



City of Kenora
Committee of the Whole
Minutes
Tuesday, April 10, 2018
9:00 a.m.
City Hall Council Chambers

Present: Mayor David Canfield
Councillor Mort Goss
Councillor Rory McMillan
Councillor Louis Roussin
Councillor Sharon Smith
Councillor Colin Wasacase

Regrets: Councillor Dan Reynard

Staff: Karen Brown, CAO, Heather Kasprick, City Clerk, Sharen McDowall, Human Resources Strategist, Matt Boscarol, Community & Development Services Manager

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 April 17, 2018 meeting:-

- Adopt the 2018 Solid Waste Utility Operating and 5 Year Capital Plan Budget
- Adopt the 2018 Water and Sewer Utility Operating and 5 Year Capital Plan Budget
- Intends to amend the Tariff of Fees and Charges bylaw to increase water and sewer rates by 5.5% effective January 1, 2019
- Amend its 2018 Capital Budget to withdraw funds from the City Hall Reserves in the amount of \$75,000 to offset the cost of City Hall interior renovations
- Amend the 2018 Capital Budget to withdraw funds from the Infrastructure Planning Reserve in the amount of \$80,652 offset the cost of wayfinding signage
- Intends to amend its Video Surveillance Policy #CS-1-3 to improve the best practices for managing the City's video surveillance program
- Amend the Election Signs bylaw
- Amend the Municipal Water Supply and the Provision of Sanitary Sewage Services bylaw pertaining to individual meters in buildings of four or more units
- Amend the 2018 Operating & Capital Budget to withdraw additional funds from the OCIF Formula Based Funding in the amount of \$1,149,904.63 to offset the cost of bridge rehabilitation work
- Intends to implement a four percent (4%) Municipal Accommodation Tax (MAT) on all fixed accommodations in the City of Kenora effective September 1, 2018

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 Roussin declared an indirect pecuniary interest as it relates to agenda item number 3.1 regarding multi-unit single water meter as it relates to condominiums and he potentially intends to purchase one of these type units.

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 March 6 and Special Committee of the Whole meeting held March 20, 2018 be confirmed as written and filed.

D. Deputations/Presentations

Deb LeMaistre, Kenora Rotary Club – Splash Park Update

Ms. LeMaistre is the Chair of Splash Park Committee and is present with several members of the Rotary Club.

The recommendation is to support the servicing of the splash park site up to the estimated amount of \$112,000 for the purpose of extending water and sewer service at Norman Park. The intention of the Kenora Rotary Club is to celebrate Rotary's Centennial in Kenora by giving back to the community that supports us in so many ways. A splash park is planned to be constructed in Norman Park, and they have partnered with the City to accomplish this.

Since July 2015, Kenora Rotary has worked very hard and has raised approximately \$275,000, with more donations coming in every day, thanks to the generous and strong support of our business community, local citizens, service clubs, and grants. Rotarians have volunteered over 2,000 hours of time to this project. Rotary has also partnered with the Northwestern Health Unit, Kenora Association for Community Living and the Lake of the Woods Community Foundation to work towards our goal. They are confident that they will receive a large grant which will give them the funding boost they need to inspire their prospective donors to reach their funding goal, which was \$450,000. Their fundraising efforts will continue until they reach their goal.

Last month they were informed by the City's Water & Wastewater Division that servicing the splash park site to the originally planned location down in the beach area was not feasible as the water and sewer pipes running off Pearson Street were not large enough to meet the specifications for the splash pad, and the wastewater would have to be pumped up to street level. This is a new development, not before mentioned as a possible barrier to locating the splash pad at the originally proposed site. In consultation with city staff, the splash pad is now going to be built on the old rink site between the 2 parking lots. The water and sewer will be accessed off Minnesota Street, at an estimated cost of \$112,000. This servicing extends water and sewer into Norman Park to make way for more development in the area. The Rotary Club is requesting the City to fund the extension of services into the park for up to the total estimated cost of \$112,000. The request for proposals will go out later this week, and by receiving approval for the City's support, they can be reassured that the splash park will be built to meet the high expectations that have developed in Kenora.

Kenora thanked the Rotary Club for their presentation and continued support for the splash pad project.

Kenora Recreation Centre Ice Twinning Presentation

Matt Boscariol, Manager of Community & Development Services along with representatives from Stantec Consulting, and Nelson Architecture presented the overview of a proposed twinning

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project for the Kenora Recreation Centre.

Matt noted that this report is staff driven which was picked up in mid 2017. The report encompasses history back to 2012 when there was a committee formed committee driven. The proposal fits the vision of the City and fits within that policy of building a new piece of infrastructure.

David Nelson presented an overview of the new design along with the design concepts for Council and the public to view.

E. Reports:

1. Finance & Administration

1.1 Strategic Plan Update

Recommendation:

That Council hereby accepts the 2017 Strategic Plan Progress Report to highlight the previous year's activities by City departments in accordance with the City of Kenora's Strategic Plan – Our Vision is 20/2020.

Discussion: Council felt this was a positive report on the successes and hard work of staff on our Strategic Plan. It was felt that we should send communication out on this report and highlight many of the achievements.

1.2 Community Foundation Support – Canada Day Committee

Recommendation:

That Council of the City of Kenora hereby supports the Canada Day Committee'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 for support of the 2018 Canada Day festivities.

1.3 Community Foundation Support – Kenora Rowing Club

Recommendation:

That Council hereby supports the Kenora Rowing Club's (KRC) request to name the City of Kenora as a sponsor in their application for funds up to \$5,000 through the Kenora & Lake of the Woods Regional Community Foundation for the purchase of a storage trailer for the Canada Summer Games legacy regatta equipment.

1.4 2018 Solid Waste Utility Budget Approval

Recommendation:

That Council hereby approves the 2018 Solid Waste Utility Operating and 5 Year Capital Plan Budget; and further

That Council hereby authorizes City administration to proceed with the implementation of all budget related decisions in accordance with those reflected within the Solid Waste Budgets; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2018 Solid Waste Utility Operating and 5 Year Capital Plan Budget by bylaw at its April 17th Council Meeting; and further

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That the appropriate bylaw be passed for this purpose.

1.5 2018 Water & Wastewater Utility Budget Approval

Recommendation:

That Council hereby approves the 2018 Water and Sewer Utility Operating and 5 Year Capital Plan Budget; and further

That Council hereby authorizes City administration to proceed with the implementation of all budget related decisions in accordance with those reflected within the Water & Sewer Budgets; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2018 Water and Sewer Utility Operating and 5 Year Capital Plan Budget by bylaw at its April 17th Council Meeting; and further

That the appropriate bylaw be passed for this purpose.

1.6 2019 Water 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 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 5.5% in 2019; and further

That Council give three readings to a by-law for this purpose; and further
That bylaw number 125-2017 be hereby repealed; and further

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

1.7 Wayfinding Signage Budget Amendment

Recommendation:

That Council hereby approves an additional allocation of \$220,000 to be funded through FedNor, NOHFC and the Infrastructure Planning Reserve for the implementation of the wayfinding program; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Capital Budget at its April 17, 2018 meeting to withdraw funds from the Infrastructure Planning Reserve in the amount of \$80,652 offset the cost of this purchase; and further

That Council give three readings to a by-law to amend the 2018 budget for this purpose.

1.8 City Hall Interior Renovations

Recommendation:

That Council hereby approves an additional allocation of \$75,000 to be funded through the City Hall Reserve for the interior renovations to City Hall first and second floor offices; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Capital Budget at its April 17, 2018 meeting to withdraw funds from the City Hall Reserve in the amount of \$75,000 to offset the cost of these interior renovations; and further

That Council gives three readings to a by-law to amend the 2018 capital budget for this purpose.

1.9 Video Surveillance Policy #CS-1-3 Amendment

Recommendation:

That Council gives three readings to a bylaw to amend the video surveillance policy #CS-1-3; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its Video Surveillance Policy #CS-1-3 at its April 17, 2018 to improve the best practices for managing the City's video surveillance program; and further

That bylaw number 80-2013 be hereby repealed.

1.10 Election Signs Bylaw

Recommendation:

That Council gives three readings to a bylaw to adopt a new Elections Sign Bylaw; and further

That in accordance with Notice By-Law Number 144-2007, public notice is hereby given that Council intends to adopt a new Elections Sign bylaw; and further

That bylaw number 89-2014 be hereby repealed.

1.11 CUPE Local 191 Collective Agreement

Recommendation:

That Council gives three readings to a by-law authorizing an agreement between the Corporation of the City of Kenora and the Canadian Union of Public Employees (CUPE) Local 191 for the term January 1, 2016 to December 31, 2019.

1.12 Human Resources Management Update

Recommendation:

That Council hereby accepts the Human Resources Management Strategy Progress Report dated March 2018 to highlight the activities by the Human Resources department in accordance with the City of Kenora's Human Resources Management Strategy.

Discussion: Council referenced the exit interview process. Retaining employees is a goal of the City and looking at exit interview roll ups and maybe the opportunity for Council to see the information. CAO Karen Brown noted that she would need to look at how we could accommodate that with Council as employee data is kept confidential. Sharen McDowall, HR Strategist advised Council that she recently wrote an exit interview policy and that it will be reviewed in the near future for implementation.

2. Fire & Emergency Services

No Reports

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3. Operations & Infrastructure

3.1 Multi-Unit Single Water Meter

Recommendation:

That Council hereby authorizes that currently existing apartments consisting of four (4) or more units, condominiums, life leases, 55 plus and similar usage buildings, where the building is serviced by a single water meter, be charged based on the number of units within the building and each unit charged the sewer and water rate for individual homes, as per the General Tariff of Fees and Charges By-law; and further

That all future buildings of the type and use described herein shall have individually metered units; and further

That these charges be phased in over Five (5) years in equal increments; and further

That By-law 78-2017, a By-law to regulate the Municipal Water Supply and the Provision of Sanitary Sewage Services in the City of Kenora, be amended to reflect these changes; and further

That in accordance with Notice By-Law Number 144-2007, public notice is hereby given that Council intends to amend the Municipal Water Supply and the Provision of Sanitary Sewage Services bylaw pertaining to individual meters in buildings of four or more units; and further

That three readings be given to a bylaw for this purpose.

Discussion: Council felt this was fair for everyone and supported the concept of the change. Jeff Hawley, Operations & Infrastructure Manager advised Council that he intends to hold the item until May and conduct some public consultation on the matter and bring it back for final consideration by Council in May.

3.2 Bunny Street Sewage Pumping Station Rehabilitation

Recommendation:

That Council hereby approves the sole bid received from Mansfield Construction, Thunder Bay, in the amount \$438,900, (plus HST) for the rehabilitation of the Bunny Street Sewage Pumping Station in the amount of \$509,900 (plus HST), which includes the cost for Contract Administration and Inspection provided by LBE Group Inc, in the amount of \$11,000 with a \$60,000 project contingency.

3.3 LAS Service Line Warranty Agreement

Recommendation:

That Council endorses the Service Line Warranty Canada (SLWC) program as proposed by the Local Authority Services (LAS); and further

That three readings be given to a bylaw authorizing the City of Kenora to enter into a Marketing License Agreement with Service Line Warranty Canada (SLWC).

3.4 Bridge Maintenance Repairs for the Bay Street Overpass, Norlen Bridge and Darlington Bay Bridge

Recommendation:

That Council hereby approves an additional allocation of \$1,149,904.63 to be funded through the OCIF Formula Based Funding for the repairs to the Bay Street Overpass, Darlington Bay Bridge and the Norlen Bridge; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Operating & Capital Budget at its April 17, 2018 meeting to withdraw additional funds from the OCIF Formula Based Funding in the amount of \$1,149,904.63 to offset the cost of this work; and further

That Council give three readings to a by-law to amend the 2018 budget for this purpose; and further

That the tender submitted by Moncrief Construction Ltd, in the amount \$1,687,590.19 (plus HST) related to Option 2 of the 2018 Bridge Maintenance Repairs for Bay Street Overpass, Norlen Bridge and Darlington Bay Bridge repair works be hereby accepted.

4. Community & Development Services

4.1 Student Wages in Recreation Division

Recommendation:

That Council of the City of Kenora authorizes the increase for the student staff in the Recreation department as outlined; and further

That the change takes effect January 1, 2018; and further

That on a forward basis administration be authorized to set the wage schedule as adjustments are made to minimum wage.

Discussion: Sharen McDowall explained that when reviewing they took the former grid and some positions do not exist anymore. There was a \$0.40 increase in each position across that grid. The grid was previously in place prior to encourage kids to move up in the positions and the grid, but this didn't seem to happen. Sharen will be talking to staff about the change.

4.2 Accommodation Tax Proposal

Recommendation:

That the Council of the City of Kenora implement a four percent Municipal Accommodation Tax (MAT) on all fixed accommodations effective September 1, 2018; and further

That all excess revenue garnered from the MAT after remittances to the Kenora Hospitality Alliance be allocated to tourism and economic development projects through establishment of a reserve fund; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to implement a four percent Municipal Accommodation Tax (MAT) on all fixed accommodations effective September 1, 2018; and further

That three readings be given to a bylaw to establish this Municipal Accommodation Tax (MAT) on all fixed accommodations effective September 1, 2018.

Discussion: Josh Nelson, Tourism Development Officer, consulted with the Kenora Hospitality Alliance (KHA) and discussed that this will replace the destination tax which currently charges

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\$1.50 per room. KHA will still recover the annual revenue they are currently receiving through their destination tax of approximately \$120,000 per year and the City will be responsible for remitting that to KHA annually. The City will then get the balance of the funds raised through this new tax. The intent is to use it for economic development and tourism purposes. It is a visitor's tax and should be used to subsidize visitor experience. Currently a 5% tax is being charged in Manitoba, however, upon research of other Ontario communities, all are implementing tax at a 4% rate.

Councillor Goss felt that he would like to see a lock down of specific programs to use the funding for and the Economic Development Commission should be charged with the development of a 5 year and 10 year plan to enhance both areas with this new funding.

4.3 Kenora Recreation Centre Ice Twinning

Recommendation:

That Council of the City of Kenora hereby approves an application to the Northern Ontario Heritage Fund Corporation (NOHFC) in the amount of \$500,000.00 (2/3 funding) to undertake a detailed design process and prepare tender ready drawings that will support a half-bowl expansion to the Kenora Recreation Centre; and further

That Council hereby confirms its financial commitment of up to \$250,000.00 (1/3 funding) for the detailed design process and preparation of tender ready drawings for the Kenora Recreation Centre expansion project; and further

That Council hereby approves any cost overruns associated with the project.

Discussion: Council thanked the public for attending and recognized Ogichidaa Francis Kavanaugh, the Grand Chief of Treaty #3 and staff. Councillor McMillan expressed this is a good opportunity for partnerships which supports families, children and youth and he continues to support the project.

Councillor Goss is concerned about the cost recovery and the aging population and feels we don't have the numbers. He requested cost recovery around the region for other arenas and feels it is something we may not be able to afford. Stantec representative explained that you are creating a significant savings by using the same ice plant on a twin pad arena.

Councillor Smith echoed Councillor Goss's concerns and that we have to look at what we can and can't afford in this community. She is concerned that this was a significant cost and was not in the capital budget. This takes away our priorities. She continually hears that taxes are high in our community and hears concerns over water & sewer rates and we have to be listening to our taxpayers. She felt we need to put actual numbers on the table to see what it's going to cost us. People in our community who use ice time support this but would be happier if someone stepped up and paid half the cost. Those are the kind of partnerships she wants to see. She expressed that Keewatin rental hours were not included and staff totally disregarded that ice time in this report. She has concerns over the proposed Junior A team and why we would subsidize the ice time as this is a business. She questioned the school programs and the difference between day and evening programming.

F. Proclamations

None

G. Other

Public Zoning Bylaw Amendment Hearings – April 10, City Hall Council Chambers:

- 12:00 p.m. - D14-18-01 –166 Ritchie Road
 - 12:30 p.m. - D14-18-02 – 1930 Highway 17 W
-
- Councillor Roussin advised that he has been asked to attend the Canadian Municipal Network on Crime Prevention and Safer Cities. He has also been asked to participate on a panel at the Ontario Association of Chiefs of Police AGM in Huntsville re Bill 175 from a municipal elected perspective on Safe, Health and Well Being Communities. Mayor Canfield advised he will be there with the Police Services Board and felt it may already be covered by OAPSB and may be no reason to duplicate it.
 - Councillor McMillan acknowledged the passing of elder Clifford Skead who passed away April 1st and expressed this is a great loss to the community. He was a kind gentle person and Council will have a moment of silence at Council to recognize this.
 - Councillor Smith advised that she was one of the presenters at the Common Ground speech telling on the weekend. There is a great deal of work that goes into this at the museum and expressed her compliments to staff on the work they do to pull this together. The stories they tell of our community are so interesting but it is becoming difficult to find more people to present. She encouraged everyone to attend if they can and they are always looking for speakers and stories. It is a great way to document the history of the community.

H. Next Meeting

- Tuesday, May 15, 2018

I. Adjourn to Closed

Resolution #2 - Moved by Councillor McMillan, Seconded by Councillor Roussin & Carried:-

That pursuant to Section 239 (3.1) of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session at *11:43 a.m. for the purpose of educating/training Members pertaining to Kenora District Services Board program education; and further

That at this meeting no Member will discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council.

Public Zoning Amendment Hearings:

12:00 p.m. - D14-18-01 –166 Ritchie Road

That Council hereby accepts the recommendation of the Kenora Planning Advisory Committee for D14-18-01 Zoning Amendment Application for 166 Ritchie Road; and further

That Council, in lieu of public comments, gives three readings to a by-law to authorize approval of the amendment to enable a change in zoning from RU to RR.

12:30 p.m. - D14-18-02 – 1930 Highway 17 W

That Council hereby accepts the recommendation of the Kenora Planning Advisory Committee for D14-18-02 Zoning Amendment Application for 1930 Highway 17 W; and further

That Council, in lieu of public comments, gives three readings to a by-law to authorize approval of the amendment to enable a change in zoning from RR to a site specific zone RR[38] to allow for a converted dwelling of three dwelling units.

***Closed session began following the public zoning amendment hearings at 1:00 p.m.**

J. Reconvene to Open Meeting

Council reconvenes to open session at 2:09 p.m. with the following reports from its closed session:-

K. Close Meeting

Meeting adjourned at 2:10 p.m.