



**City of Kenora**  
**Committee of the Whole**  
**Minutes**  
**Tuesday, September 12, 2017**  
**9:00 a.m.**  
**City Hall Council Chambers**

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**Present:** Mayor David Canfield  
Councillor Mort Goss  
Councillor Rory McMillan  
Councillor Dan Reynard  
Councillor Louis Roussin  
Councillor Sharon Smith

**Regrets:** Councillor Colin Wasacase

**Staff:** Karen Brown, CAO, Heather Kasprick, City Clerk, Jeff Hawley, Manager of Operations & Infrastructure, Sharen McDowall, HR Strategist, Melissa Shaw, Planning Assistant, Megan Dokuchie, Economic Development Officer, Jon Ranger, Budget & Special Projects Officer, Todd Skene, Fire & Emergency Services Manager, Charlotte Edie, Treasurer, Adam Smith, Special Projects & Research Officer

**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.**

Councillor McMillan declared an indirect pecuniary interest as it relates to agenda item number 1.5 regarding the July 2017 Financial Statements. His spouse is a member of the Police Services Board and this report reflects costs attributed to Police Services.

## **C. Confirmation of Previous Committee Minutes**

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

That the Minutes from the last regular Committee of the Whole Meeting held 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**

Gerry Cariou, Executive Director of Sunset Country Travel Association for 19 the past years was present to explain the benefits of membership to the Sunset Country Travel Association. Mr. Cariou advised Council that the Association is a not-for-profit tourist organization that has been in existence since 1974. For 43 years the Association has focused on a regional aspect for marketing and tourism in our area. Sunset Country is a large area that covers from the Manitoba boarder to Thunder Bay and all the way to Hudson. It includes 120,000 square kms. Sunset Country does the external marketing that get tourists here to our region, and to Kenora.

Gerry noted that some may question if the City is duplicating funds with our local tourism and what Sunset Country does. Mr. Cariou feels that Sunset Country is more of a destination and marketing organization that reaches the Sunset Country brand to the US Midwest, Manitoba and Ontario markets. When you look at Tourism Kenora they are more of a tourism management component where once they are here, they serve those visitors. The differences lie in where the marketing and promotion is and how it is advertising to get those people here. That is where the difference lies.

There is no guaranteed funding for the Association, so you have to be on your toes. Last year, \$470,000 was spent on direct on advertising. That is where the difference lies. The mailing budget alone was \$26,000 and within the last year they have received \$55,000 to produce the guide which is very well received by the tourists. Example of the kind of efforts they are putting out as the private sector. If we look at all the communities the total annual revenue is about 7.5% of total annual budget from municipal revenue. 25% of that is from the City of Kenora.

Mr. Cariou requested Council to consider their continued long standing membership of the \$4,500 as an investment in Sunset Country Travel Association. Tourism Kenora also pays \$750 in membership fees which includes a student which is valued at well over \$2,000 as Sunset Country does all the reporting.

Council thanked Mr. Cariou for his presentation.

### **Andrea Habinski, Cloverbelt Local Food Coop, Food charter creation for NWO**

The Cloverbelt Local Food Co-op is a non-profit online farmer's market based in Dryden which provides year-round access to local products to our consumer members. They established their co-op in December of 2013 with a membership of about 100 local members. Today, they have a healthy membership of roughly 1,300 producer, consumer, and organizational members from surrounding communities including Kenora, Sioux Lookout, Emo, Ignace, and Upsala. The Kenora members have access to the site once per week with delivery every Tuesday to the Kenora Recreation Centre.

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They are a non-profit, multi-stakeholder food co-operative creating food accessibility through an online farmers' market with regular scheduled order cycles. They are connecting communities with local goods via distribution sites spanning 350 km across Northwestern Ontario. The coop offers fresh produce with a huge seasonal variety. Their objective is to increase visibility & accessibility of local foods available for purchase and to educate our community & surrounding areas about the benefits of eating locally along with increasing local food sales in Northwestern Ontario.

Their website/system was developed in 2013 and launched in December of that year where they started with 100 members primarily in the Dryden area. They now have over 1,300 members from across the region (over 100 producer members). They are currently distributing to multiple communities including to Kenora, Sioux Lookout, Ignace, & Upsala and they are working at collaborating with organizations and communities to develop and deliver locally beneficial projects and initiatives.

There are three different types of memberships to choose from. The variety of items locally raised and/or processed meats and eggs, beef, pork, chicken, duck, walleye, rabbit, elk, bison, lamb, veal, etc. Also locally grown and milled flour and canola products from Thunder Bay along with fresh desserts, baking, preserves (pickles, jams, etc) and breads, bannock, etc. It is important to note that all egg and meat products on our site are provincially inspected and regulated.

What does the coop look like in Kenora? They currently have a part time community coordinator and are currently running weekly distribution from the Rec Centre for the Kenora members. They are partnering with the Lake of the Woods Brewing Company for facility transportation. We have producers here like the Bannock Room and Walleye Wings and have had a local food event at 901 Westside along with multiple food/tourism events.

There are four Community Co-coordinators each located in Sioux Lookout, Kenora, Rainy River, & Thunder Bay. Their mandate is to create and grow community hubs and increase the amount of Ontario food products purchased by wholesale distribution & foodservice markets. They want to enhance capacity of small & medium sized farms & processors to access mainstream markets and streamline local product purchasing and distribution. They also hope to strengthen local policy to support Ontario food purchases and expand the current transportation network.

A large part of their objective is to develop a food charter for the Kenora & Rainy River Districts. A food charter is a value, vision, or principle statement, and/or series of goals, written by a city, town or region that has a broad base of support and describes what a community wants their food system to look like. It is a "reference document" for municipal decision makers. A food charter raises awareness and education about food issues, and forms a basis for action. A regional food charter can provide a platform for connecting existing local food projects across municipalities.

In partnership with: Lakehead University's Centre for Sustainable Food Systems Research Network; Northwestern Health Unit; Municipalities, & other key partners across the region they can take a regional approach to encompass all small communities/municipalities. They will be seeking community and directed organizational input sessions to gather data and feedback. This will shape the vision and the future of the use of local food in the region. This will provide a unified & clear set of principles for the basis of food procurement and decision making & policy development.

Thunder Bay does have their own food charter already. They are a large district and were able to undertake this on their own.

She provided examples of some of the feedback that came out of the sessions specifically held in Kenora, they heard the concerns of the high cost of food, the lack of transportation to get to grocery stores for all community members, particularly was the lack of First Nations traditionally foods and access to culturally appropriate foods. There is a huge opportunity for food tourism here in Kenora and people have suggested that food should be healthy, accessible and locally grown and culturally appropriate where possible.

For the charter they are working with Lakehead University right now who is analyzing data for them to narrow down the view and see where the priorities are. They are going to have an online survey in October which will narrow down the data and then that survey will be analyzed in early December and a draft charter early January 2018 for review.

For future direction, they want to help develop a food charter, and more local food integrated into local restaurants and continue to educate the public on local food.

Council thanked Ms. Habinski for her presentation and a copy was left with the Clerk.

### **Jeannie Lugossy, 52 lot subdivision**

Not present

## **E. Reports:**

### **1. Corporate Services & Strategic Initiatives**

#### **1.1 2016 Annual Report**

##### **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.

**Discussion:** Council requested an updated detailed reserve fund summary and would like to see this report on a semi-annual basis. Council felt the Mayor's message needed to be amended slightly within the annual report.

#### **1.2 Anti-Harassment and Violence Policy Amendment**

##### **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.

**Discussion:** The new piece is on domestic violence and if an employee discloses that they are in a domestic violence situation, things are put in place in the workplace to protect our workers. Council has a role to play as well and it is a good policy. Sharen advised that HR will be going around to the departments and train/educate staff on the policy.

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### **1.3 OCIF Top-up Funding Application**

#### **Recommendation:**

That Council approves the Coker Bailey Bridge as the project to submit for the Ontario Community Infrastructure Fund (OCIF) Top-Up funding program.

**Discussion:** Karen advised that some bridge condition assessment preliminary information has come in and administration will be recommending to Council that we impose a load restriction on the bridge based on the findings from that report. Karen also advised Council that they have received confirmation from the Province that they are working on developing a transfer agreement for funding for the 7<sup>th</sup> Avenue bridge of just over \$1M. Charlotte has asked the Province to defer our annual OCIF allocation for 2017 and will have 2018 dollars available in anticipation that this will be sufficient dollars to pay for the bridge.

### **1.4 City IT Contract Services**

#### **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.

### **1.5 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.

### **1.6 Section 357 Tax Adjustment**

#### **Recommendation:**

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

**Discussion:** Council questioned if this was a residential property.

### **1.7 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.

**Discussion:** Council felt the report could be a template for the next community hosting the event.

### **1.8 Kenora Lions Club Community Foundation Application**

**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.

### **1.9 Pickleball Club Community Foundation Application**

**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.

### **1.10 Rabbit Lake Community Gardens Community Foundation Application**

**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.

### **1.11 Water & Sewer Rate Increase**

**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 gives 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.

**Discussion:** It was questioned why we are imposing a two year rate increase at this time. Karen explained that it is due to the timing of the 2018 municipal election and with the potential lame duck council. Council requested a detailed summary for sewer and water accounts for July.

### **1.12 LOWAC Request to Purchase Canoe**

Some Councillors were approached to purchase a canoe that was designed for the Dip Dip and Swing event. The request comes as a nominal cash payment and a charitable tax receipt. The City is looking into a tax receipt and if this is possible. This came to the tourism committee in March and the proposal was to draw from the Brand Leadership fund however that fund is for matching dollars and there were no matching funds.

The hold-up is whether we can give the charitable donation – to some extent. Karen explained that there is a good possibility that we won't be able to provide that donation receipt and Karen is not sure if we cannot provide that receipt if they are still willing to give the canoe to us for that cash value without that receipt.

The request is that the City would pay \$800 in cash with tax receipts for the three artists.

Council directed administration to pursue this and to continue looking into it. It is in the best interest of the artists to move the canoe as it has been previously arranged to be moved this Thursday.

## **2. Fire & Emergency Services**

### **2.1 Aerial Ladder Replacement – 2018 Budget**

#### **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.

**Discussion:** Fire Chief Todd Skene explained this is a very important piece of equipment that needs to be replaced.

## **3. Operations & Infrastructure**

### **3.1 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.

**Discussion:** Under the CWWF funding we were successful in securing for 75% funding for the cast in place pipe relining. This is a 25% share for the City with an approximate cost of \$132,000. We will be evaluating what location needs to be done next and we anticipate receiving further funding to assist us with those priorities.

### **3.2 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.

### **3.3 Budget Amendment – 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 gives three readings to a bylaw to amend the 2017 budget for this purpose.

**Discussion:** Council questioned if the lot signage has been installed and if the no parking signs are erected in the area behind the lot. Clerk Heather Kasprick advised there would be signage up and bylaw will be enforcing the new signage.

### **3.4 Rename Colonization Road to 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'.

### **3.5 Budget Amendment – 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.

**Discussion:** It was questioned if the dome was damaged or if this is wear and tear repairs. Manager Jeff Hawley indicated these are due to the nature of the use of the building. There were external pressures on the building and overall the repairs are for the wear and tear of the building.

## 4. Community & Development Services

### 4.1 Lease Agreement for 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.

**Discussion:** Council questioned if the utilities in the building are at the cost of the tenant or are the cost of the City. Karen will confirm the information and get back to Council with the details. Council feels there should be a regular incremental increase built into the lease to account for the increased costs of utilities, etc.

### 4.2 Fingerboard Signage

**Recommendation:**

That Council hereby approves the removal of fingerboard signage in the Harbourtown Centre to accommodate the implementation of a wayfinding program.

### 4.3 Bell Lease Agreement for Micro & Pico Cells in 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.

**Discussion:** This is to enhance the service their customers have when in these facilities.

### 4.4 Ontario Trillium Foundation 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.

**Discussion:** Karen advised that there will be a specific resolution come forward clearly identifying the City as an emerging governance platform and this can be submitted with the application to Trillium for the City to be designated as an emerging governance platform. We anticipate we will know in advance of the deadline if we are eligible. This would allow us to support both groups in an application.

## **F. Proclamations**

Mayor Canfield then read the following proclamations:

- Childhood Cancer Awareness Month
- Franco Ontarian Day

## **G. Other**

- Councillor Smith referenced the summer of 2017 and how successful it was for not only the visitors but residents
- Councillor Reynard referenced the successful partnership of the Anicinabe Park stage and the completion of that project. There is an event this Sunday to celebrate the success of this project and encouraged everyone to attend and support.
- Mayor Canfield thanked all the volunteers for putting on the many events this summer and the success of all these major and small events.

## **H. Next Meeting**

- Tuesday, October 10, 2017

## **I. Adjourn to Closed**

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

### **Motion - Adjourn to Closed Meeting:**

That this meeting now be adjourned to a closed session at 11:22 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)**

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

Council reconvenes to open session at 1:40 p.m. with no reports from its closed session.

## **K. Close Meeting**

Meeting adjourned at 1:40 p.m.