



City of Kenora

Committee of the Whole Agenda

Tuesday, July 10, 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 July 17, 2018 meeting:-

- Amend the 2018 Operating & Capital Budget to withdraw funds from the Contingency Reserve in the amount of up to \$33,333 to offset the cost of the delivery of the Harbourfront Business Development Plan
- Declare the office held by Councillor Louis Roussin on Kenora City Council to be vacant
- Appoint Kelly Galbraith as Deputy Clerk
- Appoint Jonathan Ranger as Deputy Treasurer
- Amend the 2018 Operating Budget for the 2018 funding allocation for the Kenora Public Library from \$629,364 to \$613,001
- Amend the 2018 Operating Budget to increase the City's funding contribution towards the Museum's operating budget in the amount of \$14,394 to offset the amount of the arts centre curator wages
- Amend the 2018 Municipal Capital & Operating Budget to withdraw funds from the Water & Sewer Reserve in the amount of \$23,000 for water standpipe/booster station utilities
- Amend the 2018 Capital and Operating Budgets to withdraw funds from sidewalk reserves in the amount of \$320,000 plus applicable taxes to offset the cost of the two (2) track machines and \$22,500 to offset the cost of hiring two (2) additional seasonal operators for the remainder of the 2018 winter maintenance
- Amend the 2018 Capital Budget to withdraw funds from the Water & Sewer Reserve in the amount of \$389,000 to offset the cost of the Wastewater System purchases
- Amend the 2018 Capital to withdraw funds from the Citizens Prosperity Trust Fund to be debt financed in the amount of \$250,000 for 1/3 of the funding for the detailed design drawings and tender preparation for the Kenora Recreation Centre

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 June 5, 2018 be confirmed as written and filed.

D. Deputations/Presentations

- Debbie Novak, Triple Play – Diamonds & Ice Parking

E. Reports:

1. Finance & Administration

Item Subject

- 1.1. May Financial Statements
- 1.2. Vacant & Excess Land and Vacant Unit Rebate Program
- 1.3. Lake of the Woods Amateur Radio Community Foundation Application
- 1.4. Budget Amendment - Lake of the Woods Museum Art Centre
- 1.5. Budget Amendment - Kenora Public Library
- 1.6. HR Recruitment Policy
- 1.7. Appointment of Deputy Clerk
- 1.8. Appointment of Deputy Treasurer
- 1.9. Council Vacancy
- 1.10. KDSB Council Appointment

2. Fire & Emergency Services

Item Subject

- 2.1 No Reports

3. Operations & Infrastructure

Item Subject

- 3.1 Budget Amendment - General Water Standpipe Booster Stations
- 3.2 Budget Amendment – Waste Water Collection Program
- 3.3 Traffic Amendment - Andy's Camp Road Rate of Speed
- 3.4 Minimum Maintenance Standards

4. Community & Development Services

Item Subject

- 4.1 National Crime Prevention Strategy Funding Application
- 4.2 Enabling Accessibility Funding Application
- 4.3 Budget Amendment – Harbourfront Business Development Plan
- 4.4 Scott Island Zoning Bylaw Amendment
- 4.5 Request to Remove Restrictive Covenant
- 4.6 Request to Exempt Lands from Part Lot Control - Kings Landing

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4.7 Garrow Park Playground Cover

4.8 Kenora Recreation Centre Twinning

Proclamations:

- National Drowning Prevention Week – July 15-21

Other:

Next Meeting

- Tuesday, August 7, 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) **Personal Matters about an Identifiable Individual (3 matters)**

Adjournment



June 29, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: May 2018 Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the May 2018 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 May, the year is five twelfths complete, so not including any seasonal or timing differences, there should be 58.33% of the budget remaining.

Overall:

- Expenses at the end of May 2018 were close to budget with 62.59% remaining to be spent. Water & Wastewater 68.53% left in the budget and Solid Waste 67.13% left in the budget.
- User fee revenues to the end of May 2018 are close to budget with 60.46% left to collect. Water & Wastewater 66.40% left to collect and Solid Waste by the end of May had 66.33% left to collect.

Expenditures:

- **General Government** - The General Government expenses to date are below budget with 62.21% of the expense budget unspent.
 - **Municipal Elections** – A significant portion of staff time has been budgeted to this department, but the allocations for the staff time has not yet been made, which is the reason for expenses being under budget.
 - **Administrator's Office** – In May, 93k of the 125k legal budget has already been spent. These were anticipated expenses in the budget, and this is the main reason for this department being over budget in May.
 - **Building & Grounds Maintenance** – Utilities and repairs & maintenance are currently under budget.
- **Protection** – The Protection Department expenses to date are below budget with 60.54% remaining in the budget.
 - **Fire** – Debt interest and insurance has not yet been allocated to this department.
 - **Emergency Measures** – Overspent at the end of May as the Everbridge Mass Notification Bill is paid in full at the beginning of the year.

- **911 Emergency Access** – Annual payment has not yet been made for 2018.
- **Transportation** – The Transportation Department expenses to date are below budget with 66.31% remaining in the budget.
 - **Paved Roads Maintenance** – Underspent currently as paved roads maintenance is completed over the summer months.
 - **Surface Treated Roads** – Underspent currently as surface treated road maintenance is completed over the summer months.
 - **Loosetop Roads Maintenance** - Underspent currently as loosetop roads maintenance is completed over the summer months.
 - **Winter Control Maintenance** – Expenses over budget as this is a seasonal department that will not have any more expenses until November/December.
 - **Docks** – Under budget as property taxes have not been posted to this department at the end of May.
 - **Garage & Shop** – Over budget currently as parts are initially coded to garage and they are allocated out to specific vehicles on a quarterly basis. For 2018 this is in the process of being switched to being allocated on a monthly basis.
- **Environmental** – The Environmental Department expenditures have exceeded budget with 55.86% left in the budget. 68.53% left in the budget in Water & Wastewater and 67.13% remaining in Solid Waste.
 - **Storm Sewers** – Department is currently over budget – more work has been done on storm sewers than anticipated and wage allocations are higher than expected.
 - **Recycling facility** – Slightly over budget due to wages, and rental of own equipment.

Water & Wastewater

- **Sanitary System** – Under budget as no contract services work has been completed to date, also very little spent on materials and supplies to date. Property taxes have not yet been recorded at the end of May. Also note that our sanitary system employees have more time working on storm sewers this year than expected.
- **Sewage Treatment Plant & Water Treatment Plant** – Under budget as Property taxes have not yet been posted.
- **General Water Standpipe & Booster** – Under budget as very little materials and supplies have been purchased to date.

Solid Waste

- **Hazardous Waste Day** – Expenses under budget as a hazardous waste day has not yet occurred for 2018.
- **Kenora Area Landfill** – Expenses under budget as wage allocation is less than expected and repairs and maintenance is currently under budget.
- **Health Services** – Health expenditures are right on budget with only payments for the cemetery to be made.
- **Social and Family Services** – Social and Family Expenditures are close to budget to the end of May. Home for the aged is under budget as this is paid in 3 installments, the second of which was paid June 1, 2018.
- **Community Services** – Overall Community Services expenses are under budget with 63.78% remaining to be spent.

- **Parks** – All parks departments including ballfields are under budget as these are seasonal departments with most of the expenses to occur in the summer months.
 - **KRC Complex** – Over budget as maintenance employee wages have been budgeted in thistle arena and Keewatin Arena. Actual time has not yet been reallocated to thistle arena. I would note that these two departments together would be close to budget with 62.53% remaining to be spent.
 - **Thistle Arena** – Under budget for the same reason as noted above in KRC complex.
 - **Teams and Clubs** – Grants have not yet been paid out to the 3 community clubs.
- **Planning & Development** – Planning & Development expenses are under budget with 62.59% left in the budget.
 - **Planning Advisory Committee** – Under budget - No travel or training has been completed to the end of May 2018.
 - **Tourism** – Below budget was expected as many of Tourism activities take place throughout the summer months, including the summer student wages.
 - **Events** – Over budget as one employees time is budgeted in Tourism but was being coded to this department. This has not yet been reallocated to the proper department.

User Fees:

- Overall, user fees are close to budget projections with 60.46% of the budget still to be collected. 66.40% of Water & Wastewater User fees are also still to be collected and Solid Waste has 66.33% left to collect.
- **General Government**
General Government is right on budget with 56.80% remaining to be collected.
- **Protection to Persons and Property**
Protection to Persons and Property is below budget with 84.51% still remaining to be collected.
 - **Provincial Offences** revenue is dependent on the fines assessed in this area. The first quarter had not yet been posted at the end of May 2018.
 - **Building Inspection** – Revenue is below budget as expected as much of the construction work is completed throughout the summer months.
- **Transportation Services**
Transportation user fees are slightly below budget with 63.94% remaining to be collected.
 - **Metered Parking** below budget as expected with the summer months being the busiest time for metered parking revenue.
 - **Docks and Wharfs** wharf revenue has exceeded budget expectations and dock user fees have almost all been collected for the year.
 - **Mall Parking Lot** – slightly behind budget at the end of May, expected to pick up during the summer months.
 - **Garage and Shop** – No work order billings have been completed to date.

- **Environmental Services**

Environmental services user fees are below budget with 76.25% remaining to be collected. 66.40% of Water & Wastewater User fees are also still to be collected and Solid Waste has 66.33% remaining to be collected.

- **Blue Box Collection** – Currently below budget, however only the first quarter of the year's revenues have been recorded.

Water & Wastewater

- **Water and Sewer** user fees are one month behind budget with 66.54% and 66.27% not yet collected respectively.

Solid Waste

- **Transfer Facility** user fees currently below budget however it should be noted that with tourism and summer residents the transfer facility is significantly busier during the summer months.

- **Community Services**

Community Services user fees are better than budget with 55.40% remaining to be collected.

- **Parks and Ball fields** – User fees are below budget as park revenues won't be secured until the beginning of the summer months when rentals are booked.
- **Thistle Arena** – User fees are ahead of budget as this is a seasonal department.
- **MSFC Pool** – User fees have exceeded budget however it should be noted that with the closure in the summer, user fees should level out by the end of the summer.

- **Planning and Development**

Planning and Development user fees are below budget with 81.99% remaining to be collected.

- **Tourism, Tourism Facilities and Strategy, and Events** – With many of our Tourism programs taking place during the summer months it was expected that our Tourism related departments would be below budget at the end of May.

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.



June 26, 2018

City Council Committee Report

To: Mayor and Council

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

Re: Request to Province to Eliminate Vacancy Rebates and Vacant/Excess Land Sub-Classes

Recommendation:

Whereas Section 313 of the Municipal Act, 2001 sets out the legislated discounts for prescribed property vacant and excess land sub-classes of the commercial and industrial property classes; and

Whereas Section 364 of the Act states that every local municipality shall have a program to provide tax rebates in respect of vacant portions of commercial and industrial properties; and

Whereas recent amendments to these sections of the Act have provided the Ontario Minister of Finance with expanded authority to set locally specific program rules and parameters via regulation; and

Whereas the Minister has invited municipalities to engage in local policy consideration and planning efforts and to make submissions detailing locally indicated reforms to these programs; and

Whereas Council of the City of Kenora has had the opportunity to review these programs, recommendations of City administration and public input solicited in respect of these matters;

Now Therefore Be It Resolved that the City of Kenora deems it appropriate to pursue the elimination of the rebate program set out under section 364 of the Act; and further

That the City also wishes to be granted greater local authority over the setting of tax rate discounts for prescribed sub-classes so that these may be set at any level between zero and thirty five percent (0 and 35%) for any taxation year; and further

That administration is hereby directed to prepare a formal package to be submitted to the Minister of Finance in order to request these changes; and further

That the Minister of Finance is requested to consider and implement the proposed changes so that the elimination of the vacant unit rebate program may come into force as of January 1, 2018 and the enhanced authority regarding sub-class discounts for vacant and excess land may come into force as of January 1, 2019.

Background:

Since 2001 the tax treatment of vacant and excess land and the Vacant Unit Rebate program has remained largely unchanged and the ability of municipalities to adapt the programs locally has been rigidly prescribed by the content of the *Municipal Act, 2001* and supporting Regulations.

The Vacant Unit Rebate program in particular has been marked by some critical weaknesses since its inception. Some of the most notable issues that have led to this program being difficult to manage, budget for and administer include, but are not limited to:

- While conceived as a program to address temporary and sporadic conditions, many properties remain eligible for years at time or indefinitely;
- It has proven difficult for municipalities to compel applicants to provide complete information and evidence in a timely manner; and
- Property owners have been increasingly successful in challenging their assessed values on the basis of their occupancy; this has in many ways led to a double-dip effect whereby base taxes are being reduced due to vacancy rates and then a portion of what is left is subject to further rebate.

In terms of the Vacant and Excess Land Sub-Classes, they may serve to provide compounded reduction for properties that are already paying less tax than neighbouring improved/occupied properties as the absence of buildings is reflected in a property's assessed value.

In the fall of 2016 the Minister of Finance announced that municipalities would have the opportunity to assume more responsibility and control over the form, structure and applicability of these programs.

Municipalities that wish to make changes to, or eliminate these programs must submit a formal policy plan to the Minister of Finance requesting the desired changes for local purposes. A robust submission to the Minister should, at a minimum, document the following:

- The policy goals and objectives being pursued;
- The details of the unique local policy updates/changes being requested;
- A summary of the municipality's efforts to engage the taxpayer base and direct stakeholders, including an indication as to the nature of the input and feedback; and
- The considerations weighed by Council, including the policy goals and stakeholder positions within the decision making process.

Other Municipalities

The majority of municipalities that pursued changes so far have chosen to abandon rather than reform the program. Over 80% of the municipalities that requested program changes have chosen immediate opt-out or phase-out of the program.

Only 3 of the 42 jurisdictions that have already seen program changes regulated by the Province chose to modify rather than discontinue or phase out the rebate program. All indications suggest that this trend will continue and that many more municipalities will institute plans to collapse the program in subsequent years, including many of our Northern Ontario neighbours.

So far, 8 single and upper-tier jurisdictions have sought and been granted permission to eliminate sub-class discounts for vacant and excess land including Sault Ste. Marie, Sudbury and Thunder Bay.

Provincial Policy Update

It is not only municipalities that are retiring this program. The Province has announced that it will eliminate the Vacant Unit Rebate program, as well as vacant and excess land sub-class treatment for the education portion of the tax bill. Beginning in 2019 the Province will phase out the education portion of the property tax rebate under the

vacant unit program. They will also phase-out the sub-class discounts applied to education tax for vacant and excess land.

This will be done Province-wide and education tax will no longer be eligible for rebate or reduction regardless of whether or not a municipality continues to offer these programs in respect of the municipal portion of the tax bill.

Current Status

On February 13th, 2018, Staff presented a report to Committee of the Whole on this matter and at that meeting the Committee directed Staff to undertake the steps necessary to seek permission to eliminate both the Vacant Unit Rebate Program and the Vacant and Excess Land Sub-Classes. As of that date, the main outstanding steps in the process were to:

- Engage stakeholders and seek input and feedback on the preferred policy plan;
- Report back to Council on feedback gathered in order to better inform a final decision; and
- Make a formal request to the Province that the required regulatory amendments be made to effect Council's direction.

The City enlisted the assistance of Municipal Tax Equity (MTE) Consultants Inc. to design and coordinate the stakeholder engagement efforts. MTE's final report on this exercise and the outcome is attached for Council's review and consideration. As a general comment, Staff do not feel that any new or unexpected views or considerations were raised or identified within this exercise. As anticipated, those who have benefited from these programs, and would otherwise hope to benefit in the future would prefer they continue. Those who are ineligible for these rebates and reductions would prefer not to fund them through their property tax dollars and would like to see them discontinued.

Risk Analysis: The risk associated with this report is a positive risk and it is low. The outcome of adopting the recommendations will result in an increase in tax revenue for the City.

Budget/Finance Implications

Vacant Unit Rebates: The following amounts have been reimbursed to taxpayers as a result of the Vacant Unit Rebate Program. Under the current recommendation no amounts would be paid out in 2019 in respect of vacancies experienced during the 2018 taxation year.

Taxation Year	Approximate Amounts Rebated
2014	\$75,500
2015	\$53,000
2016	\$59,000
2017	\$76,500

To give Council a better understanding of the rebates paid in regards to 2017 vacancies, the following table has been prepared to show how the overall amount of approximately \$76,000 was distributed.

Rebate Amount	Count	Average	Total
Less than 1,000	7	\$486	\$3,400
\$1,000 \$5,000	> 15	\$2,000	\$30,000
\$5,000 \$10,000	> 3	\$6,000	\$18,000
Over \$10,000	2	\$12,550	\$25,100
All Rebates	27	\$2,833	\$76,500

Vacant and Excess Land Sub-Classes: 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. In order to provide Council with a general indication as to the potential tax shifts that might occur we have considered how the 2018 levy would have changed if the sub-classes had been eliminated this year.

Property Type	Hypothetical Shift if Sub-Classes had been Eliminated in 2018	
Commercial Sub-Classes	\$10,200	42.33%
Industrial Sub-Classes	\$53,800	53.50%
Sub-Total Increasing Tax Shifts	\$64,000	51.34%
Residential / Farm / Forest	-\$44,800	-0.26%
Multi-Residential	-\$1,400	-0.25%
Commercial Occupied	-\$13,700	-0.26%
Industrial Occupied	-\$2,500	-0.25%
Pipeline	-\$1,600	-0.25%
Sub-Total Decreasing Tax Shifts	-\$64,000	0.25%
Total – Across Municipal Levy	\$0	0.00%

Analysis would be required to quantify the actual implications should these sub-classes be eliminated for 2019 or any subsequent taxation year, however, the general magnitude (percentage) change would be similar to those shown above.

Communication Plan/Notice By-law Requirements: If Council chooses to eliminate the Vacant Unit Rebate program and reserve the option to reduce or eliminate the tax rate discounts for Commercial and Industrial Sub-Classes, the City must confirm this via resolution and make a submission to the Province supported by that resolution.

Strategic Plan or other Guiding Document:

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



June 28, 2018

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer and Todd Skene, Fire and Emergency Services Manager

Re: Sponsorship of the Lake of the Woods Amateur Radio Society Application to the Community Foundation

Recommendation:

That the Council of the City of Kenora pass a resolution supporting the Lake of the Woods Amateur Radio Society's (LOWARS) request to name the City of Kenora as a sponsor in their application for funds up to \$2,500 through the Kenora & Lake of the Woods Regional Community Foundation for the purchase of equipment for the provision of back up amateur radio emergency services for City of Kenora Emergency Services.

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 LOWARS must have a sponsor to apply for grants through the Community Foundation since they do not have charitable status.

The LOWARS is a valued member of the City of Kenora Emergency Management Group and has been training actively through the Amateur Radio Emergency Services (ARES) to provide back up communications for our area and the City of Kenora Emergency Services in the event of local area wide emergencies and communications failures. Given funding, the City of Kenora Fire and Emergency Services department will provide an operational location at Fire Station #1 near the Emergency Operations Centre for this purpose. The equipment purchased with the grant would provide the radio equipment for this location.

The following link to LOWARS and ARES program to assist in understanding the connection to the emergency program. <https://youtu.be/JJxPM2X2uQo>

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

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

Risk Analysis: As per the City's ERM Policy, the risk associated with this report is a positive risk this will enhance our Emergency Management Program, our Emergency Communications Plan and establish additional communication capabilities in our Emergency Operations Centre (EOC).

There is a no financial risk, as funding may be supplied through the Community Foundation and maintenance will be completed by LOWSAR.

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. Adoption of this bylaw will ensure that the City is properly protected through a maintained Emergency Management Plan and properly trained staff to initiate the plan during emergency situations.

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

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. This bylaw will further enhance the relationship between the City and our surrounding municipalities.

Communication Plan/Notice By-law Requirements:

Lake of the Woods Amateur Radio Society, Kenora Emergency Control Group and Program Committee.

June 4, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: Operating Budget - Art Curator

Recommendation:

That Council hereby approves an additional funding allocation of \$14,394 to the Lake of the Woods Museum for the arts curator wages in 2018; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Operating Budget at its July 17, 2018 meeting to increase the City's funding contribution towards the Museum's operating budget in the amount of \$14,394 to offset the amount of these wages; and further

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

Background:

During the February 21, 2017 Council meeting, Council approved an application to Canada Cultural Spaces Fund for the renovation of the Museum Annex and the construction of an addition to the Museum Annex as an art gallery to house the W.J. Phillips collection, and recommended to the incoming Council to commit to the ongoing annual provision of operating dollars for the art gallery consistent with the current funding to the Lake of the Woods Museum in the amount of 60% of total operating costs. During the 2018 budgeting process, the art curator position, requested to be put in place effective October 1, 2018, was inadvertently not included in the City's funding allocation to the Lake of the Woods Museum.

Lori Nelson, the Museum Director, has advised the City that there is much work to be done before the actual opening of the Art Centre. Ultimately, the Museum's request is for two positions to be hired for the Art Centre, the Curator Position and a Programmer. The current Council has approved the hire to proceed for the Curator position. Approval for the new Programmer position will be made by the new Council taking office as of December 1, 2018. As per the Museum Director, some of the work to be completed prior to the opening of the Art Centre includes foundational work, such as the writing of policies, which will be guiding documents as the Art Centre moves forward. For example the Museum has already been offered art work for the new gallery and have yet to establish a Collections Policy. A copy of the Art Centre Curator Job Description, Task List, and Rationale as provided by the Museum Director have been attached to this report for your reference.

Budget:

The operating funding allocation for the Museum approved in the City's 2018 operating budget is \$300,708. This allocation is not sufficient to cover the new Art Curator position. An increase to the Museum's allocated funding in the amount of \$14,394 is required.

Independently, City Finance has identified a second adjustment in the amount of \$16,363 required in the municipal operating budget. This second amendment is related to an adjustment in the post retirement obligation for a separate entity. That budget amendment is also being brought to Council for approval at the July 2018 Council meeting. The anticipated savings from that amendment will be used to offset the increased allocation to the Lake of the Woods Museum.

Risk Analysis: There is a moderate financial risk associated with this recommendation as the Art Curator Position will also carry forward in future operating budgets. There will be a significant impact on the City's 2019 operating budget as the 2018 costs for this position are only projected for the last quarter of 2018. It is worth noting here that the Programmer position, if approved by the new Council, will also represent a significant impact to the City's operating budget in 2019.

Communication Plan/Notice By-law Requirements: C. Edie, J. Ranger

Strategic Plan or Other Guiding Document:

Strategic Goal #1 – Promote Kenora as a 365 day lifestyle destination. Promote and leverage recreation and leisure amenities. Support, promote and expand the tourism industry and pursue recruitment of new events.

Strategic Goal #2 – Support continuous improvements to recreation and leisure amenities.

City of Kenora Vision – Kenora is a city of choice, renowned as a sustainable, lifestyle community supported by a Municipality committed to excellence.

Municipal Cultural Plan of Kenora – The City of Kenora recognizes that culture is a pillar of community sustainability. Cultural vibrancy makes Kenora a better place to live, work, do business and a more desirable destination for visitors.



June 6, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Budget/Special Projects Officer

Re: Operating Budget - Library

Recommendation:

That Council hereby amends the 2018 funding allocation to the Kenora Public Library to be \$613,001 from the approved allocation of \$629,364; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Operating Budget at its July 17, 2018 to amend the 2018 funding allocation for the Kenora Public Library from \$629,364 to \$613,001; and further

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

Background:

During the budgeting process, a rate change in the benefits section of wages, and a change to the post retirement obligation amount, affected the Library's total budget in the amount of \$16,363. These savings were not reflected in the City's allocation to the library in the municipal operating budget as approved.

Budget:

The city's operating funding for the Library in the 2018 budget is \$629,364, which did not include the above savings. Total estimated positive impact to 2018 budget is \$16,363.

Risk Analysis: There is a low financial risk associated with this recommendation as the budget adjustment is positive and will not affect service levels.

Communication Plan/Notice By-law Requirements: C. Edie, J. Ranger

Strategic Plan or Other Guiding Document:

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



June 26, 2018

City Council Committee Report

To: Mayor and Council

Fr: Sharen McDowall, Human Resources Strategist

Re: Recruitment Policy – HR-1-1

Recommendation:

That Council hereby approves the amended City of Kenora Recruitment Policy HR-1-1; and further

That Council hereby removes Lake of the Woods Museum Hiring Policy HR-1-5 from the Comprehensive Policy Manual; and further

That Council gives three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

Background:

Further to the May COW discussion where Council directed an amendment to the Policy guideline section of the Recruitment Policy to reflect that all applicants are given equal opportunity for employment in compliance with provisions in the *Ontario Human Rights Code*. The amendment reflects compliance with the OHRC and the *Accessibility for Ontarians with Disabilities Act* and any other applicable legislation.

As per the HRM Strategy, reference was made to a re-organization of some policies. One recommendation was to remove HR-1-5 Lake of the Woods Museum Hiring Policy and transfer the content to the HR-1-1 Recruitment Policy. The policy has been amended to reflect that change, which identifies the participation of a Museum Board Member in the recruitment process for the Museum Director position.

It was further recommended that the City review the current moving allowance of \$2,500. This amount has not be reviewed or increased for many years. To encourage potential candidates to relocate to Kenora, it is imperative that the City increase that allowance. The recommendation is to increase the current \$2,500.00 to \$5,000.00, with a recovery mechanism in the event the employee departs the employment of the City within 24 months.

There were additional changes made to the criminal record check process that reflect current practice.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Policy amendments will be communicated to Senior Leadership Members and Supervisors

Strategic Plan or other Guiding Document:

Human Resource Management Strategy

Strategic Plan: 2015-2020 – Focus on our People

Risk Analysis: As per the requirements in the City's ERM policy, there is a potential of moderate to minor people impact if the City is not successful in relocating potential candidates to the City.

Recruitment Policy



Section	Date	By-Law Number	Page	of
Human Resources Policy	May 22, 2018	52-2018	1	8
Subsection	Repeals By-Law Number:		Policy Number	
Hiring	176-2015 & Policy HR-1-5		HR-1-1	

Purpose

The City of Kenora attracts and retains a high performing staff to achieve its strategic goals and who are aligned to the Cities values and goals. The City achieves the alignment of City staff utilizing principles outlined in the recruitment policy.

The Policy will ensure that the City meets all legislative obligations and its commitment to the City of Kenora mission and vision statement, in the provision of a well-managed operation, a performance culture and a workforce mix and profile appropriate to City needs.

Policy Guidelines

~~The Corporation is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, family status or disability~~

~~The Corporation is committed to transparent and merit based selection in all of its hiring decisions. All applicants are given equal opportunity for employment in compliance with the provisions in the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act and any other applicable legislation.~~

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The Corporation's objective is always to hire the best-qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.

This policy does not supersede practices agreed to within the collective agreements in existence between the City of Kenora and the Canadian Union of Public Employees, Local 191; The International Brotherhood of Electrical Workers, local 559 and The Kenora Professional Fire Fighters' Association.

Responsibilities

The Human Resources Strategist is responsible to ensure that the guidelines set out in this Policy are implemented and adhered to.

All departments, senior leadership members and supervisors are responsible for following the guidelines contained in this policy.

Staff Vacancies

All and any vacancies created, (e.g. retirement, termination, transfer, injury) are to be thoroughly reviewed by the Senior Leadership Team Member and Human Resources Strategist.

City of Kenora Recruitment Policy

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Such reviews to include:

- i) Redistribution of duties to accommodate, if possible staff reduction
- ii) Departmental restructuring to fill vacancies from existing employees
- iii) Duties and services re-justified for the position
- iv) Confirmation of financial resources available (e.g. budgets, wages, benefits, materials, equipment, etc.)
- v) Legislature and contractual obligations

Hiring of Summer Students

It is the practice of the City of Kenora to hire students for the summer to cover off vacations or to meet peak seasonal demands. Once approved Senior Leadership Member/Supervisors can request the same student each summer for a maximum of five (5) years or until that student graduates whichever comes first. The City benefits on our summer student investment when these students are offered and accept permanent jobs with the City.

A returning student is a student who has held a summer student position in the previous summer and has received a favourable re-hire status at the end of season on their performance appraisal. This would include a clean health & Safety and use of vehicle/equipment status. If a summer student is requesting to be hired in a different summer student position within another department, they are required to apply according to the posting.

Hiring Senior Leadership Member/Supervisors are requested, once approved, to send their employee request for summer students to Human Resources. They should specify the name of the student he/she had the previous year and would be willing to rehire if the student chose to apply for a summer job with the City. Human Resources will make contact with the student for recall.

New Positions

Newly created positions will be first reviewed and discussed with the Human Resources Strategist and then presented to the Chief Administrative Officer for review. Such presentation will include the Senior Leadership Member's rationale, a detailed job description, along with any other pertinent information substantiating the need for the position and budget approval.

The job description will be developed by the Senior Leadership Member in conjunction with the Human Resources Strategist, setting out the purpose of the position, responsibilities and duties, reporting relationships, qualifications required, and working

conditions. The Human Resources Strategist will make the determination of a provisional wage or salary rate.

City of Kenora Recruitment Policy

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The senior leadership member will provide a report to the Chief Administrative Officer, which will be forwarded to Council for approval

Upon approval of the new position and after six months to one year of experience, the incumbent employee and their immediate supervisor may complete a Job Questionnaire and submit same for re-evaluation in accordance with established procedures for such reconsideration.

Replacement Positions

Vacant positions approved in the current budget shall be reviewed when vacated, and may be determined by the appropriate senior leadership member as to the ongoing need to refill such positions.

Positions which become vacant and are deemed by the senior leadership member and supported by the Human Resources Strategist to be vital to the department's operation will first present such rationale, and when necessary an updated job description to the Chief Administrative Officer for review and approval.

The senior leadership member in conjunction with the Human Resources Strategist will provide notice to Council of all non-union refilled positions for information purposes.

Positions created through a department or division restructuring resulting from an opportunity created by a vacancy and accommodated within the existing budget shall be considered under this section, and are not considered to be new positions.

Temporary Increase of Core compliment

Senior Leadership Members may from time to time require additional human resources in their departments during vacations, leaves of absences, illnesses or special projects.

Temporary requests for additional human resources shall be made at least two weeks prior to the need for the placement. Approval must be obtained from the CAO and Human Resources Strategist prior to hiring. Temporary core complement increases will not be longer than three (3) months, unless they are for the duration of the absence, and have been approved through the budget process.

Advertising

Advertising and Outreach: External advertising for open positions is coordinated through Human Resources. This includes, but is not limited to, advertising on websites, targeted recruitment sites, newspapers, professional organizations, and trade journals.

When advertising externally, full advantage will be made of listings and rate structure where applicable. The Human Resources Strategist can advertise with other venues as determined appropriate such as Facebook.

City of Kenora Recruitment Policy

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Recruitment Agency (Executive Search Firm)

In certain circumstances it may be more effective to use a recruitment agency. This should be discussed and agreed with the HR Strategist and Chief Administrative Officer. Any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our equal opportunities requirements. The Chief Administrative Officer will have the authority to access contingency funds to offset the cost of using a recruitment agency.

Application Screening

All applications received will be reviewed by the Human Resources Department, or if required, the Senior Leadership Team Member and/or Supervisor, who will provide a list of qualified applicants for the Interview team to interview. Any member of the Interview Team who has a conflict with any of the applicants due to any real or perceived relationship shall excuse himself/herself from the interview process.

Interviewing

The Human Resources Strategist or designate will advise applicants selected for an interview by telephone or email of the date, time and place of the interview and confirmed by letter where required. For all hiring's an Interview Team will be established with a minimum of 3 members, except for student positions. Human Resources Strategist can approve an interview team less than three.

Union	Supervisor from Hiring Department, Human Resources Strategist and Supervisor from another department or another Human Resources Staff person
Non-union positions	Senior Leadership Team Member or Supervisor of hiring department, Human Resources Strategist, Supervisor from another department or another Human Resources Staff.
Supervisory positions below the level of Senior Leadership Members	Senior Leadership Team Member from Hiring Department, CAO or Senior Leadership Team Member from another Department and Human Resources Strategist. Lake of the Woods Museum Director recruitment – Senior Leadership Team Member, HR

	Strategist and a member of the LOW Museum Board for the recruitment of LOW Director.
Senior Leadership Members	CAO, Human Resources Strategist and an external third party(ies) as deemed appropriate by the CAO
CAO	Committee of Council
Student Positions	Supervisor and Human Resources Strategist or designate

City of Kenora Recruitment Policy

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The Human Resources Strategist and Senior Leadership Team Member will be responsible for the establishment of a standard questionnaire relevant to the position to be filled for review and approval by the Interview Team. The same questions and evaluation of responses will be used for each applicant. Interview Committee members must be in attendance for all interviews.

A rating and evaluation form will be developed to coincide with the questionnaire. The final selection must be by consensus of the interview committee. If a consensus cannot be made, then the Human Resources Strategist will bring forward the interview process to the Chief Administrative Officer for a final decision. It may be determined that second interviews are required.

Following a determination of the Interview team as to the successful applicant human resources will determine the medical documentation required for the position and accepted as satisfactory by the employer. The Human Resources Strategist may determine that a physical examination is not required. An offer of employment setting out the terms and conditions applicable to the position will then be made in the following manner:

All union positions, all non-union positions excluding Managers and student positions	Offer will be made verbally by telephone by the Human Resources Department and confirmed in writing if the applicant accepts the position
All Senior Leadership Team Member positions	Offer will be made verbally by telephone by the Human Resources Strategist, or recruiter where appropriate, and confirmed in writing if the applicant accepts the position

Council will be advised of successful senior management position candidates by email. The appropriate Supervisor and Human Resources Department shall conduct an Orientation sessions for each new employee. The City On-Boarding manuals shall be used immediately following the acceptance of an offer being made. The Employee Orientation form along with the check of list for on-boarding are to be completed and returned to Human Resources. Specific workplace orientations will be completed by the Supervisor or Senior Leadership Member of that department.

Senior Leadership Team Members will ensure proper evaluations are provided for employees as required. Supervisors will ensure that proper probationary reviews are completed in accordance with guidelines.

Reference Checks

Reference checks are conducted to obtain additional or substantiating information concerning an applicant.

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Personal and professional reference checks are undertaken on all prospective employees by the Human Resources Strategist or designate prior to any offer of employment (verbal or written). Unless the Human Resources Strategist deems it is not necessary.

A reference check is not conducted without first obtaining approval of the applicant.

Criminal Record Checks

After a verbal offer of employment is made but before a written offer of employment is made, all prospective employees are required to obtain an acceptable criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence. The new recruit will not start employment until the criminal record check process is complete and the approval is made by HR that the new recruit is approved to start employment with the City.

Any costs associates with obtaining a criminal record check/police record check are the sole responsibility of the prospective employee. Human Resources will determine the immediacy of a criminal record check and if required will utilize a third party organization to complete the criminal record check at the employers cost.

The written offer of employment is not prepared until the completion of a criminal record check/police record check.

The Human Resources Strategist will determine if a criminal record check is required for students. If an employee returns to work within a year of a previous position the Human Resources Strategist can determine if a Criminal Record Check is required or signing of a Statement of Truth form swearing there has been no changes in their criminal standing.

Moving Expenses

On recommendation of the Interview team, new recruits may be eligible for moving expense assistance if they reside outside of the City of Kenora; subject to the approval of the CAO up to a maximum of \$5,000.

Moving expenses will be allowed for moving of personal and household effects, travel related expenses such as gas, food and hotels, or airline tickets related to relocation. The

Employee shall provide receipts proving any such expenses to the satisfaction of the City Treasurer.

In the event the employee leaves the employ of the City, the City will recover the amount expended for moving expenses on a pro-rata basis;

- Within your first 18 months 100% of the above allowance shall be fully refunded
- After 18 months 50% of the above allowance shall be fully refunded
- After 24 months 0%

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The Chief Administrative Officer will have the authority to access contingency funds to offset the cost related to relocation of a new recruit and increase the maximum if required.

Any variation to this policy is referred to the Chief Administrative Officer for consideration.

Claims are submitted through the Senior Leadership Member who forwards the claims, with appropriate comments, to Finance for processing.

Employment First Three Months

Acceptance or rejection of all offers of employment will be confirmed in writing for all positions, in accordance with any Collective Agreements. Should the initial applicant decline the offer of employment, the Interview Team shall meet to decide if an offer is to be made to the next best applicant or if a new competition for the position should be conducted.

If the same position becomes vacant during the first six months of the placement of the successful candidate, the interview Team shall meet to decide if an offer is to be made to the next best applicant or if a new competition for the position should be conducted. If it is longer than six months a new competition for the position shall be conducted.

Non-Discrimination

All applicant's or employee's race, creed, colour, sex, marital status, nationality, ancestry, place of origin, citizenship, sexual orientation, age, family status, or disability shall not be considered as factors when hiring, assigning, upgrading, or promoting the employee. Accommodation will be made available for all parts of the recruitment process, if requested by an applicant in advance.

The employment practices of the City of Kenora shall be in accordance with The Ontario Human Rights Code, The Canadian Charter of Rights & Freedom and the The Pay Equity Act 1987.

Whenever possible, recruitment and promotion shall be from within the Corporation's workforce, providing that the employee meets the necessary qualifications and is identified as being the best candidate for the position. This policy will improve employee moral, give incentive to employees and promote loyalty to the Corporation.

Corporation not the Employer

The City of Kenora is not the employer of Library Board employees, or Handi-Transit and any other group not listed. Although Council may be able to exert some influence over these organizations, it is not the employer for purposes of Collective Bargaining, hiring, firing, etc., and the policy set out herein does not necessarily apply to these groups.

City of Kenora Recruitment Policy

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Employee Definitions

Full-time Employee

Is any employee who is regularly scheduled to work more than 24 hours per week, 52 weeks per year.

Part-time Employee

Is any employee who is regularly scheduled or required to work on a continuous basis 24 hours per week or less, or may be determined by the Collective Agreement.

Contract Employee

Is any employee with whom the City enters into a contract of service for a specific term, with specific terms of employment on a project basis outside of a current classification.

Student Employee

Is any employee who attends school on a regular full-time basis and who is generally employed on weekends, evenings, and during school holidays.



June 28, 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Appointment of Deputy Clerk- Kelly Galbraith

Recommendation:

That Council gives three readings to a by-law to appoint Kelly Galbraith to the position of Deputy Clerk in and for the City of Kenora, effective July 2, 2018.

Background:

The Clerk's department has changed over the past five years with further functions and responsibilities following the organizational review. These require oversight and regular assistance from supervisory staff. Bylaw Enforcement and Provincial Offences have demands which require the current Deputy Clerk's regular attention and there is minimal time for the other demands contained within the other Clerk's roles/responsibilities.

With the City moving towards their own independent billing system for water and wastewater, there will be additional demands on supervisory for oversight of this billing which has been contracted to Kenora Hydro for the past several years. The City Clerk currently supervises the Customer Service Staff which will now undertake the billing for water and wastewater. With increasing legislative changes and overall administrative demands it has been determined that a second Deputy Clerk is required to assist with Clerk's functions and lessen the direct reports to the City Clerk. Further, in preparation for the Clerk's retirement, it is important that staff who are interested in succession planning take part in things like conversions, elections and legislative changes to gain valuable experience.

The Clerk's department org chart will now include an Enforcement Division Lead/Deputy Clerk (Heather Lajeunesse), and a Customer Services Lead/Deputy Clerk (Kelly Galbraith). The Clerk will maintain direct reports of Communications and IT along with the other two division leads. We believe this will streamline the department more effectively and provide more availability for staff to their direct supervisors.

Budget:

Wages are included in the 2018 operating budget.

Communication Plan/Notice By-law Requirements:

Bylaw for appointment of Deputy Clerk for legislative authority

Strategic Plan or Other Guiding Document:

3-1 The City will undertake a full organizational review to identify service levels and determine specific areas of the organization that are inappropriately or inadequately resourced

3-2 The City will identify and mitigate succession planning issues across the full spectrum of the organization in full anticipation of the imminent retirement plans of senior staff

3-10 The City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development

3-12 The City will leverage the power of peer-to-peer knowledge transfer through mentoring to ensure the continuity of institutional skills and know-how

Risk Analysis:

There is a low risk associated with this report and appointment. It has been identified as a key role in the function of the Clerk's department, but the risk is low associated with moving forward, or not.



June 26, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Deputy Treasurer Appointment

Background Information:

The position of Deputy Treasurer has become vacant as a result of the resignation of the current Deputy Treasurer, Natalie Pearson. The position has been filled by Jon Ranger effective immediately. This position requires a resolution and bylaw of Council officially appointing Jon Ranger to this position and removing Natalie Pearson.

Resolution for Council:

That Council hereby appoints Jon Ranger to the position of Deputy Treasurer for the City of Kenora and removes Natalie Pearson; and further

That bylaw number 38-2016 be hereby repealed.

Briefing By: Charlotte Edie, Treasurer

Bylaw Required: Yes



29 June 2018

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown, CAO

Re: Council Vacancy

Recommendation:

That the City of Kenora City Clerk received the resignation of Councillor Louis Roussin from City Council effective July 6, 2018; and further

That Council hereby declares the office held by Councillor Louis Roussin on Kenora City Council to be vacant; and further

That Council hereby directs that the process for filling the vacant office to be an appointment by Council of someone with municipal council experience from the City of Kenora area who is not running in the 2018 regular municipal election.

Background:

Councillor Louis Roussin submitted his resignation from Council to the City Clerk on June 24, 2018. The resignation is effective July 6, 2018. Under the Municipal Act (Section 262(1)), Council is required to “declare the office to be vacant” at its next regular Council meeting.

The writer’s initial reaction was that, given the proximity to the upcoming municipal election, the office should be left vacant. Heather Kasprick, City Clerk, has confirmed however that under Section 263(5)1 of the Municipal Act, if the seat will be vacant for more than 90 days prior to the voting day of a regular municipal election, it must be filled. As a result, this vacancy must be filled.

Council has two main options for filling vacancies under Section 263(1) of the Municipal Act – within 60 days of declaring the office to be vacant, Council shall:

- Appoint a person to fill the vacancy; or
- Pass a by-law requiring a by-election to fill the vacancy

For either of these options, the individual appointed will hold the office for the remainder of this term of Council.

Given the proximity to the next regular municipal election and the short period of time remaining for this term, it is recommended that Council appoint someone who has experience serving on municipal Council for either the City of Kenora, or one of the former Towns of Jaffray Melick, Keewatin and Kenora. In addition, in an effort to not influence the upcoming election, it is recommended that the individual appointed not be running in the 2018 regular municipal election.

Finally, because the appointment must be made within 60 days of declaring the office vacant, the appointment will either need to occur at the July or August Council meeting, or at a special meeting which will need to be held before the termination of the 60 day period, which occurs on Saturday, September 15, 2018.

Budget / Financial Implications:

By pursuing an appointment, there will be no resulting costs related to a by-election. Council remuneration is already included in the 2018 municipal operating budget.

Communication Plan/Notice By-law Requirements:

Press release advising of the vacancy on the current Council, and notice to the Ministry of Municipal Affairs.

Strategic Plan or other Guiding Document:

Given that this will be a new Council appointee, coming in during an anticipated lame duck period of Council shortly before the next regular municipal election, this is considered more of a housekeeping matter. It is, however, being discussed at COW due to the requirement to declare the office held by Councillor Louis Roussin vacant, and the resulting conversation with regards to the method to be used for filling the vacancy.

ERM Assessment:

It is difficult to predict the dynamic that may occur as a result of introducing a new individual to Council as a result of the vacant office. Attempts to mitigate any risk are being done through the recommendation to appoint someone with municipal Council experience from the City of Kenora area, as well as to not appoint an individual who is running in the 2018 regular municipal election.



July 2, 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Appointment to KDSB

Recommendation:

That Council hereby appoints Councillor Rory McMillan to the Kenora District Services Board replacing Councillor Louis Roussin for a term to November 30, 2018; and further

That Councillor _____ be hereby appointed as the alternate on the Kenora District Services Board.

Background:

With the resignation of Councillor Louis Roussin from Kenora City Council, this leaves a vacancy on the Kenora District Services Board as the Kenora representative. Councillor Rory McMillan is the alternative on the Board and has served many years as the Board representative in the past. While there is only a short term of Council left, it is imperative to have representation present at the Kenora District Services Board table to actively participate in the KDSB activities and having a member with past experience and knowledge is beneficial.

KDSB Policy number KDSB-ORG-III-01 states:

Alternate Member - Municipal - is a member of council, appointed by the majority of council by resolution or by-law, to replace the 'regular' member of council appointed as the council representative to the Board of Directors of the KDSB. The resolution or by-law may appoint the Alternate for a limited time or for the duration of the current term of council. A copy of the resolution or by-law must be received by the KDSB Board of Directors prior to the Alternate being allowed to sit as the municipality's representative.

This appointment by resolution will allow for Councillor McMillan to have full voting rights and represent the municipality on the Board. We may or may not choose to appoint an alternate given the amount of time left in this term.

I have confirmed that there are no other boards/committees that Councillor Roussin is part of that require a replacement or appointment.

Budget: N/A

Risk Analysis: There is a medium risk associated with this report as not appointing a member leaves the municipality vulnerable with no voice at the KDSB table. The KDSB is an important board which holds the responsibility for many of our vital services in our community and having a municipal voice at the table is important.

Communication Plan/Notice By-law Requirements: Resolution only

Strategic Plan or other Guiding Document:

Council Boards & Committess Appointment Policy #CC-14-1



June 27, 2018

City Council Committee Report

To: Mayor and Council

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

Re: Operating Budget - General Water Standpipe/Booster Stations

Recommendation:

That Council hereby approves an additional funding allocation of \$23,000 to the General Water Standpipe/Booster Stations department for utilities in 2018 to be funded through the Water & Sewer Reserve; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Municipal Capital & Operating Budget at its July 17, 2018 meeting to withdraw funds from the Water & Sewer Reserve in the amount of \$23,000; and further

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

Background:

General Water Standpipe/Booster Stations have required, on average from the last 3 years, \$22,500 for utilities. We have estimated a requirement of \$23,000 for 2018. This requirement was not reflected in the approved 2018 Water & Sewer operating budget.

Budget:

An increase to the General Water Standpipe/Booster Station operating budget will be funded through the Water & Sewer reserve.

Risk Analysis: As per the requirements in the City's ERM Policy, there is a moderate operational risk. The risk will be mitigated by allocating reserve funds for the operations.

Communication Plan/Notice By-law Requirements: C. Edie, J. Ranger, B. Paudel, J. Hawley

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.



June 27, 2018

City Council Committee Report

To: Mayor and Council

**Fr: Jeff Hawley, Operations and Infrastructure Manager
Marco Vogrig, Municipal Engineer**

Re: Budget Amendment Request – Wastewater System

Recommendation:

That Council hereby approves an additional allocation of \$389,000 to be funded through the Water & Sewer Reserve for the Waste Water Collection Program; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Capital Budget at its July 17, 2018 meeting to withdraw funds from the Water & Sewer Reserve in the amount of \$389,000 to offset the cost of the Wastewater System purchases; and further

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

Background:

The City of Kenora implemented the CWWF projects in 2017 and much of the work was completed by Insituform Technologies. The projected amounts allocated for 2017 that did not get completed, amounted to \$389,000. The funding from CWWF was included in the 2018 capital budget, however the allocated 2017 budget amounts were not carried forward, and as such, this request is submitted to Council for approval.

Budget:

Unspent amounts from 2017 were not carried over to 2018. Total estimated impact to 2018 budget is \$389,000 coming from the Water & Sewer reserves. Total budget in 2017 for the Wastewater Collection program was \$600,000 and of which, \$211,000 was spent, and the difference was to be carried forward to 2018.

Risk Analysis:

As per the requirements in the City's ERM Policy, there is a moderate operational (infrastructure) risk. The risk will be mitigated by allocating reserve funds for the project.

Communication Plan/Notice By-law Requirements:

Resolution required. Distribution to C. Edie, J. Ranger., B. Paudel, J. Hawley, M. Vogrig

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.



June 21, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Traffic Amendment – Rate of Speed – Andys Camp Road

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include changes to Schedule "T" – Rate of Speed - 30 Kilometres Per Hour Zone for Andys Camp Road, for the entire length; and further

That three readings be given to an amending by-law for this purpose.

Background Information:

The Operations and Infrastructure Division received a written request, along with endorsing signatures of 11 residents of Andys Camp Road, to lower the current regulatory speed limit of 50 kms per hour on Andys Camp Road to 30 kms per hour from Villeneuve Road North for the entire length, see attached letter and drawing. Comments were received from the Roads Division and the Ontario Provincial Police in support of the request. It is recommended that Schedule "T" Rate of Speed, to Traffic Regulation By-law No. 180-2015, be amended to add Andys Camp Road to the 30 Kilometre Per Hour Zone and replace any signage on Andys Camp Road indicating a speed limit of 50 kms per hour with signage indicating 30 kms per hour, or erect if need be, as follows: -

Schedule "T" Rate of Speed 30 Kilometres Per Hour Zone

<u>Column 1</u> STREET	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED Kilometers per Hour
Add: Andys Camp Road	Entire Length	30

Budget: N/A

Risk Analysis: It is the intention to create an incident free environment by reducing the travel speed on Andys Camp Road to 30 kms per hour. This is in compliance with ERM goals of the City of Kenora to mitigate risk.

Communication Plan/Notice By-law Requirements:

Resolution and By-law required. Distribution to J. Hawley, M. Vogrig, K. Koralalage, T. Garbachevski, H. Kasprick, H. Lajeunesse, O.P.P.

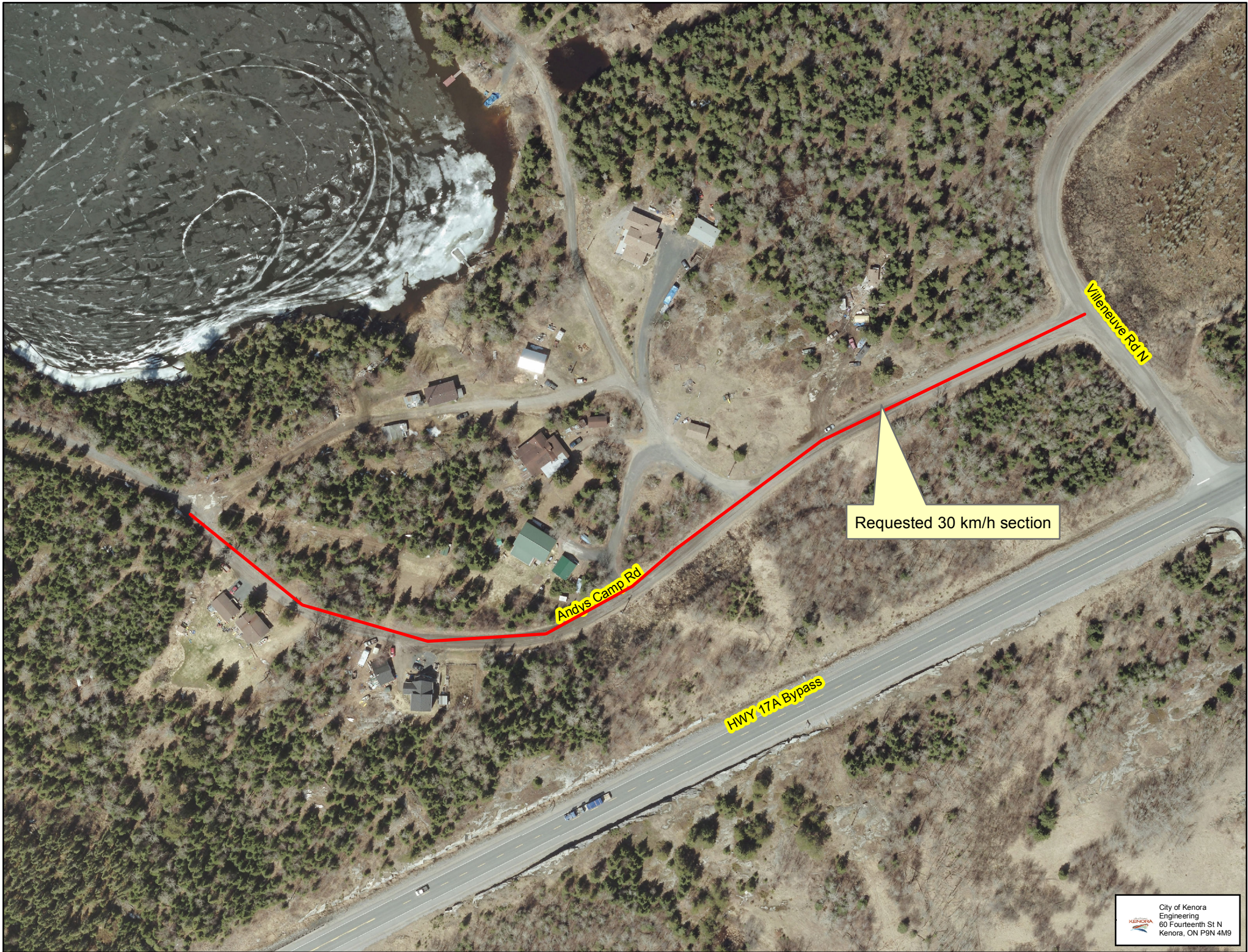
Strategic Plan or other Guiding Document:

Goal #1: Develop Our Economy

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

Goal #2: Strengthen Our Foundations

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



Requested 30 km/h section

Andys Camp Rd

Villeneuve Rd N

HWY 17A Bypass

June 29, 2018



City Council Committee Report

To: Mayor and Council

**Fr: Jeff Hawley, Operations and Infrastructure Manager
Krishanth Koralalage, Roads Division Lead**

Re: Minimum Maintenance Standards for Sidewalks

Recommendation:

Whereas on May 3, 2018, Ont Reg 366/18 came into force, amending O.Reg 239/02 under the Municipal Act, 2001, SO 2001, c.25 which established minimum standards for the maintenance of municipal highways in Ontario; and

Whereas these changes will have significant impact to the operations to meet the new winter minimum maintenance standards for sidewalks which will require the purchase of two additional track machines for sidewalk plows as well as two additional seasonal operators;

Now therefore let it be resolved that Council hereby approves a re-allocation of \$320,000 plus applicable taxes to be funded through the Sidewalk Reserve for two (2) new track machines for sidewalk plows; and further

That Council hereby approves the hiring of two (2) additional seasonal operators at a cost of \$22,500 for 2018; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Capital and Operating Budgets, at its July 17, 2018 meeting to withdraw funds from sidewalk reserves in the amount of \$320,000 plus applicable taxes to offset the cost of the two (2) track machines and \$22,500* to offset the cost of hiring two (2) additional seasonal operators for the remainder of the 2018 winter maintenance; and further

That direction be hereby given to administration to amend the City's Winter Maintenance Policy No. OP-4-1 to reflect the new requirements of the Minimum Maintenance Standards as defined in the Ontario Regulation 239/02 for approval at the August 2018 Council meeting; and further

That Council gives three readings to a budget amendment by-law for this purpose.

Background:

The recent amendment to the Ontario Regulation 239/02 clearly defines the criterion for Minimum Maintenance Standards for snow accumulation, ice formation and icy conditions on the sidewalks on Municipal Highways.

While the Minimum Maintenance Standard was previously silent on sidewalk snow clearing, it now specifies the work that must be done. In particular, the new Minimum Maintenance Standards lead to two situations in our winter maintenance operation. It is

the second condition noted below that is prompting this report and the recommendation contained herein.

Situation 1: Snow Accumulation Less Than 8 cm

- The sidewalks are in a state of repair based on the new Minimum Maintenance Standards.
- The 48 hour requirement does not apply and therefore there is a reasonable time period to plow sidewalks.
- The City will continue to give priority for sidewalk cleaning to the areas of the City that have been identified by the City’s Accessibility Advisory Committee as being important for clearing to help ensure accessibility.

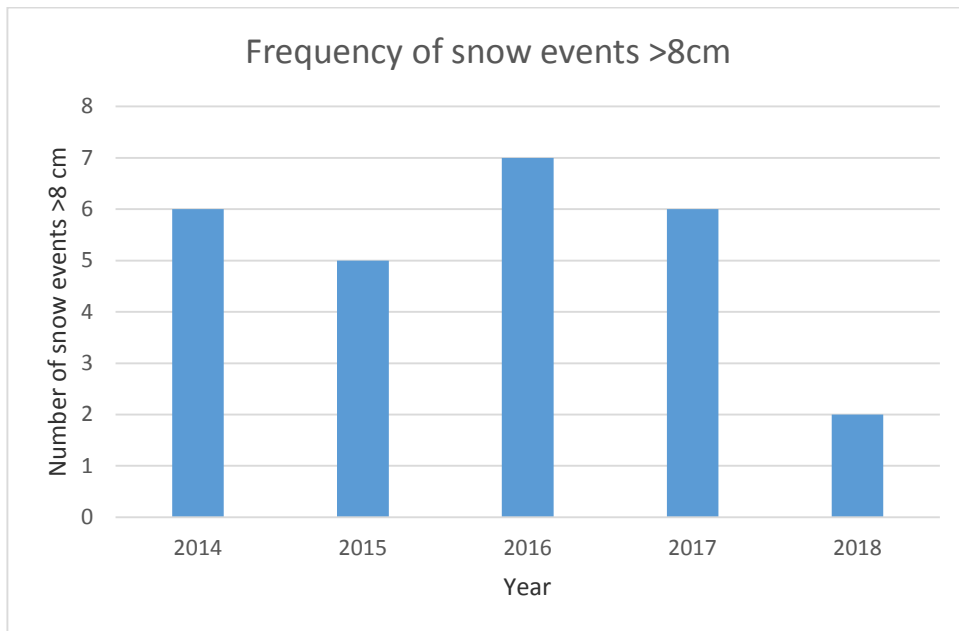
Situation 2: Snow Accumulation Greater Than 8 cm

- The sidewalks need to be brought down to a state of repair within 48 hours of the snow fall ending.

We do not currently have the capacity to meet this requirement of the new Minimum Maintenance Standards. Given our current staff complement and equipment, when clearing the City’s 62km length of sidewalks, it takes 72 hours to complete.

The likelihood of occurrence of **situation 2** is considered below.

The following graph shows the number of snow events that exceed an accumulation depth of 8cm during the past four years.



Based on the above data, the likelihood of occurrence of a snow event greater than 8cm in a given year is almost certain.

This legislative change will also require the City’s Winter Maintenance Policy no. OP-4-1 to be amended to reflect these noted changes. The amended policy will be brought forward to the August 2018 Council meeting for Council review and approval.

In the past few years there have been three (3) liability claims against the City. Therefore, the risk of noncompliance to sidewalk winter maintenance falls into the high

risk category in the risk response matrix, with almost certain likelihood of occurrence and moderate impact.

We are faced with three (3) options to mitigate this high risk occurrence:

1. Purchase two additional sidewalk track machines and hire two additional seasonal personnel. This is the recommended option.
**NOTE: The requested \$22,500 is for the remainder of 2018; the ongoing actual cost per year is estimated to be in the range of \$60,000/year.*
2. Contract sidewalk clearing to a third party company. This option would be costly compared to providing the service internally.
3. Formally close (not maintain) sidewalks during the winter. This option would not sit well with the public and is not considered practical.

Budget:

Sidewalk Reserve Funding of \$320,000 plus applicable taxes and \$22,500 to 2018 Capital & Operating budgets respectively. The sidewalk reserve at the end of 2017 is \$430,905.

Risk Analysis:

As per the requirements in the City's ERM Policy, there is a critical external regulatory and legislative risk which requires that senior management, CAO and Council be informed. Senior management as well as the CAO are aware, and by way of this report, Council is being informed of this risk. This risk can be mitigated by Council approving the re-allocation of reserves from the sidewalk reserve for purposes stated in this report which will therefore enable the City to comply with this new legislation.

Communication Plan/Notice By-law Requirements:

Public Notice, resolution and bylaw required

Distribution to J. Hawley, K. Koralalage, M. Mostow, C. Edie, J. Ranger, HR

Strategic Plan or Other Guiding Document:

Goal#2 Strengthen Our Foundations

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

2-1 The City will ensure that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process, 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.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks



June 29, 2018

City Council Committee Report

To: Mayor and Council

Fr: Adam Smith, Special Projects and Research Officer

Re: National Crime Prevention Strategy—Strengthening Community Readiness Project Application

Recommendation:

That Public Safety Canada provides up to \$400,000 under the National Crime Prevention Strategy (NCPS), Strengthening Community Readiness stream, for projects that can focus on community assessments and planning, including expert advice and consultation; and further

That Council directs administration to apply for funding under the National Crime Prevention Strategy (NCPS) Strengthening Community Readiness stream for a study assessing the high volume of runaway youth in our community and to support the creation of additional programs that can reduce the occurrence of runaway youth in Kenora.

Background:

Public Safety Canada is working to build a safe and resilient Canada through the National Crime Prevention Strategy (NCPS), which provides time-limited funding in the form of grants and contributions to support the implementation and evaluation of local, targeted and tailored crime prevention initiatives with an objective to develop and share the knowledge of what works.

The NCPS' priorities for the 2018 Call for Applications are direct intervention or strengthening community readiness projects among Indigenous and vulnerable populations to prevent or reduce the impacts of the following crime issues on communities:

- Youth gangs;
- Youth violence;
- Youth bullying; and
- Youth cyberbullying.

As part of the Canadian Municipal Network on Crime Prevention (CMNCP) and the Kenora Substance Abuse and Mental Health Task Force (KSAMHTF), the City is seeking innovative solutions to address the myriad of social issues in the community and reduce the burden of policing costs on the municipality. After engaging the Executive Board of the KSAMHTF, staff believe that a study assessing the high-volume of calls for service for missing youth in the community would meet the eligibility criteria of the NCPS and provide an information base to support the creation of additional programs that can reduce the occurrence of runaway youth in Kenora.

To further scope the nature of this study and determine available consulting services to lead the project, the subject will be brought forward at the next CMNCP meeting. The application deadline is July 31st 2018.

Budget:

If successful under the program, Public Safety Canada will cover all costs associated with the project.

Risk Analysis:

The recommendation carries a high risk to governance, specifically to partnerships in the community and in the region. Staff have determined this to be a positive risk that should be pursued. If approved, a study of this nature could support the data gaps that exist around this population for service providers in the area and potentially be a model for other communities in the area to replicate.

Communication Plan/Notice By-law Requirements:

N/A

Strategic Plan or other Guiding Document:

3-12 The City will recognize the importance of leveraging partnerships and work together with our Community and Strategic Partners as appropriate to implement the various strategies as developed by those organizations for the improvement of the City and our Community



June 29, 2018

City Council Committee Report

To: Mayor and Council

Fr: Adam Smith, Special Projects and Research Officer

Re: Enabling Accessibility Fund – Small Component Grant Application

Recommendation:

That through the Enabling Accessibility Fund, small component, municipalities may submit two project applications and have sixty five percent of costs covered with a maximum Federal contribution of \$100,000 towards accessible projects; and further

That Council directs administration to apply for funding under the Enabling Accessibility Fund, small component, for an accessible trail/washroom at Norman Park and a ramp replacement at the Kenora Library.

Background:

The Government of Canada is currently accepting applications from eligible applicants interested in receiving grant funding up to \$100,000 from the Enabling Accessibility Fund for small projects. There are two different streams in this Fund for which the municipality is able to submit two applications. The objective of the Workplace Accessibility Stream is to improve accessibility and safety for people with disabilities in workplaces across Canada. These improvements are addressed through construction, renovation and/or retrofit activities, and/or through the provision of accessible technologies, in facilities where people with disabilities work or could work in the future. The objective of the Community Accessibility Stream is to improve accessibility and safety for people with disabilities in communities across Canada. These improvements must be addressed through construction, renovation and/or retrofit activities and/or through the provision of accessible technologies, in community spaces where programs and/or services are offered, or will be offered, to people with disabilities.

City staff have identified the accessible trail/washroom at Norman Park as a priority project under the Community Accessibility Stream. Although notifications regarding successful applications will not be provided until early 2019, this would still allow for the trail and washroom to be completed for the anticipated completion date of the Rotary Splash Pad. Further, the ramp that allows accessible entry to the Kenora Library behind the building is in need of replacement. Given its status as place of employment as well as hub for community services, it has been deemed a fit under the Workplace Accessibility Stream.

Budget:

The Norman Park trail/washroom is earmarked as part of the 2018 Capital Budget for \$50,000. The Kenora Library ramp will cost approximately \$145,000 and was not chosen proceed in 2018. If the project applications are successful, both projects will need to commence in 2019.

Risk Analysis:

The recommendation carries a high financial risk, since both of these projects will need occur at some point and without funding support will collectively cost \$190,000. By submitting these applications the risk is reduced since the municipal costs could potentially be as low as \$66,500.

There is also a high positive risk to community well-being given the program enhances the accessibility of both Norman Park and the Kenora Library. Committing to these projects will ensure that the anticipated growth in usage of Norman Park as a result of the Splash Pad is inclusive to all. Moreover, the ramp replacement will ensure that employees and the general public can have barrier-free access to the library for the foreseeable future.

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

Strategic Plan or other Guiding Document:

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

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



June 22, 2018

City Council Committee Report

To: Mayor and Council

**Fr: Megan Dokuchie, Economic Development Officer
Adam Smith, Special Projects and Research Officer**

Re: Budget Amendment - Harbourfront Business Development Plan

Recommendation:

That Council hereby approves an additional allocation of up to \$33,333 to be funded through the Contingency Reserves for the delivery of the Harbourfront Business Development Plan; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Operating & Capital Budget at its July 17, 2018, meeting to withdraw funds from the Contingency Reserve in the amount of up to \$33,333 to offset the cost of this purchase; and further

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

Background:

The City of Kenora has identified the delivery of a Harbourfront Business Development Plan as a priority project in the 2018 capital budget. In November 2017, City Council supported a resolution to apply for funding from the Northern Ontario Heritage Fund Corporation (NOHFC) and the Federal Economic Development Initiative for Northern Ontario (FedNor) for this project. Estimated total project costs were \$100,000 and financial support was requested from both NOHFC and FedNor for 33.33 percent of total costs.

In March 2018, NOHFC confirmed funding support of 33.33 percent to a maximum of \$33,333 for the Harbourfront Business Development Plan. Community and Development Services staff issued a Request for Proposals for the project in early June 2018 and four submissions were received on June 19, 2018. As of June 28, 2018, a funding decision from FedNor is outstanding.

A component of the work is required to be considered in the busy July and August months. As such, City staff are requesting a budget amendment that would allow the project to begin with the understanding that a decision from FedNor has not yet been received.

Budget: Total estimated project costs are \$100,000. The estimated City of Kenora \$33,334 contribution has been approved through the capital budget process. The final budget will be determined following review of the submitted proposals and engagement of a consultant.

Risk Analysis: There is moderate financial risk in the event that FedNor does not approve the project and the work has already begun. The City would then be responsible

for 66.67 percent of total project costs, with the remaining percentage to be funded by NOHFC. Staff have decided to accept this risk as indicated by the recommendation.

Communication Plan/Notice By-law Requirements: By-law required for agreement execution.

Strategic Plan or Other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.



July 5th, 2018

City Council Committee Report

To: Mayor and Council

Fr: Devon McCloskey, City Planner

Re: Application for Zoning By-law Amendment – Scott Island

File No.: D14-17-05

Owners: Alan Craig, Bruce Wayne, John Bryan, and Mark Brent Thiessen

Agent: Alex Clark & John Balkwill (Lake Land Consulting Services and A.M. Clark-Natural Resources Consulting)

1. Introduction

In August of 2017 the Planning Advisory Committee (PAC) received an Application for Zoning By-law Amendment to exempt the subject property from the provision to require minimum lot size and frontage requirements as per Section 4.5 of the Zoning By-law. If approved, the change would enable the creation of through lots with a minimum frontage of 22 metres, and lot area of 0.82 hectares.

Toward the submission for the complete application, an Environmental Impact Study (EIS) was prepared to provide information and recommendations for those natural heritage features that would require review and protection. As a result of third party review, concerns were raised with regard to the methodology of the report which reviewed fish habitat. In addition two species of lichen with conservation concern status were identified.

The PAC noted concerns, and requested that the EIS report be updated to provide the necessary inclusion for additional review of fish habitat as well as lichen. The Committee also requested that in order to demonstrate the ability for the proposed lots to accommodate development, and protection of natural features, that the agent provide a site plan drawing showing the areas for protection and well as areas available for development of docks, shoreline structure, dwellings, and septic fields.

In September of 2017, Council held a statutory public meeting to hear comments from the public, and did not give consideration to the zoning by-law amendment as proposed, in order to allow the PAC to review the outstanding information including the updated EIS and site plan.

On June 15th, 2018, the applicant submitted the revised EIS, along with the Site Plan drawing. On July 3rd, 2018, the PAC held a Special Meeting to reconsider a recommendation to Council for the Zoning By-law Amendment as originally proposed.

Public persons who attended the public meetings in 2017, were notified of the PAC meeting, and invited to attend the July 3rd meeting. Several persons were in attendance to observe the proceedings.

The agent for the application presented the revisions and recommendations for protection of fish habitat and lichen. Concerns were raised with regard to the ability to ensure compliance, noting that a property owner may be unaware of the natural heritage features, and could potentially cut trees and essentially destroy habitat before obtaining a building permit.

Whereas the agent recommended that a no disturbance area be mapped and implemented using a site plan agreement for the lands along the backshore of the fish habitat, individual trees hosting lichen would be protected. However, concern with regard to identification of lichen and awareness of protection requirements were noted.

In order to provide a future owner with an understanding of the features requiring protection, it was suggested that the areas of no disturbance as well as the area with trees hosting lichen, be mapped as an Environmental Protection Zone. The zone would be 20 metres in width and located along the entire south shoreline, where features have been identified in the EIS.

The EP Zone would be site specific, and denote that vegetation is not permitted to be removed, cutting and burning of trees would be prohibited without the review of the habitat and assessment of the proposed development to ensure no negative impacts.

2. Recommendation

As Planner for the City of Kenora, it is my recommendation to approve the application in accordance with the resolution of the PAC; which is for a site specific amendment to enable the creation of through lots with a minimum frontage of 22 metres, and lot area of 0.82 hectares; as well as to zone that portion of the shoreline protecting fish habitat and providing habitat for Golden Eye Lichen and Cartilage Lichen, being 20 metres in width and approximately 420 metres in length along the south shoreline.



Devon McCloskey, RPP, MCIP
City Planner

Please refer to the following documents for further reference

- Complete Application form for Zoning By-law Amendment
- 2017 Planning Reports prepared for Council and PAC
- Planning Rationale
- Archaeology Assessment
- June 2018 Revised Environmental Impact Study
- Site Suitability Assessment for Septic
- Plan of Survey
- Parcel Abstract 'PIN'

- 2018 Revised Site Plan layout, application form and supplemental information for agreement
- Written Public Comments received in 2017
- PAC Minutes and Resolution – August 15th, 2017
- Draft PAC Minutes and Resolution – July 3rd, 2018
- Natural Heritage Correspondence third party review 2017 and 2018

DRAFT

Planning Rationale in Consideration of a Zoning By-Law Amendment

Thiessen Property – Scott Island

A. The Thiessen family are the registered owners of Scott Island. The island is located at the opening to Norman Bay, in the City of Kenora. The island is approximately 107.6 m. from the mainland to the north. It is approximately 9.4 ha. (20ac.) in size. The area of the mainland to the immediate north is a mix of residential and commercial uses.

The island was once the location of a single-family summer camp and boathouse, having been constructed at the turn of the last century. The building is no longer in use. The boathouse has been removed as it was falling into the water and becoming a hazard to boating. The old family camp has not been used in several decades. There are no other dwellings on the island property.

The island is fully treed with the exception of the location of the family camp, where there is a small clearing around the building. The tree species on the island are typical of the Boreal forest. They include Black and White Spruce, Balsam Fir occasional Red and White Pine, White Birch and Poplar. Soils are shallow, generally less than 50 cm. in depth with rock outcrops present. They consist of glacial tills, made up of sandy-silts. The island is similar to a dome, the highest point at the centre and gradually fanning out in a downward slope to Lake of the Woods. The south facing aspect has a more gradual slope to the water. The north facing aspect has a moderate ridge running from the water's edge and then gradually sloping upward to the centre of the island.

The most suitable location for future development is on the southerly exposure of the island facing Safety Bay and Coney Island.

The original family cottage still resides on the island. It is situated on proposed lot two. There is an accessory building close to the lakeshore that was used as a pump house. There was a boathouse fronting the cottage that has since been demolished as it was collapsing into the water. Remnants of the cribs remain and are providing fish habitat.

B. There has not been any recent planning development in approximately the last 5 decades. In the past the property on which the family camp is situated was changed from Rural to Rural Residential, with the recent update (2015) to the City's By-Law. In the current Official Plan for the City of Kenora, the island is designated as Rural.

C. The proposal is to amend the current Zoning designation, which is Rural Residential in consideration of lot frontage size and lot area.

Presently By-law 4.5.3 specifies a minimum frontage of 61 m. and a minimum lot area of 1.0 ha. The interpretation of frontage in Kenora's By-laws is ambiguous regarding waterfront through lots. Waterfront lots require 61 m. waterfrontage and an 11 m. fronting a municipal street.

Since the island lot layout has sides abutting water at both ends, consideration needs to be given in identifying frontage. Frontage is usually determined in such an instance as the dominant feature. In this case the side facing Lake of the Woods.

Definitions from other jurisdictions have been followed as an example. The Township of Township of Asphodel-Norwood, near Peterborough, Ontario has a clear definition of frontage for through lots on water.

In the Kenora Official Plan, lot sizes less than 1 ha. and between 0.8 and <1.0 ha will be considered if it can be demonstrated that the nutrient effluent of a septic system can meet the Ontario Drinking Water Standards as prescribed in the Ministry of the Environment and Climate Change standards D-5-4.

D. The proposed development for seasonal cottaging is well suited to this island location. It is consistent with land use and development on islands on Lake of the Woods within the Municipality of Kenora and the surrounding area of Unorganized Territories.

The island terrain slopes moderately from the centre of the island, generally fanning out evenly to the southerly shoreline. There are suitable building locations and areas for Class IV septic field installation. A Septic Suitability report was completed that demonstrated lots between 0.8 - < 1.0 ha. will ameliorate septic effluent and meet provincial drinking water standards. The island's aspect faces south and the main channel for Safety Bay providing a very scenic view of the lake.

While there are significant fish habitats along the southerly shoreline, there are docking provisions at specific locations along the southerly shoreline, as identified in the EIS report. All lots run from the north side of the island to the south side. There are additional docking opportunities on the north shore as well. The north location resides within the calm waters of Norman Bay, which may be a more suitable location for docking.

This island location is very close (90-107 m.) to the mainland and adjacent to several marina facilities in Norman Bay. It makes it very attractive for residents that want to be close to Kenora and the facilities it has to offer but having a degree of remoteness. Boat docking facilities are available in Norman Bay and Cameron Bay.

E. The intended land use of the Island location is compatible with the adjacent areas. The area to the north of the island represents various forms of residential properties (R1, R3), from single detached homes to Condominiums. This comprises approximately 65% of the area. The balance of the area, approximately 35% is composed of highway commercial. This encompasses Marinas, private docking facilities, motels, restaurants, and several strip malls and a car dealership.

The focus of the surrounding residential land designation and use is geared to the lake lifestyle. To the south (975 m.) is Coney Island and adjacent islands that have predominately seasonal residential use. Coney Island does have a limited number of permanent residents.

Services are readily available to meet all the needs of the future property owners. Hydro has been extended to the island and is available for connection by future property owners.

F. Seasonal residential development and use of the island property is appropriate land use, as it will have a limited impact on the island, the natural landscape of the area and the identified significant, fish-spawning habitat. Land use will be limited in part because of the island location and the fact that access is only by boat during the ice-free period. Winter access is limited because the area around the island does not freeze over. There is a strong current surrounding the island

because of its location in close proximity to the mouth of the Winnipeg River, approximately 500 m. away.

The EIS Report recommends the implementation of Site Plan Control for the areas designated as having significant fish habitat. **Follow-up fish habitat surveys in November 2017 and May 2018 did not confirm the presence of fish spawning along the southerly shoreline of Scott Island. A comprehensive assessment is provided in the updated Environmental Impact Study.**

The Septic Suitability Report demonstrates that the surface water of Lake of the Woods will not be significantly affected by septic effluent. Ontario drinking water standards will be met and not exceeded.

G. The development will have moderate impact on the island property with most of the disturbance occurring in the footprint of the house building and area for the septic system. It is not expected that additional clearing would occur as seasonal residents prefer to leave their properties in a natural state with minimal site disturbance and no grass to cut.

Care will need to be taken to ensure that during construction and site disturbance that no direct drainage ditches are created leading directly to Lake of the Woods. Water will need to be channelled through swales running parallel to the natural contours that will allow for the natural absorption of rainfall and reduce any potential for loading of nutrients from septic fields.

No terrestrial Species at Risk were identified during the assessments that were conducted on the island over the course of four (4) site visits. Species encountered on the island were common to the Boral Forest, the largest of which was the white tail deer.

Moderate site disturbance would be beneficial as more openings of the forest cover will allow for new vegetation, grasses and shrubs to re-establish. This would be helpful for songbirds and butterflies. With the addition of the milkweed plant it would be beneficial for the Monarch butterfly, a species of Special Concern.

H. There is limited availability for seasonal/permanent waterfront development at the northerly end of Lake of the Woods, and specifically in the City of Kenora. The closest opportunity to purchase a cottaging property is Coney Island to the south. There is limited available land at that location. Most properties for sale have already been established as this area was developed over a century earlier during the establishment of Kenora.

I. The proposed development will have limited impact on City of Kenora services. The island properties will have their own sewer and water systems. Electricity is presently available on the island, as it serviced the original Thiessen family camp. As these properties are expected to be limited to seasonal use (because of limited access owing to poor winter access) there will not be the requirement for school bussing or schooling. **The City does not provide garbage and recycling pickup during the summer months at this time. Residents would be required to take their waste and recycling to the Municipal garbage and recycling depot.** The balance of City services would be paid for on as required basis. (ie. additional garbage or recycling requirements)

J. Other planning approvals will be required. Consent for Severance will be required to divide the property into four new lots with one being retained. That Application has been previously submitted.

It would be expected that Site Plan Control be implemented to protect the identified **potential** fish-spawning habitat and the locations of the **Golden-eye and Cartilage Lichen species**. This would provide the necessary level of protection for these sites and define where docks could be located along the southerly shoreline of the island. The northerly section of the island has no significant fish habitat and will not be the subject of Site Plan Control.

K. A draft of the text for a Zoning By-Law Amendment could be considered as follows:

In consideration of the property owned by the Thiessen family, the City of Kenora is prepared to change the present lot frontage and lot size as presently defined in By-law 4.5.3. This would be in keeping with the intent of waterfront lots and Provincial Drinking Water Standards. In accordance with this provision a Site Analysis (Septic Tank Suitability Report, Clark, R.P.F., Schelske, P. Eng.) was completed utilizing MOECC standards, which demonstrated conformance with provincial drinking water standards. The report, based on the physical attributes of the site, demonstrated the capacity of lots between 0.8 ha. and <1.0 ha. to be of adequate area for septic effluent remediation and meet provincial drinking water standards.

“Notwithstanding the General Provisions of the City of Kenora Zoning By-law (By-law 101-2015) and section 4.5.3 Lot Frontage, which defines the front of the lot for Civic addressing and Municipal lot setbacks purposes. A front lot line means in the case of a through waterfront lot, the longest shoreline shall be deemed the front lot line. Reference Illustration, Figure 1. It is therefore recommended that the prescribed lot frontage definition be approved and the required lot frontage of 61 m. in the case of Kenora’s By-Law be maintained. It is further recommended that the rear lot line be a minimum of 11 m. consistent with the definition for a standard waterfront lot that backs onto a defined access road. (By-law 4.5.3-I)

“Notwithstanding the General Provisions of the City of Kenora Zoning By-Law (By-Law 101-2015) and section 4.5.3 Lot Area for the purpose of providing adequate area for septic effluent remediation. As per the Kenora Official Plan, Section 3.19, Private Sewage Disposal and Water Systems, “New lots shall generally be a minimum of 1.0 ha., unless a smaller lot size can otherwise be supported by technical information pertaining to the physical and hydrogeology of the site in accordance with the Ministry of the Environment and Climate Change (MOECC) D-Series guidelines.” It has been demonstrated that the site conditions and recommended lot sizes on Scott Island can meet the Ontario Drinking Water Standards. It is therefore recommended that the prescribed lot areas be approved.

L. The proposed development is in keeping with the Provincial Policy Statement (PPS) of 2015 in the following areas of responsible land use and progressive Community development.

Appropriate sections of the PPS that apply to this application:

1.1.4.1 Healthy, integrated and viable *rural areas* should be supported by: e) using rural *infrastructure* and *public service facilities* efficiently;

1.1.5 Rural Lands in Municipalities; 1.1.5.3 Recreational, tourism and other economic opportunities should be promoted.

1.1.5.5 Development shall be appropriate to the *infrastructure, which* is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this *infrastructure*.

2.1 Natural Heritage 2.1.1 Natural features and areas shall be protected for the long term.

2.1.2 The diversity and connectivity of natural features in an area, and the long-term *ecological function* and biodiversity of *natural heritage systems*, should be maintained, restored or, where possible, improved, recognizing linkages between and among *natural heritage features and areas, surface water features* and *ground water features*.

M. As described in Kenora's Official Plan document the general purpose of the Plan "is to establish a vision, guiding principles, objectives, and policies to manage and direct physical development and the effect of change on the social, cultural, economic, and natural environment for the planning horizon (i.e. until the year 2031).

The Official Plan will have regard to matters of Provincial interest such as the following that will meet the broad purpose of the Plan by:

. d) conservation of features of significant architectural, cultural heritage, historical, archaeological or scientific interest or value;

There were no significant features of cultural, historical, archaeological or scientific interest or value known or identified on the site.

. f) adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;

The proposal makes use of the existing electrical infrastructure and the seasonal waste pickup facilities.

. h) orderly development of safe and healthy communities;

The proposed level of development is consistent with development on the surrounding islands and the mainland area to the north.

N. The proposal will be consistent with the following General Development Policies of Kenora's Official Plan in the following areas:

3.3 Air Quality and Climate Change: the proposal is to create 5 lots, with minimal site disturbance, thus protecting the forested areas and the natural hydrological processes of the property. Maintenance of forest ecosystems helps promote and maintain the natural function of forests to capture carbon and promote the production of oxygen;

3.13.3 Docks and Shoreline Development: Docks and shore land development will follow the guiding principles of the Official Plan by ensuring a minimal level of site disturbance. Dock location will be determined through Site Plan Control and follow the recommendations of the Fisheries Assessment Report and the Department of Fisheries and Oceans. Dock construction will follow the size limits of the Zoning By-Law **S. 3.34.1 Accessory Buildings, Uses or Structures.** A Work Permit may need to be issued by the Ministry of Natural resources and Forestry prior to any site disturbance and dock construction if the proposed dock exceeds a surface area greater than 15 sq. m. A Building Permit will need to be issued by the City of Kenora;

3.15 Land Use Compatibility: The proposed development will be consistent with the surrounding area, the present level and type of development;

3.17 Residential Densities: The proposed level of development will create a minimal number of new lots consistent with development levels in Rural Residential locations of the City. The level of development would be considered as low;

3.18 Surface and Groundwater Water Quality; Preservation of the water quality adjacent to Lake of the Woods has been a primary consideration. This will be accomplished retaining the majority of the natural forest cover. Site disturbance will be minimized by reducing site disturbance during the construction of buildings and clearing for septic fields.

Prepared By; Alex Clark, R.P.F.

A.M.Clark-Natural Resources Consulting

Original prepared: July 17, 2017, revised June 12, 2018.



June 22, 2018

City Council Committee Report

To: Mayor & Council

Fr: James Tkachyk, Parks and Facilities Division Lead

Re: Garrow Park Playground Groundcover

Recommendation:

That Council supports Engineered Wood Fibre (EWF) as the groundcover material at the Garrow Park playground as the best functioning and affordable option.

Background:

In July of 2017, a Request for Proposal (RFP) for a new playground was issued with criteria that had to be met for a new Accessible Play Structure. A \$50,000.00 capital budget had been approved by council for the 2017 program. A committee report followed requesting a budget increase of \$45,000.00 at the June 2017 council meeting, and council approved. The new budget of \$95,000.00 allowed for the Accessible Play Structure. Six (6) proponents submitted RFP for the Accessible Play Structure. The successful proponent selected for the project was Blue Imp, they are a member in good standing of IPEMA the International Play Equipment Manufacturers Association and have been in the business for 100 years. Blue Imp have other playgrounds in Kenora, Northwestern Ontario, and all through Canada.

There are only a few groundcovers that are considered Accessible and each of the 6 proponents utilized the EWF groundcover. In order to maximize the playground equipment, they selected the most economical groundcover. EWF, Rubber Tiles, Poured in Place Rubber, ATP rubberized unitary surface and Artificial Grass would all meet accessible criteria (Attached is information on the types of groundcover and the pros and cons for each). The EWF groundcover met the RFP criteria and budget and therefore selected for the project. Engineered Wood Fibre (EWF) is not wood chips or mulch. The engineered wood fibre is a processed wood, ground to a fibrous consistency, free of hazardous elements and approved by IPEMA (International Play Equipment Manufacturers Association). It is engineered specifically for playgrounds.

The cost of the EWF product is approximately \$2.15 per square foot. All other surfaces are 8 to 12 times more expensive than the EWF. There is over 2,500 square feet of groundcover required.

Risk Analyses: As per the requirements in the City's ERM Policy, there is a low governance and legal risk with the EWF playground groundcover and senior management have been informed. The risk will be mitigated by weekly inspection of the playground.

Communication Plan/Notice By-law Requirements:

Notice required to be placed on Committee Agenda, Minutes and subsequent Council Agenda/Minutes.

Strategic Plan or Other Guiding Document:

1.9 The City will promote Kenora as a 365-day lifestyle destination

1.10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.

2.9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.

2.10 The City will continue to explore opportunities to develop and improve our beaches, parks and trails

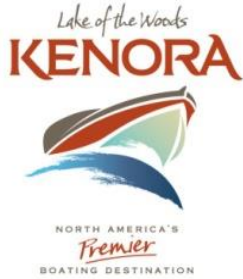
CAO Note:

After this report was written, administration was provided the following recommendation from the Accessibility Advisory Committee (AAC):

“That the Accessibility Advisory Committee recommends the installation of a rubberized surface to replace the Engineered Wood Fibre (EWF) as the ground cover for the Garrow Park play structure to reflect the Committee’s commitment to going ‘beyond minimum’ in improvements to public spaces.”

This report has not been edited based on this recommendation other than to include it for Council’s information. The AAC is an advisory committee to Council, so it is important for Council to be aware of the AAC recommendation. It is not, however, being recommended by administration that the staff recommendation included within this report be changed as the current cover used at the Garrow Park play structure does meet the accessibility standards. Administration fully supports the AAC and the concept of going beyond minimum in meeting accessibility standards. There is, however, a number of areas within the City where the concept of going beyond minimum should be considered. It is worth noting here that beyond minimum would also include accessibility enhancements where they do not exist and are not currently required.

The City currently has limited funds set aside to address accessibility matters. Ultimately, Council will need to determine whether installing a rubberized surface to replace the Engineered Wood Fibre at the new Garrow Park playground is a priority use for the accessibility reserve monies. For information purposes, the balance of the accessibility reserve is \$179,431.52 at the end of 2017, with an annual allocation of \$30,000.00. The City has not identified specific projects to be taken from this reserve in our five year capital budget, although does have accessibility related projects identified that are reliant on funding to move forward. If the City is not successful with its various accessibility funding applications, those projects would be brought back to Council for consideration for funding from the accessibility reserve. On a forward basis, the City will be looking to the AAC to provide their thoughts on priority projects specific to accessibility for inclusion in future capital budgets for Council consideration.



City of Kenora
Accessibility Advisory Committee
One Main Street South
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E-mail: service@kenora.ca
www.kenora.ca

To Council,

Re: Garrow Park Playground

At the June 25th Accessibility Advisory Committee meeting, the Committee passed the following resolution to be forwarded as an attachment to the Garrow Park Playground report proceeding to Council in July:

“That the Accessibility Advisory Committee recommends the installation of a rubberized surface to replace the Engineered Wood Fibre (EWF) as the ground cover for the Garrow Park play structure to reflect the Committee’s commitment to going ‘beyond minimum’ in improvements to public spaces.”

Thank you for considering our request.

Sincerely,

Denise Miault
City of Kenora Accessibility Advisory Committee Chair

May 28, 2018



City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Budget Amendment – Kenora Recreation Centre Twinning Design

Recommendation:

That Council hereby accepts a total project cost for detailed design drawings and tender preparation for the twinning of the Kenora Recreation Centre in the amount of \$750,000 with two thirds (2/3) of the funding from NOHFC and one third (1/3) funding being ; and further

That an application has been made to the Northern Ontario Heritage Fund Corporation (NOHFC) in the amount of \$500,000 (2/3 funding) to undertake the detailed design work and tender ready drawings; and further

That Council hereby approves an allocation of \$250,000 to be debt financed through the Citizen's Prosperity Trust Fund a financial commitment of 1/3 funding for detailed design drawings and tender preparation for the twinning of the Kenora Recreation Centre contingent on NOHFC funding approval; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2018 Capital Budget at its July 17, 2018 meeting to withdraw funds from the Citizens Prosperity Trust Fund to be debt financed in the amount of \$250,000 for 1/3 of the funding for the detailed design drawings and tender preparation for the Kenora Recreation Centre; and further

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

Background:

Further to the March 28, 2018 report on the twinning of the Kenora Recreation Centre, and further information to Council since that report, this report is to gain Council's support for the City's 1/3 funding portion to the project should the NOHFC application be approved.

As per the original report, an initial upfront cost of \$750,000 will be needed to complete the detailed design and tender ready documents which will allow for the project to be fully ready for public tender. The Gas Tax was not considered an option for funding this as it is already required for other Operations and Infrastructure projects.

An option is to acquire funds in the form of debt financing from the Prosperity Trust Fund. This had previously been used for the projects outlined below, with the dates showing when the debenture will be paid off:

- Fire Hall, expected repayment 2027
- Discovery Centre, expected repayment 2025
- Whitecap Pavilion, expected repayment 2025
- Highway 17 east and west, expected repayment 2030

- Marine Water Line, expected repayment 2020

Staff are pursuing grant applications for the cost of the twinning project which would look to cover 66 percent of the total cost.

There are best practices that Council can look at to consider the expansion for Kenora. It is important to note that staff will consider the options outlined below for Kenora's model if it is directed to move forward with this project:

- Town of Dorchester, ON recently twinned its arena, naming rights were sold \$250,000 for 5 years. Town population 9,329;
- Municipality of Lambton Shores, fundraising team raised \$3.6 million (over and above the RED grant they received) in 2005-2006 for The Shores Recreation Centre in Forest population 11,000 but like Kenora has tourist and seasonal component;
- Another fundraising group in Thedford, ON raised \$400,000 in 2010 for The Legacy Centre (multipurpose centre with Library, Nursery School, Large hall with kitchen, dressing rooms, etc) although latter was with significant stimulus dollars, a well-planned fundraising program with expert advice and with a volunteer campaign cabinet can do wonders; and
- Company that assisted with those 2 projects and a Beach Enhancement project in Grand Bend (raised \$1.5 million for that one again with naming rights) was called DVA Navion and now may have changed name to Inspire Inc.

Debt financing the 1/3 portion of the \$750,000.00 is therefore the recommendation from Administration, with the application submitted to NOHFC in the amount of \$500,000.

Budget: Debt financing the 1/3 portion of the \$750,000.00 contingent on the approval from NOHFC in the amount of \$500,000

Risk Analysis: As per the City's ERM Policy, this recommendation has been assessed as a high risk to public trust and confidence as a commitment from Council has not been confirmed for the proposed development. Approving the undertaking of the detailed design process and preparation of tender ready drawings without a final commitment to the project by Council can result in a high risk to the municipality on the expenditure of this nature.

Communication Plan/Notice By-law Requirements: Public Notice for Budget Amendment and bylaw

Strategic Plan or Other Guiding Document:

Twinning aligns with the City Goals and Corporate Actions as follows:

1-8 The City will promote Kenora as a 365-day lifestyle destination

1-9 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism, and to strengthen community ties with our regional neighbours

1-11 The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving dynamic year-round destination

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

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

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

2-11 The City will lead and promote environmental sustainability through conservation, smart building design and where feasible, retro-fit practices for city-owned facilities.



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

National Drowning Prevention Week July 15 - 21, 2018

Whereas the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Ontario is one too many; and

Whereas most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

Whereas the Lifesaving Society urges Canadians and residents of Kenora to supervise children who are in and around water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a Personal Flotation Device or lifejacket at all times when boating; and

Whereas the Lifesaving Society Canada has declared July 15 – 21, 2018 as National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year;

Therefore, I, David S. Canfield, Mayor for the City of Kenora, do hereby proclaim July 15 – 21, 2018 as **National Drowning Prevention Week** in and for the City of Kenora and do commend its thoughtful recognition to all citizens.

Proclaimed at the City of Kenora this 10th day of July, 2018

Mayor David S. Canfield