



City of Kenora

Committee of the Whole Agenda

Tuesday, February 13, 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 February 20, 2018 meeting:-

- Adopt the 2018 Municipal Capital and Unusual Spending Budget
- Adopt an amended Procurement Policy #CS 1-1

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 January 9, 2018 be confirmed as written and filed.

D. Deputations/Presentations

- Jan Richardson, Environmental Advisory Committee - Annual Report
 - Jennifer McKibbon, Making Kenora Home - update on activities
- Nicole Kurtz, Kenora Borealis Multisport – concerns over repurposing Garrow Park tennis courts

E. Reports:

1. Finance & Administration

Item Subject

- 1.1. Taxi Rate Increase
- 1.2. Civil Marriage Ceremony Contracts
- 1.3. Nordic Biathlon Club Support for Community Foundation Application
- 1.4. December 2017 Financial Statements
- 1.5. 2017 Capital and Unusual Spending
- 1.6. Q4 Investment Report

- 1.7. 2018 Capital Budget Approval
- 1.8. Q4 Contracts Awarded
- 1.9. Procurement Policy Update
- 1.10. Section 357 Tax Appeals
- 1.11. Vacant & Excess Land & Vacant Unit Rebate Program Changes

2. Fire & Emergency Services

Item Subject

- 2.1 Municipal Forest Fire Management Agreement
- 2.2 Renewal of 9-1-1 CERB Agreement
- 2.3 Strengthening Quality & Accountability for Patients Act

3. Operations & Infrastructure

Item Subject

- 3.1 7th Avenue Bridge Replacement Tender Award
- 3.2 Wastewater Treatment Plant Concrete Repair Works Tender

4. Community & Development Services

Item Subject

- 4.1 Wayfinding Program Update
- 4.2 Kenora Assembly of Resources Agreement
- 4.3 Community Club Grants for 2018
- 4.4 Kenora SportsPlex Lease Agreement

Proclamations:

- Week of Action Against Poverty – February 11-17, 2018

Other:

Next Meeting

- Tuesday, March 6, 2018

Motion - Adjourn to Closed Meeting:

That this meeting now be adjourned to a closed session at _____ a.m.; and further

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following: -

- i) **A proposed or pending acquisition of land for municipal purposes**

Adjournment



December 24, 2017

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: 2018 Taxi Rates

Recommendation:

That Council authorizes a taxi rate increase effective May 1, 2018 to \$6.00 from the current \$4.55 as a start rate, and increase the km rate to \$2.75 from the current \$2.65; and further

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

Background:

Eric Lovas from Co-Ot Taxi made a deputation to Council on December 7, 2017 regarding the 2018 taxi rates and requested an increase to the set rates due to increasing costs. During Mr. Lovas's presentation, he outlined that the rates have not increased a lot in 16 years. In 2001, their meters started at \$2.75 and in 2017 the meter starts at \$4.55. With the minimum wage increasing in the new year they need to competitively pay their commission drivers and more substantially is the insurance cost increases. Until recently they could add any driver with 3 years of good commercial experience and their insurance would not go up and insurance for a taxi is 4 to 5 times higher just because it is a taxi. Mr. Lovas advised during his presentation that Red Lake is currently starting their meter at \$6.00, Dryden at \$4.60, Sioux Lookout is at \$4.30 and Fort Frances is at \$4.20. He advised that Dryden, Fort Frances and Sioux Lookout municipalities have indicated that their rates will be going up this spring.

Mr. Lovas requested Council to consider raising the meter rate from the current \$4.55 (set to increase in May 2018 to \$4.70) to \$6.00 and increase the km rate to \$2.75 from the current \$2.65 as it was already decided per our rate increase schedule. This increase will guarantee an extra \$1.30 per trip.

In comparing rates in other municipalities of similar size, it was found the following:

- Dryden informed us that there has been no request to increase the taxi rates for 2018, so will remain at \$4.60 starting rate and \$0.20/km.
- Fort Frances advised that there has been a request to increase their rates and it will be heard in February at their Council meeting. The request was to increase their rates to \$4.50 for the first 0.25 kms, \$0.25 per 0.09 kms, waiting time of \$50/hr, min rate of \$3.50 for deliveries. Their current rates are \$4.20 starting rate with \$0.10/city block.
- Sioux Lookout advised me that they are undertaking a complete review of their licensing program in 2018 and therefore will not be raising the rates until 2019.

Since Mr. Lovas's deputation on December 7, 2017, he has emailed several times (January 11, 14 and 23) requesting this increase to take place immediately and felt the timelines were too long for this increase to take place given that the minimum wage increased January 1st. It was explained that due diligence needed to be done prior to a report being brought forward by reviewing comparative data, gathering facts of the impact of the increase to operational obligations and staff time. I have spent a great deal of time reviewing the request and while I understand that they need to address operational costs related to the minimum wage increase and insurance costs, it is staff's responsibility to bring accurate and detailed information to Council which allows them to make their decisions on matters affecting the public and municipality.

Rate increases for taxi fares are normally always in effect for May 1st for several reasons. Over the past month, I have had several discussions with our Fleet Division Lead who has the responsibility of calibrating the rates for the taxi meters when there is either a new taxi rate, or a new taxi cab comes into service which is an involved process. He must take each taxi cab on a drive and measure the calibration of the meters on a determined, measured, piece of highway that has been established by our engineering department for accuracy in measurement. That particular piece of highway where the calibration is measured happens to be on the Redditt Highway. During the reconstruction of the Redditt Highway this past summer, the stakes that are measured by engineering were removed for the project and now need to be remeasured by engineering. This is not scheduled until the snow is gone, hopefully early spring when the stakes can be put back in place for this regular testing.

The Fleet Division Lead explained that passing a rate increase prior to May 1st would be challenging for several reasons. The first is the process involved as outlined above as we currently have no accurate measured piece of highway to perform the testing. The second is that calibrating these cabs on summer tires is preferred as winter tires are on the vehicle for less time and they provide amore accurate reading.

Some members of Council have questioned if we should be regulating taxi rates, or if taxi companies should be establishing their own rates. It is the opinion of the underwriter that that the public's best interest is to retain the control with the municipality, which means that Council establishes those rates. In other municipalities where the taxi rates are not controlled by the municipality and established by the taxi owners themselves, they have competition and increasing rates to an unfair rate would not be feasible as they would not remain competitive with their competition. In the City of Kenora, there is only one taxi service company and permitting them to establish their own rates would find the public at a great disadvantage as those rates could be driven quite high and could be increased at any time with no recourse other than decreased ridership as the public simply would not be able to afford it. The public is at a disadvantage in this situation with the potential for much higher rates than which is fair or reasonable. Having the municipality retain the control over the rates protects the public's best interest and ensures the availability of public transporation at reasonable rates.

It is my recommendation that we permit an increase to the cab rates, however, they be effective May 1, 2018 which will permit the required time to permanently re-stake the calibration route, and calibrate the meters on summer tires. The recommendation reflects the request from Mr. Lovas of \$6.00, however, you will note that it will establish the rates as the highest in the area, and Council may want to give consideration to the signifciant increase from the current \$4.55 to \$6.00.

Budget: This increase does not have a reflection on our budgets, only establishes rates for an external party.

Risk Analysis: As outlined above, the risk identified in the report is both a perceived risk and risk to the public realm. By the City accepting the responsibility for establishing the rates, it protects the public from increased and unfair rates with no competition for them to access. While there is no direct risk to the City for the change in rates, part of our strategic plan goals is to protect the public realm and monitor the best interest. Establishing and retaining rates for taxi's in the City of Kenora achieves this.

Communication Plan/Notice By-law Requirements: Bylaw to establish the new rates and public notice on the rate increase.

Strategic Plan or other Guiding Document:

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



February 5, 2018

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, City Clerk

RE: Marriage Commissioner Contracts

Recommendation:

That three readings be given to a bylaw to execute an agreement between the Corporation of the City of Kenora and Jan M.M. Fletcher and Jane Van Toen for the services of civil marriage commissioners for the City of Kenora on an as appointed basis effective January 1, 2018 ending December 31, 2019; and further

That bylaw number 165-2015 be hereby repealed.

Background:

The Marriage Act, R.S.O. 1990, Chapter M.3 and Ontario Regulation 285/04 provides that a Clerk of a local municipality is authorized to solemnize marriages under the authority of a license. Subsection 228 (4) and (5), of the Municipal Act, S.O. 2001, c25, as amended, provides that a Clerk may delegate in writing to any person, other than a member of council, any of the clerk's powers and duties under this and any other Act and that the clerk may continue to exercise the delegated powers and duties, despite the delegation.

Since the introduction of the Act, Council deemed it desirable to offer civil marriage solemnization marriage commissioner services in the City of Kenora and this service continues to be a popular service in the City for our many cottagers and visitors as well as local residents.

These agreements are extensions to the agreements that have been in place since 2008 with Jan M.M. Fletcher and Jane Van Toen.

Budget: Operating budget

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

Risk Analysis:

There is a moderate to low risk associated with these agreements. The commissioners are well trained and well versed with the Marriage Act of Ontario and carry persona liability insurance which covers them for performing ceremonies outside of Municipal property.

Strategic Plan or Other Guiding Document: Administrative Only



February 8, 2018

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Sponsorship of the Kenora Nordic Biathlon Club Application to the Community Foundation

Recommendation:

That the Council of the City of Kenora pass a resolution supporting the Kenora Nordic Biathlon Club's (KNBC) request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation to further expand their trail system to include a ski playground at Mount Evergreen.

Background:

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

The City has provided sponsorship to many such organizations in the past including the Kenora Tennis Club and the Kenora Pickleball Club.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The funding obtained by the KNBC will be used to expand on the recreation opportunities offered at Mount Evergreen.

Communication Plan/Notice By-law Requirements:

Kenora Nordic Biathlon Club.



From: Kim Elke
Jackrabbit Program Coordinator
Big Bunny
Kenora Nordic Biathlon Club
Kenorabigbunny@gmail.com
807-464-0379

To: City Council
Re: Tourism
1 Main St S,
Kenora, ON
P9N 3X2

Dear Mayor and City Council,

The Kenora Nordic Biathlon Club (KNBC) is interested in partnering with the city to apply for a grant through Community Foundation to further expand our club.

KNBC already has a long established partnership with the City of Kenora. We have been leasing land for over 25 years, which we have developed into over 20 km of beautiful ski trails that offer both classic and skate skiers the chance to experience the magnificent Canadian Boreal Forest. Our trails are suited for all skill levels from beginner to expert. Our club and trails attract local residents, as well as a great number of tourists.

KNBC is proposing further expansion of our trail system to include a "Terrain Park/Ski Playground". A ski playground is a designated location which has been developed or set up to assist children to learn to ski naturally, and which provides a variety of skiing discoveries (Cross Country Canada, <http://www.cccski.com/Programs/Athlete-Development/Skill-Development-Programs/Jackrabbits.aspx>, 2016). These landscaped terrain structures provide children with an opportunity for unstructured play on skis that helps develop a child's balance and coordination skills.

We hope to include Adventure Trails, Obstacle Courses, Roller Coaster and Bicycle Dip and create Cartoon cut-outs to make these features fun for our little bunnies and jackrabbits. We are proposing to place this Ski Playground between the downhill "Jumps Obstacle Course" and our trails, thus providing easy access for both Jackrabbits and young downhill skiers.

We believe this expansion will benefit not only our club but also Mount Evergreen and the City of Kenora by increasing winter tourism.

Respectful regards for your consideration,

Kim Elke

Kim Elke RN, BN, Big Bunny
Jackrabbit Coordinator KNBC



January 31, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer
Charlotte Edie, Treasurer

Re: December 2017 Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the December 2017 summary expense and user fee statements for the City of Kenora and the Council department. Also Expenses & User fees for Water & Wastewater and Solid Waste have been separated. At the end of December, the year is complete, and should be none of the budget remaining. It is important to note however that invoices are still coming in for work completed at the end of 2017 and therefore some accounts may be understated.

Overall:

- Expenses at the end of December 2017 were close to budget with 2.45% underspent. Water & Wastewater 11.17% left in the budget and Solid Waste 4.59% left in the budget.
- User fee revenues to the end of December 2017 are below budget with 8% left to collect. Water & Wastewater 8% left to collect, however unbilled revenue at year end has not yet been set up as receivable. Solid Waste by the end of December had collected 8% more than budgeted.

Expenditures:

- **General Government** - The General Government expenses to date are below budget with 3.78% of the expense budget unspent.
 - **Mayor & Council** – Promotional items under budget, this has not yet been reconciled to year-end inventory. Travel expenses also below budget at the end of December.
 - **Administrator's Office** – Legal expenses over budget due to unforeseen legal work required during the end of the year. Insurance also significantly above budget as a new insurer was obtained during the year and the department allocation significantly changed.
 - **City Clerk** – Legal expenses significantly over budget for the second year in a row. An increase will be required in the 2018 operating budget.
 - **Human Resources** – Legal, Training, and Travel expenses all under budget for the year.
 - **Finance and Administration** - Audit expenses have not yet been set up. Interest & Bank charges & office expenses are also under budget.

- **IT** – Computer maintenance was over budget due to the upgrade to the SharePoint server at the end of the year.
- **Protection** – The Protection Department expenses to the end of the year are close to budget with 2.42% remaining.
 - **Building Vehicles & Equipment** – Allocated mechanics wages are under budget.
 - **Police Commission** – Travel & Conference expenses are under budget.
 - **Facilities & Property Management** – Wages under budget due to allocations for electricians and carpenter. More work completed during the year that was allocated to other departments.
 - **Facilities Vehicles & Equipment** – Vehicle Recovery exceeded costs.
 - **Police Building** – Repairs, Utilities and Cleaning expenses are under budget.
 - **Health and Safety Committee** – Training over budget, this will be offset by an appropriation from reserves to cover budget items from 2016.
- **Transportation** – The Transportation Department expenses for the year have been overspent by 2.4%. Some of the variance factors are indicated below.
 - **Bridge Maintenance** – Bridge Maintenance underspent as most Bridge work was performed through capital or special projects.
 - **Paved Roads** – Allocated wages are over budget especially on work done in patching/washouts & sweeping/cleaning. Contracted services are under budget in the same areas. More work done internally.
 - **Surface Treated Roads** – Underspent on wages which is offset by the overspend on wages in Loosetop and Paved Roads Maintenance.
 - **Loosetop Roads** – Expenditures on ditching & culverts are over budget as well as resurfacing materials expenditures. Overall the three roads departments results come in at around the budget if combined.
 - **Winter Control Maintenance** – Expenses over budget due to internal charges based on high usage of roads vehicles and equipment. This was especially true in January, February, November and December of 2017.
 - **Conventional Transit** – Advertising expenditures for booklets & cameras to be offset by funding.
 - **Streetlighting** – Repairs & Maintenance under budget. This can be expected with the new street lights. Also debt interest to be calculated based on utility savings.
 - **Parking Rentals** – Over budget due to an insurance claim deductible.
 - **Docks** – Wages under budget as less staff time was utilized on docks than budgeted.
 - **PW Barsky Facility** – Over budget due to property taxes required on leased portion of building. MPAC assessment took several years and expenses here relate to 2015 through 2017 taxes.
 - **Safety Devices Maintenance** – Over budget in signs materials & supplies due to additional, parking lot signs & recreational signs in the current year.
 - **Garage & Shop** – Wages over budget because more of the mechanics wages were allocated to 392 than anticipated. This is due to the fact that 2 employees were on extended sick time. This means the wages are charged to this department. Materials & supplies are over budget because the entry to reallocate the last 4 months of supplies has not been received. Also, there was no auction in 2017 therefore proceeds did not offset expenditures.
 - **General Vehicles & Equipment** – Recoveries are overbudget meaning vehicles charged out more than anticipated.

- **Engineering** – Wages and computer maintenance under budget. Civil engineer in training budgeted for 2017 but not yet hired.
- **Environmental** – The Environmental Department expenditures are below budget with 23.7% left in the budget. 11.17% left in the budget in Water & Wastewater and 4.59% remaining in Solid Waste.
 - **Storm Sewers** – Department is under budget - Between 5% and 10% of roads maintenance employee time is budgeted to storm sewers. For the year, actual wages are under budget for this department. This may require a budget allocation adjustment in the future. Note that the materials and supplies budget has not been used however I would also note that there have been a large number of capital projects completed towards the end of the year related to Storm sewers with a portion of this being funded through the Clean Water & Wastewater Fund(CWWF).
 - **Recycling Facility** – Over budget due to more of staff time allocated to this department than anticipated in the budget. A 2018 wage allocation adjustment may be required.
 - **Blue Box collection** – Wages are under budget. This means the charge out to this department is less than anticipated.

Water & Wastewater

- **Sanitary System** – Under budget due to wages being under budget however this is offset by the over budget in Sewer lift stations wages. Materials & supplies is under budget as well, indicating that less internal work was done on the sanitary system.
- **General Sewer Lift Stations** – Over budget due to wage allocation. Water & Sewer employees not budgeted in this department however significant time allocated to this department. Adjustment to be made in 2018 operating budget. Sanitary system shows significantly under budget due to this wage allocation. There were many call outs for lift stations in 2017.
- **Sewage Treatment Plant** – Under budget due to savings in utilities as well as less spent on Landfill disposal.
- **Waterworks** – Under budget due to wages. Some budgeted positions were filled part way through the year. Contracted services and materials & supplies were also under budget indicating that less time was spent on maintenance.
- **General Water Standpipe & Booster** – Under budget due to a large underspend in materials and supplies for tank maintenance. Maintenance issues did not materialize.
- **Water Treatment Plant** – Underspent in utilities and chemicals for 2017.

Solid Waste

- **Garbage Collection** – Wages were under budget. Budget may need to be revised.
- **Hazardous Waste Day** – Expenses under budget as contracted services were down compared to prior year. Expense is based on usage. Budget based on previous year actual.
- **Kenora Area Landfill** – Wages budgeted include 100% of employees time to Kenora area landfill, however wage costs are under budget as a portion of their time was spent on other departments. Adjustment to be made in the 2018 budget.

- **Solid Waste Vehicles & Equipment** – Recoveries on vehicles higher than budget.
- **Health Services** – Health expenditures are right on budget with .67% left in the budget, this is due to Cemetery year end allocations that still need to be made.
- **Social and Family Services** – Social and Family Expenditures are right on budget for the 2017 year.
- **Community Services** – Overall Community Services expenses are close to budget with 3.24% remaining in the budget. This is in part due to the following:
 - **KRC Complex** – Right on budget with 0.8% left in the budget at the end of the year. Wages & Benefits were slightly under budget.
 - **Thistle Arena** – Over the yearly budget due to repairs and maintenance being over budget, unexpected expenses in during the year included costs associated with the Ice plant start up, a brine leak issue, and replacing an ammonia detector.
 - **MSFC Pool** - Expenses are under budget as repairs and maintenance are lower than budgeted, likely due to the significant capital work at the pool in 2017. Wages were also under budget because the pool was closed for 2 months in the summer instead of 3 weeks due to resurfacing work.
 - **Keewatin Memorial Arena** – Part time wages and repairs and maintenance are below budget for the year.
 - **JM Arena and Complex** – Repairs & maintenance under budget at the end of the year. Expense based on what requirements occur.
 - **Recreation programs** – Contracted services came in under budget for the 2017 year. These reflect summer day camp personnel.
 - **Heritage Kenora** – Two heritage designations were budgeted for in 2017 with no expenses in this department other than a subscription to Community Heritage Ontario.
- **Planning & Development** – Planning & Development expenses are under budget with 2.45% left in the budget. This is in part due to the following:
 - **Planning Operations** – Unanticipated legal expenses is the reason for the over budget amount.
 - **Business Enterprise Centre** – Summer company grants and training slightly below budget for 2017.
 - The **Starter Company** program is under budget due to \$25,000 remaining in Grants budget at the end of the year.
 - **Economic Development** wages under budget as the economic development intern was budgeted for the full year but only started part way through the year. Also travel & conference is under budget.
 - **Tourism** – Travel and conference under budget as well as wages due to changes in staffing during the year.
 - **Tourism Facilities** – Over budget due to a change in the insurance allocation and due to the roof inspection.
 - **Tourism Strategy** – Budget was to continue the LOW Documentary series, and for a potential boating related exhibit at the Discovery Centre. The only expenses at the end of the year included the 2017 Lakesmart Docking and another installment of the LOTW History by Water Documentary.

User Fees:

- Overall, user fees are close to budget projections with 8.3% of the budget still to be collected. 7.84% of Water & Wastewater User fees are also still to be collected and Solid Waste has collected 8.26% more than the yearly budget.
- **General Government**
General Government is below budget with 11.29% remaining in the budget.
 - **City Clerk** – While Business Licenses are right on budget, Lottery Licensing fees fell below budget by more than \$6,000.
- **Protection to Persons and Property**
Protection to Persons and Property is below budget with 40.54% still remaining in the budget.
 - **Provincial Offences** revenue is dependent on the fines assessed in this area. Only two quarters have been posted in 2017 by the end of December 2017, fine revenue is significantly down from the previous year. Third quarter to be posted shortly.
 - **Fire Department** – Has exceeded its yearly budget and has collected \$10,900 more than budgeted. Highway Rescue call revenue has exceeded yearly budget by more than \$18k. Revenue based on activity.
 - **Building Inspection** – Exceeded yearly budget by over \$5,000. Revenue based on activity.
- **Transportation Services**
Transportation user fees are right on budget with 0.76% left in the budget.
 - **Metered Parking** - User fees have exceeded the yearly budget to date in both Police court fines by \$15,000 and metered parking revenue by \$25,000. Metered parking revenue is up because 2017 is the first full year of no dimes & nickels and of the higher rates. Police court fines are up because of an increase in the fine amounts.
 - **Docks** revenue was very close to meeting its yearly budget with only 3.53% remaining to be collected. Also note that **Wharfs** has exceeded its yearly budget.
 - **Conventional transit** – User fees are down this year from last year by approximately \$23,000 at the end of the year. Ridership continues to decline.
 - **Garage and Shop** – Work order billings are below budget and below last year as work for OPG was down in the current year due to a change in OPG's repairs strategy.
- **Environmental Services**
Environmental services user fees are below budget with 29.6% remaining to be collected. 7.84% of Water & Wastewater User fees are also still to be collected and Solid Waste has already collected more than the yearly budget by 8.26%.
 - **Blue Box Collection** – Currently below budget, however, last quarter billings have not yet been recorded, therefore the difference will decrease.

Water & Wastewater

- **Water and Sewer** user fees are below budget at 7% and 8% not yet collected respectively. Note that this is because only 11 months revenue is currently recorded, the last months revenue has not yet been accrued.

Solid Waste

- **Kenora Area Landfill** user fees has exceeded its yearly budget by approximately 212k. A large contaminated waste invoice was issued in October.
- **Garbage collection & Transfer Facility** – User fees are close to budget for the end of the year.

- **Community Services**

Community Services user fees are slightly below budget with 3.78% left in the budget.

- **KRC Complex** – User fees are right on budget at the end of the year. Drop ins, instructional courses, room rentals, parking and long term lease rentals were all over budget.
- **Thistle Arena** - Has exceeded budget by approximately \$18,000 for the year partially due to the school hockey academies.
- **MSFC Pool** – Has exceeded budget by approximately \$9,500 for the year.
- **Keewatin Memorial Arena** is below budget at the end of the year and total ice rentals is down from last year by approximately \$35,000.

- **Planning and Development**

Planning and Development user fees are better than budget with more than \$8,000 collected over budget for the year.

- **Planning Advisory Committee** – User fees have exceeded budgets with Consent Application fees exceeding budget by almost \$5,000.

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.



February 5, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: 2017 January to December Capital and Unusual Spending

Recommendation:

That Council hereby accepts the 2017 January to December Capital and Unusual Spending report.

Background:

Attached for your information, please find the December 2017 summary expenses for Capital and Unusual spending by project. Actual outcomes are compared to the Capital and Unusual Spending budget for 2017. Budget amendments have also been recorded in the report. The funding of the budget overages have been explained in the report as well.

Budget:

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

Risk Analysis:

The risk is positive in that the Capital and Unusual Spending budgets are being monitored and that overages are covered in a fiscally responsible manner.

Communication Plan/Notice By-Law Requirements:

For information only.

Strategic Plan or other Guiding Document:

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



January 31, 2018

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

**RE: Investment Report including Kenora Citizens' Prosperity Trust Fund –
Quarter 4**

Recommendation:

That Council of the City of Kenora hereby accepts the 2017 fourth 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 requires 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 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.

Overall the equity portion of the portfolio has been stable over the last quarter. The bond returns have bounced back after the interest rate hikes in July and September. The market prices of bonds fluctuate in the opposite direction of interest rates. Bonds with a fixed yield that are held currently have a lower yield than a newly issued bonds so that when the currently held bonds are sold they will have to be sold at a discount in order to achieve a return that is equivalent to the newer bonds.

The first KCPTF portfolio is with the ONE Public Sector Group of Funds and accounts for over 30% of the Trust Fund. 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 2017 is 5.98%. This rate reflects the total return including market impact. The return on book value for year to date 2017 is 1.27%. Currently the universal bond fund is generating 2.47% and the equity fund is generating 9.72% on a cumulative basis (including market impact).

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 December 31, 2017 report is attached. Securities held in this portfolio are largely bank and federal and provincial government issues. The year to date return on these funds is .27%. The rate of return since inception is 2.54%. These returns also take the market impact into account.

In addition, the KCPTF holds \$8,205,167 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 projects at the end of 2016.

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. 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 4.24%. The year to date return on book value is 1.59%.

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.



January 30, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Project Officer

Re: 2018 Capital Budget Approval

Recommendation:

That Council hereby approves the 2018 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 2018 Municipal Capital and Unusual Spending Budget at its February 20, 2018 Council meeting; and further

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

Background:

Council met on January 16, 2018 to review and amend the 2018 draft capital budget. The following provides a summary of the changes made both during Council's review, together with any final amendments made by staff:

2018 Capital Budget Updates:

- 1) 18.715.03 Norman Beach Remediation \$15,100 which is a carryforward from 2017 not initially set up.
- 2) 18.312.03 Coker Bailey Bridge Shim Repairs \$88,000 which is a carryforward from 2017 not initially set up.
- 3) 18.312.04 Keewatin Channel Bridge \$54,000 which is a carryforward from 2017 not initially set up.
- 4) 18.711.04 Central Community Club Rehabilitation \$100,000 which is a carryforward from 2017 not initially set up.
- 5) 18.393.07 GPS and Radio System \$98,000 which is a carryforward from 2017 not initially set up.
- 6) 18.242.01 Changed name of Building vehicles to By-law vehicles.
- 7) 18.714.01 Coney Island Boardwalk \$90,000 moved from 2022 to 2018 to be paid out of contingency reserves.
- 8) 18.738.02 Mezzanine Level of JM Arena \$508,400 added in project with 50% funding from contingency reserves and 50% as a recovery from Sportplex Organizers.
- 9) 18.781.01 Art Centre Project adjusted to \$3,800,000 from \$3,052,800, difference to be funded through external funding/donations.
- 10) 18.851.01 First Street Development adjusted to \$5,500,000 from \$4,700,000, the difference was an increase to the long term debt allocation.

2018 Unusual Spend Budget Updates:

- 1) U18.134.01 VMFS Back up / recovery software \$15,000 added in from computer reserves.
- 2) U18.713.01 Stage Pile \$4,000 for completion work on the Anicinabe Stage which is a carryforward from 2017 not initially set up.
- 3) U18.312.04 Bridge Repairs \$890,238 for repair work that was pushed back to 2019 however OCIF funding available in 2018.
- 4) U18.241.01 Dog Pound repairs \$4,000 which is a carryforward from 2017 not initially set up.
- 5) U18.396.01 Building Security System \$25,000 which is a carryforward from 2017 not initially set up.
- 6) U18.131.01 Climate Asset Management Network project \$101,500 which is a carryforward from 2017 not initially set up.

Long Term Debt List Updates:

- 1) The JM Arena Mezzanine level project was removed from the list, as per council approval.
- 2) Railway Street year was changed from 2018 to 2020.
- 3) Darlington Drive – Bypass to Keewatin year was changed from 2020 to 2019.

As a result of these changes the affect to the contingency reserve is as follows:

**CITY OF KENORA
CAPITAL BUDGET CONTINGENCY SUMMARY
2018**

Project ID	Project Description	Total Project Cost	Contingency Reserve
18.738.02	JM Arena SportsPlex Viewing Area	508,400	254,200
18.714.01	Coney Island Boardwalk	90,000	90,000
TOTALS		598,400	344,200

Budget:

There is no expected budget impact as a result of this report. As discussed during the budget meeting, the net tax levy allocation for 2018 was kept at the 2017 levels. It is noted, however, that a more robust discussion will occur in conjunction with the 2018 municipal operating budget on the net tax levy allocation to capital projects and unusual spending.

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, ensuring that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process and

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



February 5, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: Contracts & Expenditures Approved October – December 2017

Recommendation:

That Council hereby accepts the 2017 October – December Contracts & Expenditures Approved report.

Background:

Per the Procurement Policy, the Budget/Special Projects Officer (Treasurer in the absence of the Budget/Special Projects Officer) may award a tender, contract or purchase for greater than \$20,000 provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
 - i. Operating expenditures not exceeding \$100,000;
 - ii. Capital expenditures not exceeding \$250,000, with the exception of;
 - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- e) The award is made to the bidder submitting the lowest end cost, compliant bid.

A report shall be submitted quarterly to Council to advise of the award of any tenders, contract or purchases under this section. This report is attached.

Budget:

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

Risk Analysis:

The risk associated with this report is low. Internal controls have been established to ensure that these payments are legitimate and conform to the City's procurement policy.

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

Strategic Plan or other Guiding Document:

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



February 1, 2018

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Procurement Policy # CS 1-1 Update

Recommendation:

That three readings be given to a bylaw to adopt an amended Procurement Policy #CS-1-1; and further

That bylaw number 26-2013 be hereby repealed.

Background:

The Procurement Policy states that the Policy 'shall be reviewed and evaluated for effectiveness prior to the end of each Council term, and any amendment thereto shall be made prior to the inaugural meeting of the next Council'.

Limits within the policy are outdated and haven't been changed in many years. Some of these have been updated as is indicated in the edits in the attachment.

In addition to the review requirement the Policy needs to be updated to reflect the structure change in the Finance Department. The Corporate Services Manager position no longer exists and the Budget/Special Projects Officer position assumes the duties within this Policy.

The changes to the Policy are highlighted in red and deletions have been crossed out.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The review ensures that the City is updating policies on a regular basis.

Communication Plan/Notice By-law Requirements:

Policy manual changes to be communicated to all Managers and Supervisors and updated on Sharepoint and the City Portal.

Strategic Plan or other Guiding Document:

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

Procurement Policy



Section	Date	By-Law Number	Page	Of
Corporate Services	February 20, 2018 August 13, 2013	80-20183	1	14
Subsection	Repeals By-Law Number	Policy Number		
Procurement	8026-2013	CS-1-1		

Purpose

The goals of the City procurement policy shall be:

- a) To procure the required quality and quantity of goods, services or construction at the least possible end use cost. It is noted that the lowest tender / quote does not always mean the lowest end cost;
- b) To encourage competition among contractors and suppliers; and
- c) To ensure fairness, accountability, objectivity and transparency in the procurement process.

Application

This policy shall apply to the purchase of goods, services or construction for the purposes of all City departments, excepting those governed by separate local boards and / or commissions as established under either Federal or Provincial legislation.

This policy shall not apply to the acquisition or disposal of any real property or fixtures or to any lease, right or permission relating to the use or occupation of real property.

Senior Leadership Team Members are those employees reporting directly to the Chief Administrative Officer, with the exception of the Special Projects & Research Officer.

References to the Senior Leadership Team Members or to the Budget/Special Projects Officer also include designates of these positions.

Responsibilities and Authorities

Each Senior Leadership Team Member~~Manager~~ shall be responsible for and shall have the authority for all procurement activity and decisions within their areas of responsibility, as outlined within this policy.

Each Senior Leadership Team Member~~Manager~~ shall be held directly accountable for any deviation from the procurement policy within their areas of responsibility.

It shall be at the ~~Senior Leadership Team Member's Managers'~~ discretion to delegate all or any portion of their authority within this policy, up to a maximum spending authority limit of \$~~10,000,000~~, to such individuals within their department as they consider appropriate. It shall be the ~~Senior Leadership Team Member's Managers'~~ responsibility to advise the ~~Budget/Special Projects Officer~~ ~~Corporate Services Manager~~ in writing with regards to any such delegation of authority.

Commented [CE1]: James has a \$10,000 limit

Procurement Policy

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CS-1-1	2	14

Authority of the Chief Administrative Officer

Where any authority has been granted to any officer or employee of the City pursuant to this policy, such authority may be exercised by the Chief Administrative Officer.

Despite any other provision of this policy, during any period that regular Council meetings are suspended or altered from the regular schedule for any reason, or during the period that the acts of Council are restricted under Section 275 of the Municipal Act, the Chief Administrative Officer shall be authorized to award any contract. A report shall be submitted to Council, as soon as reasonably possible, setting out the details of any contract awarded in this manner.

Restrictions

The following restrictions shall apply:

- a) The purchasing procedures set out in this Policy shall not apply to the following types of expenditures, provided that the purchase does not exceed the amount approved in the annual budgets:
 - i. Training and education expenses, including courses, conferences / conventions, seminars, subscriptions, membership fees and fees for trainers / facilitators;
 - ii. Refundable employee / councillor expenses, including advances, meal allowances, travel, entertainment and miscellaneous;
 - iii. Employer's general expenses, including payroll deduction remittances, health benefits, medicals, licences, debenture payments, insurance premiums and claims, damage claims, grants, petty cash replenishment and tax remittances;
 - iv. Professional and special services, including legal fees, committee fees, funeral and burial expenses, witness fees, interpreter fees and payments authorized under purchase of service agreements;
 - v. Utility charges, including water, hydro, gas, telephone and telecommunications;
 - vi. Postal and delivery charges;

- vii. Advertising services required by the City on or in but not limited to radio, television, newspaper and magazines;
- viii. Bailiff or collection agencies
- ix. Any payments required to be made by the City under statutory authority.

For these excluded items, it is each Senior Leadership Team Member's~~Manager's~~ responsibility to make every effort to obtain the lowest possible cost as appropriate.

- b) No contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this policy;

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- c) No personal purchases shall be made by the City directly or indirectly for members of Council or any appointed member of a local board or commission, or for any officer or employee of the City;
- d) No Council member, officer or employee of the City shall personally obtain any goods that have been declared surplus unless through a public process;
- e) All purchasing undertaken by the City shall be undertaken in accordance with the City's Council Code of Ethics and Employee Conduct Policies and in accordance with the Municipal Conflict of Interest Act, as amended.
- f) Nothing in this policy will enable the Budget/Special Projects Officer~~Corporate Services Manager~~ to initiate any purchases for any reason. All authorities given to this position within this policy are strictly for approval of expenditures initiated through other authorized individuals.

Total Acquisition Cost

All dollar limits expressed within this policy shall be the estimated total acquisition cost less any applicable rebates.

Local Preference

In accordance with the Discriminatory Business Practices Act, the City does not have a local preference policy.

Blanket Purchase Orders

A blanket purchase order may be used where:

- a) One or more departments repetitively order the same goods, services or construction and the actual demand is not known in advance;

b) A need is anticipated for a range of goods, services or construction for a specific purpose and for which convenience and location are major factors but the actual demand is not known at the outset.

The Senior Leadership Team Members~~Managers~~ shall establish and maintain blanket purchase orders in accordance with the procedures and limits as expressed within this policy. To establish prices and select sources, the Senior Leadership Team Member~~Manager~~ shall employ the provisions contained in this policy for the acquisition of goods, services or construction.

More than one supplier may be selected where it is in the best interests of the City and where the bid solicitation allows for more than one.

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The expected quantity of the specified goods, services or construction to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the greatest extent possible, on previous usage adjusted for any known factors.

Request for Expressions of Interest

A Senior Leadership Team Member~~Manager~~ may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any goods, services or construction and for the purposes of keeping a list of available suppliers.

Authorization of Budgeted Purchases

Where the acquisition of goods or services has been approved in the City's annual budgets, the following procedures shall apply:

Purchases Not Exceeding ~~\$5,000~~2,000

The Treasurer shall have authority to establish petty cash funds in such an amount to meet the requirements of a department for the acquisition of goods, services or construction having an individual total acquisition cost of \$500 or less. All petty cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the finance department.

Where the total acquisition cost does not exceed two thousand dollars, purchases shall be made from a competitive market place wherever possible. Quotations may be received either verbally or in writing.

Purchases may be made utilizing cash, cheque, purchase order, or City purchase / credit cards.

Purchases Not Exceeding \$~~10,000~~5,000

Where the total acquisition cost does not exceed \$~~10,000~~5,000, a request for quotations shall be issued, where possible. A minimum of three (3) quotations shall be requested and shall be received in writing.

Purchases may be made utilizing cheque, purchase order, or City purchase / credit cards.

The Senior Leadership Team Member~~Manager~~, or his / her designate, may authorize the purchase provided that the award is made to the bidder submitting the lowest end cost, compliant bid.

Purchases Not Exceeding \$~~30,000~~20,000

Where the total acquisition cost does not exceed \$~~30,000~~20,000, a request for quotations shall be issued. A minimum of three written quotations shall be requested.

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Purchases shall be made utilizing a purchase order. A signed purchase order shall be required prior to obtaining a cheque for the purchase.

The Senior Leadership Team Member~~Manager~~, or his / her designate, shall evaluate the quotes received, and determine the recommended award to the bidder submitting the lowest end cost, compliant bid. The Senior Leadership Team Member~~Manager~~ may authorize the purchase, based on that recommendation, provided that the award is made to the bidder submitting the lowest end cost, compliant bid.

In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be used for the purchase of goods, services or construction in this total acquisition cost range.

The procedure used to purchase the goods, services or construction in this total acquisition cost range shall demonstrate that Fair Market Value was achieved.

Purchases Exceeding \$~~30,000~~20,000

Where the total acquisition cost of any goods, services or construction exceeds \$~~30,000~~20,000, either a request for tenders or a request for proposals shall be undertaken, save and except for situations in which the requisitioning Senior Leadership Team Member~~Manager~~ is able to demonstrate that it is in the City's best interests that the specified goods, services or construction not be obtained through this manner.

Request for Tenders/Proposals

Process

A request for tenders or request for proposals shall be undertaken in compliance with the following process:

- a) The Senior Leadership Team Member~~Manager~~ shall determine whether an invitational or public request for tenders / proposals is to be used. The Senior Leadership Team Member's~~Manager's~~ decision must be based on the best interests and value to the City.
 - i. Requests for public tenders / proposals shall be publicly advertised.
 - ii. Requests for invitational tenders / proposals will be sent directly to the appropriate parties with no advertising required.
- b) The request for tenders / proposals shall include:
 - i. A brief description of the request for tenders / proposals, including the scope of the goods, services or construction;
 - ii. Where the packages may be obtained;
 - iii. The specified closing date and time;
 - iv. If bid deposits are required;
 - v. Any related compliance requirements; and

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- vi. Identification of the evaluation criteria and weightings, with a clear direction on how each of the applicable criteria shall be utilized in evaluating the bids.

The form of the request for tenders / proposals shall, to the extent possible, use standardized documentation.

- c) All bids must be submitted in a sealed envelope, clearly marked as to its contents and to the attention of the City personnel specified in the bid document.
- d) Unless specified otherwise in the request for tenders / proposals, as bids are received, they are time and date stamped to ensure compliance with the closing date and time.
- e) Faxes / e-mailed bids are not accepted unless either submitted by an agent on behalf of the bidding company or indicated by the City in the original request for tenders / proposals that a fax / e-mail will be accepted.
- f) Bids shall be opened on the date and time stated in the request for tenders / proposals. The date and time shall be shortly after the closing time stated.

- g) Bid openings shall be open to the public and be attended by at least the requisitioning ~~Senior Leadership Team Member~~ Manager and either the City Clerk, the ~~Budget/Special Projects Officer~~ Corporate Services Manager or their designate.
- h) Bid submissions that do not meet the terms, conditions and specifications in accordance with the request for tenders / proposals package shall be rejected, unless the deviation is minor in nature.
- i) Tenders / proposals received by the City after the set date and time of closing shall be returned to the sender unopened.
- j) No alteration shall be made to a tender / proposal after the opening except where such alteration can be decisively shown to be an error in computation or typing. Where a unit price is involved, only the unit price can be adjusted in the case of an error in computation. The total price of the tender / proposal shall not be changed. The bidder shall be advised of the alteration.

Award to Lowest End Cost, Compliant Bidder

Tenders / proposals shall be awarded to the lowest end cost, compliant bidder, the decision criteria for which shall be clearly identified in the request for tenders / proposals. In determining the lowest end cost, compliant bidder, the following shall be taken into account:

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- a) Quoted price, including related ongoing costs if applicable;
- b) The bidder's ability to perform the contract or provide the supplies, materials or equipment within the time specified without delay or interference;
- c) Adherence to applicable City Health & Safety policies as well as Provincial Health & Safety Legislation and related Regulations.
- d) Adherence to the Integrated Accessibility Standards Regulation made under the Accessibility for Ontarians With Disabilities Act and the City of Kenora Accessibility Policy
- e) Previous performance of supplier;
- f) The ability of the bidder to provide future maintenance and service; and
- g) Associated delivery and set-up costs; warranty and guarantee period.

Other specific, relevant decision criteria may also be used provided they are clearly identified in the request for tenders / proposals.

Evidence of Compliance

Prior to the commencement of works for the tender / proposal, the successful bidder shall provide evidence of compliance with Provincial legal requirements and municipal By-laws as it relates to carrying on business in Ontario by:

- a) Showing proof of registration with the Workplace Safety and Insurance Board (WSIB), including proof of good standing;
- b) Complying with the Provincial Retail Sales Tax requirements;
- c) Complying with the requirements of the Trades Qualification and Apprenticeship Act;
- d) Acquiring a City of Kenora business license, if applicable; and
- e) Any or all other requirements as applicable.

Liability Insurance

Liability Insurance coverage in the amount of \$2 million or other such amount as may be deemed necessary shall be provided by the bidder as determined by the requisitioning Senior Leadership Team Member~~Manager~~ for the acquisition of supplies and services.

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Award of Contracts

The Budget/Special Projects Officer~~Corporate Services Manager~~ may award the tender / proposal provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
 - i. Operating expenditures not exceeding \$100,000;
 - ii. Capital expenditures not exceeding \$250,000, with the exception of;
 - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- e) The award is made to the bidder submitting the lowest end cost, compliant bid.

A report shall be submitted quarterly to Council to advise of the award of any tenders / proposals under this section.

Any expenditure not eligible for approval within this section requires written confirmation from the Budget/Special Projects Officer~~Corporate Services Manager~~ that the expenditure will not exceed the approved budgets. The applicable Senior Leadership Team Member~~Manager~~ is responsible for analyzing the quotations submitted and making a formal recommendation to Council regarding the successful bid.

Use of Request for Tenders

A request for tender shall be used where all of the following criteria apply:

- a) Two or more sources are considered capable of supplying the goods, services or construction;
- b) The goods, services or construction is adequately defined to permit the evaluation of tenders against clearly stated criteria;
- c) The market conditions are such that bids can be submitted on a competitive pricing basis; and
- d) It is intended that the lowest end cost, compliant bid will be accepted without negotiations.

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Use of Request for Proposals

A request for proposals shall be used where the goods, services or construction cannot be specifically defined and it is anticipated that bidders may propose a variety of alternatives to fulfil the City's requirements.

Price Agreements

A request for tenders may be issued in order to establish a price agreement for specified goods, services or construction for a specified time.

The City shall have no obligation to any contractor to order any goods, services or construction under a price agreement.

In House Bids

In house bids may be used for the procurement of goods, services or construction in accordance with policies as adopted by Council.

Contingencies

Where the purchase of goods, services or construction has been authorized under this policy, the Budget/Special Projects Officer~~Corporate Services Manager~~ may authorize

disbursement of additional funds, provided that such additional funds shall not exceed fifteen percent (15%) of the total cost of the original contract, and provided that the additional funds are required to complete the work set out in the original contract and there are sufficient funds within the approved budgets to cover the incremental costs, irrespective of the total cost of the original contract.

Purchase of Additional Goods, Services or Construction

Where goods, services or construction have been purchased under this policy, no similar, additional or related goods, services or construction shall be purchased from the same contractor, whether by way of contract extension, renewal or separate purchase, unless:

- a) A report is submitted to Council; or
- b) The procurement procedures set out in this policy are complied with as if the additional purchase is a new contract; or
- c) The total cost of the additional goods, services or construction does not exceed twenty percent (20%) of the total cost of the original contract and there is sufficient budget flexibility available to cover the incremental costs; or
- d) The total cost of the additional goods, services or construction is to be paid in full by a third party, and security to ensure payment is in place, to the satisfaction of the Budget/Special Projects Officer. ~~Corporate Services Manager~~

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Any amount authorized under this section may be expended in addition to any contingency allowance authorized under the Contingencies section of this policy, and may be authorized by the Budget/Special Projects Officer. ~~Corporate Services Manager~~ irrespective of the total cost of the original contract.

Despite the restrictions on the purchase of additional goods, services or construction as laid out previously, the Chief Administrative Officer may authorize the purchase of additional goods, services or construction provided that:

- a) The requirement for the additional goods, services or construction could not reasonably have been anticipated at the time of the award of the original contract; and
- b) The authorization to purchase the additional goods, services or construction is required to prevent interruption in service delay or to avoid incurring extra costs; and
- c) A request is submitted to the Chief Administrative Officer on a form prescribed by the Budget/Special Projects Officer. ~~Corporate Services Manager~~.

A report shall be submitted quarterly to Council advising of any expenditures made under this section of the policy.

Cooperative Purchasing

The City may participate with other government agencies or public authorities in cooperative purchasing where it is in the best interests of the City to do so and where the purposes, goals and objectives of this policy are complied with by such government agencies and public authorities.

The policies of the government agencies or public authorities calling the cooperative bid solicitation are to be the accepted policy for that particular purchase.

Sole Source Purchases

A sole source purchase may be made for the procurement of goods, services or construction without issuing a request for tenders / proposals where the compatibility of a purchase with existing equipment, facilities or service is the paramount consideration.

The Senior Leadership Team Member~~Manager~~ may award the contract provided there is written confirmation from the Budget/Special Projects Officer~~Corporate services Manager~~ that the expenditure will not exceed the approved operating budget.

Unsolicited Proposals

Where the City receives an unsolicited proposal, the Senior Leadership Team Member~~Manager~~ may determine if the proposal shall be evaluated in accordance with the Sole Source Purchases section of this policy.

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If the Senior Leadership Team Member~~Manager~~ determines that the unsolicited proposal should be considered a sole source purchase, an award may be made in accordance with the Sole Source Purchases section of this policy.

Contractor Performance

The Senior Leadership Team Member~~Manager~~ shall be responsible for monitoring the performance of contractors and documenting evidence of such performance and shall advise the Chief Administrative Officer in writing where the performance of a contractor has failed to comply with a contract or other City requirement.

The Senior Leadership Team Member~~Manager~~ and the CAO may, in their sole discretion, prohibit a contractor whose performance has been unsatisfactory from submitting a bid in response to a request for tenders / proposals. This prohibition shall also apply to any contractor failing to meet any City or otherwise legislated Health & Safety requirements.

Identical Tenders

If the lowest compliant bids from two or more bidders are identical in total acquisition cost or unit price, the Senior Leadership Team Member~~Manager~~ is authorized to split the

contract for the purchase of goods, services or construction equally between the lowest end cost, compliant tenders, where possible.

When it is not possible to equally split the contract for the purchase of goods, services or construction, then the successful bidder shall be determined by a coin toss. The coin toss shall be performed in the presence of the Senior Leadership Team Member~~Manager~~ and the Chief Administrative Officer, as well as the related bidders, should they wish to attend.

Emergency Purchases

Despite any other provision of this policy, in cases of emergency, as determined by a Senior Leadership Team Member~~Manager~~ or the Chief Administrative Officer, the purchase of goods, services or construction may be authorized without issuing a request for tenders / proposals.

An emergency is defined as an event or circumstance where the immediate purchase of goods, services or construction is necessary to prevent or alleviate serious delay, a threat to public health, safety or welfare, the disruption of essential services or damage to public property or any other expenditure that is necessary to respond to any such event and may include, but is not limited to, an emergency declared under the Emergency Management and Civil Protection Act.

The Senior Leadership Team Member~~Manager~~ shall, as far as is feasible, obtain the lowest price for supplies and services that are necessary to prevent serious delays, further damage or greater harm.

The limit of such an emergency purchase shall be two hundred and fifty thousand dollars (\$250,000). Any emergency purchase deemed necessary in excess of the stated limit shall require specific CAO approval, with an email briefing being sent to Council at the time it is approved.

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Where any emergency purchases have been made, the Senior Leadership Team Member~~Manager~~ responsible shall report said purchase in writing at the next meeting of Council, identifying the proposed sources of funding.

Council Approval

Despite any other provision of this policy, a report shall be submitted to Council prior to authorizing an award in each of the following circumstances:

- a) Any contract where the total acquisition cost is greater than the Council approved budgets, except as specifically authorized under the "Bids in Excess of Project Estimates" section of this policy.

- b) Any contract where the total acquisition cost exceeds the authority limits as outlined in this policy.
- c) Any contract where the award is not proposed to be made to the bidder with the lowest end cost, compliant bid, or where an irregularity precludes the award of a contract to the supplier submitting the lowest end cost, compliant bid.
- d) Any contract where a good, service or construction is available from only one source of supply and the total acquisition cost of such good, service or construction exceeds \$100,000; or where a bid solicitation has been restricted to a single source of supply because standardization or compatibility is the overriding consideration.
- e) Any contract where the term of the proposed contract is for a period longer than the lesser of either the current operating year or the remainder of the term of Council.
- f) Any contract where there is current litigation between the bidder and the City.
- g) Any contract otherwise specifically required to be approved by Council as provided in this policy.

All reports to Council for expenditure approval must include justification for the recommended purchase, a summary of all quotations received, together with a purchase order signed by the Budget/Special Projects Officer~~Corporate Services Manager~~.

Non-Budgeted Expenditures

Where a requirement exists to initiate a project for which goods, services or construction are required and funds are not contained within the Council approved budgets to meet the proposed expenditure, the Senior Leadership Team Member~~Manager~~ shall, prior to the commencement of the purchasing process, submit a report to Council, which shall include:

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- a) Information surrounding the requirement to contract;
- b) The terms of reference to be provided in the contract; and
- c) Information on the proposed funding source for the expenditure, together with a written confirmation from the Budget/Special Projects Officer~~Corporate Services Manager~~ that the requested source of funding is both available and accessible.

Expenditures Before the Passing of the Budget

For the purposes of this policy, prior to the approval of the municipal budgets, Senior Leadership Team Members~~Managers~~ shall have the authority, within the guidelines as

outlined in this policy, to expend up to ninety percent (90%) of the previous year's approved operating budget. All items either capital in nature or budgeted as unusual spending through the capital budget process, must receive Council approval prior to the approval of the municipal capital budget.

Bids in Excess of Project Estimates

Where bids are received in response to a bid solicitation but exceed project estimates, the Senior Leadership Team Member~~Manager~~ may enter negotiations with the lowest compliant bidder to achieve an acceptable bid within the project estimate.

Where the Senior Leadership Team Member~~Manager~~ is unable to reduce the amount of the bid sufficiently to be within the budgeted amount for that project without negatively affecting project scope to the detriment of the municipality, the Senior Leadership team Member~~Manager~~ may identify an appropriate funding source from a budgeted expenditure within the same department or function that has either been completed under budget or has been deemed of a lesser priority by that Senior Leadership Team Member~~Manager~~. The Senior Leadership Team Member~~Manager~~ shall then present this funding option to the Budget/Special Projects Officer~~Corporate Services Manager~~. The Budget/Special Projects Officer~~Corporate services Manager~~ shall have authority to transfer those remaining budget dollars to fund the project if it is deemed that it is in the best interests of the City to do so. The Budget/Special Projects Officer~~Corporate Services Manager~~ shall be required to report any such transfers to Council on an annual basis for the purpose of passing a budget amendment By-law to formally amend the budget to reflect the reallocation of funds. For clarification purposes, nothing within this section shall enable the Budget/Special Projects Officer~~Corporate Services Manager~~ to transfer funds between projects where the total cost of the project being transferred to exceeds the spending authority limits as set out within this policy.

Surplus & Obsolete Materials

All surplus and obsolete stock shall be dealt with in compliance with the City's policy for Disposal of Surplus & Obsolete Materials (FI-3-1).

Contract Documents

Where the purchase of goods, services or construction has been authorized under this policy, the contract may be executed by the Senior Leadership Team Member~~Manager~~. Contracts shall be in a form approved by the City.

Procurement Policy

Policy Number	Page	of
CS-1-1	14	14

Where a contract for goods, services or construction is of nominal value and is not subject to the procurement procedures as set out in this policy, the Senior Leadership Team Member~~Manager~~ may execute such a contract, subject to the prior approval of the City solicitor where applicable.

All contracts executed pursuant to this policy shall be delivered to the City's central records department.

Payment of Accounts

Except as otherwise provided, the Treasurer shall be authorized to pay:

- a) All accounts for the purchase of goods, services or construction, where the purchase of such goods, services or construction has been made in accordance with this policy, or otherwise approved by Council;
- b) All accounts authorized by payment certificate, for work done under a contract approved by Council, where such payments have been certified in writing by the ~~Senior Leadership Team Member~~ Manager;
- c) All items included under sub-section a) of the Restrictions section of this policy, subject to such expenditures being approved in the annual budgets; and
- d) All requisitions for monies that the City is required to pay to its local boards or other bodies on account of their approved annual estimates, including advances before such budgets are approved.

Access to Information

The disclosure of information received relevant to the issue of bid solicitations or the award of contracts resulting from bid solicitations shall be in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

Policy Review

This policy shall be reviewed and evaluated for effectiveness prior to the end of each Council term, and any amendment thereto shall be made prior to the inaugural meeting of the next Council.

The review shall determine how effective this policy has been in achieving the objectives as set out under the Purpose section of this policy as well as the requirements of the Municipal Act, as amended.

~~The Finance Committee of Council may undertake the review, the final result of which shall be comprised of a report to Council by the Corporate Services Manager.~~



Feb 2, 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 \$408.75.

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 \$334.54.

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.



January 30, 2018

City Council Committee Report

To: Mayor and Council

**Fr: Michelle Saunders, Tax Collector
Charlotte Edie, Treasurer**

Re: Vacancy Rebates and Vacant/Excess Land Sub-Classes

Recommendation:

That Council hereby review the Vacancy Rebate program and the Vacant and Excess Land Sub-Classes to determine a "first pass wish list" of potential changes and improvements; and further

That Council hereby directs staff to eliminate the Vacancy Rebate Program in 2019 due to difficulties in administration as described below and to phase out the Vacant and Excess Land Sub-Classes over a period of 3 years.

Background:

The Province has given Municipalities the opportunity to assume more responsibility and control over programs relating to Vacancy Rebates and Vacant and Excess Land Sub-classes. A Municipality may reduce or, in some instances, eliminate (immediately or phase-out) the percentage reduction for both programs. An overview of the vacancy reform can be found in the attachment to this report.

Vacancy Rebates allow taxpayers who lease out commercial or industrial properties to apply for a tax reduction when the units are vacant. Currently the reduction is 30% of commercial and 35% of industrial taxes. The elimination of this program is recommended for three reasons. First, this program is difficult to monitor. By the time applications are received, the vacancy period being applied for has passed. This makes it difficult to verify vacancy. Second, some properties are assessed based on the income approach. Therefore, lost rents are already taken into consideration during assessment valuation. Third, these programs only benefit commercial and industrial tax payers. No such rebates are available for residential or multi-residential tax payers.

The vacant and excess land classes allow for a 30% discount for commercial and a 35% discount for industrial classes. Under the new legislation the City would be able to eliminate the discount and fully tax these classes. The impact would be to make the distribution of taxes within the classes more equitable.

An inquiry was made with other municipalities in regards to their plans. Red Lake is phasing out the Vacancy Rebate program over 4 years, Sudbury is phasing out over 3 years. Sudbury is also applying to the Minister to eliminate the Excess Vacant Land sub-classes. Most other municipalities are undecided and have not started the process.

Budget/Finance Implication: The following amounts have been reimbursed to taxpayers as a result of the Vacant Unit Rebate Program: approximately \$59,000 for 2016, \$53,000 for 2015 and \$75,500 for 2014.

The elimination of the Vacant/Excess Land would not impact the City's tax revenues. The elimination or reduction of this program would be factored back into the calculation of the tax rates and would impact the rate payer when taxes are levied.

Communication Plan/Notice By-law Requirements: If Council chooses to amend or eliminate these programs, the City must first develop a new policy. Stakeholders would have to be engaged. This does not have to be an open house format. Consultation can be by way of a mass mail-out, posting in the municipal memo or a survey. Prior to implementation and after Council Endorsement, the program "design" must be submitted to the province for approval then passed by Council resolution.

Strategic Plan or other Guiding Document:

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

(Overview of Recommended Step 1: Interest Identification)

TREATMENT OF VACANT AND EXCESS LAND AND VACANT UNIT REBATES

Until now the tax treatment of Vacant and Excess Land and the Rebate Program for Vacant Commercial and Industrial Units has been rigidly prescribed by the content of the *Municipal Act, 2001* and supporting Regulations.

For the most part, no significant concerns have arisen in respect of Vacant and Excess Land Sub-Classes but the Vacant Unit Rebate Program has become increasingly problematic. Although the program has generally functioned as intended, it has been marked by some critical weaknesses since its inception. In the absence of any Provincial policy attention, and no avenues for meaningful local enhancement, the issues have grown over time along with the administrative burden and cost to municipalities.

As of 2017 upper and single-tier municipalities will have the opportunity to assume more responsibility and control over how these programs function locally. Municipalities are now able to consider changes in respect of:

- ✓ The Percentage Reductions for Vacant and Excess Land;
- ✓ The Percentage or Percentages used for Vacant Unit Rebates;
- ✓ Administrative Policies, Application Procedures and Information Requirements;
- ✓ Enhanced and Refined Eligibility Requirements; and
- ✓ In some instances, municipalities may choose to eliminate a program in its entirety.

What the Province has not done, is provide any specific *menu* of options to pick from; it is up to each municipal jurisdiction to craft their own local policies. Municipalities interested in pursuing policy refinements and enhancements must take on the policy making task locally and submit their desired program designs to the Province for review and consideration. As part of any such submission, the municipality must demonstrate that it has:

- ✓ Considered its policy objectives carefully;
- ✓ Crafted policy solutions and policy tools that are consistent with, and will effectively meet its policy objectives;
- ✓ Planned for the administrative and practical requirements of implementing the proposed policy changes;
- ✓ Considered the impact of change on the taxpayer and business community; and
- ✓ Integrated the feedback and perspective of stakeholders in the decision making process.

MTE'S RECOMMENDED APPROACH

All of this should be done in a manner that effectively addresses both local priorities, concerns, issues, problems or challenges that the program has presented to the municipality as well as the desired outcomes once the reforms have been implemented. Upper-tier municipalities will also necessarily have to consult with their local counterparts, as they have been the ones working hands-on with this program since its inception in 2001.

MTE strongly recommends that a planned and measured approach be taken and that the essential first step is to document the general direction the municipality wishes to pursue. By identifying a "first pass wish list" of potential changes and improvements, the municipality will be able to gain a perspective regarding the scope and magnitude of the exercise. For some municipalities, this may simply involve modest adjustments to improve the current programs; others may need to plan for an extensive and complex exercise if radical reforms are desired.

(Overview of Recommended Step 1: Interest Identification)

STEP 1: IDENTIFICATION OF POLICY INTERESTS

This interest documentation matrix has been prepared to assist municipalities in identifying their "first pass wish list" of potential changes and improvements in respect of vacant and excess land and the vacant unit rebate program. It is recommended that the process begin with identifying general policy interests and not advancing specific policy tools or solutions (these will follow).

To help organize the process, we have simply broken the programs out by their constituent elements. Under each element the participant should note whether they see change as desirable / needed and if so list:

- ✓ Problematic Elements that require Remedial Policy attention (e.g. applicant delays, eligibility rules, etc.) and
- ✓ Progressive Policy Changes and Improvements (e.g. reduce costs, more robust administrative procedures, etc.)

SUB-CLASS DISCOUNTS

Is a discount outside the 30-35% range desirable for any or all of the following?

If so, why and to what end?

- Industrial Excess Land Discount
- Industrial Vacant Land Discount
- Commercial Excess Land Discount
- Commercial Vacant Land Sub-Class

VACANT UNIT REBATES

Big Picture

- Continue Program for Commercial and/or Industrial Class As-Is (if yes, stop here)
- Pursue Immediate Opt-Out
- Pursue a Universal Staged Phase-Out over Time
- Implement a Declining Benefit Program on a Property By Property Basis
- Alter Rebate Percentage(s)
- Exclude Specific Property Types
- Eliminate Partial Building / Unit Rebates

Application and Administrative Elements

- Applications and Due Dates
- Application Completeness
- Compelling Additional Information and Inspections
- Vetting what is Submitted to MPAC
- Response Timing and Information Submission / MPAC Responses and Interest Timing
- Vacancy Period Start Notification for Full and/or Partial Vacancies
- Establish "File Close" Dates / Timing

Full Building Eligibility

- Enhanced Definitions Surrounding "Use"
- Eligibility / Exclusion Rules for Certain Property, Building or Structure Types
- Eligibility / Exclusion Rules for Specific Property Use or Function
- Add additional conditions surrounding availability and potential for occupancy as per partial vacancies?

(Overview of Recommended Step 1: Interest Identification)

Partial Building Eligibility Commercial

- Eliminate Partial Vacancies
- Set Differential Rebate Amount
- Eligibility / Exclusion Rules for Certain Property, Building or Structure Types
- Eligibility / Exclusion Rules for Specific Property Use or Function
- Set Minimum Size / Area
- Enhance Definitions Such as "Occupancy", "Lease", "Leasehold Interest"
- Strengthen Exceptions for Repairs, Renovations and Unfit
- Mandate Notification at Start of Vacancy
- Establish Standards for Separation of Unused Units

Partial Building Eligibility Industrial

Same Considerations as Commercial Plus:

- Standardize Criteria with Commercial
- Establish Standards for Separation of Unused Space (clearly delineated?)
- Mandate Notification at Start of Vacancy

Institute Declining Benefit

A declining benefit program would involve some form of systematic reduction to a taxpayer's rebate and/or eligibility over time. For example, an applicant would be eligible for a traditional rebate for one or more years, but at some point (Yr. 2, 3, 5, etc.) the benefit would begin to decline; perhaps seeing the rebate reduced by 5% or 10% per year. Some of the details and secondary issues/outcomes a municipality would want to consider include:

- When does the decline begin?
- What is the rate of decline?
- Will it apply on a property / roll number basis, or by a portion of property (unit)?
- Will it be a total decline to 0%, or will it end with a minimal amount 10% or 5%?
- How will "gap years" be dealt with and will there be any reset points or reset eligible events?
- How will this be tracked and what administrative resources/systems will be required? (Cost?)

A property specific declining benefit scheme may be capable of addressing some very specific and significant policy objectives; however it is expected to be the most complex and administratively burdensome approach. It also has the potential of creating a wide spectrum of unintended consequences and issues over time. Any municipality considering such a plan must do with extreme care.

Opt-Out / Phase-Out

Some municipalities are considering eliminating the vacancy rebate program in its entirety.

Concepts being looked at include immediate discontinuation, or universal phase-out.

A phase-out might look similar to a declining balance program, but it would be based solely on time/year rather than on any property-by-property activity within the program. Necessary considerations may include:

- Is immediate opt-out / cancellation of the program desirable/possible?
- How many years will the phase-out take?
- What is the rate of decline?
- Is it worth the effort, time and resources to consider other refinements that will apply during the phase-out?
- Will this trigger a surge in other forms of relief being pursued (appeals, 357's, etc.)?
- Will there be any *competitiveness* issues with neighbouring jurisdictions?

(Overview of Recommended Step 1: Interest Identification)

Opting out may be one of the most dramatic avenues of reform to pursue, however, in a practical sense, it could prove to be less complex and less demanding to administer than a declining benefit program. That said, there is the potential for downsides that might not be fully known until the program has expired.

Approach to and Potential for Reform

The above points are simply intended to assist the policy maker organize their own thoughts and preferences. It may or may not be possible to develop or implement policy tools that would address these items. That will depend on how well the policies are planned, considered and presented. MTE suggests that an essential element of any successful reform effort in this regard will be the drafters' ability to connect the policy tools and choices being pursued with specific and reasonable policy objectives and reasonably expected policy outcomes. That is, we encourage our clients to focus on what they want to correct and/or achieve first. With this clearly sketched out municipalities will be better positioned to begin carefully selecting policy tools that have a reasonable expectation of achieving those outcomes.

What we suggest be avoided at all cost, is attaching to a seemingly attractive policy tool without considering how it will be implemented, what might happen, and how it fits with the municipality's broader goals, principles and objectives. This is particularly important to avoid at the early stages of policy development when the risk of initiating a narrowly conceived and path dependent process is at its greatest.

It is expected that policies approved by the Ministry will most likely need to fit with the general logic of the broader programs. It can also be expected that policy changes that go against general equity principles, conflict with existing policy, or propose the imposition of controls on other aspects of the property tax regime will prove problematic. Some of the policy suggestions to avoid might include, but may not be limited to:

- Rules that would treat similar properties differently based on a variable irrelevant to the realm of property tax;
- Rules that would curtail a taxpayer's opportunity to pursue recourse measures unrelated to the vacancy of their property (appeal against value);
- Program elements can't practically be implemented in a consistent and equitable manner;
- Any mechanism that presents more as punitive or obstructive as opposed to a refinement or enhancement to promote compliance and limit exposure; and
- Rules that attempt to consider motive, interest or intent may also be problematic (Would the taxpayer rather be vacant, strike circumstances, looking for buyer rather than tenant, etc.)

ADDITIONAL INFORMATION AND SUPPORT

As noted, Municipalities have been presented with a unique opportunity, but successful implementation of an enhanced local vacancy program will require careful consideration and deliberate design efforts. Should you have any questions regarding these matters, or would like to undertake any locally specific analysis or review, please do not hesitate to contact the undersigned at any time.

Peter

Peter R. Frise

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February 5, 2018

**City Council
Committee Report**

TO: Mayor Canfield and Council

FR: Todd Skene, Fire & Emergency Services Manager

RE: Renewal of Municipal Forest Fire Management Agreement

Recommendation:

That three readings be given to a bylaw authorizing the City of Kenora to enter into a Municipal Forest Fire Management Agreement with the Ministry of Natural Resources and Forestry to 31st of March 2023; and further

That By-Law Number 66-2015 be hereby repealed.

Background:

The Corporation of the City of Kenora initially entered into a Municipal Forest Fire Management Agreement with the Ministry of Natural Resources and Forestry in April of 2000. Since then The Corporation of the City of Kenora entered into similar successive agreements with the Ministry of Natural Resources and Forestry, the last of which was for three years beginning on the 1st of April 2013. This agreement expires on the 31st of March 2018.

The Municipality of Kenora's total size is approximately 21,210 hectares. Crown Protection Area (CPA) means the area(s) with the limits of the Municipality designated as forming parts which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Forest Fires. Municipal Protection Area (MPA) means the area(s) with the Municipality designated as forming parts which the Municipality has prime responsibility, as between the parties, for responding to Incidents and suppressing Forest Fires.

Of that approximately sixty percent or fourteen thousand one hundred and fifteen hectares (14,115) is covered by forest or other forms of vegetation, such as farmland. As well, much of this area borders on lakes, streams and rivers, is found on islands that are accessible by water only or in rural areas served by limited or no road access. This represents a significant urban/rural wildfire interface. The threat of an out of control wildfire conflagration within the City is high and depending on weather conditions, extreme.

A joint analysis between the Ministry of Natural Resources and Forestry and the City of Kenora Fire and Emergency Services was conducted and given with the risks of serving this vast area the areas were divided into areas of responsibility. See ES Municipal Forest Fire Management Agreement Appendix A – Attached for details.

Accordingly based on 2018 Ministry of Natural Resources and Forestry and City of Kenora Fire and Emergency Services 2018 review.

Land Class	CPA Hectares	MPA Hectares	Total Hectares
Patent Land	1,207	13,750	14,957
Crown Land Un-alienated	3,169	3,084	6,253
Total	4,376	16,834	21,210

This is based on the ability of the Ministry of Natural Resources and Forestry capacity to deploy assets and resources in more expeditious manner to these remote and difficult to access areas within the Municipality and thereby minimize the impact of a forest fire on the City of Kenora's ratepayer and constituent.

Having a Municipal Forest Fire Management Agreement with the Ministry of Natural Resources and Forestry assures the City of Kenora that should the Ministry's assets be required, a preferred rate for costs would be applied. For example with an agreement the cost of a CL415 is only for the time it works on a fire at its hourly rate of \$4,674.59. Without an agreement the cost of a CL415 is from the time it departs its airport of origin to the time it returns to its airport of origin at its hourly rate. This would be a substantial difference given that CL415 are quite often staged at the MNRF Regional Fire Centre in Dryden, ON.

In year 2013 the Corporation of the City of Kenora entered into an agreement as such and compensates the based on a rate of \$1.31 per hectare difference in protected hectares as indicated in Appendix A. As a result, the annual fee for 2018 would be \$111.35 with an annual CPI increase of 1.6%.

Budget: Through existing 2018 Fire and Emergency Services Operating Budget.

Communication Plan/Notice By-Law Requirements: Municipal Memo, Portal and Media.

Risk Analysis:

As per the City's ERM Policy, there is high operational risk and liability risk based on City of Kenora Fire and Emergency Services (KFES) ability to respond and reach all reported forest fires in throughout the municipality in a timely manner.

There is a high financial risk, as unforeseen forest fires cannot be planned or budgeted for and without an agreement in place the municipality would be liable for all incurred MNRF expenses from time of dispatch from Kenora MNRF Fire Centre until time of return.

There is a critical Liability risk, based on the potential remote location of an unforeseen forest fire, and the KFES ability to respond and action the fire without the ability of aircraft.

Strategic Plan or other Guiding Document:

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

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

Infrastructure

#2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems. Entering into this agreement will ensure that the City is properly protected in the event of a forest fire.

#2-3 Customer Service, the City will ensure prompt and immediate response times supported by resilient communications in the event of a system outage or other emergencies. This agreement will allow City emergency managers to act on emergencies promptly and effectively.



January 29, 2018

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Todd Skene, Fire & Emergency Services Manager

**Re: Renewal of 911 Central Emergency Reporting Bureau (CERB)
Services Agreement**

Recommendation:

That three readings be given to a bylaw to authorize a new 9-1-1 Central Emergency Reporting Bureau (CERB) Service contract with the Ontario Provincial Police for the City of Kenora's residential population of 15,348 (Stats Canada Census 2011) at a cost of \$8,610.23 for a five year term commencing on February 17, 2018 and expiring on February 16, 2023; and further

That this costing remain constant for the 5-year term of this CERB agreement.

Background:

"911" is the three digit telephone number that has been designated as the "Universal Emergency Number," for public use throughout Canada and the United States to request emergency assistance. It is intended as a nationwide telephone number giving the public direct access to a Public Safety Answering Point (PSAP) which will be responsible for taking the appropriate action. The citizens residing within the City of Kenora, the neighbouring unincorporated and First Nation Communities and motoring public have ready access to a wide range of emergency services as accessed by the basic 911 services through the Central Emergency Reporting Bureau.

Council by way of Resolution #10 on August 10th, 2008 contracted the "9-1-1 CERB Service" serving the existing 9-1-1 area which includes the City of Kenora, the unincorporated territories of Kirkup, and the First Nation Communities of Ochiichagwe'Babigo'ining Ojibway Nation and Wauzhushk Onigum First Nation with the Ontario Provincial Police" based on an annual cost of \$0.561 per capita. The cost for providing the 9-1-1 CERB Service to the City of Kenora was \$7,745.73. This amount was based on the residential population for the City of Kenora which in 2008 was 13,807.

The Stats Canada Census of 2011 reported that the City of Kenora's population grew to 15,348. As a result and based on the per capita cost of \$0.561 the contract price for providing 9-1-1 CERB Service to the City of Kenora for the renewal period of February 17, 2013 through to February 16, 2018 was \$8,610.23.

Risk Analysis:

As per the City's ERM Policy, the writer identifies a critical operational risk if the current 911 service agreement with the Ontario Provincial Police is not renewed. The current 911 emergency system would be discontinued for the service area resulting in significant delays for emergency vehicles during times of emergency.

There is a high liability risk as the general public have become dependent on having this service.

There is a minimal financial risk as the annual CERB contract fee is built is reoccurring and is annually built into the Operating Budget and the annual cost has not changed for the period of this renewal.

Budget:

Pending approval of the 2018 Operating Budget

Communication Plan/Notice By-law Requirements: Media, Municipal Memo, and City Portal

Strategic Plan or other Guiding Document:

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

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

Infrastructure, #2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems. Renewal of this agreement will ensure that the City has a reliable and continuous 911 emergency service contact for the citizens of Kenora and can support emergency services efforts when required.

Customer Service, #2-3, The City will ensure prompt and immediate response times supported by resilient communications in the event of a system outage or other emergencies. Renewal of this agreement will ensure that the City has a reliable and 911 emergency service for the citizens of Kenora, shorten response times and can support emergency services efforts and safety when required.

Learning and Development # 3-11 The City will forge strong relationships with neighbouring communities and area municipalities by City staff, particular those that help ensure tight co-ordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, The Ontario Provincial Police, and neighbouring communities. The renewal of this agreement supports our neighbouring communities and First Nations partners.



February 6, 2018

City Council Committee Report

To: Mayor & Council

Fr: Todd Skene, Fire & Emergency Services Manager

Re: Bill 160, The Strengthening Quality and Accountability for Patients Act 2017 amending the Ambulance Act

Resolution:

Whereas Bill 160, the Strengthening Quality and Accountability for Patients Act amended the Ambulance Act to permit the Ministry of Health and Long Term Care to enable two pilot projects hosted by willing municipal governments to allow fire fighters, certified as paramedics, to treat patients while on duty with a fire department; and

Whereas the Government of Ontario is committed to proceeding with the pilots and enabling the fire-medical model despite the absence of objective evidence to show that it would improve patient outcomes or response times; and

Whereas the current interest arbitration model, particularly in the fire services sector, allows arbitrators to impose awards on unwilling employers that directly impact the employer's ability to determine how it will deploy its workforce, as evidenced by the experience of many municipalities in regards to the 24-hour shift; and

Whereas in the absence of legislative protection, unwilling municipalities may be forced to enter into a pilot or adopt a fire-medical model as a result of interest arbitration; and

Whereas the Association of Municipalities of Ontario and its municipal members have called on the Government of Ontario to introduce legislative amendments to the Fire Protection and Prevention Act, 1997 and the Ambulance Services Collective Bargaining Act to preclude arbitrators from expanding the scope of work for fire fighters and paramedics respectively through interest arbitration awards; and

Whereas there is precedent for a restriction on the scope of jurisdiction of arbitrators in section 126 of the Police Services Act which precludes arbitrators from amending the core duties of police officers; and

Whereas the Government of Ontario has committed that no unwilling municipal government will have a fire-medical pilot or program imposed upon them;

Now Therefore be it Resolved That the City of Kenora calls on the Government of Ontario to act immediately so that legislative amendments, that will protect unwilling municipalities from being forced by arbitrators to have a fire medical pilot or program, are placed within the upcoming Budget Bill before the Ontario Legislature rises for the provincial election; and further

That a copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care; Hon. Marie-France

Lalonde, Minister of Community Safety and Correctional Services; Hon. Kevin Flynn, Minister of Labour, Hon. Bill Mauro, Minister of Municipal Affairs; the Hon. Bob Nault, Northwestern Ontario Municipal Association and the Association of Municipalities of Ontario.

Background:

Bill 160, The Strengthening Quality and Accountability for Patients Act 2017 amending the Ambulance Act, most notably the legislative framework to enable two pilot projects hosted by willing municipal governments to allow fire fighters, certified as paramedics, to treat patients while on duty with a fire department.

Currently the fire medic model is moving forward and would be voluntary, but the issue falls within the current interest arbitration process, within the province of Ontario, and the ability of arbitrators the impose volunteer models on unwilling municipal employers.

This is what occurred when the Ontario Professional Firefighters Association sought to impose a 24-hour shift in Ontario fire services. It began as a voluntary model but was subsequently imposed on unwilling municipalities through arbitration on the basis of replication, without regard to management's right to determine how to deploy its work force. In at least ten to fifteen decisions in recent years, arbitrators have awarded a 24-hour shift trial based solely on the fact that it was in place in other services despite not only the employer's unwillingness to adopt the shift but also the absence of evidence of a reason to change to a 24-shift.

This resolution is not to stop the fire medic module from moving forward but to simply amend the act so that municipalities can make their own decisions, based on their own information to move forward in the future.

This resolution is in support of other Ontario municipalities, the Ontario Association of Municipalities and other organizations who have passed similar resolutions to amend all relevant legislation to ensure municipalities can determine their own future.

Budget: N/A – To Date

Communication Plan/Notice By-law Requirements: Municipal Memo, Portal, and Media



February 2, 2018

City Council Committee Report

TO: Mayor and Council

FR: Marco Vogrig, Municipal Engineer

RE: 7th Ave Bridge Replacement Tender Award

Recommendation:

That the tender submitted by MD Steele Construction Ltd, in the amount of \$1,162,026.39., HST extra, related to selecting "Alternative A – Demolition with Temporary Pedestrian Access Provided in Advance of Replacement", for the replacement of the 7th Avenue Bridge, be hereby accepted.

Background:

Tenders for the Replacement of the 7th Avenue Bridge and Retaining Walls closed on Friday January 26, 2018, with seven companies submitting tender pricing, HST extra:

Contractor	Alternative A March Demolition	Alternative B End of June Demolition
M.D. Steele Construction Ltd.	\$1,162,026.39	\$1,125,075.39
Moncrief Construction Limited	\$1,290,013.73	\$1,375,891.98
LH North Ltd.	\$1,533,940.00	\$1,498,300.00
Graham Construction and Engineering LP	\$1,570,990.00	\$1,517,490.00
KA Vanderzwaag Construction Inc.	\$1,805,100.00	No Bid
Wilco Contractors Superior Inc	\$2,189,400.50	\$2,239,702.50
Facca Incorporated	\$2,403,730.00	\$2,328,230.00

Alternative A has the project be performed over two separate periods of time with the demolishing of the existing bridge and temporary pedestrian bridge being completed during the March school spring break. The new construction and bridge installation would commence at the end of school in June with completion prior to the start of school in the fall.

Alternative B consists of performing all of the work during July and August including the demolition of the existing bridge. Alternative B is the least desirable from an environmental stand point with open water conditions during the existing bridge removal and performing this type of work occurring during boating season.

The tender was let having two alternatives with the intent to provide one option that better minimizes impacts for children walking to King George School, snowmobiles travelling under the bridge during winter and boat traffic using Laurenson Creek during the summer as the main criteria to consider. The additional alternative also minimizes environmental impacts by demolishing the existing bridge with ice-in conditions which is more favourable than over open water as mentioned above. This described alternative is identified as Alternative A, which is the preferred option of choice.

In addition to the bridge work, Kenora Hydro is required by the Occupational Health and Safety Act Regulations to temporarily relocate their primary hydro lines currently located next to the bridge. This scope of work is required to eliminate the possibility of accidental contact with cranes and equipment that will be working on site during the bridge project. These hydro relocation costs will be borne and absorbed by the bridge project.

The project has been tendered based on the supply and installation of precast deck sections manufactured off site to minimize disruption to boat traffic as the new deck structure spanning the creek will only need be craned into place as opposed to a more lengthy and restrictive process of cast in place concrete. Both Alternative A and Alternative B options utilize pre cast concrete deck sections for the new bridge structure.

In reviewing the bids received it is noted that the increase in cost related to better accommodating student pedestrians, snowmobiles and boat traffic by selecting Alternative A is considered to be a very reasonable added cost to the project. The Alternative A option only adds 3.28% on to the lowest Alternative B bid option which relates to an added cost of \$36,951 + HST to the project.

The approved budget figure for this project will accommodate construction, consulting engineering fees, Kenora Hydro temporary relocation costs, project contingency and HST.

KGS whom are the consulting firm for this project have reviewed the tenders received and are also in concurrence with this recommendation to award the project to MD Steele in the form of the Alternate A option.

Budget/Finance Implications: The City has received OCIF Funding for the project with the balance of the funding coming from Gas Tax.

Risk Analysis:

There is a significant operational risk with the Seventh Avenue South bridge not being used to its load capacity as it provides the most direct route for buses, vehicles and pedestrian traffic to access King George VI Elementary School. It also provides a third access over Laurenson's Creek, and an alternative route to First Avenue South and Eighth Avenue South, receiving increased volume when Highway 17 A (Bypass) is closed. This will be mitigated with the replacement of the Seventh Avenue South bridge. There is also the potential for a significant legal risk if vehicular traffic does not abide the load restriction that is in place and the bridge failed. This will be mitigated with the replacement of the bridge.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, M. Vogrig

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

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



January 17, 2018

City Council Committee Report

To: Mayor and Council

**Fr: Jeff Hawley, Operations and Infrastructure Manager
Biman Paudel, Water and Wastewater Division Lead**

Re: Wastewater Treatment Plant Concrete Repair Works

Recommendation:

That the proposal submitted by Tri-Core Projects Ltd. in the amount \$517,200 (plus HST) for the Wastewater Treatment Plant Concrete Repair Works be hereby accepted.

Background:

A request for proposal was sent to five contracting companies for concrete repair services at the City of Kenora Wastewater Treatment Plant. The project consists of supply of labour, materials and equipment to perform the required repair works on deteriorated concrete on identified locations at various units such as: aeration tanks, re-aeration zone channel, degritter (influent works) and the roof of the secondary clarifier. This project also includes pumping work for the flow by-passing and replacement of exposed electrical conduits and wires on the channel at the re-aeration zone.

The Wastewater Treatment Plant located on the bank of the Winnipeg River, along Sewage Plant Road, is one of the most critical and important assets of the City's water and sewer infrastructure. All of the municipal sewage collected by the City of Kenora through its wastewater collection systems, including both the pipe networks and sixty four (64) sewage pumping stations, goes to the Wastewater Treatment Plant for final treatment, prior to being discharged to the Winnipeg River. Effluent from the plant must always be within the MOECC's Certificate of Approval limits meeting physical, chemical and biological parameters. To maintain all these quality parameters it is important that every operational unit at the Plant works and performs as designed.

Due to constant exposure to the wastewater, which normally contains liquids and gases that are corrosive to concrete, the concrete deterioration on these identified locations is significant varying in size from 1.7" to 5" in depth and 6.5" to 10" in width. As such, repair of these locations is urgent before they start leaking or eventually result in complete failure.

This project will repair the damaged concrete structures and result in the improved long term reliability of the Wastewater Treatment Plant.

Only four out of the five contractors contacted submitted proposals. After review of the submissions the Water and Wastewater Division have ranked Tri-Core Projects Ltd.'s proposal as the best due to its detail, their plan for by-pass containment and price. The lowest price submitted amongst the proposals was Tri-Core and it also came within the approved capital budget for 2018. Therefore this report recommends Tri-Core Projects Ltd.'s price and proposal for the work.

Summary of the pricing submitted by the invited five (5) contractors is as follows:

Tri-Core Projects Ltd., Winnipeg	\$517,200 + HST
Moncrief Construction, Kenora	\$565,999 + HST
Vector Construction, Thunder Bay	\$682,165 + HST
Western Construction Services, Winnipeg	\$1,020,945 + HST
Concrete Restoration Services, Winnipeg	No submission.

Budget:

2018 Capital Program – #4138042 – Concrete Repair Works - \$600,000 which carries \$517,200 + HST and \$56,940 as contingency amount.

Risk Analysis:

There is a minor external risk (Environmental) due to potential unforeseen circumstances which could result in a sewage spill with this type of work and project. Also, there is a minor operational (Third-Party Performance) risk if the contracted services perform in an unanticipated manner. These risks will be mitigated by the Water and Waste Water Division following its normal sewage spill response protocol if a spill occurs. The contractor is responsible for spills that are related to the contractor's work including willful misconduct, carelessness or negligence.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, M. Vogrig, B. Paudel, C. Edie

Strategic Plan or Other Guiding Document:

Goal #2 Strengthen Our Foundations

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



January 26, 2018

City Council Committee Report

To: Mayor and Council

Fr: Melissa Shaw and Megan Dokuchie

Re: City of Kenora Wayfinding Program

No Recommendation – Council Update only

Background Information:

The City of Kenora has been working with HTFC Planning + Design, and Sierra Construction to implement a wayfinding program in the Harbourtown Centre. Work completed to date has included the development of program which highlights districts, nodes and landmarks; message scheduling, final shop drawings the creation of Harbourtown Centre maps and lake maps, which have included as an attachment for your information. The City of Kenora requested, and received approval from the Canadian Hydrographic Service for use of Chart 6201- Lake of the Woods for this municipal wayfinding program.

Over the past few months, members of the community may have noticed orange fencing within the Harbourtown Centre, more recently orange wooden construction markers. These are location of parking signs and concrete piles which will be capped with granite collars which the wayfinding signs and kiosks will be anchored to. The attached shop drawings have been approved by the Engineers working alongside HTFC, and production of the signs has commenced. Sign install is scheduled for February 20th – 25th, 2018. The consultant has asked for a commitment to the work obtaining substantial completion by our February 28th, 2018 deadline.

The wayfinding program is a component of the Second Street downtown revitalization project. Funding for the project is confirmed from FedNor (30 percent) and NOHFC (33.33 percent) with the remainder allocated from the City of Kenora 2017 capital budget. Funding from the federal and provincial levels of government shall be spent in advance of the project completion date, which has been requested to be amended to February 28, 2018. On December 22, 2017 the City of Kenora received confirmation from the Ministry of Northern Development and Mines that Project #950857- City of Kenora Phase III DTR change request had been approved. HTFC, the sign manufacturer and Sierra Construction are all aware of the February 28th, 2018 deadline.

Budget: The wayfinding program is a component of the Second Street downtown revitalization project. Funding for the project is confirmed from FedNor (30 percent) and NOHFC (33.33 percent) with the remainder allocated from the City of Kenora 2017 capital budget.

Risk Analysis:

As per the requirements of the City's ERM policy, there would be a moderate risk if the wayfinding project was not completed. This project is an example of a positive improvement to the public realm, supporting our downtown business community. Staff recommends a robust review of the Sign By-law. Staff recommends a Wayfinding Sign policy and sign maintenance program be considered in addition, budget dollars allotted to implement further wayfinding programs throughout the City of Kenora and to ensure existing signs are free from vandalism and

Communication Plan/Notice By-law Requirements:

City Staff within the Community and Development Services Department shall work with the Clerks Department to establish a communications plan for the unveiling of the Wayfinding Program, and sign install the week of February 20th, 2018.

Strategic Plan or Other Guiding Document:

- 1-2 The City will forge strong, dynamic working relationships with the Kenora business community;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm;
- 3-4 The City will embrace the importance of empowering staff to make decisions that consistently demonstrate our commitment to making prompt, efficient and courteous customer service to our residents.

KENORA WAYFINDING SIGNAGE
District Directional Signs

QUANTITY: 10

REFER TO REVIEWED SHOP DRAWINGS BY GC DATED 1/11/18 FOR ADDITIONAL COMMENTS. HTFC COMMENTS IN GREEN

HTFC PLANNING & DESIGN
Project Number: 16068
Project Name: Kenora Downtown Wayfinding

REVIEWED This review is for the sole purpose of ascertaining conformance with the general design concept and shall not relieve the Contractor from his/her responsibility for errors or omissions in the shop drawings or his/her responsibility for meeting all requirements of the Contract Documents.

REVIEWED AS MODIFIED

REVISE AND RE-SUBMIT

By: Rachelle Kirouac
Date: 01/12/18

DRAWING REVIEW
Review of this drawing is made for general compliance with contract documents and does not relieve the Contractor of responsibility for accuracy of details and design.

No Comment
 Amend as noted
 Amend and Resubmit
 Rejected See Comments

Per DJP-structural
Date 17-JAN-2018
KGS GROUP

Markups in red by DJP - KGS Group - structural

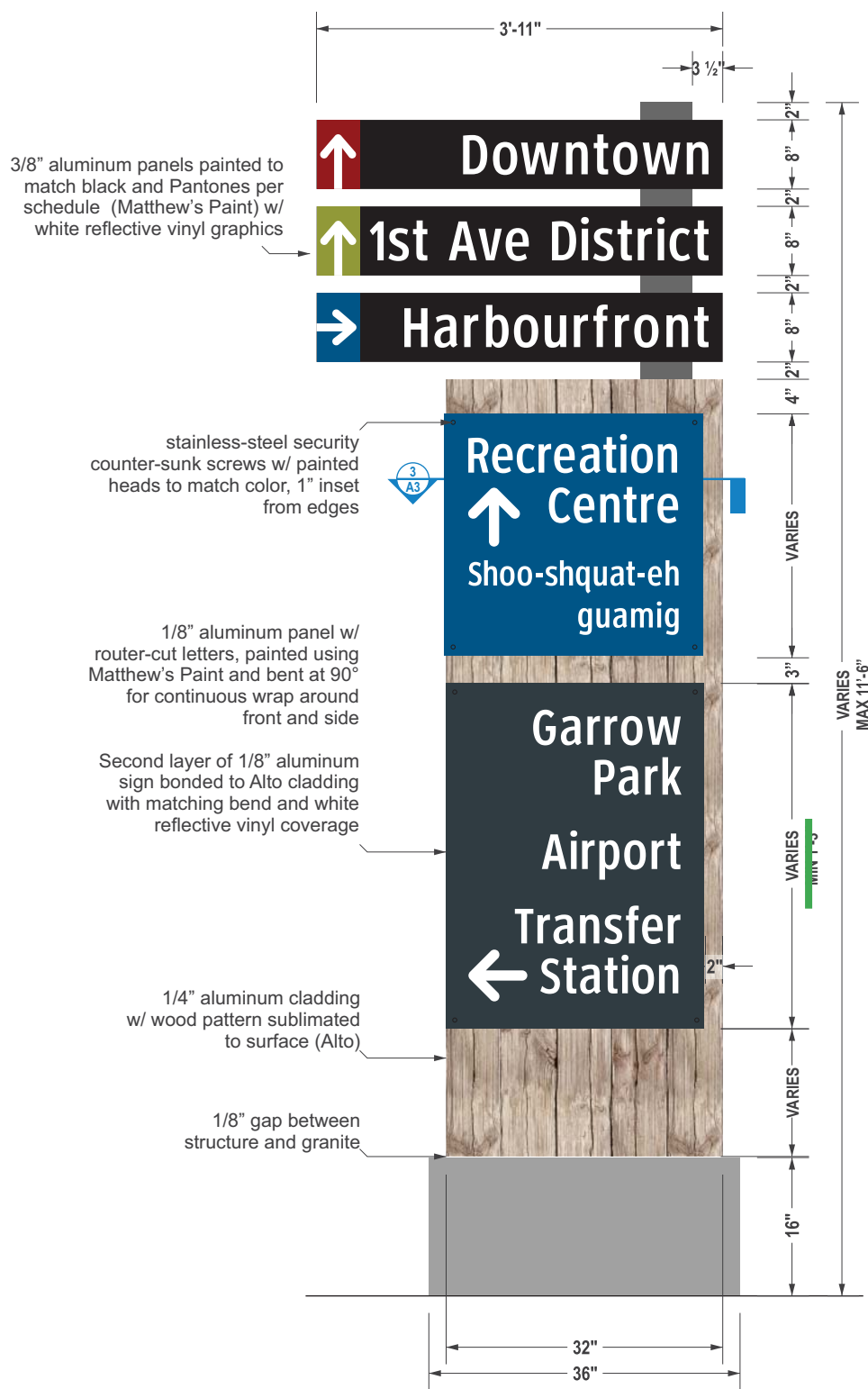
DRAWING REVIEW
Review of this drawing is made for general compliance with contract documents and does not relieve the Contractor of responsibility for accuracy of details and design.

No Comment
 Amend as noted
 Amend and Resubmit
 Rejected See Comments

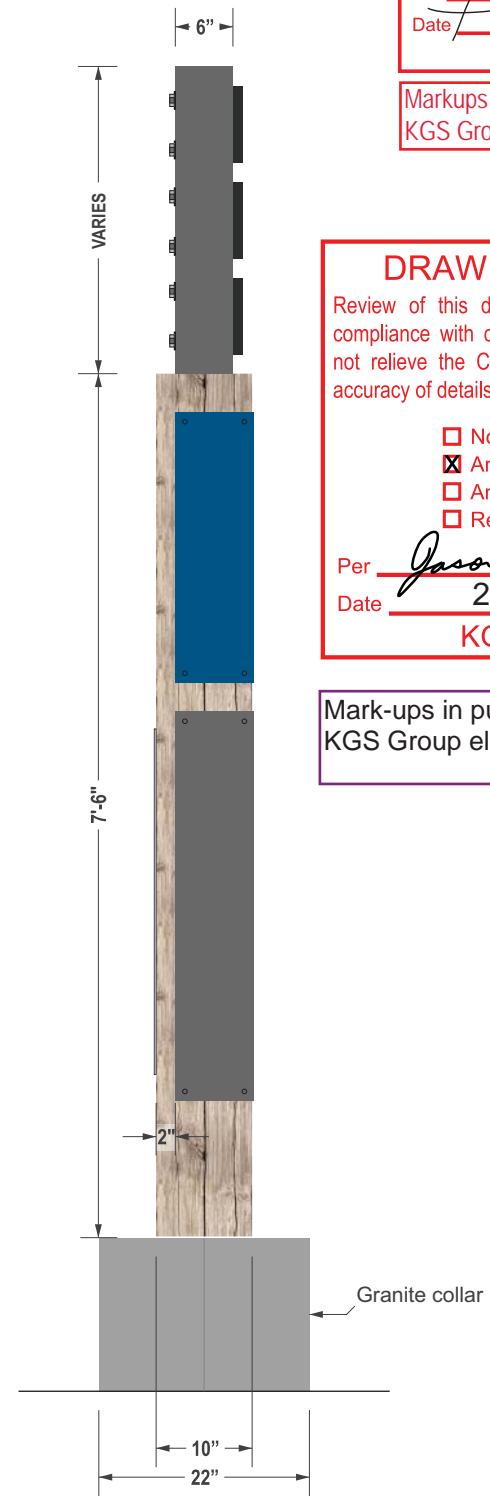
Per Jason Bouchard
Date 2018-01-17
KGS GROUP

Mark-ups in purple by JAB, KGS Group electrical.

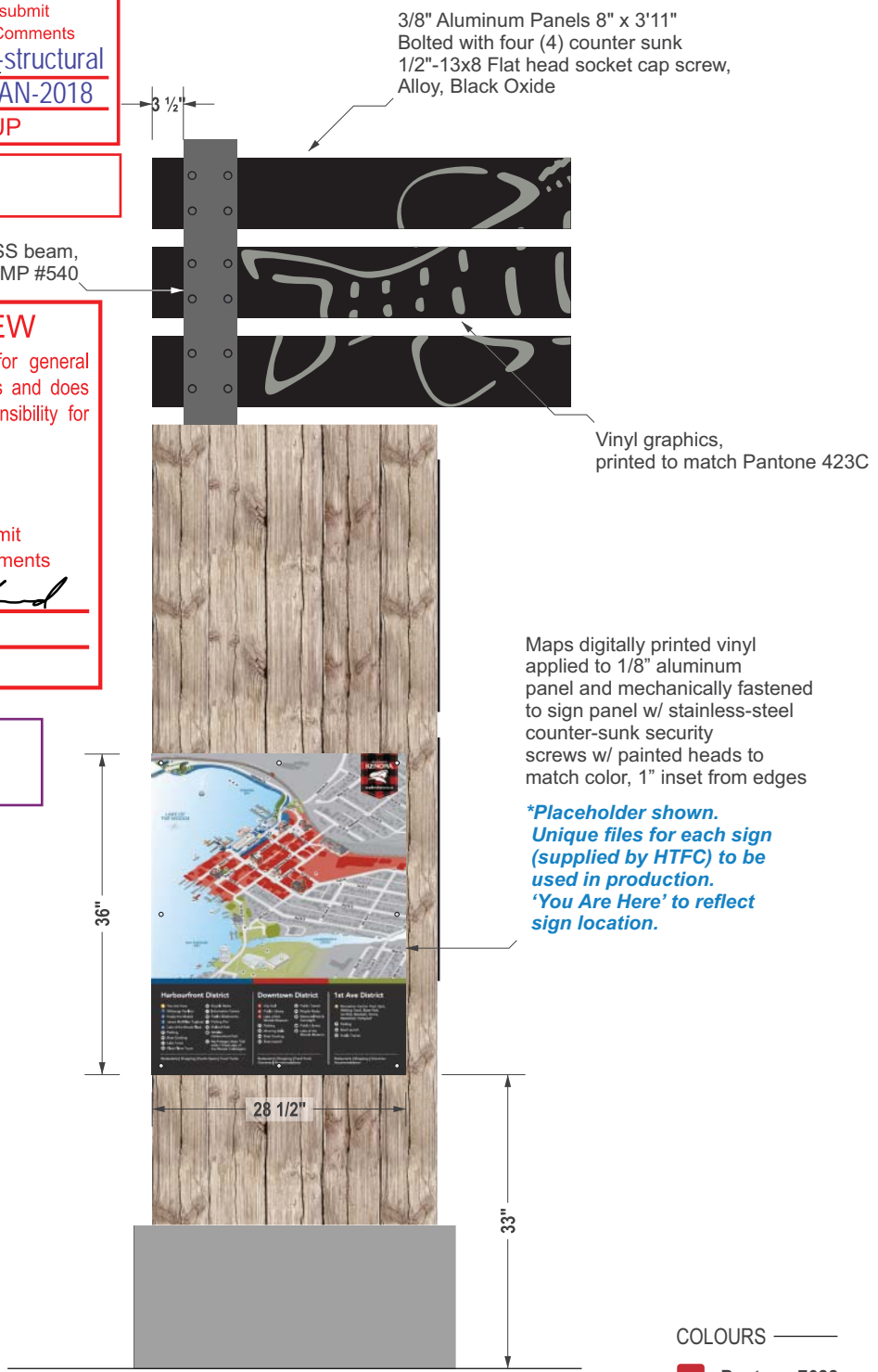
signex
Toll Free: 1.877.938.7446
Wpg Direct: 284.3332
Fax: 204.326.5572
204.326.4282



Typical Front View
SCALE 1:20



Typical Side View
SCALE 1:20



Typical Rear View
SCALE 1:20

- COLOURS
- Pantone 7622
Matthew's Paint #78325
 - Pantone 647
Matthew's Paint #59277
 - Pantone 7746
Matthew's Paint #81399
 - Pantone 425
Matthew's Paint #540
 - Pantone 423
Matthew's Paint #538
 - Black

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Dec 1/13/21 2017 Jan 10 2018
SIGNED APPROVAL	

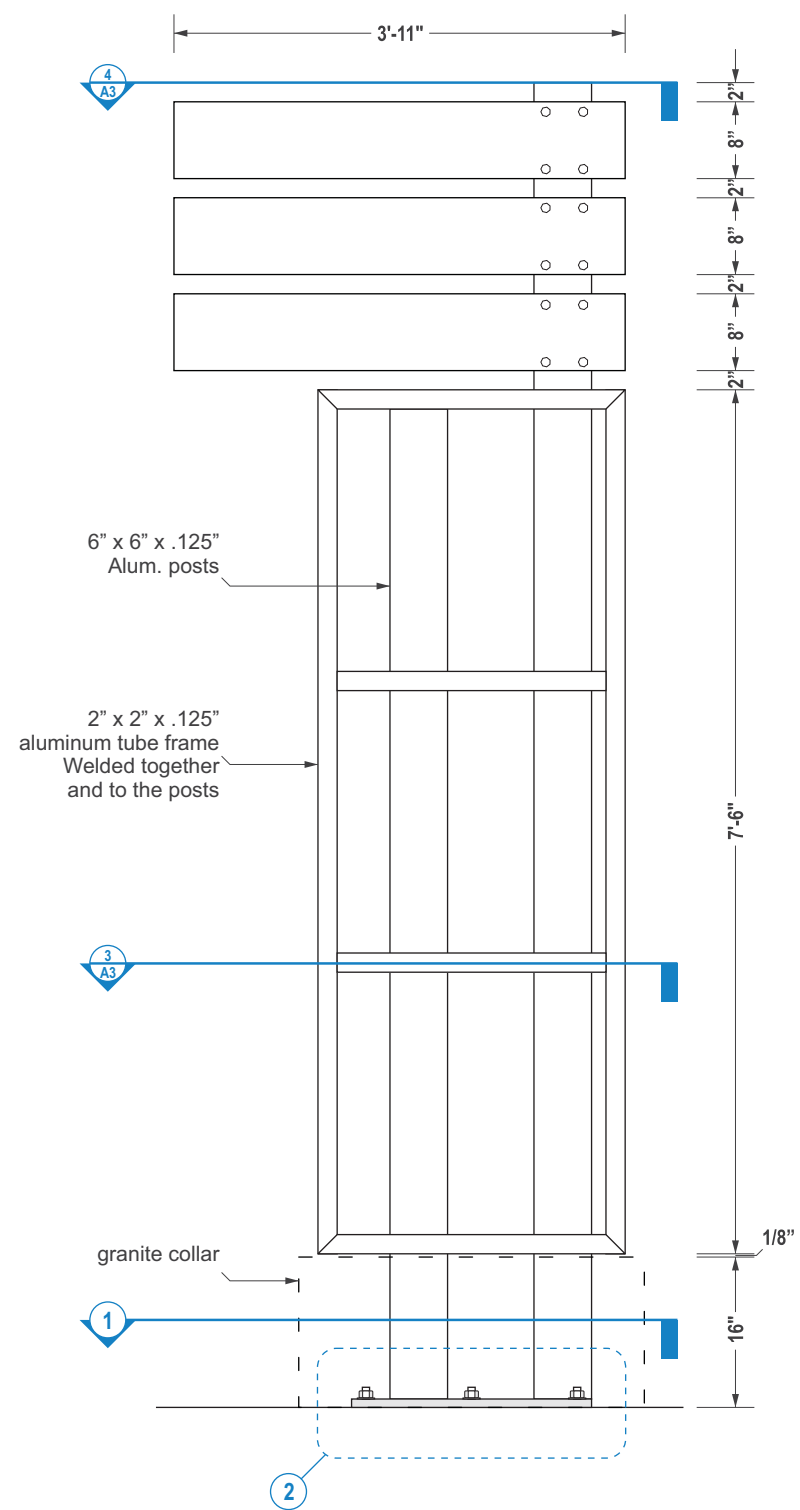
SHEET NUMBER

A1.4

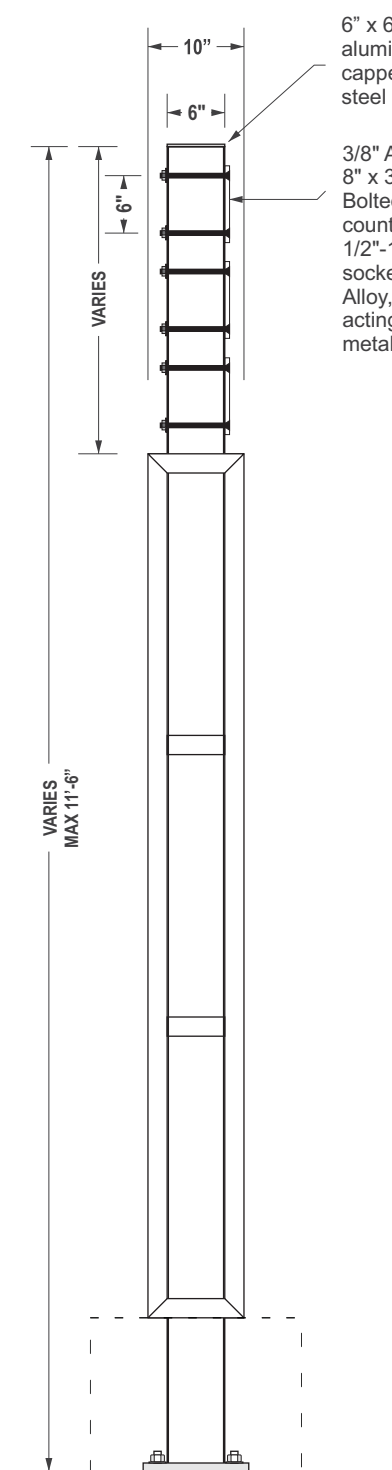
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General Note:
GC & Signex to coordinate pre-drilled hole locations based on site conditions to ensure blades do not hang beyond back of curb

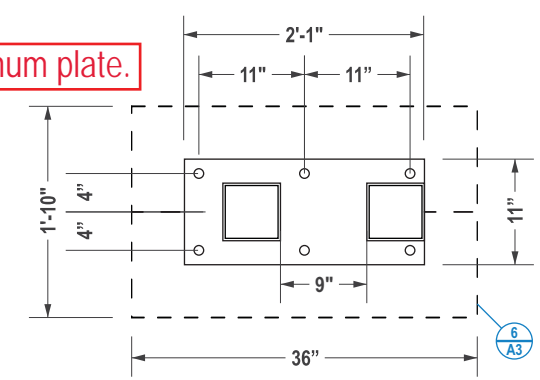


Construction - Front View
SCALE 1:20



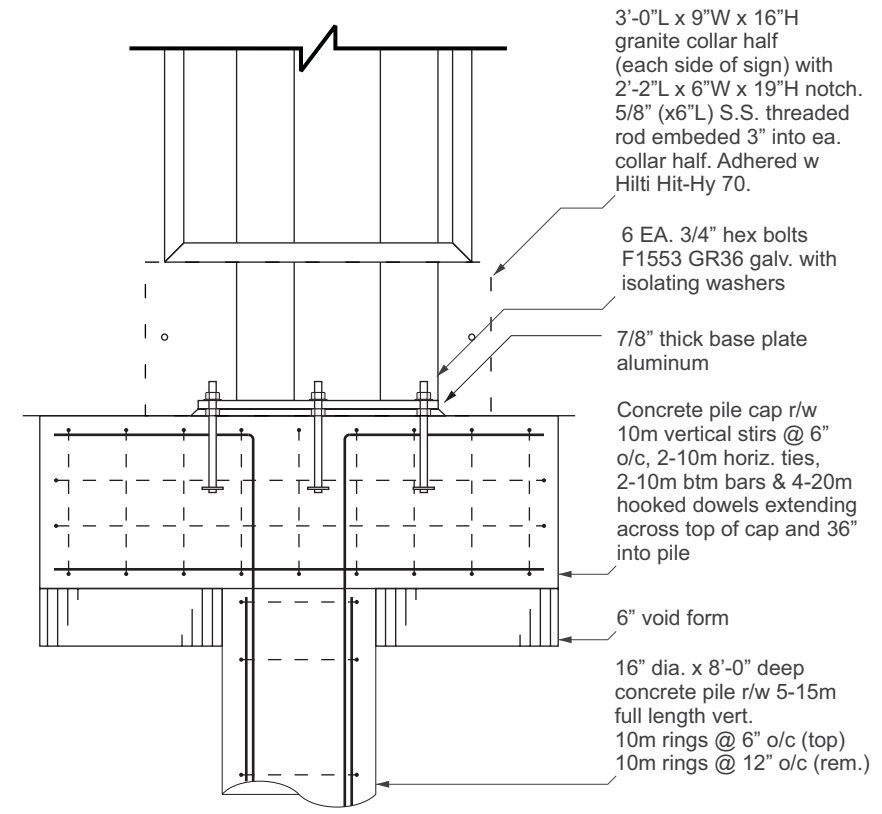
Construction - Side View
SCALE 1:20

Aluminum plate.



1 Base Plan
SCALE 1:20

INCLUDE NOTE: "AS SPECIFIED ON KGS GROUP DRAWINGS 17-0147-001_S01 AND S02"



2 Base Detail - Front View
SCALE 1:20

As specified on KGS Group Dwgs 17-0147-001-S01 & S02

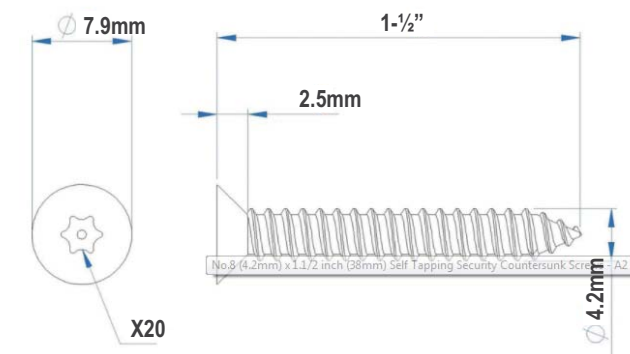
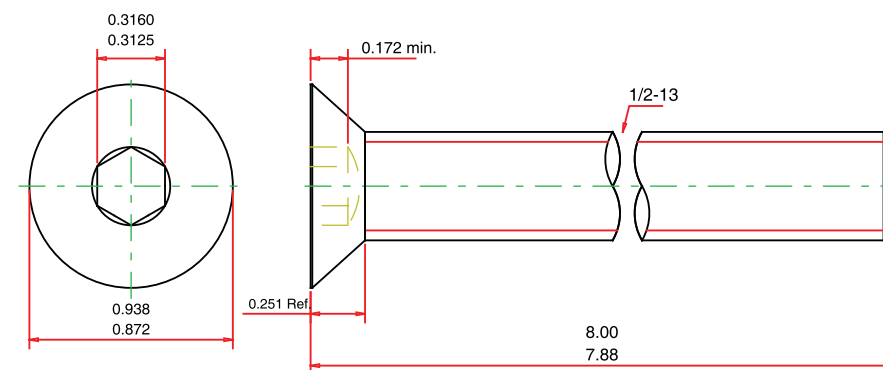
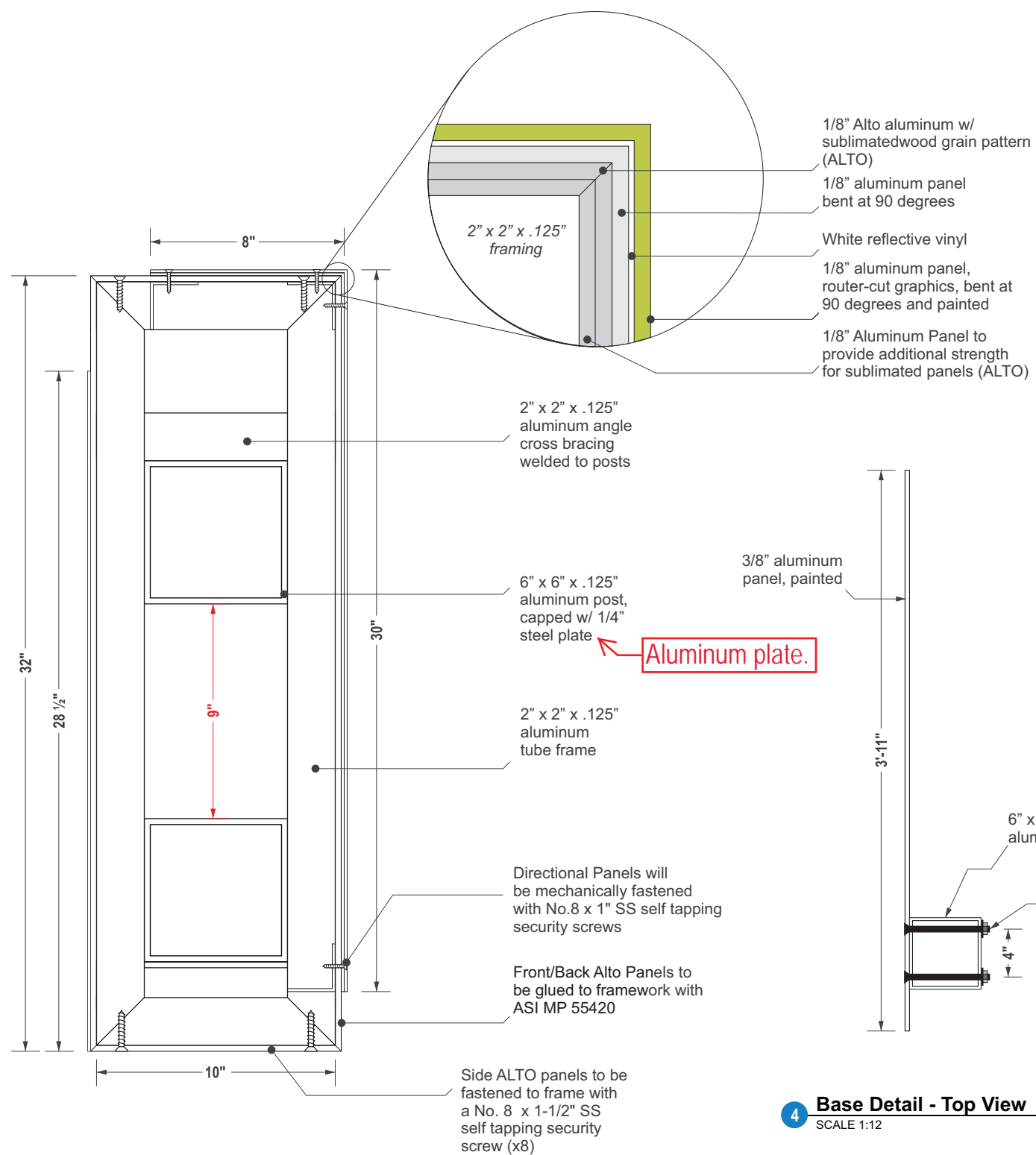
PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Dec 1/13/21 2017 Jan 10 2018
SIGNED APPROVAL	

SHEET NUMBER

A2.4

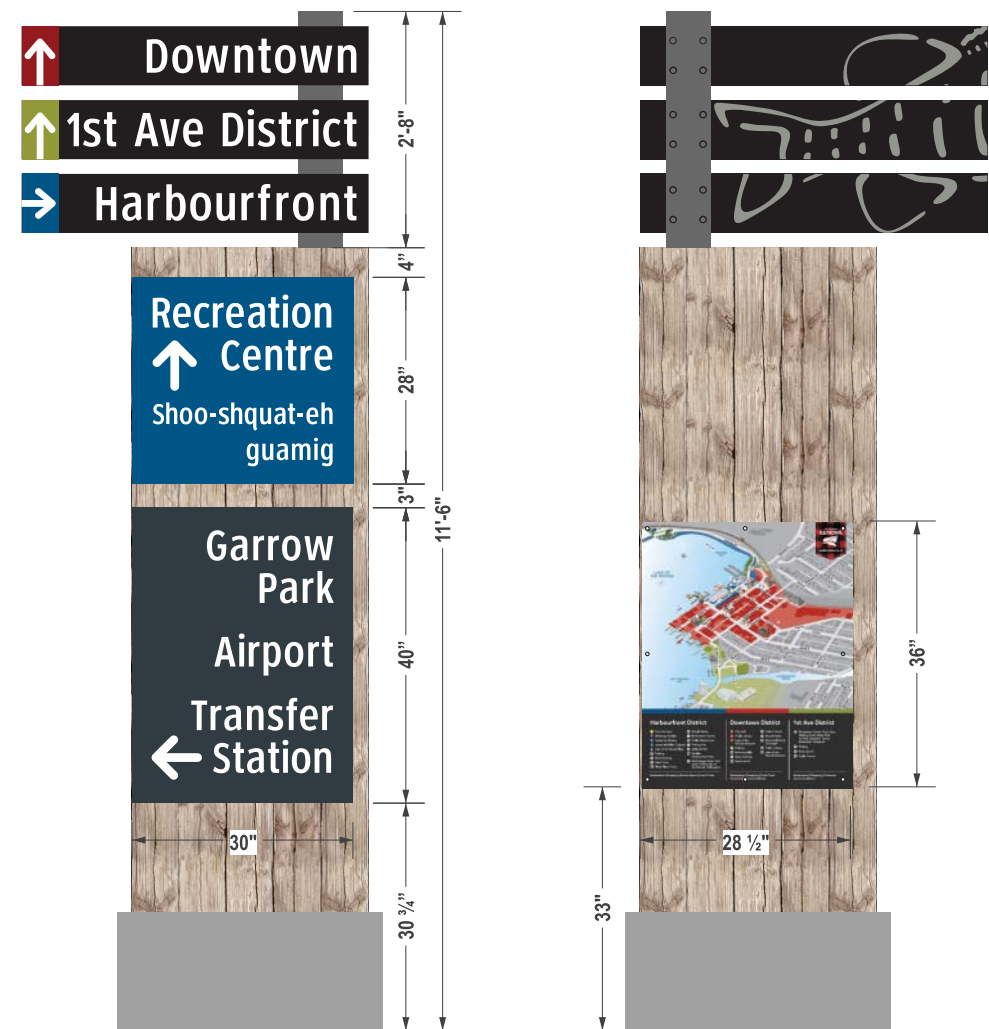
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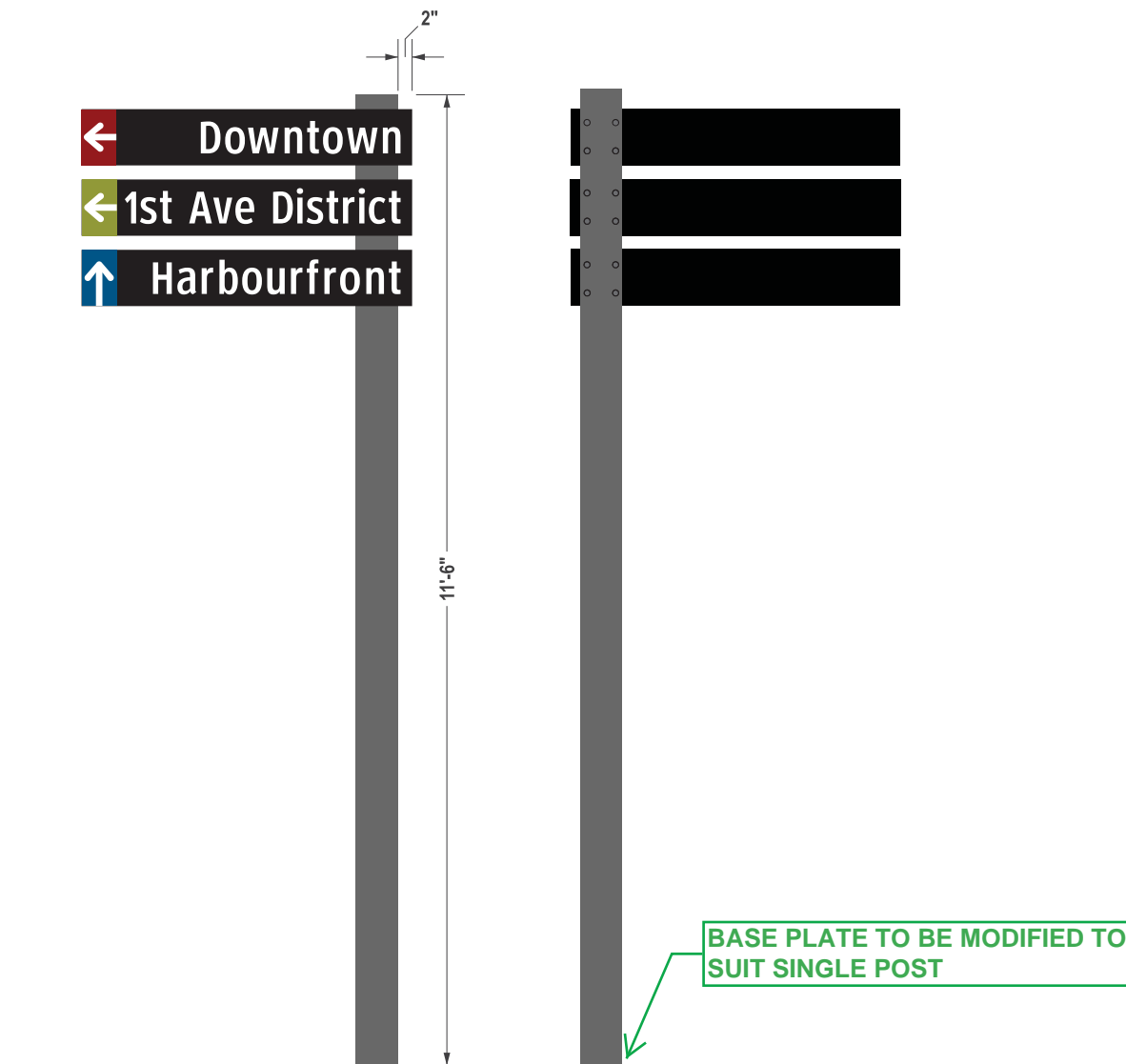


4 Base Detail - Top View
SCALE 1:12

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Dec 1/13/21 2017 Jan 10 2018
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SHEET NUMBER	A3.4
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DDS #1
 SCALE 1:26



DDS #2
 SCALE 1:26

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	1:26
DATE	November 14, 2017
REVISIONS	Dec 1/13/21 2017 Jan 10 2018
SIGNED APPROVAL	
SHEET NUMBER	A4.4
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PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	1:26
DATE	November 14, 2017
REVISIONS	Dec 1/13/21 2017 Jan 10 2018
SIGNED APPROVAL	

SHEET NUMBER	A5.4
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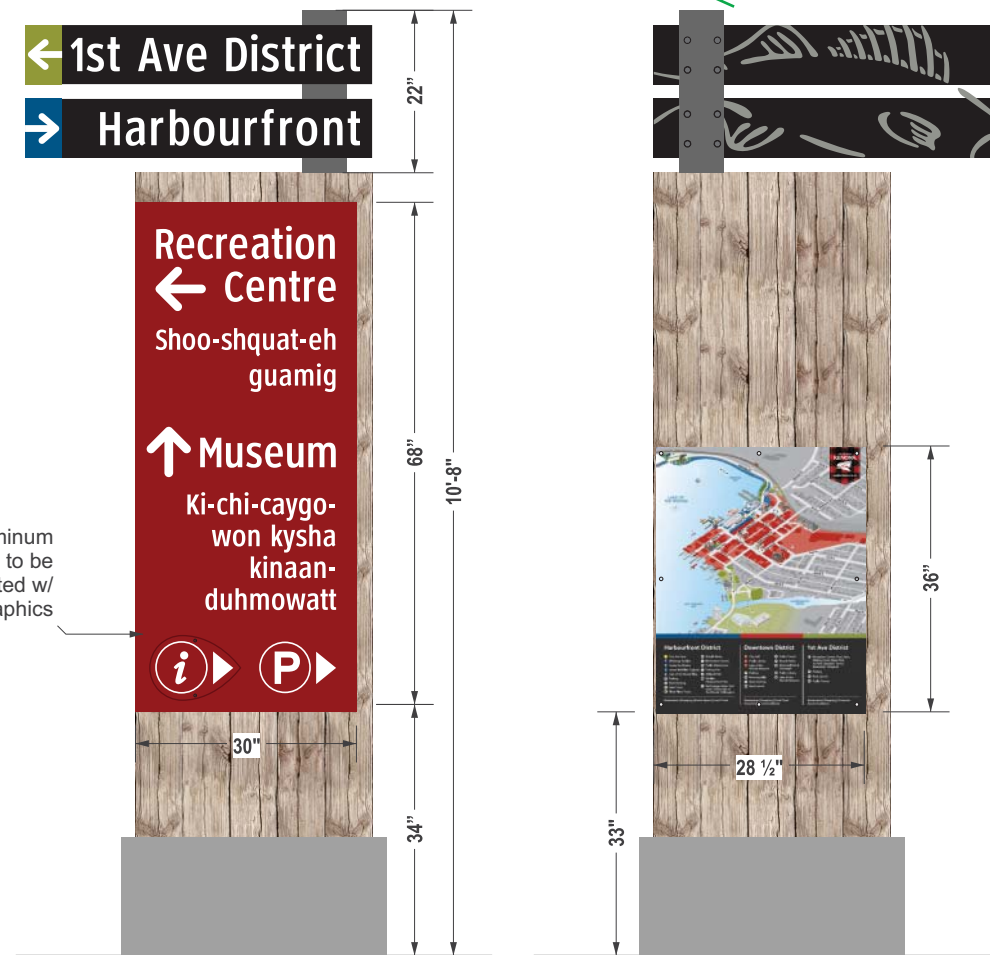
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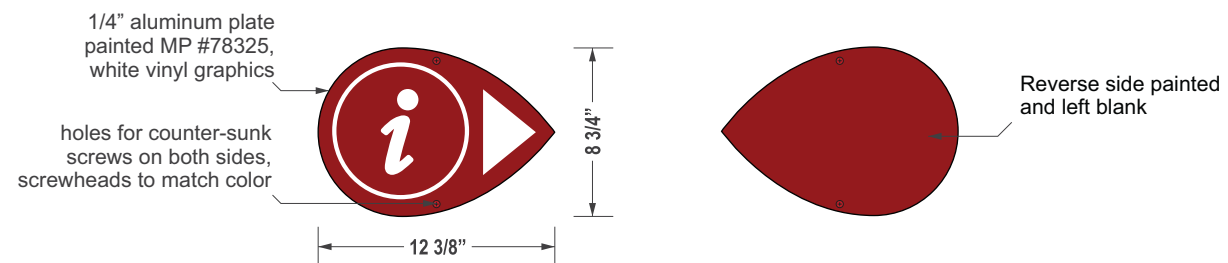
SI #3 ITEM 1.1 COORDINATION OF PRE-DRILLED HOLE LOCATIONS TO MATCH ON SITE CONDITIONS



DDS #3
SCALE 1:26



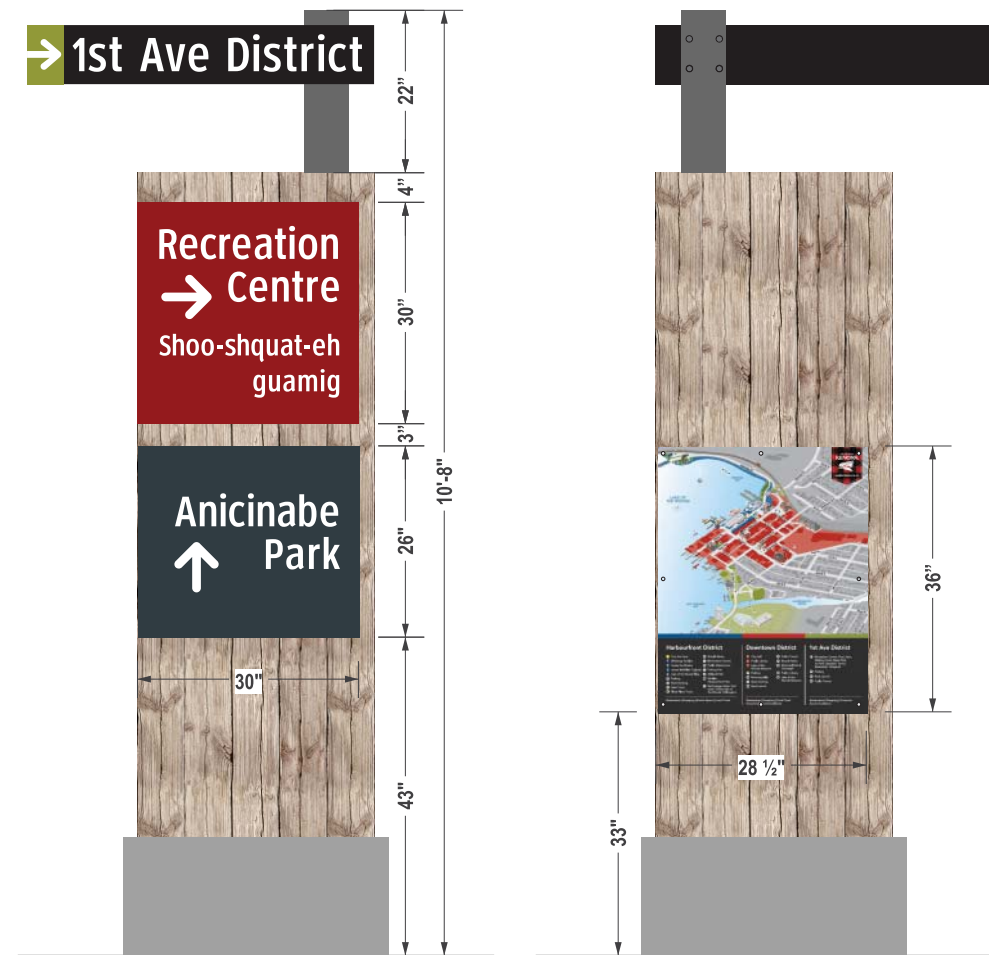
DDS #4
SCALE 1:26



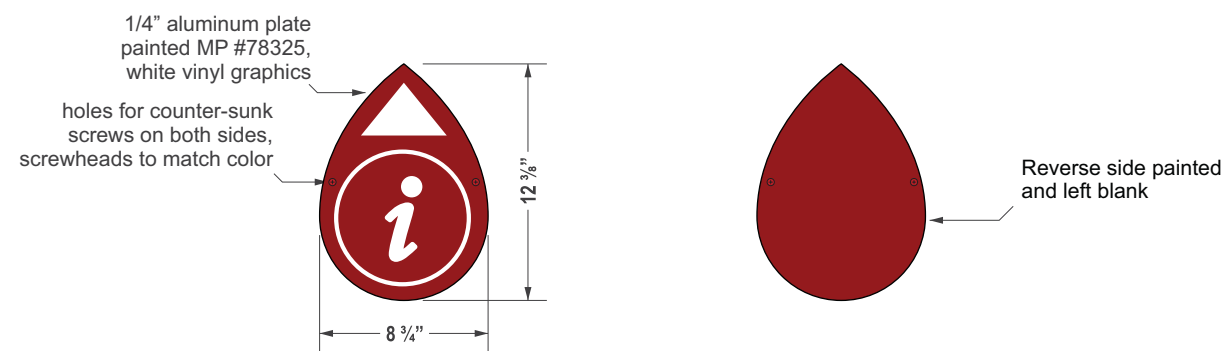
DDS #4 Removable Symbol
SCALE 1:26



DDS #5
 SCALE 1:26



DDS #6
 SCALE 1:26



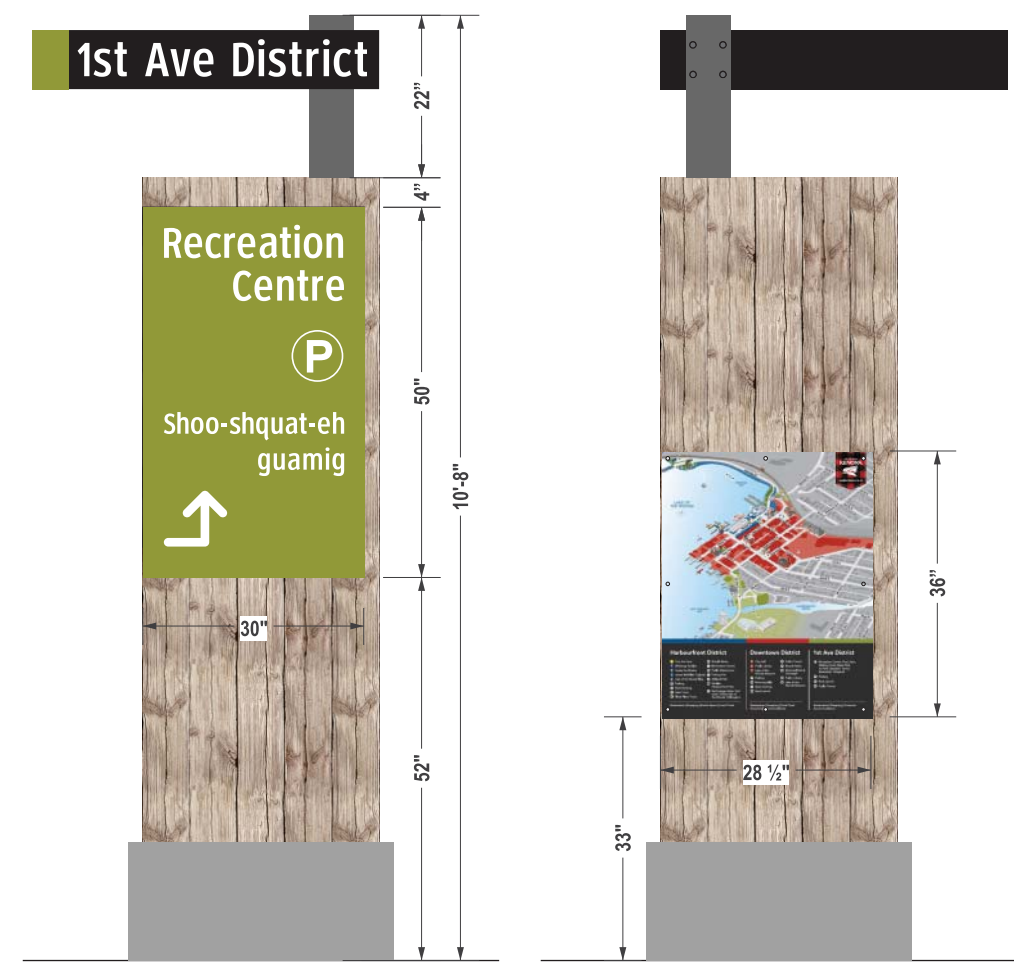
DDS #5 Removable Symbol
 SCALE 1:10

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	1:26
DATE	November 14, 2017
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SHEET NUMBER	A6.4
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PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	1:26
DATE	November 14, 2017
REVISIONS	Dec 1/13/21 2017 Jan 10 2018
SIGNED APPROVAL	
SHEET NUMBER	A7.4
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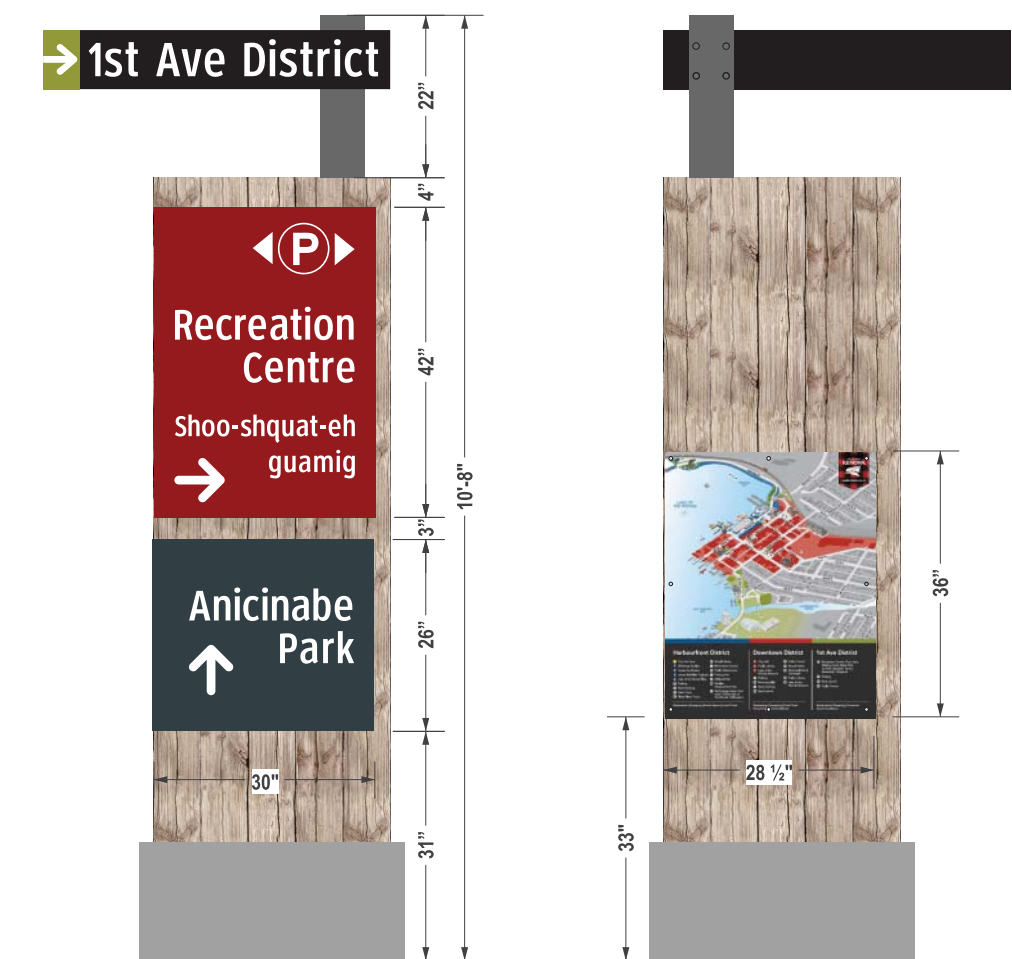


DDS #7
 SCALE 1:26

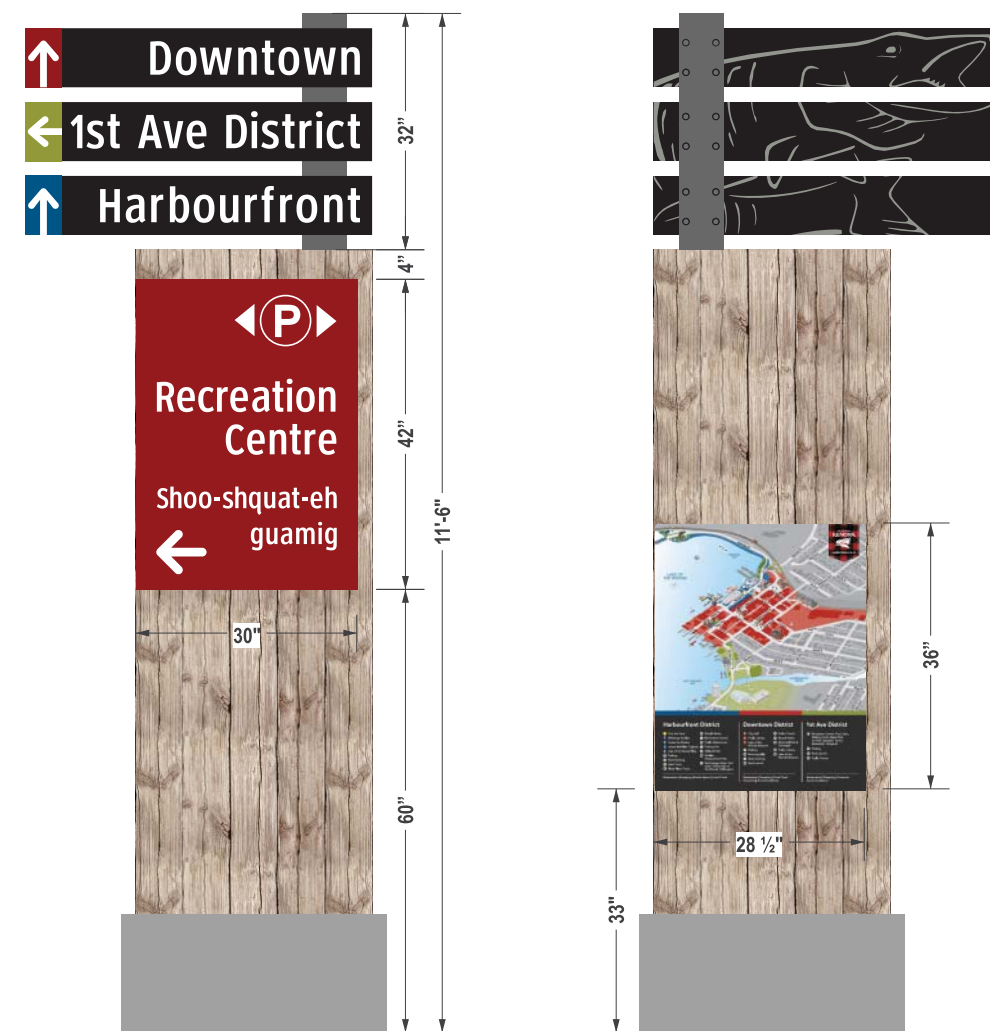


DDS #8
 SCALE 1:26





DDS #9
 SCALE 1:26



DDS #10
 SCALE 1:26

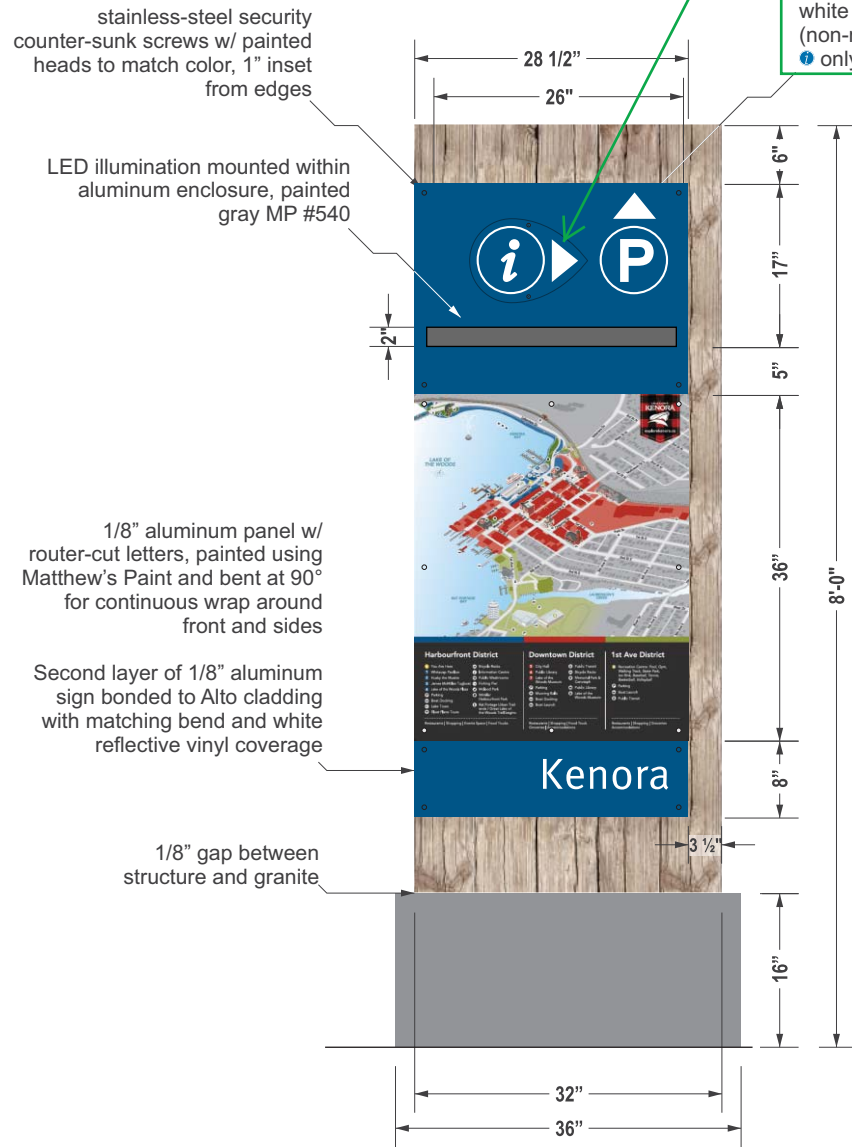
PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	1:26
DATE	November 14, 2017
REVISIONS	Dec 1/13/21 2017 Jan 10 2018
SIGNED APPROVAL	
SHEET NUMBER	A8.4
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KENORA WAYFINDING SIGNAGE
Illuminated Kiosks

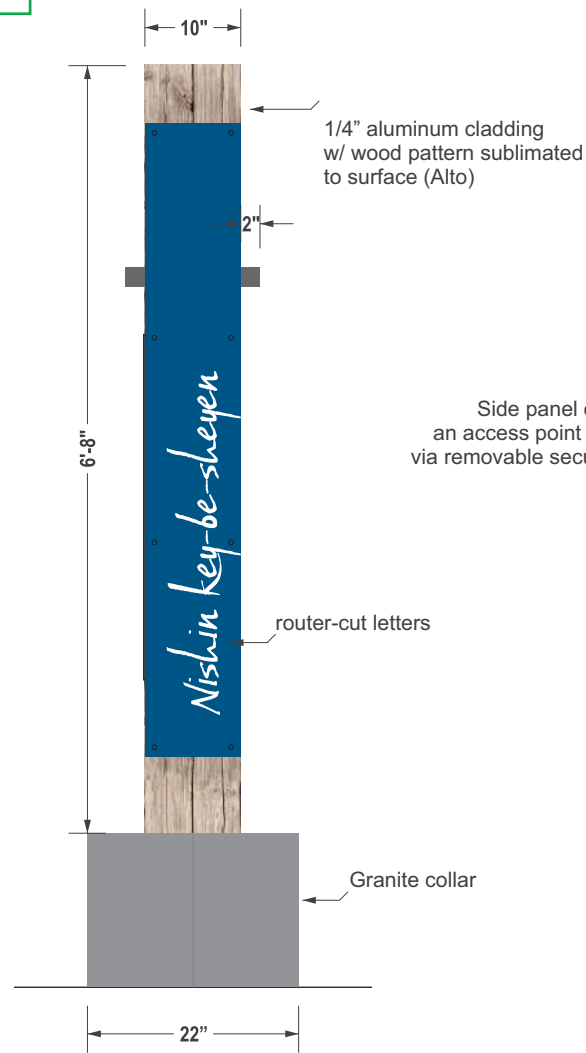
QUANTITY: 2 (SECOND SIGN FOUND ON B4)



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Wpg Direct: 284.3332
Fax: 204.326.5572
204.326.4282



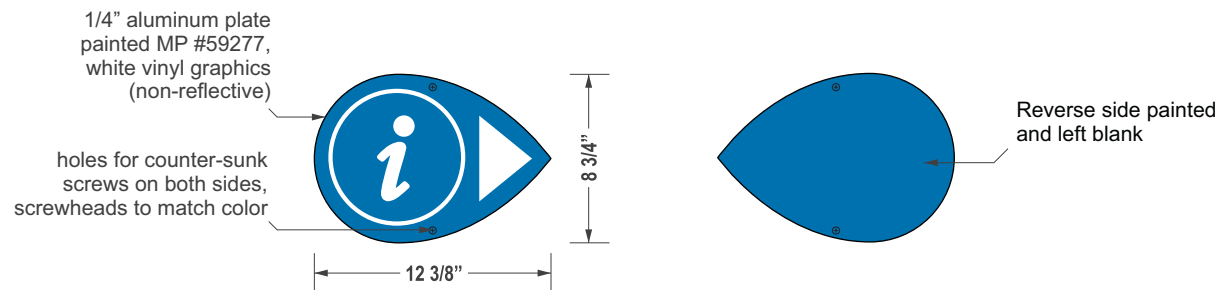
Sign #1 Front View
SCALE 1:20



Sign #1 Side View
SCALE 1:20



Sign #1 Rear View
SCALE 1:20



Removable Symbol
SCALE 1:10

- COLOURS
- Pantone 647
Matthew's Paint #59277
 - Pantone 425
Matthew's Paint #540
 - Pantone 7622
Matthew's Paint #78325

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Dec 7 / 21 2017 Jan 10 2018
SIGNED APPROVAL	

SHEET NUMBER

B1.4

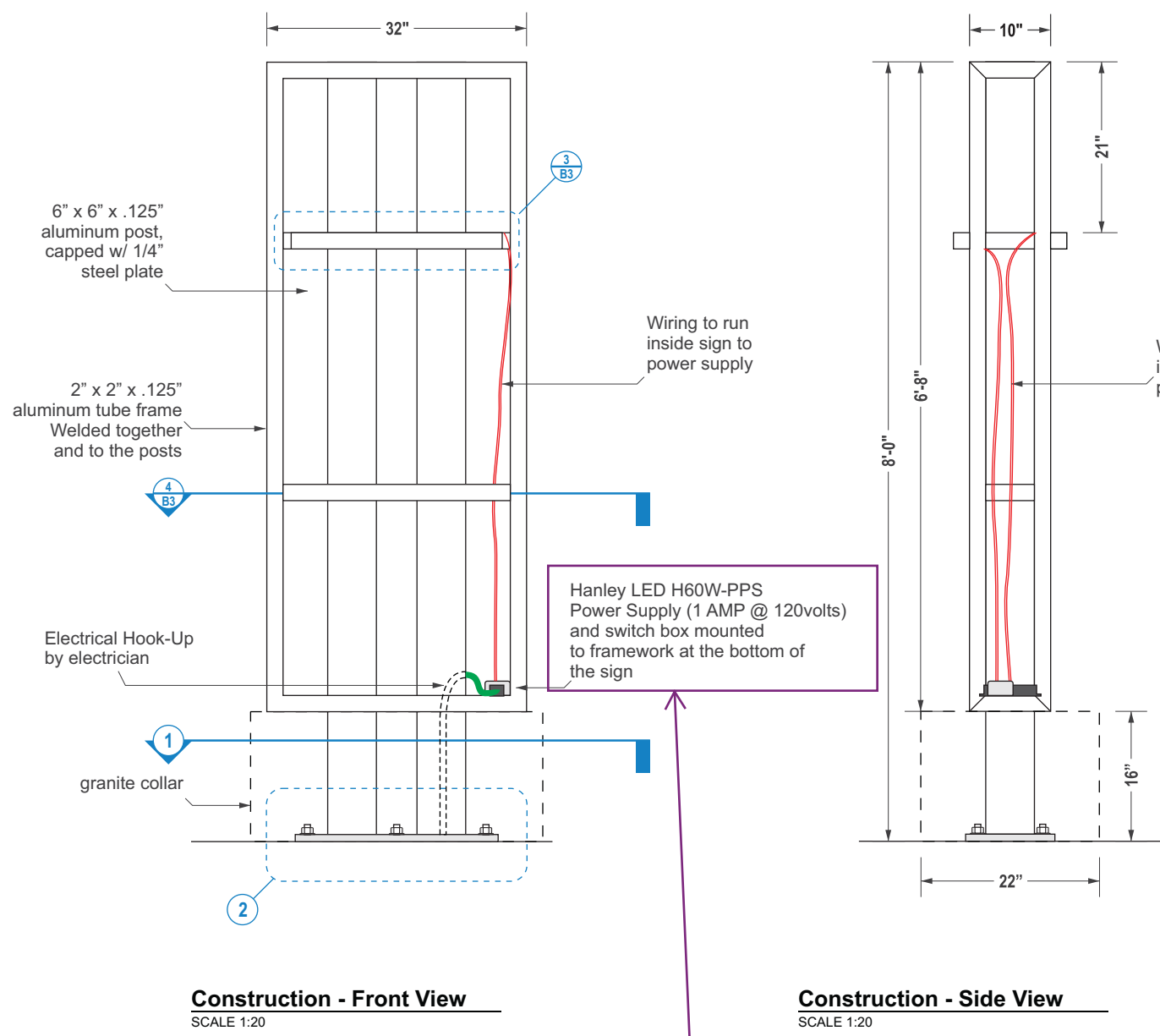
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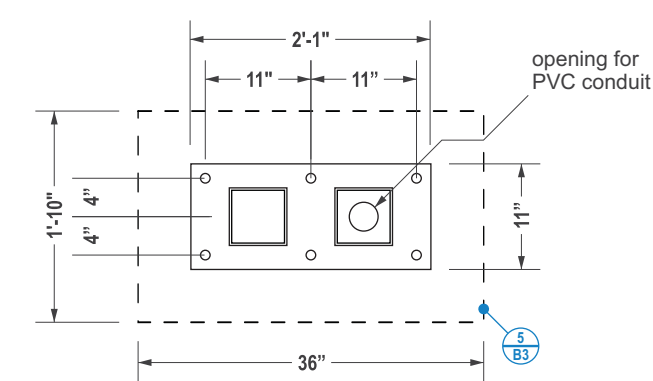
PROJECT TITLE	Kenora Wayfinding
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SHEET NUMBER
B2.4

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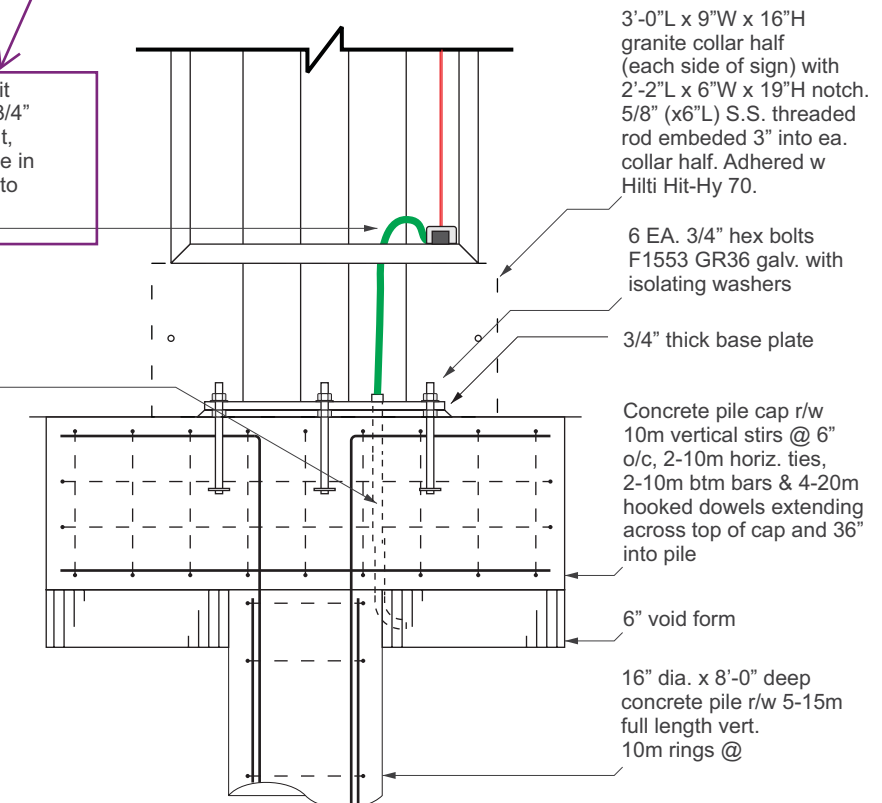
2 boxes are required. One for 120VAC and second for 12VDC connections. Switch box shall be rated for outdoor use such as Type 3 or Type 4.



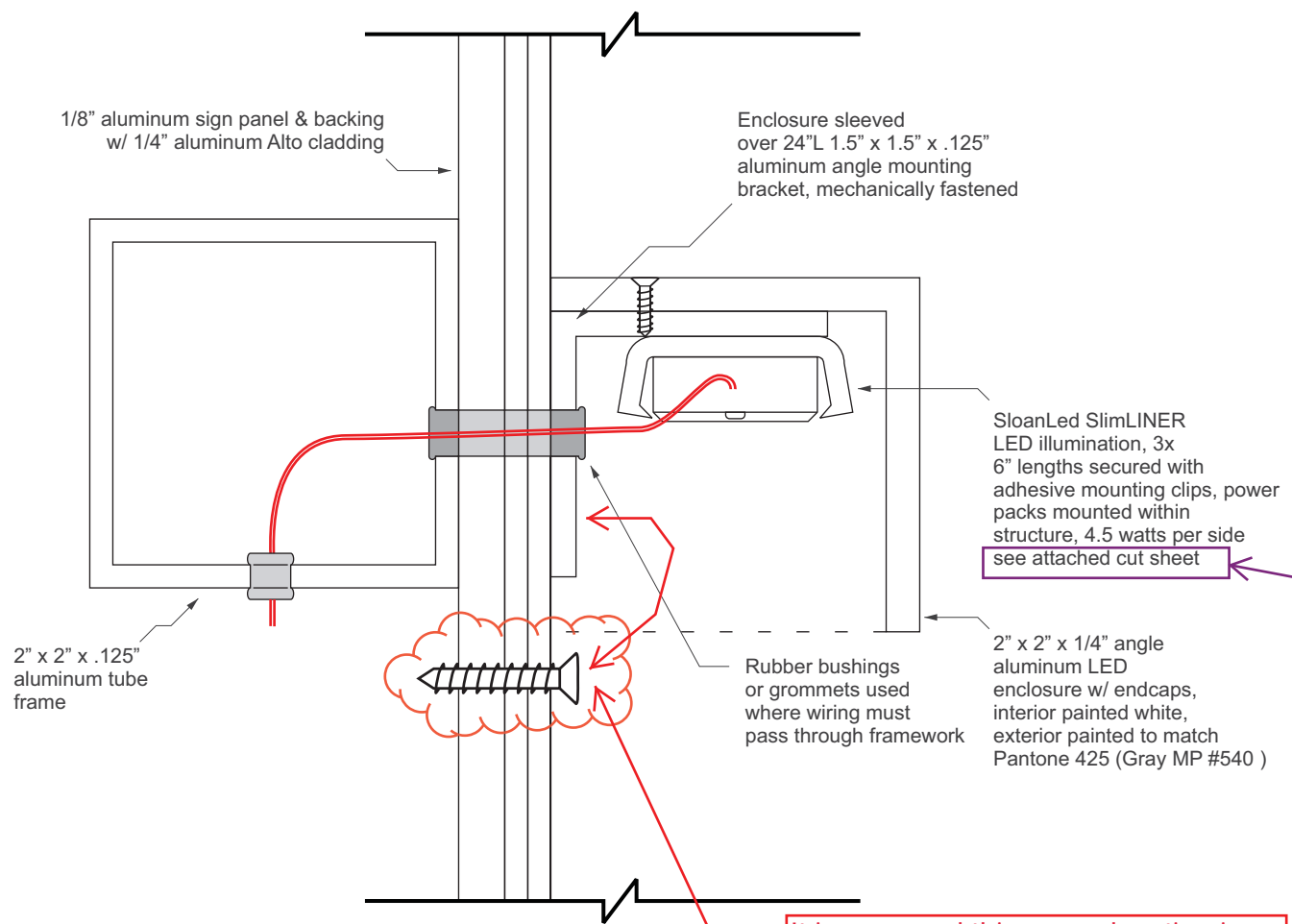
1 Base Plan
SCALE 1:20

Coordinate with electrical contractor on feasibility of the installation of the flexible conduit.

2" PVC conduit transitions to 3/4" flexible conduit, pulled thru hole in post and lead to power supply

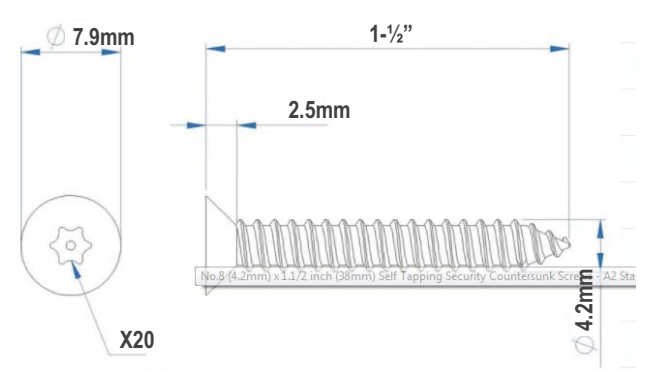


As specified on KGS Group Dwgs 17-0147-001-S01 & S02

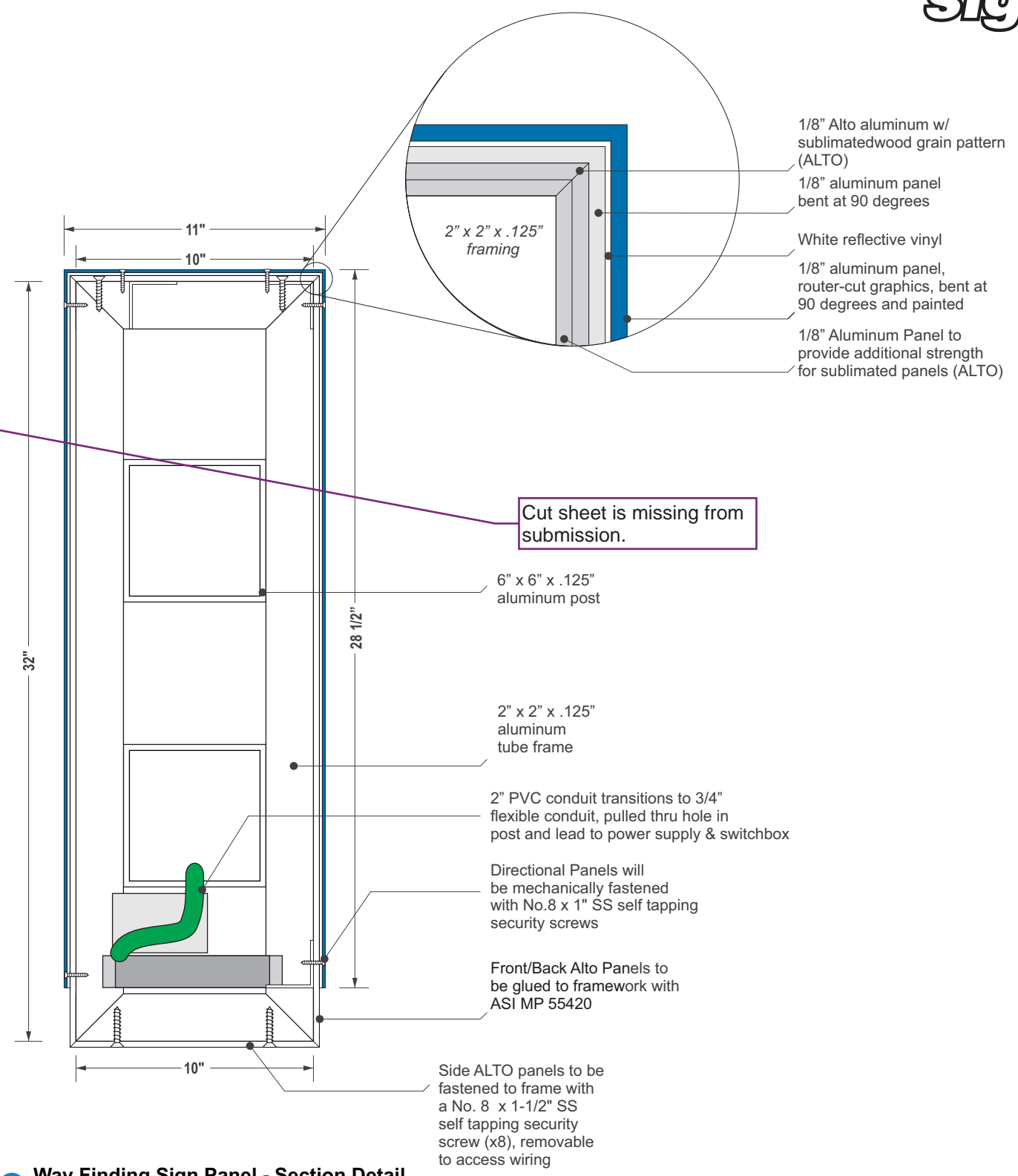


3 Illumination Detail
SCALE 1:1

It is assumed this screw location is a drawing error and is intended to fasten the L1.5x1.5 angle to the sign panel and backing. Confirm if this is not the case with information on how the angle is fastened.





5 Flathead Socket Cap Screw
NOT TO SCALE

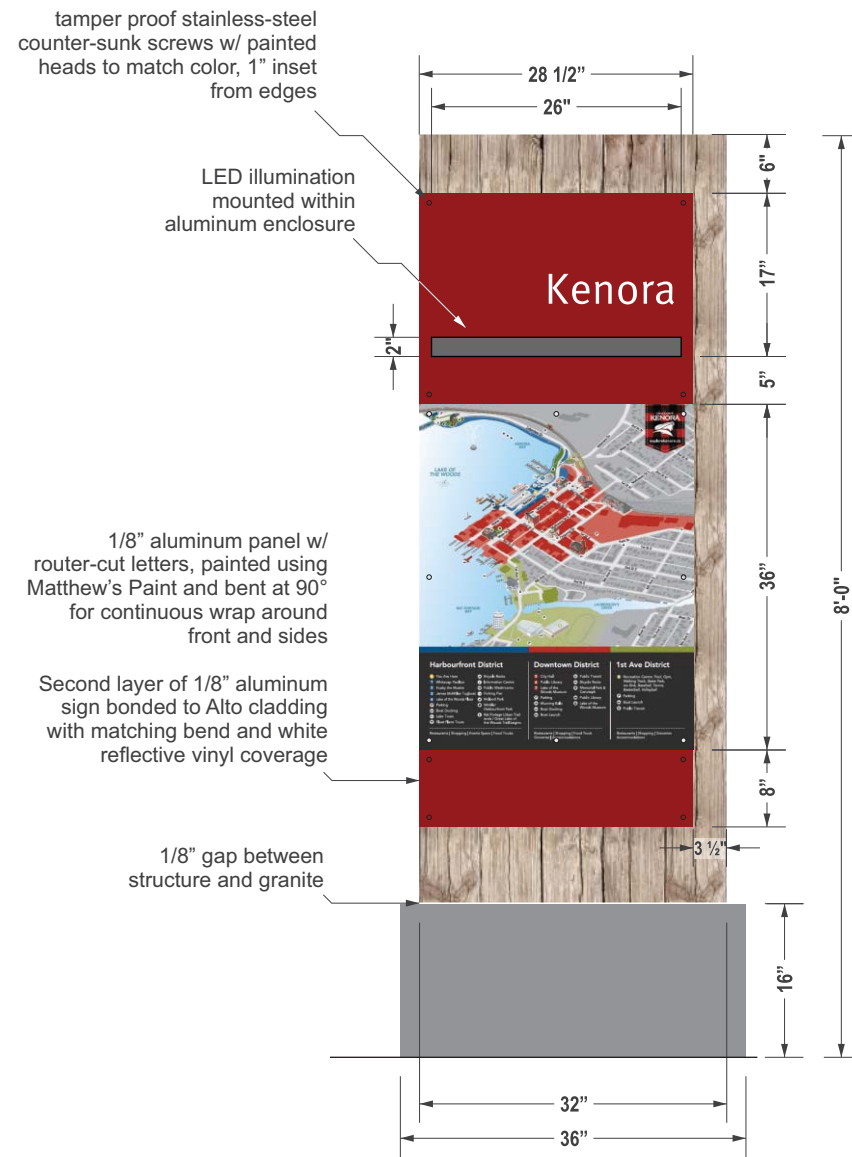


4 Way Finding Sign Panel - Section Detail
SCALE 1:6

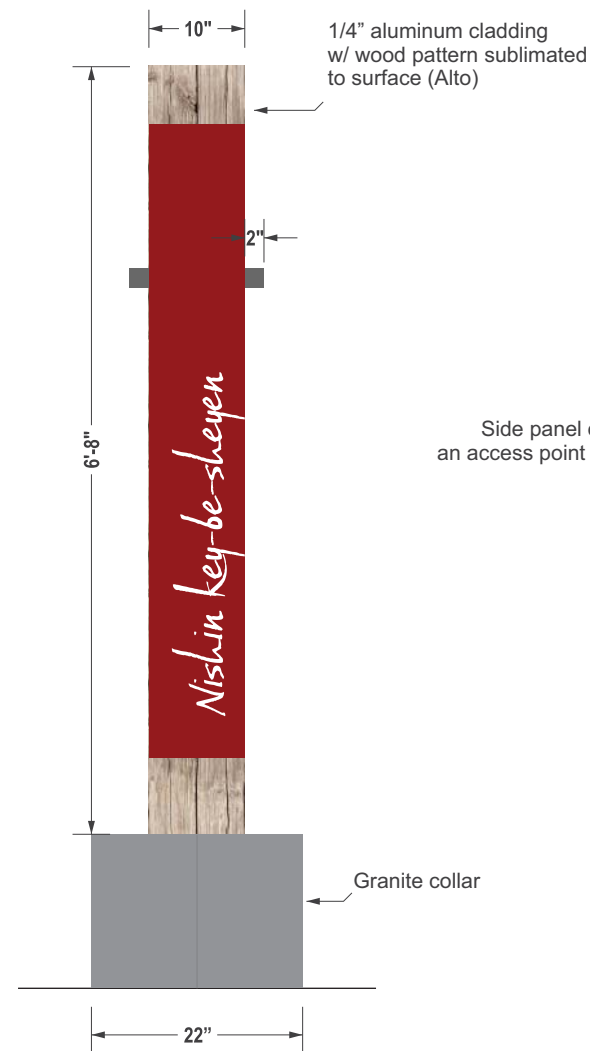
Cut sheet is missing from submission.

INCLUDE NOTE: "AS SPECIFIED ON KGS GROUP DRAWINGS 170147-001_S01 AND S02

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Dec 7 / 21 2017 Jan 10 2018
SIGNED APPROVAL	
SHEET NUMBER	B3.4
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Sign #2 Front View
SCALE 1:20



Sign #2 Side View
SCALE 1:20



Sign #2 Rear View
SCALE 1:20

- COLOURS ———
- Pantone 647**
Matthew's Paint #59277
 - Pantone 425**
Matthew's Paint #540
 - Pantone 7622**
Matthew's Paint #78325

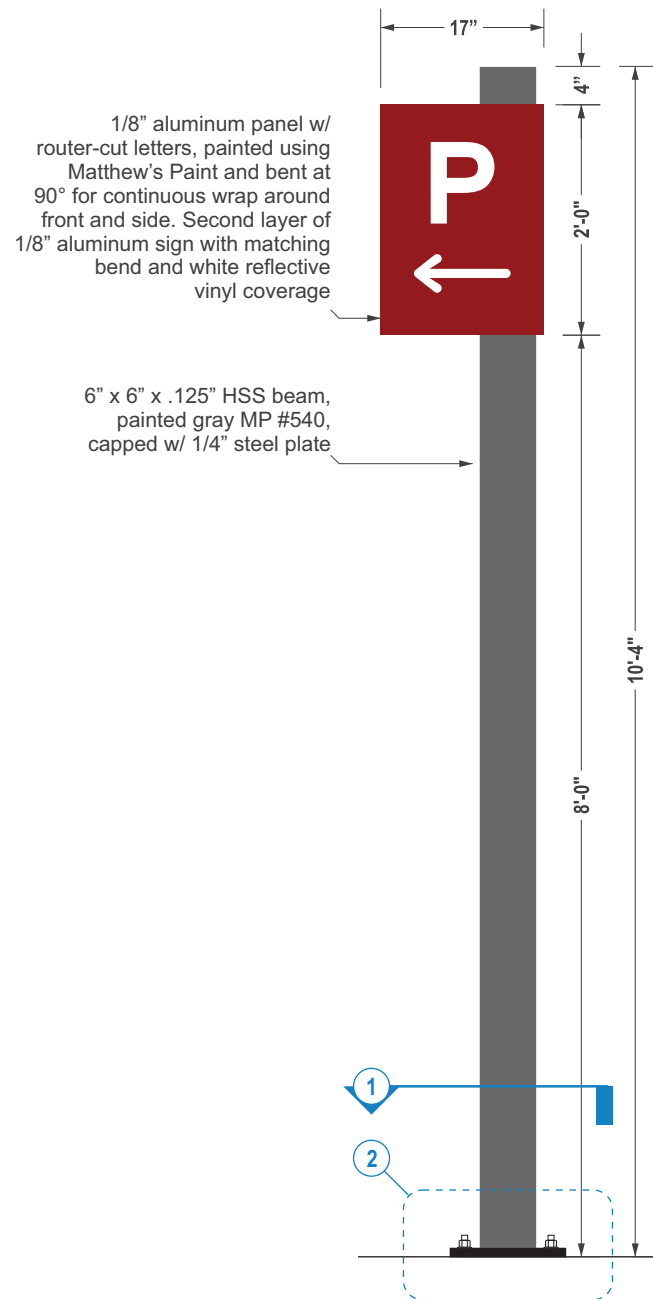
PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Dec 7 / 21 2017 Jan 10 2018
SIGNED APPROVAL	
SHEET NUMBER	B4.4
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KENORA WAYFINDING SIGNAGE
Parking Sign w/ Pole

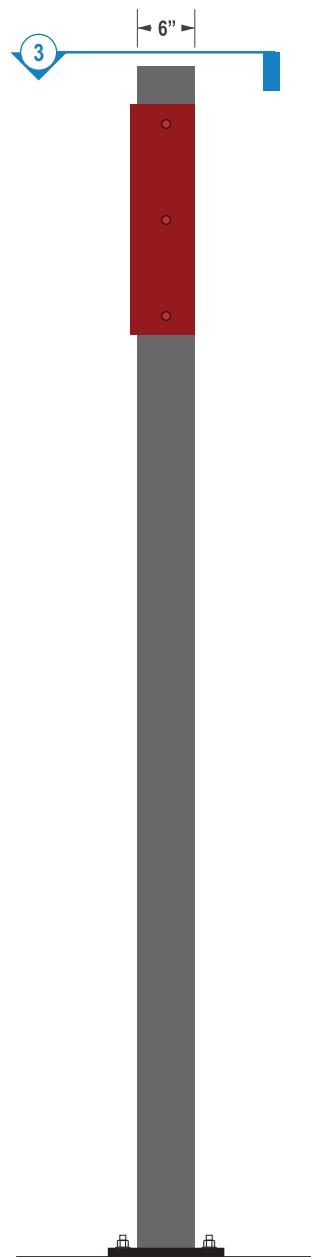
QUANTITY: 2 W/ POLE, 6 W/O POLE



Toll Free: 1.877.938.7446
 Wpg Direct: 284.3332
 Fax: 204.326.5572
 204.326.4282

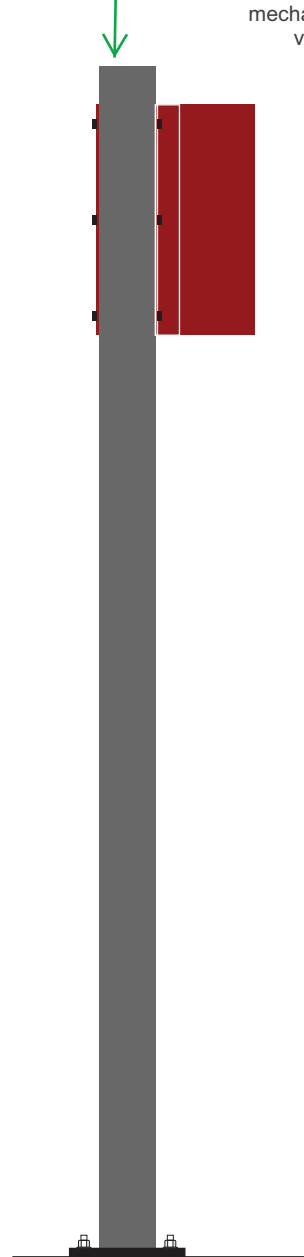


Typical Front View
 SCALE 1:20

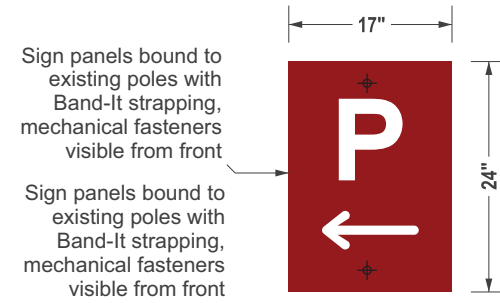


Typical Side View
 SCALE 1:20

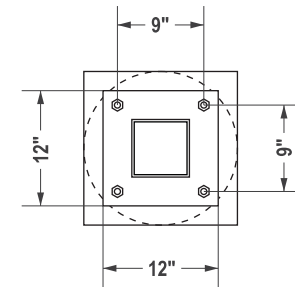
1/4" CAP PLATE



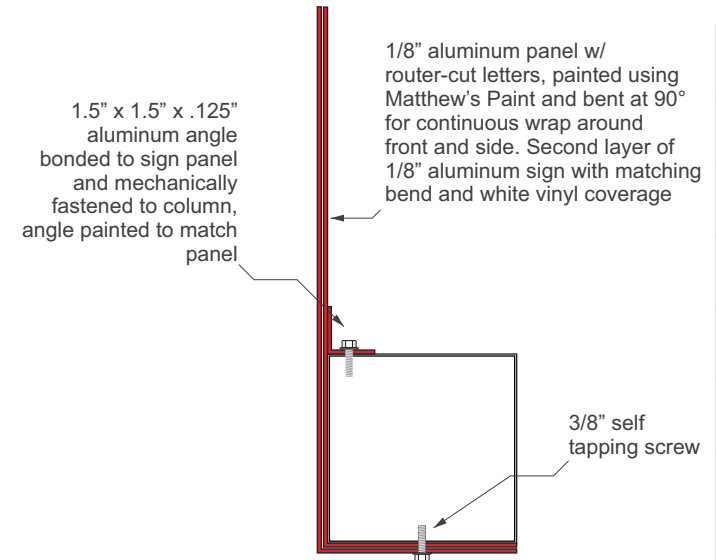
Typical Rear View
 SCALE 1:20



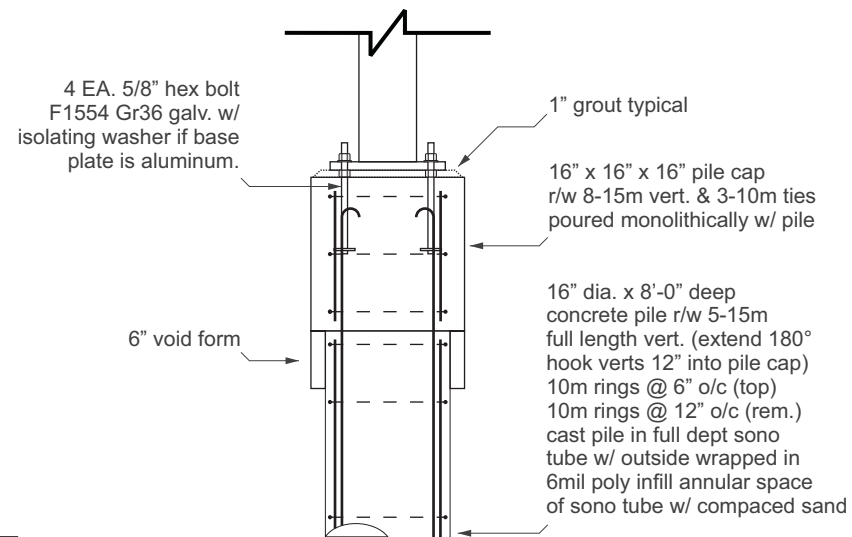
Sign w/o Pole
 SCALE 1:20



1 Base Plan
 SCALE 1:20



3 Section Detail
 SCALE 1:12



As specified on KGS Group drawings
 17-0147-001 S01 and S02

2 Base Detail (Typical) - Front View
 SCALE 1:20

- COLOURS
- Pantone 7622
Matthew's Paint #78325
 - Pantone 647
Matthew's Paint #59277
 - Pantone 7746
Matthew's Paint #81399
 - Pantone 425
Matthew's Paint #540
 - Black

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Nov 22 / Dec 13 / 21 2017 Jan 10 2018
SIGNED APPROVAL	

SHEET NUMBER
C1.4

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PS #1
SCALE 1:20



PS #2
SCALE 1:20



PS #4
SCALE 1:20



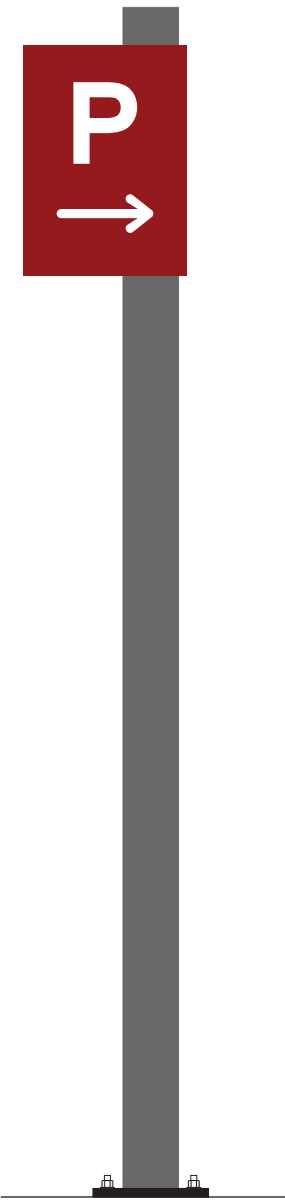
PS #5
SCALE 1:20



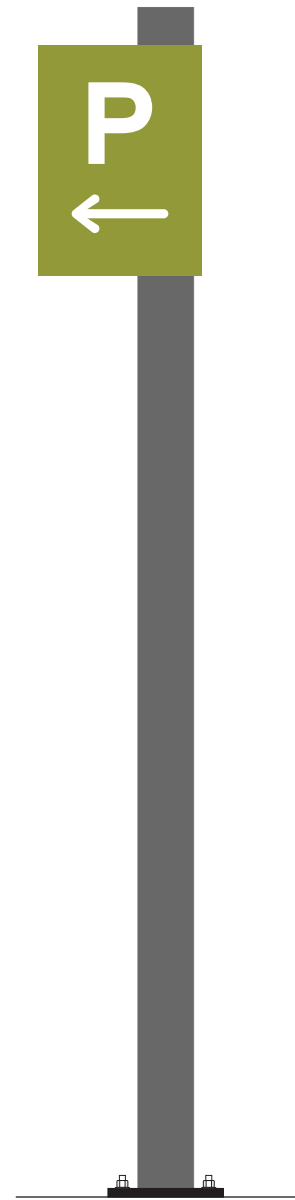
PS #6
SCALE 1:20



PS #7
SCALE 1:20



PS #3
SCALE 1:20



PS #8
SCALE 1:20

PROJECT TITLE	Kenora Wayfinding
QUOTE / SALES ORDER REF.	705952
SCALE	As noted
DATE	November 14, 2017
REVISIONS	Nov 22 / Dec 13, 2017
SIGNED APPROVAL	

SHEET NUMBER

C2.4

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23 January 2018

City Council Committee Report

To: Mayor and Council

**Fr: Josh Nelson, Tourism Development Officer &
Matt Boscariol, Manager of Community & Development Services**

Re: 2018 Kenora Assembly of Resources (KAR) Contract

Recommendation:

That Council gives three readings to a by-law authorizing a contract between the Kenora Assembly of Resources (KAR) and the City of Kenora for provision of services at the Harbourfront and related areas for the period January 1, 2018 through December 31, 2018; and further

That by-law Number 134-2016 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 were 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 KAR programs under the contract with KAR.

The current KAR agreement expired on December 31st, 2017. Staff met with the members of the KAR board in early January to discuss the renewal of the KAR contract for 2018. During this discussion KAR indicated that they have not received an increase to the contract since it was taken over by the city and because of the impact of Bill 148 they requested a \$15,000 increase to the contract. As of today, majority of the programs remain intact, and KAR remains willing to continue with another year under the KAR contract if the budget increase is approved. The proposed contract, with an increased budget has been attached for Council review.

Budget / Financial Implications:

The KAR Service Agreement has been included in the 2018 draft municipal budget, and has increased \$15,000 from the 2017 allocation.

Risk Analysis:

There is high operational risk for council regarding this contract. KAR has indicated that they will not continue the contract effective March 31st, 2018 if there isn't a \$15,000 increase. 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:

KAR 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...



Date: January 31, 2018

City Council Committee Report

To: Mayor & Council

**Fr: Matt Boscariol, Manager Community and Development Services
James Tkachyk, Parks and Facilities Division Lead**

Re: 2018 Community Club Grants

Recommendation:

That Council of the City of Kenora receives the recommendation from the Parks and Facilities Division Lead, approving the grant amount of \$8,000.00 each to Rideout, Central and Evergreen Community Clubs once they have successfully submitted the Grant Application documents.

Background:

Rideout Community Club's has provided the grant application and both Evergreen and Central should also be submitting. Once the Community Clubs have met the criteria for funding for the amount of \$8,000.00 per club the funds would be released to the applicable club.

Budget:

\$10,000.00 per club was included in the 2018 draft operating budget under Teams and Clubs (operating) as there was some discussion at council to increase funds for these community clubs in future years. Should Council approve the additional allocation in the 2018 budget, the additional \$2,000.00 per club would be sent out following budget approval.

Communication Plan/Notice By-law Requirements:

Corporate Services & Community Clubs

Strategic Plan:

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 improvements to recreation and leisure amenities, particularly those that support quality of life.



January 22, 2018

City Council Committee Report

To: Mayor and Council

Fr: Matt Boscarior, Manager of Community & Development Services

Re: Facility Management Agreement: Kenora SportsPlex

Recommendation:

That Council authorize a 5-year facility management agreement with the Board of Directors of the Kenora SportsPlex in accordance with the terms and conditions hereinafter set out; and further

That three readings be given to a bylaw to authorize this agreement.

Background:

In 2012, the Kenora Soccer Association submitted a proposal to Council of the City of Kenora for an alternate and expanded use of the Jaffray Melick Recreation Complex.

This proposal met the criteria set out in the previous recommendation of the 2010 Major Recreation Facility Strategy and fit within the future direction and four season strategy for the City of Kenora and the Lake of the Woods Development Commission.

At its August 2012 Council meeting, Council gave direction to the Recreation Services Department to develop an agreement with the Kenora Soccer Association for the re-development and use of the Jaffray Melick Recreation Complex for the purposes of an indoor soccer and sports training facility. The agreement was not initiated until 2013 when favourable notice of funding for the facility improvement grant was received and the facility was approved for occupancy.

Since 2013, starting with the renovation of the facility, this partnership has been a great success.

Below is a brief breakdown of the types of groups/events that have utilized the Kenora SportsPlex since 2014:

- Birthday parties (over 50 held in 2014)
- Team training from Confederation College
- Kenora Baseball League training camps
- Kenora Thistles AAA Midgets (hockey) training
- Special Olympics activities
- St Louis School, Valleyview School, King George School, TA, BBSS
- BBSS Bronco Hockey club training
- BBSS Athletic programs
- TA Athletic programs
- Minor Soccer
- Men's Soccer
- Women's Soccer

- Athletic (AA) Soccer
- Old Timers Soccer
- Private soccer rentals
- Kenora Indoor Football league
- Dodgeball

Prime time (Mon-Fri 4 p.m.-10 p.m.) is fully booked every night. Off times and weekends are getting busier with new events and the expectation is that the usage will continue to increase with special events/special requests.

To assist the club with startup in the complex, City assistance was included in the original agreement. This included that the City would take care of the bookings for the facility; the City would collect the payments on behalf of the Club and in turn the finance department would transfer the collected fees to the Kenora Soccer Association (now the Kenora SportsPlex). This was always intended to be a short term solution and only included to assist a group of volunteers who took this project on. The Finance department was given assurance that it would only be for up to one year.

The current agreement, signed in 2013 for a 5 year period, was in collaboration with three City Departments. Finance – accounting for the payments and remitting them to the Soccer Association, Recreation – taking the bookings and ensuring contracts were signed; and Parks and Facilities ensuring that the facility was in good repair and overseeing any capital improvements and to act as the point of contact for the Soccer Association.

As the existing 5-year agreement is nearing its end, and within the 5 year agreement, the SportsPlex has now taken over their own bookings and managing their own payments, which was originally agreed upon. This was seen a good transition to the Association becoming more independent and less reliant on the City.

The agreement brought forth contains amendments to provide more autonomy to the Associations operations, and also reflects the next round of major capital work that the Association is planning to undertake; including bringing the second floor mezzanine up to building code standards, and installing a new indoor playground space for kids. It is recommended that the City continue this positive community partnership and extend a new five year lease agreement for the operation of the Kenors SportsPlex.

Budget: No direct impact on the current budget however, less City staff time will be required for the direct operation of this facility and its programs.

Risk Analysis: There is a moderate risk to the operating budget of the City if the City does not extend the five year agreement as staff will have to operate and maintain the facility full time to ensure the longevity of community programming.

Communication Plan/Notice By-law Requirements: Yes

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.

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



PROCLAMATION

By Virtue of Authority

Vested in me

I Hereby Proclaim

February 11-17, 2018

As **“Week of Action Against Poverty”**

in and for the City of Kenora and request its observance
as such by our citizens.

Proclaimed at the City of Kenora
this 13th day of February, 2018



His Worship Mayor David S. Canfield

