



City of Kenora
Committee of the Whole Agenda
Tuesday, July 11, 2017
9:00 a.m.
City Hall Council Chambers

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 July 18, 2017 meeting:-

- Council intends to amend its 2017 Operating & Capital Budget to withdraw funds from the IT Reserves in the amount of \$24,000 to offset the cost of an upgrade to the Sharepoint system
- Council intends to amend its 2017 Operating & Capital Budget to withdraw funds from the Solid Waste Reserve in the amount of \$29,156.00 (Pre Tax) to offset the cost of a loader HST pump replacement

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 June 13, 2017 be confirmed as written and filed.

D. Deputations/Presentations

- Miranda Duggan, Kenora Imagination Library

E. Reports:

1. Corporate Services & Strategic Initiatives

Item Subject

Pages

1.1. May 2017 Financial Statements

1.2. Budget Amendment – Sharepoint Upgrade

2. Fire & Emergency Services

Item	Subject	Pages
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2.1 No Reports

3. Operations & Infrastructure

Item	Subject	Pages
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3.1 100 Main Street Pumping Station Electrical Upgrade RFP

3.2 Dufresne Island Public Access and Parking Lot

3.3 Loader HST Pump Replacement

3.4 Angle Parking Beach Road - Amendment

4. Community & Development Services

Item	Subject	Pages
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4.1 Ice Allocation Policy Amendment

4.2 Communication Towers Police Amendment

4.3 Sector Partnership Planning Grant Application

Proclamation:

- National Drowning Prevention Week

Other:

Next Meeting

- Tuesday, August 8, 2017

Motion - Adjourn to Closed Meeting:

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

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

- Personal Matter about an Identifiable Individual
- Disposition of Land

Adjournment.

July 11



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) <u>Miranda Duggan & Crystal Alcock</u> <small>(please print)</small>	Organization You Represent: (if applicable) <u>Kenora Imagination Library</u>
Mailing Address: <u>24 Main St S</u>	Telephone Number: <u>467 2081</u>
Email Address: <u>cralcock@kenora.ca</u>	Postal Code: <u>P9N 1S7</u>
Other Persons Presenting with You on this topic? <small>(on behalf of same organization)</small> If yes, Other Names: _____	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Topic – include brief statement of issue or purpose for Deputation: <small>• Please see Protocol Notes on Page 2</small> <u>Information & Thank you re: Imagination Library</u>	
I wish to appear before	
<input type="checkbox"/> Council <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Committee of the Whole
On the Meeting date: <u>July 11, 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 type="checkbox"/> Yes <small>(If yes, please give to Clerk upon arrival to meeting)</small>	<input checked="" type="checkbox"/> No
Signature Required: <u>C. Alcock</u> <small>(Must be signed by applicant to go forward)</small>	

...2

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.

Please present any material, letters or other relevant information concerning your deputation to Council 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.



June 30, 2017

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: May 2017 Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the May 2017 summary expense and user fee statements for the City of Kenora and the Council department. At the end of May, the year is 5 twelfths complete, so not including any seasonal or timing differences, there should be 58% of the budget remaining.

Overall:

- Expenses at the end of May 2017 were slightly better than budget with 65% remaining to be spent.
- Some departments are slightly under budget as debt interest has not yet been set up.
- User fee revenues to the end of May 2017 are below budget with 66% left to collect. They are, however, \$78k above this time last year. The major differences are in Environmental Services. Also as a comparison, at this time last year, we had 63% to collect.

Expenditures:

- **General Government** - The General Government expenses to date are under budget with 66% of the expense budget unspent.
Mayor & Council is under budget in part due to travel expenses, and donations which were not paid until June.
- **Protection** – The Protection Department expenses to date are close to budget at 61% remaining to be spent.
Fire Department wages are under budget as there have not been any part time wages to date. Overall expenses also under budget due to debt interest not set up.
- **Transportation** – The Transportation Department expenses to date are under budget with 64% remaining to be spent. Some differences due to timing of expenses and the seasonal nature of some departments. It is expected that transportation would be under budget at this time as expenses relating to roads are just getting started for the year.
Street lighting repairs and maintenance expense is under budget.
- **Environmental** – The Environmental Department expenditures are overall better than budget with 70% of the budget available to spend in 2017.

Transfer Facility expenditures are under budget as expected as we see a large increase in usage during the summer months.

- **Health Services** – Health expenditures are on budget with 59% remaining to be spent.
- **Social and Family Services** – Social and Family Expenditures are slightly under budget at 62% unspent, as at the end of May only 1 third of the total expenses to Pinecrest have been paid.
- **Recreation & Cultural** – Overall Recreation & Cultural expenses are better than budget with 64% remaining to be spent. This is in part due to the following:
 - Recreation Programs department has not yet spent anything for the year.
 - Teams and clubs program has not yet spent anything for the year.
 - Parks and ball fields under budget as expected as the expenses for the summer have not yet started.
- **Planning & Development** – Planning & Development expenses are under budget with 65% remaining to be spent. This is in part due to Tourism part time wages currently under budget, which is expected as part time work is utilized during the summer months. Also in part due to the starter company program where no grants have been paid out as of yet.

User Fees:

- Overall, user fees are less than budget projections with 66% of the budget still to be collected.
- **Protection to Persons and Property**
Provincial Offences revenue is dependent on the fines assessed in this area. Provincial offences revenue has not yet been allocated to any of the municipalities for 2017, which is expected.
- **Transportation Services**
Transportation user fees are right on budget with 58% remaining to be collected.
- **Environmental Services**
Transfer Facility and Landfill user fees are below budget, however this is expected as there is a significant increase in use during the summer months.
- **Recreation & Cultural**
Thistle Arena and KMA revenue is earned seasonally, currently above budget with 53% yet to be collected, this will balance out over the summer months without arena fees.

Please let me know if you have any questions, or would like to see any of the department statements in further detail.

Strategic Plan or other Guiding Document:

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

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



July 3, 2017

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Budget Amendment – IT License Upgrade for Sharepoint System

Recommendation:

That Council hereby approves an additional allocation of \$24,000 to be funded through the IT Reserve for the purchase of licenses for an upgrade to the Sharepoint system; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2017 Operating & Capital Budget at its July 18, 2017 meeting to withdraw funds from the IT Reserves in the amount of \$24,000 to offset the cost of this purchase; and further

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

Background:

Our internal Sharepoint system requires an upgrade to ensure continued performance. The database-attach upgrade method offers more flexibility, more control, and a better success rate. SharePoint is a web-based, collaborative platform that integrates with Microsoft Office. Launched in 2001, SharePoint is primarily sold as a document management and storage system, but the product is highly configurable and usage varies substantially between organizations.

Internally, it is used between departments for document sharing, various bookings/reservations, employee absences and allows for an 'intranet' system for internal staff announcements such as department vacancies.

The upgrade was originally included in the 2016 budget, however, the work was not completed in the 2016 budget year.

Budget: \$24,000 to be taken from IT reserves.

Risk Analysis: This work needs to be completed as the Sharepoint system is no longer supported in the version it sits as today. Not upgrading

Communication Plan/Notice By-law Requirements: Bylaw for budget amendment

Strategic Plan or Other Guiding Document: administrative



July 7, 2017

City Council Committee Report

To: Mayor and Council

Fr: Biman Paudel/Jeff Hawley

Re: 100 Main St Pumping Station Electrical Upgrade

Recommendation:

That the proposal submitted by Lake of the Woods Electric, in the amount \$297,000 (plus HST) Option 2 - Building Over Dry Well for the 100 Main Street Pumping Station Electrical Upgrade project be hereby accepted.

Background:

A request for proposal was sent to three local electrical contracting companies for electrical upgrade works at the 100 Main Street Pumping Station. The project consists of supply, installation and commissioning of new and or relocated existing equipment to achieve control of the station's electrical system above ground for health and safety reasons as the current electrical systems are below grade in the current dry well. The request for proposal provided two options for consideration to the contractors. Option 1 is a standalone exterior weatherproof cabinet enclosure exposed to the elements, with Option 2 being a building over the existing dry well to house the above grade electrical controls within the protection of a building. The request for proposal made provision for the two options to provide alternatives based on available budget, with the City's preferred option being Option 2 – Building Over Dry Well

The 100 Main Street pumping station, located on the Harbourfront between 100 Main Street and Bernier Drive, is one of the most critical sewage lift stations as it is the second largest in capacity and flow requirement of the City's 64 sewage lift stations. This dictates a requirement for the reliable operation and maintenance of this essential station being located within a short distance of Lake of the Woods. The operators and electricians often have to spend long hours working on this station. In the option related to the standalone open cabinet exposed to the elements, especially during winter and inclement weather, electrical and mechanical components are exposed to freezing temperatures, rain, snow, humidity etc. With this option, staff whom work on and maintain this station would also be exposed to these same weather and climatic elements and are limited in their ability to work for the extended periods of time during various weather conditions. Additionally, the station is also equipped with some of the most expensive electrical and mechanical equipment. Considering these factors the Water and Waste Water Division favors the building option, over the standalone cabinet enclosure, to provide a safe work environment and to better safeguard and protect the sensitive electrical and mechanical equipment. The lowest price submitted for the Building Over Dry Well option also came within the approved capital budget for 2017. Therefore, this report recommends Option 2 – Building Over Dry Well.

Summary of the pricing submitted by the invited three contractors for is as follows:

Option 1 – Standalone Exterior Cabinet

- | | |
|--|--------------------------------------|
| • Bowman Electric Limited, Kenora- | Declined the RFP offer |
| • Lake of the Woods Electric Limited - | No proposal provided for this option |
| • Moncrief Construction Limited - | \$288,285.31 + HST |

Option 2 – Building Over Dry Well

- | | |
|--|------------------------|
| • Bowman Electric Limited, Kenora- | Declined the RFP offer |
| • Lake of the Woods Electric Limited - | \$297,000.00 + HST |
| • Moncrief Construction Limited - | \$352,154.08 + HST |

The additional \$8,715 + HST, relating to a 3% increase to the project cost, when comparing the cost of the building option over that of the standalone exterior cabinet, makes the Building Over Dry Well option preferred and that this additional cost is considered the best solution for the upgrading of this station, and addresses the previously mention problematic issues related to a standalone exterior cabinet.

Budget:

Under Capital Program – 4128153 – Upgrading 100 Main Street Pump Station - \$340,000

Risk Analysis:

Due to potential unforeseen circumstances there is always a risk of sewage spill causing environmental hazards with this type of work and project. The Water and Waste Water Division will follow its normal sewage spill response protocol if a spill occurs. The contractor may be responsible for spills that are related to the contractor's willful misconduct, carelessness or negligence. Also, the project will replace some of the original equipment that is now obsolete which will provide better reliability of the station over the long term.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, M. Vogrig, B. Paudel, C. Edie

Strategic Plan or Other Guiding Document:

Goal #2 Strengthen Our Foundations

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.



June 22, 2017

City Council Committee Report

TO: Mayor and Council

FR: Jeff Hawley, Operations & Infrastructure Manager

RE: Dufresne Island – Public Side Road Access and Parking Lot

Recommendation:

That approval be given in support of the Dufresne Island north side road access and parking lot project; and further

That the \$100,000 Dufresne Island Reserve, be used to assist in the funding of the project, with the balance to be covered by residents as per a local improvement process; and further

That if approval is granted for the project that Council enters into an agreement with the Minister of Transportation at a later date.

Background:

In the year 2000, at amalgamation, the City of Kenora and the Ministry of Transportation (MTO) were approached by residents on the north side of Dufresne Island requesting that an access road be built across from the Beryl Winder Road. The access was to provide an approach for the residents of the north side of Dufresne Island. The residents were informed by MTO that they would have to make application through the City of Kenora, as MTO was not in a position to work directly with single or group requests, only with the Municipality. Further, that a parking area would be required.

A piece of land, for the proposed parking lot, was donated to the City in 2011 and a Traffic Study was conducted (paid for by two of the east side residents). Over the years, residents from the northeast side of the Island have built a trail to their area and residents from the west end have started clearing a road from the northwest side of the Island to the proposed parking area, the MTO has since put a stop to the road clearing as the residents from the west end were constructing a road to nowhere without an entrance existing off of the bypass and no permits or approvals were obtained through MTO.

Many delays of this project have ensued over the years, but late in 2016 the MTO provided the attached agreement for the requested approach road and parking area for twenty-four (24) vehicles. Section 8 of the agreement stipulates that if more than 24 vehicles utilize the approach, and or, safety becomes a concern, additional works (a new Traffic Impact Study, turning lane, improved sightlines etc.) may be required of the City at a later date. Such a provision represents a potential significant cost to the City at a later date. That said, the stipulation is consistent with the same agreement for Beryl Winder Road that services the south side of Dufresne Island, so from that perspective it is a risk for this intersection that the City has already accepted, albeit, for the access for residents of the south side of the Island.

It is our understanding based on Residents comments (though we have no way to confirm) that when the north side of Dufresne Island was developed a fee from each lot owner was placed in a reserve. This reserve now totals just over \$100,000. There appears to be no documentation on what the intended purpose of this fee/reserve was.

In February of 2017, City staff held a meeting with the residents to discuss this potential project and to gauge their interest (given so much time has passed). The residents were informed that;

- The cost of the project would be in the range of \$300,000 to \$350,000.
- The City would not be looking to incur any of the costs associated with this project.
- The \$100,000 reserve might be available as a contribution to the project from the City.
- The cost to each property owner would be in the range of \$15,000, and would be collected through a Local Improvement if the project moves forward.
- The parking area was based on a maximum of one car per residential lot, that if this plan were to go forward the City would develop the parking lot, but all future operation and maintenance including snow clearing would be the property owner's responsibility.

After the meeting, the vast majority of residents have indicated they would like to pursue this access road and parking area. Residents unable to attend were provided the information and a survey / questionnaire. The results of which were indicative of the meeting with the majority responding in favour of the project.

Budget: \$100,000 Dufresne Island Reserve. City's proposed contribution to develop parking lot.

Risk Analysis:

As per the requirements in the City's ERM Policy, there is a significant financial risk if the MTO require the City to conduct a Traffic Study and install turning lanes, and senior management have been informed. The risk has been mitigated by the MTO putting the City on notice that this could happen, and the City's willingness to accept this MTO condition that already exists with Beryl Winder Road access.

Communication Plan/Notice By-law Requirements:

By-law and Resolution required.

Distribution: J. Hawley, M. Vogrig, M. Boscarol, D. McCloskey, M. Shaw

Strategic Plan or other Guiding Document:

Goal #1 Develop our Economy

1-9 The City will promote Kenora as a 365-day lifestyle destination

Goal #2 Strengthen Our Foundations

2-4 The City will act as the catalyst for continuous improvements to the public realm.

2-7 The City will encourage and support the development of vacant and transitional lands for uses that support our vision.



May 17, 2017

City Council Committee Report

To: Mayor and Council

Fr: Mike Mostow, Fleet Lead

Re: Loader HST Pump Replacement

Recommendation:

That Council hereby approves an additional allocation of \$29,156.00 (Pre Tax) to be funded through the Solid Waste Equipment Reserve for the purchase and install of a Replacement HST Pump (Hydrostatic Drive Pump); and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2017 Operating & Capital Budget at its July 18, 2017 meeting to withdraw funds from the Solid Waste Reserve in the amount of \$29,156.00 (Pre Tax) to offset the cost of this repair; and further

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

Background:

The Transfer Station operates two front end loaders for their daily operations. One loader operates 2150 hrs. per year. The second one operates 800 hrs. per year. The loaders are on an 11 year rotation, at the 11 year interval the loaders will have approximately 14,000 hrs. when replaced and will hold approximately \$30,000-\$40,000 in trade value, if operational. On May 5th our oldest loader (Unit 404, a 2009 Komatsu with 12,000 Hrs) had its HST pump fail (Hydrostatic Drive Pump).

When the pump failed it sent metal particles throughout the Hydraulic system. The machine was sent to the dealer in Winnipeg for estimates and options. The repair estimate was \$29,150. The unit would have had no retained value in this condition, and the Transfer Station needed a second loader. As such, the repairs fell under emergency repairs and were authorized to be carried out on that basis. The loader is now back in service. This report is to approve the funding of the repair.

Budget: Adjustments to the 2017 Solid Waste reserves is required for the replacement of the Hydraulic pump in loader 404.

Communication Plan/Notice By-law Requirements:

Notice required to be placed on Committee Agenda, Minutes and subsequent Council Agenda/Minutes.

Strategic Plan or Other Guiding Document: 10 Year Vehicle replacement schedule.



May 30, 2017

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Traffic Regulation By-law Amendment - 45° Angle Parking – Beach Road

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 "D" – 45° Angle Parking for Beach Road; and further

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

Background Information:

The Operations and Infrastructure Division was approached by two (2) Keewatin residents requesting that the current angle parking in front of Keewatin Beach be removed, and the sidewalk be extended along the front of the beach. Their reasoning was to enhance safety. This situation was also discussed at the time Keewatin Beach was added to the Parks, Beaches and Trails Report.

With the present 45° angle parking and no sidewalk pedestrians are walking around the backs of their vehicles into the narrowed roadway. Compounding the issue is vehicles that park 90° resulting in further protrusion into the roadway.

The Engineering Division confirmed the change would result in a loss of four (4) parking spaces. The Roads Division confirmed that the sidewalk extension could be done in-house in the fall. The City is awaiting comment from the O.P.P. The Department will ensure that the appropriate signage is in place to indicate parallel parking at beach and overflow parking in the designated space on the north side.

It will now be necessary to amend Schedule "D" – 45° Angle Parking Areas, of Traffic Regulation By-law #180-2015, as follows: -

SCHEDULE "D" 45° ANGLE PARKING AREAS

Column 1 STREET	Column 2 LOCATION	Column 3 SIDE
REMOVE: Beach Road (Lake Street)	From the west limit of Eighth Street, westerly for 60 metres	South

Budget: 2017 Operating Budget.

Risk Analysis: As per the requirements in the City's ERM Policy, there is a moderate personal risk to not removing the 45° Angle Parking in front of Keewatin Beach as pedestrians will continue to walk behind the protruding vehicles (into the narrowed street) and there will not be space enough to extend the sidewalk in front of the angle parked vehicles. The risk will be mitigated with the allowance of parallel parking and the addition of a sidewalk extension.

Communication Plan/Notice By-law Requirements:

J. Hawley, M. Vogrig, T. Garbachevski, H. Kasprick, H. Lajeunesse, O.P.P.

Strategic Plan or other Guiding Document:

Goal #2: Strengthen Our Foundations

2-4 The City will act as the catalyst for continuous improvements to the public realm.

Huron St

Overflow Parking

Beach Rd

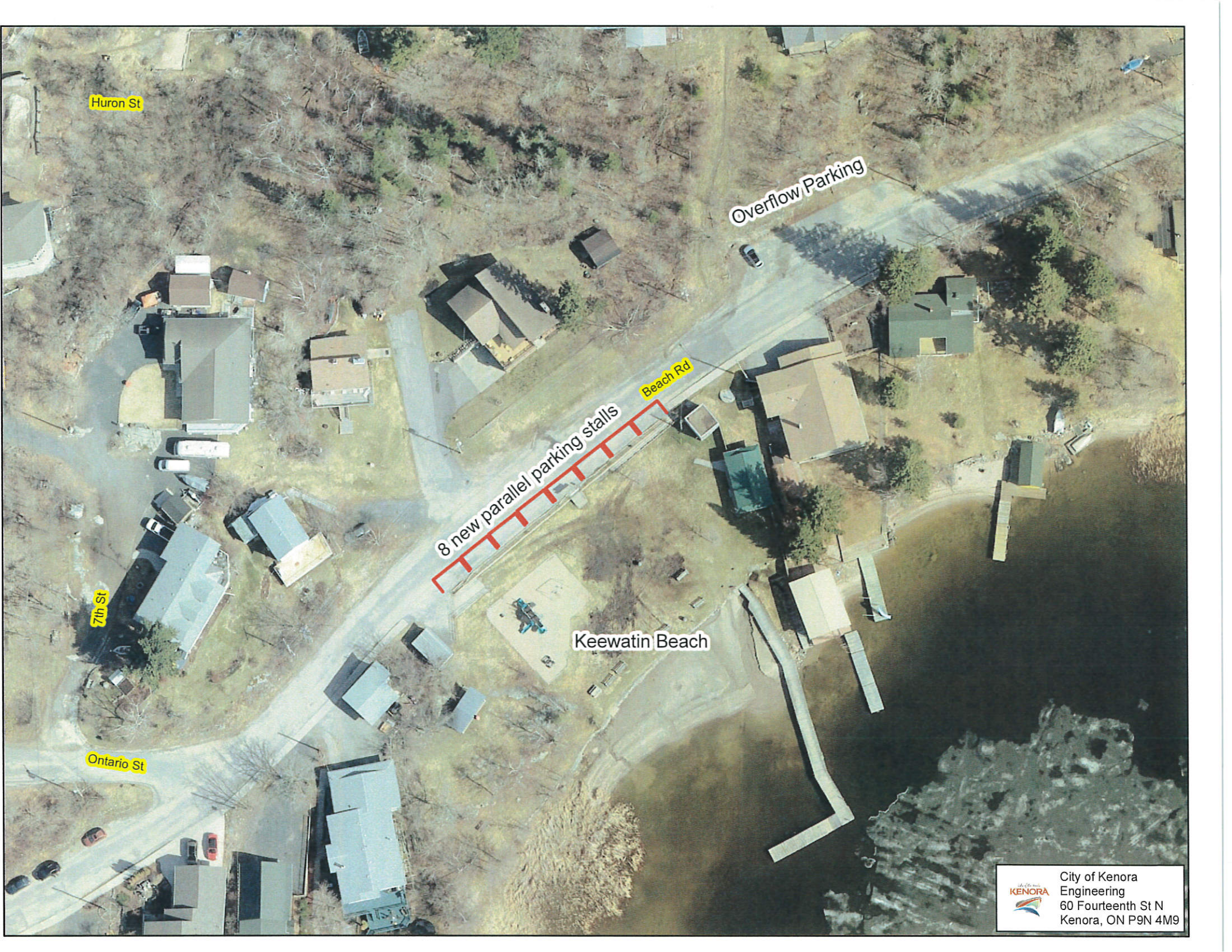
Currently Existing: 12-45 degree angled parking stalls

Keewatin Beach

7th St

Ontario St

■■■■■ Schedule D - 45 Angle Parking



Huron St

Overflow Parking

Beach Rd

8 new parallel parking stalls

7th St

Keewatin Beach

Ontario St



June 30, 2017

City Council Committee Report

To: Mayor and Council

**Fr: Matt Boscarior, Community & Development Services Manager
and Casey Pyykka – Community Program Liaison**

Re: Ice Allocation Policy Amendment

Recommendation:

That Council gives three readings to a bylaw to authorize an amendment to the City of Kenora Ice Allocation Policy RS-1-4; and further

That bylaw number 86-2015 be hereby repealed.

Background:

With ice time demands increasing and regular ice users expanding their ice time, the Recreation Services Department is recommending an amendment to the current Ice Allocation Policy. The updated policy will assist and guide staff and the public in ensuring there is a fair and transparent process.

The Recreation Services Department would like amendments be made in the attached report;

- All job titles be changed to current roles of Community Program Liaison and Recreation Services Division Lead;
- Ice time be reviewed and allocated to number of participants per group, allowing a fair allocation to all groups to help with offering enhanced programming to our community;
- Cancellation be amended to enforce all seasonal ice bookings to be utilized by the groups as per their request. Cancellation of ice time after September 30th results in scheduling, missed ice opportunities for other group requests and unused ice time.
- Added cancellation policy of seven days' notice to all outside ice users for available ice; and
- Added ice hours to guide the public in their booking process.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Policy amendments will be communicated to Recreation Staff and Customers

Strategic Plan or other Guiding Document:

3-4 - The City will embrace the importance of empowering Staff to make decisions that consistently demonstrate our commitment to making prompt, efficient and courteous customer service to our residents

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

Ice Allocation Policy



Section Recreation Services	Date 06/1/2015	Resolution No.	Page 1	Of 5
Subsection	Supersedes Resolution No.		Policy No. RS-1-4	

Purpose

To identify the process for accessing and allocating ice time at the Kenora Recreation Centre and at the Keewatin Memorial Arena.

Policy Statement

The responsibility will be with the [Recreation ProgrammerCommunity Program Liaison](#) to make contact with the involved groups.

The City of Kenora staff may at their option schedule an annual meeting with the ice users for the purpose of reviewing the ice allocations.

Ice Time

Individuals, groups and organizations wishing to book ice time will do so via a letter indicating the desired location, times, days, tournaments, special events, the name, phone number and address of a contact person(s) who will handle ice time bookings, cancellations, etc., and submit such requests to the Kenora Recreation Centre Office by the advertised date in June of each year.

Request will not be considered individually but will be reviewed with all received requests during the mass seasonal booking process contained within this policy.

[Ice requests will be reviewed and allocated as per number of participants per group.](#)

Groups or individuals who do not have a good payment record with the City or have outstanding balances, will be required to pay all outstanding accounts prior to their request being considered.

Groups or individuals who have had poor payment history may be required to pay in full or in part for ice time as a condition of contracting for ice time.

A deposit may be requested, at the discretion of the [Recreation ProgrammerCommunity Program Liaison](#), equal to one month's ice time.

Groups or individuals must sign a Facility Contract and, if required, submit their deposit by the designated date each year advertised by the [Recreation ProgrammerCommunity Program Liaison](#).

After 30 days of contracts being sent out, if the [Recreation ProgrammerCommunity Program Liaison](#) has not received a signed contract and a deposit, if requested, ice time will be cancelled and dealt with as per the cancellation policy stated within.

No ice time will be confirmed or used until contract and payment conditions are complied with.

Ice Time Allocation Priority

Consideration and priority for ice time allocation will be as follows:

1. City of Kenora public recreation and special events.
2. Local minor games, special events and tournaments.
3. Local minor league play and regular programs ([Figure Skating, etc.](#))
4. Local adult games, special events, and tournaments.
5. Local adult league play and regular programs.
6. Non Resident Minor special events, tournaments and games.
7. Non Resident Adult special events, tournaments and games.

Tournaments and Special Events

All applications for the hosting of a tournament or special event must be made in writing indicating the name of the group or organization, proposed dates, anticipated hours and contact person.

Successful and Returning tournaments and events will have priority over new or one-time.

The [Recreation ProgrammerCommunity Program Liaison](#) will give consideration to the Ice Time Allocation Priorities and the economic impacts of the tournament or special event for the community as a whole.

Conflicts

When there is a conflict with the ice time allocation prior to the schedule being distributed, the [Recreation ProgrammerCommunity Program Liaison](#) will first take into consideration the allocation policy and if all is equal the [ProgrammerCommunity Program Liaison](#) will contact the affected groups.

The [Recreation ProgrammerCommunity Program Liaison](#) will contact the group wanting the same time and inform them of the conflict and ask if they can work out an agreement. The Recreation Centre will require a letter from both groups indicating same – an amendment to their group's original request. If there is no solution arrived

at amongst the conflicting groups, then the [Recreation ProgrammerCommunity Program Liaison](#) in alliance with the Recreation [ManagerServices Division Lead](#), will make a decision as to who will receive the requested time.

When the conflict arises **after** the ice time allocation and the distribution of the schedule, the [Recreation ProgrammerCommunity Program Liaison](#) will meet with the groups. If there is no solution arrived at amongst the conflicting groups, then the [Recreation ProgrammerCommunity Program Liaison](#) in alliance with the Recreation [ManagerServices Division Lead](#), will make a decision as to who will receive the requested time.

Cancellations

~~All cancellations of ice time must be done in writing through the office of the Recreation Programmer at the Kenora Recreation Centre. No cancellations will be accepted over the phone.~~

~~The following will apply:~~

- ~~• Cancellations must be completed and signed by a designated representative of the group.~~
- ~~• Seven working days advance written notice is required on all cancellations of regular ice time.~~
- ~~• Tournaments or Special Events are subject to 30 days written notice.~~

~~Once ice time is allocated and Facility Contracts are approved, the deadline for any adjustments must be made in writing to the Community Program Liaison no later than September 30th. No cancellations will be accepted over the phone.~~

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If less than the stated time frame of written notice is given, the group cancelling will be charged for that ice time, at the current rental rate in effect.

The [Recreation ProgrammerCommunity Program Liaison](#) will attempt to fill the cancelled ice time but there are no guarantees. If the ice is able to be rented, the cancelling group will not be charged.

When ice, within the guaranteed hour's allotment, is cancelled by a Minor group and duly accepted by the City, the ice time will be offered to all other Minor Groups and then offered for open rental.

When ice is cancelled by an Adult group and duly accepted by the City, the ice time will be offered for open rental.

Any cancellations caused by storms, floods, power failures, acts of God or business interruptions caused by mechanical failure of the City of Kenora's equipment, will be considered unavoidable and the groups or individuals will not be charged for

cancellations of this nature, nor will the City be held responsible for any losses, whatsoever, arising from cancellations for circumstances outlined here.

Available Ice Times

Any group, individual may rent ice at the Arenas that is not regularly scheduled. However, the following conditions will apply:

- All bookings of ice or rooms will be done through the [Recreation ProgrammerCommunity Program Liaison](#) or the Customer Service Desk and subject to a signed Facilities Contract (appendixes hereto as Schedule A) prior to access the facility.
- The rental fee must be paid in full prior to the confirmation of the booking.
- ~~The cancellation policy will apply following will apply for any cancellations of available ice:~~
 - [Cancellations must be completed and signed](#)
 - [Seven working days advance written notice is required on all cancellations of regular ice time.](#)

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Cancellation of Ice Times by Recreation Office

The Recreation Centre Office reserves the right to cancel ice times of user groups:

- if a past bill has not been paid within a reasonable time or;
- to utilize the ice surface for special events that are for the benefit of the community or;
- if it is felt that ice conditions are not safe or the arena is not safe for the Public to be allowed entry.

Every attempt shall be made to provide sufficient notice to user groups of any cancellation which may affect them.

Ice Rental Rates

Ice rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments will be made to council for approval.

All groups or individuals renting ice shall be charged the applicable rate in the User Fees and Charges By-law as approved by Council.

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[Ice Hours](#)

Ice time will begin on the hour or half hour. The last ten minutes of the rental time will consist of flood time. If the ice does not require flooding, then the ten minutes will be split as follows:

- a) Five minutes to the group already using the ice
- b) Five minutes to the group coming on the ice

Maintenance

The Recreation Centre Staff shall be responsible to ensure the Arena is kept clean, and in good repair at all times.

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June 30, 2017

City Council Committee Report

To: Mayor and Council

**Fr: Devon McCloskey, City Planner
Matt Boscariol, Community and Development Services Manager**

Re: Review of Policy PP-1-1 Installation of Communication Towers

Recommendation:

That Council gives three readings to a bylaw to authorize an amendment to the City of Kenora Communication Towers Policy PP-1-1; and further that by-law number 107-2009 be hereby repealed.

Background:

With the commencement of the 2017 building season, the City has been in correspondence with proponents of communication towers, and has since determined that in order for the City's policy to remain relevant and effective, that updates and improvements to the policy are warranted.

Industry Canada is the approval authority for communication towers, and as such, the City adopted Policy PP-1-1 in order to ensure consultation with the City, subsequent to the erection of contentious towers within City Limits for which the City had no jurisdiction to oppose.

Industry Canada supplied a basic template for policy development, and recommended that the City adopt it in order to ensure that the City, including the local public; neighbouring land use authorities; businesses and property owners, are provided the opportunity to provide their comments with regard to proposed structures.

The policy was adopted in 2009, and numerous applications have been processed and approved since.

Section 3.5 of the Official Plan states the following:

The City of Kenora recognizes that the installation of communication towers is required to supply, improve, and maintain the quality of service. Local Zoning By-laws cannot prevent a telecommunication tower from being constructed, since the Federal Government has the approval authority under the Radio Communications Act. Industry Canada recognizes the importance of considering the potential impact of communication towers on the adjacent surroundings and the community. A proponent seeking to establish a communications tower shall work with the City, seek input from the community, and meet the requirements as set out in the Council approved Installation of Communication Towers Policy.

Applicants are required to provide to the City, information including their name, and address, property description and characteristics, details of the tower and associated

facilities and equipment (i.e. lights, enclosures), the need for proposed tower height, a site plan (which may also become subject to site plan control as per Section 2 (3) of By-law 189-2010), and any required site application to Industry Canada, complete with the Municipal Land Use Consultation Declaration form.

As per current policy, all applicants are required to provide notice by posting notice in the paper, a sign on the property for 14 days, hold a public meeting, and provide by mail a notification package of the proposal to all land owners within a radius measured as three (3) times the height of the proposed tower.

With the exception of the five (5), structures/ scenarios outlined in the policy, every tower erected within City Limits, that is essentially over 15 metres in height (which is Industry Canada's exemption height as well), is currently subject to Policy PP-1-1, and must carry out the items as required for consultation.

Industry Canada supplies numerous documents, to assist proponents and Land Use Authorities including, "Guide to Assist Land-Use Authorities in Developing Antenna System Siting Protocols", and "CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems", these documents are attached.

To clarify proponent requirements for the installation of communication towers as well as ensure that the public has access to the City's policy online, that staff are aware of policy requirements.

To ensure that Public Consultation/ Public Engagement Requirements are proportionate to the potential impact of the proposal, the recommendation as provided would exempt towers located within the RR, TR, ML, MH, MX, RU, WD, and BSL zones, that are not required to be lit and less than 20 metres, would not be subject to the following public engagement requirements: holding of a public meeting, posting notice in the paper, and posting a 1 x 1.5 metre sign.

Consultation with the City, and public consultation with immediate property owners within a radius of three (3) times the tower height would still be required.

Budget: No special requests required, City staff time allocated for policy review

Risk Analysis: Low Risk – It is anticipated that the policy change will enable improved communication between proponents, City Staff, and Ministry Officials.
Recommendation - pursue policy updates

Communication Plan/Notice By-law Requirements: Notice By-law, Manager of Community and Development Services, Building Official, City Planner, Communications Lead.

Strategic Plan (2016 to 2020):

Develop Our Economy -

- Provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district
- Forge strong, dynamic working relationships with the Kenora business community
- Foster and support entrepreneurial business development
- Promote Kenora to external investment audiences

Official Plan (2015)

Section 3.15.5 Compatibility Criteria - Compatibility of new development and uses, protection of sensitive uses.

Section 3.5 Consideration of potential impact of communication towers on surroundings and community.

Installation of Communication Towers Policy



Section	Date	By-Law Number	Page	Of
Property & Planning	July 5-13, 2017 09	XX-2017-107-2009	1	6
Subsection	Repeals By-Law Number		Policy Number	
Installation Of Communication Towers	107-2009		PP-1-1	

Background

As demand increases for mobile phones and new communications services, additional towers are required to improve and maintain the quality of service. Industry Canada is the Federal department responsible for licensing and approving telecommunications equipment and facilities in Canada. Local zoning by-laws cannot prevent a telecommunication tower from being built, as the Federal Government has the approval authority under the Radio communications Act. Industry Canada, however, recognizes the importance of considering the potential impact of communication towers on their surroundings and that the community should have input with respect to the location of new towers. As a result, they require proponents to work with the City and they encourage property owners to make their concerns known.

General Requirements

In addition to roles and responsibilities for site sharing, land-use consultation and public consultation, proponents must also fulfill other important obligations including: compliance with Health Canada's Safety Code 6 guideline for the protection of the general public; compliance with radio frequency immunity criteria; notification of nearby broadcasting stations; environmental considerations; and Transport Canada/NAV CANADA aeronautical safety responsibilities.

Applicants must have regard to all provisions of Industry Canada's Client Procedure Circular CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems which can be found at : <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>.

Installation Of Communications Tower Policy

Policy Number	Page	Of
PP-1-1	2	6

Application

All proposals for new telecommunication towers, and modifications to existing towers, where municipal consultation is required by Industry Canada, require the submission of an application package including the following:

An applicant for a radio communication tower shall provide the following:

- Applicant's name, address and contact person
- Legal description and property address of proposed tower location and the name and address of the property owner
- Three (3) sets of plans showing location and details of the tower and all associated equipment and facilities, including the engineered site plans indicating all servicing requirements
- Applicant shall install landscaping and screening appropriate to the location to screen the auxiliary structure
- A full site plan drawn to scale showing the subject property (or leased area if the property is not owned by the applicant), site grading, the location of existing property lines, existing or proposed buildings, fences, buffering, existing and proposed landscaping, access, parking, and the type and height of the proposed tower structure. Any significant vegetation on a particular site should be inventoried on the plan.
- A statement from the applicant to indicate the need for the proposed tower height.
- A map showing the horizontal distance between the tower installation and the nearest residential zone and/or residential dwelling.
- Application for building permits in accordance with the Ontario Building Code, to address the following matters:
 - Equipment shelters that exceed 10 square metres of gross floor area.
 - Towers/antennae that are to be mounted or attached to an existing building.

~~Towers that exceed 16.6 metres above ground level.~~

Comment [DM1]: Towers are no longer contemplated within the Ontario Building Code

Installation of Communications Tower Policy

Policy Number	Page	Of
PP-1-1	3	6

- The A cheque payable to the City of Kenora to cover administrative and processing costs, [as determined by staff's hourly rate](#)
- Applicant shall provide the City of Kenora with a copy of any required site application to Industry Canada, complete with the Municipal Land Use Consultation Declaration form

Public Consultation Process

The Applicant will conduct a public meeting, take an attendance log, take minutes of the meeting and provide this information to the City of Kenora.

The Applicant shall place an advertisement in the local newspaper and post an informational sign not less than 1.5 metres by 1 metre, on the proposed site, at a location clearly visible from the nearest road. The sign will advise of the proposed siting of a communications tower and will be posted for a period of not less than 14 days before the public meeting. The sign will include contact information for both the applicant and Industry Canada in order that questions and concerns can be addressed. The sign and advertisement will include the time, date and location of the public meeting.

As a minimum, proponents must provide a notification package to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc. located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc.

Information to be included in the notification package will be in accordance with **CPC-2-0-03 - Radiocommunications and Broadcasting Antenna Systems: [Appendix 2 – Industry Canada's Default Public Consultation Process – Public Notification Package](#)**

Installation of Communications Tower Policy

Policy Number	Page	Of
PP-1-1	4	6

The Applicant shall provide the City of Kenora with confirmation from Transport Canada and the Kenora Airport Authority that there are no objections to the proposed site and height of the facility, or alternatively the conditions or requirements that would apply to the installation of the tower.

Following the public meeting the applicant will provide the City of Kenora with the following:

- A record of names, addresses and phone numbers of attendees
- Minutes of the meeting, including identification of issues and concerns raised
- Follow up letter to the City of Kenora to indicate their formal response to the concerns raised during the public meeting. Should any modifications of the proposed structure be agreed upon, further details such as revised plans or drawings will be provided to the City as soon as possible

After the Applicant has satisfied the above requirements, a "Letter of [Concurrence Recommendation](#)" may be provided by the City of Kenora if the City is satisfied that the Applicant has acted reasonably in mitigating any concerns with the proposed tower.

City's Role

The City of Kenora will, where possible, provide a mailing list to the Applicant, of all those property owners located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater of the proposed location.

The City of Kenora reviews the material supplied by the Applicant, after the public consultation process and provides a statement to Industry Canada as to whether, in the opinion of the City, the applicant has conducted a satisfactory consultation process, and whether the City supports or does not support the proposal.

Installation of Communications Tower Policy

Policy Number	Page	Of
PP-1-1	5	6

Exclusions

- For the following types of installations and proponents are excluded from the requirement to consult with the LUA and the public, but must still fulfill the maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
- maintenance of an antenna system's painting or lighting in order to comply with Transport Canada's requirements;
- installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during the emergency, and is removed within 3 months after the emergency or special event; and
- new antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15 metres above ground level;
- towers located within the RR, TR, ML, MH, MX, RU, WD, and BSL zones, that are not required to be lit and less than 20 metres, are not subject to the following public engagement requirements: holding of a public meeting, posting notice in the paper, and posting a 1 x 1.5 metre sign.

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Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponents to consult the LUA and the public even though the proposal

meets an exclusion noted above. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

Installation of Communications Tower Policy

Policy Number	Page	Of
PP-1-1	6	6

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and

General Requirements outlined in this policy

- Transport Canada marking and lighting requirements for the proposed structure.

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or Industry Canada for guidance.



Industry
Canada

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Canada

CPC-2-0-03

Issue 5

Released: June 26, 2014

Effective: July 15, 2014

Spectrum Management and Telecommunications

Client Procedures Circular

Radiocommunication and Broadcasting Antenna Systems

Comments and suggestions may be directed to the following address:

Industry Canada
Spectrum Management Operations Branch
235 Queen Street
Ottawa, Ontario
K1A 0H5

Attention: DOSP

Via e-mail: spectrum_pubs@ic.gc.ca

All [Spectrum Management and Telecommunications](#) publications are available on the following website at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>.

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1. Introduction

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. In order for radiocommunication and broadcasting services to work, antenna systems including masts, towers, and other supporting structures are required. Antenna systems are normally composed of an antenna and some type of supporting structure, often called an antenna tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. There is a certain measure of flexibility in the placement of antenna systems which is constrained to some degree by: the need to achieve acceptable coverage for the service area; the availability of sites; technical limitations; and safety. In exercising its mandate, Industry Canada believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.

1.1 Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in this document when installing or modifying an antenna system. Also, the installation of an antenna system or the operation of a currently existing antenna system that is not in accordance with this process may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

1.2 Application

The requirements of this document apply to anyone (referred to in this document as the proponent) who is planning to install or modify an antenna system,¹ regardless of the type. This includes telecommunications carriers,² businesses, governments, Crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over-the-air TV reception). Anyone who proposes, uses or owns an antenna system must follow these procedures. The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes (“third party tower owners”). As well, parts of this process contain obligations that apply to existing antenna system owners and operators.

1.3 Process Overview

This document outlines the process that must be followed by proponents seeking to install or modify antenna systems. The broad elements of the process are as follows:

¹ For the purposes of this document, an “antenna system” is normally composed of an antenna and some sort of supporting structure, normally a tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. Thus, where this document refers to an “antenna,” the term includes the integral mast.

² For the purpose of this document, a “telecommunications carrier” means a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

1. Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures.
2. Contacting the land-use authority (LUA) to determine local requirements regarding antenna systems.
3. Undertaking public notification and addressing relevant concerns, whether by following local LUA requirements or Industry Canada's default process, as is required and appropriate.
4. Satisfying Industry Canada's general and technical requirements.
5. Completing the construction.

It is Industry Canada's expectation that steps (2) to (4) will normally be completed within **120 days**. Some proposals may be excluded from certain elements of the process (see Section 6). It is Industry Canada's expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document. If the requirements of this document are satisfied and the proposal proceeds then, under step (5), construction of the antenna system must be completed within three years of conclusion of consultation.

2. Industry Canada Engagement

There are a number of points in the processes outlined in this document where parties must contact Industry Canada to proceed. Further, anyone with any question regarding the process may contact the local Industry Canada office³ for guidance. Based on a query by an interested party, Industry Canada may request parties to provide relevant records and/or may provide direction to one or more parties to undertake certain actions to help move the process forward.

3. Use of Existing Infrastructure (Sharing)⁴

This section outlines the roles of proponents and owners/operators of existing antenna systems. In all cases, parties should retain records (such as analyses, correspondence and engineering reports) relating to this section.

Before building a new antenna-supporting structure, Industry Canada requires that proponents first explore the following options:

- consider sharing an existing antenna system, modifying or replacing a structure if necessary;

³ Please refer to Radiocommunication Information Circular RIC-66 for a list of addresses and telephone numbers for Industry Canada's regional and district offices. [RIC-66](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06073.html) is available via the Internet at: http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06073.html.

⁴ See also Client Procedures Circular CPC-2-0-17, *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*. CPC-2-0-17 is available via the Internet at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf09081.html>.

- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers etc.

A proponent is not normally expected to build a new antenna-supporting structure where it is feasible to locate an antenna on an existing structure, unless a new structure is preferred by the land-use authority.

Owners and operators of existing antenna systems are to respond to a request to share in a timely fashion and to negotiate in good faith to facilitate sharing where feasible. It is anticipated that 30 days is reasonable time for existing antenna system owners/operators to reply to a request by a proponent in writing with either:

- a proposed set of reasonable terms to govern the sharing of the antenna system; or
- a detailed explanation of why sharing is not possible.

4. Land-use Authority and Public Consultation

Contacting the Land-use Authority

Proponents must always contact the applicable land-use authorities to determine the local consultation requirements and to discuss local preferences regarding antenna system siting and/or design, unless their proposal falls within the exclusion criteria outlined in Section 6. If the land-use authority has designated an official to deal with antenna systems, then proponents are to engage the authority through that person. If not, proponents must submit their plans directly to the council, elected local official or executive. The 120-day consultation period commences only once proponents have formally submitted, in writing, all plans required by the land-use authority, and does not include preliminary discussions with land-use authority representatives.

Proponents should note that there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. As well, in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation,⁵ they must contact Industry Canada in order to ensure that the requirements for consultation are met.

Following the Land-use Authority Process

Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, where one exists. In the event that a land-use authority's existing process has no public consultation requirement, proponents must then fulfill the public consultation requirements contained in Industry Canada's Default Public Consultation Process (see Section 4.2). Proponents are not required to follow this requirement if the LUA's established process explicitly excludes their type of

⁵ Proponents are encouraged to refer to local community and online resources (for example, the Aboriginal and Treaty Rights Information System (ATRIS) (http://sidait-atris.aadnc-aandc.gc.ca/atris_online/home-accueil.aspx) as applicable.

proposal from consultation or it is excluded by Industry Canada's criteria.⁶ Where proponents believe the local consultation requirements are unreasonable, they may contact the local Industry Canada office in writing for guidance.

Broadcasting Undertakings

Applicants for broadcasting undertakings are subject to Canadian Radio-television and Telecommunications (CRTC) licensing processes in addition to Industry Canada requirements. Although Industry Canada encourages applicants to consult as early as practical in the application process, in some cases it may not be prudent for the applicants to initiate public and municipal/land-use consultation before receiving CRTC approval, as application denial by the CRTC would have result in unnecessary work for all parties involved. Therefore, assuming that the proposal is not otherwise excluded, broadcasting applicants may opt to commence land-use consultation after having received CRTC approval. However, broadcasting applicants choosing this approach are required, at the time of the CRTC application, to notify the land-use authority with a Letter of Intent outlining a commitment to conduct consultation after receiving CRTC approval. If the land-use authority raises concerns with the proposal as described in the Letter of Intent, applicants are encouraged to engage in discussions with the land-use authority regarding their concerns and attempt to resolve any issues. Refer to Broadcasting Procedures and Rules, Part 1 (BPR-1), for further details.

4.1 Land-use Authority Consultation

Industry Canada believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems. As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems.

Unless the proposal meets the exclusion criteria outlined in Section 6, proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- discuss site options;
- ensure that local processes related to antenna systems are respected;
- address reasonable and relevant concerns (see Section 4.2) from both the land-use authority and the community they represent; and
- obtain land-use authority concurrence in writing.

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes⁷ specific to antenna systems that consider such things as:

⁶ In all cases, telecommunications carriers, broadcasting undertakings and third party tower owners must notify and consult with the local public when proposing a new antenna tower either by following Industry Canada's Default Public Consultation Process or, where one exists, the land-use authority's public consultation process..

⁷ Industry Canada is available to assist land-use authorities in the development of local processes. In addition, land-use authorities may wish to consult Industry Canada's guide for the development of local consultation processes.

- the designation of suitable contacts or responsible officials;
- proposal submission requirements;
- public consultation;
- documentation of the concurrence process; and
- the establishment of milestones to ensure consultation process completion within *120 days*.

Where they have specific concerns regarding a proposed antenna system, land-use authorities are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

Under their processes, land-use authorities may exclude from consultation any antenna system installation in addition to those identified by Industry Canada's own consultation exclusion criteria (Section 6). For example, an authority may wish to exclude from consultation those installations located within industrial areas removed from residential areas, low visual impact installations, or certain types of structures located within residential areas such as personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

4.2 Industry Canada's Default Public Consultation Process

Proponents must follow Industry Canada's Default Public Consultation Process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. Industry Canada's default process has three steps whereby the proponent:

1. provides written notification to the public, the land-use authority and Industry Canada of the proposed antenna system installation or modification (i.e. public notification);
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public); and
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment).

Public Notification

1. Proponents must ensure that the local public, the land-use authority and Industry Canada are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see Appendix 1) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc.

Municipalities may also wish to refer to the protocol template developed in partnership between the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA). The FCM/CWTA template can be found on the [FCM's website](http://www.fcm.ca) www.fcm.ca.

located within a radius of three times the tower height.⁸ The radius is measured from the outside perimeter of the supporting structure. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc. Public notification of an upcoming consultation must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly reference that the recipient is within the prescribed notification radius of the proposed antenna system.

2. It is the proponent's responsibility to ensure that the notification provides at least 30 days for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.
4. In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.⁹ Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

Responding to the Public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern and keep a record of the communication;
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant; and
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response. The proponent must provide a copy of all public reply comments to the local Industry Canada office.

⁸ Proponents are advised that municipalities may set reasonable public notification distances appropriate for their communities when establishing their own protocols.

⁹ The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include: a description of the proposed installation; its location and street address; proponent contact information and mailing address; and an invitation to provide public comments to the proponent within **30 days** of the notice. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local Industry Canada office for guidance.

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent is expected to engage the public in a manner it deems most appropriate. Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

Public Reply Comments

As indicated in step 3 above, the proponent must clearly indicate that the party has **21 days** from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the **21-day** public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

4.3 Concluding Consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or Industry Canada confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (Section 4.1) with the land-use authority;
2. carried out public consultation either through the process established by the land-use authority or Industry Canada's Default Public Consultation Process where required; and
3. addressed all reasonable and relevant concerns.

Concluding Land-use Authority Consultation

Industry Canada expects that land-use consultation will be completed within **120 days** from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact Industry Canada. Depending on individual circumstances, Industry Canada may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating LUA approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc. will not normally be sufficient.

Industry Canada recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that Industry Canada does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, Industry Canada will only consider such approvals as valid when the proponent can demonstrate that the LUA's process was followed and that the LUA's preferred method of concluding LUA consultation is through such an approval.

Concluding Industry Canada's Default Public Consultation Process

Industry Canada's Default Public Consultation Process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the **30-day** public comment period; or
- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the **21-day** reply comment period.

In the case where the public responds within the **21-day** reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request Industry Canada engagement. If a request for engagement is made at this stage, Industry Canada will review the relevant material, request any further information it deems pertinent from any party and may then decide that:

- the proponent has met the consultation requirements of this process and that Industry Canada concurs that installation or modification may proceed; or
- the parties should participate in further attempts to mitigate or resolve any outstanding concern.

4.4 Post-Consultation

Whether the proponent followed a land-use authority's consultation process or Industry Canada's default public consultation process, construction of an antenna system must be completed within three years of the conclusion of consultation. After three years, consultations will no longer be deemed valid except in the case where a proponent secures the agreement of the relevant Land-Use Authority to an extension for a specified time period in writing. A copy of the agreement must be provided to the local Industry Canada office.

5. Dispute Resolution Process

The dispute resolution process is a formal process intended to bring about the timely resolution where the parties have reached an impasse.

Upon receipt of a written request from a stakeholder other than the general public, asking for Departmental intervention concerning a reasonable and relevant concern, the Department may request that all involved parties provide and share all relevant information. The Department may also gather or obtain other relevant information and request that parties provide any further submissions if applicable. The Department will, based on the information provided, either:

- make a final decision on the issue(s) in question, and advise the parties of its decision; or
- suggest the parties enter into an alternate dispute resolution process in order to come to a final decision. Should the parties be unable to reach a mutually agreeable solution, either party may request that the Department make a final decision.

Upon resolution of the issue under dispute, the proponent is to continue with the process contained within this document as required.

6. Exclusions

All proponents must satisfy the General Requirements outlined in Section 7 regardless of whether an exclusion applies to their proposal. All proponents must also consult the land-use authority and the public unless a proposal is specifically excluded. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponent to consult even though the proposal meets an exclusion noted below. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;

- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada's marking and lighting requirements for the proposed structure.

The following proposals are excluded from land-use authority and public consultation requirements:

- **New Antenna Systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced¹⁰, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation¹¹. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Non-Tower Structure:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;¹² and
- **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three months after the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents who are not certain if their proposals are excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or Industry Canada for guidance.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

7. General Requirements

In addition to roles and responsibilities for site sharing, land-use consultation and public consultation, proponents must also fulfill other important obligations including: compliance with Health Canada's

¹⁰ The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location.

¹¹ Initial antenna system installation refers to the system as it was first consulted on, or installed.

¹² Telecommunication carriers, operators of broadcasting undertakings and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria.

Safety Code 6 guideline for the protection of the general public; compliance with radio frequency immunity criteria; notification of nearby broadcasting stations; environmental considerations; and Transport Canada/NAV CANADA aeronautical safety responsibilities.

7.1 Radio Frequency Exposure Limits

Health Canada has established safety guidelines for exposure to radio frequency fields, in its Safety Code 6 publication, entitled: *Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz*.¹³ While the responsibility for developing Safety Code 6 rests with Health Canada, Industry Canada has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

It is the responsibility of proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment.

Telecommunications common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation. Where the radio frequency emission of any installation, whether telecommunications carrier or broadcasting operator, is greater than, or is equal to, 50%, of the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely available for access by workers), the operator(s) of radio frequency emitters must notify Industry Canada and demonstrate compliance with Safety Code 6. This determination of 50% of Safety Code 6 must be in consideration of the local radio environment.

For all proponents following Industry Canada's Default Public Consultation Process, the proponent's notification package must provide a written attestation that there will be compliance with Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. The notification package must also indicate any Safety Code 6 related signage and access control mechanisms that may be used.

Compliance with Safety Code 6 is an ongoing obligation. At any time, antenna system operators may be required, as directed by Industry Canada, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures.¹⁴ At the request of Industry Canada, telecommunications carriers and operators of broadcasting undertakings must provide detailed compliance information for individual installations within five days of the request. Proponents and operators of existing antenna systems must retain copies of all information related to Safety Code 6 compliance such as analyses and measurements.

¹³ To obtain an electronic copy of Safety Code 6, contact: publications@hc-sc.gc.ca.

¹⁴ See Client Procedures Circular [CPC-2-0-20](#), *Radio Frequency (RF) Fields – Signs and Access Control*.

7.2 Radio Frequency Immunity

All radiocommunication and broadcasting proponents and existing spectrum users are to ensure that their installations are designed and operated in accordance with Industry Canada's immunity criteria as outlined in EMCAB-2¹⁵ in order to minimize the malfunctioning of electronic equipment in the local surroundings. Broadcasting proponents and existing undertakings should refer to Broadcasting Procedures and Rules - Part 1, *General Rules* (BPR-1) for additional information and requirements¹⁶ on this matter.

Proponents are advised to consider the potential effect that their proposal may have on nearby electronic equipment. In this way, they will be better prepared to respond to any questions that may arise during the public and land-use consultation processes, or after the system has been installed.

Land-use authorities should be prepared to advise proponents and owners of broadcasting undertakings of plans for the expansion or development of nearby residential and/or industrial areas. Such expansion or development generally results in the introduction of more electronic equipment in the area and therefore an increased potential for electronic equipment to malfunction. By keeping broadcasters aware of planned developments and changes to adjacent land-use, they will be better able to work with the community. Equally, land-use authorities have a responsibility to ensure that those moving into these areas, whether prospective residents or industry, are aware of the potential for their electronic equipment to malfunction when located in proximity to an existing broadcasting installation. For example, the LUA could ensure that clear notification be provided to future prospective purchasers.

7.3 Proximity of Proposed Structure to Broadcasting Undertakings

Where the proposal would result in a structure that exceeds 30 metres above ground level, the proponent is to notify operators of AM, FM and TV undertakings within 2 kilometres, due to the potential impact the physical structure may have on these broadcasting undertakings. Metallic structures close to an AM directional antenna array may change the antenna pattern of the AM broadcasting undertaking. These proposed structures can also reflect nearby FM and TV signals, causing "ghosting" interference to FM/TV receivers used by the general public.

7.4 Canadian Environmental Assessment Act

Industry Canada requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the *Canadian Environmental Assessment Act, 2012* (CEAA 2012), where the antenna system is incidental to a physical activity or project designated under CEAA 2012, or is located on federal lands.

An antenna system may not proceed where it is incidental to a designated project (as described in the *Regulations Designating Physical Activities*), or is otherwise expressly designated by the Minister of the

¹⁵ For more information see [EMCAB-2](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01005.html), entitled: *Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters* available at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01005.html>.

¹⁶ [BPR-1 - Part I: General Rules](http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf01326e.html) can be found on the Spectrum Management and Telecommunications website at: <http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf01326e.html>.

Environment without satisfying certain requirements applicable to designated projects. Therefore, a proponent of this type of project must contact Industry Canada for direction on how to proceed.

Any proposed antenna system on federal land may not proceed without a determination of environmental effects by Industry Canada. In order to assist the Department in making such a determination, proponents must submit a project description to Industry Canada, considering and addressing those elements of the environment described in CEAA 2012, as well as any determination of environmental effects that may have been made by the authority responsible for managing the federal land. Industry Canada may also require further information before it can complete its assessment. Industry Canada will inform the proponent of the results of its determination and may impose conditions related to mitigating any adverse effects after making its determination and/or may need to refer the matter to the Governor-in-Council under CEAA 2012.

In addition, notices under Industry Canada's default public consultation process require written confirmation of the project's status under CEAA 2012 (e.g., whether it is incidental to a designated project or, if not, whether it is on federal lands).

In addition to CEAA requirements, proponents are responsible to ensure that antenna systems are installed and operated in a manner that respects the local environment and that complies with other statutory requirements, such as those under the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994*, and the *Species at Risk Act*, as applicable.

For projects north of the 60th parallel, environmental assessment requirements may arise from federal statutes other than the aforementioned Acts or from Comprehensive Land Claim Agreements. Industry Canada requires that installation or modification of antennas or antenna supporting structures be done in accordance with these requirements, as appropriate.

7.5 Aeronautical Safety

Proponents must ensure their proposals for any antenna system are first reviewed by Transport Canada and NAV CANADA.

Transport Canada will perform an assessment of the proposal with respect to the potential hazard to air navigation and will notify proponents of any painting and/or lighting requirements for the antenna system. NAV CANADA will comment on whether the proposal has an impact on the provision of their national air navigation system, facilities and other services located off-airport.

As required, the proponent must:

1. submit an Aeronautical Obstruction Clearance form to Transport Canada;
2. submit a Land-use Proposal Submission form to NAV CANADA;
3. include Transport Canada marking requirements in the public notification package;
4. install and maintain the antenna system in a manner that is not a hazard to aeronautical safety; and

5. retain all correspondence.

For those antenna systems subject to Industry Canada's Default Public Consultation Process, the proponent will inform the community of any marking requirements. Where options are possible, proponents are expected to work with the local community and Transport Canada to implement the best and safest marking options. Proponents should be aware that Transport Canada does not advise Industry Canada of marking requirements for proposed structures. Proponents are reminded that the addition of, or modification to, obstruction markings may result in community concern and so any change is to be done in consultation with the local public, land-use authority and/or Transport Canada, as appropriate.

References and Details

Aeronautical Obstruction Clearance forms are available from any Transport Canada Aviation Group Office. Both the Aeronautical Obstruction Clearance form (#26-0427) and a list of Transport Canada Aviation Group regional offices are available on the Transport Canada website.¹⁷ Completed forms are to be submitted directly to the nearest Transport Canada Aviation Group office. (Refer to Canadian Aviation Regulations, Standard 621.19, Standards Obstruction Markings).

Land-use Proposal Submission forms are available from NAV CANADA¹⁸ and completed forms are to be sent to the appropriate NAV CANADA General Manager Airport Operations (GMAO) office, East or West.

¹⁷ The [Transport Canada website](http://www.tc.gc.ca) can be found at: <http://www.tc.gc.ca>.

¹⁸ Search keywords "Land-use Proposal" on the [NAV CANADA website](http://www.navcanada.ca) at: <http://www.navcanada.ca>.

Appendix 1 – Industry Canada’s Default Public Consultation Process - Public Notification Package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local Industry Canada office at the same time as the package is provided to the public.

Notification must include, but need not be limited to:

- 1) the proposed antenna system’s purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- 2) the proposed location within the community, the geographic coordinates and the specific property or rooftop;
- 3) an attestation¹⁹ that the general public will be protected in compliance with Health Canada’s Safety Code 6 including combined effects within the local radio environment at all times;
- 4) identification of areas accessible to the general public and the access/demarcation measures to control public access;
- 5) information on the environmental status of the project, including any requirements under the *Canadian Environmental Assessment Act, 2012*;
- 6) a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
- 7) Transport Canada’s aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent’s expectation of Transport Canada’s requirements together with an undertaking to provide Transport Canada’s requirements once they become available;
- 8) an attestation that the installation will respect good engineering practices including structural adequacy;
- 9) reference to any applicable local land-use requirements such as local processes, protocols, etc.;

¹⁹ Example: I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada’s Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

- 10) notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
- 11) contact information for the proponent, land-use authorities and the local Industry Canada office;
and
- 12) closing date for submission of written public comments (not less than **30 days** from receipt of notification).



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Guide to Assist Land-use Authorities in Developing Antenna System Siting Protocols

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1. Introduction

This guide is intended to assist Land-use Authorities (LUA) in ensuring effective local participation in decisions regarding proposals to build antennas and their supporting structures within their communities. For the purposes of this guide, an LUA means any local authority that governs land-use issues and includes a municipality, town council, regional commission, development authority, township board, band council or similar body. This guide complements Industry Canada's Client Procedures Circular CPC-2-0-03, Issue 5, [Radiocommunication and Broadcasting Antenna Systems](#). LUAs are encouraged to consult CPC-2-0-03 to better understand roles and responsibilities.

The requirements of CPC-2-0-03 apply to anyone (referred to as a "proponent") who is planning to install or modify an antenna system,¹ regardless of the type. This includes telecommunications carriers, businesses, governments, Crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over-the-air and satellite TV reception). The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes ("third party tower owners"). As well, the procedures contain obligations that apply to existing antenna system owners and operators, including those relating to the use of existing infrastructure (sharing).

This guide specifically addresses two areas:

- **Participation Process:** Addresses the LUA's role in effectively participating and influencing decisions with respect to proposed antenna systems within Industry Canada's antenna siting procedures. Industry Canada believes that antenna siting protocols jointly developed between proponents and LUAs can supplement the Department's antenna siting procedures, while at the same time having a higher degree of acceptance and compliance.
- **Local Protocol Development:** Sets out elements that LUAs might wish to include when developing protocols with proponents of antenna systems.

The federal Minister of Industry has the authority under the [Radiocommunication Act](#) to issue radio authorizations, to approve each site on which radio apparatus, including antenna systems (referred to as "antenna systems" or "installations"), may be located and to approve the erection of all masts, towers and other antenna-supporting structures. Industry Canada's role includes ensuring the orderly development and efficient operation of radiocommunications in Canada. In this regard, Industry Canada considers that the questions, comments and concerns of the local public and the LUA are important elements for proponents to consider when seeking to install, or make major modifications to, an antenna system.

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, all levels of government, wireless service providers, broadcasters, utility companies and other businesses. Antenna systems are an essential component in providing these services and must be installed on towers, buildings or other antenna-supporting structures. Antennas and the structures that support them are integral to wireless network communication systems

¹ For the purposes of this document, an "antenna system" is normally composed of an antenna and some sort of supporting structure, normally a tower. Most antennas have their own integral mast so they can be fastened directly to a building or a tower.

and they provide the radio coverage the public and safety services need. With advancements in technology and given the growing demand for high-speed wireless access, communities in Canada are currently experiencing, or will soon experience, the deployment of new antenna systems.

Thanks to their local knowledge, LUAs are well qualified to explain to proponents the particular amenities, cultural or environmental sensitivities, planning priorities and other relevant characteristics of their area. The LUA may also be aware of potential Aboriginal or treaty rights or land claims that may be affected by a proposed installation. Working together, LUAs and proponents can find solutions which address reasonable and relevant concerns or point the way to alternative antenna system siting arrangements. Accordingly, Industry Canada encourages LUAs to develop local protocols to manage the process of identifying their own concerns, as well as those of the public they represent, regarding antenna system modifications or installations.

For the purposes of this document, Industry Canada will refer to any written local guideline, policy or process that addresses the issue of antenna placement as a “protocol”. Cooperation between LUAs and proponents through clear and reasonable protocols can result in the development of new and enhanced wireless services in a community-friendly manner.

Industry Canada² is available to assist in the creation of local land-use protocols for antenna system installations.

2. Participation Process

There are a number of steps a proponent typically follows in choosing a site for an antenna system installation; unless specifically excluded under Industry Canada’s process, one of these steps is consulting with the LUA. The community in an LUA’s area expect it to provide local knowledge, experience and leadership. The LUA can also ensure that any questions, comments or concerns are appropriately addressed by the proponent.

The subsections that follow suggest various aspects of a consultation process that an LUA may want to take into consideration when developing antenna siting protocols. Protocols are an effective means for an LUA to use to convey its preferences, as well as those of the community it represents, to antenna system proponents.

2.1 Placement of Antenna System

Proponents must consider various antenna system placement options, including using existing structures such as building rooftops and water towers, to minimize the impact on the local community. Radiocommunication antennas need to be strategically located to satisfy specific technical criteria and operational requirements. Therefore, there is a limited measure of flexibility in the placement of antennas and proponents are constrained to some degree by:

2 Please refer to *Radiocommunication Information Circular RIC-66* for a list of addresses and telephone numbers for Industry Canada’s regional and district offices. [RIC-66](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06073.html) is available via the Internet at: http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06073.html.

- the need to achieve the required radiocommunication coverage, often in response to public demand;
- the availability and physical limitations of nearby existing structures (towers, rooftops, water towers, etc.) to accommodate additional antennas; and
- the securing of lease agreements to permit access to an existing structure.

Consequently, the LUA's or the public's preferred location for siting an antenna installation may not always be feasible.

LUAs are encouraged to develop protocols that are clear and within their area of responsibility. Protocols can include promoting the placement of antennas in optimal locations from a land-use point of view, or excluding certain types of installations from protocol requirements. Through protocols, an LUA can highlight its local knowledge and expertise related to area sensitivities, including environmental or cultural concerns, and land-use compatibility. Protocols can recognize local amenities and planning priorities while expediting the planning and approvals necessary for the installation of radiocommunication and broadcasting antenna systems.

2.2 Use of Existing Infrastructure (Sharing)³

The installation of a new antenna structure may at times reveal sensitivity in the local community. Therefore, Industry Canada requires proponents to first consider using existing towers or infrastructure (such as rooftops, water towers, utility poles, etc.). This approach is intended to minimize the proliferation of antenna towers. However, it is important to note that technical constraints, such as the need to: achieve a certain amount of radiocommunication coverage; re-use frequencies; and address equipment isolation issues; etc., may prevent a proponent from using an existing structure.

2.3 Preliminary Consultation

LUAs may wish to include in their protocols a mechanism for preliminary consultation. This would allow the proponent, before making any site selection decisions, to inform the LUA of its plans. Also, this initial contact allows a proponent to determine whether an LUA has a protocol in place regarding antenna system installations preferences. Within its own process, Industry Canada considers written formal contact as marking the official commencement of its 120-day⁴ consultation process between the LUA and the proponent.

With a protocol in place, this initial contact allows the LUA an excellent opportunity to:

- inform the proponent of established and documented local requirements and consultation procedures;

3 See also Client Procedures Circular CPC-2-0-17, *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*. CPC-2-0-17 is available via the Internet at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf09081.html>.

4 The 120-day consultation period commences only once the proponent has formally submitted, in writing, all plans required by the LUA, and does not include preliminary discussions with the LUA.

- advise the proponent of historic and environmental land-use sensitivities including any related to potential Aboriginal or treaty right or land claim;⁵
- provide guidance and preferences to the proponent on the various preferred areas and sites to be considered;
- indicate its preferences; and
- provide information concerning any aesthetic or landscaping preferences.

2.4 Involving Local Public

Local public consultation offers a forum for members of the public located near the proposed installation to make comments, ask questions or raise concerns related to the proposed antenna system installation. This is an opportunity for the local public and the LUA to make the proponent aware of local considerations and, in so doing, influence the siting.

Industry Canada's own process recognizes two possible public consultation scenarios:

1. The LUA can set the format for public consultation in its protocol. This could identify situations that require public consultation and those that do not. It is important to note that, in all cases, telecommunications carriers, broadcasting undertakings and third party tower owners must notify and consult with the local public when proposing a new antenna tower.
2. If an LUA's protocol is silent on the issue of public consultation, or if there is no protocol, then the proponent will be required to follow Industry Canada's default public consultation process.

However an LUA is in an ideal position to develop a public consultation process because of its local experience and knowledge. For this reason, the Department encourages LUAs to include public consultation as part of their processes. The LUA, as the representative of the local community, can assist and guide proponents to conduct meaningful consultation by establishing reasonable and timely protocols which ensure local land-use concerns are appropriately addressed.

2.5 Responding to Consultation

Even in cases where the LUA does not have a local protocol, the LUA should take the opportunity built into Industry Canada's procedures to examine carefully the details of the proponent's proposal. During its examination of the proposal, an LUA may ask the proponent for additional information to determine whether there are any local land-use or public concerns. As part of the discussions, the LUA can engage the proponent by suggesting reasonable alternatives and/or mitigation measures that would address any questions, comments or concerns.

To maximize the benefit of this consultation process, both parties have to consider each other's requirements and constraints so they can work effectively together. In so doing, the parties can devise solutions that will minimize the impact of the proposed structure on the local surroundings, while at the same time taking into consideration each other's interests.

5 LUAs are encouraged to refer to online resources [for example, the Aboriginal and Treaty Rights Information System (ATRIS) (http://sidait-atris.aadnc-aandc.gc.ca/atris_online/home-accueil.aspx)] as applicable.

2.6 Concluding Consultation

Industry Canada advises that an LUA's protocol should include a mechanism for issuing a formal concurrence to mark the end of the consultation with the proponent. This may consist of a formal decision by a designated official or relevant committee or another formal means, such as a sentence or other reference in the town council minutes. If an LUA decides that a consultation ends with the issuance of a building permit, then the protocol should indicate this.

If the proponent has met the public consultation requirements, either through the LUA's or Industry Canada's default process, and neither the LUA nor the public formally communicates any concerns to the proponent about its proposal, Industry Canada will deem that the land-use authority and the public have no objections.

2.7 Impasse Negotiations, Dispute Resolution Process

When developing protocols, LUAs should consider the means by which disputes will be resolved, ensuring they are appropriate for the local community. By documenting this process, all stakeholders will understand their roles and responsibilities as well as the process for resolving disputes. Industry Canada generally favours having the proponent, the local public and the LUA work toward a solution which takes each other's interests into consideration. Where an LUA or a proponent feels it may be helpful to do so, it may engage Industry Canada in an effort to move the discussions forward. Under Industry Canada procedures, if either the LUA or proponent believes discussions have reached an impasse, either can formally request departmental intervention concerning a reasonable and relevant concern. It is anticipated this will occur rarely.

LUAs may wish to consider incorporating alternate dispute resolution options into their protocols. Many alternate dispute resolution processes are interest-based rather than regulatory in nature. Therefore, the parties are more likely to find a mutually beneficial resolution.

2.8 A Timely Process

To avoid unnecessary delays, Industry Canada's process indicates that LUAs are normally expected to conclude the consultation process within 120 days from the receipt of the formal consultation request. Accordingly, when developing protocols, LUAs should not exceed these timelines.

3. Local Protocol Guide Development⁶

3.1 Protocol Principles

The following set of considerations and suggested principles may serve as a guide to LUAs developing protocols that respectfully balance local land-use interests with the benefits that radiocommunication, including broadcasting, brings to a community. The protocol should, as appropriate, address the following:

⁶ Municipalities may also wish to refer to the protocol template developed in partnership between the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA). The FCM/CWTA template can be found on the FCM's website, www.fcm.ca.

- Information to proponents describing:
 - areas of historic or environmental importance to the community and the need to minimize the impact of the proposal on these areas; and
 - local preferences for antenna siting.
- Incentives to encourage aesthetically pleasing structures.
- Exclusions, which may build upon those established by Industry Canada (CPC-2-0-03, Section 6).
- Public consultation requirements that Industry Canada believes should be proportional to the proposal and its impact on the local surroundings. LUAs may wish to consider establishing a two-track process:
 - a streamlined concurrence process for less controversial proposals, such as new sites in industrial areas or on municipal properties, for emergency services or personal installations by members of the public (including for amateur radio operation and over-the-air and satellite TV reception), and
 - a process that includes broader public consultation for non-excluded structures likely to be of interest to the local community, such as the construction of new towers used by telecommunications carriers, broadcasting undertakings and third party tower owners.

The protocol should also establish a reasonable processing timeline that respects the timelines established in CPC-2-0-03 for proposals submitted to the LUA for concurrence.

3.2 General Protocol Template

The following elements are provided to aid LUAs in developing protocols dealing with antenna system installations:

Objectives

A short discussion on the overall objectives of the local protocol.

Jurisdiction

A discussion of the LUA's responsibilities and obligations in safeguarding legitimate concerns related to local land-use. Also, the role and responsibility of Industry Canada and the authority granted under the *Radiocommunication Act* to approve the location of radiocommunication facilities.

Consultation with the LUA

This may include:

- criteria for excluding additional antenna systems, other than those listed in the CPC-2-0-03, from LUA consultation;
- process for LUA notification;
- list of all documents and drawings that the proponent must submit;
- processing and administrative fees;
- the means by which the LUA will indicate concurrence; and
- process time frames that respect those established by CPC-2-0-03.

Excluded Antenna Structures

Industry Canada believes that not all antenna systems should be subject to a full land-use or public consultation process. Subjecting all proposals to the full consultation process would place an unnecessary and significant administrative burden on proponents, the LUA and the local public. Under Industry Canada's process, certain proposals are considered to have minimal impact on the local surroundings and so are excluded from public and land-use consultations. Industry Canada believes that consultation requirements should be proportional to the potential impact of the proposal. When establishing a local protocol, LUAs should consider the types of proposals that have minimal impact and so would warrant exemption from land-use and/or public consultation. It should be noted that any exclusion criteria established by the LUA can only augment, as appropriate, those established under Industry Canada's Exclusion List (CPC-2-0-03, Section 6).

Antenna Structures Not Excluded

LUAs may wish to consider the following when developing consultation protocols:

- the type of structure: new, temporary or existing antenna systems as well as non-tower structures;
- the intended use of the structure, whether personal, commercial or safety;
- the effect on significant natural or cultural features; and
- the landscaping, access control, fencing and road access.

Furthermore, LUAs can:

- encourage the placement of new towers in commercial, industrial/agricultural areas and utility or roadway easements;
- ask the proponent to suggest various options for consideration; and
- identify preferred criteria for antenna structure siting for new structures that exceed a specified height.

Public Consultation

Public consultation is an important part of the overall consultation process. Industry Canada believes that the local public should be consulted regarding non-excluded antenna proposals. Consultation allows the community to be involved and so ultimately influence the proposal's siting. Discussions can allow stakeholders to work towards a consensus. While LUAs are free to structure their public consultation process to meet their needs, Industry Canada's process consists of two distinct components:

- **Public Notification** - where the proponent informs the public of the proposed antenna system installation or modification, providing the information needed for a complete understanding of the proposal.
- **Public Engagement** - where the proponent engages the public and responds to all questions and comments, addressing all reasonable and relevant concerns. Public engagement may take various forms, from answering letters to hosting a public meeting or drop-in, depending on the community's level of interest.

Establishing Appropriate Time Frames

It is important that the protocol establish time frames for a consultation process, to ensure timely response to any questions or concerns and to avoid unnecessary delays to the proponent and the LUA.

Industry Canada expects that any time frames established within an LUA's protocol will respect those established by CPC-2-0-03.

Under Industry Canada's procedures (CPC-2-0-03, Section 4.4), construction of an antenna system must be completed within three years of the conclusion of consultation. After three years, consultations will no longer be deemed valid except in the case where a proponent secures the agreement of the relevant land-use authority to an extension for a specified time period in writing. While Industry Canada does not

support a reduction of the three-year time limit, LUAs may wish to consider including in their protocols procedures related to extending the time limit for construction.

Criteria not Necessary to Address Through Local Protocols

As described in Industry Canada's procedures (CPC-2-0-03, Section 7), proponents have specific obligations already subject to federal requirements. Protocols should not impose additional obligations in these areas. However, an LUA may wish to ask questions or seek clarification from proponents concerning their proposed steps and the alternatives available to satisfy these and any other radio authorization requirements. Proponents must comply with:

Health Canada's public radio frequency exposure guidelines - [Safety Code 6](#) (*Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz - Safety Code (2009)*);

Radio Frequency Interference and Immunity - [EMCAB-2 — Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters](#);

- [Canadian Environmental Assessment Act, 2012](#) – CEAA 2012
- Aeronautical Safety - [Transport Canada](#) and [NAV CANADA](#) requirements for aeronautical safety

4. Conclusion

Land-use authorities, with their local knowledge, experience and leadership ability, have an important role in the consultation process relating to the siting of antenna systems. Clear and reasonable protocols will enable effective participation and cooperation between the LUA and the proponent. Such protocols can be used to identify the interests of the community as well as guiding land-use principles. Moreover, protocols allow for the introduction of radiocommunication services, including broadcasting, in the local community in a timely manner. Protocols can assist proponents planning to install antenna systems, while at the same time giving due consideration to local land-use issues.



July 4, 2017

City Council Committee Report

To: Mayor and Council

Fr: Adam Smith, Special Projects & Research Officer

Re: Sector Partnership Planning Grant Application

Recommendation:

That Council approves an application under the Sector Partnership Planning Grant program to receive funding for the identification of labour gaps and creation of a strategy to address needs in Kenora's hospitality sector.

Background:

During the 2017 Rural Ontario Municipal Association (ROMA) Conference, the City of Kenora met with the Province to highlight the distinct labour market challenges facing not only the municipality but the District as a whole. Feedback from this presentation included the benefits of proceeding with a labour development strategy to prioritize and target areas of concern.

Recently, the Ministry of Advanced Skills and Education has announced the creation of a Sector Partnership Planning Grant. Its purpose is to support the development of partnerships and strategies that will identify workforce needs among industry employers, and develop employment and training solutions that meet the needs of employers, job seekers, and workers.

Based on internal discussions among staff, Kenora's hospitality sector has been identified as a potential fit for the program given its current workforce challenges and its importance to tourism development and the City's rebranding initiative. Moreover, the Northwest Training Adjustment Board (NTAB) and Kenora Hospitality Alliance (KHA) have already indicated their interest in being involved in the project.

If successful under the program, the City would be expected to achieve three primary project deliverables:

- An analysis of a labour market issue(s) affecting a sector or industry that should include:
 - Challenges and, if applicable, opportunities, within the sector or industry; including identification of labour market issue(s).
 - Factors that are contributing to the identified labour-market issue(s).
 - Current and anticipated workforce requirements through a needs assessment of sector employers, job-seekers, and/or lower-skilled workers, and other stakeholders, using a combination of data-collection methods such as interviews and surveys. This may include identified skills or labour needs, or other workforce issues (e.g., retention, attraction, anticipated retirements, etc.).
- A strategic plan to address the labour market issue(s) identified above. The plan should:
 - Involve the participation and support of at least three of the largest employers in the sector regionally.

- Articulate three to five recommendations that address the identified issue(s); including a description of the actionable steps and timelines, and the role for each partner. If skills training is a recommendation, a description of the training objectives, delivery method, and length of the training should be included.
- Describe how the plan will address the skills development and workforce needs of regional employers.
- Detail how the strategy will support unemployed, marginalized job-seekers and lower- middle skilled workers, including a description of the needs and barriers of the targeted population and how the strategy will address them.
- A partnership agreement in order to address the workforce and other competitiveness needs of industry.

Budget:

The Ministry will fund projects up to a maximum of \$50,000. Contributions from the lead applicant and partners are negotiable and can consist of cash and/or in-kind contributions. At this time, staff don't anticipate a financial cost to the City but will inform Council if required.

Risk Analysis:

There is high risk to governance as this project is contingent on the involvement of various organizations within the community and region. However, this risk should be pursued as staff have gathered interest from potential partners and the project will likely serve to strengthen key relationships.

Communication Plan/Notice By-law Requirements:

N/A

Strategic Plan or other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 1-2 The City will forge strong, dynamic working relationships with the Kenora business community
- 1-7 The City will lobby senior government for additional supports for local industry and business in relation to ongoing workforce development.
- 1-11 The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination



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

National Drowning Prevention Week July 16–22, 2017

Whereas the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Ontario is one too many; and

Whereas most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

Whereas the Lifesaving Society urges Canadians and residents of Kenora to supervise children who are in and around water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a Personal Flotation Device or lifejacket at all times when boating; and

Whereas the Lifesaving Society Canada has declared July 16 – 22, 2017 as National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year;

Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby proclaim July 16 – 22, 2017 as **National Drowning Prevention Week** in and for the City of Kenora and do commend its thoughtful recognition to all citizens.

Proclaimed at the City of Kenora this 11th day of July, 2017

Mayor David S. Canfield