



City of Kenora

Committee of the Whole Agenda

Tuesday, December 11, 2018

9:00 a.m.

City Hall Council Chambers

A. Public Information Notices

As required under Notice By-law #144 -2007, the public is advised of Council's intention to adopt the following at its December 18, 2018 meeting:-

- Council will approve the 2019 Capital, Solid Waste and Water/Wastewater Budgets
 - Council will establish their 2019 Meeting dates

B. Declaration of Pecuniary Interest & the General Nature Thereof

1) On Today's Agenda

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

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held September 11, 2018 be confirmed as written and filed.

D. Deputations/Presentations

- Don Parfitt, Multi Unit Water Rates
- Wes Siemens, Multi Unit Water Rates
 - Don Kinger, Needles
- Tim Davidson, Heritage Kenora – 7th Avenue Bridge
 - Don McDougall, Kenora Airport Authority

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. Airport Authority Request
- 1.2. ROMA/OGRA Conference Delegations
- 1.3. October 2018 Financial Statements
- 1.4. Citizens Prosperity Trust Fund Third Quarter Report

- 1.5. Tax Appeals Under Section 357
- 1.6. 2019 Capital Budget Approval
- 1.7. 2019 Solid Waste Utility Budget Approval
- 1.8. 2019 Water & Wastewater Utility Budget Approval
- 1.9. 2018 Election Survey Results
- 1.10. 2019 Council Meeting Calendar
- 1.11. Joint Appointment to the NWHU Board
- 1.12. Planning Advisory Additional Member Appointments
- 1.13. Council CAO Covenant
- 1.14. Cannabis Retail Outlets

2. Fire & Emergency Services

Item Subject

- 2.1 No Reports

3. Operations & Infrastructure

Item Subject

- 3.1 TBay Tel Agreement – Use & Maintenance of City Infrastructure

4. Community & Development Services

Item Subject

- 4.1 Anicinabe Park Contract
- 4.2 Janitorial Services Contract
- 4.3 Pines/Kenora Harbourfront Services Contract

Other:

Next Meeting

- Tuesday, January 8, 2019

Adjournment.



1 December 2018

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown

Re: Kenora Airport Authority – Follow Up Request

Recommendation:

That Council hereby reconfirms the City's commitment to provide a guarantee for external financing for the Kenora Airport Authority up to a maximum of \$1 million with a maximum term of thirteen years, with no more than the first three years being on an interest only basis, and thereafter amortized over a 10 year period; and further

That City administration be directed to continue to work with the KAA to obtain the most suitable terms for the required debt from an external financial organization, while ensuring no costs are incurred by the City for guaranteeing said debt.

Background:

In 2017, the Kenora Airport Authority (KAA) requested support from City Council for the construction of a new terminal building. The original request made was for a loan from the City of \$750,000, plus funding of an additional \$750,000. Following discussion, Council approved a combined grant of \$500,000, payable in equal payments over 2017 and 2018, funded through the City's contingency reserve. Council further approved a loan guarantee up to a maximum of \$1 million, with a maximum term of thirteen years, with no more than the first three years being on an interest only basis. A copy of the report that was brought forward dated 25 February 2017 on this matter is attached for Council reference (attachment #1), together with the budget information provided by the KAA, which formed the basis for the request to the City (attachment #2).

Recently, there has been some discussion between the KAA Board Members, its financing institution and the City with regards to the proposed debt issuance. It would appear that there was some misunderstanding at the KAA Board level with regards to what the City had approved in relation to the required debt. As a result, the KAA sent a letter on November 23rd (attachment #3) advising that it was their understanding that any interest on the debt would be to a maximum of 3%, and if they were unable to obtain that rate from their lending institution, that the City would issue the debt at a rate of 3% from the Citizen's Prosperity Trust Fund. As a result, the writer contacted the KAA Chairman & CAO to discuss this matter on 1 December 2018 before responding in writing. The resulting letter documenting that conversation is attached for Council's reference (attachment #4).

It is clear from the correspondence and related discussions that there has been some misunderstanding between the intent of the resolution that Council approved, and the discussion that occurred at the KAA Board level. Regardless, the resolution as approved by Council remains in effect at this time. It is not administration's recommendation to amend what was previously approved. Council's original discussion was that the City would only consider financing this debt internally if the debt could not be externally

financed. It is administration's understanding that the KAA currently has at least two options on external financing available to it. The City's Treasurer, Charlotte Edie, continues to work with the KAA and various financial institutions to provide assistance on this front.

This matter is, however, being brought back to Council for consideration at the request of the KAA. The KAA is aware this matter will be discussed at the December 2018 Committee of the Whole. It is anticipated that one or more Board members may be in attendance for this meeting.

Budget / Financial Implications:

Anticipating that the debt is paid by the KAA in accordance with the terms as negotiated with the external financing institution, there should be no budget impact related to guaranteeing the debt. Depending on the terms that the successful financial organization determine are required in order to enable the City to guarantee the debt,

Communication Plan/Notice By-law Requirements:

The KAA will be advised as to Council's decision on this matter and provided with a copy of the Council resolution. A By-law will be required at a future meeting once the external financing has been arranged to execute the guarantee of the loan.

Strategic Plan or other Guiding Document:

City Strategic Plan – Our Vision is 20 / 20

- Fiscal Responsibility

ERM Assessment:

There is a high governance and financial risk with regards to the potential of the City being required to take over the operations of the KAA.

There is a low financial risk with regards to the failure of the KAA to meet their obligations with regards to the external financing.



25 February 2017

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown

Re: Kenora Airport Authority Request

Recommendation:

That Council hereby approves a combined grant commitment to the Kenora Airport Authority of \$500,000 to be funded through the City's Contingency Reserve, payable in equal instalments in the years 2017 and 2018; and further

That Council hereby approves a guarantee of external financing for the Kenora Airport Authority up to a maximum of \$1 million with a maximum term of thirteen years, with no more than the first three years being on an interest only basis, and thereafter amortized over a 10 year period.

Background:

The Kenora Airport Authority (KAA) appeared before Council at the February 21, 2017 Special Committee of the Whole to request funding support for the construction of a new terminal building. The original request made was for a grant in the amount of \$750,000, together with a loan from the City to the KAA, also in the amount of \$750,000. A copy of the request made to Council is attached for reference purposes. This matter was discussed by Council at that meeting with the minutes reflecting the following:

Council supported the \$1M loan with the preference to guarantee, or to come from the Citizens Prosperity Trust Fund if need be, and further support a \$250,000 grant for 2017 and a \$250,000 grant for 2018 for the development of the new terminal at the Kenora Airport.

The KAA requires formal approval to move forward with their project. The intent of this report is to provide Council with a formal resolution to reflect the discussion at that meeting, together with providing some clarity to the terms of the City's debt guarantee.

The Chairman of the KAA was contacted to confirm the terms upon which the debt would be repaid. Based on that conversation, the KAA is seeking an interest only debt for the first few years (a maximum of three years is being recommended), followed by an amortization of the debt over a ten year period. These terms are considered reasonable and have been incorporated into the resolution being brought before Council.

Budget / Financial Implications:

The combined grant of \$500,000, payable in equal payments over 2017 and 2018, will be taken from the City's contingency reserve. This is to ensure that there is not a direct impact on either the City's tax rate or spending programs in either 2017 or 2018.

Anticipating that the debt is paid by the KAA in accordance with the terms as negotiated with the external financing institution, there is no budget impact related to guaranteeing the debt.

Communication Plan/Notice By-law Requirements:

The KAA will be advised as to Council's decision on this matter and provided with a copy of the Council resolution. A By-law will be required at a future meeting once the external financing has been arranged to execute the guarantee of the loan.

Strategic Plan or other Guiding Document:

City Strategic Plan – Our Vision is 20 / 20

- Fiscal Responsibility
- The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district
- Support Kenora's "North America's Premier Boating Destination" brand

ERM Assessment:

There is a high governance and financial risk with regards to the potential of the City being required to take over the operations of the KAA.

There is a moderate to high operational risk with regards to the KAA not being able to move forward with the construction of the new terminal and the resulting ramifications to their planned operations moving forward.

There is a low financial risk with regards to the failure of the KAA to meet their obligations with regards to the external financing.



December 11, 2018

City Council Committee Report

To: Mayor and Council

Fr: Adam Smith, Special Projects and Research Officer

Re: Delegation Requests for 2019 Rural Ontario Municipal Association (ROMA) and Ontario Good Roads Association (OGRA) Annual Conference

Recommendation:

No recommendation. The intent of this report is to provide background information and proposed delegation requests for Council consideration to enable staff to submit the delegation requests for the upcoming ROMA and OGRA Conferences.

Background:

Similar to previous years, both the ROMA and OGRA conferences will have opportunities to meet with provincial ministers. The deadline for submission of these meeting requests is Monday, December 10th for ROMA and Monday, January 14th for OGRA. Based on a review of the previous issues packages combined with some recent developments, staff are proposing the following issues to be discussed at the ROMA and OGRA conferences.

ROMA Conference

Affordable Housing: Ministry of Municipal Affairs and Housing

Affordable housing has long been identified as a need in Kenora, not only to affect homelessness but to attract workers and compensate for demographic trends. The Government of Canada's National Housing Co-Investment Fund is a positive step towards providing the necessary capital financing for municipalities and their partners in proceeding with affordable housing projects. However, this will not be enough to address the gaps that exist across the housing spectrum. Although funding allocations to the Kenora District Services Board (KDSB) under the Investment in Affordable Housing Program have increased in recent years, it is still inadequate to address an ageing stock and demand driven by out-migration from communities in the north.

Environmental Compliance Approval for Waste-Water Extensions: Ministry of Environment, Conservation and Parks

Currently, the Ministry of Environment, Conservation and Parks require an Environmental Compliance Approval (ECA) for works involving new sewer systems (extensions etc.). The one caveat being if a sewer already exists and you are simply tying in, no ECA is required. There are several issues with this process including it being inconsistent with what is required of water servicing (no ECA required). An EAC can also take several months to obtain and is an expensive proposition and deterrent to developers as they will require additional engineering services. Finally, there is no appreciable benefit to this requirement. As sewer and water systems reduce the risk to the environment and as these systems are usually going into urbanized areas, the need for an environmental review/study or approval seems redundant. To facilitate development in an already challenging landscape, the City

of Kenora is seeking that the ECA requirement be waived for new waste-water systems being connected to municipal servicing.

Rural Economic Development Program Application – Vacant Land and Growth Analysis: Ministry of Agriculture, Food and Rural Affairs

The 2015 to 2020 City of Kenora Strategic Plan prioritizes the documentation of existing City land, identification of new opportunities and outlining future growth areas. This was further emphasized through the work completed as part of the investment readiness assessment undertaken by the City in 2018. This exercise identified a number of potential opportunities to support investment readiness including the development of a land inventory that would classify available properties. In moving forward on these commitments, the City would like to undertake a project to conduct a growth management and vacant land supply analysis which would result in the development of updated population and growth projections, a highest and best use analysis for vacant and municipally-owned lands, and the preparation of vacant property profiles to be used in marketing efforts. The City is requesting the Minister's support in its application under the RED program to move ahead on this strategically important project in 2019.

Funding for Community Safety and Well-Being Planning: Ministry of Community Safety and Correctional Services

In 2018, the Ontario Government passed the Safer Ontario Act mandating municipalities to work with police services and local service providers in health care, social services and education to develop community safety and well-being plans that proactively address locally identified community risks. Fortunately, Kenora's Substance Abuse and Mental Health Task Force (KSAMHTF) has been a leader in this practice prior to the legislation coming into effect and Kenora has maintained a Community Safety and Well-Being Plan (CSWP) since 2015. However, the creation and implementation of this Plan has been a grassroots effort that is not institutionalized within municipal government. Up until 2017, the group benefited from a coordinator that was funded through the Ontario Trillium Foundation. Once the term of the funding agreement expired, the group was left in a position where it could not afford to keep the position given its limited financial resources. If the CSWP is to be a municipal responsibility, the Province will need to have funding available for staffing to ensure the Plan remains relevant and deliverables can be achieved.

Connecting Links Program: Ministry of Transportation

Kenora bridges are multi-million dollar structures, some worth tens of millions of dollars, which used to receive between 80% - 100% capital funding from the Province. The City owns and maintains 18 vehicular bridges that cannot be ignored. Kenora's bridge infrastructure is aging and represents a potentially major cost to the City that cannot feasibly be maintained only through municipal tax dollars and without assistance from the Province. A significant share of this infrastructure is on Highway 17 which is the primary route of the Trans-Canada Highway in Ontario. Although Highway 17A serves as an alternate route and by-pass around Kenora, when there is an accident, all traffic is diverted into the City. Moreover, it serves as a conduit into Kenora for surrounding communities including Wauzhusk Onigum First Nation and Obashkaandagaang First Nation. Unfortunately, Kenora is not eligible for funding under the Connecting Links program despite fitting within the policy of the program. Highway 17 is a critical roadway that serves provincial and municipal interests, carries long distance provincial highway traffic moving through communities, as well as local traffic within the community. We are in an extremely unique situation when compared to any other municipality in Ontario and are desperately seeking sustainable sources of Provincial funding to address the burden related to our bridges.

Harbourfront Water Lot Property: Ministry of Natural Resources and Forestry

The Department of Fisheries and Oceans' Small Craft Harbours (SCH) Program is undergoing a fundamental change. A broad-based review of departmental programs concluded that its recreational harbours have little association with the core mandate of the Department. As such, the department is looking to divest its water lot property located in Kenora's Harbourfront area. Municipal ownership of the property will allow for greater local discretion in enhancing the infrastructure. Evidently, this property does not have a clear purpose for the Province and yet the government has refused to waive a reversionary clause that prevents the municipality from acquiring it directly from the federal government. We are requesting that the Minister reconsider this position.

OGRA Conference

Policing Costs: Ministry of Community Safety and Correctional Services

In 2017, policing costs in the City of Kenora stood at \$715 per household which is amongst the highest in the Province. In terms of City operating expenses, 23% consisted of policing costs. The formula charges on calls for service over and above the base rate. Given Kenora's status as a hub community, its calls for service are significantly higher placing us in one of 6 communities in the province with policing costs still over \$600 per household. These costs have also been exacerbated by an unusually high volume of calls in which alcohol is involved. The City is charged a percentage of these calls for service. This includes breach of bail and probation which are primarily caused by alcohol dependency. To help address these issues, the City has engaged with the Kenora Substance Abuse and Mental Health Task Force in working towards implementing a Community Safety and Well-Being Plan. We understand that there will be a review of the billing model and the City is keen on participating. That being said, we still would like to use this opportunity to highlight the costs borne by ratepayers and how the Province can help the City and its partners to address the many social issues that result in the high number of calls for service. Doing so will ultimately provide a better quality of life for many of our residents and create long term savings for both the Province and the City of Kenora.

Community Health Care: Ministry of Health and Long-Term Care

The City of Kenora is seeking an update on the Manitoba-Ontario Health- Care Agreement. In addition, we would like to re-emphasize the need for specialists to carry out more treatment in Kenora. Another important issue is a walk-in clinic in Kenora. The current patient rostering system, used to pay general practitioners, makes creation of such a clinic difficult. Solutions are being sought by the All Nations Health Partners (ANHP) with the Northwest LHIN. Finally, the City would like to continue its advocacy for a fully equipped All Nations Hospital in Kenora that will attract general practitioners and specialists.

Maintenance Standards: Ministry of Transportation

Prior to the changes to the Minimum Maintenance Standards being implemented, the MMS remained silent on sidewalks. This had both positive and negative implications for communities. It was positive in that it allowed for a longer period to clear the sidewalks, but it was also problematic in that without defined timelines or expectations the issue of "reasonable" arose any time a claim was submitted. Specifically, what amount of time to clear the sidewalk and the depth of snow/sidewalk condition were subjective in terms of what was reasonable. While we appreciate the benefit of having the criteria around

sidewalks defined (as relates to claims against the City). The timelines, specifically 48 hours after an 8cm or greater snowfall, to clear the sidewalks to one meter width and less than 8cm of depth, is impossible for us to meet without undertaking significant cost. The City of Kenora has hired two additional staff and additional pieces of equipment. The combined cost of the 48 hour criteria is in excess of half a million dollars to our community. We are requesting that the 48 hour time span be increased to 72 hours in areas north of Superior as it would significantly reduce the burden on communities in the north. In the instance of Kenora, it would allow us to ensure the MMS standards are met without incurring major costs.

Funding for Phase IV Downtown Revitalization (DTR): Ministry of Energy, Northern Development and Mines

While the City of Kenora is extremely grateful for the Province's support in its downtown revitalization efforts, costs related to the City's application under the Northern Heritage Fund Corporation (NOHFC) for its Phase IV DTR project has increased significantly. Current program parameters cap the provincial contribution at \$1,000,000 which for a project of \$7.65 million is significantly less than the 1/3 contribution typically received via external funding requests. The City seeks to build off the success of Phases I – III which contributed to the creation of 513 jobs in the Harbourn Centre. Phase IV focuses on the Chipman Street and First Street area and is a priority project for municipal council. To move forward, we are requesting that the Province identify an additional funding source so as to further reduce the fiscal burden on the municipality in commencing with this project.

Provincial Land Tax: Ministry of Finance

Currently, there are vast tracts of land in Ontario, primarily in Northern Ontario, that are defined as "unorganized" areas of land and have no municipal representation. These properties pay negligible provincial land taxes in lieu of a municipal property tax, and some do not even pay education property taxes. Unfortunately, the tax rates that were set for the provincial land tax represent only a small portion of the actual costs incurred by the Province for providing these services. In 2017, those living in unorganized townships adjacent to the City such as Minaki and Redditt were taxed \$40 per \$100,000 of assessed value, while those residing in the municipality were charged \$1255 (municipal share only) at the same assessed value. Ideally, provincial taxes related to PLT reform could mirror those of the closest municipality, and any related revenues net of specific service costs would go to that adjoining municipality.

Disposition of Land

A land matter that has been discussed in a closed meeting.

Budget:

There are no budgetary implications associated with this report.

Risk Analysis: Although there isn't a recommendation assigned to this report. There is a high external risk this report is designed to mitigate. With a new government in place and in the process of undertaking extensive program reviews, the proposed issues could affect policy development at the provincial level.

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

Strategic Plan or other Guiding Document:

Strategic Plan:

1-6 The City will lobby senior government for additional supports for local industry and business in relation to ongoing workforce development

2-15 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



December 4, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: October 2018 Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at October 31, 2018.

Background:

Attached for your information, please find the October 2018 summary expense and user fee statements for the City of Kenora and the Council department. Also Expenses & User fees for Water & Sewer and Solid Waste have been separated. At the end of October, the year is 83% complete, so not including any seasonal or timing differences, there should be 17% of the budget remaining.

Overall:

- Expenses at the end of October 2018 were close to budget with 20.34% remaining to be spent. Water & Sewer 27.29% left in the budget and Solid Waste 23.95% left in the budget.
- User fee revenues to the end of October 2018 are close to budget with 20.19% left to collect. Water & Sewer 23.67% left to collect and Solid Waste by the end of October had 23.35% left to collect.

Expenditures:

- **General Government** - The General Government expenses to date are slightly below budget with 23% of the expense budget unspent.
 - **Municipal Elections** – Staff time has been budgeted to this department. Staff time allocated to this department has been utilized in our POA department. Therefore this budget will be under budget and POA will be over budget.
 - **Administrator's Office** – At the end of October all of the Administrators budget has been spent. This is largely due to being significantly overspent in legal expenses for 2018.
 - **Building & Grounds Maintenance** –Repairs & maintenance are currently under budget. Also utilities are estimated to come in below budget for the 2018 year.

- **Protection** – The Protection Department expenses to date are close to budget with 19.27% remaining in the budget.
 - **Health and Safety Committee** – Currently underspent in training for 2018. There was a large amount of training completed in 2017.
 - **Vehicles & Equipment** – Facilities vehicles and Building inspection vehicles currently under budget, as there has been less work on these vehicles than anticipated.

- **Transportation** – The Transportation Department expenses to date are below budget with 28.59% remaining in the budget.
 - **Bridge Maintenance** – Use of own equipment has exceeded budget expectations.
 - **Surface Treated Roads** – Purchase of hot mix materials and A gravel currently under budget. However it should be noted that additional dollars were spent on surface treatment in our capital program this year.
 - **Loosetop Roads Maintenance** – Washout and resurfacing materials currently under budget. Ditching work was also less than budget as there was significant ditching work completed in 2017.
 - **Winter Control Maintenance** – Expected that this will be closer to budget with the snowfalls in November and December.
 - **Safety Devices** – Expenses under budget for the year due to the reduction in the line painting contract.
 - **Garage & Shop** – Wages are over budget currently as more time is being allocated to Garage and Shop than budgeted for. As an average, 20.4% of mechanics wages were budgeted for in Garage & Shop, the rest of the wages were budgeted for in various vehicles & equipment departments. In 2019 more of the mechanics wages have been allocated to the garage and shop department.

- **Environmental** – The Environmental Department expenditures have exceeded budget with 8.80% left in the budget. 27.29% left in the budget in Water & Sewer and 23.95% remaining in Solid Waste.
 - **Storm Sewers** – Department is currently over budget – more work has been done on storm sewers than anticipated and wage allocations are higher than expected.
 - **Recycling facility** – Over budget due to wages, and rental of own equipment and contracted services. Rental of own equipment represents the recycling facilities use of Solid Waste equipment. The increase in contracted services represents the increase in the cost of getting rid of our recycled materials. This increased cost is due to the recycled goods market slowing down. This cost significantly increased in August 2018.

Water & Sewer

- **Sanitary System** – Note that our sanitary system employees have more time working on storm sewers this year than expected. Wages currently under budget. Also materials and supplies currently under budget. This is due to the large amount of capital work being completed in 2018.
- **General Water Standpipe & Booster** – Under budget as very little materials and supplies have been purchased to date. This department has been under budget in the past and the 2019 budget has been completed as a better reflection of prior year actuals.

Solid Waste

- **Hazardous Waste Day** – Expenses under budget, as contracted services came in under budget. These expenses are dependent on the volume and type of hazardous waste that is received on the Hazardous Waste Days.
- **Kenora Area Landfill** – Expenses under budget as wage allocation is less than expected. For 2019 we have budgeted less of our operators time to the landfill and more to the transfer facility.
- **Health Services** – Health expenditures are right on budget. Cemetery contribution is currently over budget as the contribution is recorded on a monthly basis based on their expenses over revenues. There are a number of Cemetery revenues that come in at year end such as ice candle sales, inscription fees, and perpetual care fund revenue.
- **Social and Family Services** – Social and Family Expenditures are close to budget to the end of October. Home for the aged is over budget as this is paid in 3 installments, the third of which was paid September 4, 2018.
- **Community Services** – Overall Community Services expenses are slightly under budget with 21.41% remaining to be spent.
 - **Teams and Clubs** – Grants have not yet been paid out to 2 of the 3 community clubs as they have not filled out their grant application forms.
 - **KRC External Facilities, Fitness Centre** – Wages over budget, as in the past we have not budgeted for maintenance wages in these departments. Actual wages are now being coded at the recreation centre to each department in which staff is working.
 - **KRC Complex & Thistle Arena** – Actual wages based on management's estimates for maintenance operators, have been reallocated to thistle arena. However budgets appear to be higher than actuals and budget allocations have been reviewed for 2019 to better represent actuals.
 - **Recreation Programs** – An increase in revenues for this department from the Ministry of Tourism led to additional programs being offered and additional expenses.
- **Planning & Development** – Planning & Development expenses are under budget with 29.61% left in the budget.
 - **Tourism** – Below budget partially because debt interest has not yet been recorded for the year. Also a new tourism position was budgeted for in 2018 that did not get hired.
 - **Planning Operations** – Wages under budget as expected with the departure of the Manager of Community & Developmental Services.

User Fees:

- Overall, user fees are close to budget projections with 20.19% of the budget still to be collected. 23.67% of Water & Sewer User fees are also still to be collected and Solid Waste has 23.35% left to collect.
- **General Government**
General Government is ahead of budget with 7.79% remaining to be collected.
 - **Municipal Elections** – Note that some of this revenue will be refunded to candidates.
 - **Finance and Administration** – Merchandise sales better than expected.

- **Rentals** – Right on budget with expected rental fees. User fee rentals for Keewatin Public works have exceeded budget expectations.
- **Protection to Persons and Property**
Protection to Persons and Property is below budget with 49.66% still remaining to be collected.
 - **Provincial Offences** revenue is dependent on the fines assessed in this area. Only the first quarter has been recorded to date. It is expected that provincial offences revenue will make its budget for the year.
 - **Building Inspection** – Building permit user fee currently below budget. This is dependent on builds in the year and can vary from year to year.
- **Transportation Services**
Transportation user fees are right on budget with 16.49% remaining to be collected.
 - **Conventional transit** - slightly below budget with 29.06% remaining to be collected. This is down compared to budget but consistent with prior year revenues.
 - **Docks and Wharfs** – revenues have exceeded budget expectations for the year.
 - **Mall Parking Lot** – behind budget at the end of October, coin reconciliations (daily parking) has been significantly less than anticipated.
 - **Garage and Shop** – No work order billings have been completed to date.
- **Environmental Services**
Environmental services user fees are below budget with 31.39% remaining to be collected. 23.67% of Water & Sewer User fees are also still to be collected and Solid Waste has 23.35% remaining to be collected.
 - **Recycling Facility** – Currently below budget, dependent on recycled materials. Revenues received from Ontario Electronic Stewardship.

Water & Sewer

 - **Water and Sewer** user fees are one month behind budget with 23.37% and 23.97% not yet collected respectively.

Solid Waste

 - **Kenora Area Landfill** - user fees currently below budget. Budget was increased from last year as there was an expectation that there would be continued hog fuel tipping fees which have not continued into 2018.
- **Community Services**
Community Services user fees are right on budget with 16.59% remaining to be collected.
 - **Thistle Arena** – User fees below budget however with November & December still to come this is expected to increase.
 - **Recreation programs** – Summer camp programs have exceeded budget expectations for the year, partially due to revenue from the Ministry of Tourism.
- **Planning and Development**
Planning and Development user fees are below budget with 29.29% remaining to be collected.

- **Tourism Strategy** – The intention for Tourism strategy was that it was to be funded with the Municipal Accommodation Tax which has not yet been recorded.
- **Planning Advisory Committee** – There have been less development applications in 2018 than in prior years.

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.



November 29, 2018

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

**RE: Investment Report including Kenora Citizens' Prosperity Trust Fund –
Quarter 3**

Recommendation:

That Council of the City of Kenora hereby accepts the 2018 third quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora investments.

Background Information:

Kenora Citizen's Prosperity Trust Fund (KCPTF):

In 2008, City Council approved the establishment of the Kenora Citizens' Prosperity Trust Fund. The proceeds of disposition from the sale of the KMTS entities of \$40,896,446 were transferred to this Fund.

In order to offset lost net revenues as a result of the sale of the KMTS entities, the City required an annual return of \$1,100,000 in income from the Trust, in addition to the elimination of long term debt payments which occurred in 2007. This amount has been reduced in the last few years to reflect a decline in returns on investments. The City has been reducing the amount of the annual return taken from the KCPTF due to the decrease in returns in the last few years. In 2018 the amount transferred to the City is \$975,000 and in 2019 the budgeted amount is \$935,000. This transfer has not been deducted from the investment values below. Any erosion of the balance of the Trust will result in an additional burden on City taxpayers.

The first KCPTF portfolio is with the ONE Public Sector Group of Funds and accounts for over 30% of the Trust Fund. The market value of this investment at September 30, 2018 is \$13,115,482 (June 2018 \$12,977,092). This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date actual return on these ONE fund investments for 2018 is 2.15% (June 2018 1.08%). This rate reflects the total return including market impact. The return on book value for year to date 2018 is .85% (June 2018 .85%). Currently the universal bond fund is generating -.43% and the equity fund is generating 3.29% on a cumulative basis (including market impact). Market values continued to rise in the third quarter of 2018.

The second and largest KCPTF portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information. The September 30, 2018 report is attached. The market value of these investments is \$25,406,786 (\$24,385 higher than the value at the end of June 2018).

Securities held in this portfolio are largely bank and federal and provincial government issues. The year to date return on these funds is .59%. The rate of return since inception is 2.4%. These returns also take the market impact into account.

In addition, the KCPTF holds \$8,169,071 in debt from the City of Kenora. The rate of return on this debt is 3%. New debt has been issued for the streetlighting and Keewatin Arena roof projects at the end of 2017.

Other Investments:

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments are entirely held in the ONE Public Sector Group of Funds and the market value at September 30, 2018 is \$15,880,854 (\$45,118 higher than June 2018). This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date return for this portfolio is .90%. The year to date return on book value is 1.65%.

Budget:

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

Risk analysis:

The risk associated with this report is moderate. The risk impact is that the Funds do not earn the required 3% on investments. The shortfall of investment income is within the moderate range.

Communication Plan/Notice By-law Requirements:

For information only

Strategic Plan or other Guiding Document:

Report is required per policy CS 4-2.



Nov 23, 2018

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 \$18,081.27.

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 \$14,312.66.

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.



December 4, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2019 Capital Budget Approval

Recommendation:

That Council hereby approves the 2019 Municipal Capital Budget, including Unusual Spending, as amended; and further

That Council hereby directs staff to actively proceed with the projects included in that budget in accordance with the provisions of the City procurement bylaw; and further

That in accordance with Notice Bylaw 144-2007, public notice is hereby given that Council intends to adopt its 2019 Municipal Capital and Unusual Spending Budget at its December 18, 2018 Council meeting; and further

That Council hereby gives three readings to a bylaw for this purpose.

Background:

Council are to meet on December 10, 2018 to review and amend the 2019 draft capital budget.

Budget / Financial Implications:

There is no impact for the 2019 net tax levy with the approval of the 2019 capital and unusual spend allocation, although a more robust discussion needs to occur as part of the 2019 municipal operating budget.

Risk Analysis:

Financial – the risk related to ongoing capital requirements has been assessed as high to critical, mitigated through the operating budget deliberations.

Operations – the infrastructure deficit and need to ensure reliable infrastructure and ongoing capital programs has been assessed as critical, mitigated through the operating budget deliberations. Failure to approve the capital budget in a timely manner will provide further risk with regards to ensuring capital works move forward in 2018.

Communication Plan/Notice By-law Requirements: Notice will be given in accordance with the provisions of the Notice Bylaw - #144-2007.

Strategic Plan or other Guiding Document:

Strategic Plan Corporate Actions 2-1 and 2-2.



December 4, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jonathon Ranger, Deputy Treasurer

Re: 2019 Solid Waste Utility Budget

Recommendation:

That Council hereby approves the 2019 Solid Waste Utility 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 2019 Solid Waste Utility Budget by bylaw at its December 18th Council Meeting; and further

That the appropriate bylaw be passed for this purpose.

Background:

The draft solid waste operating budget and five year capital plan are to be reviewed at a special budget meeting being held on December 10, 2018. The budgets will be updated to reflect any Council direction for changes. The updated budgets will be brought forward to the December 18th Council meeting for formal Council approval.

It should be recognized that the draft budgets are based on maintaining existing service levels and reflect the existing approved rate structure. Following budget approval, a review of the City's tipping fee structure is recommended in order to ensure that the City is putting aside sufficient funds to address future landfill replacement costs in addition to the ongoing operating and capital requirements of these operations.

Communication Plan/Notice By-law Requirements:

The City needs to provide notice in accordance with Notice By-law Number 144-2007 that the City intends to adopt its 2019 Solid Waste utility budget.

Strategic Plan or other Guiding Document:

Our Mission: To deliver quality, cost-effective municipal services.

Core Value: Fiscal Responsibility

Strengthen our Foundation:

- Ensure municipal infrastructure is managed and maintained with available resources
- Work towards addressing the infrastructure deficit

ERM Assessment:

In theory, a critical risk to the City, however this is a positive risk and should be pursued. Enables the City to move forward with service provision and roughly \$.52 million in capital spending on solid waste projects in 2019.



December 4, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jonathon Ranger, Deputy Treasurer

Re: 2019 Water & Sewer Utility Budget

Recommendation:

That Council hereby approves the 2019 Water and Sewer Utility 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 2019 Water and Sewer Utility Budget by bylaw at its December 18th Council Meeting; and further

That the appropriate bylaw be passed for this purpose.

Background:

The draft water & sewer operating budget and five year capital plan are to be reviewed at a special budget meeting being held on December 10, 2018. The budgets were updated to reflect any Council direction for changes. The updated budgets will be brought forward to the December 18th Council meeting for formal Council approval.

It should be recognized that the draft budgets are based on maintaining existing service levels and reflect the existing approved rate structure. In addition, the operating projections have incorporated the recommended increases to the water and sewer rates commencing in 2019 as recommended within the BMA long range financial plan.

Communication Plan/Notice By-law Requirements:

The City needs to provide notice in accordance with Notice By-law Number 144-2007 that the City intends to adopt its 2019 water & sewer utility budget.

Strategic Plan or other Guiding Document:

Our Mission: To deliver quality, cost-effective municipal services.

Core Value: Fiscal Responsibility

Strengthen our Foundation:

- Ensure municipal infrastructure is managed and maintained with available resources
- Work towards addressing the infrastructure deficit

ERM Assessment:

In theory, a critical risk to the City, however this is a positive risk and should be pursued. Enables the City to move forward with service provision and roughly \$5.5 million in capital spending on water & wastewater projects in 2019.



December 2, 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: 2018 Election Survey Results

Recommendation:

That Council hereby accepts the report of the 2018 Election Survey results including community priority questions as compiled by Nicole Goodman, Director, Centre for e-Democracy.

Background:

If you participated in internet voting in the 2018 municipal election there was a voluntary survey at the end of the voting process. This survey makes history as the largest election study ever done in Canada. While the questions were developed by the e-Centre for Democracy, and were all the same for each participating municipality, we did have the option to opt in with three specific community questions. These questions were developed by the Senior Leadership Team and were intended to give Council some feedback on what the community views as priorities for our community.

As noted by Ms. Goodman, our participation was stellar for this type of survey - 36% (it's normally between 10 and 17%). We also have an overall satisfaction rate of 97% (grouping fairly and very satisfied categories). This is slightly higher than the average from online voting studies. Really, this shows our residents are really pleased with how we ran the election.

The longer report is being prepared and should be ready in the summer which will provide results for all participating communities and comparisons of such. Once I receive this detailed report, I will provide to Council similar to the last election where we also participated in electronic voting and the survey.

I am pleased with the survey participation and trust you will find it worthwhile data to review. I have a team member in my department summarizing the comments on the twinning into three categories as a separate attachment to give you an overall review of the comments in "support, neutral and opposed". Those will be ready in the coming week and distributed to you independently. Until then, they are captured in the report but in no particular order.

Budget: There are no budget implications associated with this report.

Risk Analysis: There is no risk associated with this report as it is reporting only in nature and simply administrative.

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

Strategic Plan or other Guiding Document: Communications Strategy, 3-1,
Community Surveys on Key Initiatives

City of Kenora: Internet Voting Report

2018 Municipal Election Details:

Online Voting Period: October 9th to 22nd

Type of Voting System Used: 1-Step (registration not required)

Voter Turnout: 47.99%

Number of Votes Cast Online: 2,978

Number of Completed Internet Voter Surveys: 1,067

**Please note there are 1089 completes based on additional data collected by the City of Kenora*

Participation Rate in the Internet Voter Survey: 35.83%

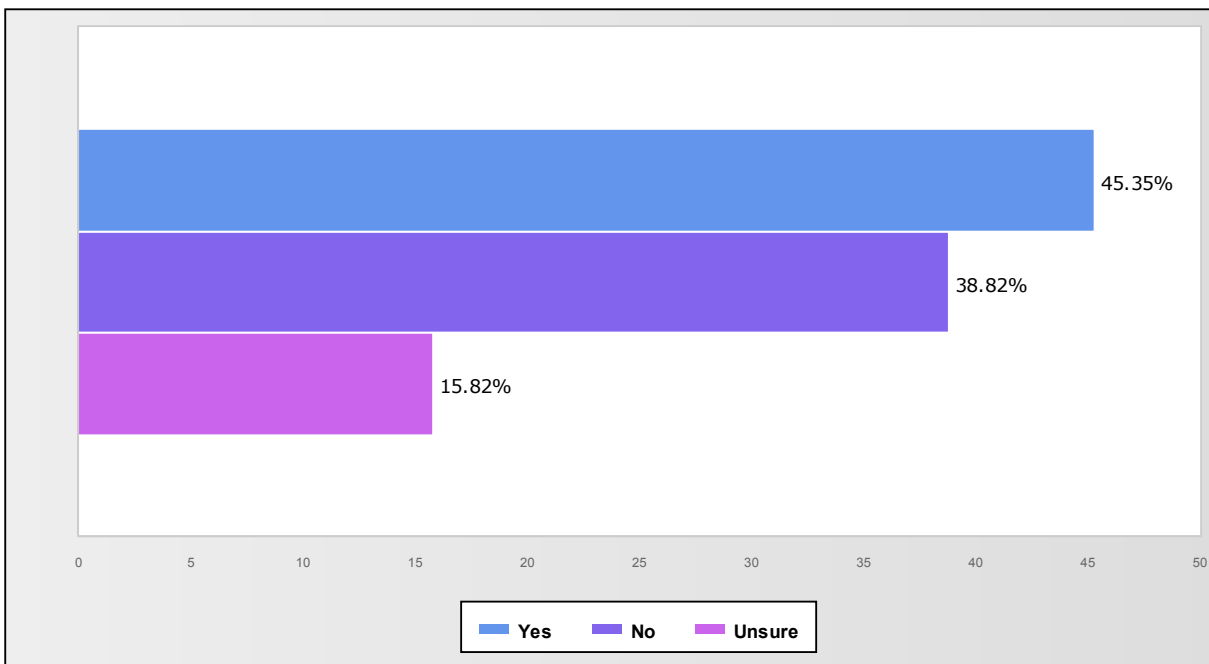
TABLE OF CONTENTS:

Do you support adding a second ice surface to the Kenora Recreation Centre Arena?.....	1
In your opinion, which of the following items should be the top three priorities for the City of Kenora 2019 budget?.....	2
There are a number of priorities outlined in the City’s Strategic Plan. In your opinion, which are the top five areas the City should focus on after the election.....	4
How did you hear about Internet voting for the 2018 Municipal Election?.....	6
Where did you vote online from?.....	7
What is the main reason you chose to vote online in the 2018 Municipal Election?.....	8
If you didn’t have the option to vote online, would you still have voted?.....	9
How satisfied were you with the online voting process?.....	10
Would you recommend Internet voting to others?.....	11
Do you have concerns about voting by Internet and if so, what is your top concern?.....	12
If Internet voting were available in all elections, how likely is it that you would vote online in future municipal elections.....	13
If Internet voting were available in all elections, how likely is it that you would vote online in provincial elections.....	14
If Internet voting were available in all elections, how likely is it that you would vote online in federal elections.....	15

Considering elections at all levels of government (municipal, provincial, federal), since you became eligible to vote have you voted.....	16
Thinking now of past municipal elections, did you vote in the 2014 Municipal Election?.....	17
In the 2014 Municipal Election did you vote.....	18
What is the main reason you did not vote in the last Municipal Election in 2014?.....	19
What type of Internet connection do you have at home?.....	20
How often do you access the Internet?.....	21
How would you describe your ability to use the internet? Is it.....	22
Which of the following activities do you perform online?.....	23
Generally speaking, how interested are you about what's going on in government and politics?.....	24
Most of the time we can trust people in government to do what is right.....	25
I consider myself well -qualified to participate in politics.....	26
I don't think the government cares much what people like me think.....	27
I would be seriously neglecting my duty as a citizen if I didn't vote.....	28
Ballot secrecy should be maintained in municipal elections.....	29
Elections with paper ballots are just as risky as elections where voting is electronic.....	30
Government should take action to maximize voter turnout in municipal elections.....	31
Paper voting is not needed in municipal elections where internet voting is available.....	32
In politics people sometimes talk of left and right. Where would you place yourself on a scale from 0 to 10, where 0 means left and 10 means right?.....	33
What is your age?.....	34
Are you:.....	35
What is the highest level of education that you have completed?.....	36
Which of the following represents your current marital status?.....	37
Which of the following best indicates your annual household income before taxes?.....	38
Do you identify as:.....	39
Would you say that you live in an area that is?.....	40
Do you consider yourself a person with a disability?.....	41
Appendices.....	42

KENORA Q1A - Do you support adding a second ice surface to the Kenora Recreation Centre Arena?

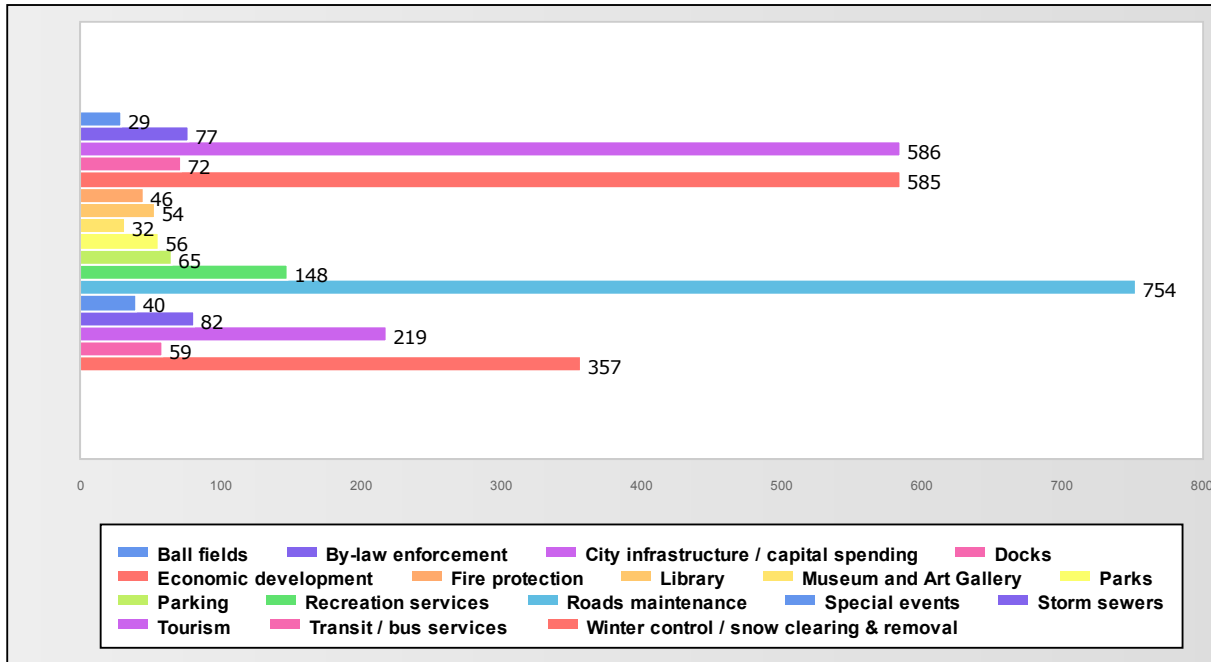
Yes	493	45.35%
No	422	38.82%
Unsure	172	15.82%
Total	1087	100.00%



KENORA Q2 - In your opinion, which of the following items should be the top three priorities for the City of Kenora 2019 budget?

Ball fields	29
By-law enforcement	77
City infrastructure / capital spending	586
Docks	72
Economic development	585
Fire protection	46
Library	54
Museum and Art Gallery	32
Parks	56
Parking	65
Recreation services	148
Roads maintenance	754
Special events	40
Storm sewers	82
Tourism	219
Transit / bus services	59
Winter control / snow clearing & removal	357

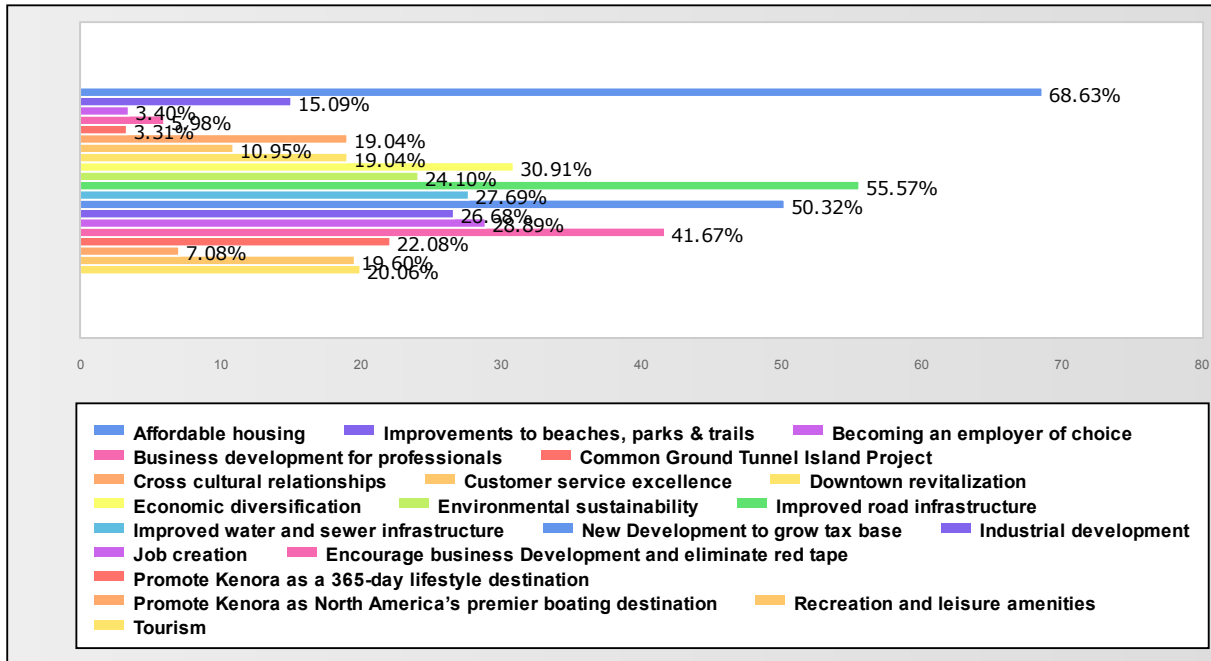
KENORA Q2 - In your opinion, which of the following items should be the top three priorities for the City of Kenora 2019 budget?



KENORA Q3 - There are a number of priorities outlined in the City's Strategic Plan. In your opinion, which are the top five areas the City should focus on after the election :

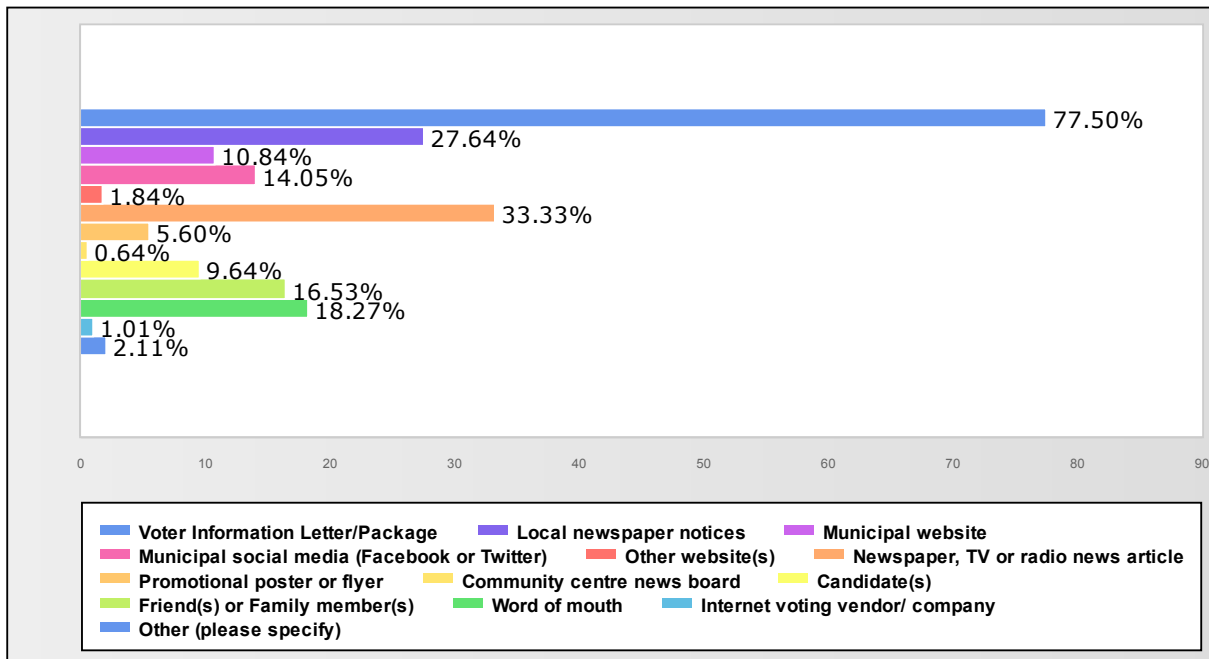
Affordable housing	746	68.63%
Improvements to beaches, parks & trails	164	15.09%
Becoming an employer of choice	37	3.40%
Business development for professionals	65	5.98%
Common Ground Tunnel Island Project	36	3.31%
Cross cultural relationships	207	19.04%
Customer service excellence	119	10.95%
Downtown revitalization	207	19.04%
Economic diversification	336	30.91%
Environmental sustainability	262	24.10%
Improved road infrastructure	604	55.57%
Improved water and sewer infrastructure	301	27.69%
New Development to grow tax base	547	50.32%
Industrial development	290	26.68%
Job creation	314	28.89%
Encourage business Development and eliminate red tape	453	41.67%
Promote Kenora as a 365-day lifestyle destination	240	22.08%
Promote Kenora as North America's premier boating destination	77	7.08%
Recreation and leisure amenities	213	19.60%
Tourism	218	20.06%
Total	1087	100.00%

KENORA Q3 - There are a number of priorities outlined in the City's Strategic Plan. In your opinion, which are the top five areas the City should focus on after the election :



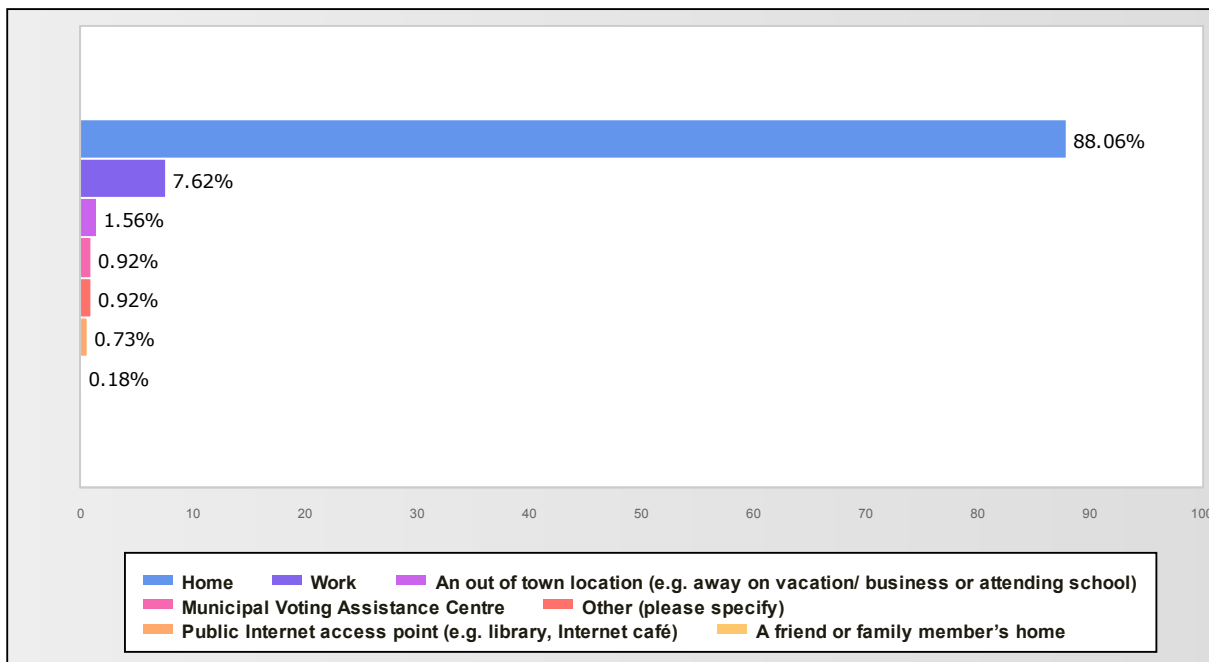
Q1 - How did you hear about Internet voting for the 2018 Municipal Election?

Voter Information Letter/Package	844	77.50%
Local newspaper notices	301	27.64%
Municipal website	118	10.84%
Municipal social media (Facebook or Twitter)	153	14.05%
Other website(s)	20	1.84%
Newspaper, TV or radio news article	363	33.33%
Promotional poster or flyer	61	5.60%
Community centre news board	7	0.64%
Candidate(s)	105	9.64%
Friend(s) or Family member(s)	180	16.53%
Word of mouth	199	18.27%
Internet voting vendor/ company	11	1.01%
Other (please specify)	23	2.11%
Total	1089	100.00%



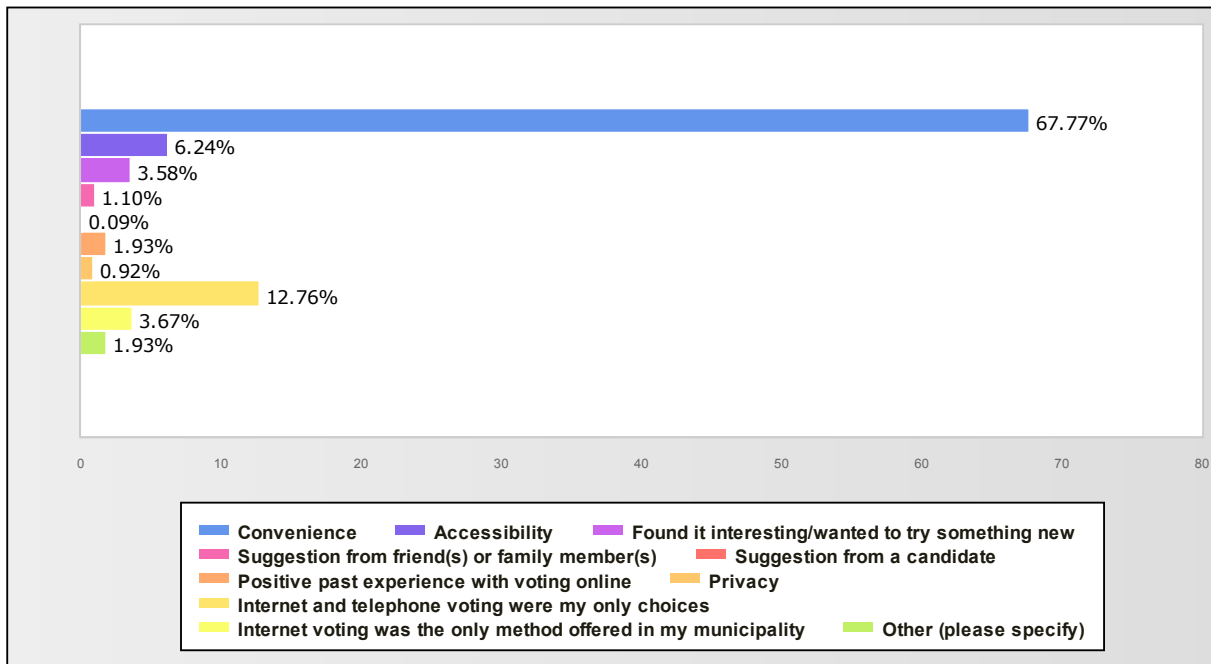
Q2 - Where did you vote online from?

Home	959	88.06%
Work	83	7.62%
An out of town location (e.g. away on vacation/ business or attending school)	17	1.56%
Municipal Voting Assistance Centre	10	0.92%
Other (please specify)	10	0.92%
Public Internet access point (e.g. library, Internet café)	8	0.73%
A friend or family member's home	2	0.18%
Total	1089	100.00%



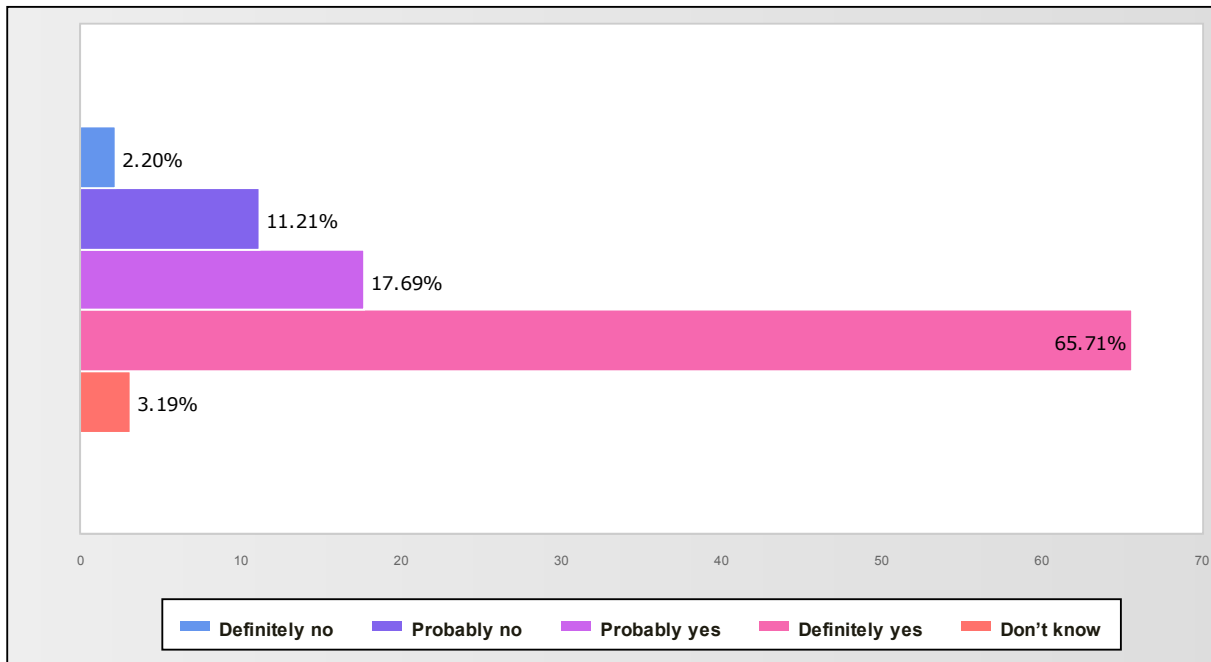
Q3 - What is the main reason you chose to vote online in the 2018 Municipal Election?

Convenience	738	67.77%
Accessibility	68	6.24%
Found it interesting/wanted to try something new	39	3.58%
Suggestion from friend(s) or family member(s)	12	1.10%
Suggestion from a candidate	1	0.09%
Positive past experience with voting online	21	1.93%
Privacy	10	0.92%
Internet and telephone voting were my only choices	139	12.76%
Internet voting was the only method offered in my municipality	40	3.67%
Other (please specify)	21	1.93%
Total	1089	100.00%



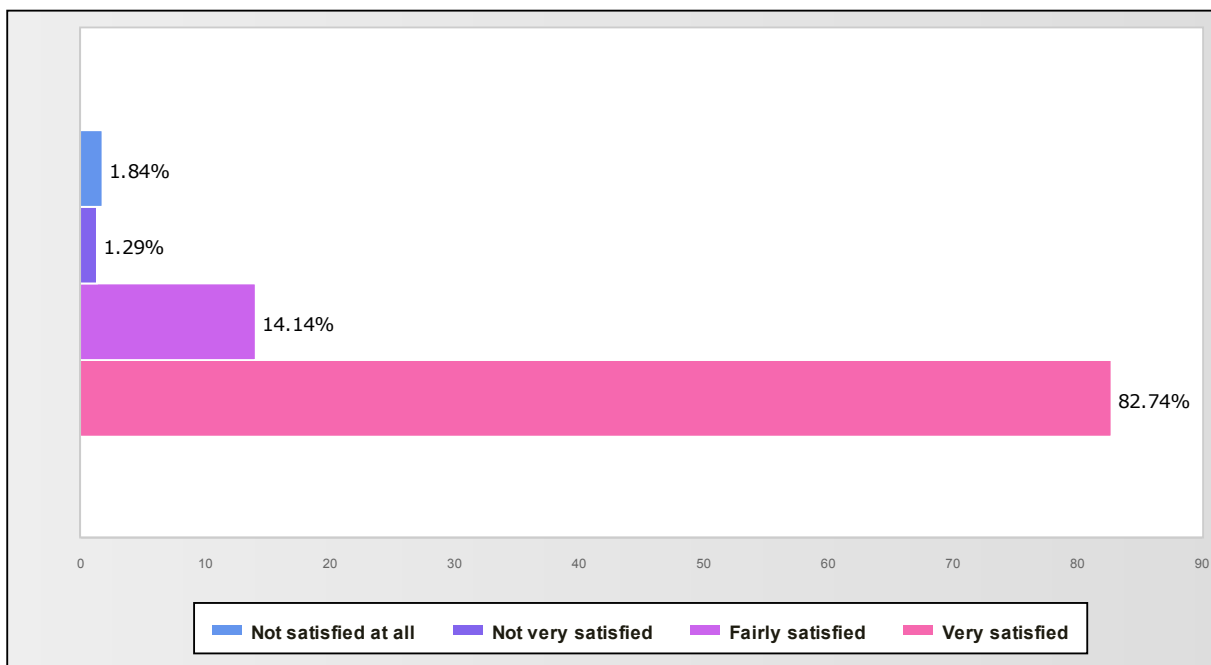
Q4 - If you didn't have the option to vote online, would you still have voted?

Definitely no	20	2.20%
Probably no	102	11.21%
Probably yes	161	17.69%
Definitely yes	598	65.71%
Don't know	29	3.19%
Total	910	100.00%



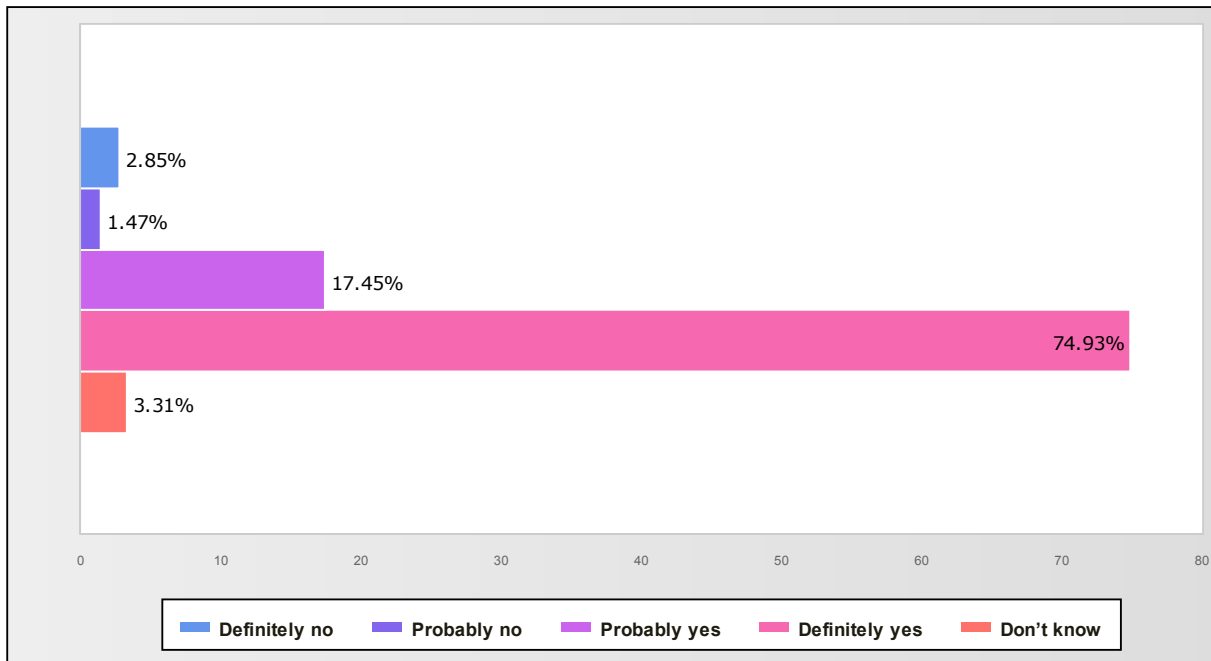
Q5 - How satisfied were you with the online voting process?

Not satisfied at all	20	1.84%
Not very satisfied	14	1.29%
Fairly satisfied	154	14.14%
Very satisfied	901	82.74%
Total	1089	100.00%



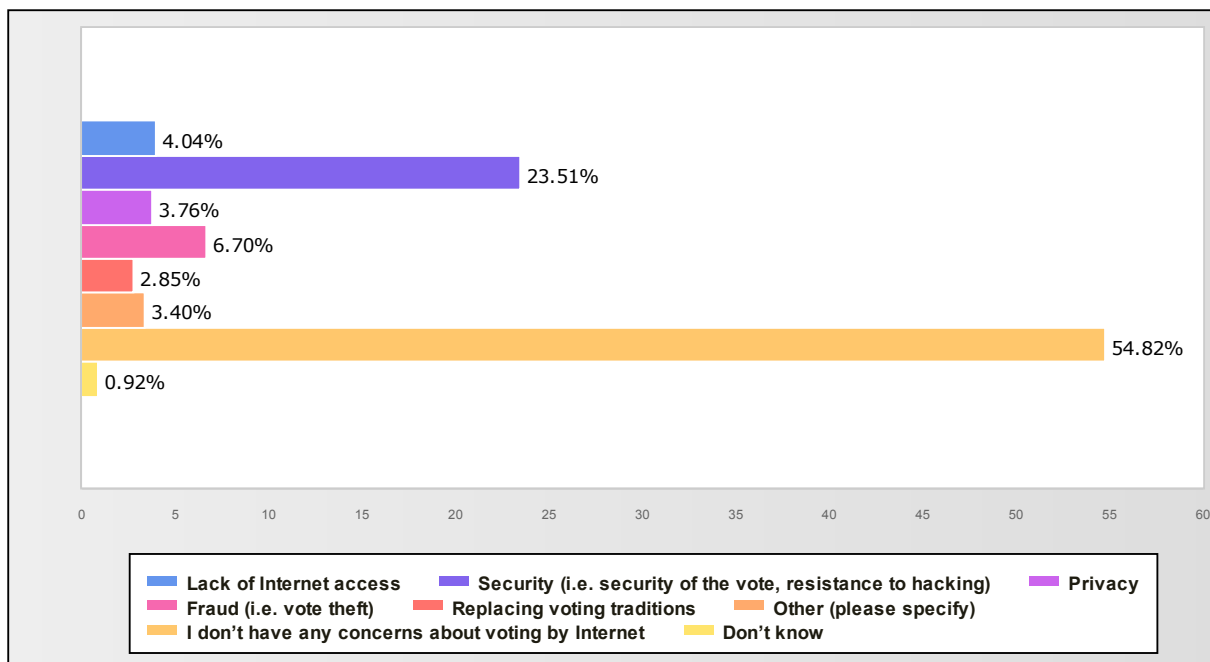
Q7 - Would you recommend Internet voting to others?

Definitely no	31	2.85%
Probably no	16	1.47%
Probably yes	190	17.45%
Definitely yes	816	74.93%
Don't know	36	3.31%
Total	1089	100.00%



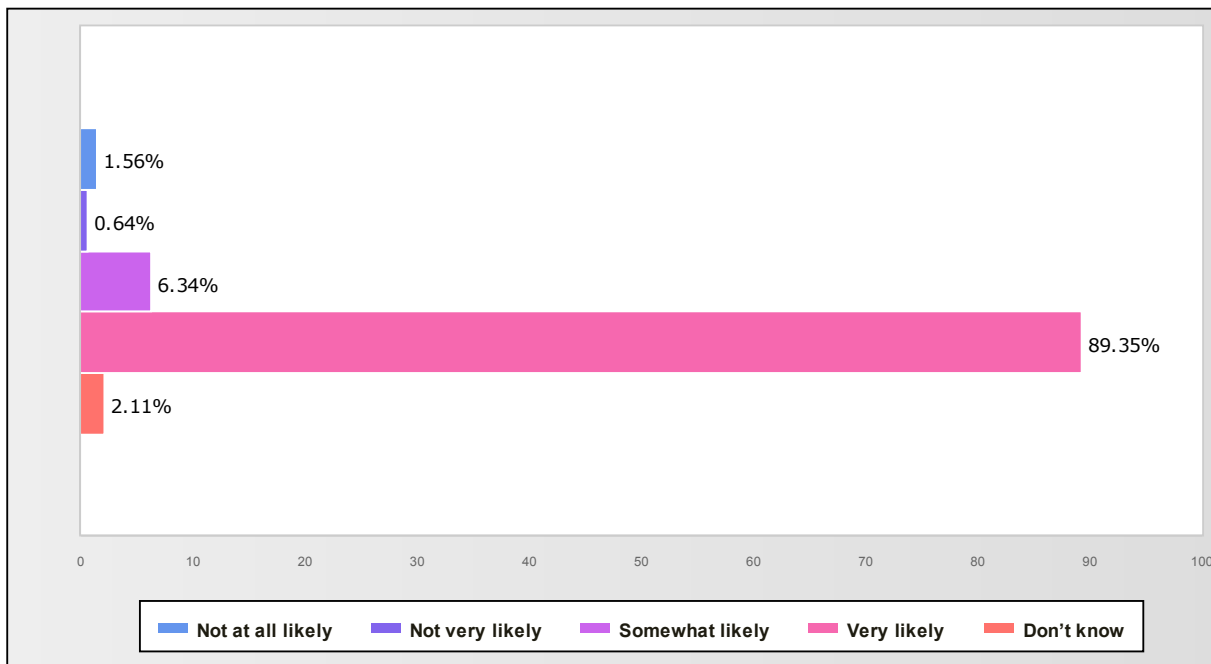
Q8 - Do you have concerns about voting by Internet and if so, what is your top concern?

Lack of Internet access	44	4.04%
Security (i.e. security of the vote, resistance to hacking)	256	23.51%
Privacy	41	3.76%
Fraud (i.e. vote theft)	73	6.70%
Replacing voting traditions	31	2.85%
Other (please specify)	37	3.40%
I don't have any concerns about voting by Internet	597	54.82%
Don't know	10	0.92%
Total	1089	100.00%



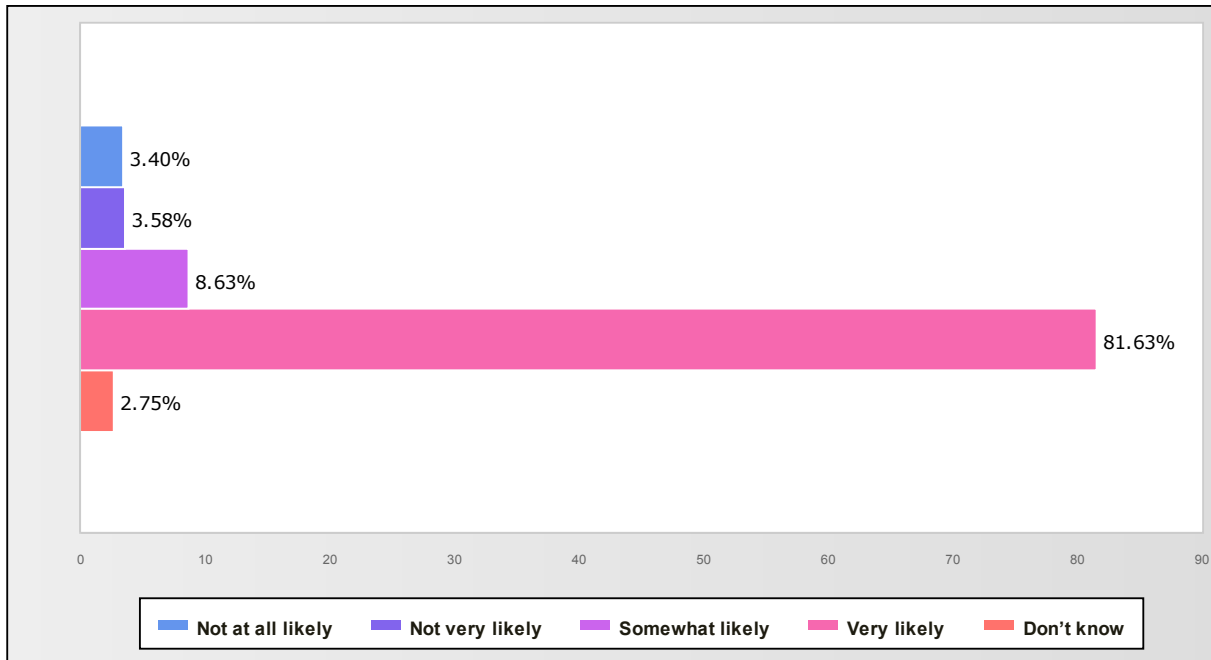
Q9A - If Internet voting were available in all elections, how likely is it that you would vote online in future municipal elections

Not at all likely	17	1.56%
Not very likely	7	0.64%
Somewhat likely	69	6.34%
Very likely	973	89.35%
Don't know	23	2.11%
Total	1089	100.00%



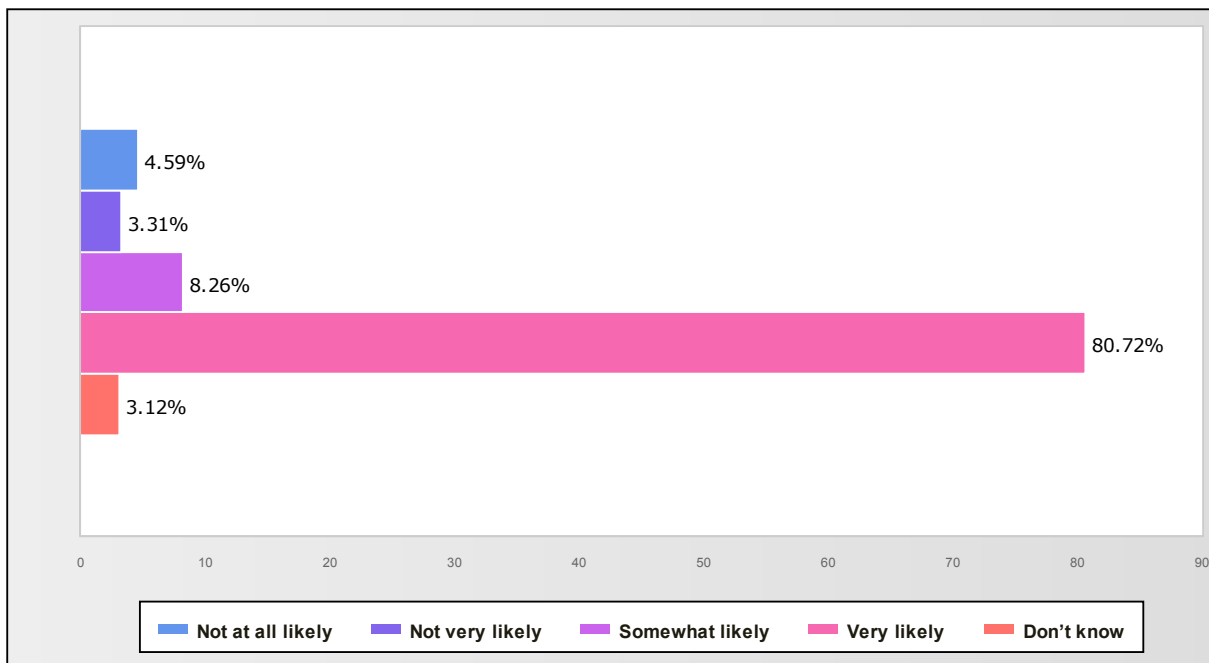
Q9B - If Internet voting were available in all elections, how likely is it that you would vote online in provincial elections

Not at all likely	37	3.40%
Not very likely	39	3.58%
Somewhat likely	94	8.63%
Very likely	889	81.63%
Don't know	30	2.75%
Total	1089	100.00%



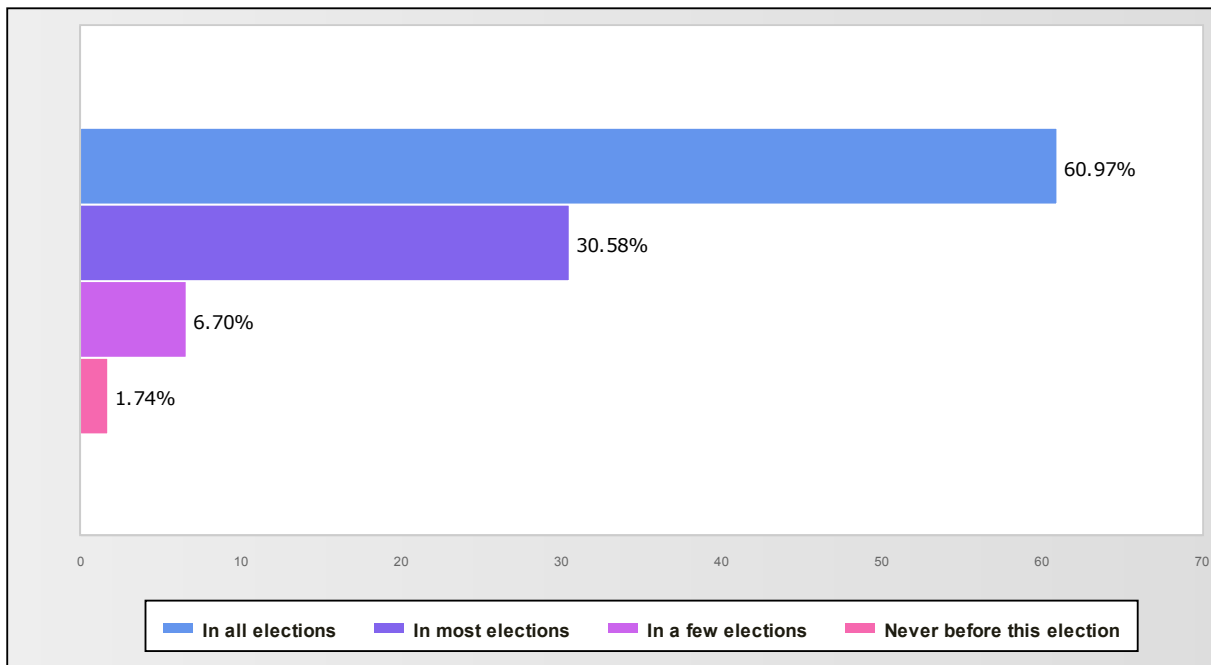
Q9C - If Internet voting were available in all elections, how likely is it that you would vote online in federal elections

Not at all likely	50	4.59%
Not very likely	36	3.31%
Somewhat likely	90	8.26%
Very likely	879	80.72%
Don't know	34	3.12%
Total	1089	100.00%



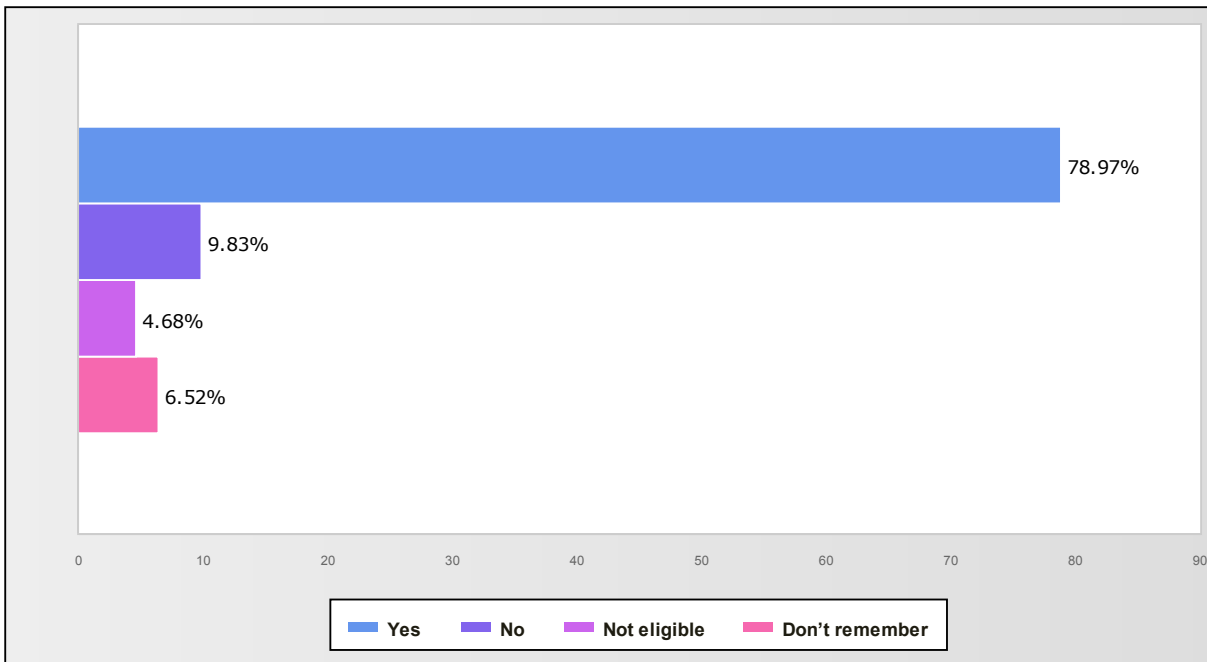
Q10 - Considering elections at all levels of government (municipal, provincial, federal), since you became eligible to vote have you voted...

In all elections	664	60.97%
In most elections	333	30.58%
In a few elections	73	6.70%
Never before this election	19	1.74%
Total	1089	100.00%



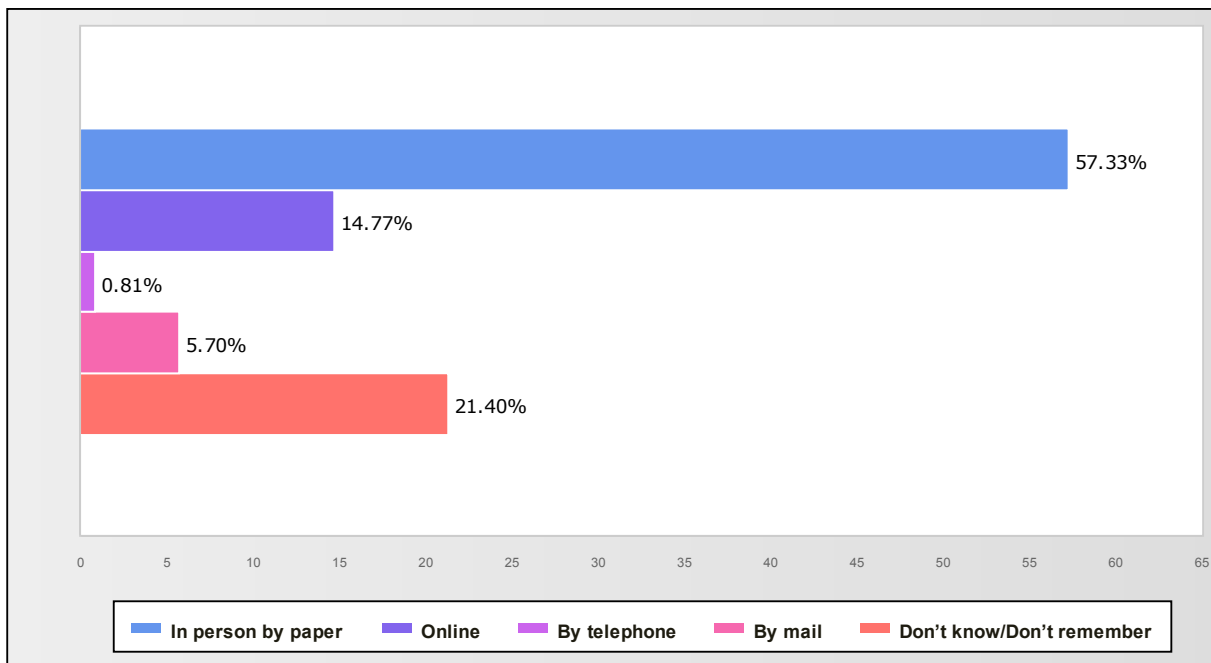
Q11 - Thinking now of past municipal elections, did you vote in the 2014 Municipal Election?

Yes	860	78.97%
No	107	9.83%
Not eligible	51	4.68%
Don't remember	71	6.52%
Total	1089	100.00%



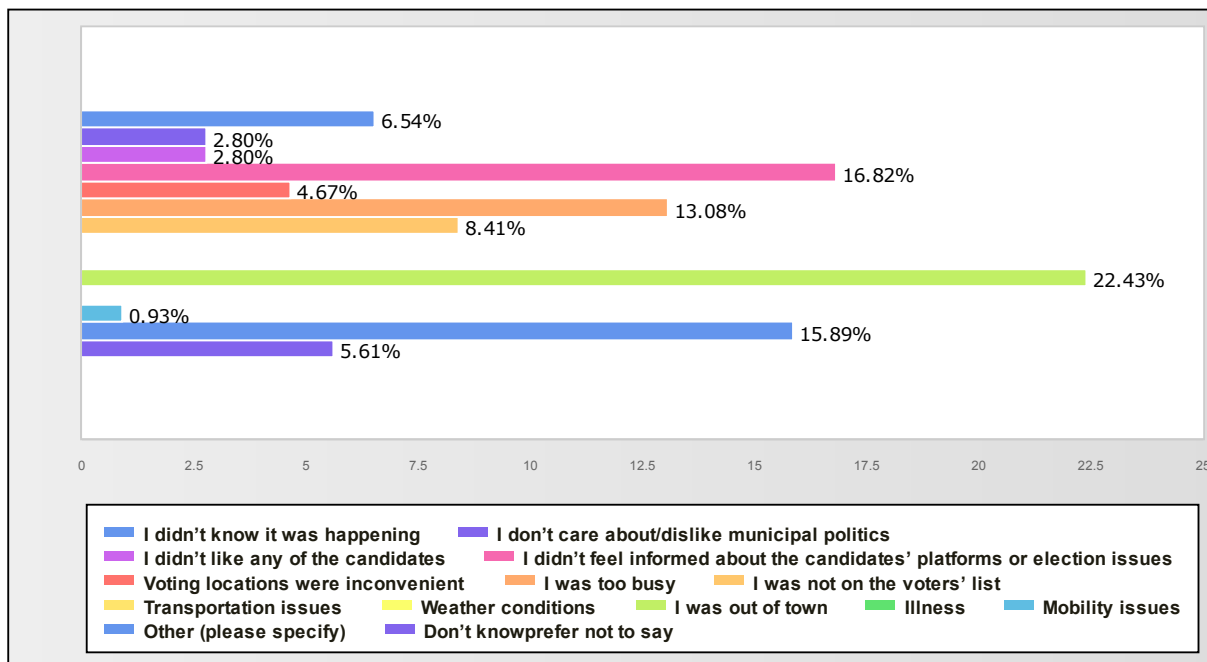
Q11B - In the 2014 Municipal Election did you vote...

In person by paper	493	57.33%
Online	127	14.77%
By telephone	7	0.81%
By mail	49	5.70%
Don't know/Don't remember	184	21.40%
Total	860	100.00%



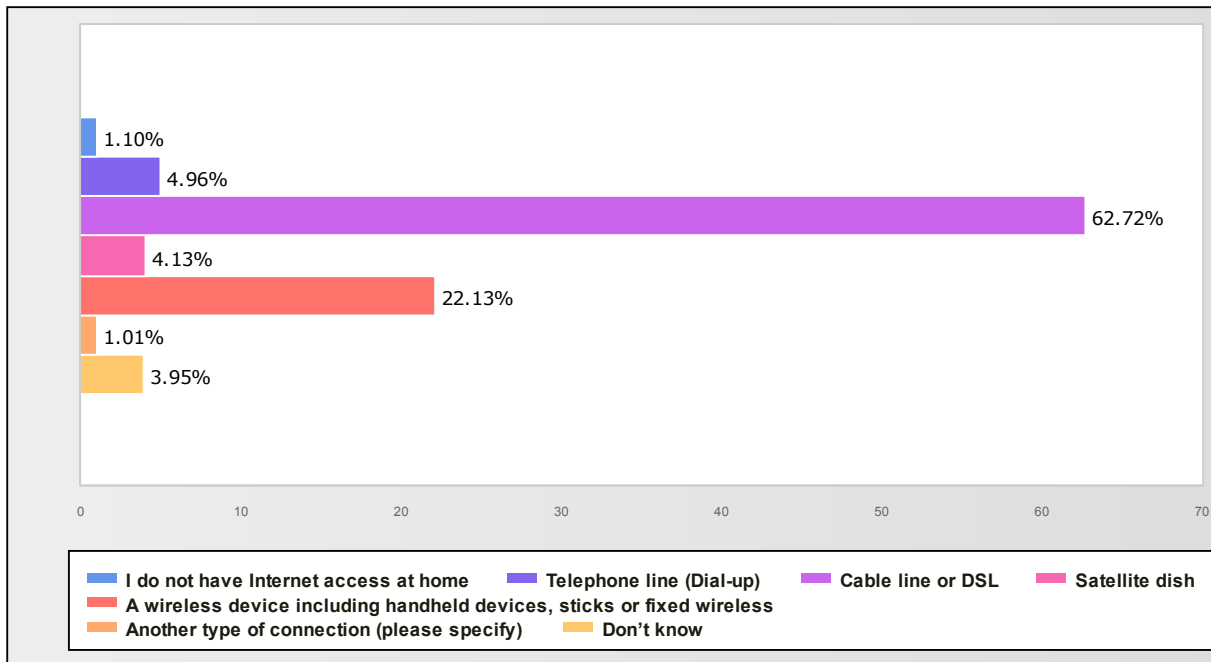
Q11C - What is the main reason you did not vote in the last Municipal Election in 2014?

I didn't know it was happening	7	6.54%
I don't care about/dislike municipal politics	3	2.80%
I didn't like any of the candidates	3	2.80%
I didn't feel informed about the candidates' platforms or election issues	18	16.82%
Voting locations were inconvenient	5	4.67%
I was too busy	14	13.08%
I was not on the voters' list	9	8.41%
Transportation issues	0	0.00%
Weather conditions	0	0.00%
I was out of town	24	22.43%
Illness	0	0.00%
Mobility issues	1	0.93%
Other (please specify)	17	15.89%
Don't know/prefer not to say	6	5.61%
Total	107	100.00%



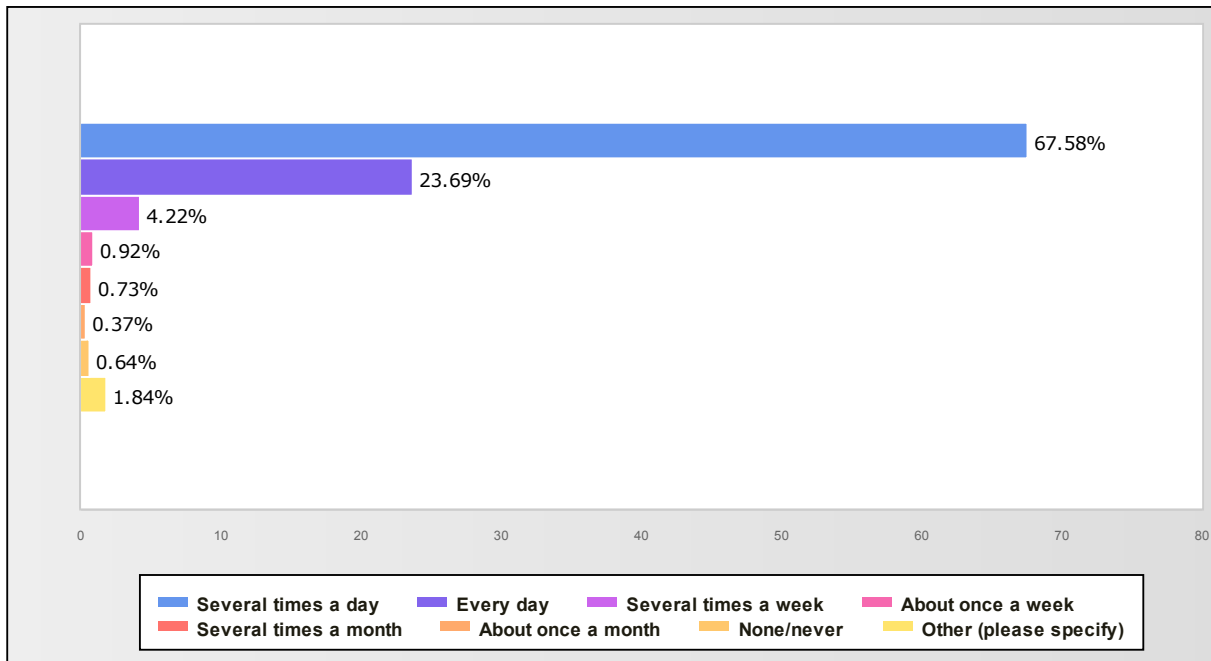
Q12 - What type of Internet connection do you have at home?

I do not have Internet access at home	12	1.10%
Telephone line (Dial-up)	54	4.96%
Cable line or DSL	683	62.72%
Satellite dish	45	4.13%
A wireless device including handheld devices, sticks or fixed wireless	241	22.13%
Another type of connection (please specify)	11	1.01%
Don't know	43	3.95%
Total	1089	100.00%



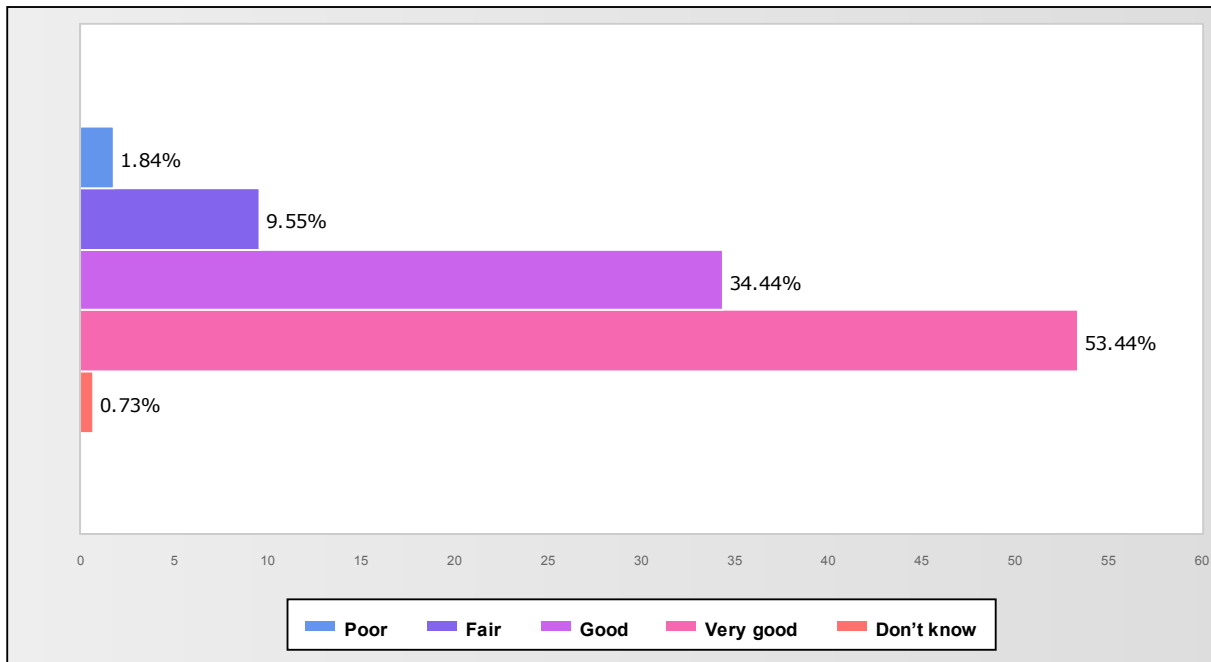
Q13 - How often do you access the Internet?

Several times a day	736	67.58%
Every day	258	23.69%
Several times a week	46	4.22%
About once a week	10	0.92%
Several times a month	8	0.73%
About once a month	4	0.37%
None/never	7	0.64%
Other (please specify)	20	1.84%
Total	1089	100.00%



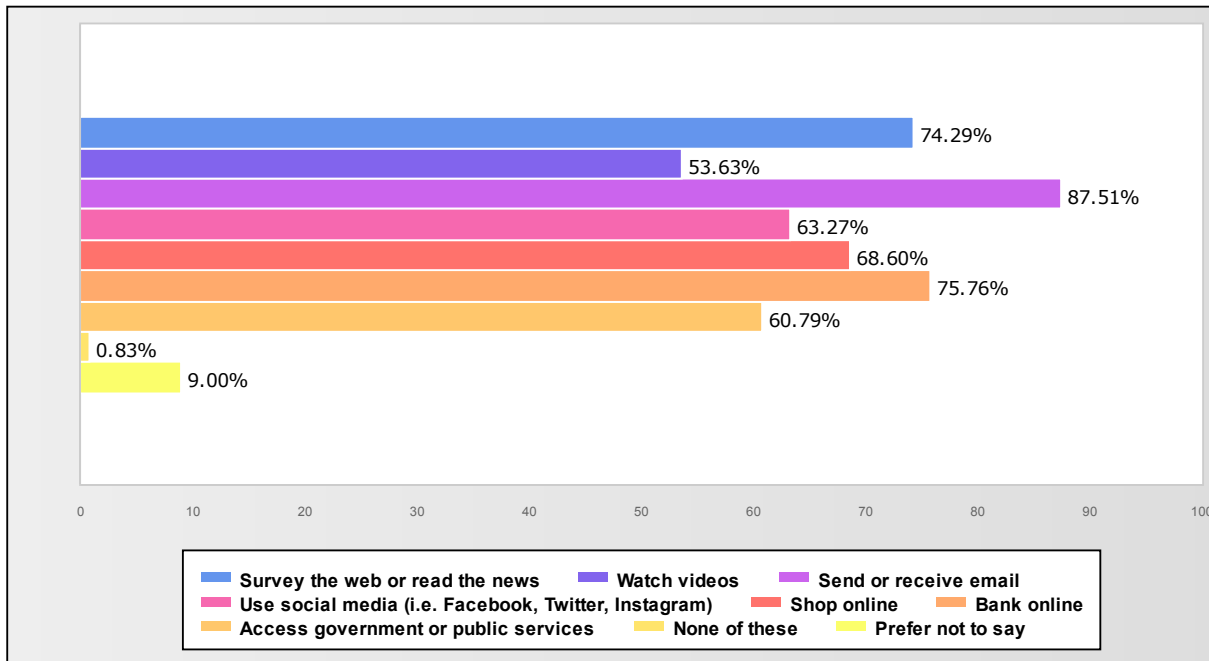
Q14 - How would you describe your ability to use the internet? Is it...

Poor	20	1.84%
Fair	104	9.55%
Good	375	34.44%
Very good	582	53.44%
Don't know	8	0.73%
Total	1089	100.00%



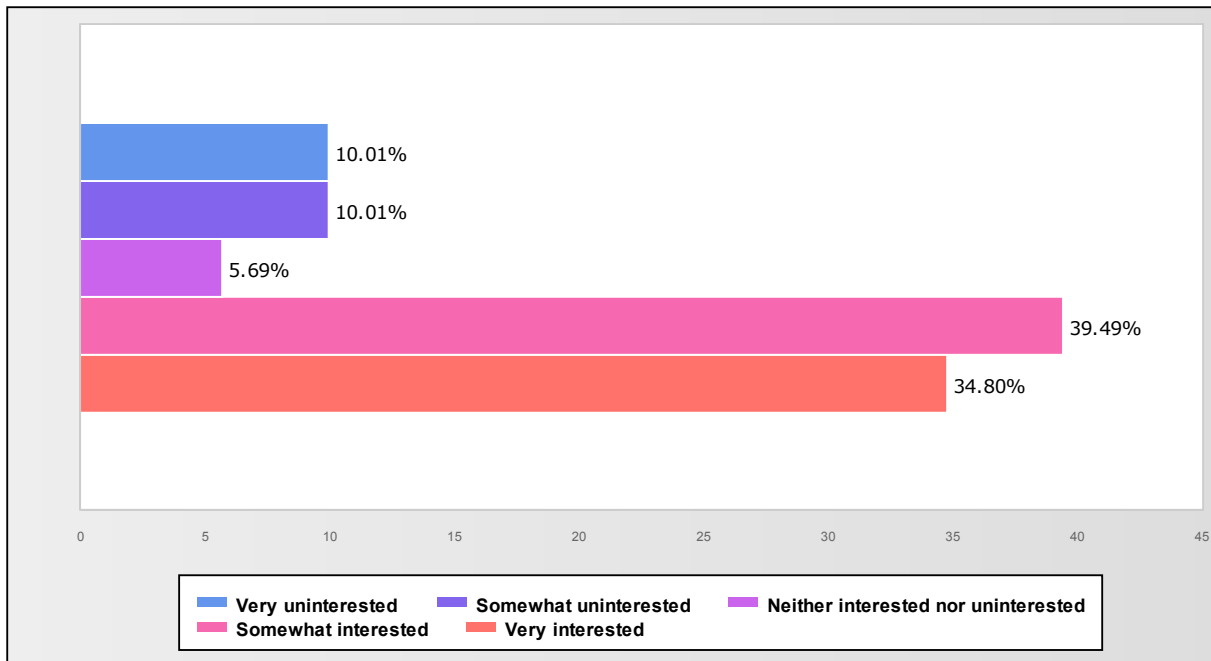
Q15 - Which of the following activities do you perform online?

Survey the web or read the news	809	74.29%
Watch videos	584	53.63%
Send or receive email	953	87.51%
Use social media (i.e. Facebook, Twitter, Instagram)	689	63.27%
Shop online	747	68.60%
Bank online	825	75.76%
Access government or public services	662	60.79%
None of these	9	0.83%
Prefer not to say	98	9.00%
Total	1089	100.00%



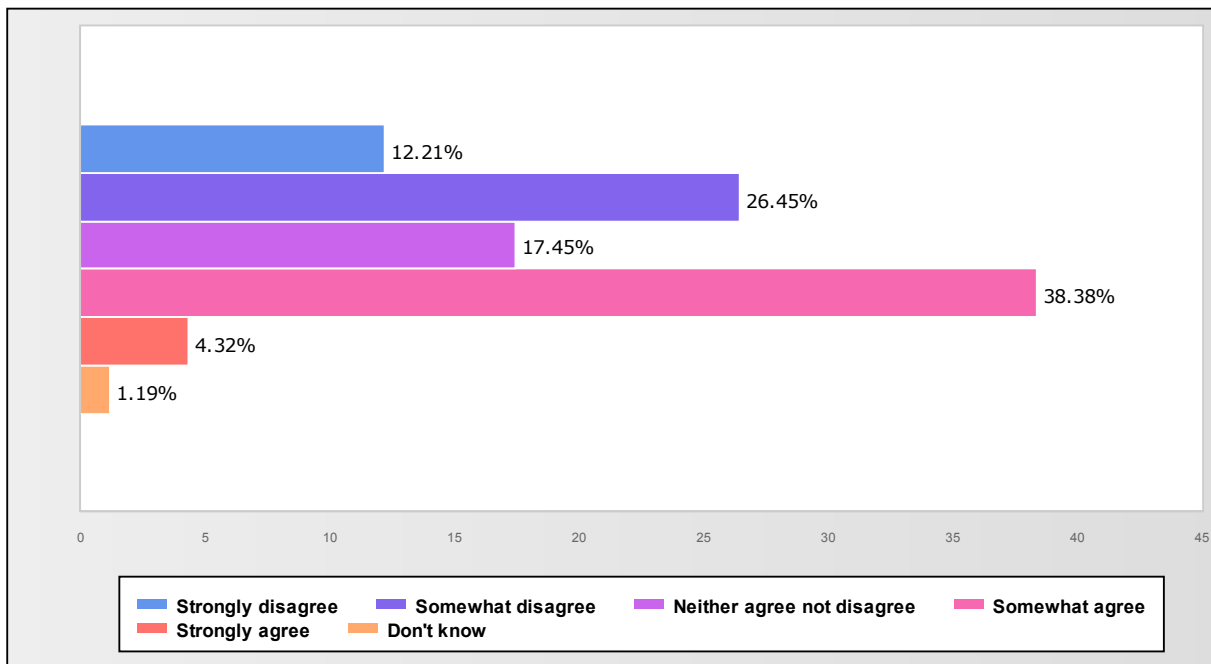
Q16 - Generally speaking, how interested are you about what's going on in government and politics?

Very uninterested	109	10.01%
Somewhat uninterested	109	10.01%
Neither interested nor uninterested	62	5.69%
Somewhat interested	430	39.49%
Very interested	379	34.80%
Total	1089	100.00%



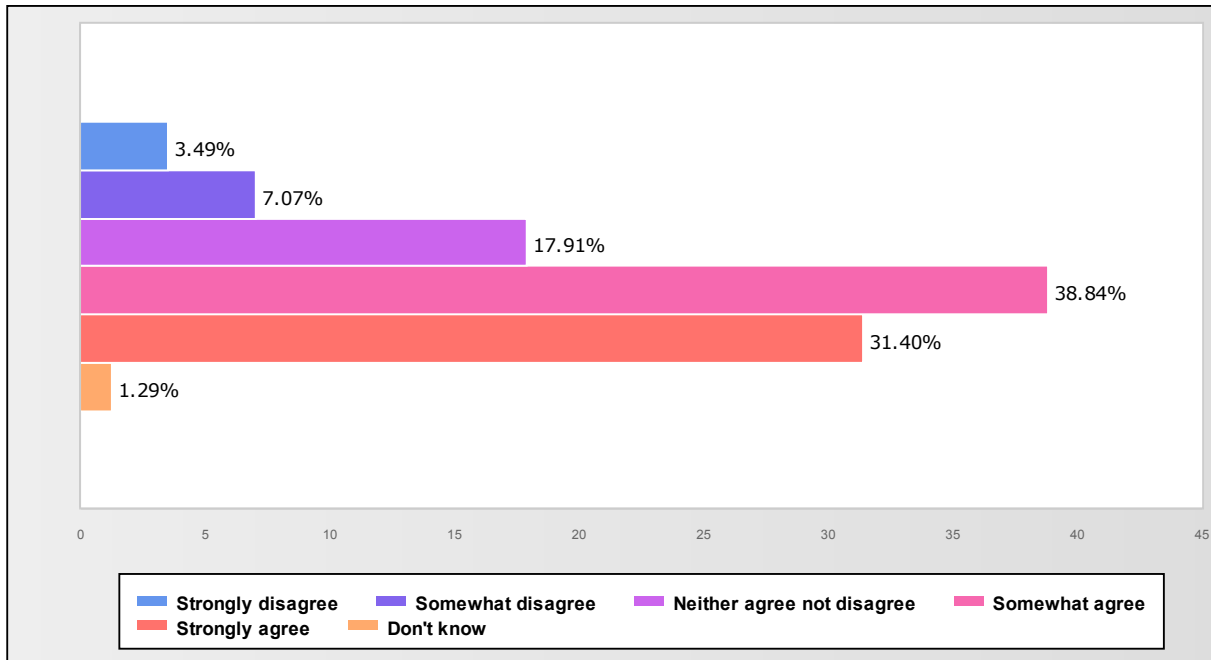
Q17A - Most of the time we can trust people in government to do what is right.

Strongly disagree	133	12.21%
Somewhat disagree	288	26.45%
Neither agree not disagree	190	17.45%
Somewhat agree	418	38.38%
Strongly agree	47	4.32%
Don't know	13	1.19%
Total	1089	100.00%



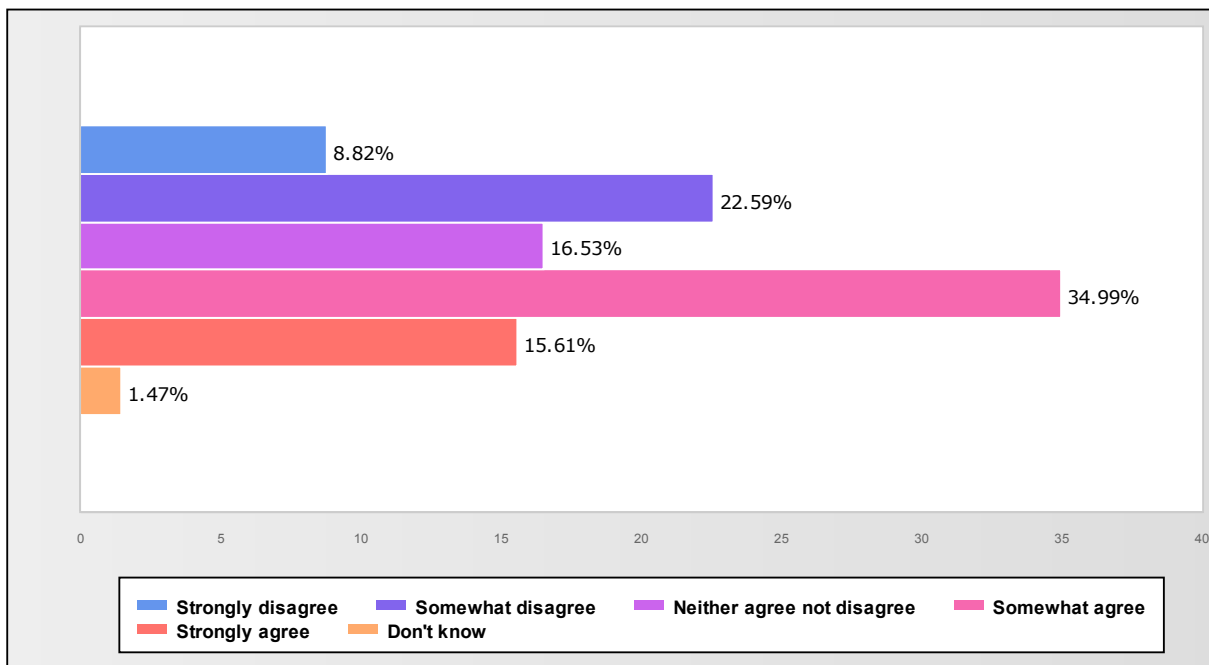
Q17B -I consider myself well-qualified to participate in politics.

Strongly disagree	38	3.49%
Somewhat disagree	77	7.07%
Neither agree not disagree	195	17.91%
Somewhat agree	423	38.84%
Strongly agree	342	31.40%
Don't know	14	1.29%
Total	1089	100.00%



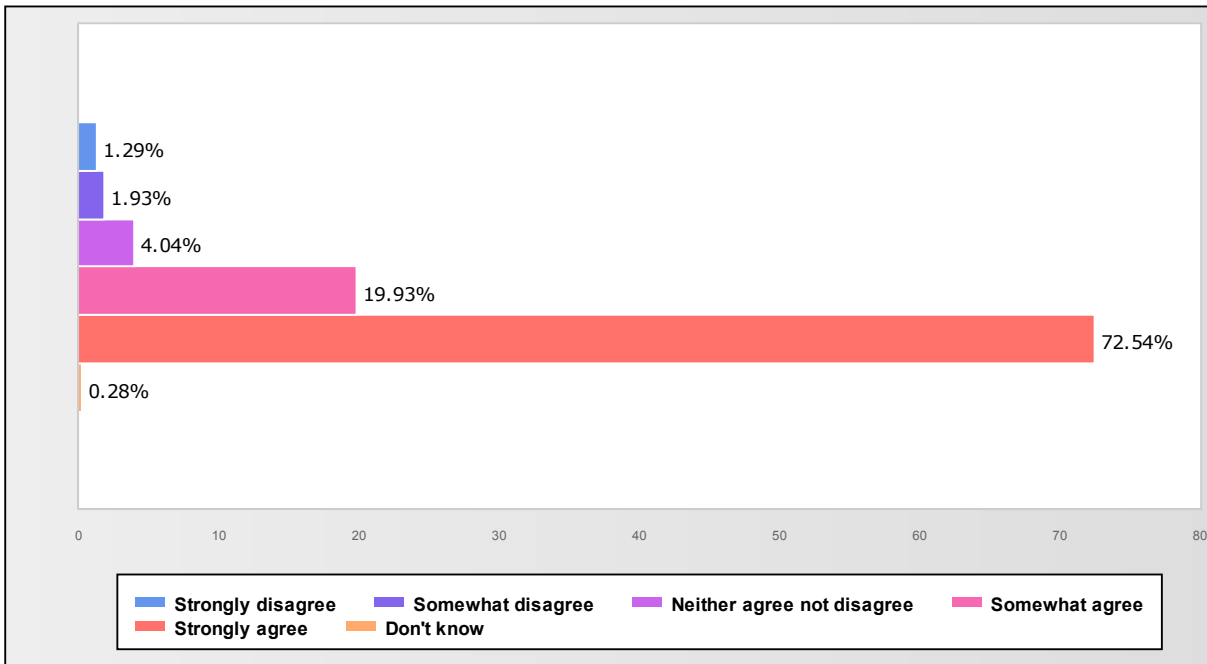
Q17C - I don't think the government cares much what people like me think.

Strongly disagree	96	8.82%
Somewhat disagree	246	22.59%
Neither agree not disagree	180	16.53%
Somewhat agree	381	34.99%
Strongly agree	170	15.61%
Don't know	16	1.47%
Total	1089	100.00%



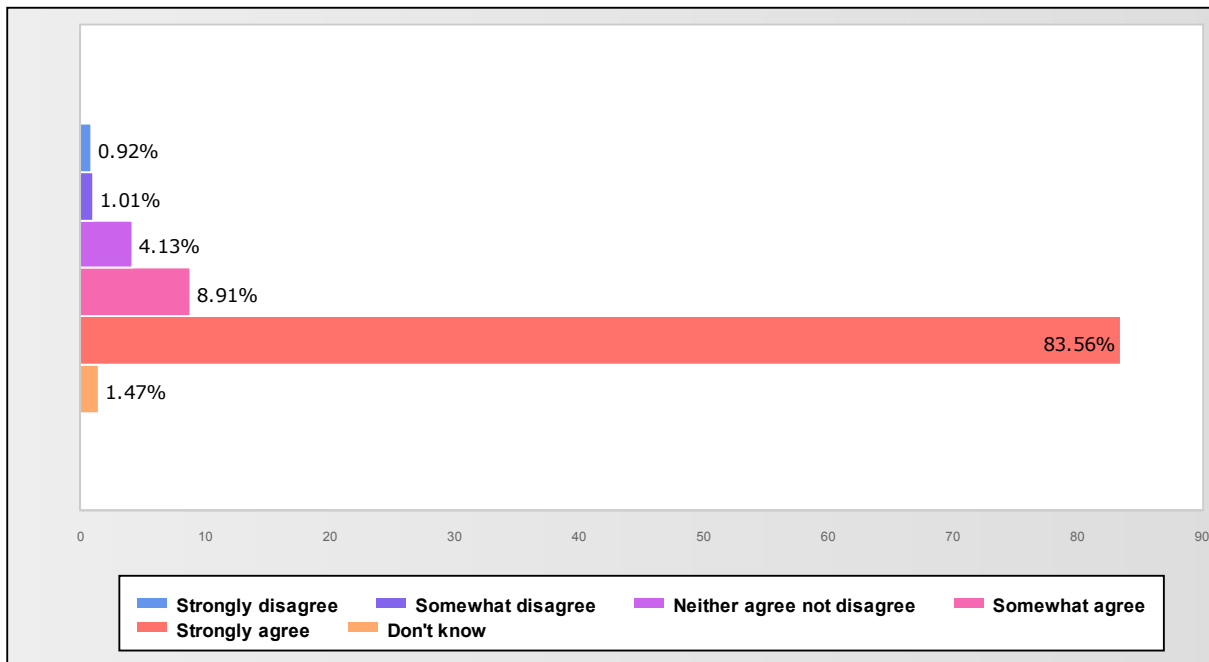
Q17D - I would be seriously neglecting my duty as a citizen if I didn't vote.

Strongly disagree	14	1.29%
Somewhat disagree	21	1.93%
Neither agree not disagree	44	4.04%
Somewhat agree	217	19.93%
Strongly agree	790	72.54%
Don't know	3	0.28%
Total	1089	100.00%



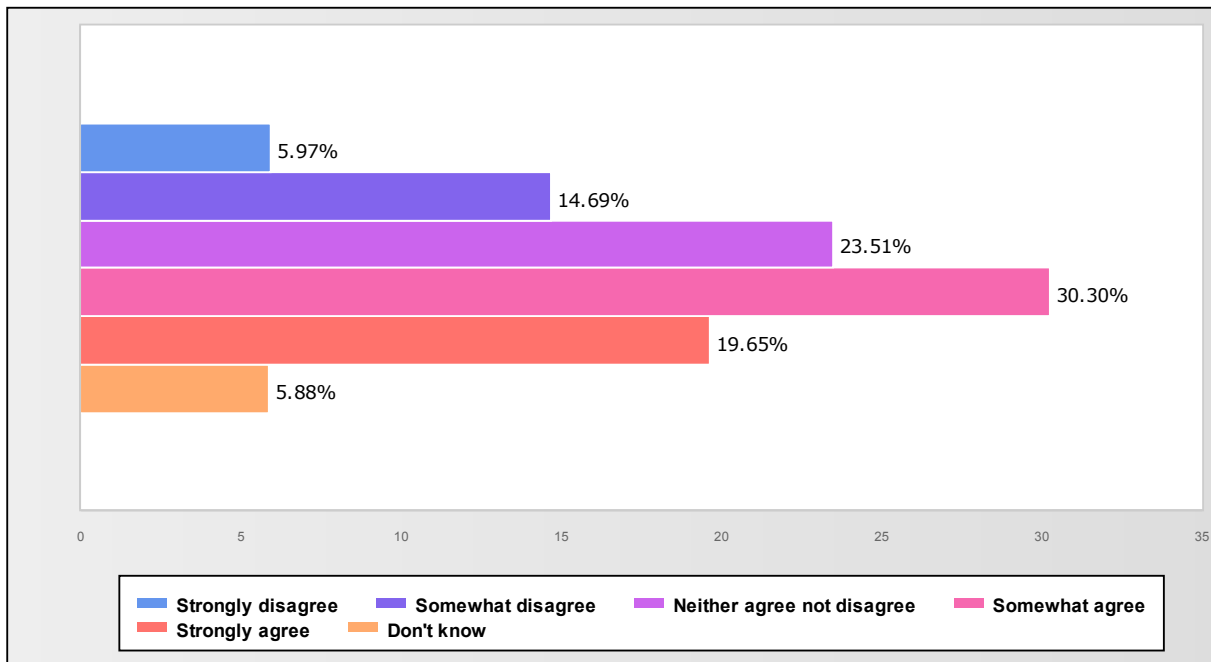
Q17E - Ballot secrecy should be maintained in municipal elections.

Strongly disagree	10	0.92%
Somewhat disagree	11	1.01%
Neither agree not disagree	45	4.13%
Somewhat agree	97	8.91%
Strongly agree	910	83.56%
Don't know	16	1.47%
Total	1089	100.00%



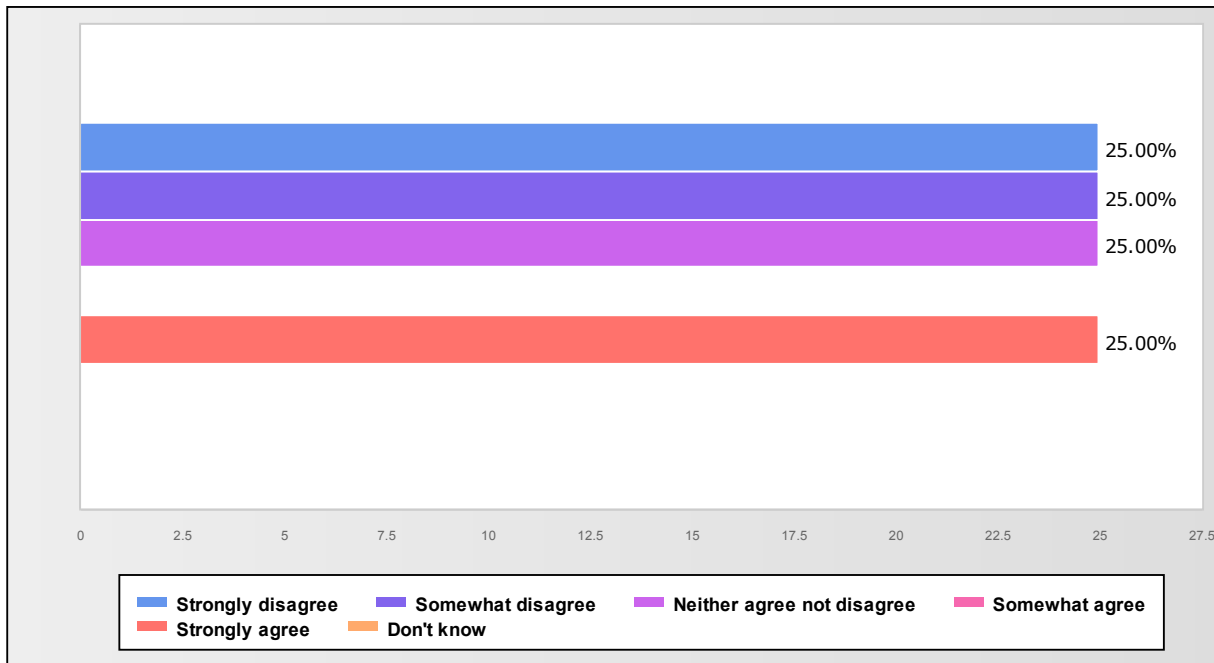
Q17F - Elections with paper ballots are just as risky as elections where voting is electronic.

Strongly disagree	65	5.97%
Somewhat disagree	160	14.69%
Neither agree not disagree	256	23.51%
Somewhat agree	330	30.30%
Strongly agree	214	19.65%
Don't know	64	5.88%
Total	1089	100.00%



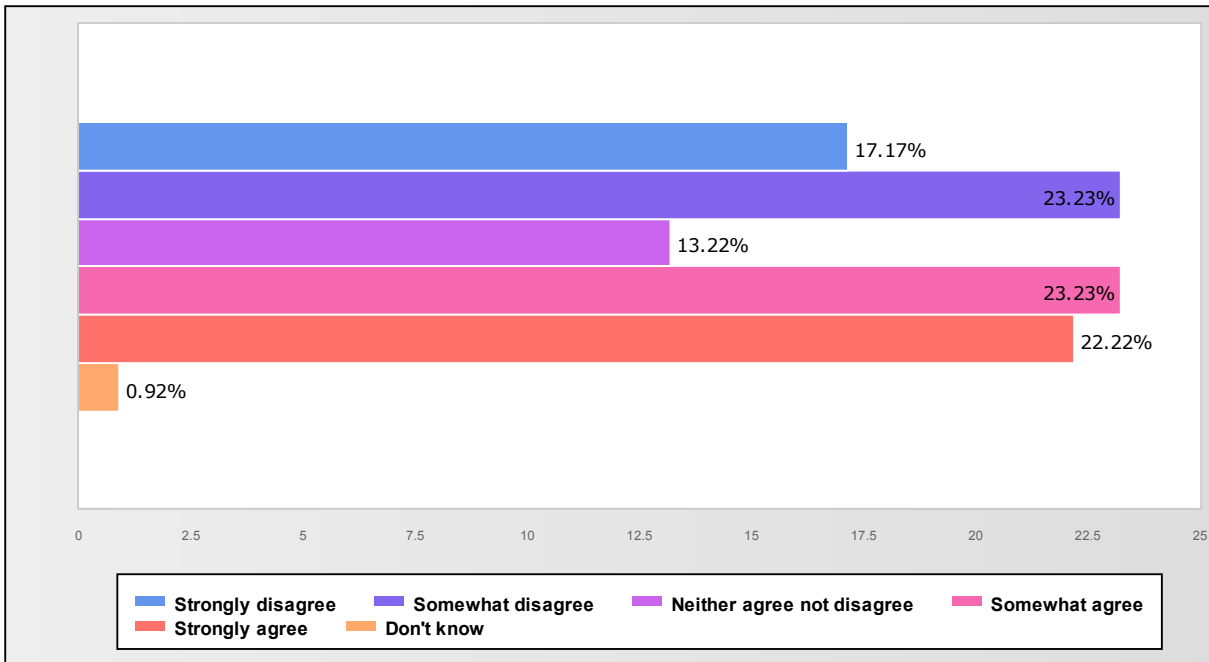
Q17G - Government should take action to maximize voter turnout in municipal elections.

Strongly disagree	1	25.00%
Somewhat disagree	1	25.00%
Neither agree not disagree	1	25.00%
Somewhat agree	0	0.00%
Strongly agree	1	25.00%
Don't know	0	0.00%
Total	4	100.00%



Q17H - Paper voting is not needed in municipal elections where internet voting is available.

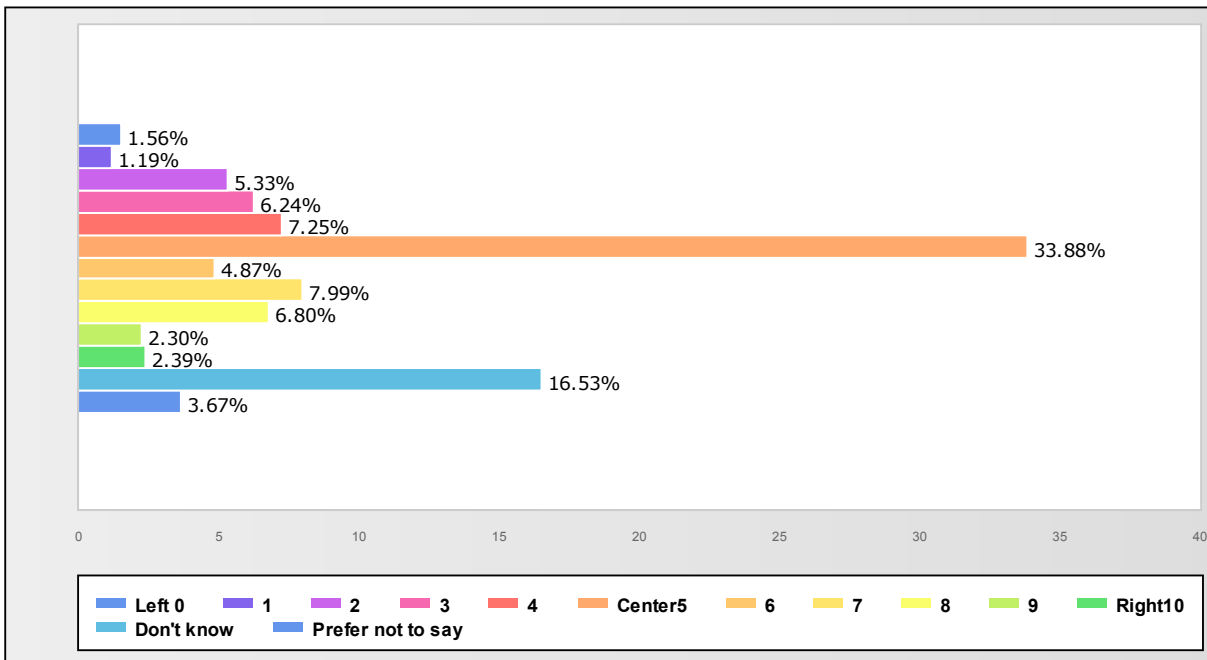
Strongly disagree	187	17.17%
Somewhat disagree	253	23.23%
Neither agree not disagree	144	13.22%
Somewhat agree	253	23.23%
Strongly agree	242	22.22%
Don't know	10	0.92%
Total	1089	100.00%



Internet Voting Study

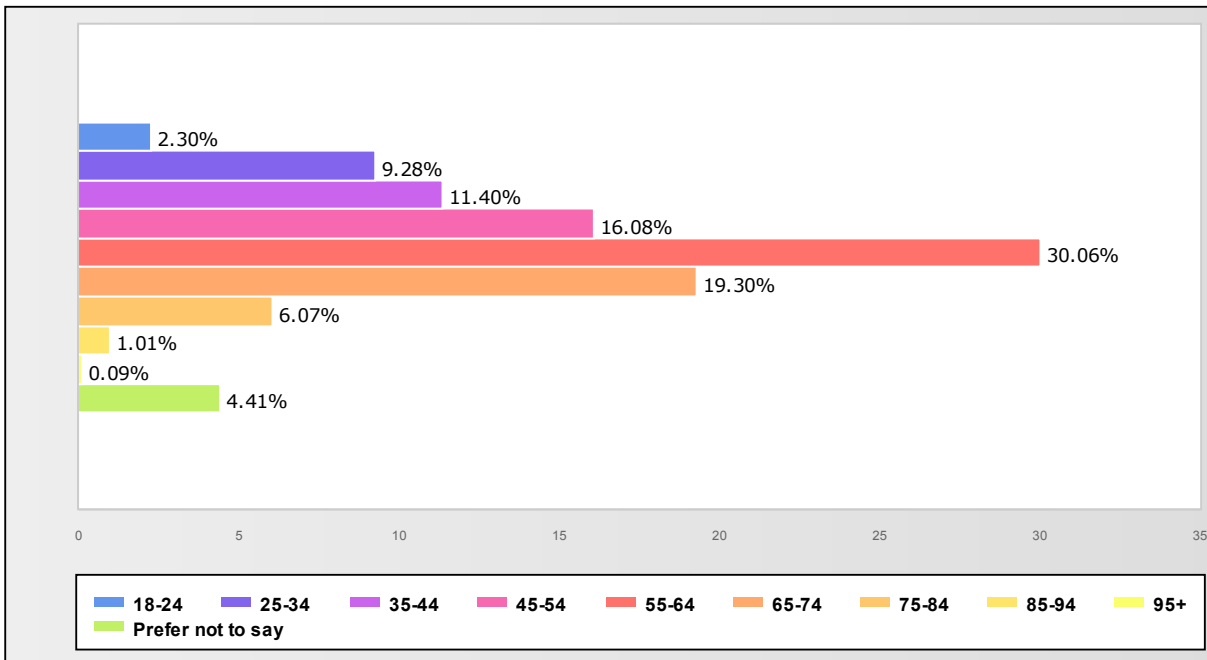
IDEOLOGY VOTER - In politics people sometimes talk of left and right. Where would you place yourself on a scale from 0 to 10, where 0 means left and 10 means right?

Left 0	17	1.56%
1	13	1.19%
2	58	5.33%
3	68	6.24%
4	79	7.25%
Center5	369	33.88%
6	53	4.87%
7	87	7.99%
8	74	6.80%
9	25	2.30%
Right10	26	2.39%
Don't know	180	16.53%
Prefer not to say	40	3.67%
Total	1089	100.00%



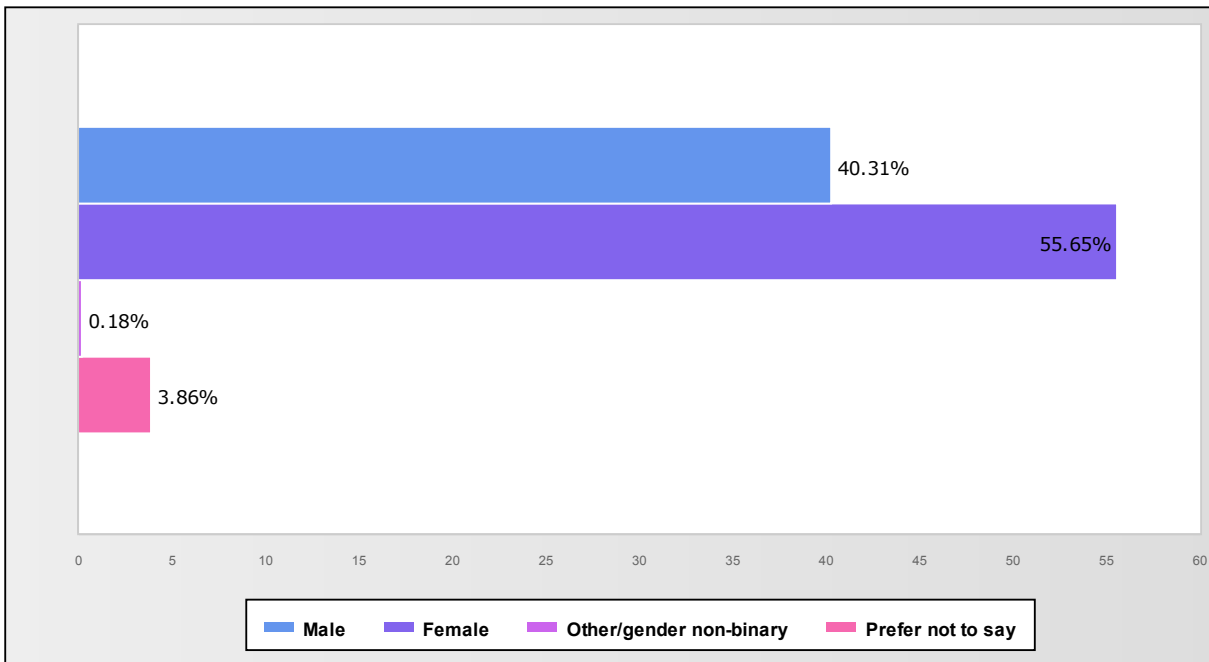
Q19 - What is your age?

18-24	25	2.30%
25-34	101	9.28%
35-44	124	11.40%
45-54	175	16.08%
55-64	327	30.06%
65-74	210	19.30%
75-84	66	6.07%
85-94	11	1.01%
95+	1	0.09%
Prefer not to say	48	4.41%
Total	1088	100.00%



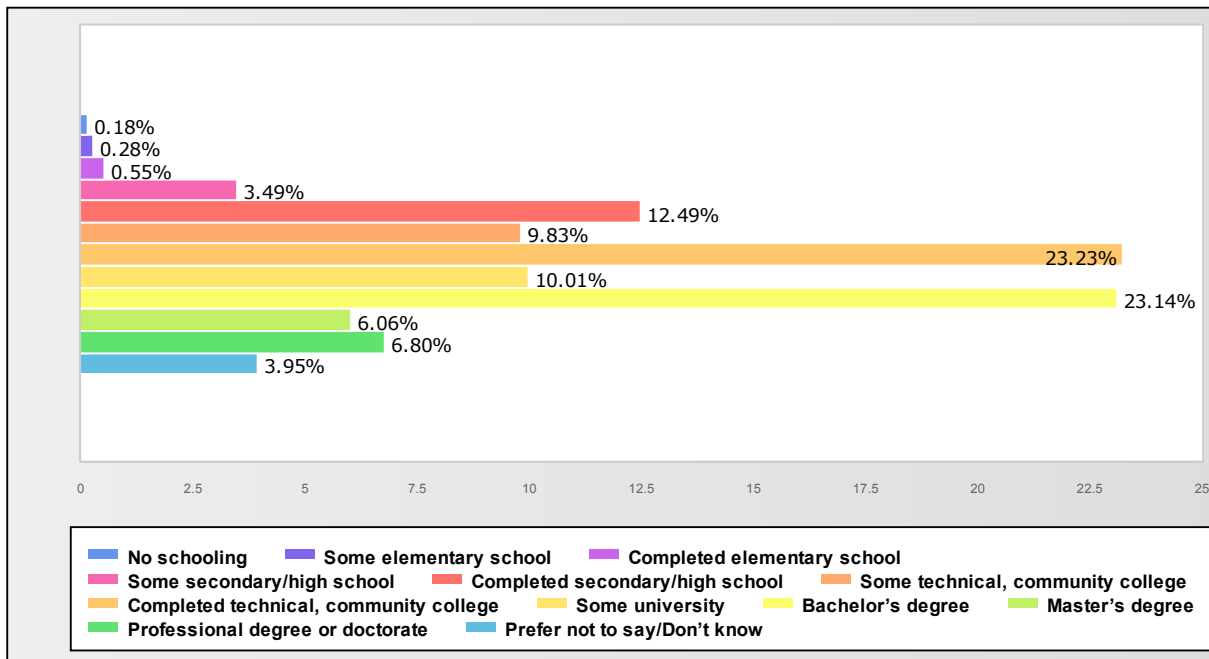
Q20 - Are you:

Male	439	40.31%
Female	606	55.65%
Other/gender non-binary	2	0.18%
Prefer not to say	42	3.86%
Total	1089	100.00%



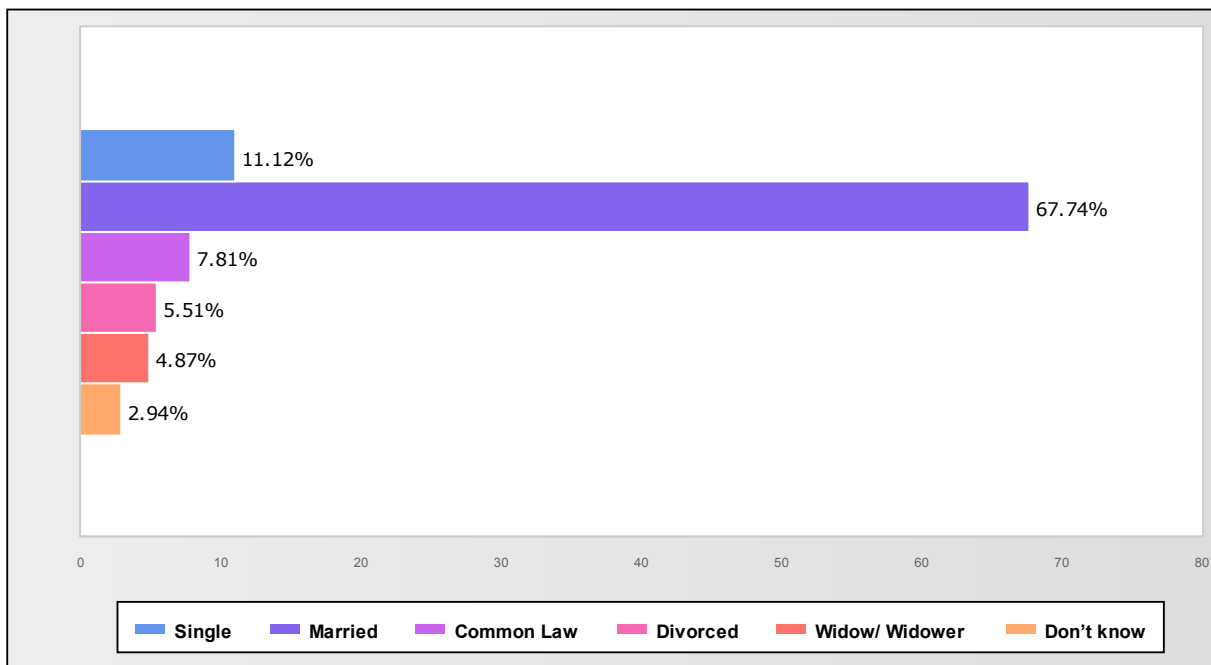
Q21 - What is the highest level of education that you have completed?

No schooling	2	0.18%
Some elementary school	3	0.28%
Completed elementary school	6	0.55%
Some secondary/high school	38	3.49%
Completed secondary/high school	136	12.49%
Some technical, community college	107	9.83%
Completed technical, community college	253	23.23%
Some university	109	10.01%
Bachelor's degree	252	23.14%
Master's degree	66	6.06%
Professional degree or doctorate	74	6.80%
Prefer not to say/Don't know	43	3.95%
Total	1089	100.00%



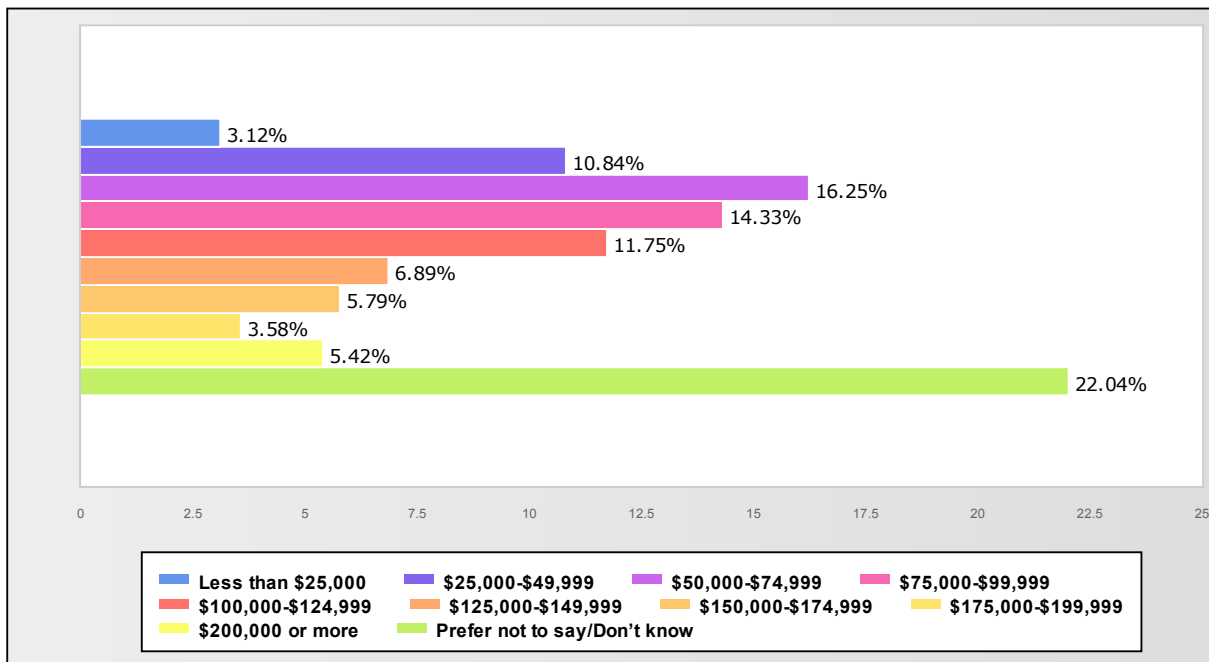
Q22 - Which of the following represents your current marital status?

Single	121	11.12%
Married	737	67.74%
Common Law	85	7.81%
Divorced	60	5.51%
Widow/ Widower	53	4.87%
Don't know	32	2.94%
Total	1088	100.00%



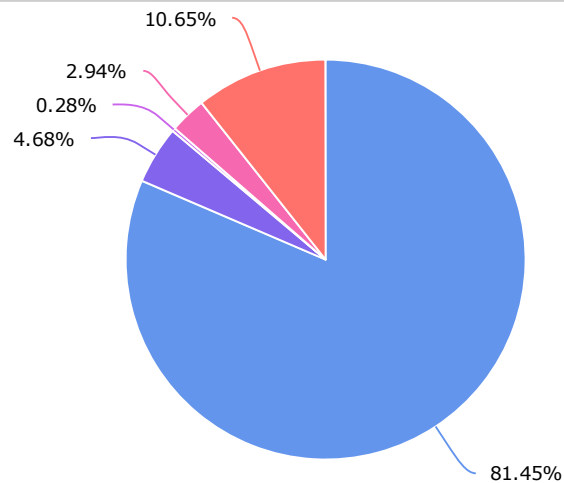
Q23 - Which of the following best indicates your annual household income before taxes?

Less than \$25,000	34	3.12%
\$25,000-\$49,999	118	10.84%
\$50,000-\$74,999	177	16.25%
\$75,000-\$99,999	156	14.33%
\$100,000-\$124,999	128	11.75%
\$125,000-\$149,999	75	6.89%
\$150,000-\$174,999	63	5.79%
\$175,000-\$199,999	39	3.58%
\$200,000 or more	59	5.42%
Prefer not to say / Don't know	240	22.04%
Total	1089	100.00%



Q24 - Do you identify as:

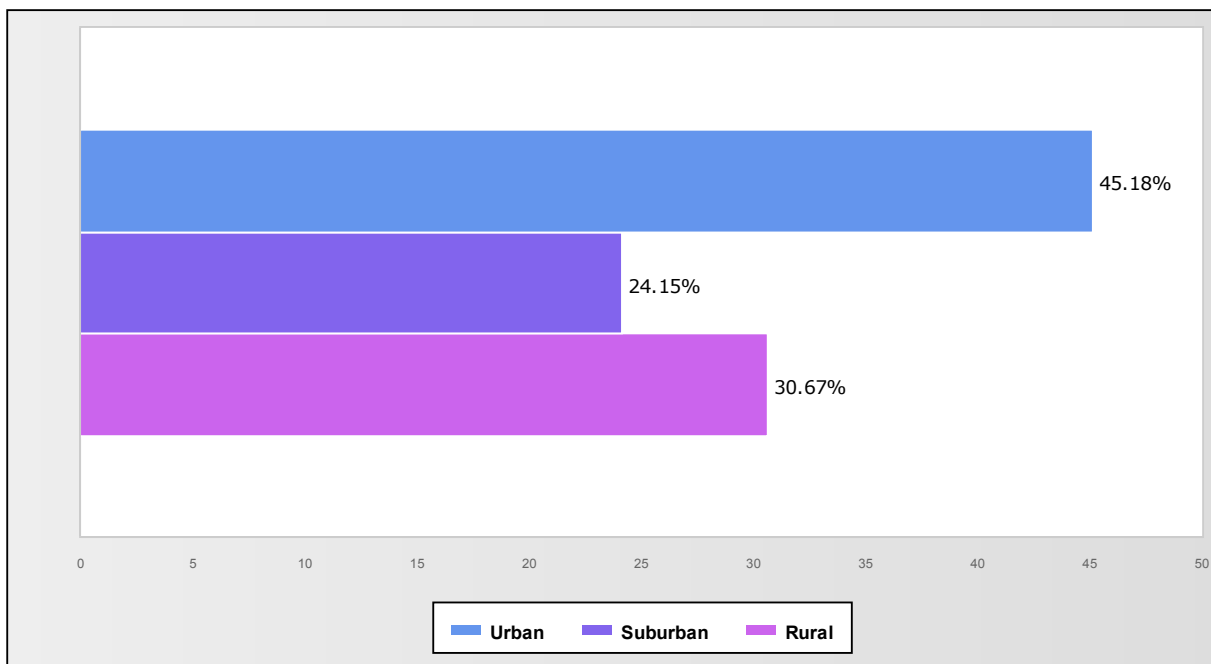
White	887	81.45%
Indigenous (e.g. First Nations, Inuit, Métis)	51	4.68%
Visible minority (e.g. South Asian, Chinese, Black, Filipino, Arab, Southeast Asian, West Asian, Korean, Japanese, etc.)	3	0.28%
Other (please specify)	32	2.94%
Prefer not to answer	116	10.65%
Total	1089	100.00%



■ White
 ■ Indigenous (e.g. First Nations, Inuit, Métis)
■ Visible minority (e.g. South Asian, Chinese, Black, Filipino, Arab, Southeast Asian, West Asian, Korean, Japanese, etc.)
■ Other (please specify)
 ■ Prefer not to answer

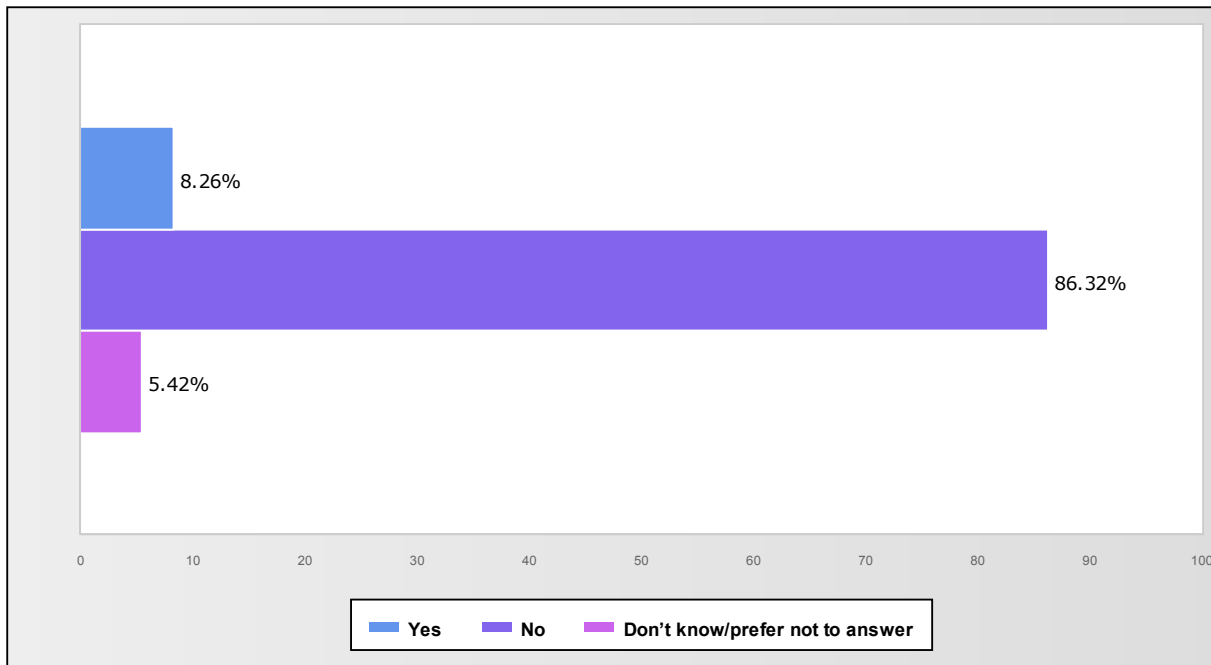
Q25 - Would you say that you live in an area that is?

Urban	492	45.18%
Suburban	263	24.15%
Rural	334	30.67%
Total	1089	100.00%



Q27 - Do you consider yourself a person with a disability?

Yes	90	8.26%
No	940	86.32%
Don't know/prefer not to answer	59	5.42%
Total	1089	100.00%





December 1, 2018

City Council Committee Report

To: Mayor & Council

Fr: Heather Kasprick, City Clerk

Re: 2019 Council Meeting Calendar

Recommendation:

That Council hereby accepts the 2019 Council meeting calendar as presented.

Background:

Further to the Council orientation discussion, the 2019 proposed meeting calendar is attached for Council's review and further comment. I have continued on with the meeting times of 9:00 a.m. for Committee of the Whole and 12:00 noon for Council on the second and third Tuesdays. This has been the consistent meeting times for the past 2 terms of Council.

You will note in June there is a one week break between Committee of the Whole and Council due to the timing of the AMCTO Conference which both the Clerk and Deputy Clerk will be attending, budget permitting.

Budget: N/A

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

Strategic Plan or other Guiding Document: Administrative

January 2019

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 New Years Day	2	3	4	5
6	7	8 COW 9:00 a.m.	9	10	11	12
13	14	15 Council 12:00	16	17	18	19
20	21	22	23	24	25	26
27 Roma Conference January 27-29 Toronto	28	29	30	31	1	2

February 2019

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31 KDMA	1 Conference	2 Dryden
3	4	5	6	7	8	9
10	11	12 COW 9:00 a.m.	13	14	15	16
17	18 Family Day Stat	19 Council 12:00 p.m.	20	21	22	23
24	25 OGRA Conference February 24-27 Toronto	26	27	28	1	2

March 2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12 COW 9:00 a.m.	13	14	15	16
17	18	19 Council 12:00 p.m.	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

April 2019

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9 COW 9:00 a.m.	10	11	12	13
14	15	16 Council 12:00 p.m.	17	18	19 Good Friday	20
21	22 Easter Monday	23	24 NOMA Annual Conference & AGM Thunder Bay	25	26	27
28	29	30	1	2	3	4

May 2019

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6 LOWDPOA Winnipeg	7	8	9	10	11
12	13	14 COW 9:00 a.m.	15	16 Municipal Crime Prevention Conference - Location TBA	17	18
19	20 Victoria Day	21 Council 12:00 p.m.	22	23	24	25
26	27	28	29	30 FCM Conference May 30-June 2 Quebec City	31	1

June 2019

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4 COW 9:00 a.m.	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Council 12:00 p.m.	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

July 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Canada Day	2	3	4	5	6
7	8	9 COW 9:00 a.m.	10	11	12	13
14	15	16 Council 12:00 p.m.	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

August 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 Civic Holiday	6 COW 9:00 a.m.	7	8	9	10
11	12	13 Council 12:00 p.m.	14	15	16	17
18	19	20	21	22	23	24
AMO Conference August 18-21 Ottawa						
25	26	27	28	29	30	31

September 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day	3	4	5	6	7
8	9	10 COW 9:00 a.m.	11	12	13	14
15	16	17 Council 12:00 p.m.	18	19	20	21
22	23	24	25	26	27	28
			Tentative ** NOMA Conference Thunder Bay			
29	30	1	2	3	4	5

October 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8 COW 9:00 a.m.	9	10	11	12
13	14 Thanksgiving	15 Council 12:00 p.m.	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

November 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 Remembrance Day	12 COW 9:00 a.m.	13	14	15	16
17	18	19 Council 12:00 p.m.	20	21	22	23
24	25	26	27	28	29	30

December 2019

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 COW 9:00 a.m.	11	12	13	14
15	16	17 Council 12:00 p.m.	18	19	20	21
22	23	24 Christmas Eve	25 Christmas Day	26 Boxing Day	27	28
29	30	31 New Years Eve	1	2	3	4



December 2, 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Joint Appointment to the NWHU Board

Recommendation:

That Council hereby appoint Bill Thompson to the Northwestern Health Unit Board of Directors as supported by the Township of Sioux Narrows-Nestor Falls for a term at the pleasure of Council no later than November 14, 2022.

Background:

The term of office of a municipal member of a board of health continues during the pleasure of the council that appointed the municipal member but, unless ended sooner, ends with the ending of the term of office of the Council. R.S.O. 1990, c. H.7, s. 49 (7). Kenora & Sioux Narrows-Nestor Falls must agree to the combined appointment to the NWHU Board.

Due to the timing of our Inaugural meeting and the Sioux Narrows-Nestor Falls Inaugural meeting, the appointment was not ready to be included with all our other appointments and therefore this separate appointment is before you.

Budget: There is no budget associated with this report.

Risk Analysis:

There is no risk associated with this report and is administrative in nature only.

Communication Plan/Notice By-law Requirements: SN-NF and NWHU to be advised of the mutual appointment

Strategic Plan or other Guiding Document:

Administrative Only



December 2, 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Planning Advisory Committee Amendment

Recommendation:

That Council hereby authorizes an amendment to bylaw number 34-2014 being a bylaw establish a Terms of Reference and Rules of Order and Procedure for the City of Kenora Planning Advisory Committee to increase the size of membership for the committee; and further

That section 3.0, membership, be amended to include five (5) to nine (9) members appointed by resolution replacing the existing five (5) to seven (7) members; and further

That John McDougall and Tanis McIntosh be hereby appointed to the Planning Advisory Committee at the term at the pleasure of Council no later than November 14, 2022; and further

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

Background:

During the Boards & Committees appointment discussions, Council felt that often the Planning Advisory Committee had members absent from meetings or declarations of pecuniary interest which left the committee at a low level for participation in recommendations on key planning matters. Council recommended that we increase the membership size of the Committee from 7 to 9 members. An amendment to the Terms of Reference is required for this change.

Council further suggested that due to the number of applications, additional applications could be appointed from those applications.

Budget: The 2019 draft budget will need to be amended to include the additional honourariums for the additional committee members.

Risk Analysis: There is a low risk associated with this report. Additional members increases the likelihood of having good attendance for decision making, however, increased membership can also be challenging for things such as scheduling and keeping meetings on track with 9 members.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or other Guiding Document-: Administrative Council direction



3 October 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Council/CAO Covenant

Recommendation:

That Council hereby adopts an amended Council/CAO Covenant Policy #CC 1-1 to the City of Kenora Comprehensive Policy Manual which reflects the new members of Council; and further

That the appropriate bylaws be passed for this purpose.

Background:

In June 2015, Council approved a Governance Audit as performed by George B. Cuff & Associates.

In the governance audit George Cuff provided the City with examples of role statements for the Mayor, Council and the CAO and were ultimately adopted by City Policy in October 2015. The Council/CAO Covenant now needs to be updated to reflect the current members of Council and each member of Council will be required to sign off and adopt.

Budget / Financial Implications:

There are no budget impacts related to adopting this Council-CAO Covenant.

Communication Plan/Notice By-law Requirements:

The appropriate by-law will be passed, and the covenant will be included in the Council section of the City's policy manual.

Strategic Plan or other Guiding Document:

Governance Audit by George B. Cuff & Associates – recommendation #2.

Risk Management Assessment

There is little to no risk associated with this report with the exception if it was not supported as the governance role is very important to the successful relationship between Council, CAO and administration.

Council-CAO Covenant



Section	Date	By-Law Number	Page	Of
City Council	October 20, 2015	151-2017	1	5
Subsection	Repeals By-Law Number	Policy Number		
	146-2015	CC-1-1		

We, as Members of the City of Kenora Council will:

- ❖ carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- ❖ make decisions which we believe to be in the best interests of the majority of our citizens, while recognizing that the needs and voices of the minority / minorities need to be thought through and reflected on in such decisions
- ❖ review the background information and advice made available to us by the administration prior to rendering a decision
- ❖ seek further input from our CAO when we are unsure of the issues or uncertain as to the preferred course of action
- ❖ refer any complaints, either written or verbal, about the decisions of the Council or the actions of administration, to the CAO for review, comment and follow-up (as appropriate), or where applicable to the applicable Member of the Senior Leadership Team as outlined within Policy CC-2-2 – Council-Staff Protocols
- ❖ refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with the Council or CAO and to respond appropriately
- ❖ seek to participate actively in the decision-making process as it occurs at the Council table; make decisions at the table and not away from the table
- ❖ refrain from any public or private criticism of our administration wherein individual employees are identified
- ❖ act as good stewards of the City and as public servants of our citizens through ethical conduct and adhere to the City Council Code of Ethics Policy
- ❖ provide effective leadership through guiding the corporation of the City through annual or longer term goals and priorities (the Business Plan, Strategic Plan, Official Plan and other significant City policy documents), through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens
- ❖ ensure that we formally evaluate the performance of the CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council's candid assessment

Council CAO Covenant

Policy Number	Page	Of
CC-1-1	2	5

❖ adhere to the governance principles as attached to this Council-CAO Covenant.

Signatures:

Mayor Daniel Reynard _____

Councillor Mort Goss _____

Councillor Rory McMillan _____

Councillor Andrew Poirier _____

Councillor Kirsi Ralko _____

Councillor Sharon Smith _____

Councillor Chris Van Walleghem _____

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	3	5

I, the Chief Administrative Officer Will:

- ❖ conduct myself as your chief policy advisor in an honest and ethical manner
- ❖ ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments
- ❖ provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council
- ❖ guide the actions of the administration so that they are in accordance with the policies and objectives of Council
- ❖ act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council
- ❖ forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured
- ❖ ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your CAO
- ❖ seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises
- ❖ maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of other levels of government
- ❖ admit to any mistakes of substance made by myself or my staff and take corrective action
- ❖ listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis
- ❖ ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points
- ❖ adhere to the governance principles as attached to this Council-CAO Covenant.

Signature:

Karen Brown, CAO

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	4	5

Governance Principles:

- ❖ The will of the majority as it is understood by Council will be reflected in all Council decisions.
- ❖ All Council decision-making save and except that which is protected from public exposure by law shall be conducted openly with the public's right to be present respected.
- ❖ Council members will respect the right of each other to have a difference of opinion on any or all issues and will not attack other Council members for holding and/or voicing a different opinion.
- ❖ Council members will respect the power differential which exists between themselves and their administration and will refrain from public and/or personal criticism; Council will publicly support and respect the role and integrity of its administration.
- ❖ Decisions made by Council at a duly constituted meeting will be deemed to be decisions of Council and will be subject to prompt enforcement by the CAO and / or their staff.
- ❖ Municipal property or information will not be used for personal gain by any member of Council.
- ❖ All advice and information presented to Council by the administration will be treated with respect regardless of whether or not the member agrees with such advice and / or information.
- ❖ Decisions by Council will reflect a thorough decision-making process including staff reports, public board or committee input (if appropriate), public hearings (where required or appropriate) and will be consistent with Council values, mission, goals and objectives.
- ❖ Council will govern the organization through policies, bylaws and resolutions; the administration will manage and administer the decisions of Council and will ensure the effective utilization of the human, fiscal and physical resources.
- ❖ Council will respect the mandate of other area governing or administrative organizations (e.g. Kenora District Services Board, Northwestern Health Unit, etc.) and will seek to work cooperatively with such organizations in the expenditure and use of public resources.

Council-CAO Covenant

Policy Number	Page	Of
CC-1-1	5	5

- ❖ Council will seek to ensure that there is an effective monitoring process in place which ensures that its decisions are being implemented effectively and efficiently and in a timely manner.
- ❖ The Mayor, Council and CAO will each adhere to their relevant role statements as approved by Council.

Initials:

Mayor Daniel Reynard _____

Councillor Mort Goss _____

Councillor Andrew Poirier_____

Councillor Sharon Smith_____

Karen Brown, CAO _____

Councillor Rory McMillan _____

Councillor Kirsi Ralko _____

Councillor Chris Van Wallegghem_____



December 3, 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Cannabis Retail Outlets

Recommendation:

That Council hereby supports the retail sales of recreational cannabis in the City of Kenora; and further

That applications for retail outlets will follow the AGCO cannabis licensing process which will require notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made; and further

That Council directs administration to draft a municipal policy statement which may address local sensitive uses and principles for cannabis Retail Store Locations.

Background:

The provincial government has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail and as such, no zoning changes are needed.

In legalizing cannabis for recreational purposes, the federal, provincial and municipal governments share three interrelated goals: protecting youth, public health and safety, and ending illegal sales of cannabis. The provincial government has established a regulatory framework (O. Reg. 468.18) under the recently passed Cannabis Licensing Act, 2018 that provides further clarity on how these private businesses will be licensed and regulated by the Alcohol and Gaming Commission of Ontario (AGCO). These regulations deal with various elements of the retail regime including matters in which municipal governments may have an interest.

The regulations establish a minimum distance of 150 metres (approximately 500 feet) between cannabis retail stores and schools, including private and federally-funded First Nation schools off-reserve. This distance buffer will help protect students and keep communities safe, while other regulations will combat the influence and participation of organized crime in the legal licensed framework.

The purpose of these regulations is to keep kids safe and to ensure all people operating in this tightly-regulated retail system behave with integrity, honesty, and in the public interest. The application process for private cannabis retail store licences will begin on December 17, 2018. Other new strict regulations established by the Ontario Government include:

- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores. This approach and other regulations were developed to address the risk of youth exposure to the cannabis retail market.
- Specific instances in which applicants will be denied a licence, including cannabis-related criminal offences. Notably, illegal cannabis retailers who were operating after October 17, 2018 are not eligible for Ontario cannabis sales licenses.
- A prohibition on the issuance of a licence to any individual or organization who has an association with organized crime.
- Requirement that individuals or entities applying for an operator licence demonstrate their tax compliance status to show that they are in good standing with the government.
- A requirement for all private recreational cannabis retail storefronts to be stand-alone stores only.
- Individuals with a store authorization, cannabis retail managers and all retail employees will be required to complete the approved training to ensure that any individual who works in the cannabis retail market is trained in the responsible sale of cannabis.
- Private retail recreational cannabis stores will be permitted to open between 9:00 a.m. and 11:00 p.m. on any day. These operating hours are consistent with on-site retail stores for alcohol and will provide retailers with the flexibility to respond to local market conditions and consumer demands.
- A market concentration limit of 75 stores per operator has been set to prevent a high degree of market consolidation, promote opportunities for small businesses and promote investment in the cannabis retail sector.

The regulations speak to how a license to open a cannabis store will be issued. The full details of the AGCO process were released on December 5th which is the Registrar's Standards for the Private Retail Sale of Cannabis. The Cannabis Licence Act, 2018 (CLA) and Regulation 468/18 provide the Registrar with authority to establish standards and requirements in the following areas: store premises, equipment and facilities, including surveillance and security, the prevention of unlawful activities, advertising and promotional activities, training related to the responsible use and sale of cannabis, the protection of assets, record-keeping and measures to maintain confidentiality and security of records, compliance with the federal cannabis tracking system.

These Standards are outlined in the Registrar's Standards for Cannabis Retail Stores. Licensees are required to comply with the Registrar's Standards for Cannabis Retail Stores, as well as all applicable laws and regulations, including the Cannabis Control Act, 2017 (CCA), the Cannabis Licence Act, 2018 (CLA), and Ontario Regulation 468/18.

The objective of a standards-based regulatory model is to shift the focus from requiring licensees to comply with a specific set of rules or processes, toward the broader regulatory outcome or objectives they are expected to achieve. Since there may be many ways for a licensee to meet the Standards, licensees have the flexibility to determine what works best for their business, thereby strengthening regulatory outcomes without needlessly burdening regulated entities.

Holders of a Retail Operator Licence are responsible for meeting all Standards. Where not specified otherwise, Standards also apply to holders of a Retail Manager Licence. The Registrar's Standards for Cannabis Retail Stores will be reviewed and revised on a regular basis to ensure that they are effective in mitigating risks as the cannabis retail sector matures.

AGCO process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts: operator approval; retail site location approval; and store management licensing.

Council Option:

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.

To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools. No buffers from any other use has been specified by the regulations.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal government will not be provided pre-notification of the application, but can make comments about whether the proposal is in the public interest as described by regulation.

While there is no regulatory requirement for the AGCO to act on municipal input, it is reasonable that a council could choose to set out any locally sensitive uses as part of the decision to allow cannabis retail stores or to opt out. Setting out these sensitive uses would specify the expectations of the community as cannabis retail sites are proposed. However, care needs to be taken so that this statement would not prohibit any cannabis retail store from locating in a municipality. Opting out is the appropriate mechanism for not permitting any stores in a municipality.

Funding

The province has just released the funding approach to help municipal governments offset implementation costs. Please note that while opting out can be reversed after January 22, the municipal government will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22 when it opted out- beyond the minimum second payment of \$5,000. The OCLIF fund is a \$40 million dollar commitment over two years to assist with the implementation costs. The OCLIF funds will be distributed as follows:

- In early January the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the Cannabis Licence Act (Jan 22/19). Municipalities that have not opted out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts. Municipalities that have opted-out will receive only a second \$5,000 each.
- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out.

- If Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50% of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Municipalities must use this funding to address the implementation costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include: increased enforcement, increased response to public inquiries, increased paramedic/fire services, bylaw/policy development.

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the regulation. In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.

If Council decides they wish to 'opt in' and accept retail stores, AMO has suggested that we adopt a 'Municipal Cannabis Retail Policy Statement' by council. Such a policy statement could address what it sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the commentary process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas, or may set out concerns regarding store concentration in certain areas of the City.

It is also recommended that administration identify a key senior staff lead for proposed cannabis store notices from AGCO and to provide a one-window approach to coordinate municipal input within the 15-day commentary period. This will ensure AGCO has every opportunity to take note of municipal government considerations. This key contact should be able to gather information from various municipal departments as necessary, provide maps and be able to convey council policy.

AMO has provided a draft Municipal Cannabis Retail Policy Statement template that may help administration to create such a policy and begin to think about the issues and criteria we may wish to note when considering a proposed cannabis retail site.

For alignment between the regulations and AGCO mandate, municipal comments in the process, whether through a municipal cannabis policy statement or not, must focus on the three provincial public interest objectives: public health and safety, protecting youth and ending illegal sales of cannabis.

While it is difficult at this time to make a completely informed decision on the retail sales of recreation cannabis as there are several unknown factors, the time is before us in which a decision must be made. Council will need to make a decision based on the information they know today and recognize that by supporting cannabis retail storefronts is a mechanism for curbing the illicit market, it does not mean that it will not come with other challenges.

Budget: There will be unknown costs associated with this change but will have costs recognized as we move forward with the legislative changes.

Risk Analysis:

The risk associated with this report regarding the retail sales outlet is low. Regardless if the retail outlets are contained directly within Kenora, there will be retail sales in surrounding areas and online. Allowing retail sales mitigates the illicit market and the

licensing of these outlets does ensure certain levels of buffers for sale areas, times and training for employees who will work in the retail outlets.

Communication Plan/Notice By-law Requirements: Notification will be provided to the Province of Council's decision

Strategic Plan or other Guiding Document:

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



December 1, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Use and Maintenance of City Infrastructure Agreement – TBayTel

Recommendation:

That Council gives three readings to a bylaw to authorize an amended agreement with regard to the use and maintenance of City infrastructure with TBayTel a municipal service board established by the Corporation of the City of Thunder Bay; and further

That The Mayor and the Clerk be hereby authorized to execute this agreement.

Background:

The City and TBayTel entered into an agreement on June 19, 2018 (By-law No 77-2018), which enables TBayTel to provide telecommunications services within the City of Kenora boundaries. TBayTel is a municipal service board established by the Corporation of the City of Thunder Bay, which is governed under the Municipal Act. In order for TBayTel to provide telecommunications services within City of Kenora limits, they required the approval of Kenora City Council. This original agreement is attached for reference.

Now that the initial agreement is in place, a further agreement is needed regarding TBayTel's use and maintenance of City of Kenora owned infrastructure. This agreement is intended to set stipulations and accountability for the use of the City's infrastructure as relates to Tbay Tel's equipment installation and maintenance. This subsidiary agreement has been reviewed by legal counsel, as well as the Manager of Operations, the CAO and the Municipal Engineer.

Budget / Financial Implications:

There is no financial impact to the City as a result of executing this agreement.

Communication Plan/Notice By-law Requirements:

TBayTel will be advised as to Council's decision on this matter. Any further communication would be at the discretion of TBayTel.

Strategic Plan or other Guiding Document:

Guiding Principles – Goal #1: Develop our Economy

1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district.

Corporate Actions – Goal #2: Strengthen our Foundations

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

ERM Assessment:

There are moderate operational and financial risks with not pursuing this agreement. If Council chooses not to enter into this agreement with TBayTel, it would leave the City vulnerable to accommodate costs for repairs that may need to be made to the City's infrastructure should damages occur from TbayTel's equipment and use. This agreement should be entered into in order to mitigate these potential risks.

APPENDIX "A"



APPENDIX "B"





November 27, 2018

City Council Committee Report

To: Mayor & Council

Fr: James Tkachyk, Parks and Facilities Division Lead

Re: Anicinabe Park Contract

Recommendation:

That further to the City receiving three (3) submittals in response to the Anicinabe Park Contract tender 2019-2023, the Council of the Corporation of the City of Kenora hereby enters into an agreement with Middle Lake Enterprises (MLE) for the operation and maintenance of Anicinabe Park, on the terms and conditions as contained in the said contract, a copy of which is annexed to the By-law, to be effective for the period January 1, 2019 to October 31st, 2023; and further

That the land known as Anicinabe Park be exempt from taxation for municipal and school purposes, from this date until November 1, 2023; and further

That Council give three readings to a by-law for this purpose, and authorizes the Mayor and Clerk to execute all documents related to this Agreement on behalf of the Corporation of the City of Kenora; and further

That By-law Number 098-2013 is hereby repealed.

Background:

A Request for Tender was advertised for the Anicinabe Park Contract (2019 – 2023). Three submittals (Proposals) were received and reviewed by a panel of three staff members (Josh Nelson, Joe Kurtz and James Tkachyk) on pre-determined criteria which included relevant experience, technical capability, management skills, methodology of operating the park and the quality of the submission. The candidates also were asked to fill out bid forms for a proposed bid on the annual fee paid to the City of Kenora. MLE proposed a higher bid for the annual fee.

Tender Bid Price: This amount is an annual fee paid to the City of Kenora.

YEAR	MINIMUM BID	MLE	GREEN ADVENTURES	BUSY BEAVER FUELS
2019	\$27,686.00	\$27,956.24	\$27,686.00	\$27,686.00
2020	\$28,516.00	\$29,074.49	\$28,516.00	\$28,516.00
2021	\$29,372.00	\$30,237.47	\$29,372.00	\$29,372.00
2022	\$30,254.00	\$31,446.97	\$30,254.00	\$30,254.00
2023	\$31,162.00	\$32,704.85	\$31,162.00	\$31,162.00

MLE is the winning bid submission based on the proposal submitted with a Score of 86.33. Followed by Green Adventures at 80.66 and Busy Beaver Fuels at 74.66.

Budget:

Annual fee paid to the City of Kenora.

MLE
\$27,956.24
\$29,074.49
\$30,237.47
\$31,446.97
\$32,704.85

Risk Analyses:

There is a high operational risk if the city does not contract out services and enter into a contract. Measures would need to be put in place quickly to range for managing Anicinabe park by other means or in house. There would be a financial risk as services would still be required and therefor costs associated for the services would be incurred. Senior management have been informed. The risk will be mitigated by continued outsourced services.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: Operations, Finance, Community Services

Strategic Plan or Other Guiding Document:

- 1.2 The City will forge strong, dynamic working relationships with the Kenora business community.
- 1.3 The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs.
- 1.4 The City will promote Kenora as a 365-day lifestyle destination.
- 1.5 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.
- 2.1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City Infrastructure being in good state of repair to ensure certainty, security and long-term stability of our systems.
- 2.9 The City will support continuous improvement to recreation and leisure amenities, particularly those that support the quality of life.
- 2.10 The City will continue to explore opportunities to develop and improve our beaches, parks & trails.

REQUEST FOR TENDER – ANICINABE PARK

Vision Statement:

Anicinabe Park seeks to advance Kenora's competitive tourism advantage and enrich our community, by continuing its use as a gathering place for residents and visitors. Through the community co-operation, this historic park will be preserved for future generations.

Mission Statement:

Anicinabe Park will be maintained and enhanced as a publicly owned parkland in support of its role as one of Kenora's primary waterfront open spaces. It will act as a catalyst to facilitate economic growth as a unique, well-maintained park and campground. It will exceed customer expectations by providing cultural, recreational, entertainment and educational experiences.

Selection Criteria for Tenders:

The selection criteria are intended to assess the competence of the tendering organization or individual to achieve the required project outcome. An interview process will be take place as part of the process of evaluation.

The tender evaluation process will be comprised of the following components: A minimum score of 60 will be required to be considered for the contract award.

- 25 Marks - Relevant Experience, knowledge and reputation in park maintenance.
- 25 Marks - Technical Capability, Skills and resources you have available.
- 25 Marks - Management Skills and methodology of operating a park.
- 10 Marks - Financial – Review of the financial capability of the tendering organization or individual.
- 15 Marks - Quality of the Submission



November 19, 2018

City Council Committee Report

To: Mayor & Council

Fr: James Tkachyk, Parks and Facilities Division Lead

Re: Janitorial Contract

Recommendation:

That the City of Kenora received five tender submissions for the Janitorial Services Contract for City Facilities for 2019-2021; and further

That the tender submitted by Bee-Clean, in the amount of \$555,824.95 (plus HST) be hereby accepted.

Background:

This is a reoccurring contract which is re-tendered every three (3) years. The janitorial service provider is responsible for all labour, materials and equipment necessary for the execution of works to the specifications as outline in the 2019-2021 Janitorial Services Contract, and completed at the following City facilities: City Hall, Operations Centre, OPP Detachment Highway 17E, Kenora Public Library, Kenora Recreation Centre, Lake of the Woods Discovery Centre and the Kenora Transfer Station.

The following proposals were received

	2019	2020	2021	Total (plus HST)
New System Building and Property Services Ltd.	\$182,892.00	\$176,000.00	\$178,640.00	\$537,532.00
Bee Clean	\$188,007.24	\$192,590.64	\$197,533.57	\$578,131.45
Reliable Cleaning Services	\$216,723.09	\$203,119.69	\$206,166.49	\$626,009.27
T&B Maintenance	\$218,400.00	\$215,990.00	\$219,000.00	\$653,390.00
RAS Maintenance Services	\$314,959.56	\$328,832.64	\$342,216.84	\$986,009.04

Proposals were evaluated on the total cost, experience in the janitorial industry, references and past performance, and compliance with the requests as outlined in the tender document, including the ability to provide all services, equipment, staff and suggested work plan to complete the service requirements

Upon review of the bids submitted and correspondence with the lowest bid, it was determined that the bid submission from New System Building and Property Services Ltd. did not provide requested information nor did the bidder believe that he could meet the January 1, 2019 start date for the contract. New System Building and Property Services has therefore declined to enter into an agreement.

The next low bid (Bee Clean) was contacted in regards to an error in the bid form where a building was bid for full term of the contract and was not supposed to be. Bee Clean was requested to further reduce their bid and re-submit their bid form;

Bee Clean - Revised	\$188,007.24	\$181,574.64	\$186,243.07	\$555,824.95
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Budget:

2018 - \$198,168.47 (plus HST) As per Janitorial Contract (2016-2018)

2019 - \$188,007.24 (plus HST)

The reduction in cost can be attributed to 7 months cleaning of the Police building and some minor changes in cleaning frequencies in some other facilities.

Risk Analyses:

There is a moderate operational risk if the city does not contract out services and enter into a contract. Measures would need to be put in place quickly to range for cleaning of the facilities by other means. There would be a minor financial risk as cleaning services would still be required and therefor costs associated for the cleaning would be incurred. Senior management have been informed. The risk will be mitigated by allocating the operational funds to continue contracted janitorial services.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: Operations, Corporate Services, Community and Development Services

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.
- 3.3 The City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen-first approach to maintaining relations with the public.
- 3.11 The City will commit to preventing occupational illness and injury in the workplace.



3 December 2018

City Council Committee Report

To: Mayor and Council

Fr: Josh Nelson, Recreation & Tourism Division Lead

Re: Pines/Kenora Harbourfront Services (Pine/KHS) 2019 Contract

Recommendation:

That Council gives three readings to a by-law authorizing a contract between the Pines/Kenora Harbourfront Services (Pines/KHS) and the City of Kenora for provision of services at the Harbourfront and related areas for the period January 1, 2019 through December 31, 2019; and further

That by-law Number 96-2018 be hereby repealed.

Background:

Since 2006, KAR has provided services to the City of Kenora to implement social type programming related to addressing behavioural issues within the City, and particularly on the Harbourfront. This included the provision of assistance to the Tourism staff and the Lake of the Woods Development Commission (LOWDC) with respect to special events, including the renowned Matiwski's (farmers') Market.

Over this period, there have been reviews conducted of this program with the intent of determining if changes should be made, partly driven by the LOWDC, and partly driven by the City and KAR. This review continues to include the potential identifying of another partner who would be willing to take on these programs should KAR withdraw. At that time, it was recognized that the KAR program was but one component of the issues related to addressing homelessness / behavioural issues within the City. In addition, successes had been achieved through working in tandem with the Courts to access community service hours also to the benefit the City. Following these reviews, the Council decision has been to continue on with the programs under the contract with the Pines.

For reasons beyond KAR's control, Harbourfront services can no longer be offered under the auspices of KAR. The group providing the services have entered into an arrangement with the Pines Community Resource Centre Ltd, starting July 1, 2018.

The group will continue to implement social type programming that includes providing assistance to the City's Tourism staff and the Lake of the Woods Development Commission with respect to special events.

The current agreement is set to expire on December 31st, 2018. Staff conversed with members of the Pines board in November to discuss the renewal of the Pines/KHS contract for 2019. There were some minor alterations to the contract but city staff believe that it will not reduce the level of service the City of Kenora receives under the contract.

Budget / Financial Implications:

The Pines/KHS Service Agreement has been included in the 2019 draft municipal budget.

Risk Analysis:

There is high operational risk for Council regarding this contract. If Council decides not to renew the contract the City of Kenora would have to find other means to implement the objectives outlined in contract including Harbourfront maintenance, special events/Matiowski Market set up, etc.

Communication Plan/Notice By-law Requirements:

Pines/KHS will be advised of Council's decision on this matter.

Strategic Plan or other Guiding Document:

Strategic Plan – Kenora – Our Vision is 20/20:

- 1-1 – The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district
- 1-12 – The City will support, promote and expand the tourism industry...