



**City of Kenora**  
**Committee of the Whole**  
**Minutes**  
**Thursday, December 7, 2017**  
**8:30 a.m.**  
**City Hall Council Chambers**

---

**Present:** Mayor David Canfield (arrived at 8:45 a.m.)  
Councillor Mort Goss  
Councillor Rory McMillan  
Councillor Dan Reynard  
Councillor Louis Roussin  
Councillor Sharon Smith

**Regrets:** Councillor Colin Wasacase

**Staff:** Karen Brown, CAO, Heather Kasprick, City Clerk, Jeff Hawley, Manager of Operations & Infrastructure, Matt Boscarol, Manager of Community & Development Services

**Deputy Mayor Sharon Smith opened the meeting at 8:30 a.m., Mayor Dave Canfield resumed the Chair at 8:45 a.m.**

**A. Public Information Notices**

**As required under Notice By-law #144 -2007, the public is advised of Council's intention to adopt the following at its December 12, 2017 meeting:-**

- Adopt a new Procedural By-Law
- Adopt a new Sale and Other Disposition of Land Policy which outlines the municipalities policies for disposing of municipal properties

**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.**

There were none declared.

**C. Confirmation of Previous Committee Minutes**

**Resolution #1 - Moved by Councillor R. McMillan, Seconded by L. Roussin & Carried:**

That the Minutes from the last regular Committee of the Whole Meeting held November 14, 2017 be confirmed as written and filed.

## **D. Deputations/Presentations**

### **Marilyn Strain – Pickleball Update**

Suzanne Penner provided an update on the permanent pickleball court project at Garrow Park. They are a committed group of local citizens in the pickleball community who are dedicated to completion of this project.

They are asking for your support in the upcoming budget decisions so that they may move forward with this project. It was noted from Karen Brown and Adam Smith in the August 23rd committee report to council "that staff have proposed including the outstanding amount that is not fund raised for the pickle ball courts could be added to next year's capital budget discussion as well as monitoring for future funding programs."

The goal of our membership drive was at that time to reach \$10,000. Today the group is very happy to report their balance in their membership account is at \$14,000 and growing. Their members are committed to assisting and completing this worthwhile project through their financial donations but also their members have volunteered over 400 + hours in maintenance, project meetings, instruction time, and general running of the club over the past six months. They were recently were awarded a grant from the Kenora and Lake of the Woods Community Foundation in the amount of \$7,904.00, which has been earmarked for the purchase of the permanent nets, posts and some fencing for the project. These dollars must be spent by September of 2018 to satisfy the granting parameters or they will have to return the monies to the Foundation. This granting was only possible due to the sponsorship from the City, and they thanked the City for that.

This brings them to almost \$22,000.00 raised. They will continue to reach out to the community and service clubs as well, and investigate other funding opportunities for capital projects. They met with City staff last week and they were encouraged to attend this meeting today and present to Council their updates. In their meeting with Casey, James and Matt they indicated that their contingency plan, when not able to apply for the Ontario Trillium funding this past October, was to look at completing the project in two phases.

The first phase, which they are hopeful to initiate in 2018, with council's support, will include the asphalt resurfacing (and necessary leveling work), installation of sleeves for the permanent posts and nets and purchase of same. This will also include purchase and installation of the center fencing to divide a portion of the courts. Temporary lines can be painted on at this time so play could continue. The cost of phase one will be in the neighbourhood of \$55,000.00.

Phase two would include the acrylic surfacing and the installation of permanent lines and the remainder of the fencing to divide the 8 court areas. Their intention is to request City of Kenora's support to apply in September of 2018 for the Ontario Trillium Foundation Capital Grant for funding to complete the remainder of the work, needing to be done for the pickleball court enhancement project. They anticipate costs to be similar to the first phase at \$55,000.00. Since they presented to Council this past August, they have increased their membership by an additional 27% and they currently have 107 members up from 84 members in August. This is in part due to very successful beginner sessions held recently. They also attended a lesson introduction with Wauzhushk Onigum First Nation (Rat Portage) to introduce the game to the programs there.

December 7, 2017

Committee of the Whole Meeting Minutes

They also have discussed with City staff opportunities for communication and promotion of the pickleball game through various avenues available to the Community Liaison Programming staff. As indicated previously, pickleball is a multi-generational game and this enhanced facility would be a benefit to the community as a whole, increasing the opportunity for physical activity and healthy lifestyles. The project would allow community access at an increase from 14 hours a week to 100 hours a week. The sport also is a very affordable, and for the cost of a paddle and a ball anybody will be able to play. For anyone interested in more organized play for \$20.00 per year membership to the Kenora Pickleball Club, you can currently play all year round.

Funding and completion of this enhanced court facility at Garrow Park will build upon the recent successful events held there such as the Canada Games and supporting infrastructure and the newly constructed playground and exercise equipment installations this past fall. The group thanked the City and Council for their continued support of the local pickleball community and their requests to make an Enhanced Permanent Pickleball facility at Garrow Park and ask as you move forward in the next short while with your budget discussions and decisions, that you keep in mind our request to move forward with Phase One of this project.

### **Eric Lovas – Taxi Rate Increase**

As the taxi operators prepare to enter 2018, several severe cost increases have arisen, and at Co-Ot Taxi they feel they will need to substantially increase the meter rates. The rates have not gone up that much in 16 years. In 2001, their meters started at \$2.75 today in 2017 our meter starts at \$4.55. That is a difference of \$1.80 over 16 years. Their costs have gone up enormously since 2001 and it is time for them to raise the rates more than the 3% they are permitted this year. With the minimum wage increasing in the new year they need to competitively pay their commission drivers or they will not have anyone willing to work. Their drivers also pay a fee per car to Co-Ot Taxi to cover wages etc. and that fee is going to be going up. Most costly is the insurance and it usually costs between \$4,500 to \$6,500 annually and this is depending on the coverage, type of vehicle and driver experience. And until recently they could add any driver with 3 years of good commercial experience and their insurance would not go up. Insurance for a taxi is 4 to 5 times higher just because it is a taxi to begin with. For example a 2010 Toyota Corolla that has basic PLPD coverage which has paid around \$5,000 per year on a taxi commercial policy. Compare that to a personal 2015 Tundra which has full coverage on costs only \$1,200 per year to insure on a commercial policy. Now the insurance companies province wide have decreed that unless a new driver has taxi driving experience and despite having a perfect driving record will cost the owner \$10,000 and be put on what is called a facility policy. This type of insurance is reserved for drivers with charges against their record. This means their insurance costs will be doubling or more when they try to add a new driver. Since the Ontario government controls Facility insurance this has been brought to the attention of Bob Nault, MP.

The feeling around Northwestern Ontario is the taxi rates are or will be going up. Red Lake has spearheaded the movement and is currently starting their meter at \$6.00 on the flip. Dryden is at \$4.60 on the flip. Sioux Lookout is at \$4.30 and Fort Frances is at \$4.20. Dryden, Fort Frances and Sioux Lookout municipalities have indicated that their rates will be going up. The rates are scheduled to raise their rates this spring. The request is to raise the meter from the suggested \$4.70 on the flip to \$6.00. And increase the km rate to \$2.75 from the current \$2.65 as it was already decided per our rate increase schedule. This increase will guarantee an extra \$1.30 per trip and added up at the end of the day should compensate for the added increased costs.

It was questioned how many vehicles are in operation and how many drivers are available. Mr. Lovas explained that there are 20 drivers and 20 vehicles. The average age of cab drivers in town are 62 and up and on a Friday night, excluding new years – there is 8 drivers/cabs working at one time and on days shift there is 11 cabs/drivers.

## **E. Reports:**

### **1. Finance & Administration**

#### **1.1 Write Offs**

**Recommendation:**

That Council hereby approves the write off of accounts totalling \$22,606.59 in 2015 including applicable taxes; and further

That City staff be directed to continue collection efforts on these accounts.

**Discussion:** Our collections are exceedingly high and staff are doing a great job as those are great stats.

#### **1.2 Tax Appeal Under Section 357**

**Recommendation:**

That Council hereby approves Section 357 tax adjustments with potential refunds totaling \$29,777.02.

**Discussion:** Staff is working towards an inventory of tax exempt properties.

#### **1.3 October 2017 Financial Statements**

**Recommendation:**

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at October 31, 2017.

**Discussion:** Coming to end of year, Jon has found some areas in wages that didn't match up with different departments, and so staff will have to adjust how we are recording wages. It was questioned if our financial system is flexible enough to remove water & sewer from the statements. Karen indicated that our IT contract could create this change.

#### **1.4 Conventional Transit Agreement**

**Recommendation:**

That the only tender for the provision of conventional transit services received from First Canada ULC in the amount of \$1,437,217.68 + HST be hereby received and accepted; and further

That Council gives three readings to a bylaw to authorize an agreement between First Canada ULC and the City of Kenora for the operation of conventional transit services in the City of Kenora; and further

That this agreement reflects an increase to the transit ridership fee from \$2.00 per ride to \$2.50 per ride effective January 1, 2018; and further

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

December 7, 2017

Committee of the Whole Meeting Minutes

**Discussion:** Council needs to really consider the fees. Ridership keeps dropping, and we have increased the hours per service and the ridership is decreasing. Maybe we should be looking at the bus service. We do receive funding for buses and shelters, but if the ridership keeps going down after we do route scheduling and number of hours, we would like to know why. This is not sustainable moving forward. This public transportation is used by the most economically disadvantaged members of our community. There is general agreement on approving the agreement and there may be some need to look at transit services continuing. We need to go back to find out why our ridership is decreasing.

### **1.5 Bill 68 – the Modernizing Ontario’s Municipal Legislation Act, 2017**

**Recommendation:**

That Council gives three readings to a bylaw to adopt an amended Procedure By-law as outlined in this report; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Procedure Bylaw at its December 12, 2017 meeting; and further

That Council gives three readings to a bylaw to adopt a Pregnancy and Parental Leave for Members of Council Policy # CC-2-3 as described in this report; and further

That bylaw number 173-2015 be hereby repealed; and further

That the City Clerk be delegated the authority to negotiate a regional Integrity Commissioner to meet the legislated requirements coming as part of Bill 68.

**Discussion:** The paternity/maternity leave policy is proactive to encourage younger persons to run for Council. Council questioned the electronic meeting option and if this is something we can look at in the future at the will of Council.

### **1.6 Statements of Protocol**

**Recommendation:**

That Council hereby gives three readings to a bylaw to adopt a new Council Protocols Policy #CC-2-1; and further

That Council hereby gives three readings to a bylaw to adopt a new Council – Staff Protocols Policy #CC-2-2; and further

That Council hereby gives three readings to a bylaw to amend the Council-CAO Covenant Policy #22-1-1; and further

That the two new policies, CC-2-1 and CC-2-2, form part of the Council section of the City policy manual.

**Discussion:** Would like to see a mechanism in place to address areas of Councillor misuse of time. We have one employee and that is the CAO and if Council has any concerns they should speak to the CAO not other employees. There shouldn't be interference by councilors with other staff. For clarity in the policy, if Council members have concerns they come directly to the CAO. If members of the public come to members of Council they can refer them onto the manager. Perhaps we should implement a conflict resolution clause and that can be more

straight forward on how things are handled. Karen is going to implement a mechanism for conflict resolution and will bring back some amendments to reflect the discussion.

## 2. Fire & Emergency Services

### No Reports

## 3. Operations & Infrastructure

### 3.1 Traffic Amendment – Restricted Parking – Chipman Street

#### Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include changes to the following: Schedule "C" – Limited/Restricted Parking, for Chipman Street; and further

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

**Discussion:** This request will set precedence for other requests as we have had others in the past as for "loading" zones. Council will give consideration to the request and make their decision at Council.

### 3.2 Blue Box in Transition – Informational Report

Jeff Hawley reviewed a blue box in transition informational report.

Currently, WDO and the municipality share the cost of the blue box operation in the province (from collection to processing and post collection). Now, the Province has replaced the existing waste diversion act with the Waste Diversion Transition Act, which will have a major impact on the blue box operation in the province. The Province of Ontario passed new legislation in November 2016 which will impact the existing operation of municipal solid waste collection, especially paper and packaging products (PPP).

Currently the Blue Box program is running with a 50/50 cost sharing model between the municipalities and the companies producing the blue box materials. The new legislation will transfer full financial responsibility to the companies producing PPP. On August 14, 2017 the Minister directed Stewardship Ontario (SO) and the Resource Productivity and Recovery Authority (the Authority) to develop an amended blue box program plan (BBPP) by February 15, 2018 to transfer the full responsibility to the Producers.

SO and the Authority will jointly develop a BBPP in consultation with the Municipalities, Stewards and other affected stakeholders, including First Nation Communities. SO will also follow the direction given by the Minister through the letter dated August 14, 2017 and also consider related addendum as well as the WDTA to develop a BBPP. If approved by the Authority, the proposal shall be submitted to the Minister for approval by February 15, 2018. After the new legislation is in effect, the blue box operation will be the full responsibility of SO and the Producers.

Once the a BBPP is approved by the Lieutenant Governor in Council, Stewardship Ontario will be providing blue box services to all residents of Ontario. There will be two types of Communities in Ontario once SO has undertaken provision of the Blue Box Program.

Communities will be either Transitioned or Non – Transitioned. Municipalities also have a choice to act on behalf of SO for the procurement and contract management of the PPP collection services as well as have an opportunity in the post collection management services.

Those communities for which SO has assumed all responsibility for the collection and management of PPP. Transitioned communities will incur none of the costs associated with the collection and post collection services. The Minister has given direction to SO to achieve a 75% diversion rate in the transitioned communities. Currently the diversion rate is 64%. It is expected that non-transitioned communities will need to meet this target as well. Communities must resolve their current collection and post collection service contracts before they can transition. As Kenora has no contracts for collection or post collection service we are in a very agile position, where we are able to transition at any time, once SO is ready, and provided Council decided to move in this direction.

If the City opts to become a Non-Transitioned community, then the City will continue to deliver blue box service in the community. The City will be compensated under the shared responsibility with SO and receive 50% of the net costs. However, the City would also be subject to the potential for deductions in payment if the prescribed level of quantity and quality of the materials are not met. Quantity refers to the targeted 75% diversion rate, currently at 64% as previously referenced, and Quality refers to the contamination rate at curb side, current contamination rates are in the order of 26%, SO has made reference to wanting this reduced to as low as 3%. It is important to know that SO and the Producers will be setting the participation and contamination levels. Failure to meet these target levels will result in deductions from the 50% of eligible costs. As participation rates and contamination levels are very hard to control this represents a significant risk should the City choose to be a non-transitioned community.

It will be up to Council to decide whether the City becomes a Non-Transitioned or Transitioned community. Regardless of which option the City chooses the service to residents should be seamless, as they will continue to obtain curbside service under either option. The SO has indicated, during the consultation process, that the City will still have to manage ICI collection. As the City currently provides curbside services for ICI collection it must continue to do so. SO has also indicated they will require at least two years of notice prior to undertaking the responsibility for Transitioned communities. Should the City decide to transition, based on the catchment area concept, SO will inform us when they can assume the curbside collection services.

Should the City opt to Transition there is a potential that the existing infrastructure (recycle building) will be redundant. The tractor trailer (419) and compaction trailers (413, 423) may also become redundant. The dual stream garbage trucks can still be used to collect garbage from the curbside. We do not know at this time exactly how SO will operate the blue box collection program, or if there will be opportunities to sell our equipment or lease the recycling facility. Currently, it is our expectation that the City will continue to run the transfer station to manage garbage, electronics waste, hazardous waste and ICI recycle material.

The Blue Box operation will change when the BBPP is approved. SO will assume the responsibility of the residential blue box program in Transitioned communities and partial responsibility (50% funding) in Non-Transitioned communities. The SO will contact the City regarding their decision to transition or not (we estimate) in late 2018 or early 2019. The SO

December 7, 2017

Committee of the Whole Meeting Minutes

will require a two year time frame in order to accommodate communities wishing to transition.

Jeff will have a Council report for consideration early in the new year and this update was only before Council for information purposes and to make them aware of the changes coming.

## **4. Community & Development Services**

### **4.1 Pathways to Employment in Kenora's Services Sector Report/MOU**

#### **Recommendation:**

That Council hereby accepts the Pathways to Employment in Kenora's Services Sector Report; and further

That Council gives three readings to a bylaw to authorize a Memorandum of Understanding (MOU) with identified partners to lead implementation of the recommendations within the Pathways to Employment in Kenora's Services Sector Report; and further

That the Mayor and Clerk be hereby authorized to execute the MOU.

**Discussion:** We need to prepare for an aging population and prepare for retaining the younger people. See a value in the report as this can help attract youth and others to the community. Take demographic pattern but turn it around to attract people back to the community.

### **4.2 Project Selection for Ontario Sport and Recreation Communities Fund**

#### **Recommendation:**

That Council hereby approves an application under the Ontario Sport and Recreation Communities Fund (OSRCF) for sledge hockey programming at the Kenora Recreation Centre; and further

That staff are directed to complete the application process for this funding opportunity.

**Discussion:** Council was pleased as this brings in another demographic who will require access to the additional ice surface. There was tremendous interest last year during the one day event for Hockey Day in Canada and will be a great addition to programming in Kenora.

### **4.3 Sale of Municipal Property to Owen Green**

#### **Recommendation:**

That Council of the City of Kenora authorizes an agreement with Owen Green for the sale of unopened road allowance legally described as Part 1 on Plan 23R-14558; and further

That the City of Kenora agrees to sell Owen Green the property described above, at a fee established per the tariff of fees by-law 125-2017; and further

That all associated legal and survey fees be the responsibility of Owen Green; and further

That Council gives three readings to a bylaw to execute an agreement of purchase and sale between the Corporation of the City of Kenora and Owen Green.

### **4.4 Sale and Other Disposition of Land Policy**

#### **Recommendation:**

December 7, 2017

Committee of the Whole Meeting Minutes



That Council hereby approves a new Sale and Other Disposition of Land Policy #PP-4-1; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Sale and Other Disposition of Land Policy at its December 12, 2017 meeting which outlines the municipalities policies for disposing of municipal properties; and further

That Council gives three readings to a by-law for this purpose; and further

That bylaw number 138-2000 be hereby repealed.

**Discussion:** Council addressed that the policy is a new streamlined process for the public and helps the general public with their applications.

#### **4.5 Sports Hall of Fame Support**

##### **Recommendation:**

That Council recognizes the Kenora Sports Hall of Fame Program to Kenora honouring local athletes for their significant achievement to sport; and further

That Council authorizes display cabinets to be located within the Kenora Recreation Centre to display the inductees' plaques into the Kenora Sports Hall of Fame; and further

That Council hereby directs administration to include the request for a one-time donation of up to \$5,000 towards this project as part of the 2018 municipal operating budget deliberations for Council consideration.

**Discussion:** There were concerns with the report and the funds. There is a huge partnership here with the community and this is not a capital spend. Karen will provide Council with a list of Council's donation budget before the meeting.

## **F. Proclamations**

None

## **G. Other**

- Councillor McMillan noted that Operations and communications did a great job in regards to the major storm we just experienced. This is the largest of its kind in our area in the last 20 years and the Roads department handled it very well. Communication was clear and reinforcement in the community of the plowing priorities and routes is helpful when explaining to the public.
- Councillor Smith echoed that the roads department has done a great job with this last storm and the messaging is getting out to the public on the priority areas.
- Councillor Goss did appreciate the clarity of the messaging. Some people think we should be running 24/7 and the communications of our priorities are important.
- Councillor Reynard missed the storm but when he returned last night he was very impressed that third priority roads were already cleaned up. If the public follow the communication plan and what the staff have accomplished they will realize that the public works.
- Mayor Canfield again noted the price difference in gas prices between Kenora and Winnipeg which is completely irrational.

## **H. Next Meeting**

- Tuesday, January 9, 2018

## **I. Adjourn to Closed**

**Resolution #2 - Moved by Councillor R. McMillan, Seconded by L. Roussin & Carried:**

That this meeting now be adjourned to a closed session at 11:16 a.m.; and further

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

### **i) Labour Relations (2 items)**

## **J. Reconvene to Open Meeting**

Council reconvenes to open session at 11:53 a.m. with the following reports from its closed session:-

### **Kenora Professional Fire Fighters Memorandum Agreement**

#### **Recommendation:**

That Council of the City of Kenora hereby approves the Memorandum Agreement between the Corporation of the City of Kenora and Kenora Professional Fire Fighters Association I.A.F.F. (KPFFA) Local 943 for the term January 1, 2017 to December 31, 2020; and further

That Council hereby approves an amendment to the 2017 operating budget to appropriate from the City's Contingency Reserve to fund the incremental wage and benefit costs for 2017 negotiated settlement with KPFFA Local 943; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2017 Municipal Operating Budget by by-law at its December 12, 2017 meeting; and further

That Council hereby gives three readings to a by-law to amend the 2017 budget for this purpose.

### **2018 Non Union Salary Grid**

#### **Recommendation:**

That Council hereby directs the CAO to update the non-union salary grid to reflect a 1.5% economic adjustment for non-union staff effective January 1, 2018.

## **K. Close Meeting**

Meeting adjourned at 11:54 a.m.