reasons.

Additionally, cancellations and rescheduling often occur for numerous reasons, and providing clear, consistent directions to staff will allow for smoother customer service.

This policy outlines the causes of cancellation that may trigger a refund and the process that must be followed to make the request.

Budget: By providing detailed refund guidelines, there will be a reduction in administrative fees associated to merchant fees accrued by the City of Kenora, as each time a refund is given through debit and credit terminals, the City is charged a fee.

Risk Analysis: There is a low risk associated with this report. It will provide clear, concrete guidelines for staff, administration, and facility users.

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

Strategic Plan or other Guiding Document: 2022 Parks and Recreation Master Plan

Recreation Cancellation and Refund Policy



Section	Date	By-Law Number	Page	Of
Community Services	October 18, 2023	137-2023	1	8
Subsection	Repeals By-Law Number		Policy Number	
Recreation Services	N/A		CS-1-5	

Purpose

To establish a policy for cancellations and refunds for the City of Kenora's Recreation department for facility booking, programs, and memberships.

Definitions

Act of God: A disaster, either natural or unnatural, that impedes the participation in a program and or rental. Acts of God are accepted at the discretion of the General Manager of Recreation and Culture or designate. Acts include, but are not limited to:

- Power surge and outage.
- Natural disasters such as earthquake and flood
- Unnatural disasters such as environmental spills, and large accidents such as a train derailment that impacts the community.

Administrative Fee: \$25.00 fee associated to administrative costs which include processing fee's and human resource costs.

Facility Rental: All room, arena dry pad, baseball field, park, tennis court and any other rentable space that the City of Kenora manages.

Ice Arena Rentals: Any rental of an arena in the Moncrief Construction Sports Centre and Bowman Electric Keewatin Memorial Arena where the ice is in the facility.

Inclement Weather: Any weather event that impedes participation in a program or facility booking. Inclement Weather is accepted at the discretion of the General Manager of Recreation and Culture or designate. Inclement weather includes:

- Snowstorms.
- Hail, tornados and thunderstorms.

- Extreme cold and heat.

Lessee: The person who rents a City of Kenora facility.

Membership: All facility membership options, including drop in memberships and month/year membership options.

Membership Hold: A hold placed on a membership until a set date.

Non-regular Games: All non-reoccurring games.

Practices and Scheduled Local Games: Games and practices that are regular weekly scheduled events.

Program: Any scheduled recreational opportunity the City of Kenora offers with an instructor or facilitator.

Special Event: Any event that requires the use of multiple facilities, any large facility such as dry pads and parks, or displaces regular bookings and or programs.

Tournaments: Three or more sport games during a day, or three games or more per day over multiple days.

Facility Rental Cancellations

Cancellations of facility rentals require seven (7) days notice, in writing, to the attention of the Community Programs Supervisor and/or designate.

Cancellations seven (7) days and under before the rental, the lessee will be required to pay the full rental fee.

Rescheduling seven (7) days and under before the rental, an administrative fee will be charged in addition to the rental fees.

Special Events

Cancellations of special events requires thirty (30) days notice, in writing, to the attention of the Community Programs Supervisor and/or designate.

In the event the special event lessee requests less time than the agreed upon original request, and the request has been submitted under the thirty (30) day minimum period, or they require to cancel the special event, the following will apply:

- Alterations 29 days to 15 days before the start of the special event, the lessee will be required to pay an administrative fee per day for any alterations.
- Alterations 14 days to 8 days before the start of the special event, the lessee will be required to pay 50% of the fee for all subtracted time.
- Alterations 7 days and under before the start of the special event, the lessee will be required to pay the full fees for all cancelled time.

If the special event is rescheduled, the following will apply:

- Rescheduling 29 days to 15 days before the start of the special event, an administrative fee will be charged, in addition to the full rental fees.
- Rescheduling 14 to 8 days before the start of the special event, 10% of the original fee will be charged, in addition to the rental fee.
- Rescheduling 7 days and under before the start of the special event, the lessee will be required to pay the full fees for all cancelled time.

Ice Arena Rentals

Ice arena cancellations must be completed and signed by a designated representative of the group and sent to the Community Programs Supervisor and/or designate fourteen (14) days in advance of all regular ice time.

There will be no rescheduling for regular ice time.

For cancellations fourteen (14) days and under before the rental, the lessee will be required to pay the full rental fee, unless the Community Programs Supervisor can find an alternative Lessee. In the event an alternative lessee is found, the original lessee will be charged only an administrative fee.

Ice Tournaments

Ice tournaments are subject to 30 days written notice for any cancellations.

If the tournament lessee requests less time than the agreed upon request under the thirty (30) day minimum, or they require to cancel the tournament, the following will apply:

- Alterations 29 to 15 days before the start of the tournament, the lessee will be required to pay an administrative fee for each day altered or cancelled.
- Alterations 14 to 8 days before the start of the tournament, the lessee will be required to pay 50% of the fee for all cancelled time.
- Alterations 7 days and under before the start of the tournament, the lessee will be required to pay 75% of the fee for all cancelled time.

Pools

Cancellations of pool rentals require seven (7) days notice, in writing to the attention of the Community Programs Supervisor and/or designate.

Cancellations of special events such as swim meets require thirty (30) days' notice, in writing to the attention of the Community Programs Supervisor and/or designate.

If the event lessee requests less time than the agreed upon original request under the thirty (30) day minimum, or they require to cancel the event, the following will apply:

- Alterations 29 days to 15 before the start of the event, the lessee will be required to pay an administrative fee per day for any alterations.
- Alterations 14 to 8 days before the start of the event, the lessee will be required to pay 50% of the fee for all cancelled time.
- Alterations 7 days and under before the start of the tournament, the lessee will be required to pay 75% of the fee for all cancelled time.

Facility rental cancellation exceptions

The following are accepted reasons to give an exception for associated cancellation fees:

- Inclement weather
- Random act of God
- The City of Kenora cancellation

Facility rental cancellation refunds

In the event of a prepaid event cancellation that has satisfied a cancellation exception, the lessee will be given a full refund by the method of payment they had made. The lessee will be given the option to receive a credit, where the lessee will be given a 2% credit on their original payment (not including HST) to be used at a later date.

Program Cancellations, Withdrawals and Refunds

Cancelled programs will result in a pro-rated refund. Refunds can be transferred into a credit for future use, or the participant can choose to receive a monetary refund to the method of payment they had used. The participant will be given the option to receive a credit, where the participant will be given a 2% credit on their original payment (not including HST) to be used at a later date.

Programs, events and activities may be cancelled based on the following circumstances:

- Inclement weather conditions
- Insufficient registration

- Unforeseen safety considerations
- Facility and/or equipment problems or closures
- Instructor or facilitator illness and/or unavailability

Program Withdrawal

Participants will receive a full refund if they withdraw from a program or class five (5) business days or more prior to the program start date for a full refund. If the participant withdraws from a program less than four (4) business days prior to its start date, there will be no refunds.

In the event of an active waiting list, and the program spot can be filled, a refund will be administered with an administrative fee charged to the participant.

In the event of withdrawal for personal reasons, if the request is received four (4) days or less days before the start of the program, the following will be considered, but not guaranteed, by the Community Programs Supervisor in form of a written request from the participant:

- Dissatisfaction with class offerings
- Injury or prolonged illness

If the Community Programs Supervisor deems the personal reason applicable, a pro-rated refund will be administered, or a pro-rated credit with an additional 2% credit added to their account.

Summer Camps

Participants will receive a full refund if they withdraw from a session seven (7) days or more prior to the program start date for a full refund. If the participant withdraws from a session less than five (5) business days prior to its start date, the participant will receive a 25% refund.

In the event of an active waiting list, and the camp spot can be filled, a refund will be administered with an administrative fee charged to the participant.

Facility Membership Refunds

Acceptable refund requests for memberships will be accepted for the following reasons:

- Proof of a medical recommendation from a medical practitioner.
- Human error, such as purchased membership for full price when there was a cheaper option such as senior pricing.

For medical reasons, members will be given the ability to pause their membership until a later date when they are able to use their membership again. No administrative fees will be assessed. If the member chooses to

receive a membership refund, the refund will be administered with an associated administrative fee.

Facility Disruptions

In the event of planned facility disruptions such as summer aquatic shutdowns, no refunds will be given, but members will be given the ability to pause their memberships until the disruption has been resolved. Members will not be able to use paused memberships to access other privileges that are associated with the membership.

In the event of planned power outages, holidays, and staff training, there will be no refunds or paused accounts accepted on the membership.

Unplanned disruptions such as power outages, inclement weather, random acts of God and any mechanical failures will not immediately result in a paused membership. If the problem persists for any longer than fourteen (14) days, the member will be given the opportunity to pause their membership on the fourteenth day of the service disruption until the disruption has been resolved.

Dispute

In the event of a dispute with any discretionary decisions found within this policy, the General Manager of Recreation and Culture will make the final decision upon request of the Community Programs Supervisor.

Appendix A
Refund Request Form

Name of Patron: _____ Phone: _____

Refund For (type of membership/swim registration): _____

Reason for Refund Request: _____

Admin Fee Deducted: Yes ☐ No ☐

Amount of Refund: _____

Refund to Account: Yes ☐ No ☐

OR

Refund by Original Payment Type (attach receipt): Yes ☐ No ☐

Debit ☐ **Debit refunds can only be processed in person Monday – Friday (8am–4pm)**

Credit Card ☐ **Customer must provide credit card number and expiry date below**

Desk Staff Signature: _____ Date: _____

CPS Signature: _____ Date: _____

Office use only: Membership cancelled ☐ Rental cancelled ☐ Registration cancelled ☐ Misc ☐

Credit Card#: _____ Expiry: ____ / ____

Personal Information Contained on This Form Is Collected Pursuant To The Municipal Act, 2001 And Will Be Used For The Purpose Of Refunds Only. Questions About This Collection Should Be Directed To: The Freedom of Information and Privacy Coordinator, City Of Kenora, One Main Street South, Kenora, ON P9N 3X2 (807) 467-2295. Form #R023



October 11, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Andrew Smith, General Manager of Recreation and Culture

**Re: Tariff of Fees & Charges – Schedule B-Community Services
Corporate Membership – Six- and Nine-Month Youth Sports Team
Options**

Recommendation:

That Council hereby approves an amendment to the Tariff of Fees and Charges bylaw, Schedule B, Community Services to add a *Local Youth Sports Team* option to a Corporate Membership Plan; and further

That bylaw number 55-2022 be hereby repealed; and further

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

Background:

Local sport teams who use the Moncrief Construction Sports Centre for ice sports and aquatics occasionally utilize other services in the facility. Currently, only team members who pay for youth and adult memberships utilize our facility with the rest of the team members choosing alternative fitness options within the community. By providing a discounted rate to entire teams, each player will be utilizing the Moncrief Construction Sports Centre at an additional affordable rate, ensuring that the City continues to support local youth in sport and fitness.

By providing six- and nine-month options, seasonal sports teams will be able to capitalize on group membership deals during their seasonal operation. Potential teams include the Kenora Thistles, Kenora Islanders, Kenora Swim Sharks and Kenora Figure Skating Academy, with a potential for more.

Eligibility for the memberships consists of:

- Be a registered team with a sport governing body; and
- 5 participants minimum; and
- Six, nine, and twelve-month membership options, depending on seasonality of sport
- Ages fourteen (14) to twenty-five (25)
- Coaches and team staff can be included in the team membership. Coaches and staff are the only exception to the fourteen (14) to twenty-five (25) age limit.

A clause of a maximum of 5 team members to access the facility at once will be added to the corporate membership agreement to help mitigate overcrowding within the fitness centre.

This will allow teams to have reduced group rates for a six-month and nine-month period, in addition to the annual membership reduction that currently exists.

Budget: There will be a positive impact on membership rates within the facility, where two hockey teams would provide an additional \$10,000 profit to the facility.

Risk Analysis: There is a low risk associated with this report. There is potential for our fitness rooms to be over capacity if all team members attend at once, however, a clause will be included in the agreement to ensure a maximum is set for allowable team members.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or another Guiding Document:
2022 Parks and Recreation Master Plan

SCHEDULE 'B'- COMMUNITY SERVICES

To By-Law Number 151-2021

Kenora Recreation Centre Membership Rates

Admission Rates (+ applicable taxes)							
	Infants & Tots 0 - 3 yrs.	Child 4 - 13 yrs.	Youth 14 - 17 yrs.	Adult 18 yrs. & over	Post Secondary Student	Senior 60 +	Family See * below
Visit	FREE	\$3.55	\$4.21	\$6.66	\$5.43	\$4.21	\$17.52
10 Visits	FREE	\$25.20	\$32.88	\$55.24	\$44.02	\$32.88	\$166.49
25 Visits	FREE	\$52.35	\$68.49	\$116.46	\$92.39	\$68.49	\$350.00
1 month	FREE	\$35.49	\$42.15	\$66.55	\$54.35	\$42.15	\$175.25
3 months	FREE	\$96.80	\$114.95	\$181.50	\$148.23	\$114.95	\$477.95
6 months	FREE	\$176.00	\$209.00	\$330.00	\$269.50	\$209.00	\$869.00
<u>9 Month Local Youth Sport Team Corporate Membership Rate</u>	<u>N/A</u>	<u>N/A</u>	<u>\$294.50</u>	<u>\$465.00</u>	<u>\$379.75</u>	<u>N/A</u>	<u>N/A</u>
Annual Membership	FREE	\$320.00	\$380.00	\$600.00	\$490.00	\$380.00	\$1580.00
Student- Post Secondary					\$140.00 Summer Rate		

* **Family:** Includes 2 adult parents/guardians & unmarried children under 18 years and/or seniors living in the same household (up to 5 members).

* **Business:** \$1,200.00 Annual Business Membership Fee-in addition to regular full Complex Membership

Corporate Membership Plan

1. All contracts shall be reviewed annually.
2. All contracts must be signed by a person of authority representing the business and the Recreation Coordinator before it can be offered to employees.
3. Corporations must have five (5) participating members to qualify.
4. Contributions from the City of Kenora will be contingent on a contribution by the employer and will be limited as follows: i) Matching subsidy by the City of Kenora up to a maximum of 20% off any annual membership.
<u>5. Local Youth Sport Team Membership:</u> <u>Ages 14 – 29. Youth sports teams shall be able to access the above corporate matching subsidy for 6 month and 9 month membership rates in accordance to the age of the participant.</u> <u>Teams must be a registered team with a sport governing body.</u> <u>Coaches and team staff can be included in the membership. Coaches and staff are the only exception to the 14</u>

[to 25 age limit.](#)

City Of Kenora Employee Membership ~~Rate~~

An Annual Kenora Recreation Centre Membership purchased by a full-time City of Kenora employee shall be reduced by 30%, upon proof of their being an existing, full-time employee with the Corporation.



October 11, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Andrew Smith, General Manager of Recreation and Culture

Re: LiveBarn Streaming Service Agreement – Recreation Centres

Recommendation:

That Council hereby authorizes the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and LiveBarn Inc. for streaming services for both Bowman Electric Keewatin Memorial Arena and Thistle Arena at the Moncrief Construction Sports Centre; and further

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

Background:

In the spring of 2023, City of Kenora minor user ice groups had approached Administration to install live streaming options at the Bowman Electric Keewatin Memorial Arena and Thistle Arena in the Moncrief Construction Sports Centre, with a recommendation of LiveBarn Inc. to provide the service. Administration conducted research to review all options for the service, to ensure that the municipality and all user groups were receiving the highest level of service possible.

LiveBarn is the streaming provider for 54 Manitoba arenas, Dryden, Fort Frances, and Thunder Bay, which is where most of our teams and groups are currently participating from. With a subscription to LiveBarn, families and friends will be given access to all these arenas, making it an ideal option for families to watch games throughout the season when they cannot be in attendance.

LiveBarn has the most features for our users from streaming services reviewed, with puck tracking technology, player stat availability, session recording, session blackouts for privacy while still being able to record for groups, the highest quality equipment and the vast network throughout North America. Blackouts for privacy would be specifically beneficial for figure skating groups, as the camera would be able to still record practices, and these recordings could be used for technical review with the athletes and coaches.

In addition to the high-quality product, LiveBarn installs their own materials at no cost to the municipality, including a secure internet connection separate to the City of Kenora network, ensuring high quality broadcasting bandwidth, and is not dependent on City of Kenora infrastructure.

There is a cost associated for users who wish to subscribe, which was communicated with user groups. User groups were aware of these costs, and were prepared to subscribe to these services, and supported the City entering an agreement with the organization.

Budget: The City of Kenora receives 20% profit on any subscription utilizing the City of Kenora promotional code, which also gives subscribers a 10% discount. Additionally, with added viewers of the facilities, administration predicts an increase in sponsorship dollars for the facility.

Kenora will at no point incur costs related to maintenance and installation as per the agreement.

Risk Analysis: There is a low risk associated with this report. Administration and user groups both see this as an asset to further the exposure for the City of Kenora. Privacy options will be given to all user groups to ensure consent, with the ability to black out time blocks if the user group prefers to not be streamed.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or another Guiding Document:

2022 Parks and Recreation Master Plan

2022 City of Kenora Strategic Plan 4.1 Modernize City service provision to improve "customer" experiences.



The City of Kenora, Ontario
issues this

PROCLAMATION

Therefore let it be known that

The Kenora Lake of the Woods Lions Club

Has served the Community of Kenora and area

For the past 75 years in accordance with the Lions Motto

"WE SERVE"

Attest:

Mayor 

Andrew Poirier



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

Local Government Week in Ontario October 15 to 21, 2023

Whereas October 15 to 21, 2023 is Local Government Week in Ontario, an opportunity to reflect on the vital services delivered by municipal governments; and

Whereas municipal governments play a vital role in helping to define the character, priorities, physical make up, and quality of life of communities across Ontario;

Now Therefore Be It Resolved That I, Mayor Andrew Poirier, on behalf of the City of Kenora, do hereby join with partners such as the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in acknowledging and celebrating the work of local municipalities by proclaiming October 15 to 21, 2023 as 'Local Government Week' in the City of Kenora.

Proclaimed at the City of Kenora this 11th day of October, 2023

A handwritten signature in black ink, appearing to read "Andrew Poirier". The signature is written in a cursive, flowing style.

Mayor Andrew Poirier



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

23rd Annual Child Care Worker and Early Childhood Educator Appreciation Day

October 17, 2023

Whereas years of research confirms the benefits of high-quality early learning and child care for young children's intellectual, emotional, social and physical development and later life outcomes; and

Whereas child care promotes the well-being of children and responds to the needs of families and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

Whereas trained and knowledgeable Registered Early Childhood Educators and child care staff are the key to quality in early learning and child care programs;

Whereas Registered Early Childhood Educators and child care workers will be vital to the success of the Canada-Wide Early Learning and Child Care system;

NOW THEREFORE be it resolved that I, Andrew Poirier, by the virtue of the power vested in me as Mayor of the City of Kenora, do hereby proclaim October 17th, 2023 as Annual Child Care Worker and Early Childhood Educator Appreciation Day in the City of Kenora

Proclaimed at the City of Kenora this 11th day of October, 2023

A handwritten signature in black ink, appearing to read "Andrew Poirier". The signature is written in a cursive, flowing style.

Mayor Andrew Poirier