



City of Kenora Committee of the Whole Agenda

Tuesday, October 10, 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 October 17, 2017 meeting:-

- Adopt a new Tariff of Fees and Charges By-Law to add storage rental fees for the Kenora Recreation Centre
- Amend the 2017 Capital Budget to commit funds from the Roads Reserve in the amount of \$200,000 to the maintenance of 5 bridges
- Amend the 2017 Operating & Capital Budget to withdraw funds from the Storm Sewer Reserve in the amount of \$70,000 to offset the cost of this additional work
- Adopt Council's 2018 Meeting Calendar

B. Declaration of Pecuniary Interest & the General Nature Thereof

1) On Today's Agenda

2) From a Meeting at which a Member was not in Attendance.

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held September 5, 2017 and the Special Committee of the Whole meeting held September 25, 2017 be confirmed as written and filed.

D. Deputations/Presentations

- Fred Betton, Kenora Condominium Corp 3/5

E. Reports:

1. Business Administration

Item Subject

Pages

1.1. August 2017 Financial Statements

1.2. 2017 Bridge Maintenance Unusual Spending Budget Amendment

1.3. 2018 Council Meeting Calendar

2. Fire & Emergency Services

Item	Subject	Pages
------	---------	-------

2.1 No Reports

3. Operations & Infrastructure

Item	Subject	Pages
------	---------	-------

3.1 CWWF 9th St N Budget Amendment

3.2 Dufresne Island Special Service bylaw

3.3 LAS Electric Truck Pilot Program

3.4 2017-2018 Snow Plow Tender

3.5 Traffic Amendment – Rate of Speed – Hidden Trail Road

4. Community & Development Services

Item	Subject	Pages
------	---------	-------

4.1 OTF Capital Investment Stream Application

4.2 Kenora Recreation Centre Concession

4.3 Kenora Recreation Centre Storage Fees

4.4 Set Fines for Building and Zoning

Other:

Proclamations:

- ✓ National Fire Prevention Week – October 8-14th
- ✓ Waste Reduction Week – October 16-22nd
- ✓ Pregnancy and Infant Loss Awareness Day – October 15th

Next Meeting

- Tuesday, November 14, 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: -

- Educating & Training Members of Council (2 matters)**
- Personal Matter about an Identifiable Individual (1 matter)**

Adjournment.



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)

FRED BETTON

Organization You Represent:

(if applicable)

KENORA CONDOMINIUM CORPORATION NO 3
KENORA CONDOMINIUM CORPORATION NO 5

(please print)

Mailing Address: P.O. Box 917 Keewatin Telephone Number: 807 547 5258

Email Address: fbetton@shaw.ca Postal Code: P0X 1C0

Other Persons Presenting with You on this topic?

No

Yes

(on behalf of same organization)

If yes, Other Names: JAKE WIEBE

Topic – include brief statement of issue or purpose for Deputation:

- Please see Protocol Notes on Page 2

CONVERT TO A SINGLE WATER METER FOR EACH BUILDING

I wish to appear before

Council

Committee of the Whole

Other

On the Meeting date: OCTOBER 10, 2017

Please Note:

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.

Do you have material to leave with Council following your deputation? Yes No

(If yes, please give to Clerk upon arrival to meeting)

Signature Required: Fred Betton

(Must be signed by applicant to go forward)

...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. *Will provide information 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.



September 28, 2017

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: August 2017 Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the August 2017 summary expense and user fee statements for the City of Kenora and the Council department. At the end of August, the year is two thirds complete, so not including any seasonal or timing differences, there should be 33% of the budget remaining.

Overall:

- Expenses at the end of August 2017 were better than budget with 39% remaining to be spent.
- Note that some departments will be under budget as debt interest has been budgeted for but the actual is not recorded until the end of the year.
- User fee revenues to the end of August 2017 are below budget with 38% left to collect. They are, however, \$516k above this time last year. The major differences are in Environmental Services. Also as a comparison, at this time last year, we had 37% left to collect.

Expenditures:

- **General Government** - The General Government expenses to date are below budget with 39% of the expense budget unspent.
Building & Grounds Maintenance is under budget as the repairs and maintenance budget has 60% remaining to be spent.
Finance and Administration is under budget as the audit expenses will not be set up until the end of the year.
Human Resources is under budget as training, computer maintenance and misc benefits are underspent to date.
- **Protection** – The Protection Department expenses to date are close to budget at 36% remaining to be spent.
- **Transportation** – The Transportation Department expenses to date are close to budget with 36% remaining to be spent.
- **Environmental** – The Environmental Department expenditures are below budget with 46% of the budget available to spend in 2017.

Sewage Treatment Plant is under budget as the property taxes for this building have not yet been recorded and utilities are currently under budget. **Waterworks** is currently under budget as the property taxes for this building have not yet been recorded.

- **Health Services** – Health expenditures are close to budget with 35% remaining to be spent.
- **Social and Family Services** – Social and Family Expenditures are right on budget with 33% remaining to be spent.
- **Recreation & Cultural** – Overall Recreation & Cultural expenses are slightly under budget with 39% remaining to be spent. This is in part due to the following:
 - Keewatin Memorial Arena expenses are below budget as debt interest does not get set up until year end. Utilities and repairs and maintenance are also below budget.
 - MSFC Pool expenses are under budget currently as repairs and maintenance are lower than budgeted, likely due to the significant capital work at the pool in 2017.
- **Planning & Development** – Planning & Development expenses are under budget with 47% remaining to be spent. This is in part due to the following:
 - The starter company program is under budget as no grants have been paid out as of yet.
 - Economic Development wages under budget as the economic development intern was budgeted for the full year but only started part way through the year.
 - Special events department has not set up debt interest for the Whitecap tent.

User Fees:

- Overall, user fees are less than budget projections with 38% of the budget still to be collected.
- **Protection to Persons and Property**
Protection to Persons and Property is below budget with 61% still remaining to be collected.
 - **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 and will skew the budget projections at this time.
- **Transportation Services**
Transportation user fees are above budget with only 27% remaining to be collected.
 - **Metered Parking** user fees have exceeded budget expectations to date in both Police court fines and metered parking revenue.
 - **Docks** revenue is very close to meeting its yearly budget with only 4.76% remaining to be collected.

- **Environmental Services**

Environmental services user fees are below budget with 38% remaining to be collected.

- **Sewer and water** user fees are below budget at 41% remaining to be collected.
- **Kenora Area Landfill** user fees has exceed its budget with only 20% remaining to be collected, likely due to timing as there is increased usage in the summer months.

- **Recreation & Cultural**

Recreation and Cultural user fees are slightly below budget with 37% remaining to be collected.

- Anicinabe Park lagging behind budget as lease fees for the summer months have not all been billed.
- Keewatin Arena also below budget however bookings should increase coming into the September through December months.

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.



September 28, 2017

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Budget Amendment-Bridge Maintenance Unusual Spending

Recommendation:

That Council hereby approves a re-allocation of \$200,000 to be funded through the Roads Reserves as opposed to Federal Gas Tax funds for the maintenance of five bridges; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2017 Capital Budget at its October 17, 2017 meeting to commit funds from the Roads Reserve in the amount of \$200,000 to the maintenance of 5 bridges; and further

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

Background:

The 2017 unusual spending budget included \$200,000 for the maintenance of 5 bridges which was inadvertently set to be funded by Federal Gas Tax monies. The intent was to fund the maintenance through the Roads Reserves. Federal Gas Tax funds can only be used for capital expenditures as defined by Generally Accepted Accounting Principles.

Budget:

The bridge maintenance projects budget of \$200,000 will come out of the Roads Reserve instead of Federal Gas Tax funding.

Risk Analysis:

The risk assessment is low in that the request is for a reallocation of funds based on new information with respect to capital project funding.

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:

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 good state of repair to ensure certainty, security and long-term stability of our systems.



September 29, 2017

City Council Committee Report

To: Mayor & Council

Fr: Heather Kasprick, City Clerk

Re: 2018 Council Meeting Calendar

Recommendation:

That Council hereby accepts the 2018 Council meeting calendar as presented.

Background:

The 2017 proposed meeting calendar is attached for Council's review and comment. You will note that I have included the meetings to be back to back with the exception of March as both the Clerk and Deputy Clerk will be away for March break. I have continued on with the meeting times of 9:00 a.m. for Committee of the Whole and 12:00 noon for Council. This has been the consistent meeting times for the past 2 terms of Council, however, some members of Council have suggested to me that we should be considering different meeting times. As always, these are Council's meetings and if they feel it is in the best interest to have a different meeting time for any meeting, they should have that discussion at the Council table to offer what the majority of Council feels is a suitable meeting time.

As it is an election year, the meeting calendar is much shorter. You will see that after nomination day (nominations close) you may potentially fall into a lame duck period. This means that should our new Council include less than $\frac{3}{4}$ of the members of the outgoing Council (so for our Council as a 7 person Council would mean 6) we would be into a lame duck period. If this is to happen, it is potentially an 87 day period where we could fall into this provision. I have included key election dates on the Council meeting calendar not only for members of Council but for the public as well.

You will note there are a few minor date changes with some of the conferences due to it being an election year.

Budget: N/A

Communication Plan/Notice By-law Requirements: Council meeting schedule will be posted on the portal, internal and external tv's, email circulation and publicly posted

Strategic Plan or other Guiding Document: Administrative

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 New Years Day	2	3	4	5	6
7	8	9 9:00 a.m. Committee of the Whole	10	11	12	13
14	15	16 12:00 noon Council	17	18	19	20
21 ROMA Conference- Toronto	22 ROMA Conference- Toronto	23 ROMA Conference- Toronto	24	25	26	27
28	29	30	31			

February

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 KDMA – Ear Falls	2 KDMA – Ear Falls	3 KDMA – Ear Falls
4	5	6	7	8	9	10
11	12	13 9:00 a.m. Committee of the Whole	14	15	16	17
18	19 Family Day	20 12:00 noon Council	21	22	23	24
25 OGRA Conference- Toronto	26 OGRA Conference- Toronto	27 OGRA Conference- Toronto	28 OGRA Conference- Toronto			

March

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6 <small>9:00 a.m. Committee of the Whole</small>	7	8	9	10
11	12	13	14	15	16	17
18	19	20 <small>12:00 noon Council</small>	21	22	23	24
25	26	27	28	29	30 <small>Good Friday</small>	31

April

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 Easter Sunday	2 Easter Monday	3	4	5	6	7
8	9	10 9:00 a.m. Committee of the Whole	11	12	13	14
15	16	17 12:00 noon Council	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 1 st day to file nominations for elections	2 NOMA - Kenora	3 NOMA - Kenora	4 NOMA - Kenora	5
6	7 LOWDPOA Show - Winnipeg	8	9	10	11	12
13 Mother's Day	14	15 9:00 a.m. Committee of the Whole	16	17	18	19
20	21 Victoria Day	22 12:00 noon Council	23	24	25	26
27	28	29	30	31 FCM - Halifax		

June

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 FCM - Halifax	2 FCM - Halifax
3 FCM - Halifax	4	5	6	7	8	9
10	11	12 9:00 a.m. Committee of the Whole	13	14	15	16
17 Father's Day	18	19 12:00 noon Council	20	21 Aboriginal Day	22	23
24	25	26	27	28	29	30

July

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 Canada Day	2 STAT	3	4	5	6	7
8	9	10 9:00 a.m. Committee of the Whole	11	12	13	14
15	16	17 12:00 noon Council	18	19	20	21
22	23	24	25	26	27 Nomination Day* (nominations close at 2:00 p.m.)	28
29	30	31			*last day to withdraw nomination by 2:00 p.m. *Potential lame duck period begins	

August

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6 Civic Holiday	7	8	9	10	11
12	13	14	15	16	17	18
19 AMO - Ottawa	20 AMO - Ottawa	21 AMO - Ottawa	22 AMO - Ottawa	23	24	25
26	27	28	29	30	31	

September

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 NOMA – Thunder Bay	20 NOMA – Thunder Bay	21 NOMA – Thunder Bay	22
23	24	25	26	27	28	29
30						

October

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 <i>Election Day</i>	23	24	25	26	27
28	29	30	31			

November

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 New Council takes office
2	3	4	5	6	7	8
9	10	11 9:00 a.m. Committee of the Whole	12	13	14	15
16	17	18 12:00 noon Council	19	20	21	22
23	24 Christmas Eve	25 Christmas Day	26 Boxing Day	27	28	29
30	31 New Years Eve					



October 3, 2017

City Council Committee Report

To: Mayor and Council

**Fr: Marco Vogrig, Municipal Engineer
Charlotte Edie, Treasurer**

Re: CWWF 9th St N Storm Sewer Project – Budget Amendment

Recommendation:

That Council hereby approves an additional allocation of \$70,000 to be funded through the Storm Sewer Reserve to extend the length of replacement of the 9th Street North Storm Sewer from 30 metres to 80 metres; 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 October 17, 2017 meeting to withdraw funds from the Storm Sewer Reserve in the amount of \$70,000 to offset the cost of this additional work; and further

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

Background:

One of the projects approved under the CWWF funding program is the replacement of 30 metres of storm sewer commencing at the Houghton Road intersection and proceeding westerly along 9th Street North. Upon commencement of the project it was confirmed through exposing the existing pipe that the length required to provide an effective improvement to the flow in a replaced pipe system must be increased in length from 30 metres to 80 metres. Therefore in order to complete the project so as there is an improvement in flow characteristics of the pipe, the additional request for funding out of the Storm Sewer Reserve is required to top up the current funding assembled to complete the project within the next few weeks.

The funding to accommodate the increase scope of the project consists of \$49,500 of CWWF funding, \$65,200 from the approved 2017 Storm Sewer Capital Budget and the \$70,000 top up requested from reserve.

Budget:

The entire \$70,000 requested will come out of the Storm Sewer Reserve.

Risk Analysis:

Potential high risk of the storm pipe filling with debris and sand due to being out of grade creating lack of flow capacity and flooding conditions in the 9th Street North and Houghton Road vicinity. This storm system is a trunk storm main that conveys runoff from all of the Minto and a majority of the Pinecrest neighbourhoods.

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:

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 good state of repair to ensure certainty, security and long-term stability of our systems.



October 5, 2017

City Council Committee Report

TO: Mayor and Council

FR: Jeff Hawley, Operations & Infrastructure Manager

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

Recommendation:

That Council approves under Section 326 of the Municipal Act, the creation of a bylaw to address the Special Service for the area commonly known as the North Side of Dufresne Island specifically, the creation of an access road and parking area; and further

That three readings be given to a bylaw for this purpose; and further

That the funds approved for use by Council on June 20, 2017 in the amount of \$100,000 from the Dufresne Island Reserve be applied to this project as described therein; and further

That the remaining \$325,000 project cost be initially funded through reserves, such that the construction of the Special Services can be completed in 2018, with the reserve funds being recouped by splitting evenly the \$325,000 cost amongst 28 lot owners benefitting from this project, to be recovered through lump sum or annual payments.

Background:

In June 2017 Council passed a motion that approval be given in support of the Dufresne Island North Side Road Access and Parking Lot project, and also that the \$100,000 set aside in the Dufresne Island Reserve be used to assist in funding the project, with the balance to be covered by residents per a local improvement process.

It has been discovered that a local improvement process would be a lengthy and complicated endeavor, with up to 2 years set aside for petitioning and setting up a committee of revision. To avoid a lengthy delay when the vast majority of landowners are already in favour, it was recommended by a solicitor that a bylaw under the Municipal Act to address the special service may be a better fit for these works.

The Special Service in the bylaw will refer to the creation of an access road and parking area for the residents on the North Side of Dufresne Island, under said bylaw the residents of the area shall share equally the cost of the service with said Special Services having a class "C" estimated project cost of \$425,000.

The \$100,000 reserve will be used to pay consultant fees for contract administration and for the Traffic Impact Study, with the remaining \$325,000 being recouped from

landowners for project design and build. Each lot owner shall pay 1/28th of the estimated cost of the project, which equals \$11,607 per lot, payable to the City of Kenora. Payment may be made as a lump sum on or before December 31, 2018. Alternatively, payment may be made in annual instalments over a 5 year period commencing with the first payment to be received on or before December 31st, 2018 and the last payment to be received on or before December 31st, 2022. For those lot owners wishing to pay by instalments, an annual interest rate of 5% shall be applied to the balance owing at the end of each calendar year. Missed payments shall be applied to the property tax roll and collected through property tax payments.

Budget: \$100,000 Dufresne Island Reserve to be utilized for Consultant Fees and Contract Administration

\$325,000 from reserves to be recouped through special service bylaw and lump sum or annual payments from affected landowners

Risk Analysis:

As per the requirements in the City's ERM Policy, there is a significant financial risk of initially spending \$425,000 on this project. However, that risk will be mitigated through the process set up to recover \$325,000 of that cost.

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.



October 4, 2017

City Council Committee Report

TO: Mayor and Council

FR: Jeff Hawley, Operations & Infrastructure Manager

RE: LAS Electric Truck Pilot Program

Recommendation:

Whereas municipalities purchase and maintain fleet vehicles in order to provide necessary services to their communities; and

Whereas emerging electric vehicle and hybrid technologies have the potential to significantly improve the environmental impact of municipal fleets by reducing their GHG emissions; and

Whereas municipal fleet managers make significant and costly decisions on the fleet vehicles they purchase and these vehicles may be part of municipal fleets for several years; and

Whereas more data and information is necessary to encourage municipal adoption of new green technologies and to help make decisions about the most appropriate applications; and

Whereas AMO is proposing to apply to the Municipal GHG Challenge Fund to procure electric trucks which will be loaned to participants in the pilot and members to test and measure usage;

Now therefore be it Resolved that the Council of the City of Kenora will participate in and support the AMO Electric Truck Pilot Project alongside other interested municipal governments, including by partnering with AMO in the application for grant funding from the Municipal GHG Challenge Fund.

Background:

The AMO Electric Truck Program is a program that uses climate challenge funding to purchase ten plug-in hybrid electric (PHEV) pickup trucks and loans them out to municipalities, who become program partners, to test in their fleet. AMO will act as the lead applicant, or a municipality will be selected to be the official 'lead'. The Local Authority Services (LAS) will oversee and administer the program. Municipalities are asked to partner with AMO on the application, by passing a resolution in Council. The deadline for the resolution is November 1st, 2017 and the application deadline is November 14th, 2017.

The benefits of participation in the program is a free truck for six (6) months. Most PHEV trucks can also act as a generator to power jobsites or events. Trying the unit out will provide hands on experience with an electric vehicle to see if it will meet the City's needs without the financial risk. The electric truck will be considerably cheaper to fuel as it uses battery power first, and switches to a backup gasoline engine once the batteries are

depleted. Battery-only range on currently available PHEV trucks is around 40-60 kms. They can be charged on a normal 110v outlet.

Another benefit of becoming a program partner is the free trial of the FleetCarma telematics system. Data will be collected using FleetCarma modules from the PHEV truck and one other truck in the municipal fleet. Municipalities will have access to the full FleetCarma telematics system for both trucks. LAS will create a report from the FleetCarma system comparing the two (2) monitored vehicles for cost and GHG savings. The objected data collected can be used when making fleet procurement decisions in the future.

We would be responsible for providing insurance, and basic maintenance (oil changes, etc). Tires and other wear items will be covered by the program, but significant damage will need to be repaired at the municipality's expense.

Budget: 2018 approved Operating Budget to cover insurance, basic maintenance and fuel (backup when battery runs out).

Risk Analysis:

There is minimal financial risk if the loaned unit is significantly damaged requiring repair at the Municipality's expense. The risk with regards to damage will be mitigated by the installation of GPS units which is intended to increase safe driving and operation practices while using city vehicles.

Communication Plan/Notice By-law Requirements:

By-law and Resolution required.

Distribution: J. Hawley, M. Vogrig, M. Mostow, H. Kasprick

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.

2-11 The City will consider the impacts of climate change in both rehabilitating existing and designing future infrastructure requirements, as well as work to mitigate the impacts of climate change in relation to City operations.

2-13 The City will pursue operational and procurement measures that seek to reduce fuel and energy consumption, where feasible, for city-owned vehicles and equipment.



October 3, 2017

City Council Committee Report

TO: Mayor and Council

**FR: Jeff Hawley, Operations and Infrastructure Manager
Marco Vogrig, Municipal Engineer**

RE: Snow Plow Municipal Streets and Parkade Snow Plowing 2017-2018

Recommendation:

That the hourly rates for 2 graders from Pioneer Construction, in the amount of \$160/hr and \$160/hr (HST extra) and 1 grader from Hugh Munro Construction, in the amount of \$175/hr (HST extra) on a "call as needed" basis only, be hereby accepted.

Background:

The City of Kenora requires the hiring of equipment to perform snow plowing operations on municipal streets, on an as-required basis, throughout the 2017-2018 winter season.

Tenders for the Snow Plowing Municipal Streets and Parkade and Chipman Street Plowing/Snow Clearing closed on September 28, 2017. There were no bids received for the Parkade and Chipman Street Parking Lot Plowing/Snow Clearing, and two tenders were received for Snow Plowing Municipal Streets, with pricing as follows:

Grader (Champion 730A 1990)	Pioneer Construction	\$160/hr (HST extra)
Grader (CAT 140 H 2003)	Pioneer Construction	\$160/hr (HST extra)
Grader (CAT 140 H 2004)	Hugh Munro Construction	\$175/hr (HST extra)

In 2016 there were two tenders received for 3 graders (\$160/hr to \$175/hr). There were no quotations received for loader plows in 2016, as well as for 2017-18. In 2016-17 there were no bids received for Parkade/Chipman Street Parking Lot Snow Plowing and the Roads Division completed those works. The Roads Division will continue with the snow plowing/clearing at the Chipman Street Parking Lot and Parkade for 2017/18.

Budget/Finance Implications: 2017/2018 Operating Budget

Risk Analysis:

As per the requirements of the ERM policy, there is a moderate risk should plowing not be completed in a timely manner, as the City may be held liable for any vehicle accidents that may occur, this can be mitigated by allowing for supplementary outside contracting of snow plowing and snow removal to ensure timely response during large snow events.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, M. Vogrig, K. Koralalage

Strategic Plan or other Guiding Document:

Goal#1: Develop Our Economy

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



September 20, 2017

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Traffic Amendment – Rate of Speed – Hidden Trail Road

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include changes to Schedule "T" – Rate of Speed - 25 Kilometres Per Hour Zone for Hidden Trail Road, for the entire length; and further

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

Background Information:

The Operations and Infrastructure Division received a written request, along with a Petition signed by 39 residents of Hidden Trail Road, to lower the current regulatory speed limit of 40 kms per hour on Hidden Trail Road to 25 kms per hour from the Essex Road for the entire length, see attached petition and drawing. Comments were received from the Roads Division and the O.P.P. in support of the request. It is recommended that Schedule "T" Rate of Speed, to Traffic Regulation By-law No. 180-2015, be amended to add Hidden Trail Road to the 25 Kilometre Per Hour Zone and remove Hidden Trail Road from the 40 Kilometre Per Hour Zone, with the restriction to be applied for the entire length, as follows: -

Schedule "T" Rate of Speed 25 Kilometres Per Hour Zone

<u>Column 1</u> STREET	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED Kilometers per Hour
<u>Add:</u> Hidden Tr Rd	Entire Length	25

40 Kilometres Per Hour Zone

<u>Column 1</u> STREET	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED Kilometers per Hour
<u>Remove:</u> Hidden Tr Rd	Entire Length	40

Budget: 2017 Operating Budget

Risk Analysis: It is the intention to create an incident free environment by reducing the travel speed on Hidden Trail Road to 25 kms per hour. This is in compliance with ERM goals of the City of Kenora to mitigate risk.

Communication Plan/Notice By-law Requirements:

J. Hawley, M. Vogrig, K. Koralalage, T. Garbachewski, H. Kasprick, H. Lajeunesse, O.P.P.

Strategic Plan or other Guiding Document:

Goal #1: Develop Our Economy

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

Goal #2: Strengthen Our Foundations

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





29 September 2017

City Council Committee Report

To: Mayor and Council

**Fr: Adam Smith, Special Projects and Research Officer
Karen Brown, CAO**

Re: OTF Capital Investment Stream Application

Recommendation:

That Council hereby approves an application to the Ontario Trillium Foundation (OTF) under the Capital Investment Stream by the City of Kenora in partnership with the Rotary Club of Kenora for the Splash Park project; and further

That Council directs staff to apply for funding under the Capital Investment Stream for the Rotary Club of Kenora Splash Park.

Background:

At the September 2017 Committee of the Whole meeting Council received a recommendation from staff to proceed with the request to apply as an Emerging Governance Platform (EGO) in order to proceed with two applications under the OTF Capital Investment Stream.

Following approval, staff proceeded with preparing the necessary documentation to determine the municipality's eligibility as an EGP. This included the submission of a Council resolution validating support for the projects and MOU agreement the City has with the Rotary Club of Kenora for the purposes of the splash park project. If this was to be deemed sufficient for EGP status in relation to the splash park, staff intended on preparing a similar agreement with the Pickle Ball Club to ensure that two applications could proceed.

Unfortunately, OTF has determined that based on the information provided, the City does not qualify as an EGP and has given the following rationale:

"After careful review of the documentation provided I regret to inform you that the pieces submitted do not identify key elements the Ontario Trillium Foundation expects to be present in an Emerging Governance Platform ("EGP") relationship. It also appears that the close association of the City with at least one of the projects does not fit our expectations of an EGP relationship – the City cannot be the EGP for a group that is working to develop an asset that will intentionally become the property of the EGP (which is my understanding of the splash pad initiative).

While it is clear that the City of Kenora supports and is willing to take on the responsibility and accountability of the two projects identified, neither the City's role in providing mentorship and capacity building guidance to the EGP nor the need for such guidance for the project leads is clear. EGP relationships are typically to support viable projects being put forward by grassroots/ loosely developed groups.

It is not the EGP's role to take on the actual tasks, but rather to guide and provide oversight for the lower capacity group (the City emerges as a support for grassroots groups) while accepting responsibility for delivery of the project and accountability for the funding.

I feel it is important to point out that our research identifies that the population for the City of Kenora is about 15,000. This means, as a small municipality, it is eligible on its own to apply for funding from OTF as long as the project falls under the Active People or Inspired People Action areas. Based on the information provided, the City of Kenora should be the applicant for the splash pad, and possibly (depending on ownership of the property) for the pickleball project. However, please note that an applicant is only allowed to submit one application to each cycle which would mean you would have to choose your priority project."

Given the above feedback from OTF, the City will need to choose one priority project to seek Capital Investment Stream funding for the 2017 intake period. With an MOU in place and its inclusion as part of the 2016 Beaches, Parks and Trails Plan, staff believe that the splash park should be the priority project in 2017. That being said, the alignment of the pickle ball project with both OTF desired outcomes and the City's parks and recreational goals, make this an initiative that staff would like to support for the 2018 intake.

The deadline for the Ontario Trillium Foundation Capital Investment Stream applications is October 25, 2017 at 5:00 p.m. Eastern Time.

Budget / Financial Implications:

The latest cost estimates for annual water consumption is about \$10K to \$15K (May long to Labour Day), based on an average of 33 cubic meters per day with a 1" meter size. Regular checks by City staff are required and staffing costs related to maintenance would be in addition.

Risk Analysis:

There remains a high risk relating to third party performance. Quotes recently received for the splash park range from \$476,000—\$595,000 which could only be partially covered by the maximum OTF funding of \$150,000 and the \$150,000 raised thus far by the Rotary Club. The group has expressed confidence that if successful in receiving the OTF grant, the outstanding amount can be collected through upcoming fundraising events leading up to the project start date in 2018. If necessary, another proposed mitigation measure has been to remove some aesthetic features in the splash park to ensure it can proceed.

Another high risk pertains to service delivery. Despite the splash pad containing accessible features, the existing trail network, parking and bathrooms at Norman Park are inadequate to those with mobility issues. Without upgrades, they may represent barriers to the use of the splash park by this segment of the population. Doing so will cost approximately \$450,000 according to the City's 2016 Beaches, Parks and Trails Report. To reduce the service delivery risk, these projects will be discussed as part of the 2018 capital budget.

Communication Plan/Notice By-law Requirements: Both groups will be advised of Council's decision on this matter.

Strategic Plan or other Guiding Document:

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

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

2-10 – The City will continue to explore opportunities to develop and improve our beaches, parks & trails.



October 10, 2017

City Council Committee Report

TO: Mayor and Council

FR: Matthew Norburn – Recreation Services Division Lead

RE: Kenora Recreation Centre Food and Beverage Service Contract

Recommendation:

That the proposal submitted by Adrianna Francis in the amount of \$25 per day operated, HST extra, for the Kenora Recreation Centre concession services from October 1, 2017 to April 30, 2018.

Background:

The City of Kenora invited proposals for the supply of food and beverage concession services for the Kenora Recreation Centre. The purpose of the Food and Beverage Service is to ensure that arena facilities are providing quality services through food and beverage products to enhance the program delivery to the visitors of the facilities. After no suitable candidates submitted proposals in the previous RFP, staff solicited interest from potential local candidates. This resulted in two new proposals presented to staff.

Evaluation of the Request for Proposal:

Finance Staff along with Recreation Staff all had an opportunity to evaluate the submissions. The submissions were evaluated on the various stages of the proposals in compliance with the criteria set out in the original RFP as follows:

- Lease Rate
- Hours of Operation
- Menu
- Qualifications & Experience
- Facility & Equipment Requirements
- Added Value or Conditions

Two proposals were received for the Keewatin Memorial Arena.

Candidate 1		
\$25 per day operated Minimum 4 days per week	\$25	HST Extra

Candidate 2		
1 Year term, option for 2 years	\$350 per month	HST Extra

The recommendation being made is based on scoring the criteria set out in the original RFP. Using the grading system established, Candidate 1 is recommended as the highest bidder in compliance with the evaluation criteria.

The City reserves the right to reject any and/or all proposals received. The City is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

Budget:

The approved lease amount be allocated into the 2017 operating budget.

Risk Analysis:

As per the requirements of the City's ERM Policy, staff have identified a moderate risk to service delivery given the inevitable uncertainty with a new vendor. However, staff reduced the risk of any negative effects upon service standards by conducting a robust RFP process that included multiple criteria in evaluating the strength of the proposals.

Communication Plan/Notice By-law Requirements:

Clerks Office; Recreation Services Division Lead; Finance; Adrianna Francis.



September 30, 2017

City Council Committee Report

To: Mayor and Council

Fr: Matthew Norburn, Recreation Services Division Lead

Re: Storage Rental Fees for Kenora Recreation Centre

Recommendation:

That Council hereby approves storage rental fees for the Kenora Recreation Centre be established at \$0.66 per square foot effective immediately; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its October 17th, 2017 meeting to give effect to these rates; and further

That bylaw number 113-2017 be hereby repealed; and further

That the appropriate bylaw be passed for this purpose.

Background:

The Kenora Recreation Centre provides storage space to user groups. These areas provide groups, such as minor hockey and figure skating, the ability to leave their equipment on site so that volunteers do not have to haul equipment home or store it in their homes.

Staff feel that the cost should be consistent for all groups and while some groups were previously paying storage fees, others were not. Various user groups were paying different fees for storage space and it is deemed necessary to implement a fair, consistent and transparent fee structure for all user groups.

After completing a scan of local rental rates staff are recommending that a rental fee of \$0.66 per square foot per month plus applicable tax be charged for storage space. Currently storage space Keewatin Arena is charged at \$0.25 per square foot, however there is no standing room in these spaces. Staff feel that these rates are fair based on what other groups are currently paying for dedicated space in city owned recreation facilities.

Current storage space at Kenora Arena includes the following areas;

- Back West Dressing Room
- Back Back West Dressing Room
- West Dressing Room Ramp Storage
- West Dressing Room Lockers (KFSC)
- West Dressing Room Cupboard (KFSC)

Budget:

If approved, projected revenue will be included in the 2018 operating budget submissions

Risk Analysis:

As per the requirements of the City's ERM Policy, staff have identified a moderate risk allowing user groups the ability to store equipment on site. However, staff reduced the risk of any negative effects upon service standards by conducting a robust evaluation process that included reviewing storage areas and comparable costs locally.

Communication Plan/Notice By-law Requirements:

Required under Schedule 'A' to Notice By-law 144-2007: before passing or amending a by-law pertaining to fees and charges imposed by the municipality, Council shall give public notice of its intention to pass a by-law by placing it on applicable agenda preceding meeting subsequently posted on Portal.

Strategic Plan or other Guiding Document:

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

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



October 3, 2017

City Council Committee Report

To: Mayor and Council

**Fr: Devon McCloskey, City Planner
Kevin Robertson, Chief Building Official**

Re: Set Fines for Zoning By-law and Building Code Infractions

Recommendation:

That Council hereby approves the establishment of set fines for all provisions in the Zoning By-law and Building Code Act as outlined in the attached schedules; and further

That an application be made to the Regional Senior Justice, Ontario Court of Justice, Northwest Region, for an Order approving the set fines for the offences under:

- Zoning By-law 101-2015 which are attached as Schedule "A"
- The Building Code Act which are attached as Schedule "A" ;and further

That the City Clerk is authorized to make any changes that may be required by the Ministry of the Attorney General or the Regional Senior Justice to obtain such set fine order.

Background:

The Planning and Building Departments have been working with the City Clerk and a solicitor since 2015 to draft and implement set fines for infractions under the Zoning By-law and Building Code.

The schedules were provided to the Attorney General's Office for review, and has received pre-approval. The next step is to make a formal application to the Regional Senior Justice, Ontario Court of Justice, Northwest Region, for an Order approving the set fines for the offences under the Zoning By-law and Building Code Act.

Enforcement of the Zoning By-law and Building Code is otherwise only possible using Part 3 orders, which requires a court appearance and legal representation. Set Fines would enable the City to issue tickets to motivate compliance, and manage repeat offenses.

Budget: Legal fees required in accordance with the budget

Risk Analysis: Incorporation of set fines will enable the City of Kenora to issue tickets as allowed for in the Building Code Act and Planning Act. While the City is able to exercise discretion, there is a risk of increased need for staff to appear in court (By-law, Building and Planning Departments), where tickets are issued and a court process ensues.

Communication Plan/Notice By-law Requirements:

Public Notice as per the Notice By-law, circulation of decision to the Community Development Services (Building and Planning Departments), By-law Department, Customer Service and Finance Department.

Strategic Plan Our Vision is 2020:

- Goal 2-4 The City will act as the catalyst for continuous improvements to the public realm
- Goal 2-7 The City will encourage encourage and support the development of vacant and transitional lands for uses that support our vision

Official Plan 2015

- Basis of the plan describes that the City has developed as a major seasonal cottaging area and tourist destination, as well as being the regional centre for resource-based industrial and commercial growth. It acknowledges that the community is transitioning from a resource town to a lifestyle centre, that it will continue to focus on sustainable growth and a diversified economy.
- Whereas the intent of the Zoning By-law is to implement such goals and policies of the Official Plan, to ensure orderly development, protection of public and or sensitive land, compatibility between uses and so on; ensuring that these goals are carried out requires enforcement where matters of non compliance are found or brought to the City's attention.

Schedule "A"

THE CORPORATION OF THE CITY OF KENORA

Building Code Act, 1992, S.O. 1992, c. 23, as amended

PART 1 PROVINCIAL OFFENCES ACT SET FINE SCHEDULE

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Property Owner - Construct [Cause to construct] building without permit	8(1)	\$250.00
2.	Property Owner - Demolish [Cause to demolish] building without permit	8(1)	\$150.00
3.	Property Owner - Construct [Cause to construct] building not in accordance with <u>Building Code Act</u> [Building Code] [<u>Building Code Act</u> and Building Code]	8(11)	\$250.00
4.	Property Owner - Demolish [Cause to demolish] building not in accordance with <u>Building Code Act</u> [Building Code] [<u>Building Code Act</u> and Building Code]	8(11)	\$150.00
5.	Property Owner - Make [Cause] a material change without authorization	8(12)	\$150.00
6.	Property Owner - Construct a building [Cause a building to be constructed] not in accordance with plans [specifications] [information on the basis of which a permit was issued] [information on the basis of which a permit was issued and changes which were authorized to it]	8(13)	\$150.00
7.	Property Owner - Demolish a building [Cause a building to be demolished] not in accordance with plans [specifications] [information on the basis of which a permit was issued] [information on the basis of which a permit was issued and changes which	8(13)	\$150.00

	were authorized to it]		
8.	Property Owner - Building use changed resulting in an increase in hazard	10(1)	\$250.00
9.	Property Owner - Newly erected building occupied [used] without notice [inspection] [notice or inspection]	11(1)	\$250.00
10.	Property Owner - Fail to comply with Stop Work Order	14(4)	\$400.00
11.	Property Owner - Hinder [Obstruct] person carrying out enforcement duties	19(1)	\$400.00
12.	Property Owner - Fail to provide required assistance	19(3)	\$150.00
13.	Property Owner - Neglect [Refuse] to produce required documents [drawings] [specifications] [things]	19(4)(a)	\$150.00
14.	Property Owner - Neglect [Refuse] to provide required information	19(4)(b)	\$150.00
15.	Property Owner - Obstruct Visibility of posted Order	20	\$300.00
16.	Property Owner - Remove copy of posted Order	20	\$300.00
17.	Property Owner - Knowingly furnish false information	36(1)(a)	\$300.00
18.	Property Owner - Fail to comply with Order [Direction] [Building Code Act requirement]	36(1)(b)	\$300.00
19.	Property Owner - Fail to comply with Order Not to Cover	36(1)(b)	\$300.00
20.	Property Owner - Fail to comply with Order to Uncover	36(1)(b)	\$300.00
21.	Property Owner - Fail to comply with Unsafe Building Order	36(1)(b)	\$400.00
22.	Property Owner - Fail to comply with Order prohibiting occupancy [building use]	36(1)(b)	\$400.00
23.	Property Owner - Fail to comply with Emergency Order (Property Standards)	36(1)(b)	\$400.00

24.	Property Owner - Fail to comply with Emergency Order (Unsafe Building)	36(1)(b)	\$400.00
25.	Property Owner - Fail to comply with Order to take and supply tests and samples	36(1)(b)	\$300.00
26.	Builder - Construct [Cause to construct] building without permit	8(1)	\$500.00
27.	Builder - Demolish [Cause to demolish] building without permit	8(1)	\$300.00
28.	Builder - Construct [Cause to construct] building not in accordance with <u>Building Code Act</u> [Building Code] <u>Building Code Act</u> and Building Code]	8(11)	\$500.00
29.	Builder - Demolish [Cause to demolish] building not in accordance with <u>Building Code Act</u> [Building Code] <u>Building Code Act</u> and Building Code]	8(11)	\$300.00
30.	Builder - Make [Cause] a material change without authorization	8(12)	\$300.00
31.	Builder - Construct a building [Cause a building to be constructed] not in accordance with plans [specifications] [information on the basis of which a permit was issued] [information on the basis of which a permit was issued and changes which were authorized to it]	8(13)	\$300.00
32.	Builder - Demolish a building [Cause a building to be demolished] not in accordance with plans [specifications] [information on the basis of which a permit was issued] [information on the basis of which a permit was issued and changes which were authorized to it]	8(13)	\$300.00
33.	Builder - Building use changed resulting in an increase in hazard	10(1)	\$500.00
34.	Builder - Newly erected building occupied [used] without notice [inspection] [notice or inspection]	11(1)	\$500.00
35.	Builder - Fail to comply with Stop Work Order	14(4)	\$600.00

36.	Builder - Hinder [Obstruct] person carrying out enforcement duties	19(1)	\$600.00
37.	Builder - Fail to provide required assistance	19(3)	\$300.00
38.	Builder - Neglect [Refuse] to produce required documents [drawings] [specifications] [things]	19(4)(a)	\$300.00
39.	Builder - Neglect [Refuse] to provide required information	19(4)(b)	\$300.00
40.	Builder - Obstruct Visibility of posted Order	20	\$500.00
41.	Builder - Remove copy of posted Order	20	\$500.00
42.	Builder - Knowingly furnish false information	36(1)(a)	\$500.00
43.	Builder - Fail to comply with Order [Direction] [Building Code Act requirement]	36(1)(b)	\$500.00
44.	Builder - Fail to comply with Order Not to Cover	36(1)(b)	\$500.00
45.	Builder - Fail to comply with Order to Uncover	36(1)(b)	\$500.00
46.	Builder - Fail to comply with Unsafe Building Order	36(1)(b)	\$600.00
47.	Builder - Fail to comply with Order prohibiting occupancy [building use]	36(1)(b)	\$600.00
48.	Builder - Fail to comply with Emergency Order (Property Standards)	36(1)(b)	\$600.00
49.	Builder - Fail to comply with Emergency Order (Unsafe Building)	36(1)(b)	\$600.00
50.	Builder - Fail to comply with Order to take and supply tests and samples	36(1)(b)	\$500.00

Note: The penalty provision for the offences indicated above is Section 36 of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, and section 61 of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.

Schedule "A"

The Corporation of the City Of Kenora

Bylaw Number 101-2015, as amended

(City of Kenora Zoning By-law)

SET FINE SCHEDULE - PART I PROVINCIAL OFFENCES ACT

Item No.	Column 1 - Short Form Wording	Column 2 - Provision Creating or Defining Offence	Column 3 - Set Fine
1.	Use land with inadequate municipal services	3.2	\$200.00
2.	Fail to provide amenity area	3.3	\$150.00
3.	Illegal Bed and Breakfast	3.4	\$200.00
4.	Illegal Boarding House	3.5	\$200.00
5.	Illegal storage of boat [recreational vehicle] [trailer] [vehicle - specify]	3.6	\$150.00
6.	Parking spaces [loading spaces] [open storage] in front yard adjacent to a residential zone	3.12.1(a)	\$150.00
7.	Open storage in required yard adjacent to a residential zone	3.12.1(b)	\$150.00
8.	Automobile service station pump island located too close to street lot line	3.12.2(a)	\$150.00
9.	Automobile service station driveway located too close to intersection	3.12.2(b)	\$150.00
10.	Automobile service station driveway located too close to side lot line	3.12.2(c)	\$150.00
11.	Automobile service station driveway exceeds permitted width	3.12.2(d)	\$150.00
12.	Automobile service station driveway less than required width	3.12.2(d)	\$150.00
13.	Two automobile service station driveways too close together	3.12.2(e)	\$150.00
14.	Interior angle of automobile service station driveway to street line does not meet requirements	3.12.2(f)	\$150.00
15.	Fail to comply with drive-through facility requirements	3.12.3	\$150.00
16.	Illegal residential lot occupancy [sleep cabin occupancy]	3.13.1	\$150.00
17.	Store more than one commercial vehicle on a serviced lot in a residential zone	3.13.3 (a)	\$150.00

18.	Storage of commercial vehicle by non-resident - improper load capacity	3.13.3 (a)	\$150.00
19.	Commercial vehicle[s] stored on un-serviced residential lot [rural lot] exceed(s) permitted ratio	3.13.3 (b)	\$150.00
20.	Store more school buses on lot in the Rural (RU) Zone than permitted	3.13.3 (c)	\$150.00
21.	Illegal converted dwelling	3.13.4	\$200.00
22.	Swimming pool [hot tub] not properly enclosed	3.13.6	\$250.00
23.	Illegal outdoor wood burning furnace	3.13.7	\$200.00
24.	Outdoor wood burning furnace in zone other than Rural Residential (RR) or Rural (RU)	3.13.7 (a)	\$200.00
25.	Outdoor wood burning furnace installed on lot when not permitted	3.13.7 (b)	\$200.00
26.	Outdoor wood burning furnace base [foundation] not in accordance with requirements	3.13.7 (c)	\$200.00
27.	Top of chimney not in accordance with requirements	3.13.7 (d)	\$200.00
28.	Outdoor wood burning furnace located too close to property line	3.13.7 (e)	\$200.00
29.	Outdoor wood burning furnace located too close to tree(s) [non-habitable structure(s)]	3.13.7 (f)	\$200.00
30.	Outdoor wood burning furnace located in a front yard	3.13.7 (g)	\$200.00
31.	Fail to comply with group home [emergency shelter] regulations	3.14	\$200.00
32.	Illegal use - Home Occupation	3.15.1 (a)	\$200.00
33.	Fail to comply with home occupation requirements	3.15.1 (b)	\$200.00
34.	Number of non-resident assistants exceeds permitted limit	3.15.1 (c)	\$200.00
35.	Total floor area devoted to home occupation exceeds permitted limit	3.15.1 (d)	\$200.00
36.	Residential character of dwelling significantly altered or changed as a result of home occupation	3.15.1 (e)	\$200.00
37.	Merchandise offered for sale on premises when not permitted	3.15.1 (f)	\$200.00
38.	Home occupation constitutes a nuisance	3.15.1 (g)	\$200.00
39.	Illegal outside storage [display]	3.15.1 (h)	\$200.00
40.	Home occupation used as clinic [hospital]	3.15.1 (i)	\$200.00
41.	Illegal home occupation display [sign]	3.15.1 (j)	\$200.00
42.	Business related materials improperly visible [stored] on lot	3.15.1 (k)	\$200.00
43.	Driveway width [area dedicated to off street parking on the premises] exceeds permitted width	3.15.1 (l)	\$200.00

44.	Home Industry located in zone where not permitted	3.15.2 (a)	\$200.00
45.	Home industry located on lot that does not meet minimum size requirements	3.15.2 (a)	\$200.00
46.	Illegal Use - Home Industry	3.15.2 (b)	\$200.00
47.	Home industry not operated by occupant of the dwelling unit	3.15.2 (c)	\$200.00
48.	Number of non-resident employees per principal dwelling unit on site exceeds permitted number	3.15.2 (d)	\$200.00
49.	Residential character of dwelling unit significantly altered or changed as a result of home industry	3.15.2 (e)	\$200.00
50.	Home industry exceeds size limits	3.15.2 (f)	\$200.00
51.	Sales area(s) located where not permitted	3.15.2 (g)	\$200.00
52.	Garage [accessory building] utilized for home industry when not permitted	3.15.2 (h)	\$200.00
53.	Area utilized for outdoor storage associated with home industry exceeds permitted limits	3.15.2 (i)	\$200.00
54.	Improper outdoor storage – Home Industry	3.15.2 (j)	\$200.00
55.	Hazardous chemicals [explosives] stored on site	3.15.2 (k)	\$200.00
56.	Illegal open storage - salvage yard	3.15.2 (l)	\$200.00
57.	Non-compliant kennel use - nuisance	3.16 (b)	\$150.00
58.	Non-compliant kennel use – outside storage [display of materials] [containers]	3.16 (b)	\$150.00
59.	Kennel use too close to another person’s residence	3.16 (c)	\$150.00
60.	Inadequate landscaped open space [buffer strip]	3.17	\$200.00
61.	Fail to comply with loading space requirements	3.18.1	\$200.00
62.	Fail to comply with loading space requirements	3.18.2	\$200.00
63.	Illegal Use - front yard open storage	3.22	\$250.00
64.	Parking spaces [loading spaces] [driveway(s)] [aisle(s)] not provided as required	3.23.1	\$200.00
65.	Visitor parking not provided as required	3.23.2	\$200.00
66.	Illegal driveway	3.23.3	\$200.00
67.	Illegal parking area(s) [space(s)]	3.23.4	\$200.00
68.	Inadequate barrier-free parking provided	3.23.5	\$200.00
69.	Inadequate parking provided for new use in existing building	3.23.6	\$200.00
70.	Inadequate parking provided for new use in existing building in the Harbourtown Centre	3.23.7	\$200.00
71.	Fail to provide off-site parking as required	3.23.8	\$200.00
72.	Fail to provide adequate parking spaces	3.23.9	\$200.00
73.	Interior [detached] secondary dwelling which fails to meet requirements	3.28	\$200.00
74.	Non-compliance with septic system regulations	3.29	\$300.00
75.	Setback from watercourse [waterbody] not provided as required	3.30	\$200.00

76.	Sight triangle not provided as required	3.31.1	\$200.00
77.	Fence within sight triangle when not permitted	3.31.2	\$200.00
78.	Illegal sleep cabin	3.32	\$200.00
79.	Minimum distance separation I violation	3.33.1(a)	\$250.00
80.	Minimum distance separation II violation	3.33.1(b)	\$250.00
81.	Illegal accessory use	3.34.1(a)	\$250.00
82.	Illegal accessory building [use] [structure] - used for human habitation	3.34.1 (b) (i)	\$250.00
83.	Accessory building [use] [structure] built closer to front lot line [waterfront] than permitted	3.34.1 (b) (ii)	\$150.00
84.	Accessory building [use] [structure] located in the required front yard [required exterior side yard of a corner lot]	3.34.1 (b) (iii)	\$150.00
85.	Illegal accessory building [use] [structure] - built closer to street than main building	3.34.1 (b) (iv)	\$150.00
86.	Illegal accessory building [use] [structure] on waterfront property - built too close to rear lot line	3.34.1 (b) (iv)	\$150.00
87.	Accessory building [use] [structure] built too close to side lot line [rear lot line]	3.34.1 (b) (v)	\$150.00
88.	Accessory building [use] [structure] exceeds limits on coverage of total lot area	3.34.1 (b) (vi)	\$150.00
89.	Accessory building [use] [structure] built too close to main building [structure]	3.34.1 (b) (vii)	\$150.00
90.	Accessory building [use] [structure] exceeds height limit	3.34.1 (b) (viii)	\$150.00
91.	Accessory building [use] [structure] built within required side yard setback	3.34.1 (c) (ii)	\$150.00
92.	Accessory building [use] [structure] built within required rear yard setback	3.34.1 (c) (iii)	\$150.00
93.	Accessory building [use] [structure] built within required rear yard setback	3.34.1 (c) (iv)	\$150.00
94.	Illegal accessory building [structure] built in yard abutting navigable waterway	3.34.1 (c) (v)	\$150.00
95.	Illegal boathouse [boat port]	3.34.1 (c) (vi)	\$150.00
96.	Dock exceeding size limit	3.34.1 (c)(vii)	\$150.00
97.	Dwelling unit accessory to a non-residential use with a gross floor area that fails to meet minimum area requirements	3.34.1 (d) (i)	\$150.00
98.	Dwelling unit accessory to a non-residential use not containing a bathroom [kitchen facilities] separate from the non-residential use	3.34.1 (d) (ii)	\$150.00
99.	Dwelling unit accessory to non-residential use not having a separate parking space	3.34.1 (d) (iii)	\$150.00
100.	Dwelling unit accessory to non-residential use not having a building entrance separate from the non-residential use	3.34.1 (d) (iv)	\$150.00
101.	Satellite dish [television/radio antenna] located in front yard [exterior side yard]	3.34.1 (e) (i)	\$150.00

102.	Satellite dish which exceeds maximum height permitted	3.34.1 (e) (ii)	\$150.00
103.	Television/radio antenna which exceeds maximum height permitted	3.34.1 (e) (ii)	\$150.00
104.	Satellite dish [television/radio antenna] in a non-residential zone without Site Plan Control approval	3.34.1 (e) (iii)	\$150.00
105.	Illegal garage built in advance of principal dwelling	3.34.1 (f)	\$150.00
106.	Shipping container used for other than storage of goods and materials	3.34.1 (g) (i)	\$150.00
107.	Shipping container on land in zone where not permitted	3.34.1 (g) (ii)	\$150.00
108.	Shipping container located closer to road than principal structure	3.34.1 (g) (iii)	\$150.00
109.	Shipping container located in front yard when not permitted	3.34.1 (g) (iv)	\$150.00
110.	Shipping container – Fail to use site plan control for exterior finish(es)	3.34.1 (g) (v)	\$150.00
111.	Illegal construction facility	3.34.2	\$200.00
112.	Illegal utility installation	3.34.4(a)	\$200.00
113.	Illegal ground-mounted solar panels in residential zone	3.34.4 (h)	\$200.00
114.	Illegal ground-mounted solar panels in non-residential zone	3.34.4 (h)	\$200.00
115.	Illegal use - R1 Zone	4.1.2	\$200.00
116.	Fail to comply with zone regulations - R1 Zone	4.1.3	\$200.00
117.	Illegal use - R2 Zone	4.2.2	\$200.00
118.	Fail to comply with zone regulations - R2 Zone	4.2.3	\$200.00
119.	Illegal use - R3 Zone	4.3.2	\$200.00
120.	Fail to comply with zone regulations - R3 Zone	4.3.3	\$200.00
121.	Illegal use - RM Zone	4.4.2	\$200.00
122.	Fail to comply with zone regulations - RM Zone	4.4.3	\$200.00
123.	Illegal use - RR Zone	4.5.2	\$200.00
124.	Fail to comply with zone regulations - RR Zone	4.5.3	\$200.00
125.	Illegal use - LC Zone	4.6.2	\$250.00
126.	Fail to comply with zone regulations - LC Zone	4.6.3	\$250.00
127.	Illegal use - GC Zone	4.7.2	\$300.00
128.	Fail to comply with zone regulations - GC Zone	4.7.3	\$300.00
129.	Illegal use - HC Zone	4.8.2	\$300.00
130.	Fail to comply with zone regulations - HC Zone	4.8.3	\$300.00
131.	Illegal use - TR Zone	4.8.5	\$300.00
132.	Fail to comply with zone regulations - TR Zone	4.8.6	\$300.00
133.	Illegal use - ML Zone	4.9.2	\$250.00
134.	Fail to comply with zone regulations - ML Zone	4.9.3	\$250.00
135.	Illegal use - MH Zone	4.10.2	\$300.00
136.	Fail to comply with zone regulations - MH Zone	4.10.3	\$300.00
137.	Illegal use - MX Zone	4.11.2	\$300.00

138.	Fail to comply with zone regulations - MX Zone	4.11.3	\$300.00
139.	Illegal use - RU Zone	4.12.2	\$300.00
140.	Fail to comply with zone regulations - RU Zone	4.12.3	\$300.00
141.	Illegal use - OS Zone	4.13.2	\$200.00
142.	Fail to comply with zone regulations - OS Zone	4.13.3	\$200.00
143.	Fail to comply with development regulations - OS Zone	4.13.4	\$200.00
144.	Illegal use - I Zone	4.14.2	\$200.00
145.	Fail to comply with zone regulations - I Zone	4.14.3	\$200.00
146.	Illegal use - WD Zone	4.15.2	\$250.00
147.	Fail to comply with zone regulations - WD Zone	4.15.3	\$250.00
148.	Illegal use - EP Zone	4.16.2	\$300.00
149.	Fail to comply with zone regulations - EP Zone	4.16.3	\$300.00
150.	Illegal building [structure] - EP Zone	4.16.4	
151.	Illegal use - HL Zone	4.17.2	\$350.00
152.	Fail to comply with zone regulations - HL Zone	4.17.3	\$350.00
153.	Illegal use - BSL Zone	4.18.2	\$300.00
154.	Fail to comply with zone regulations – BSL Zone	4.18.3	\$300.00
155.	Illegal use - Future Development Overlay	4.19.2	\$300.00
156.	Fail to comply with zone regulations - Future Development Overlay	4.19.3	\$300.00
157.	Fail to comply with exceptions	5	\$300.00

Note: The penalty provisions for the offences indicated above are section 1.12.2 of By-law No. 101-2015, as amended, Section 67 of the Planning Act, R.S.O. 1990, c. P. 13, as amended, and section 61 of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.

THE CORPORATION OF THE CITY OF KENORA

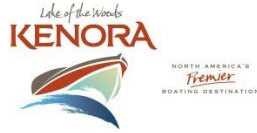
**BY-LAW NO. 101-2015, as amended
(City of Kenora Zoning By-law)**

SET FINE SCHEDULE - PART II PROVINCIAL OFFENCES ACT

Item No.	Column 1 - Short Form Wording	Column 2 - Provision Creating or Defining Offence	Column 3 - Set Fine
1.	Illegal parking of [recreational vehicle] [trailer] [vehicle - specify]	3.6	\$150.00
2.	Park more than one commercial vehicle on a serviced lot in a residential zone	3.13.3 (a)	\$100.00
3.	Improper parking of commercial vehicle(s) on a serviced lot in a residential zone	3.13.3 (a)	\$100.00
4.	Park commercial vehicle(s) on un-serviced lot [rural lot] - exceed permitted ratio	3.13.3 (b)	\$100.00
5.	Park more school buses on lot in the Rural (RU) Zone than permitted	3.13.3 (c)	\$100.00
6.	Business vehicle improperly parked on lot	3.15.1 (k)	\$150.00

Note: The penalty provisions for the offences indicated above are section 1.12.2 of By-law No. 101-2015, as amended, a certified copy of which has been filed, Section 67 of the Planning Act, R.S.O. 1990, c. P. 13, as amended, and section 61 of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.

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



National Fire Prevention Week October 8 - 14, 2017

Whereas the City of Kenora is committed to ensuring the safety and security of all those living in and visiting Kenora; and

Whereas fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

Whereas fires have killed 60 people in Ontario in 2017, and in Ontario home fire deaths accounted for 80% of all fire deaths; and

Whereas, working smoke alarms cut the risk of dying in reported home fires in half; and

Whereas three out of five home fire deaths result from fires in properties without working smoke alarms; and

Whereas in one-fifth of all homes with smoke alarms, none were working; and

Whereas when smoke alarms should have operated but did not do so it was usually because batteries were missing, disconnected, or dead; and

Whereas Kenora residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

Whereas Kenora residents should install smoke alarms and alert devices that meet the needs of people who are deaf or hard of hearing; and

Whereas Kenora residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

Whereas Kenora first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

Whereas Kenora residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

Whereas the 2017 Fire Prevention Week theme, "Every Second Counts – Plan Two Ways Out" effectively serves to remind us that we need to plan two escape routes and practice our fire escape plans to ensure everyone gets out safely.

Therefore, I David S. Canfield, Mayor of the City of Kenora, do hereby proclaim October 8-14, 2017, as **Fire Prevention Week** throughout this City, and I urge all the people of Kenora to plan and practice their fire escape routes and support the many public safety activities and efforts of the City of Kenora Fire & Emergency Services personnel during Fire Prevention Week 2017.

Proclaimed at the City of Kenora this 10th day of October, 2017

A handwritten signature in black ink that reads "David Canfield". The signature is written in a cursive style with a large, prominent 'D' and 'C'.

Mayor David S. Canfield



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

Waste Reduction Week October 16 - 22, 2017

Whereas as a Municipality, we are committed to reducing our waste, conserving resources, and educating the community about sustainable living; and

Whereas we recognize the generation of solid waste and the needless waste of resources as global environmental problems; and

Whereas we endeavor to take the lead in our community toward environmental sustainability;

Now Therefore, I, David S. Canfield, Mayor for the City of Kenora do hereby proclaim October 16-22, 2017 as **Waste Reduction Week** in and for the City of Kenora.

Proclaimed at the City of Kenora this 10th day of October, 2017

A handwritten signature in black ink, reading "David S. Canfield". The signature is written in a cursive style with a large, prominent "D" and "C".

Mayor David S. Canfield

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



Pregnancy and Infant Loss Awareness Day October 15, 2017

Whereas October 15th has been declared by the Province of Ontario as Pregnancy and Infant Loss Awareness Day as a result of the passage of Bill 141: Pregnancy and Infant Loss Awareness, Research, and Care Act; and

Whereas over 37,000 Ontario families experience pregnancy and infant loss every year; one in four pregnancies ends in miscarriage; eight babies are stillborn and five infants die each day in Canada; and

Whereas the City of Kenora wishes to recognize the profound sorrow and grief experienced by those who suffer this unique type of loss; and

Whereas there is a need to develop greater awareness and understanding about the causes of pregnancy and infant loss through research initiatives; and

Whereas there is a need to provide more compassionate care and support for mothers and families who experience pregnancy and infant loss; and

Whereas increased awareness leads to improvements in our local health care and bereavement support sectors; and

Whereas a day of acknowledgement and remembrance honours the lives of babies who have died and supports grieving parents, grandparents, siblings, and other family members;

Therefore I, David S. Canfield, Mayor of the City of Kenora, do hereby proclaim October 15th as Pregnancy and Infant Loss Awareness Day in the City of Kenora.

Proclaimed at the City of Kenora this 10th day of October, 2017

Mayor David S. Canfield