



AGENDA

Regular Meeting of Council of the City of Kenora

**Tuesday, March 21, 2017
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Blessing – Councillor McMillan

3. Public Information Notices

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

- Council intends to adopt its 2017 Municipal Capital and Unusual Spending Budget
- Council will authorize the use of alternative voting methods including internet and telephone voting for the 2018 municipal election
- Council will commit a grant to the Kenora Airport Authority of \$500,000 to be funded through the City's Contingency Reserve, payable in equal instalments in the years 2017 and 2018
- Council will guarantee external financing for the Kenora Airport Authority up to a maximum of \$1 million with a maximum term of thirteen years, with no more than the first three years being on an interest only basis, and thereafter amortized over a 10 year period
- Council will approve an amendment to the 2016 operating budget to appropriate from the City's Contingency Reserve to fund the incremental wage and benefit costs for 2016 negotiated settlement with CUPE Local 191
- Council will authorize a load restriction of a 5 tonne Gross Vehicle Weight for the Seventh Avenue Bridge effective immediately
- Council will amend the Tariff of Fees and Charges bylaw, Schedule D, to reflect the current water outlet card fees to reflect the present \$10.00 deposit for Water Dispensing Unit Customer cards be replaced with a \$25.00 one-time charge for new Customers and a \$15.00 one-time charge for existing Customers, in consideration that existing card holders already have a \$10.00 deposit on account with the City

4. Declaration of Pecuniary Interest and the General Nature Thereof

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

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

5. Confirmation of Previous Council Minutes

- Regular Council – February 21, 2017
- Special Council – March 14, 2017

6. Presentations/Deputations

Approximately five (5) minutes per person/group.

- Samantha Stovel – Camp Quality Northwestern Ontario
- Henry Wall – CAO, Kenora District Services Board

7. Additions to Agenda (urgent only)

- Sponsorship of Laurenson Lake Stakeholders Application to Community Foundation

8. Appointments

- A member will be appointed to the Kenora Public Library Board

9. Reports from Committee of the Whole

9.1 Corporate Services & Strategic Initiatives

- 2016 Q4 Investments
- 2016 Strategic Plan Progress Report
- 2017 Updated Capital Budget Approval
- 2018 Election Options
- Kenora Airport Authority Terminal Redevelopment Support
- Asset Management Plan
- CUPE Local 191 Memorandum of Agreement
- Mount Evergreen Ski Club Sponsorship Support

9.2 Fire & Emergency Services

- No reports

9.3 Operations & Infrastructure

- 2016 Kenora Drinking Water System Summary
- Seventh Avenue South Bridge Weight Restriction
- Water Dispensing Units Replacement

9.4 Community & Development Services

- Harbourtown BIZ Free One Day Tent Rental MOU Agreement

10. Housekeeping Resolutions

- Amend Lakeshore Hotel Sale of Land Agreement
- 2016 Council Remuneration
- 2016 Council Remuneration KDSB
- Kenora Sportsplex FedNor Agreement Execution
- 2017 Health and Safety Policy Statements

- 2016 Q4 Contracts
- Recreation Services 2016 Q4 Report
- Various Committee Minutes
- Water Wastewater Systems Monthly Summary January 2017
- Weed Inspector Appointment

11. Tenders

- 2017 Street Line Painting Tender Award

12. By-laws

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

- Confirmatory
- 2017 Capital Budget Approval
- 2018 Elections Options Authorization
- 2016 Budget Amendment - CUPE Local 191 Memorandum of Agreement
- Seventh Avenue South Bridge Weight Restriction Approval
- Amend Tariff of Fees & Charges – Water Dispensing Units Replacement
- Authorize MOU with Harbourtown BIZ – Whitecap Rental
- Amend Lakeshore Hotel Sale of Land Agreement
- Kenora Sportsplex FedNor Agreement Execution
- Appoint a Weed Inspector

13. Notices of Motion

14. Proclamations

- International Week of Service (March 25-31)

15. Announcements (non-action)

16. Adjourn to a Closed Session

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

- i) **Solicitor Client Privilege (1 matter)**
- ii) **Education & Training Members of Council (1 matter)**
- iii) **Labour Relations (1 matter)**

17. Adjourn Meeting

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

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

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

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

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



DEPUTATION REQUEST FORM

To Appear before Kenora City Council or Committee of the Whole of Council

How to Make a Deputation:

1. Determine date and time of Council or Committee meeting you wish to attend.
2. Submit this completed and signed form to the City Clerk (deliver/mail/fax or e-mail)
 - at least seven (7) days in advance of any Committee meeting
 - before 10:00 a.m. on date of a Council meeting;
3. State your name prior to speaking, and
4. Provide a copy of materials used in your presentation, if any, to the City Clerk for the official record (either in advance or at the time of the deputation).

City Clerk's Contact Information:

By Mail: 1 Main Street South, Kenora, ON P9N 3X2

By fax: 807-467-2009

E-mail: hkasprick@kenora.ca

Name: (person making deputation)	Organization You Represent: (if applicable)
<u>Samantha Stovel</u>	<u>Camp Quality Northwestern Ontario</u>
<small>(please print)</small>	
Mailing Address: <u>704 McKenzie Street, Thunder Bay</u>	Telephone Number: <u>(807) 577-0059</u>
Email Address: <u>sam.stovel@campquality.org</u>	Postal Code: <u>P7C 3L4</u>
Other Persons Presenting with You on this topic? (on behalf of same organization)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, Other Names: _____	
Topic – include brief statement of issue or purpose for Deputation:	
<small>• Please see Protocol Notes on Page 2</small>	
<u>Camp Quality Northwestern Ontario Programs & Support Services</u>	
I wish to appear before	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other
On the Meeting date: <u>March 21, 2017</u>	
Please Note:	
<small>Most meetings are video-taped and reported on by both the local newspaper and radio stations. Subsequently your deputation will form part of the public record in the minutes which are circulated widely and posted on the City's portal on the internet. By appearing before Council/Committee and signing this form, you hereby understand that information pertaining to you and your deputation will be publicized.</small>	
Do you have material to leave with Council following your deputation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, please give to Clerk upon arrival to meeting)</small>	
Signature Required: <u><i>Samantha Stovel</i></u> <small>(Must be signed by applicant to go forward)</small>	

Deputation Protocol

The purpose of the deputation process is to allow individuals or groups an opportunity to make their views known to Council. Council values and welcomes input, comments, and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following Protocol is observed and we thank you for your interest in making a deputation and abiding by the rules:-

2.9 Cell phones/Blackberries/Smart Phones

All phones are required to be turned to vibrate during all Council and Committee meetings.

9.7 No Deputant shall:

1. Speak without first being recognized by the Head of Council 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 Expulsion

The Head of Council 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.

9.14 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.

✓ **Check below:**

I have never spoken on this issue before.

I have spoken on this issue before and the new information I wish to present is as follows:-

{Committee of the Whole/Property & Planning Meeting}

Committee of the Whole Meetings combined with the Property & Planning Committee immediately following, commence at 9:00 a.m., typically on the 2nd Tuesday of each month, unless otherwise advertised.

Committee Deputations are given approx. 15 minutes each at the beginning of the meeting, subject to the Chair's discretion.

Members of Committee may engage in dialogue with the person making a deputation as a matter of receiving and/or clarifying information.

Please present any material, letters or other relevant information concerning your deputation to Committee either at the time of your deputation or in advance of the meeting.

When a number of people are to appear representing one viewpoint or interest group, it is expected the group speak through a spokesperson, or submit written submissions.

{Council Meetings}

Regular Council meetings commence at 12.00 p.m., typically on the 3rd Tuesday of each month, unless otherwise advertised.

Deputations before Council are given approx. 5 minutes each at the beginning of the meeting, subject to the Mayor's discretion.

Council will not debate an issue, but will take the information under advisement.

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- State your name prior to speaking, and
- Provide a copy of materials used in your presentation, if any, to the City Clerk for the official record (either in advance or at the time of the deputation).

City Clerk's Contact Information:

By Mail: 1 Main Street South, Kenora, ON P9N 3X2
 By fax: 807-467-2009
 E-mail: hkasprick@kenora.ca

Name: (person making deputation) Henry Wall / **Organization You Represent:** (if applicable) CAO - Kenora District Services Board.

Mailing Address: 211 Princess St. **Telephone Number:** 503-2100

Email Address: hwall@kdsb.on.ca **Postal Code:** P8N3L5

Other Persons Presenting with You on this topic? (on behalf of same organization) No Yes
 If yes, Other Names: _____

Topic – include brief statement of issue or purpose for Deputation:
Joe Robert's • Please see Protocol Notes on Page 2
the Push for Change - Kenora April 7/8, 2011

I wish to appear before Council Committee of the Whole
 Other

On the Meeting date: Tuesday, March 7

Please Note:
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Do you have material to leave with Council following your deputation? Yes No
 (If yes, please give to Clerk upon arrival to meeting)

Signature Required: _____
 (Must be signed by applicant to go forward)

...2

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March 15, 2017

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

**Re: Sponsorship of Laurenson Lake Stakeholders Application to
Community Foundation**

Recommendation:

That the Council of the City of Kenora supports the Laurenson Lake Stakeholders' request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation to purchase a kit to fight purple loosestrife along Laurenson Creek.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result, the Laurenson Lake Stakeholders must have a sponsor to apply for grants through the Community Foundation since they do not have charitable status.

The funds would be used to fight purple loosestrife which is an invasive species that destructs marsh ecosystems. The kit the group would like to purchase includes a species of beetle which feeds exclusively on loosestrife.

The application is for \$1,200.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The funding obtained by the Laurenson Lake Stakeholders will be used to protect the marshlands around Laurenson Creek.

Communication Plan/Notice By-law Requirements:

Laurenson Lake Stakeholders.



March 9, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Agreement for Sale and Lease of City Property Adjacent Wharf Street Road Allowance

Ratified Agreement Title – Amend Agreement attached to By-law 108-2015 for the Sale and Lease of City Property Adjacent Wharf Street Road Allowance

Background Information:

In July 2015, an agreement was reached between the Corporation of the City of Kenora and Laura Joan Bartel and William Bartel o/a The Lakeshore Hotel, for the provision of the Sale and Lease of Land (12,055.58 square feet); for the term until the title is registered to the City and subsequently able to be transferred (estimated date: June 30, 2017); for the sum of \$3,375.00, as previously established (\$0.28 per square foot); whereas a deposit of \$1,000.00 was required and paid and will be credited toward the sale price.

The agreement being contemplated today is the same as established previously only updated to reflect the inclusion of information received including the 2016 survey description (Plan 23R-14494), area of land, and dates.

The property transfer was not possible due to an error that was discovered in the parcel description, preventing the City from dealing with the title until a survey was registered and an application to the Land Titles Office is approved to correct the description. These matters are underway and the City's solicitor has advised that the City is the equitable owner, and that the title should be corrected by the end of June 2017.

The purpose of the lease agreement is to accommodate the urgency for construction, expressed by the owner/developer, who will be able to apply for a building permit to begin construction of the facilities identified on the site plan; including the patio, docks, and sidewalk; until legal transfer of the land is possible.

Once this agreement is executed, a by-law to close up a portion of Wharf Street will be presented to Council, and City staff will give consideration to approval of a finalized Site Plan (draft is attached for Council's reference).

The Traffic By-law will not be amended until after the sidewalk is re-aligned and constructed to deal with stop signs and road alignments.

The agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to amend the agreement attached to By-law 108-2015; between the Corporation of the City of Kenora and Laura Joan Bartel and William Bartel o/a The Lakeshore Hotel for the provision of the Sale and Lease of Land; and further

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

Budget: No impact. Applicant to incur all remaining costs associated with the property transfer and development of land, including land purchase, registration of title transfer and legal fees, construction of sidewalk, patio, docks and all associated elements as shown on the Site Plan to be approved.

Risk Analysis: Potential for risks may include the possibility for land to be required for future city infrastructure expansions to accommodate growth or traffic increases; for this sale to imply that other businesses may purchase road allowances. The City will treat the risk by reviewing any future applications on a case-by-case basis (the sale is not precedent setting); to manage liability for the term of the lease, the City will require the owner to produce liability insurance over the term of the lease; further risk will be transferred to the new owner once purchase is complete.

Communication Plan/Notice By-law Requirements: Public disclosure provided by Minutes of the Committee of a Whole and Council Regular Meetings, and Agendas; closure of a portion of the southern side of Wharf Street adjacent Portage Bay, will be advertised as per notice by-law. Circulation to city staff including the Chief Building Official, Manager of Operations and Infrastructure, Engineer, and City Planner.

Strategic Plan or Other Guiding Document: Consistent with Goal #1 "Develop our Economy"

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

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

1-2 The City will ensure Kenora is recognized as being 'Open for Business' and facilitating development through streamlining application and approval processes, effectively eliminating any 'red tape'

1 -9 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbors

City of Kenora Official Plan (2010) – Supported by Principles 4 & 5

Principle 4 - Diversified Economy

Kenora shall maintain and seek opportunities for a strong, diversified economy that provides a wide range of employment opportunities for its residents, including youth to withstand global market conditions and provide financial stability.

Principle 5 – Tourist Destination

Over the lifetime of this Plan, the City of Kenora shall continue to expand its role as an urban, cultural service centre and tourist destination, providing services to the traveling public and residents of the area.

Briefing By: Devon McCloskey, City Planner

Bylaw Required: Yes



February 25, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Council Remuneration

Background Information:

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statements of remuneration are included for the following: City of Kenora Council, City of Kenora Police Board, the Kenora Hydro Electric Corporation Ltd. Board, the Association of Municipalities of Ontario, the Northwestern Ontario Municipal Association and the Northwestern Health Unit. The remuneration from the Kenora District Services Board is not yet available.

Budget:

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

Communication Plan/Notice By-law Requirements:

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

Resolution for Council:

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

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: No

MEMORANDUM

DATE: February 27, 2017

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Association of Municipalities of Ontario

The following is a summary of Commission remuneration and expenditures for the Association of Municipalities of Ontario, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Travel & Conference</u>
Canfield	\$ 0	\$ 0

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: February 25, 2017

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures

The following is a summary of Council remuneration and expenditures, excluding Boards and Commissions, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel & Conference</u>
Canfield	\$ 32,020	4,540	4,526
Smith	16,010	2,100	4,822
Roussin	16,010	2,188	5,755
McMillan	16,010	963	3,772
Wasacase	16,010	-	996
Reynard	16,010	1,488	4,273
Goss	16,010	2,450	6,001

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: February 27, 2017

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Kenora Hydro Electric Corporation Ltd. Board

The following is a summary of Council remuneration and expenditures for the Kenora Hydro Electric Corporation Ltd. Board, in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel & Conference</u>
McMillan	2,040	0	0

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: February 27, 2017

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Northwestern Ontario Municipal Association

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

<u>Member</u>	<u>Honourarium</u>	<u>Travel & Conference</u>
Canfield	\$2,000	\$16,982

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: March 7, 2017

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

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

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

<u>Member</u>	<u>Stipend</u>	<u>Travel & Conference</u>
Smith	\$ 3,938	\$ 1,162

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: February 27, 2017

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the City of Kenora Police Board

The following is a summary of Board remuneration and expenditures for the City of Kenora Police Board, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel & Conference</u>
Canfield	2,040	525	1,221
McMillan, G.	2,040	1,400	2,735
Poirier	2,040	-	-

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

cc: Karen Brown , CAO



March 11, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Council Remuneration

Background Information:

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

Budget:

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

Communication Plan/Notice By-law Requirements:

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

Resolution for Council:

That Council receive the reports prepared by Charlotte Edie, Treasurer dated March 11, 2017 as required under Section 284 of The Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #48-2013.

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: No

MEMORANDUM

DATE: March 11, 2017

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Kenora District Services Board

The following is a summary of Commission remuneration and expenditures for the Kenora District Services Board, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Honoraria Per Diem</u>	<u>Travel & Conference</u>
Roussin	\$4,435	\$2,564.50

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



March 8, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title:

Canada 150 Community Infrastructure Program Agreement – Kenora SportsPlex Roof Rehabilitation

Background Information:

An agreement was reached between the Corporation of the City of Kenora and Industry Canada (FedNor) for the provision of the roof rehabilitation at the Kenora SportsPlex for project completion of December 31, 2016 in the amount of \$100,000.00. The agreement is now ready for execution by bylaw.

Resolution for Council:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Industry Canada (FedNor) for the provision of roof rehabilitation at the Kenora SportsPlex; and further

That the CAO be authorized to execute this agreement.

Budget: Project was within the 2016 operating budget

Risk Analysis:

Housekeeping only

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document: housekeeping only

Briefing By: Heather Kasprick, City Clerk

Bylaw Required: Yes



March 7, 2017

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

Agenda Item Title: Health and Safety Policy Statements

Background Information: There is a legal requirement to review the three policy documents (Health and Safety, Harassment, and Violence Prevention) at least annually. By having council review and sign these statements once each year the City is complying with this legislative requirement.

Resolution for Council: That Council of the City of Kenora hereby accepts the City of Kenora Occupational Health and Safety Policy, the City of Kenora Workplace Harassment Policy and the City of Kenora Workplace Violence Prevention Policy; and further

And that the signatures of the Mayor and CAO are affixed to said policies along with the date of endorsement and are posted in all workplaces.

Budget: N/A

Risk Analysis:

Communication Plan/Notice By-law Requirements: Signed documents will be returned to Bruce Graham for appropriate duplication and distribution.

Strategic Plan or Other Guiding Document: N/A

Briefing By: Bruce Graham, Risk Management and Loss Prevention Officer

Bylaw Required: No



The Corporation of the City of Kenora Occupational Health and Safety Policy

The Corporation of the City of Kenora is committed to preventing occupational illness and injury in the workplace.

We recognize that an effective health and safety program, as indicated by following acceptable industry practices and compliance with legislative requirements, and communication of that program to all workers, will contribute to a reduced risk of injury or illness to workers.

We further recognize that health and safety is the shared commitment and responsibility of us all. Our program is based on the concepts of the Internal Responsibility System wherein responsibilities and authority for health and safety are delegated from the top down and accountability for performance is required from the bottom up.

Senior management is responsible for establishing health and safety policy and ensuring the development of a health and safety system.

Department managers are responsible for the development and implementation of health and safety programs in their departments and for ensuring that their supervisors are performing their required health and safety responsibilities.

Supervisors are responsible to enforce health and safety rules and regulations and to ensure that their workers have the appropriate training, skills, and qualifications to perform their tasks safely.

Workers are responsible to follow employer and regulatory procedures, use their initiative to reduce risk, and to report unresolved issues to their supervisor.

It is the intention of this policy that:

**“No job is so important and no service is so urgent
that we cannot take the time to perform our work safely”**

Chief Administrative Officer

Mayor

Approved by Municipal Council on March 15, 2016



The Corporation of The City of Kenora Workplace Violence Prevention Policy

The management of the City of Kenora is committed to the prevention of workplace violence. Violent behaviour in the workplace is unacceptable from anyone and we will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

Workplace violence is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, a process for workers to report incidents, or raise concerns, a means of investigating alleged incidents of violence, and a means for disciplining the instigators.

The City of Kenora, as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Signed: _____
Mayor CAO

Approved by Municipal Council on March 15, 2016



The Corporation of The City of Kenora Workplace Harassment Policy

The management of the City of Kenora is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment.

Workplace harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, or as contained in City of Kenora Policy HR 1-4, "Anti-Harassment"

There is a Workplace Harassment Program that implements this policy. It includes a process for workers to report incidents, or raise concerns, a means of investigating alleged incidents of harassment, and a means for disciplining the instigators.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed: _____
Mayor CAO

Approved by Municipal Council on March 15, 2016



March 4, 2017

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

Agenda Item Title: Contracts & Expenditures Approved October – December 2016

Background Information:

Per the Procurement Policy, the Corporate Services Manager (Treasurer in the absence of the Corporate Services Manager) may award a tender, contract or purchase for greater than \$20,000 provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
 - i. Operating expenditures not exceeding \$100,000;
 - ii. Capital expenditures not exceeding \$250,000, with the exception of;
 - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- e) The award is made to the bidder submitting the lowest end cost, compliant bid.

A report shall be submitted quarterly to Council to advise of the award of any tenders, contract or purchases under this section. This report is attached.

Budget:

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

Risk Analysis:

Although this is a housekeeping item the risk associated with this report is low. Internal controls have been established to ensure that these payments are legitimate and conform to the City's procurement policy.

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

Strategic Plan or Other Guiding Document:

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

Resolution for Council:

That Council hereby receives this information report of Charlotte Edie, Treasurer with respect to contracts awarded within the Manager's approved limits for October to December 2016.



Briefing By: Charlotte Edie, Treasurer

Bylaw Required: No



February 9, 2017

City Council Committee Report

TO: Mayor & Council

FR: Casey Pyykka, Acting Recreation Services Division Lead

RE: Recreation Services Department Quarterly Report – 2016 Fourth Quarter

Recommendation:

That Council accepts the 2016 fourth Quarter Report for the Recreation Services Department.

Background:

The Recreation Services Staff will provide regular quarterly reports to Council incorporating program usage that identify trends and value to the taxpayer.

This report provides statistics developed and tracked for the facilities.

Strategic Plan or other Guiding Document:

1–2 The city will forge strong, dynamic working relationships with the Kenora business community

1–10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours

2–1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long- term stability of our systems

2–9 The City support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life

3–10 The City will ensure that employee learning & development opportunities are delivered to all levels of staff in a prompt and timely manner that enables appropriate career planning and skills development

3–13 The City will continue to build and strengthen our working relations with other neighbouring municipalities and our Treaty 3 First Nations partners. Kenora Council and senior leadership are committed to annual meetings with our First Nations partners to identify issues of common concern and to discuss pathways for closer collaboration.



March 7, 2017

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

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

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

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

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

Resolution for Council:

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

- January 11 – Accessibility Advisory Committee
- February 2 & March 2 – Environmental Advisory Committee
- February 23 – Lake of the Woods Museum Board; and

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

- December 20 – District of Kenora Home for the Aged Board of Management
- January 11 – Kenora Police Services Board
- January 17 & February 1 – Planning Advisory Committee
- January 19 – Kenora District Services Board
- January 20 – Northwestern Health Unit Board of Health; and further

That these Minutes be circulated and ordered filed.

Briefing By: Heather Lajeunesse, Deputy Clerk

Bylaw Required: No



January 24, 2017

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: 2017 Water & Wastewater Systems Monthly Summary Report – January

Background Information:

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

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

The Operations and Infrastructure Department recommends that Council accept the 2017 Water and Wastewater Systems Monthly Summary Report for January.

Resolution for Council:

That Council of the City of Kenora hereby accepts the January 2017 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

Briefing By: Jeff Hawley, Operations & Infrastructure Manager

Bylaw Required: No

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

January 2017

Prepared by: Biman Paudel, Water & Wastewater Division Lead
Ryan Peterson, ORO, Water Treatment Plant
Ray Hanstead, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of January 2017 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

2.0 Water Treatment Plant

2.1 Monthly Flow and Operating Data – See Schedule “A”

2.2 Weekly Bacteriological Samples

1 Raw, 1 Treated and 6 Distribution for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- Jan 3rd
- Jan 9th
- Jan 16th
- Jan 23rd
- Jan 30th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Greased vacuum blowers.
- Repaired caustic leak on top of day tank.
- Greased lowlift and highlift motors.
- Inspected lowlift screens for gaps.
- Replaced peristaltic tubing on poly pump #2.
- Adjusted close limit switch on filter effluent valve #2.

2.4 Training

All operators attended confined space training put on by Elite Safety Services.

2.5 Water Quality Complaints

There were no water quality complaints in the month of January.

2.6 Other Information

- Distribution system chlorine levels were sampled at three locations weekly throughout the month in addition to the chlorine levels being sampled along with regular weekly bacteriological samples.

3.0 Water Distribution System and Wastewater Collection System

3.1 Maintenance

3.1.1. Water Distribution

- January 2 - Dug and repaired watermain break at: 40 Matheson Street South.
- January 8 - Dug and repaired watermain break at: 1161 Minto Avenue.
- January 12 - Dug and replaced curb stop at: 547 First Avenue South.
- January 18 - 20 - Dug and repaired water service leak at: 620 First Street South.
- January 31 - Dug and repaired watermain break at: Evergreen Rink on Brinkman Road.

3.1.2. Wastewater Collection

- January 2 - Rodded plugged sewer at: 1023 Park Street.
- January 6 - Rodded plugged sewer at: 8 Mikado Avenue.
- January 7 - Rodded plugged sewer at: 8 Seventh Street South.
- January 12 - Rodded plugged sewer at: 519 Wharf Street.
- January 16 - Rodded plugged sewer at: 1125 Eighth Street North.
- January 19 - Replaced grinder pump at: 232 Rabbit Lake Road.
- January 23 - Replaced grinder pump at: 135 Rabbit Lake Road.
- January 25 - Rodded plugged sewers at: 101 Mellick Avenue.
- January 27 - Rodded plugged sewer at: 815 First Street South; and replaced grinder pump at: 233 Rabbit Lake Road.
- January 28 - Rodded plugged sewer at: 1136 Hillside Crescent.
- January 30 - Rodded and flushed plugged sewer at: 815 Robertson Street.

3.1.3. Water Thaws:

	January 2016	January 2017
City	0	1
Private	3	2

3.2 Training

- January 24 - 26 - All staff attended a one day Confined Space Entry Training session.

3.3 Water Quality Complaints

There were no customer complaints reported to the Water Treatment Plant for the month of January.

3.4 Boil Water Advisory(s) - 2017

Date and Location:

- January 2nd - Six residents at Matheson Street South, Six residents at First Street South, Royal Canadian Legion and Canadian Pacific Railway Station.
- January 8th - Twelve residents (apartments) at 1121 Minto Avenue, Four residents (apartments) at 1151 Minto Avenue and Eight residents (apartments) at 1161 Minto Avenue.
- January 20th - Eleven residents at First Street South.

3.5 Other Information

- There is no other information for this month.

4.0 Wastewater Treatment Plant

4.1 Monthly Flows & Operating Data – See Schedule “B”

4.2 Weekly Bacteriological Samples

4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out January 18th, 2017 - Results: (also Sludge Cake Metal Analysis).

- a. Total BOD (biological oxygen demand) Raw Sewage: 140 [mg/L]
- b. Total BOD Final Effluent: 8.4 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 326 [mg/ L]
- d. Total Suspended Solids Final Effluent: 11.9 [mg/ L] - limit is 25 [mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on January 4, 11, 18, 25, 2017 - Results: Organisms/100 ml

- a. Geometric Means from samples in January: 30.8 organisms/100mL.

- b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million organisms/100 mL and leaves the plant with a geometric mean of 30.8 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 94% and the Plant reduction of suspended solids is 96%.

4.3 Maintenance

- 4.3.1 Sludge Press maintenance.
- 4.3.2. Power failure 100 building, replaced starter on organic return equipment.
- 4.3.3. Installed 2 pneumatic cylinders on north sludge dewatering press.
- 4.3.4. Replaced broken airline on north sludge dewatering press.
- 4.3.5. 100 building maintenance.
- 4.3.6. Electrical repairs [cover boxes and switches] 500 building.
- 4.3.7. Adjust DC drive on north polymer pump.
- 4.3.8. 700 building maintenance.
- 4.3.9 U.V. Maintenance.
- 4.3.10 Repaired entry gate [out of alignment after snow ploughing].
- 4.3.11 Unplugged drain under sludge dewatering press.
- 4.3.12 Adjusted timer on bar screen [100 building].

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.
- 4.4.2 Confined space training.

4.5 Other Information

January 4th, 2017 - Workplace Health & Safety inspection completed.

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2016

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /mon.	166,796	145,593	239,945	280,713	226,870	286,533	328,031	227,201	275,187	235,339	200,293	193,784	2,806,285
Maximum Daily Influent Flow	m ³ /day	5,929	5,737	15,435	21,452	10,379	18,398	16,858	9,680	15,160	9,192	8,413	8,120	144,753
Minimum Daily Influent Flow	m ³ /day	5,158	4,695	5,024	6,955	6,620	4,356	7,718	6,705	6,180	6,551	5,500	4,995	70,457
Average Daily Influent Flow	m ³ /day	5,380	5,020	7,740	9,357	7,318	9,551	10,582	7,329	9,173	7,592	6,676	6,251	91,969
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /mon.	172,152	153,306	243,436	277,099	214,676	259,909	306,709	214,133	261,648	224,345	193,944	194,368	2,715,725
Average Daily Flow	m ³ /day	5,553	5,286	7,852	9,236	6,925	8,664	9,894	6,905	8,721	7,237	6,465	6,270	89,008
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		4	4	5	4	4	5	4	5	4	4	5	4	52
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		4	4	5	4	4	5	4	5	4	4	5	4	52
Geometric Means (Bacti Samples)		20.6	50.7	26.3	27.5	13.7	36.09	108.8	55.6	11.4	11.6	14.6	17.9	395
Sludge Hauled to Landfill	m ³ /mon	217	183	247	205	285	251	205	148.2	228	148	160	262	2,539
<u>Callouts</u>														
		1	0	2	1	1	2	1	0	0	1	2	2	13



February 15, 2017

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

Agenda Item Title: Weed Inspector Appointment

Background Information:

The Weed Control Act was originally drafted by provincial legislators in the late 1800's to achieve control of noxious weeds that interfere with land used for industries of agriculture and horticulture. By regulation, twenty-four (24) weeds in Ontario have been designated as noxious. With some exceptions the Act requires that these weeds and weed seeds be destroyed by the landowner where they are found growing.

As required by the Act, the City has appointed a Weed Inspector to undertake the administration and enforcement of the Act. Under the Act, the Weed Inspector is empowered to search and inspect lands and issue written orders for the destruction of noxious weeds. The only exception to the requirement of issuing written orders is set out in Section 16 of the Act.

The Council of any city, town village or township may direct any of its municipal weed inspectors or, if there are none, the area weed inspectors to cause noxious weeds or weed seeds to be destroyed in the prescribed manner on all or part of any lot shown on a registered plan of subdivision and on lots not exceeding 10 acres that are not shown on such a plan. Before noxious weeds or weed seeds are destroyed, the council shall publish notice of its intent to have the noxious weeds or weed seeds destroyed in a newspaper having general circulation in the municipality. Typically, the notice appears in local newspapers in early summer each year and requires that weeds be destroyed by July 15th of that year.

Penalties are provided for non-compliance. The schedule of charges for non-compliance is as follows:

- 1st offence: \$500 to \$2000
- Subsequent Offences: \$1,000 to \$5,000

The Ontario Ministry of Agriculture and Food, the ministry responsible for provincial administration of the Act, interprets the intent of the Weed Control Act as follows:

1. To reduce the infestation of noxious weeds that impact on the industries of agriculture and horticulture.
2. To reduce plant diseases by eliminating plant disease hosts such as common barberry and European buckthorn.
3. To reduce health hazards to livestock caused by poisonous plants.

In practical terms this interpretation means that in most instances the Act will not be enforced in urban or suburban areas or where a commercial agricultural or horticultural operation is not likely to be affected by noxious weeds. Section 22 of the Act allows the Weed Inspector to exercise considerable judgement when enforcing the Act. It provides that noxious weeds or weed seeds that are far enough away from any land used for

agricultural or horticultural purposes that they do not interfere with that use do not have to be destroyed.

Under the Weed Control Act, R.S.O. 1990. Chapter W.5, Section 9 (1) the Clerk of the municipality who have appointed municipal weed inspectors shall report the name(s) of all municipal weed inspectors before April 1, 2017. Section 8 (1) of the same Act, authorizes the municipality to appoint one or more by bylaw.

As Dwayne is a new employee to this type of position, he will need to attend a training conference that will take place in April in southern Ontario. This annual weed inspector's conference will provide an overview of the Weed Control Act, administrative and enforcement duties conducted by weed inspector's and provide the latest on noxious weed management.

Resolution for Council:

That Council gives three readings to a bylaw to appoint Dwayne German as the Weed Inspector for the City of Kenora; and further

That bylaw number 24-2016 be hereby repealed.

Briefing By: James Tkachyk, Parks and Facilities Division Lead

Bylaw Required: Yes



PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

March 25-31, 2017

As “International Week of Service”

in and for the City of Kenora and request its observance
as such by our citizens.

Proclaimed at the City of Kenora

this 21st day of March, 2017

David Canfield

His Worship Mayor David S. Canfield

