



City of Kenora

Committee of the Whole Agenda

Tuesday, September 5, 2017

9:00 a.m.

City Hall Council Chambers

***NOTE:** A special Committee of the Whole meeting will be held at 8:00 a.m. for the City's auditors to present the 2016 annual report and audited statements

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 September 12, 2017 meeting:-

- Amend the Tariff of Fees and Charges bylaw to increase water and sewer rates by 8% in 2018 and an additional 5.5% in 2019
- Re-name Colonization Road to 'Nash Drive'
- Amend the 2017 Operating & Capital Budget to withdraw funds from the Operations Facility Reserve in the amount of \$60,000 for repairs to the sand dome walls
- Amend the 2017 Operating and Capital Budget to withdraw funds from the Parking Reserve in the amount of \$7,500 for the conversion of the light fixtures at the Park Street parking lot

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 August 8, 2017 be confirmed as written and filed.

D. Deputations/Presentations

- Gerry Cariou, Executive Director, Sunset Country Travel Association, benefits of membership to the Association
- Andrea Habinski, Cloverbelt Local Food Coop, Food charter creation for NWO
 - Jeannie Lugossy, 52 lot subdivision

E. Reports:

1. Corporate Services & Strategic Initiatives

Item	Subject	Pages
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- 1.1. 2016 Annual Report
- 1.2. Anti-Harassment and Violence Policy Amendment
- 1.3. OCIF Top-up Funding Application
- 1.4. City IT Contract Services
- 1.5. July 2017 Financial Statements
- 1.6. Section 357 Write Offs
- 1.7. Scotiabank Hockey Day in Canada Final Report
- 1.8. Kenora Lions Club Community Foundation Application
- 1.9. Pickleball Club Community Foundation Application
- 1.10. Rabbit Lake Community Gardens Community Foundation Application
- 1.11. Water & Sewer Rate Increase
- 1.12. LOWAC Request to Purchase Canoe

2. Fire & Emergency Services

Item	Subject	Pages
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- 2.1 Aerial Ladder Replacement – 2018 Budget

3. Operations & Infrastructure

Item	Subject	Pages
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- 3.1 Cast In Place Pipe Relining
- 3.2 Municipal Infrastructure Project Bundling Initiative
- 3.3 Budget Amendment – Park Street Parking Lot
- 3.4 Rename Colonization Road to Nash Drive
- 3.5 Budget Amendment – Sand Dome Repairs

4. Community & Development Services

Item	Subject	Pages
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- 4.1 Lease Agreement for 1008 Ottawa Street
- 4.2 Fingerboard Signage
- 4.3 Bell Lease Agreement for Micro & Pico Cells in City Facilities
- 4.4 Ontario Trillium Foundation Capital Investment Stream Requests

Proclamations:

- Childhood Cancer Awareness Month
- Franco Ontarian Day

Other:

**12:00 noon - Zoning Bylaw Amendment Statutory Public Meeting
D14-17-05 – Scott Island K144, Parcel 237, Norman Bay**

Next Meeting

- Tuesday, October 10, 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(1) of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following: -

- i) **Educating & Training Members of Council (1 matter)**
- ii) **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)

Gerry Carion

Organization You Represent:
(if applicable)

Ontario's Sunset Country
(please print)

Mailing Address: Box 647 Kenora, P9N 3X6 Telephone Number: 807 468-5853

Email Address: gerry@visitsunsetcountry.com Postal Code: P9N 3X6

Other Persons Presenting with You on this topic? No Yes
(on behalf of same organization)

If yes, Other Names: _____

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

- Please see Protocol Notes on Page 2

Justification for City contribution request

I wish to appear before Council Committee of the Whole
 Other

On the Meeting date: September 5, 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: [Signature]
(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.

✓ *Correct answer.*

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.

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(Revised: July 2014)



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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) Andrea Habinski / 1 (please print)

Organization You Represent: (if applicable) Cloverbelt Local FoodCoop

Mailing Address: 66 Keith Ave Unit 2 P.O. Box 668 Dryden P8N 2Z3 **Telephone Number:** 221-3293 ext 26

Email Address: nwo@cloverbeltlocalfoodcoop.com **Postal Code:** P8N 2Z3

Other Persons Presenting with You on this topic? (on behalf of same organization) No Yes

If yes, Other Names: Jacelyn is submitted request but Andrea will be presenting

Topic – include brief statement of issue or purpose for Deputation:
 • Please see Protocol Notes on Page 2
Food Charter Creation for NWO

I wish to appear before Council Committee of the Whole
 Other

On the Meeting date: Sept. 5 9:00 AM

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

Signature Required: J. Dockerty
 (Must be signed by applicant to go forward)

...2

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

By fax: 807-467-2009

E-mail: hkasprick@kenora.ca

<p>Name: (person making deputation) <u>Jeannie Lugossy</u></p>	<p>Organization You Represent: (if applicable)</p>
<p>_____ / _____ (please print)</p>	
<p>Mailing Address: <u>1216 4th street South</u></p>	<p>Telephone Number: <u>467-1444</u></p>
<p>Email Address: <u>selah@shaw.ca</u></p>	<p>Postal Code: <u>P9N 4A8</u></p>
<p>Other Persons Presenting with You on this topic? (on behalf of same organization) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>	
<p>If yes, Other Names: <u>David Luby</u></p>	
<p>Topic – include brief statement of issue or purpose for Deputation:</p> <ul style="list-style-type: none"> • Please see Protocol Notes on Page 2 <p><u>52 LOT SUBDIVISION</u></p>	
<p>I wish to appear before <input type="checkbox"/> Council <input checked="" type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other</p>	
<p>On the Meeting date: <u>Sept 5 Tuesday 9:00AM.</u></p>	
<p>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.</p>	
<p>Do you have material to leave with Council following your deputation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please give to Clerk upon arrival to meeting)</p>	
<p>Signature Required: <u>Jeannie Lugossy</u> (Must be signed by applicant to go forward)</p>	

(2)

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August 28, 2017

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Charlotte Edie, Treasurer

Re: 2016 Annual Report and Audited Financial Statements

Recommendation:

That Council approves the 2016 City of Kenora Annual Report including the 2016 audited financial statements for the City; and further

That a copy of this report be made available for public viewing.

Background:

A copy of the Annual Report and audited financial statements is attached to this report for your reference. The report is incomplete in that the Auditors' Report will not be signed until Council has formally approved the financial statements.

In 2009 there was a significant change to the City's financial statements from previous years, due to the new requirement to record Tangible Capital Assets and related amortization, with capital works no longer being expensed as performed. Under this new requirement, the City is required to record the value of all tangible assets net of amortization. As a result of this, the City's financial statements reflect a significant surplus due to the net result of the Tangible Capital Asset implementation. It should be noted that this surplus is comprised of all the accumulated surpluses and deficits of the funds, reserves and organizations that are included in the statements as well as the current amortized value of all City owned assets.

Budget:

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

Communication Plan/Notice By-law Requirements:

A press release will be prepared for the annual report and statements. This press release will be distributed to Council. The annual report will be made available on the city's portal, as well as at the front desk at City Hall. In accordance with the City's requirements under the Municipal Act, extracts of the audited financial statements will also be printed in the local newspaper.

Strategic Plan or other Guiding Document:

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

ERM Assessment:

Risk assessment is positive in that the 2016 financial results have been audited.



August 29, 2017

City Council Committee Report

TO: Mayor and Council

FR: Sharen McDowall, Human Resources Strategist

RE: Anti-Harassment and Violence Policy – HR 1-4

Recommendation:

That Council gives three readings to a bylaw to amend the Comprehensive Policy Manual to amend the City of Kenora Anti-Harassment and Violence Policy HR-1-4; and further

That bylaw number 121-2008 be hereby repealed.

Background:

The City's Anti-Harassment and Violence Policy has been amended to reflect the changes to the *Occupational Health & Safety Act* resulting from Bill 132 which expand employee protections and employer obligations regarding workplace and sexual harassment.

The City of Kenora fully supports and adheres to the principles and practices set out in the *Ontario Human Rights Code* and the *Occupational Health & Safety Act* in all aspects of the employment relationship and therefore, it is the policy of the City of Kenora that every individual has the right to equal treatment in employment and not subject to acts of discrimination or harassment, including sexual harassment in the workplace. The *Occupational Health & Safety Act* further provides that individuals have the right to a workplace environment where measures are established to control risks of workplace violence. The City of Kenora believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another.

The amended policy provides all employees with the necessary information and procedure that identifies conduct expectations and the investigation process. These procedures will be communicated to all employees, along with regular training.

Budget: The revised Anti-Harassment and Violence Policy reflects new obligations in the amended *Occupational Health & Safety Act* with respect to workplace harassment. This report and recommendations will have no financial impact beyond what has already been approved in the current year's budget.

Communication Plan/Notice By-law Requirements: The revised Anti-Harassment and Violence Policy will be circulated out to all employees. HR will be meeting with all departments to review the policy

Strategic Plan or other Guiding Documents:

Core value of Fiscal Responsibility
Focus on our People

ERA Assessment: As per the requirements in the City's ERM policy, there is a potential of minor to moderate financial and legal impact. The City is required to have such policy in place and to be reviewed annually.

ANTI-HARASSMENT AND VIOLENCE POLICY
KENORA

Section	Date	By-Law Number	Page	Of
Human Resources	August 11, 2008	121-2008	1	17
Subsection	Repeals By-Law Number		Policy Number	
Hiring Policies			HR-1-4	

Purpose

The Corporation is committed to providing and maintaining a work environment that is based on respect for the dignity and rights of everyone in the Corporation. It is the Corporation's goal to provide a healthy and safe work environment that is free of any forms of violence, harassment or disrespectful behaviour.

The intention of this policy and its procedures is to prevent violence and harassment from taking place and, where necessary, to outline how we will act upon incidents and complaints of such behaviour quickly and fairly with due regard to confidentiality.

Definitions

1.1 Discriminatory Harassment means engaging in a course of vexatious conduct or comment related to the grounds of discrimination that offends the recipient or makes him or her uncomfortable, when the harasser knows or ought reasonably to know that the behaviour is unwelcome. In some instances, a single, serious incident may constitute harassment. Harassment includes, but is not limited to, verbal comments and/or gestures, written or graphic materials and systematic avoidance or exclusion of an individual.

The grounds of discrimination include, but are not necessarily restricted to, race, colour, ancestry, place of origin, ethnic origin, citizenship, creed/religion, sex, sexual orientation, age, record of offences, marital status, family status or handicap, as defined by the *Ontario Human Rights Code*.

1.2 Sexual and Gender-Based Harassment: in addition to the foregoing, sexual harassment includes sexual comments or conduct or a solicitation or advance, or reprisal or threat or reprisal for the rejection of a sexual solicitation or advance, where the person engaging in the behaviour knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual and gender-based harassment also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender or sex. Comments or conduct of a sexual nature or that are based on gender or sex that are not necessarily directed at a particular individual but are unwelcome or offensive to an individual or group can also constitute sexual or gender-based harassment.

The Ontario *Human Rights Code* provides for protection from sexual harassment in employment as follows:

Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee.

Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

The *Occupational Health and Safety Act* defines workplace sexual harassment as:

- (i) *Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or*

(ii) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Both men and women can be victims of sexual or gender-based harassment and someone of the same or opposite sex can harass someone else. Some examples of sexual or gender-based harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent inappropriate staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing
- gossip or rumours regarding a person's sexual activities or relationships, regardless of whether they are malicious; and
- sexual assault

1.3 Workplace Harassment and Bullying under the Occupational Health and Safety Act.

Workplace harassment is defined as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or

Workplace sexual harassment (as defined in 1.2 policy).

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name-calling, including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading rumours, regardless of whether they are malicious
- excluding or ignoring someone, such as persistent exclusion of a particular person from workplace-related social gatherings
- workplace supervision done in a demeaning or abusive manner
- humiliating someone
- sabotaging someone else's work
- displaying or circulating offensive pictures or materials
- offensive or intimidating phone calls, emails, texts or social media communications
- a supervisor/manager impeding an individual's efforts at promotions or transfers for reasons that are not legitimate
- making false allegations about someone in memos or other work related documents
- menacing behaviours including staring, glaring, inappropriate gestures or unwelcome physical closeness

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to

have power or authority over the recipient. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor. Respect in the workplace is everyone's responsibility. Any acts that demean, harm or exclude are counter to our culture and should be addressed promptly in accordance with the procedures set out below.

What Isn't Harassment

The *Occupational Health and Safety Act* states:

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Therefore, workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting medical documents in support of an absence from work
- enforcement of workplace rules and policies

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

1.4 Poisoned Work Environment: Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it a hostile or uncomfortable place in which to work. This is also a form of harassment. Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers
- distributing offensive e-mail messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone; or
- jokes or insults that are offensive, racist or discriminatory in nature.

1.5 Workplace Violence is defined under the *Occupational Health and Safety Act* as:

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

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening emails
- wielding a weapon at work
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Workplace violence may come from many different sources:

- strangers or people with no ties to the workplace
- clients, customers or patients
- other employees
- intimate relationships outside of work (such as intimate partners, family, friends)

Scope

2.1 This policy applies to all departments within the Corporation.

2.2 This policy applies to all employees, unionized and non-unionized. Students and volunteers are afforded the same rights and protection as employees, while performing authorized activities in the workplace and are also required to abide by this policy.

2.3 For the purposes of this policy, the workplace includes any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace, including during council meetings whether in open or closed session
- during work-related travel
- at restaurants, hotels or meeting facilities that are being used for business purposes
- in corporation owned or leased facilities
- during telephone, email and other communications, including but not limited to social media
- dialogue that extends from the workplace, related to work or workplace relations as well as comments made on social media pertaining to or associated with workers, work or the workplace
- at any work-related social event, whether or not it is sponsored by the Corporation
- discrimination and harassment which occurs outside the workplace but which may adversely impact employee relationships

This policy also applies to situations in which you are harassed or

discriminated against in the workplace by individuals who are not employees of the Corporation, such as suppliers, ratepayers and other members of the public, although the available remedies available may be constrained by the situation and the fact that these individuals are not Corporation employees.

Preventing Harassment and Violence

It is our mutual responsibility to ensure that we create and maintain a harassment and violence-free workplace. This includes addressing violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners). All employees, volunteers and members of council have a responsibility to ensure that their own behaviour and interaction are respectful and not in contravention of this policy.

Rights and Responsibilities

3.1 The Corporation will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

3.2 The Managers and Human Resources Strategist are responsible to ensure that the guidelines set out in this policy are implemented and adhered to.

3.3 All managers and supervisors are responsible for establishing and maintaining a workplace that is free from harassment and ensuring that employees are aware of their rights and responsibilities under this policy and of the mechanisms to investigate and resolve harassment complaints.

If made aware of a harassment situation, managers and supervisors are responsible for attempting an informal resolution (if informal resolution is appropriate), with assistance from Human Resources if required, and for reporting the situation to the appropriate Department Manager or the Chief Administrative Officer, if further action is needed.

Supervisors and managers must take every reasonable precaution to protect workers from workplace violence, including participating in conducting risk assessments for workplace violence.

Risk assessments are to be conducted as frequently as necessary to prevent injury in the workplace, for example:

- after an event or threat has occurred
- if the work or workplace has changed
- when a safety concern related to workplace violence has been raised

Risk assessments may include evaluating a person's history of violent behaviour to determine whether and to whom this worker poses a risk. In making this evaluation, supervisors and managers should consider:

- whether the person's history of violence was associated with the workplace or work
- whether the history of violence was directed at a particular worker or workers in general
- how long ago the incidence of violence occurred

In certain circumstances, supervisors and managers may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if a worker can be expected to encounter that person during the course of his or her work and the risk of workplace violence is likely to expose the worker to physical injury. Supervisors and managers will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the worker from workplace violence. Supervisors and managers are required to consult with the CAO prior to releasing information about a person with a history of violence.

3.4 All employees have:

- a right to treatment which is free from harassment in the workplace and during work-related activities
- a right to make a harassment complaint
- a right to a review of a complaint without fear of retaliation
- a responsibility to treat all other employees, supervisors and subordinates in a manner that is free from harassment
- a responsibility to co-operate fully in any investigations resulting from a complaint and to keep all information concerning the matter confidential

Procedure for Resolving and Investigating Harassment Incidents and Complaints

4.1 Informal Procedure

If you believe that you are being harassed or discriminated against, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour.

Some of the things you can say that might stop the behaviour include:

<i>"Please stop doing or saying..."</i>	<i>"I don't want you to do that."</i>
<i>"It makes me uncomfortable when you..."</i>	<i>"I don't find it funny when..."</i>

If the harassment or discrimination continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation.

You can also report the incident(s) to your supervisor, manager, or Human Resources. Where appropriate, the Corporation will assist you with implementing the appropriate de-escalation techniques.

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what your response was.

If you believe that someone who is not an employee of the Corporation (e.g., a supplier, contractor, etc.), has harassed or discriminated against you, please report the incident(s) to your supervisor, manager, or Human Resources. Although the Corporation has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

4.2 Formal Procedure

If the incident or complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to your supervisor, manager, or Human Resources. If the matter involves your supervisor, manager or Human Resources, the complaint should be brought to the Chief Administrative Officer ("CAO"). If the matter involves the CAO, the complaint can be reported to council.

When bringing a formal complaint forward, as much written information as possible will be needed, including the name(s) of the person(s) you believe is harassing or discriminating against you, the place, date and time of the incident(s) and the names of any possible witnesses.

It is important that you provide your complaint as soon as possible so that the issue doesn't escalate or happen again. Once we receive your complaint, we will initiate an investigation. The investigation may be informal or formal as deemed necessary and appropriate by the Corporation.

Discrimination and harassment are serious matters. Therefore, even if a decision is made not to make a formal complaint by an individual, an investigation may still need to occur and steps may need to be taken to prevent further discrimination or harassment. For example, an investigation may need to be conducted if the allegations are serious or if there have been previous complaints or incidents involving the same individual(s).

4.3 Investigation

The Corporation has the responsibility to respond as soon as reasonably possible upon a receipt of a formal complaint of harassment.

The manager and Human Resources will coordinate the Corporation's response. Where this is not appropriate, the Chief Administrative Officer will ensure coordination. Depending on the nature of the allegations, the Corporation may choose to use an internal or external investigator to conduct the investigation, depending on the nature of the incident or complaint. The Corporation will determine whether an external investigator is required.

- (a) Any complaint received will be acknowledged in writing as soon as reasonably possible by the Manager, Human Resources or the Chief Administrative Officer, and the complainant will be informed whether an investigation will be conducted.
- (b) Persons against whom a complaint has been lodged will be informed in writing as soon as practical that a complaint has been received, and will be provided with a summary of the allegations.
- (c) The parties will be interviewed separately at the first available opportunity.
- (d) The employee against whom the complaint is directed or who is enquiring as to the appropriateness of his/her conduct shall have the opportunity to submit a written response within five working days of the notification of the investigation.
- (e) The Corporation may interview any appropriate witnesses identified by the parties, and any appropriate individuals who may have knowledge of the complaint.
- (f) All parties interviewed shall be advised that any information obtained with respect to the complaint shall be kept confidential, except where disclosure is necessary for investigation or disciplinary action, or as required by law.

- (g) A report of the investigation shall be submitted within 30 working days after the investigation has been completed, or as soon as reasonably possible thereafter, for review and decision by the Chief Administrative Officer or the appropriate Committee of Council, as necessary.
- (h) The complainant and respondent will be made aware of the findings and provided with a letter stating whether or not the incident or complaint constituted harassment or discrimination. If a finding of harassment or violence has been made, the complainant will also be provided with information regarding corrective measures taken to prevent a recurrence. The Corporation will determine the appropriate amount of information to be shared with the complainant and respondent.
- (i) In the event the complaint is against a supervisor, manager, Human Resources or the CAO, that individual would be excluded from the process. In the case of the HR Strategist the CAO would become responsible for the investigation. If the complaint is against the CAO, the report of the investigation would be made directly to the appropriate Committee of Council.

Procedure for Resolving and Investigating Workplace Violence Incidents and Complaints

5.1 Reporting Workplace Violence

Under the *Occupational Health and Safety Act* workers have a responsibility to report workplace hazards and workplace violence is considered a hazard. Therefore, if you are aware of workplace violence, even if you are not a recipient or witness to the violence directly, you are required to report it.

If you are either the recipient of or a witness to workplace violence, from any person, you must report such behaviour to your supervisor, manager or Human Resources. A worker who believes they are unable to report workplace violence to their supervisor, manager or Human Resources may report to the CAO. (Should the complaint involve the CAO, then the complaint may go directly to council.)

If a worker is believed to be in imminent physical danger or physical assault has occurred, you must immediately report it to the police.

All workers also have the right to refuse unsafe work if they have reason to believe they are in danger from workplace violence. In that instance, please immediately contact your supervisor, manager or Human Resources, at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal work location and will need to be available for the purposes of investigating the incident. Certain workers may have a limited right to refuse, when the risk is inherent in their job duties, such as a member of the fire department.

5.2 Investigation

Any reports or incidents of workplace violence will be taken seriously. All reports and incidents of workplace violence must be investigated. If a manager or supervisor becomes aware of or witnesses acts or threats of violence, even if these events or actions are not reported to them by a worker, they must initiate an investigation and corrective and preventative actions by reporting this to the CAO.

The Corporation has discretion to use either an internal or external investigator to conduct an investigation, depending on the nature of the incident.

The investigation may include:

- conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the incident or complaint, including dates and locations
- reviewing any related documentation
- making detailed notes of the investigation and maintaining them in a confidential file

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings. A copy of the findings will be provided to the Joint Health and Safety Committee. The goal is to complete any investigation and communicate the results to the complainant and respondent within a reasonable time frame after becoming aware of an incident or a complaint is received, where possible. The timeframe within which an investigation can be completed varies depending on the circumstances of each investigation.

Any incidents or reports of discrimination or harassment must follow the direction provided under this policy.

5.3 Procedures for Addressing Domestic Violence

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances.

This may include some or all of the following:

- creating a safety plan
- contacting the police
- establishing enhanced security measures such as a panic button, code words, and door and access security measures
- screening calls and blocking certain email addresses
- setting up priority parking or providing escorts to your vehicle or to public transportation
- adjusting your working hours and location so that they are not predictable
- facilitating your access to counselling

We appreciate the sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

Disposition of Complaint

6.1 The finding of the investigation and the decision made by the Corporation will be reviewed with the complainant and with the alleged harasser and confirmed in writing. The decision will be one of the following:

- (a) Complaint substantiated, with appropriate disciplinary action in accordance with the City's Progressive Discipline Policy, ranging from requiring a formal apology to the complainant to dismissal of the harasser.
- (b) Complaint unsubstantiated; no further action required.
- (c) If a complaint is made falsely and maliciously, the complainant may be subject to discipline in accordance with the City's Progressive Discipline Policy. This will not apply if the complaint is made in good faith.

6.2 If a finding of workplace harassment or violence is made, the Corporation will take appropriate corrective measures, regardless of the respondent's seniority or position at the Corporation.

Corrective measures may include but are not limited to one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay
- termination with or without cause
- referral for counselling, coaching or training, anger management training, supervisory skills training, or attendance at educational programs on respect in the workplace
- demotion or denial of promotion
- reassignment or transfer
- financial penalties such as the denial of a bonus or performance related salary increase
- any other disciplinary action deemed appropriate under the circumstances

The goal is to complete any investigation and communicate the results to the complainant and respondent within a reasonable time frame after becoming aware of an incident or a complaint is received, where possible. The timeframe within which an investigation can be completed varies depending on the circumstances of each investigation.

Confidentiality of Complaints and Investigations

7.1 Due to the sensitive nature of workplace violence and harassment complaints, these complaints will be kept confidential to the extent possible. We will only release as much information as is necessary to investigate and respond to the incident or complaint, to take corrective action with respect to the incident or complaint or if required to do so by law.

The Corporation may be required to disclose pertinent information for the purpose of protecting a worker from injury where a reasonable threat of workplace violence exists. Reports will be kept confidential if it has been determined that a reasonable threat of workplace violence does not exist or where reasoned and practical in the circumstances.

Out of respect for the individuals involved, it is essential that the complainant, respondent, witnesses, and anyone else involved in or aware of the investigation maintain complete confidentiality throughout the investigation and afterwards.

You may have the assistance of a support person throughout the investigation process, as long as they are not a witness or potential witness and agree to maintain strict confidentiality. The role of the support person throughout the investigation process is to observe and provide support.

All employees, representatives and support persons are required to fully cooperate in the investigation process and to not in any way impede, obstruct or behave in a manner that potentially jeopardizes the integrity of the investigation. Breaching confidentiality or acting in a manner that obstructs, impedes or affects the integrity of the investigation is subject to discipline up to and including termination of employment.

Any documents relating to the complaint and investigation will be kept separate from the parties' personnel files, except for documents relating to disciplinary action.

What To Do If You Are Accused Of Harassment Or Discrimination

8.1 If you are asked by a co-worker to stop behaviours which could reasonably constitute harassment, evaluate your behaviour. Even if you did not mean to offend, your behaviour has been perceived as offensive. Stop the behaviour that the person finds offensive and apologize. Failure to stop this behaviour will leave you more vulnerable to disciplinary action if it is determined the behaviour is inappropriate or constitutes harassment or discrimination. If you believe the incident has been reported or the complaint has been made in bad faith or is malicious in nature, discuss this with the CAO, your supervisor or any member of management.

Protection from Retaliation or Reprisal

9.1 No worker can be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence or harassment.

The Corporation will not tolerate retaliations, taunts, or threats against anyone who reports an incident or complains about violence or harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a discrimination or harassment incident or complaint may be disciplined, up to and including termination of employment.

If you report an incident or make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Corporation will, however, discipline or terminate anyone who brings a false and malicious complaint.

Training

10.1 All staff will receive training and communications on this policy and any related program. All staff will receive this policy and a copy of this policy will be posted on the Health and Safety bulletin board.

Other Action

11.1 This policy and its procedures does not abrogate the right of any employee, at any stage of the internal procedure, to file a grievance with the appropriate bargaining unit or access other provisions of the Collective Agreement which many apply. The employee also has a right to file a complaint under the Human Rights Code, 1990 as amended, and to take appropriate legal action.

Review

12.1 The Corporation will review this policy as often as necessary or at least annually.

Anti-Harassment and Violence Policy

This policy has been reviewed with me. I understand the policy and agree to abide by it.

Date

Employee Signature

Print Name



August 30, 2017

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Boreal Datacom Services Agreement

Recommendation:

That Council hereby authorizes a service contract for City IT related services through Boreal Datacom Inc. for a four year period commencing January 1, 2018; and further

That three readings be given to a by-law to authorize the contract for this purpose.

Background:

In 2010, the City's IT Supervisor, Jim Carambetsos, brought forward a proposal to the City for providing IT Services while at the same time providing the City the opportunity for cost reductions commencing with the 2010 fiscal period. The proposal related to outsourcing the functions of the IT Supervisor through a Service Level Agreement (SLA) with Jim's company: Boreal Datacom. The SLA was adopted and has been in place for seven years.

Currently, due to the SLA with Boreal Datacom, the City only has one IT staff member on payroll. This is down from the 2010 levels of four, one of which was a supervisor. The cost savings originally promised by Jim have been realized.

The City did hire a GIS Technologist in 2013 who concentrates on improvements to the GIS system and asset management but is not available for general IT work. The primary coverage for all day-to-day IT related questions/concerns/issues are first covered by our IT Analyst, and then to Boreal Datacom personnel who respond to issues when she is away or we are experiencing high volumes of requests.

There are a few notable changes to the upcoming 2018-2021 managed services contract. Changes for 2018-2021 contract terms include:

- 1) Incorporation - Boreal Datacom will be a corporation as opposed to sole proprietor. Mainly just a title change on the contract, nothing else different
- 2) Price Change – Last term Boreal Datacom held the line on their costs and avoid any price changes. Unfortunately, due to several factors, they have increased their contract pricing in order to cover expenses and time spent servicing the City's growing IT infrastructure. Annual costing for the 2018-2021 term will be \$174,960 (previous term was \$142,138)
- 3) Web Development – Boreal Datacom will no longer be administering the web development hours. Over the past several years the majority of work interaction has been directly between the web developer (Aaron Affleck) and the City

(Heather K/Kerri). It makes most sense for the web developer to be invoicing the City directly for his services. Boreal Datacom will continue to support and assist in the administration of the web development services.

Further to the price increase the following, but not limited to, factors need to be considered for the price increase:

- There has been no price increase in the previous contract, which means he has held the pricing at \$142,138 since 2010 when the original contract was negotiated. The 2018 pricing equates to a 1.6% annualized increase over the 2011-2021 span of time. This increase is in line with the 1.67% CPI average annual increase over the past 10 years.
- The city's network and systems infrastructure has grown considerably over the past several years. New infrastructure is coming online faster than old infrastructure is being decommissioned. For example, in 2011 the city had 2 datacenter servers in operation. In 2014, there were 4, and since 2016 there have been 8 datacenter servers in the production environment running 70 virtual servers in the City's production environment.
- The surveillance camera infrastructure has grown exponentially, from a handful of cameras and 1 server to 7 servers and over 70 cameras. There has been significant growth in the amount of data the city generates and stores, which of course adds demand to maintain the production data as well as the backup and replication processes to ensure the data is both available and recoverable.
- The overall network services demand has proven itself to be ever-increasing. We must assume these trends will continue into the future. Given the fact our service agreement is essentially limitless in terms of Boreal Datacom's commitment to maintain the city's network infrastructure; there would naturally be an increase to account for the increase demand.
- There has been a noticeable increase over the years in the amount of time spent covering the IT Service Desk, as well as in the amount of front line support requests they are handling. As technology continues to evolve and the reliance of technology increase, so does the demand for day to day support of this various technology.
- Boreal Datacom has seen a dramatic increase in all of their fixed costs over the past term. For example, their insurance costs have doubled. Their monitoring and support systems, which are mainly charged in US Dollars, have increased by over 50%. Costs for professional services, accountants & lawyers have also risen dramatically. Labour costs of course continue to rise, meaning staff increases on their end of the contract.

A copy of a draft SLA as negotiated between Boreal Datacom and City administration has been attached for your reference.

City administration is pleased with the services and expertise provided by Boreal Datacom and would prefer to continue the relationship. The challenges of attracting and retaining IT staff continue to be a significant factor for the City. Boreal Datacom has provided excellent levels of expertise and knowledge of the City's systems. It is strongly recommended that the City continue to sole source this service and not engage in an RFP process.

Budget:

This is a 23% increase in the annual rate which will have to be reflected in the 2018 operating budget.

Risk Analysis: As per the requirements in the City's ERM Policy, there is a high risk associated with not renewing this contract. The services provided by Boreal Datacom are integral to our operations in the City and without secure services for our data we hold not only a large risk to the storage and historical stability of data, but the breaches in data storage is a large concern. With increased technology requirements and demand, the need for dependable, and reliable IT services are eminent. The service we receive from Boreal Datacom is exceptional and the level of knowledge and response time is something the City needs to consider a considerable risk without this expertise.

Communication Plan/Notice By-law Requirements:

Bylaw required to execute the agreement

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



August 29, 2017

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: July 2017 Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the July 2017 summary expense and user fee statements for the City of Kenora and the Council department. At the end of July, the year is seven twelfths complete, so not including any seasonal or timing differences, there should be 42% of the budget remaining.

Overall:

- Expenses at the end of July 2017 were slightly better than budget with 45% 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 July 2017 are below budget with 49% left to collect. They are, however, \$197k above this time last year. The major differences are in Environmental Services. Also as a comparison, at this time last year, we had 46% left to collect.

Expenditures:

- **General Government** - The General Government expenses to date are close to budget with 44% of the expense budget unspent.
Building & Grounds Maintenance is under budget as the repairs and maintenance budget has 63% remaining to be spent.
- **Protection** – The Protection Department expenses to date are close to budget at 44% remaining to be spent.
- **Transportation** – The Transportation Department expenses to date are right on budget with 42% remaining to be spent.
- **Environmental** – The Environmental Department expenditures are overall better than budget with 52% of the budget available to spend in 2017. Property taxes for some of the buildings in this category have not yet been recorded which will account for a portion of being under budget.
- **Health Services** – Health expenditures are on budget with 42.5% remaining to be spent.

- **Social and Family Services** – Social and Family Expenditures are above budget at 38% unspent, as at the end of July, 2 thirds of the total expenses to Pinecrest have been paid.
- **Recreation & Cultural** – Overall Recreation & Cultural expenses are slightly better than budget with 45% remaining to be spent. This is in part due to the following:
 - Keewatin Memorial Arena expenses are below budget due to timing as the summer ice expenses should account for the gap between actual and budget once expenditures are recorded to the end of august.
- **Planning & Development** – Planning & Development expenses are under budget with 55% 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.

User Fees:

- Overall, user fees are less than budget projections with 49% of the budget still to be collected.
- **Protection to Persons and Property**
Protection to Persons and Property is below budget with 73% 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.
 - We should also note that **Fire Department** User fees are down, specifically the Highway Rescue Calls user fees are significantly below budget.
- **Transportation Services**
Transportation user fees are above budget with only 38% remaining to be collected. **Metered Parking** user fees have exceeded budget expectations to date in both Police court fines and metered parking revenue.
- **Environmental Services**
Sewer and water user fees are below budget at 49.5% remaining to be collected, however it is expected that increased usage in august should get user fees closer to budget.
- **Recreation & Cultural**
Recreation and Cultural user fees are slightly below budget with 45% remaining to be collected.
 - Anicinabe Park lagging behind budget as lease fees for the summer months have not yet been billed.
 - Keewatin Arena also below budget however with the summer ice still in, user fees are expected to catch up to budget.

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.



Aug 31, 2017

City Council Committee Report

To: Mayor and Council

Fr: Michelle Saunders, Tax Collector

Re: Tax Appeals under Section 357 of the Municipal Act, 2001

Recommendation:

That Council hereby approves Section 357 tax adjustments with potential refunds totaling \$970.12.

Background:

The cancellation and refund of taxes are dealt with by Council under Section 357 of the Municipal Act. They typically relate to properties that have had an assessment reduction due to a change in assessment classification, fire, demolition, substantially damaged or repair preventing normal use.

Budget/Finance Implications:

The municipal share of the tax reduction relating to the Section 357 adjustment is \$848.98.

Communication Plan/Notice By-law Requirements:

Property owners receiving a Section 357 adjustment will be notified in writing of the applicable refund amount.

Strategic Plan or other Guiding Document:

Legislative requirement.



August 28, 2017

City Council Committee Report

To: Mayor and Council

**Fr: Heather Kasprick, City Clerk
Dan Reynard, SHDIC Chair**

Re: Scotiabank Hockey Day in Canada Final Report

Recommendation:

That Council acknowledges the tremendous effort by City staff and volunteers along with community business partners to make the 2017 Scotiabank Hockey Day in Canada event the significant success that it was; and further

That this event demonstrated the community spirit and passion for hockey in our City by the overwhelming support, interest and attendance displayed over the duration of the event; and further

That Council committed \$15,000 in the 2017 municipal budget towards this event and as their contribution to the legacy that this event will leave in Kenora; and further

That Council hereby accepts the final report including the surplus funds of \$27,593.76 for the Scotiabank Hockey Day in Canada event held in February 2017; and further

That Council commit the surplus funds from the 2017 Scotiabank Hockey Day in Canada event in the amount of \$42,593.76 to the future twinning of the Kenora Recreation Centre should the twinning proceed by the end of 2020; and further

That should the twinning of the Kenora Recreation Centre not proceed before the end of 2020 then the surplus funds be donated to the Lake of the Woods Regional Community Foundation for an endowment fund for recreation for youth activities in the City of Kenora.

Background:

In the fall of 2015 the City of Kenora was offered the opportunity to host the 2017 Scotiabank Hockey Day in Canada event. The opportunity was one that the community had rallied together several years prior to demonstrate the community's love and passion for hockey and to be chosen to host such a recognized national event right in the heart of a community whose hockey history is so deep.

An agreement was signed with Rogers Sportsnet to provide the best possible event our City could deliver and a community committee was struck to do just that. Leading the event was co-chairs Tara Rickaby and Dan Reynard, along with City staff lead Colleen Neil. Other City staff played key roles in the delivery of the event, however, these leads ensured that the deliverables were on track and the committee was on track for their areas of responsibility.

A large part of hosting a successful Scotiabank Hockey Day in Canada event was the funding to host all of the events that the committee felt our community would want to see. Our fundraising chair, Sarah Minor, worked diligently on raising over \$125,000 in local sponsorship money. Without these funds, this event would not have been possible. These funds are community donation dollars that were given to the City to be part of a national event that focused on hockey history, the love of hockey and demonstrate that Kenora really does love hockey!

While the committee worked diligently to put together a fantastic event with various opportunities for the public to partake in, they were also diligent on costs and providing the most with the entrusted donated funds that they could for the community to enjoy. As a result of the many in-kind donations, cash donations and fiscal responsibility of the committee, we have a surplus of funds that should be left as a legacy to this fantastic event that truly was a community event.

It is the recommendation of the committee that these surplus funds be placed in trust for something that the hockey community is passionate about as the funds were donated by community members who are passionate about hockey. The first priority for the trust of these funds is to be held to assist with the funding for the twinning of ice at the Kenora Recreation Centre. Should this twinning project not proceed before the end of 2020, then alternatively the funds be donated to the Lake of the Woods Regional Community Foundation for an endowment fund for recreation for youth activities in the City of Kenora.

I encourage you to read the attached final report which outlines the Committee's success and provides a strong outline for the upcoming community who will host the SHDIC event in 2018.

Budget: \$42,593.76 to be placed in reserves for the twinning of the Kenora Recreation Centre

Risk Analysis: As these are surplus funds, there is no risk associated with the allocation.

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

Strategic Plan or other Guiding Document: Administrative only



August 31, 2017

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Kenora Lions Club Application to the LOW Community Foundation

Recommendation:

That the Council hereby supports the Kenora Lions Club's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation; and further

That the grant funds will be applied to the cost of the Exterior Fitness Park at Garrow Park.

Background:

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

The grant will go towards the cost to build an exterior fitness park at Garrow Park as a 100th Anniversary Project. The City of Kenora will assume the asset once it is completed. Council has approved the issuance of tax receipts for donations to the project earlier this year.

The application is for \$10,000.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The funding obtained by the Kenora Lions Club will be used to promote recreation and social activity in the City of Kenora.

Communication Plan/Notice By-law Requirements:

Kenora Lions Club.



August 28, 2017

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Sponsorship of Pickleball Club Application to Community Foundation

Recommendation:

That Council hereby supports the Pickleball Club's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation; and further

That the grant funds will be applied to improvements to the pickleball/tennis courts at Garrow Park.

Background:

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

The grant will go towards the resurfacing and painting of the tennis area owned by the City at Garrow Park.

The application is for \$10,000.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The funding obtained by the Pickleball Club will be used to promote recreation in the City of Kenora.

Communication Plan/Notice By-law Requirements:

Pickleball Club.



August 29, 2017

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Rabbit Lake Community Gardens Application to Community Foundation

Recommendation:

That the Council hereby supports the Rabbit Lake Community Garden Club's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation; and further

That the grant funds will be applied to the cost of a surrounding fence.

Background:

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

The grant will go towards the cost to erect a surrounding fence to keep out wildlife. The current fence is falling over and provides little protection and is not high enough to provide proper protection. The plan is to ask for assistance from the high schools for the installation. Garden members who are able will assist. The garden is located near the Rabbit Lake Hall.

The application is for \$6,000.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The funding obtained by the Rabbit Lake Community Garden Club will be used to promote recreation and social activity in the City of Kenora.

Communication Plan/Notice By-law Requirements:

Rabbit Lake Garden Community Club – Stephanie Kennedy.



August 29, 2017

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

RE: 2018 and 2019 Water and Sewer rate increases

Recommendation:

That as recommended by BMA Management Consulting Inc. in the Water and Wastewater Long Range Financial Plan Forecast approved by Council resolution on November 17, 2015, the 2018 water and sewer rates were recommended to be increased by 8% over the 2017 rates and the 2019 water and sewer rates be increased by 5.5% over the 2018 rates; and further

That in accordance with Notice By-Law Number 144-2007, public notice is hereby given that Council intends to amend the Tariff of Fees and Charges bylaw to increase water and sewer rates by 8% in 2018 and an additional 5.5% in 2019; and further

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

That these rates shall take effect and come into force on January 1, 2018 and January 1, 2019 respectively.

Background:

In accordance with the Safe Drinking Water Act (2002) Council approved the Water and Wastewater Long Range Financial Plan Forecast. One of the recommendations of the Financial Plan was to implement an 8% increase to water and sewer rates for 2017 and a further 5.5% increase in 2019. The increase would support the ongoing replacement of existing assets, begin to address the infrastructure deficit, and improve revenue stability. The firm of BMA Management Consultants Inc. prepared the Financial Plan.

Budget:

The 8% increase is to be reflected in the 2018 sewer and water operating budget and the 5.5% is to be reflected in the 2019 sewer and water budget.

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 City of Kenora, Council shall give public notice of its intension to pass a By-Law by placing it on the applicable agenda preceding the meeting and subsequently posted on the Portal."

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.

2-13 The City will continue to advance our leadership position as “Stewards of the Lake” and “Stewards of the Land” by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.

SCHEDULE 'D' - WATER & SEWER RATE CHARGES

TABLE 2018 (i)

Meter Size	Ratio	Fixed Cost per Month	Water Cost	Sewer Cost	
5/8"	15	1.0	\$42.16	\$1.43	100% water cost
3/4"	18	1.1	\$46.39	\$1.43	100% water cost
1"	25	1.4	\$59.02	\$1.43	100% water cost
1 1/2"	40	1.8	\$75.87	\$1.43	100% water cost
2"	50	2.9	\$122.27	\$1.43	100% water cost
3"	75	11.0	\$463.68	\$1.43	100% water cost
4"	100	14.0	\$590.17	\$1.43	100% water cost
6"	150	21.0	\$885.21	\$1.43	100% water cost
8"	200	40.0	\$1,686.15	\$1.43	100% water cost

**** Customers with approved bleeders shall receive a discount of 50% on their volumetric water consumption for the approved bleeding period as directed by the water and sewer supervisor each year. This period will be no earlier than November 1st and ending no later than April 30th of the following year.**

SCHEDULE 'D' - WATER & SEWER RATE CHARGES

TABLE 2019 (i)

Meter Size	Ratio	Fixed Cost per Month	Water Cost	Sewer Cost	
5/8"	15	1.0	\$44.48	\$1.51	100% water cost
3/4"	18	1.1	\$48.94	\$1.51	100% water cost
1"	25	1.4	\$62.27	\$1.51	100% water cost
1 1/2"	40	1.8	\$80.04	\$1.51	100% water cost
2"	50	2.9	\$128.99	\$1.51	100% water cost
3"	75	11.0	\$489.18	\$1.51	100% water cost
4"	100	14.0	\$622.63	\$1.51	100% water cost
6"	150	21.0	\$933.90	\$1.51	100% water cost
8"	200	40.0	\$1,778.89	\$1.51	100% water cost

**** Customers with approved bleeders shall receive a discount of 50% on their volumetric water consumption for the approved bleeding period as directed by the water and sewer supervisor each year. This period will be no earlier than November 1st and ending no later than April 30th of the following year.**



August 31, 2017

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Path of the Paddle Canoe Art Project

For Discussion – No recommendation

Background:

The Lake of the Woods Arts Community (LOWAC) held a Dip, Dip & Swing art exhibit for the opening of the Path of the Paddle, TransCanada Trail recently. It was proposed that an art piece, the glass mosaic canoe, which is a part of the exhibit, be considered by the Tourism Committee for permanent display at the Discovery Centre. The cost to purchase the canoe is \$5,600 and would become the property of the Discovery Centre. It was discussed by the Tourism committee that the Discovery Centre does need to add permanent displays like this, and that the canoe does make a good fit as the Discovery Centre is on the Path of the Paddle route.

The Tourism Committee discussed the item further, with a motion on the floor at the March 15, 2017 meeting to purchase the canoe through the brand leadership team budget in the amount of \$5,000 but there was no mover or seconder and the motion died on the floor. The costs of the canoe were discussed and the committee felt there were other exhibits that could be purchased for less cost associated with this one. Our Tourism Development Officer, Josh Nelson, has advised that he feels this likely isn't something the Development Commission would consider.

Council, specifically Councillor Smith, has now been approached to purchase the canoe. The deadline for the canoe to be removed from the Harbourfront is Friday, September 1st. If the city is interested in their proposal, they are seeking permission to leave the canoe in place until the City determines where it would be located.

They are asking \$5,600 for the canoe (Dip, Dip, Swing Art Exhibit). The value of the stand, alone is \$1,401.20, for which they received a \$1,200 OAC grant. Their proposal is for them to receive some cash to cover their out of pocket expenses and the rest as charitable receipts.

A breakdown of the Hours/dollars Spent on Project include:

- ✓ (3 glass artists) Approx 200 hours x \$30 = \$6,000
- ✓ Supplies
 - Glass (Art & Mirror) (provided by artists) – approx. \$775
 - Mirror glass purchased – 56.44
 - Supplies (provided by artists) approx..
 - Wellbond glue - \$40
 - Grout – \$80

Hard Rock sealant - \$20

Glass cleaning / solvent supplies - \$20

✓ Canoe (donated by Ken Pride) – value \$2,000

Sub-Total

Labour \$ 6,000

Supplies \$ 991

Canoe \$ 2,000

Total \$ 8,991

Council will need to discuss the request and consider the purchase price, location the canoe would be placed if it was purchased and the budget that the dollars would come from.



August 25, 2017

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Todd Skene, Fire & Emergency Services Manager

Re: Support for Aerial Ladder Replacement

Recommendation:

That Council hereby directs administration to research the various options for the most economical aerial apparatus that best suits the needs of the citizens of the City of Kenora; and further

That a recommendation be brought back to Council for consideration once the research is complete.

Background:

The City of Kenora is approximately 23,524 hectares. The City's Fire Service is responsible for protecting this area with eight Fire Pumpers, one Rescue truck, one Marine unit and one Aerial Apparatus.

The Aerial apparatus is one of the most important devices in a fire departments fleet as it is used to provide "lifesaving rescues" for any buildings that exceed two storeys but most importantly, it is for establishing a high angle accurate "master stream" for any structures that exceed two storeys. Aerial apparatus are routinely used, on all major fires in controlling the extent of fire loss to a building or series of buildings. See: *"ES Aerial Ladder Replacement 2018 Photos Attach.doc"*

The general standard used by many municipalities is a rotation of fire apparatus based on a 15 year life cycle, as this matches the rotational age for apparatus recognition through the Fire Underwriters Survey (FUS) of Canada. Additionally, FUS credits apparatus for insurance ratings up to the age of 20 years and from 20 to 25 years for non-front line apparatus as long as they successfully pass the required testing. An aerial device is a frontline apparatus.

In Kenora, there are approximately 14 buildings four storeys or greater and more in the planning stages. These buildings include the Clarion and Kenricia Hotel, Benediction Court, Birchwood Terrace, Gardener House and Parkview Apartments, Seven Generations, Head Waters Condominium, Lake of the Woods Hospitals, City and any structure in the continuous downtown core. There are also a few City facilities including City Hall, Operations building and Recreation Centre that would require a truck of this size.

Industrially our two major employers are Weyerhaeuser I-Level and Kenora Forest Products where our aerial truck was recently utilized and failed to operate after a period of time. Had this occurred at the outset significant loss to the structure would have occurred and potentially had significant impact on the viability of Kenora forest products operation and its employees.

Our aerial ladder truck is utilized routinely and has been sent to 52 incidents, in the last five years, including several roof rescues, police assistance and fire suppression on several major fires.

In Northwestern Ontario most of the large municipalities utilize aerial apparatus including: Dryden, Sioux Lookout, Fort Frances and Thunder Bay.

Kenora's aerial apparatus is a 1995 75' Aerial Ladder that is scheduled for replacement in 2026 at a predicted cost of \$975,000.00. This truck was purchased used from Oakville Fire Department's training department in September 2011 for \$80,000.00 and approximately \$60,000.00 in mechanical repairs and body work to bring into a serviceable condition. Training vehicles are normally retired service vehicles and are not required to be maintained to the same standards as a front line apparatus.

Since bringing into service the truck has been plagued with issues and is consistently in the City's mechanical shop for repairs of which the majority are electrical and very hard to diagnose. To date repairs have included several boom issues, brakes, transmission, elevation cylinders, extension cables and cylinder pivots, hydraulics, outriggers, swivel plate bearings and numerous electrical issues that affect everything from the monitor nozzle to emergency lighting. Since the purchase of this vehicle in 2012, City mechanics have spent a total of 208 hours repairing the various issues.

The importance of an aerial apparatus in quickly and effectively battling a blaze cannot be overstated. It is only a matter of time before the inconsistent and random failure of our aerial apparatus places occupants of a dwelling in jeopardy.

The City's replacement plan is based on a 25 year life cycle, and the current aerial ladder was planned to provide 10 years of service before being considered for replacement in 2022. However, in the current capital forecast was placed in 2026 for replacement. It has been 5 years since the purchase and the aerial ladder and it is the writers and city mechanics opinion that the apparatus should be replaced.

Given the current mechanical condition, repairs and constant failures during weekly inspections, the apparatus has proven to be unreliable and will eventually fail to operate during a crucial emergency incident.

Given the present economic climate in the City of Kenora, the writer would like to realign the current apparatus replacement plan priorities and carry forward \$360,000.00 scheduled for the purchase of a new tanker in 2017 and move \$400,000.00 planned in 2019 for the replacement of a pumper into the 2018 Capital Plan to purchase a reliable aerial apparatus that can be utilized for the next 20 – 25 years.

The writer has researched various options for purchase, resulting in the following:

- 1) The average new replacement cost for a similar aerial device ranges from \$900,000.00 to \$1,200,000.00.
See Attachment *"ES Aerial Ladder Replacement 2018 E-One Specs Attach.doc"*
- 2) The purchase of a demonstration unit, as they become available from various suppliers. Demonstration units have an average price reduction of 10- 12 % and ranges from \$ 800,000.00 to \$1,050,000.00

- 3) The purchase of a certified refurbished aerial device. These units are fully guaranteed and are completely rebuilt and have a price reduction of approximately 33% from the price of new. However, they are limited availability and are sold quickly. \$600,000.00 to \$800,000.00
- 4) Purchase of a 5 – 10 year old used aerial apparatus. Prices vary depending on availability and style in the North American market.
- 5) Rebuild the current 1995 75 Nova Quint. Through discussions with Fort Garry Fire Trucks a rebuild of a truck of this age would be very costly as it is required to be rebuilt to the current National Fire Protection Association apparatus standards and would be out of service for several months.

If given the proper capital funding, it is this writer's intention to research and purchase the most economical aerial apparatus that best suites the needs of the citizens of the City of Kenora.

Risk Analysis:

As per the City's ERM Policy, staff has identified a high operational risk based on the potential for breakdown during an inspections and emergency.

There is a high Liability risk if there is a delay in this project. It is this writer's opinion that the City is at risk and is exposed, as we do not have a reliable capacity to provide "lifesaving rescues" for any buildings that exceed two storey's and further to provide a means to establish a "master stream" for any structures that exceed two storey's.

There is a moderate financial risk with the merging of the 2017 and the 2019 apparatus capital replacements into 2018, and additional funding. Given the amortization over a 20 to 25 year period would approximately \$50,000.00 per year.

Budget:

A request has been submitted to the 2018 Capital budget process for the acquisition of the aerial ladder truck in the amount of \$760,000.00 to \$1,200,000.00 to be funded from the City's Fire Equipment Reserve to be discussed during budget deliberations.

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

Strategic Plan or other Guiding Document:

Aligns with the City of Kenora's Values contained within Strategic Plan 2015-2020, specifically, "we strive for continuous service improvements through innovation, leadership and best practices; we consider community, public and workplace safety in every decision we make; we manage the municipal finances in a responsible, prudent and transparent manner; and we are committed stewards of the land and lakes that enrich our lives."

Aligns with the City of Kenora's Goals and Corporate Actions:

Infrastructure

#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. Replacement of this apparatus will ensure that the City has an aerial apparatus that is in good repair and can support firefighting efforts when required.

Customer Service, #2-3, The City will ensure prompt and immediate response times supported by resilient communications in the event of a system outage or other emergencies. This replacement will ensure reliability during serious emergency operations, reduce loss from fire and enhance both public and firefighter safety.

Learning and Development # 3-11 The City will forge strong relationships with neighbouring communities and area municipalities by City staff, particular those that help ensure tight co-ordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, The Ontario Provincial Police, and neighbouring communities. The support of an aerial apparatus in the City of Kenora will enhance our relationships with mutual aid partners and will bring confidence in the KFES delivering an effective fire response program.

2015 West Nipissing Downtown Core Fire Aerial Apparatus Master Stream Application



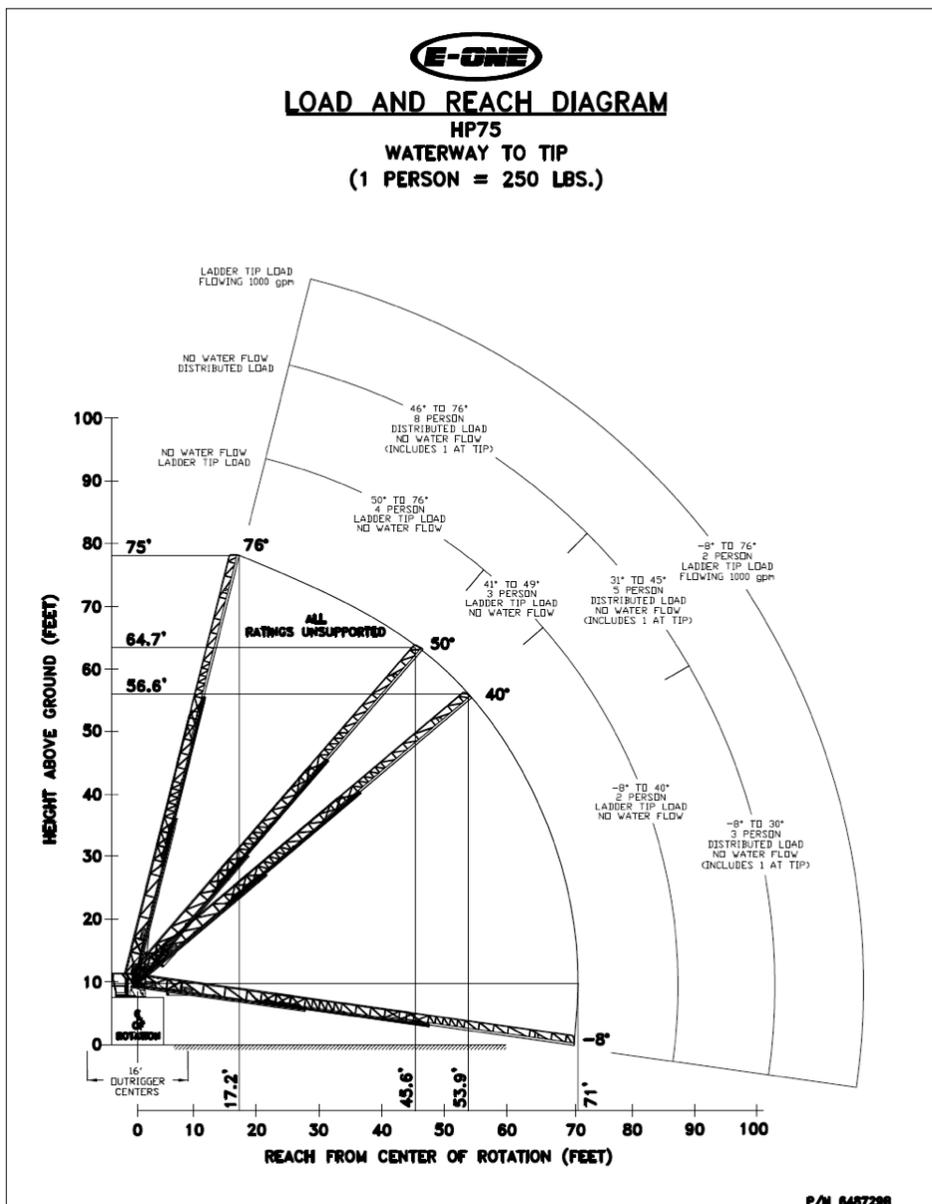


E-One email Correspondence on 75-78 Foot Aerial Truck.

Details about the HP75 aerial are available on the [E-ONE website](#). We talked a little about the HP78. Additional information on this model is available on the [E-ONE website](#) as well. The big difference between the two models (75' and 78') is the tip load. The HP75 has a 550 lb. tip load and the HP78 has a 825 lb. tip load.

E-ONE also has a [specialized aerial website](#) with additional information on all aerials 78' or higher.

Here are the load and reach charts for the HP75 and HP78 ladders.





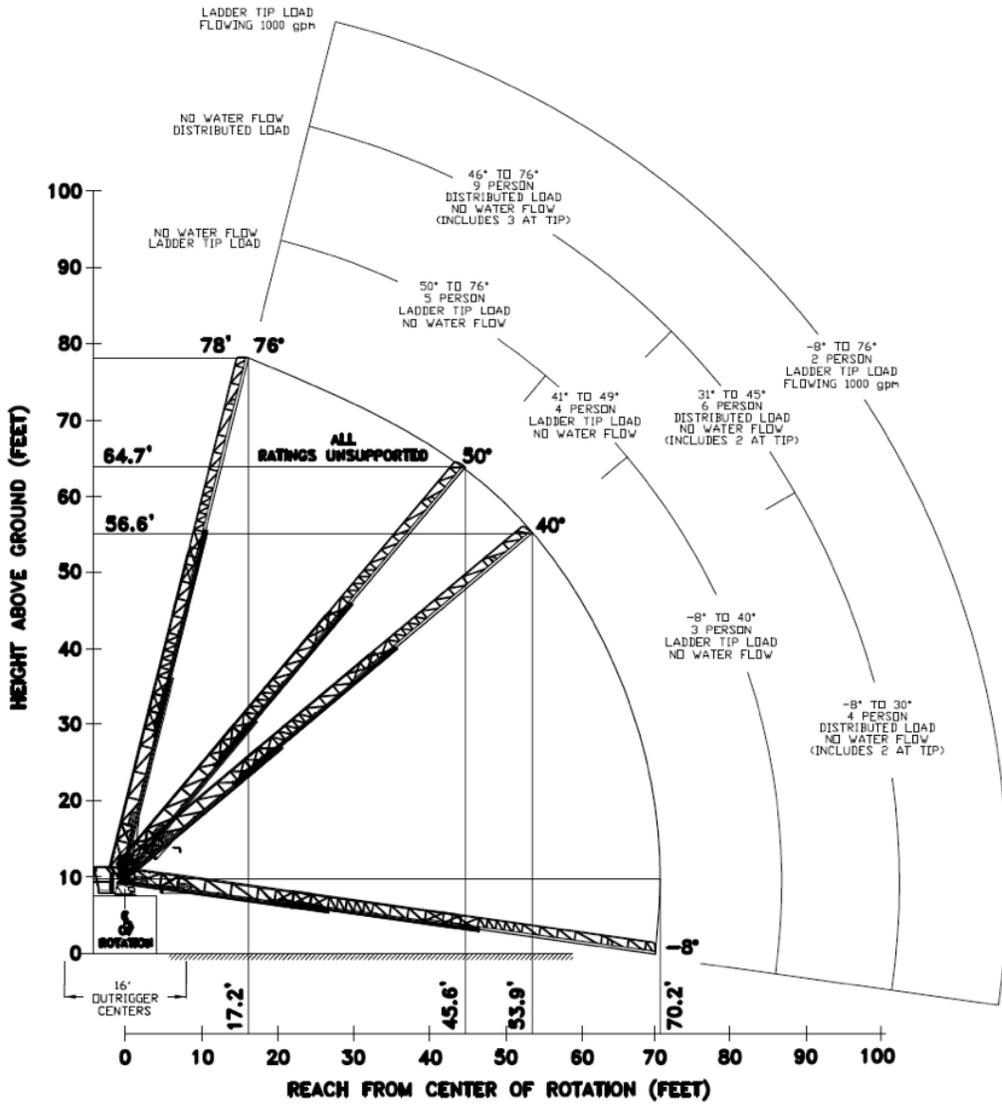
LOAD AND REACH DIAGRAM

HP78

750lb TIP LOAD

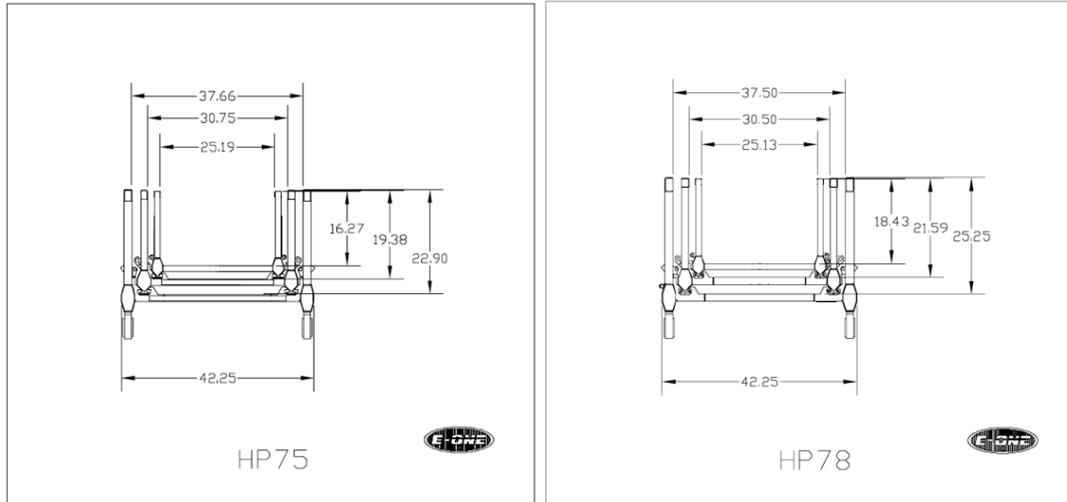
WATERWAY TO TIP

(1 PERSON = 250 LBS.)



P/N 522857

Another big plus for the E-ONE HP75 / HP78 ladders is the size of the aerial itself. E-ONE's ladders have the highest handrails and are the widest.



The difference in price between the HP75 and HP78 aerial is approximately **\$12,000 CDN** (based on today's exchange rate). Obviously, the HP78 is a heavier ladder, however, the HP75 is a flawless performer as well.

The total HP75 truck price is around **\$930,000 CDN**. This includes a pre-build and final inspection at the plant as well as three days aerial training. I also included a Honda generator, full PDI and delivery charges. I have been working with several Canadian customers who are dealing in **\$\$US**. This reduces the price of the truck approximately 2% as E-ONE needs to put a small buffer on the cost to hedge the exchange rate. Any price that E-ONE quotes is firm for 30 days.

Here are a few pics of an HP75 in action. I sold this truck to Waterville, NS in 2003. It has performed as a first out quint since that time. It's as good today as the day it was delivered.







August 31, 2017

City Council Committee Report

To: Mayor and Council

Fr: Marco Vogrig, Municipal Engineer

Re: Cast in Place Pipe Relining

Recommendation:

That the tender submitted by Insituform in the amount of \$525,437.42 for the cast in place pipe relining be hereby accepted.

Background:

Cast in place pipe relining is completed in order to extend the life of municipal infrastructure such as sewage pipes, by placing a resin liner within the pipe and affixing it to the interior walls. Cast in place pipe relining is intended to provide an extra 50 years of life to sewage pipes utilizing no dig technology.

Tenders for Cast in Place Pipe Relining closed on Thursday, August 31, 2017 with two (2) companies submitting tender pricing:

Insituform	\$525,437.42
Clean Water Works	\$642,477.88

The works consist of 9 locations, with approximately 2km total length of pipe scheduled for re-lining.

Budget:

The CWWF funding program will be contributing 75% towards the cost of this project, the City 25% contribution will come from the approved 2017 Sanitary System Rehabilitation Program in the Capital Budget.

Risk Analysis: As per the requirements of the City's ERM policy, there would be a moderate operational risk if the cast in place pipe relining was not completed. This risk will be mitigated through the proactive approach of lining the pipes, therefore extending their life and avoiding further degradation. This will also offset the need for full replacement of aging infrastructure by providing preventative maintenance and avoid a more costly open trench pipe replacement alternative.

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.



August 23, 2017

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Municipal Infrastructure Project Bundling Initiative

Recommendation:

Whereas the City of Kenora has an inventory of bridges and culverts that require and will require significant capital investments; and

Whereas an alternative financing and procurement approach may afford significant savings on the stewardship of municipal bridges and culverts; and

Whereas an alternative financing and procurement approach has been successfully employed in bridge bundling projects in other jurisdictions;

Therefore Be It Resolved that the City of Kenora approves in principle its willingness to participate in an exercise with representatives from the Ministry of Infrastructure, the Ministry of Transportation, the Residential and Civil Construction Alliance of Ontario and the Ontario Good Roads Association to determine the feasibility of Alternative Financing and Procurement with regards to the bundling of bridges and culverts into one contract.

Background Information:

The results of a study conducted by The Ontario Good Roads Association (OGRA) along with the Residential and Civil Construction Alliance of Ontario (RCCAO) and the MTO to determine the feasibility of an alternative financing and procurement (AFP) delivery method for bundling the design, construction, maintenance and rehabilitation of bridges and culverts into a single contract, concluded that bundling the components into one tender would allow municipalities to realize a reduction in project costs in a range of 13% to 20% and provide a means for addressing bridge rehabilitation and maintenance backlog in an expedited way. Advantages of the AFP delivery method are: 1) multiple aspects of project delivery are contained in a single contract; and 2) performance objectives are met by private sector, otherwise payments are not made.

The OGRA and RCCAO are requesting those municipalities interested in pursuing the AFP, with opportunity to withdraw from the process at any time, to adopt a resolution in support and forward it to the Minister of Infrastructure and the MTO.

Budget: N/A

Risk Analysis: There could be a major external impact requiring extensive response effort if we lost any of our main roadways due to road washouts or collapsed bridges. This loss would have a significant operational impact in the delivery of services etc. There would be a significant financial impact for the repair /replacement of the infrastructure. There could be a legal impact (minor to extreme) if any life or property were lost due to a

bridge or culvert collapse. This would be mitigated by passing a resolution in support of the Municipal Infrastructure Project Bundling Initiative.

Communication Plan/Notice By-law Requirements:

Resolution required.

J. Hawley, K. Koralalage, H. Kasprick

Strategic Plan or other Guiding Document:

Goal #2: Strengthen Our Foundations

2-1 The City 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.

2-2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.

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

2-14 The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city.

From: Scott Butler [mailto:scott@ogra.org]
Sent: Tuesday, July 18, 2017 10:48 AM
To: Karen Brown <kbrown@kenora.ca>
Subject: Municipal Infrastructure Project Bundling Initiative



**ONTARIO
GOOD ROADS
ASSOCIATION**
1525 Cornwall Road, Unit 22
Oakville, Ontario
L6J 0B2
Telephone 289-291-6472
Fax 289-291-6477

Karen Brown
CAO
City of Kenora

RE: Municipal Infrastructure Project Bundling Initiative

The study, which was predicated on available bridge and culvert inventory data at the time, concluded that bundling bridges and culverts into one tender would allow municipalities to address their rehabilitation and maintenance backlog in an expedited way while also reducing project costs in a range of 13% - 20%. The experiences that Pennsylvania and Missouri had when they used the approach confirmed these findings.

AFPs offer two distinct advantages: multiple aspects of project delivery are contained in a single contract; and performance objectives are met by the private sector, otherwise payments are not made.

At the time the study was published, there were a number of impediments that stood in the way of moving forward with this approach. The expansion and maturing of municipal asset management planning in Ontario, however, has removed most of those impediments. In particular, the quality of the data held at the local level - a fundamental requirement for the consideration of an AFP approach - has improved considerably.

The Government of Ontario, OGRA and RCCAO want to identify municipalities that are interested in learning more about what would be involved with applying a bridge bundling approach in their jurisdiction. Working in partnership with the study partners, willing municipalities would work with representatives from the Government of Ontario to determine what would be required to create a tender that would bundle bridge and culvert work into one large project.

If your municipality would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Minister of Infrastructure and the Minister of Transportation.

A Resolution of City of Kenora
Requesting to Participate in a Bridge Bundling Feasibility Initiative

WHEREAS, the City of Kenora has an inventory of bridges and culverts that require and will require significant capital investments; and

WHEREAS, an Alternative Financing and Procurement approach may afford significant savings on the stewardship of municipal bridges and culverts; and

WHEREAS, the Alternative Financing and Procurement approach has been successfully employed in bridge bundling projects in other jurisdictions

NOW, THEREFORE, BE IT RESOLVED that the City of Kenora approves in principle its willingness to participate in an exercise with representatives from the Ministry of Infrastructure, the Ministry of Transportation, the Residential and Civil Construction Alliance of Ontario and the Ontario Good Roads Association to determine the feasibility of Alternative Financing and Procurement with regards to the bundling of bridges and culverts into one contract.

We want to be clear that should your council pass the above resolution, you are only committing to investigating the feasibility of this approach and may withdraw from the process at any time.

Scott Butler
Manager, Policy and Research
Ontario Good Roads Association



August 29, 2017

City Council Committee Report

To: Mayor and Council

Fr: Marco Vogrig, Municipal Engineer

Re: Budget Amendment for Works at Park Street Parking Lot

Recommendation:

That Council hereby approves an additional allocation of \$7,500 to be funded through the reallocation of funds from the Parking Reserve for the conversion of the light fixtures at the Park Street Parking Lot; and further

That in accordance with Notice By-law 144-2007, public notice is hereby given that Council intends to amend its 2017 Operating and Capital Budget at its September 12, 2017 meeting to withdraw funds from the Parking Reserve in the amount of \$7,500 to offset the cost of this work; and further

That council give three readings to a bylaw to amend the 2017 budget for this purpose.

Background:

A \$50,000 budget was approved in the 2017 capital budget to create a parking lot on the lands purchased from the Kenora Shoppers Mall. To date the existing budget has been used to relocate and install lighting poles and rewiring of the same, asphalt patching of the lot, installation of concrete jersey barriers to delineate the perimeter of the lot, concrete foundation for and installation of the ticket machine, supply and install of signage with associated posts, and line painting.

The current light fixtures and poles were inherited as part of the property purchase and were previously controlled via a timer system from the Mall Building. With the reuse of the fixtures and the power now being obtained from the City street light system, the fixtures are currently energized 24/7. In addition, the current inherited fixtures are the less energy efficient HPS lamp type. Therefore, it is recommended to change the current fixtures to a photocell controlled type to address the always on condition and upgrade to an energy efficient LED lamp type. The new LED fixtures that would be installed are the same fixture that has been used on the tall poles on the Harbourfront South Parking Lot to maintain fixture continuity within the City parking lot lighting systems.

Budget:

Request to increase budget from \$50,000 to \$57,500

Risk Analysis:

Potential low electrical risk by having fixtures powered on 24/7.

Communication Plan/Notice By-law Requirements: Resolution required.

Distribution: J. Hawley, M. Vogrig, 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.



August 22, 2017

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Rename Colonization Road – Nash Drive

Recommendation:

That in recognition of Kenora's healing journey and in support of an Indigenous Reconciliation Street name request, the Council of the City of Kenora hereby re-names a portion of a road, locally known as Colonization Road, as shown on Plan M-37 (Government Road), to Nash Drive; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to adopt a by-law at its September 12 Council Meeting, re-naming the above-described portion of road to 'Nash Drive'.

Background Information:

A request was made by Deputation, at the Committee of the Whole meeting on May 9, 2017, to change the street name Colonization Road to something more appropriate and less offensive to the history of Kenora's residential schools. As per the attached drawing Colonization Road is a small section that extends from Lakeview Drive to Nash Street. Those residing within the neighbourhood were provided opportunity to submit a name for consideration and to send comment regarding the favoured selection "Nash Drive".

The adjacent street, Nash Street, contains the majority of residents. There is one resident with a Colonization Road address, who has been asked to change their street name to that of their neighbours, and a couple of businesses with Lakeview Drive addresses. If Council approves the selected name "Nash Drive" all references to Colonization Road, within the Traffic Regulation By-law 180-2015, will be updated.

Budget: 2017 approved Operating Roads Budget

Risk Analysis: As per the requirements in the City's ERM Policy, there is a minor governance risk in a decision to not change the name and could be interpreted as disrespectful and may lead to tension within our Indigenous community. This would be mitigated by accommodating the request to rename Colonization Road.

Communication Plan/Notice By-law Requirements:

Resolution required. Distribution: J. Hawley, K. Koralalage, H. Kasprick, O.P.P.

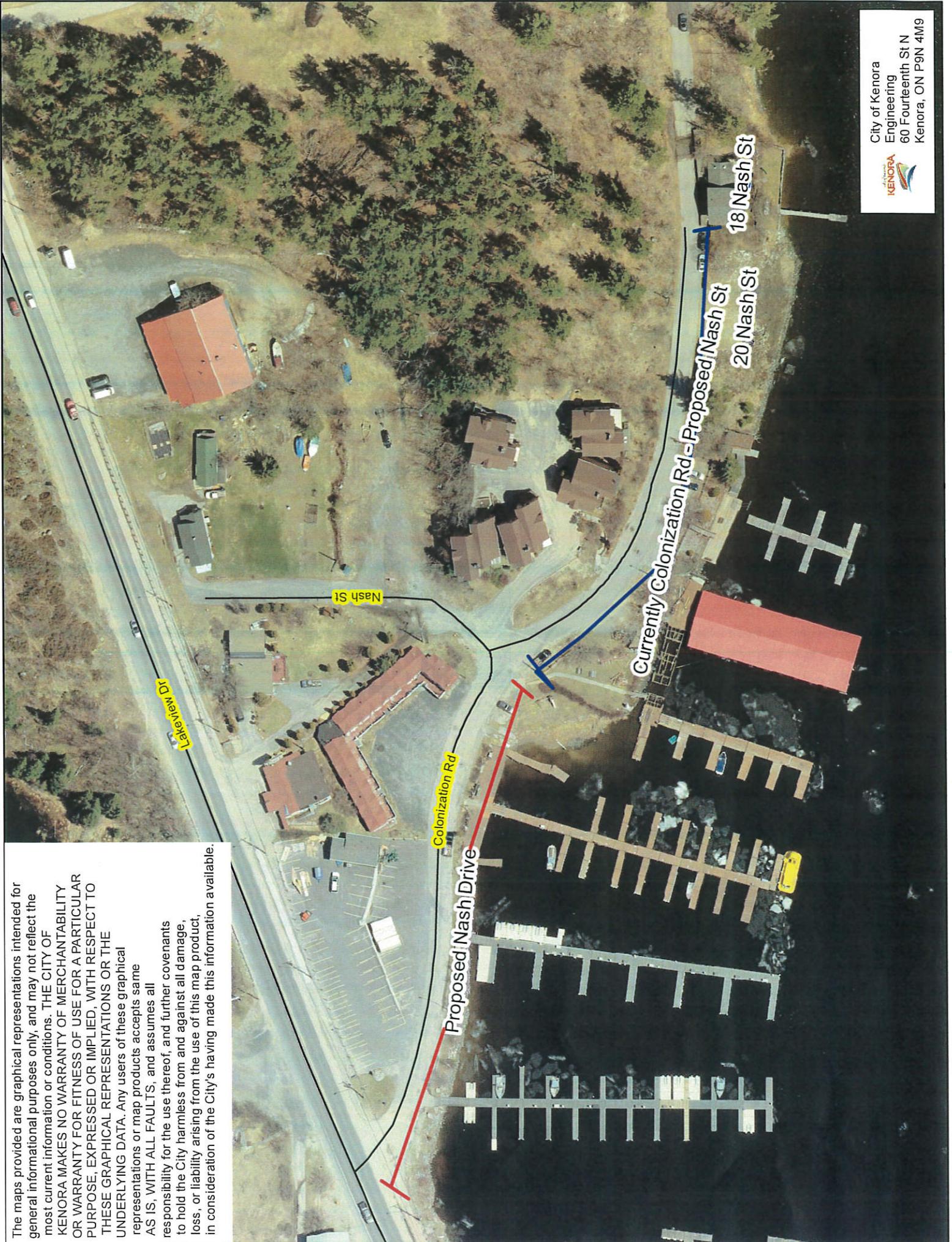
Strategic Plan or other Guiding Document:

Goal #2: Strengthen Our Foundations

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

2-8 The City will, in partnership with its First Nations partners, continue to advance the Tunnel Island 'Common Ground' project in a manner that celebrates and respects the cultural, historical and environmental importance of the lands for all people.

The maps provided are graphical representations intended for general informational purposes only, and may not reflect the most current information or conditions. THE CITY OF KENORA MAKES NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR A PARTICULAR PURPOSE, EXPRESSED OR IMPLIED, WITH RESPECT TO THESE GRAPHICAL REPRESENTATIONS OR THE UNDERLYING DATA. Any users of these graphical representations or map products accepts same AS IS, WITH ALL FAULTS, and assumes all responsibility for the use thereof, and further covenants to hold the City harmless from and against all damage, loss, or liability arising from the use of this map product, in consideration of the City's having made this information available.





August 29, 2017

City Council Committee Report

To: Mayor and Council

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

Re: Sand Dome repairs

Recommendation:

That Council hereby approves an additional allocation of \$60,000 to be funded through the Operations Facility Reserve for repairs to the sand dome walls; 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 September 12, 2017 meeting to withdraw funds from the Operations Facility Reserve in the amount of \$60,000 to offset the cost of this repair work; and further

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

Background:

The sand dome repairs were originally in the 2016 Capital Budget valued at a cost of \$65,000 but the work had not been performed. The project was accidentally missed in the 2017 Capital Budget. The building was inspected in 2017 and the results were that there were maintenance items that had to be done to keep the structure in a good state of repair. The sand dome has been in operation for 10 years and these repairs will prolong the life of the concrete walls.

Budget:

The entire \$60,000 will come out of the Operations Facility Reserve.

Risk Analysis:

Potential medium risk should the building's concrete walls begin to deteriorate necessitating more costly repairs in the future.

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.



August 23, 2017

City Council Committee Report

TO: Mayor and Council

FR: James Tkachyk

RE: Lease Agreement at 1008 Ottawa Street

Recommendation:

That Council authorizes a new lease agreement with the Ontario Public Service Employees Union (OPSEU) for the space referred to as Unit A at 1008 Ottawa Street; and further

That Council gives three readings to authorize the execution of a lease agreement for five (5) years commencing October 1, 2017 and ending September 30, 2022 with the Ontario Public Service Employees Union (OPSEU) for the lease fees outlined in the agreement.

Background:

The Red Cross terminated their lease of Unit A at 1008 Ottawa Street, Keewatin at the end of June 2017 as they closed their branch location.

OPSEU approached City Staff at about the same time, looking for office space to rent. The new lease with OPSEU would have the identical provisions that were contained in the Red Cross lease where the tenant is responsible for their own janitorial costs.

The Lease fee during the agreement shall be as follows;

2017	\$10,320.00 + HST	Monthly payment of \$860.00 + HST
2018	\$10,320.00 + HST	Monthly payment of \$860.00 + HST
2019	\$10,320.00 + HST	Monthly payment of \$860.00 + HST
2020	\$10,320.00 + HST	Monthly payment of \$860.00 + HST
2021	\$10,320.00 + HST	Monthly payment of \$860.00 + HST

Budget: The proposed fees would increase the annual revenue budgets as currently the space is not rented.

Risk Analyses: As per the requirements in the City's ERM Policy, there is a low financial and Legal (Compliance) risk and senior management have been informed.

Communication Plan/Notice By-law Requirements: City Clerk, Accounts Receivables.

Strategic Plan or Other Guiding Document: N/A



August 30, 2017

City Council Committee Report

To: Mayor and Council

**Fr: Megan Dokuchie, Economic Development Officer
Melissa Shaw, Planning Assistant**

Re: Fingerboard Signage in the Harbourtown Centre

Recommendation:

THAT Council approve the removal of fingerboard signage in the Harbourtown Centre to accommodate the implementation of a wayfinding program.

Background:

Since 2016, the City of Kenora has been working with HTFC Planning + Design to implement a wayfinding program in the Harbourtown Centre. Wayfinding is more than just signage; the goal is to create a sense of arrival, a destination and a legible City. Work completed to date has included the development of program which highlights districts, nodes and landmarks; message scheduling and preliminary designs. A component of the wayfinding program is to promote opportunities by marketing areas as individual districts for shopping/dining/services. The project will be completed by December 31, 2017.

The consultant is recommending that the black and white *fingerboard signage* and *TODS signage* (see Schedule A) in the Harbourtown Centre be removed to accommodate the new wayfinding program. These removals will alleviate sign pollution and competing systems.

In discussion with Steve Courtney, who is responsible for delivering the TODS (Tourism-Oriented Directional Signs: <http://www.mtc.gov.on.ca/en/tourism/tods.shtml>) program for the City of Kenora, it became apparent that the City may not be able to remove the existing TODS signage prior to implementation of the new wayfinding program as TODS has contracts in place for highway signs and accompanying fingerboard 'trailblazers' throughout the downtown.

As such, we are recommending that we postpone any TODS removal until at least December 31, 2018 as this is the end date of the current TODS/private sector contracts, however, the recommendation will come forward that the black and white fingerboard are removed within the Harbourtown Centre by the end of October, 2017.

There are currently twenty-one (21) subscribers to the municipal fingerboard program, seven (7) of these subscribers have signs within Harbourtown Centre. In examining the existing signage downtown, it is noted that there are several non-licensed fingerboards which have been erected outside of the scope of the municipal program, in addition there are licensed signs which no longer exist. Furthermore as per the City of Kenora

by-law 115-2010, a by-law to regulate the erection and maintenance of signs, fingerboard signs are not identified within the provisions of section 8.1.2. - Provisions for sign in the Harbourtown Centre (see Schedule C).

Staff recommendation is to refrain from further billing of fingerboard signs until the Harbourtown Centre signs have been removed, and the Harbourtown Centre Wayfinding project has been implemented (project completion date: December 31, 2017) . Staff recommends a city-wide audit of all fingerboards, to ensure proper billing of those which have been licensed and to capture those signs which are non-licensed. Inspection of fingerboards is required for maintenance and replacement of licensed signs.

Budget:

Schedule "C" to by-law 115-2010, annual renewal fees to display an encroaching sign, including all fingerboard subscribers is \$50.00. Estimated lost revenue of \$500.00 as a result of ten (10) licensed signs removed within the Harbourtown Centre.

Risk Analysis:

There is a moderate risk to partnerships in this recommendation as a result of the request to remove fingerboards within the Harbourtown Center to allow use of the public property for wayfinding. Staff intend on mitigating this risk through engagement with those business that may be affected. Notice of this report was circulated to existing fingerboard subscribers on August 24, 2017. Staff recommends a robust review of the Sign By-law. Future recommendation will include that a sign maintenance program be considered and budget dollars allotted to implement further wayfinding programs throughout the City of Kenora and to ensure existing signs are free from defacement and wreckage.

Communication Plan/Notice By-law Requirements:

Notice of this report was circulated to existing fingerboard subscribers in the Harbourtown Centre on August 24, 2017. Comments received to date are included in the attachment document Schedule B.

Notice to City Clerk, City Licensing, Manager Community and Development Services, Chief Building Official, City Planner, Economic Development Officer

Strategic Plan or other Guiding Document:

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

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

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

Schedule A

Notice regarding fingerboard signage within the Harbortown Centre



City of Kenora

60 Fourteenth Street North
Kenora, ON P9N 4M9
Phone: 807-467-2292
Fax: 807-467-2246
E-mail: mshaw@kenora.ca
www.kenora.ca

August 23, 2017

Notice Regarding Fingerboard Signage within the Harbourtown Centre

The City of Kenora is undertaking a wayfinding program for the Harbourtown Centre. Wayfinding is more than just signage; the goal is to create a sense of arrival, a destination and a legible City. The City of Kenora has retained HTFC Planning + Design to assist in the implementation.

The installation of the wayfinding system is scheduled to be completed during the fall of 2017. In order to reduce sign pollution, the design consultant is recommending the removal of the existing black and white fingerboard signage within the Harbourtown Centre. At this time, there is a moratorium on new fingerboards within the City of Kenora and current subscribers have not been billed for the service for over two years.

City of Kenora Community + Development Services staff will be presenting a report detailing the removal recommendation to Council on September 5, 2017.

If you have any questions or concerns regarding the removal of the existing black and white fingerboard signage, please submit by September 1, 2017 to:

Melissa Shaw, Planning Assistant
807-467-2292
mshaw@kenora.ca

Please note that the signage scheduled for removal in 2017 is not the blue and white Tourism Oriented Directional Signage. This signage will remain in place. Please see Schedule A – attached.

Schedule A – TOD vs. Fingerboard





August 14, 2017

City Council Committee Report

To: Mayor and Council

Fr: James Tkachyk, Parks & Facilities Division Lead

Re: Bell Agreement for City Facilities

Recommendation:

That Council gives three readings to a bylaw authorizing a ten year agreement with Bell Mobility Inc. (Bell) to install Micro and Pico cells at five City facilities to include Kenora Recreation Centre, Kenora Library, Keewatin Arena, Lake of the Woods Discovery Centre and the Kenora Sportsplex for enhancing data capacity to their customers.

Background:

Bell approached the Mayor and staff in June of 2017 with a request to install electronic devices (Micro and Pico Cells) at 5 municipal facilities where large crowds would gather. These devices will increase the available capacity for bell network. Currently when an event is held at a municipal location, people attending have difficulty communicating with their electronic devices. Bell would like to improve the wireless service to both Bell and Telus customers when at City held events at the locations mentioned above.

Bell will pay to the City a onetime application fee of \$300.00 dollars per facility and an annual fee to cover electrical costs that the City of Kenora would occur.

Budget: \$1,500 onetime application fee as additional revenue to the City and the annual fee will be included in the operating budgets for each facility.

Risk Analysis: As per the requirements in the City's ERM Policy, there is a low financial and Operational (Infrastructure) risk and senior management have been informed.

Communication Plan/Notice By-law Requirements:

Bylaw to execute the agreement

Strategic Plan or other Guiding Document:

2-4 The City will act as the catalyst for continuous improvements to the public realm
2-9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life



City of Kenora Bell Mobility Microcell/Picocell Wireless Networks

Matthew Milligan
Senior Advisor
Real Estate and Government Relations
Bell Mobility

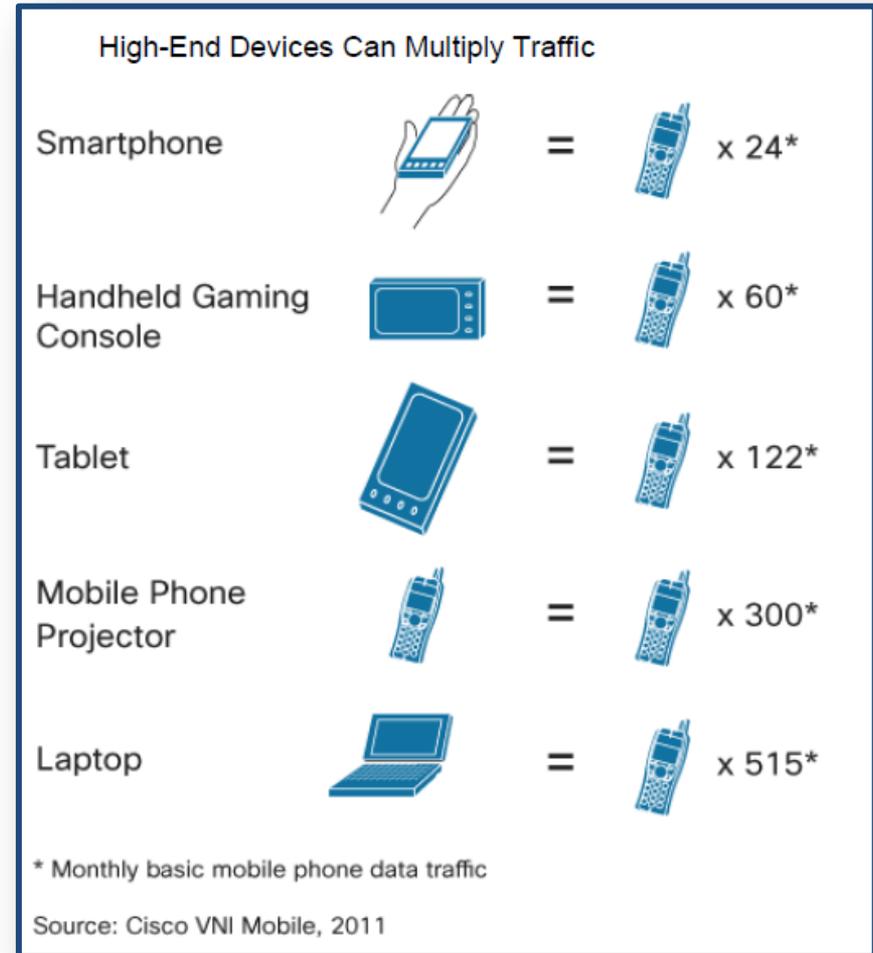


Microcell Installations

- Bell Mobility's Radio Frequency Engineering department has identified increasing capacity demand for data & network capacity in the City of Kenora and other select municipalities in Ontario.
- Existing and forecasted level of network demand exceeds existing wireless network capacity: Additional network antenna equipment required.
- Traditional network improvements primarily required macro rooftop and tower sites – Micro-cell & Pico-cell systems are an innovative approach.
- Micro-cell & Pico-cell systems allow for low power, low impact custom fit wireless network solutions for concentrated areas of network demand.

A Paradigm Shift: Hyper-Connectivity

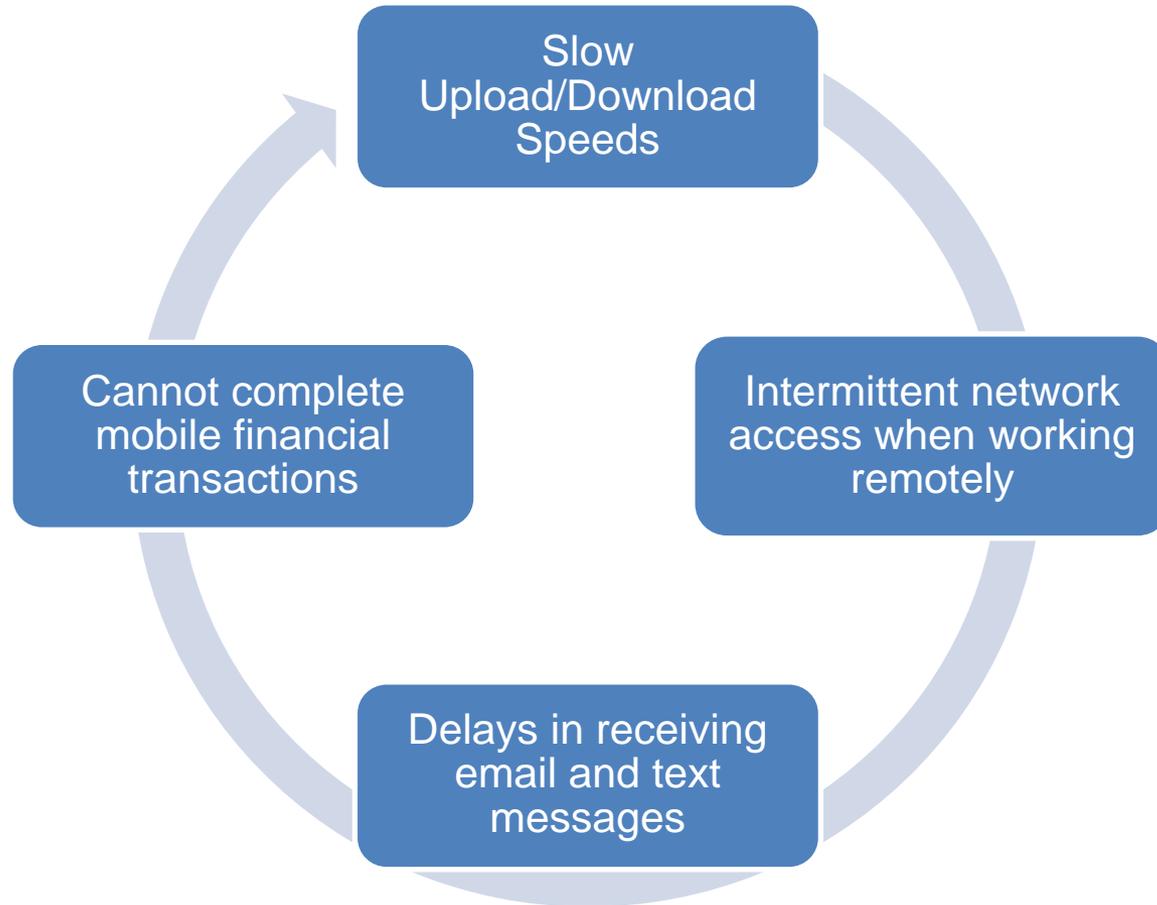
Expansion of high-speed wireless networks economic enabler for continued development with Economic Development



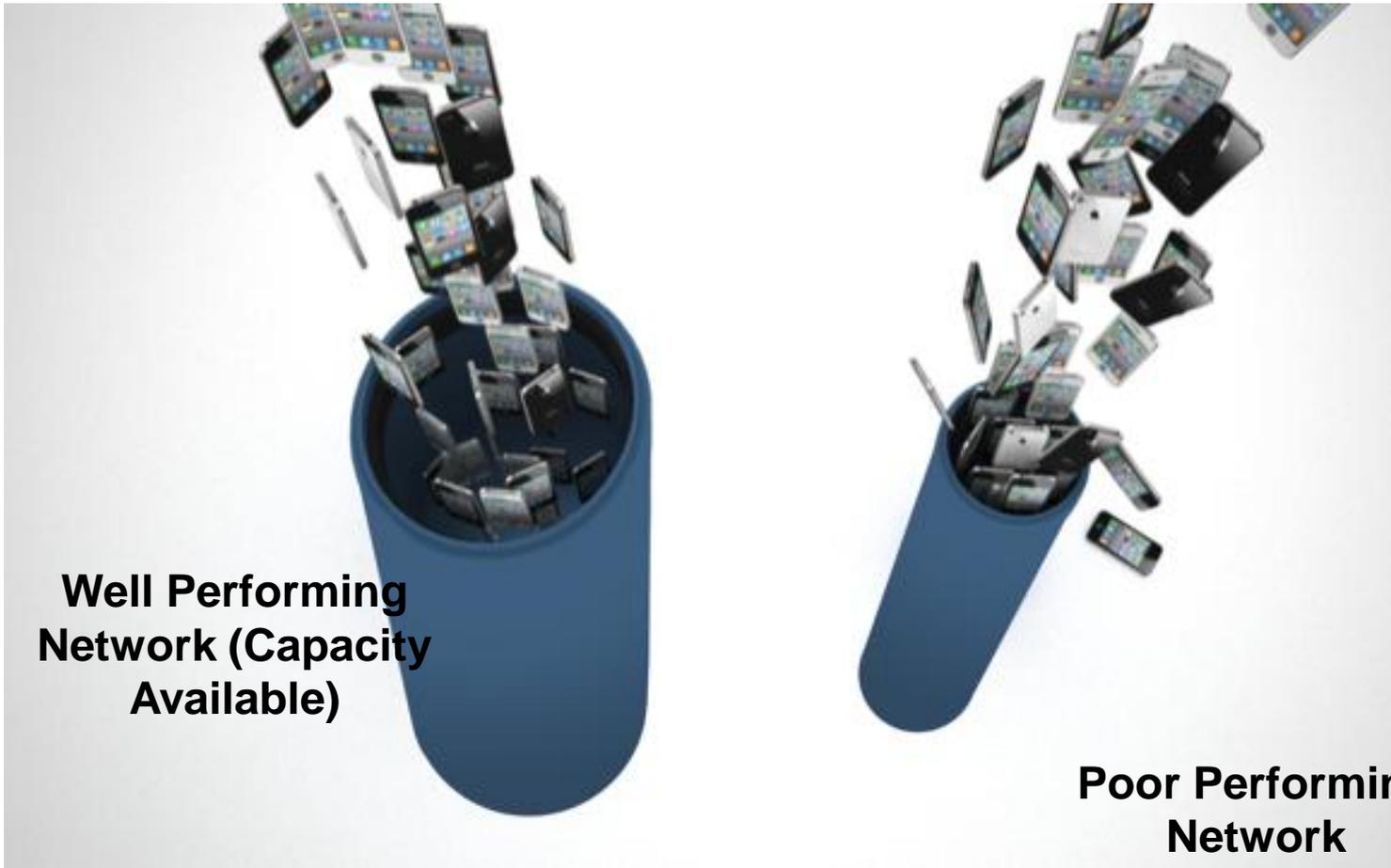
Smartphone, Tablet, and next generation wireless devices are invaluable business tools, however, they play dominant role in consuming network bandwidth.

Microcell Installations

What happens when a network goes beyond capacity?

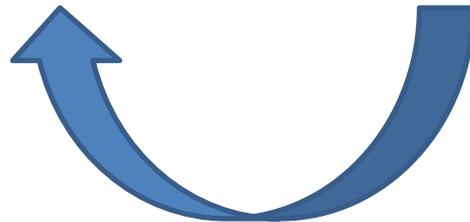


Network Capacity



**Well Performing
Network (Capacity
Available)**

**Poor Performing
Network
(Capacity Problem)**



Microcell & Pico Cell Installations

Benefits:

- Network capacity (not coverage) driving the need for sites to be closer to the user.
- Microcell & Picocell provide viable low impact options to improving network infrastructure (other than more impactful macro tower and rooftop installations).
- Sites are much lower in elevation, power output, and aesthetic impact than macro tower and rooftop sites.
- Small cell systems provide low power localized wireless network capacity.
- Municipal collaboration and integrated design allows for streamlined implementation of network equipment.
- Let's take a look at a few examples.

Microcell Installations



Microcell Installations



Microcell Installations



Microcell Installations



Microcell Design – Antenna Specification

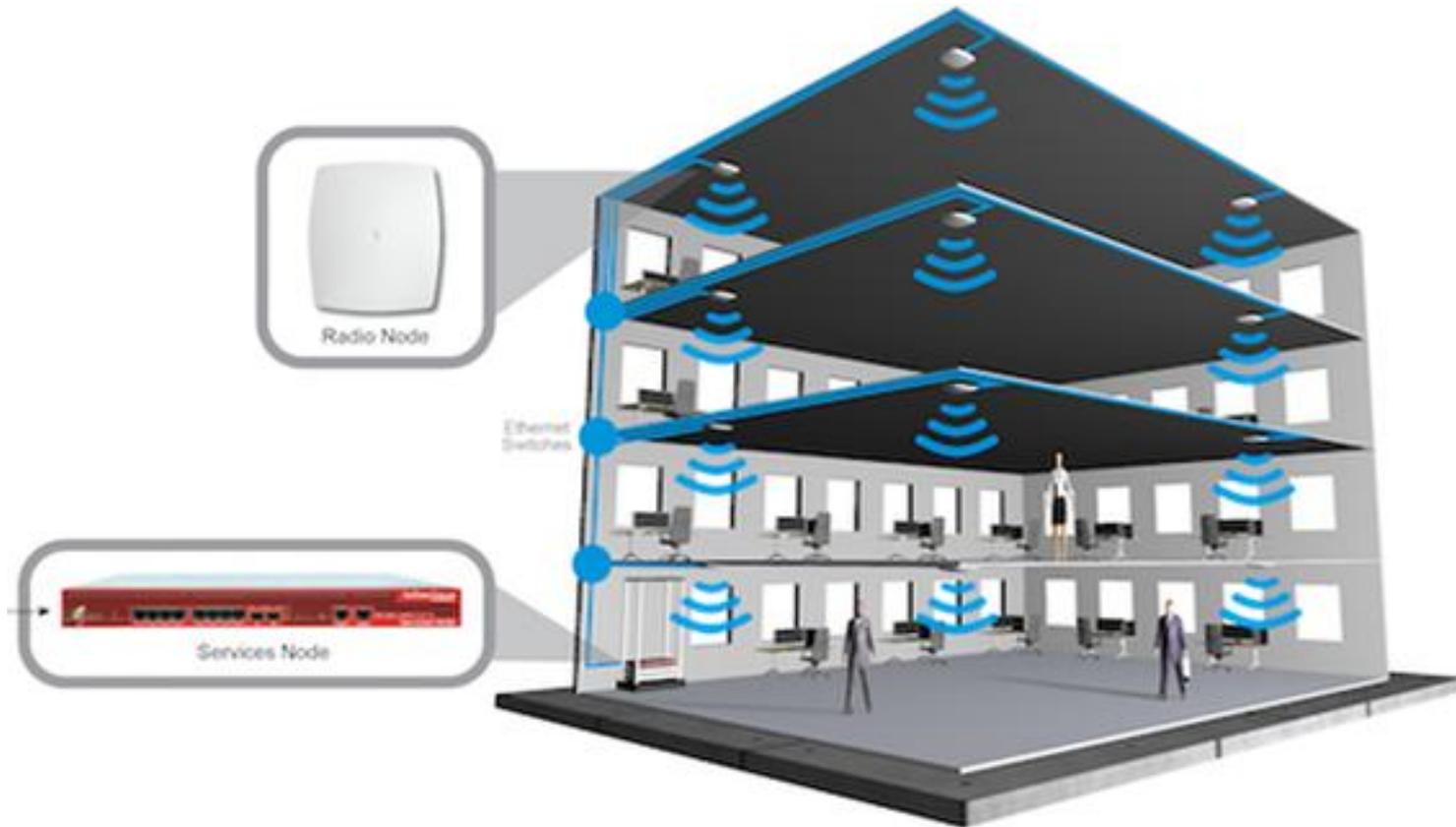


Technology	Specifications
Maximum Output Power	2 x 5W
Antenna Installation Method	Internal antenna configuration with ability to support external antennas if and where required
Power Supply Required	110V / 220VAC 90 ~ 290VAC 45 - 65 Hz
Power Consumption	Typical deployment: 140W Maximum: 160W
Measurements, Volume & Weight	Measurements: 300mm x 270mm x 120mm Volume: 9.7L Weight: 11.5kg / 25.6lbs
Environment Temperature	-40 degrees centigrade to +50 degrees centigrade

Pico Cells – Enhancing Capacity Inside Buildings



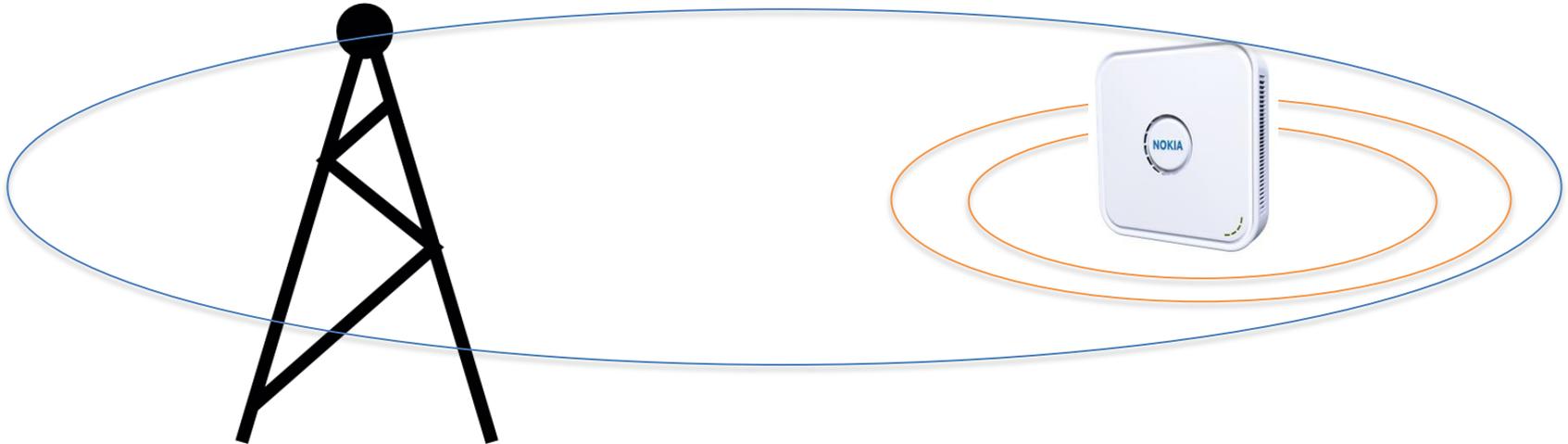
Pico Cells – Enhancing Capacity Inside Buildings



How does a Pico Cell work?

LTE Cell Tower

Pico Cell



- Pico Cell is a small and discrete access point (AP) installed in your building that provides dedicated coverage and capacity
- Bell fibre service connects the AP to Bell's core network.
- Antenna improves the signal and increases the LTE network capacity providing speed up to 300 Mbps throughout your building.
- Each AP has an approximate coverage area of 20,000 square feet, dedicated for you.

Pico Cell's will ensure customers are getting full access to Canada's fastest ranked mobile network

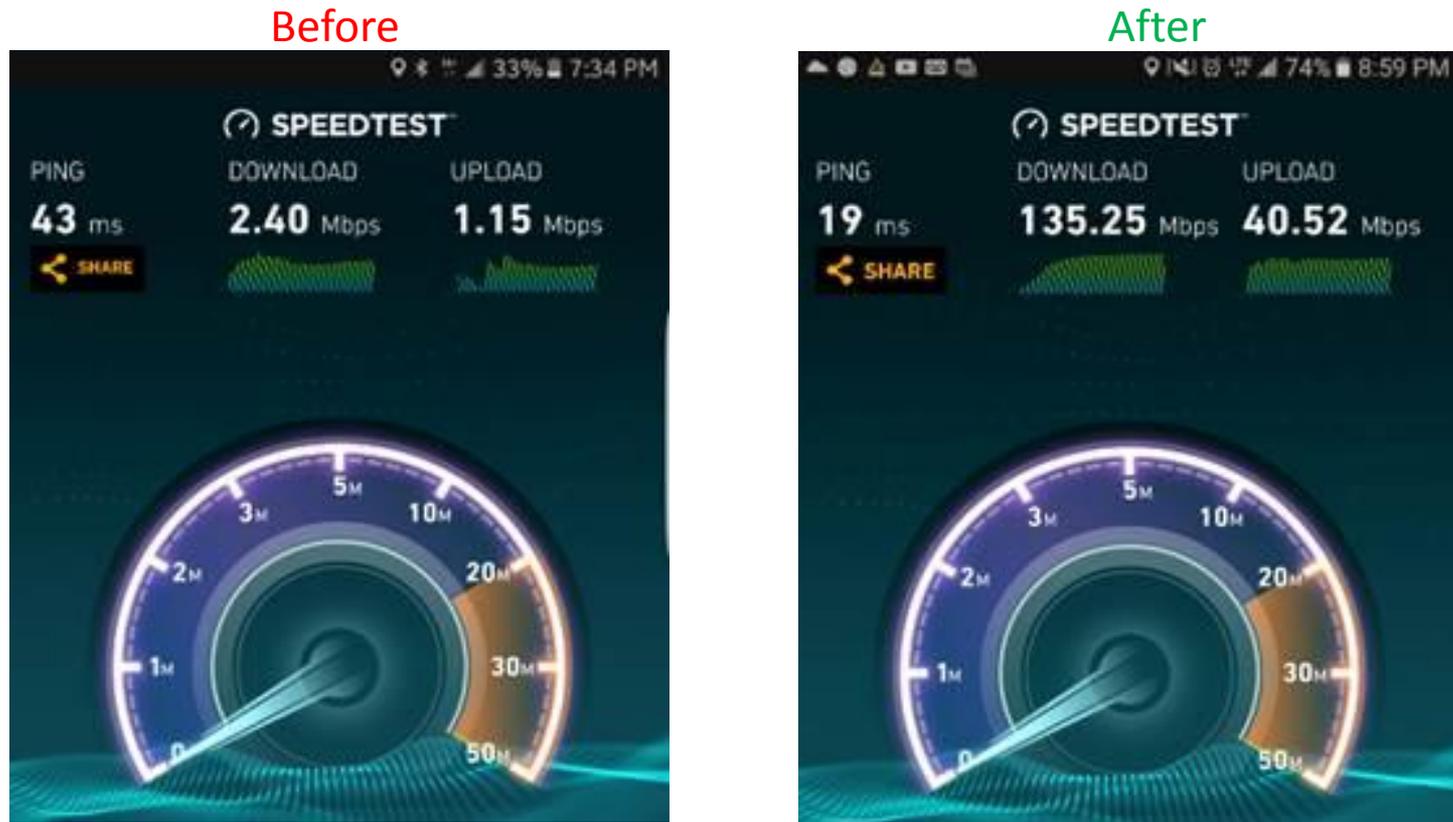
Pico Cells – Enhancing Capacity Inside Buildings



Pico Cell Installation



Case Study – How Microcells Can Improve Bandwidth



- Bell Installed a fibre connected microcell system in the head office of a large Canadian Retailer. The increase in data speeds was significant

Next Steps

- Bell would like to ensure that the Residents and visitors have access to optimal network capacity by:
 - Completing a Master Municipal Site License Agreement, allowing for access to the Township infrastructure;
 - Microcell and/or Pico Cell deployments at:
 - Kenora Recreation Centre
 - Keewatin Memorial Arena
 - Kenora Public Library
 - Kenora Sportsplex
 - Lake of the Woods Discovery Centre
- All of the above deployments would be completed upon review of plans by a City official
- Licence Agreement would allow further expansion to other City infrastructure if agreed by City's designated official
- Bell is dedicated to maintaining and growing its best in class LTE wireless communications network in support of technological advancement



Thank you!

Matthew Milligan
Senior Advisor
Real Estate and
Government Relations
Bell

Jim Mahon
Field Operations
Bell Canada



Bell



23 August 2017

City Council Committee Report

To: Mayor and Council

**Fr: Karen Brown, CAO
Adam Smith, Special Projects and Research Officer
Matt Boscariol, Community & Development Services Manager**

Re: OTF Capital Investment Stream Requests

Recommendation:

That Council hereby approves the following applications to the Ontario Trillium Foundation under the Capital Investment Stream / Active People Action Area, by the City of Kenora in partnership with the following groups:

- Kenora Pickle Ball Club – re Pickle Ball Courts
- Rotary Club of Kenora – re Splash Park; and further

That Council hereby directs administration to develop any required agreements for Council approval prior to the October 2017 Council meeting.

Background:

In recent months, the City has been in discussions with as many as four groups with regards to the potential for accessing Ontario Trillium Foundation (OTF) funding through a partnership with the City. As of the date of this report, there are now only two groups who are seeking a partnership with the City to make an application for OTF funding in the fall 2017 intake.

The requests from these two groups were first formally brought forward to Council through deputations made at the August 2017 Committee of the Whole meeting. Copies of these two deputations are attached for Council's reference.

At the time the deputations were made, it was understood that the City could only apply once under make one application under the capital investment stream during any given intake. Since that time, City Staff were able to attend a session put on by the OTF to learn more about their Capital Investment Stream. During that session, the concept of the Emerging Governance Platform (EGP) was discussed by OTF. An EGP is defined as "arrangements by which an incorporated not-for-profit or registered charity or otherwise eligible organization provides support such as governance, administrative support, project mentoring, and financial accountability to unincorporated or low-capacity groups delivering programs, services, or projects that benefit the community." There is some thought that Kenora could be eligible to partner with both organizations and make two separate applications under the EGP provision. Based on follow-up discussions with OTF around the EGP concept, City staff have received the following e-mail that articulates the conditions that need to be met in order to qualify as an EGP:

"Technically speaking the City of Kenora could act as an EGP, however, it is important to understand that being an EGP would have to be identified in your (The

City's) mandate and/or it would need to be documented and noted in your meeting minutes.

At the time of an application the City would have to have a signed agreement in place with the other org(s) clearly outlining governance structure, financial controllership, roles of the City and Project in administration and delivery of the Project AND as a Municipality they are only eligible if the project falls into the Active People or Inspired People action areas.

In the case of any Municipality submitting an application to OTF, it would have to clearly demonstrate that the project is to benefit the broader community and is not a project the municipality should actually be applying for.

Please keep in mind that an Emerging Governance Platform acts as the lead organization and accepts responsibility for any approved grant, signs the Grant Contract, assumes all responsibility and accountability with respect to that contract, including fiscal accountability and provides all required reporting."

Thus, if this platform is favorable to Council, agreements will need to be made with each group to ensure the requirements of the grant are met. The City currently has an agreement in place with the Rotary Club of Kenora (Rotary). This will need to be reviewed to determine if a further agreement is required with that group in order to meet the OTF requirements. Any required agreements will need to be brought forward for approval by October Council to be in place prior to the OTF application deadline.

With regards to the proposed projects, both groups have made previous deputations to Council to discuss their projects and seek Council support. Both are actively in the process of fundraising towards their projects. Neither group has met their fundraising target at this time. Both groups are actively looking towards construction in 2018. The Kenora Pickle Ball Club (PB Club) is seeking to convert an existing City asset (Garrow Park tennis courts) to the new pickle ball courts. The Rotary is seeking to build a new splash park. It is worth noting here that City staff originally pitched the concept of a splash park to Rotary as a proposal for their 100th Anniversary project in 2019, and support for the splash park was approved by Council resolution in January 2015. Subsequently, the City's Beaches, Parks & Trails plan was updated to include the proposed splash park in 2016, and an agreement between Rotary and the City was approved by Council in 2016. A copy of this agreement has been attached for Council's reference. Both groups have a partnership with the City wherein Council has approved the City issuing donation receipts for donations in excess of \$75 towards these projects. Additional information on these two projects is also attached for Council's information.

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:

Pickle Ball Courts: There is no significant ongoing impact expected to the City's budget from an operating / maintenance perspective as a result of the conversion of the Garrow tennis courts to pickle ball courts.

Splash Park: In 2016, the City obtained an estimate from the City of Winnipeg that the costs of water for a small splash park is about \$40K to \$50K (May long to Labour Day), and electrical costs would be minimal. In Manitoba, staffing is not required at the park as they do not retain or pool water. Regular checks by City staff are required and staffing costs related to maintenance would be in addition.

Risk Analysis:

As per the City's ERM Policy, a moderate risk to public trust and confidence has been identified. This risk is more of an opportunity since proceeding with an application to OTF for both or one of the projects will increase recreational opportunities for a variety of demographics. Converting the Garrow Park courts from tennis to pickle ball will accommodate the growth in the sport in Kenora, particularly among seniors. An accessible splash park at Norman Park will promote greater usage of the park by families and address barriers to beach usage for those with physical disabilities.

A high risk to City partnerships also exists which can be perceived both positively and negatively. If the City proceeds under EGP criteria, two applications may be submitted satisfying the requests of both organizations. However, if ineligible, the City will have to choose between organizations which may affect future collaboration on projects. Mitigation measures that staff have proposed include adding the outstanding amount that is not fundraised for the pickle ball courts to next year's capital budget discussion as well as monitoring for future funding programs that may assist with both projects.

Another high risk relates to third party performance. Cost estimates for the conversion of the tennis courts at Garrow Park have fallen within the maximum allocation that the OTF Capital Investment Stream can provide, requiring no additional mitigation measures. 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.

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.



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

Childhood Cancer Awareness Month September 2017

Whereas there are about 4,000 children living with cancer in Ontario and each year about 400 new cases are diagnosed; and

Whereas the causes of cancer in children is largely unknown; and

Whereas 1 in 285 children are diagnosed with a malignant cancer before their 20th birthday; and

Whereas in Canada, childhood cancer remains responsible for more deaths, from one year through adolescence, than any other disease, killing one in four children affected by this disease; and

Whereas childhood cancer crosses all racial, ethnic, and social boundaries; and

Whereas an estimated one third of a family's after tax income is spent on treatment related expenses due to lack of available treatment options for the inhabitants of Northern Ontario; and

Whereas dedicated organizations such as Northern Ontario Families of Children with Cancer and volunteers are working diligently to raise funds in order to improve the lives of Northern Ontario families during and after their journey through childhood cancer by providing essential programs and financial services, and by letting the families know they are not alone in their battle; and

Whereas the City of Kenora recognizes the devastating effects of childhood cancer on the residents of this City; and

Whereas this month in Kenora, we pay tribute to the healthcare professionals, researchers, private philanthropies and parent advocacy groups who collaborate to provide hope and help to patients and families affected by pediatric cancer while making vital contributions to the ongoing search for a cure;

Now Therefore, I, David S. Canfield, Mayor of the City of Kenora, do hereby proclaim September 2017 as **Childhood Cancer Awareness Month** in and for the City of Kenora and encourage residents to show their support of this cause by increasing awareness, speaking up about childhood cancer, wearing the colour gold and reaffirming our commitment to fighting childhood cancer.

Proclaimed at the City of Kenora this 5th day of September, 2017

Mayor David S. Canfield



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

Franco-Ontarian Day September 25, 2017

Whereas on May 18th, 2010, the Legislative Assembly of Ontario enacted the Franco-Ontarian Day Act, 2010, proclaiming September 25th in each year as the Franco-Ontarian Day; and

Whereas the Franco-Ontarian Day Act recognizes that Franco-Ontarians commemorate September 25th to celebrate their language and heritage and also take pride in their collective accomplishments; and

Whereas September 25th is the anniversary of the first unveiling of the Franco-Ontarian flag in Sudbury in 1975; and

Whereas the Franco-Ontarian Emblem Act, 2001, recognizes the flag as the emblem of the Francophone community of Ontario; and

Whereas by proclaiming September 25th as Franco-Ontarian Day, this Act officially recognizes the contributions of the Francophone community of Ontario to the social, economic and political life of the Province and the community's importance in Ontario's society; and

Whereas French is one of the two official languages of Canada; and

Whereas the French language has been spoken in Ontario since the 17th century and the Province of Ontario is celebrating "the commemoration of 402 Years of the French Presence in Ontario" in 2017;

Now Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby proclaim September 25, 2017 as **Franco-Ontarian Day** in and for the City of Kenora.

Proclaimed at the City of Kenora this 5th day of September, 2017

Mayor David S. Canfield



Corporation of the City Of Kenora
Notice of Complete Application and Public Meeting for a
Zoning By-law Amendment, File Number D14-17-05
Planning Act, R.S.O 1990, c.P13, s. 34

Take Notice that Council of the Corporation of the City of Kenora will hold a Statutory Public Meeting, under Section 34 of the *Planning Act*, to consider a Zoning By-law Amendment as it pertains to Zoning By-law No. 101-2015, at the following time and location:

**Statutory
Public Meeting**

When: Tuesday, September 5th, 2017 at 12:00 p.m.
Location: Council Chambers, City Hall, 1 Main Street South, Kenora, ON

The Council of the Corporation of the City of Kenora will then have the opportunity to consider a decision regarding the application at their regular meeting on September 12th, 2017.

You are also invited to attend The Kenora Planning Advisory Committee (PAC) regular meeting, who hears applications and considers recommendations to Council, commencing at the following time and location:

PAC Meeting

When: August 15th, 2017 at 7:00 p.m.
Location: Training Room, Operations Centre
60 Fourteenth Street North, 2nd Floor, Kenora, ON

Purpose and Effect: To exempt the subject property from the provision to require minimum lot size and frontage requirements as per Section 4.5 of the Zoning By-law. If approved, the change would enable the creation of through lots with a minimum frontage of 22 metres, and lot area of 0.82 hectares.

Location of Property: Scott Island, Island K144, Parcel 237, Norman Bay. Refer to the map aside.

Other Applications: it is anticipated that an application for Consent as well as Site Plan Approval will also be submitted for the subject location.



Public Meeting: Input on the proposed amendment is encouraged. You can provide input by speaking at this meeting and you are not required to register in advance to speak. You may also provide your comments in writing. If you are aware of any person interested in or affected by the application who has not received a copy of this notice you are requested to inform that person of this meeting.

If possible, written submissions are requested to be made before August 9th, 2017 and directed to:

Ms. Devon McCloskey, City Planner
60 Fourteenth Street North, 2nd Floor, Kenora, ON P9N 3X2
Email: dmccloskey@kenora.ca

Failure To Make Oral Or Written Submission: If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of The Corporation of the City of Kenora before the by-law is passed:

- a) the person or public body is not entitled to appeal the decision of the Council of The Corporation of the City of Kenora to the Ontario Municipal Board.
- b) the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Appeal of a decision of the Municipality in respect of this amendment to the Zoning By-Law may be made by any person or public body not later than 20 days after notice of the decision is given.

Notice Of Decision: If you wish to be notified of the decision of the Council of The Corporation of the City of Kenora in respect of the application for Zoning By-Law Amendment, you must make a written request to Heather Kasprick, Clerk of The Corporation of the City of Kenora at 1 Main Street South, Kenora, ON P9N 3X2

Additional Information is available during regular office hours at the Operations Centre. Please contact Devon McCloskey, City Planner, if you require more information: Tel: 807-467-2059 or Email: dmccloskey@kenora.ca

Personal information that accompanies a submission will be collected under the authority of the Planning Act and may form part of the public record which may be released to the public.

Dated at the City of Kenora this 3rd day of August, 2017