



AGENDA

Special Meeting of Council of the City of Kenora

**Wednesday, October 31, 2018
12:00 p.m.
City Hall Council Chambers**

1. Call to Order

2. Public Information Notices

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

- Amend the vacancy rebate program for buildings that are completely vacant only as set out under section 364 of the Act
- To withdraw funds equally from the Solid Waste Reserve and the Equipment Reserve in the amount of \$46,000.00 plus applicable taxes to offset the cost of the purchase of parts and labour to rebuild the engines of two co-mingle trucks

3. Declaration of Pecuniary Interest and the General Nature Thereof

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

4. Presentations/Deputations

Approximately five (5) minutes per person/group.

5. Special Items

- D14-18-06 Zoning Amendment
- Alteration to Heritage Designation Museum Annex
- City Policy Manual Renaming
- Revised Request to Province for Vacant Excess Land Vacant Unit Rebate Program
- Budget Amendment – Comingle truck repairs
- Snow Plowing municipal streets tender
- Lease agreement with 1855092 Ontario Ltd operating as Plantz
- Lease renewal with Bell
- Provincial Offences Write offs
- Various Committee Minutes

6. By-laws

Council will give three readings to the following by-laws: -

- Confirmatory
- D14-18-06 Zoning Amendment
- Alteration to Heritage Designation Museum Annex
- City Policy Manual Renaming
- Budget Amendment – Comingle truck repairs
- Lease agreement with 1855092 Ontario Ltd operating as Plantz
- Lease renewal with Bell

7. Announcements (non-action)

8. Proclamations

- Veteran's Week – November 5-11, 2018
- Pulmonary Hypertension Month – November 2018

9. Adjourn to a Closed Session

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

- i) Education & Training Members of Council (1 matter)
- ii) Personal Matter about an Identifiable Individual (1 matter)

10. Adjourn Meeting

Information on Voting by Mayor & Council under The Municipal Act, 2001

243. Except as otherwise provided, every member of a council shall have **one** vote;

245. Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;

246. (1) If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;

(2) A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote**.

October 23rd, 2018

Staff Report

To: Mayor & Council

Fr: Devon McCloskey, City Planner

File No.: D14-18-06

Re: Application for Zoning By-law Amendment

Location: Area of Pine Portage Road

Applicant: Adam Smith, City of Kenora

1. Introduction

An application has been received to change the regulated zoning of property located in the area of Pine Portage Road and Hwy 17E, being whole lots, part lots, and lanes on Plan M-63.



Figure 1 (above) - Aerial sketch displaying proposed property location

2. Description of Proposal

To change the zoning of the subject property being approximately 0.8 ha in size from Highway Commercial (HC) to Institutional (I) to allow for development of those uses permitted within the Institutional Zone, being public and privately owned facilities of an institutional or community service nature in accordance with Section 4.14 of the Zoning By-law, in particular a continuum care facility.

On October 18th, the proposal was revised to exclude an area of land 1.6 ha in size and located west of the current location, which was previously included as part of the subject application for rezoning. Refer to the drawing below which displays the previous application location.



Figure 2 (above) – Aerial sketch displaying previous subject area

3. Existing Conditions

Proposal area

The property is situated adjacent to Pine Portage Road, 95 metres north of the intersection at Hwy 17 E. It is undeveloped but treed with a mixed wood stand of poplar, cedar, spruce, and green ash. A lot of waste associated with hangouts and partying (alcohol bottles, fast food containers, injection debris), as well as camping was observed on the property (campfire pits, tents, bedding and clothing).

The terrain is rugged with outcropping bedrock and shallow soils. The location is part of a larger holding of City owned land, originally surveyed as a plan of residential subdivision, M63. The property is hilly, it rises in the middle and slopes away at all sides. The north side of the property slopes down to a natural draining area that runs east to west. The south side of the proposal area, would abut private commercial property (The Comfort Inn).

Remainder lands

Property located to the west is also surveyed as lots and roads on plan M63, it is vacant and treed with outcropping bedrock. An appraisal is underway to determine the value of lands suitable for Highway Commercial Development. Refer to Figure 3 below which identifies potential areas for future development.

Lands further to the west along the south side (Part 1), forms a sort of raw bedrock wall to which the Hwy wraps around. Access to this area is prevented due to steep rock, which extends several metres higher from Hwy 17, and may not be suitable for commercial development given challenges due to access.

An existing curb cut on Hwy 17 East currently provides access to a cleared area and a small privately owned lot. This point of access is not adequate for intensified use without substantial upgrades to the approach, blasting and some matter of traffic control. The extent of the development along this stretch of road also includes several driveway entrances, and a three way traffic light which contributes to challenges with terrain.



Figure 3 – Areas for appraisal and future development

Property to the eastside (Part 3), also contains outcropping rock and slope, but there is a section which could accommodate access for a driveway, and this property has been identified as having potential for new Highway Commercial Development.

4. Neighbouring Area

Property north and east of the proposal location is developed and zoned for serviced residential use. Lands to the west and south are developed and zoned for Highway Commercial Use.

5. Site Visit

On August 13th I attended the subject location to view existing conditions. On September 6th, I attended that property again along with an interested developer, and their architects. The photos herein are intended to provide an indication of the terrain, views and current use.



Photo 1 – Eastside of the property looking south



Photo 2 – East side of the property looking north

Photo 3 – Northeast side of the property looking south



Photo 6 – Northside of the property garbage



Photo 7 – Campfire debris



Photo 8 – Unlawful camping



6. Consistency with Legislated Policy and City Directives

a) Provincial Policy Statement (PPS) 2014

As noted within the applicant's planning rationale, the proposed development would be consistent with those policies that promote retention and protection of employment lands and economic development, as well as provide for an appropriate mix and range to meet long term needs (PL 1.3). The development is compatible with existing land uses, and adequately separated from sensitive land uses (PL 1.2.6.1). Encourage compact development, and locating public service facilities to promote cost-effectiveness and facilitate service integration, access to active transportation and transit. Policy 1.3 also extends responsibility to planning authorities to permit and facilitate all forms of housing including those to support social and health needs.

b) City of Kenora Official Plan (2015)

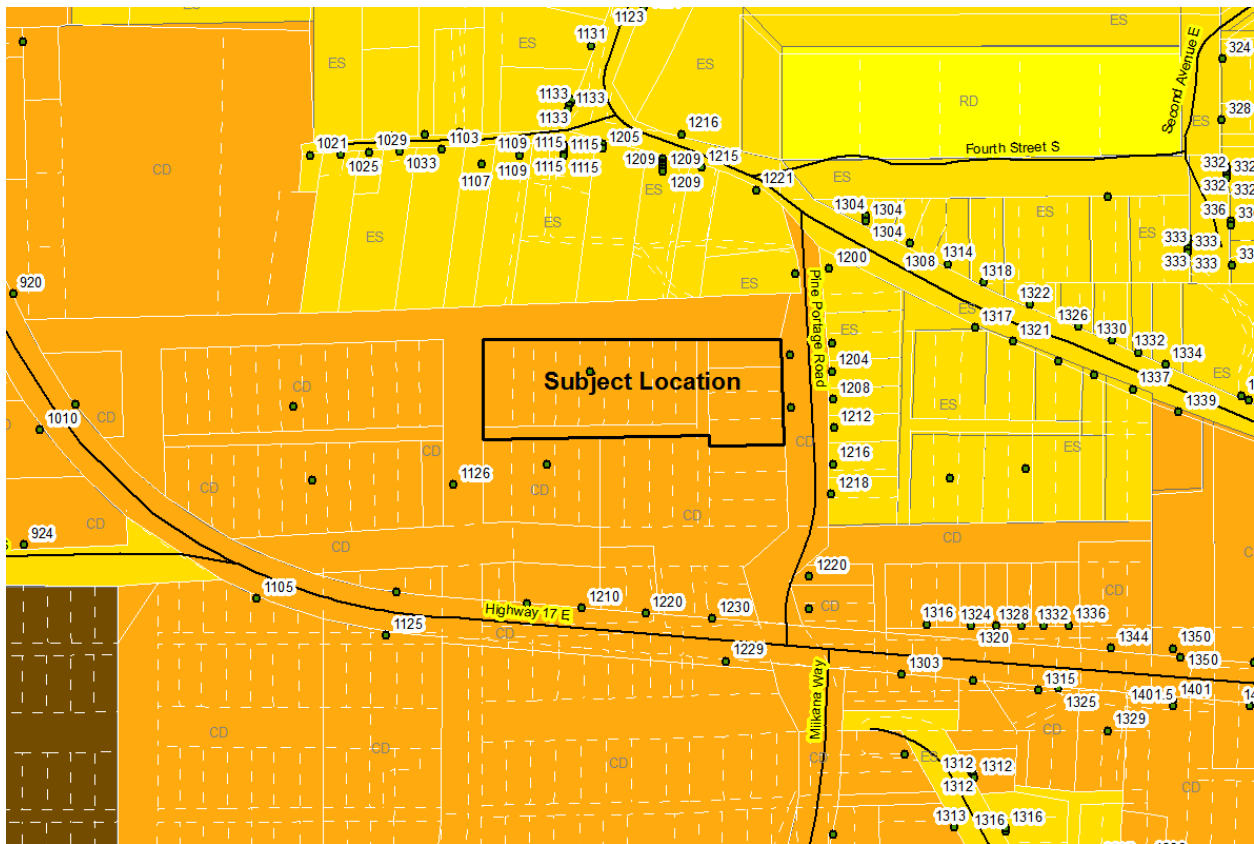


Figure 4 - OP Mapping

The Land Use Designation of the property is Commercial Development (CD). Policy 4.4 of the Plan describes that maintaining the economic health of the commercial/retail sector along Hwy 17 E is paramount for the local economy.

This proposal to rezone a limited portion of the property along the back side, and not accessible from Hwy 17 E, would allow continued support for any development that locates in the area preserved for Highway Commercial use.

c) Zoning By-law No. 101-2015

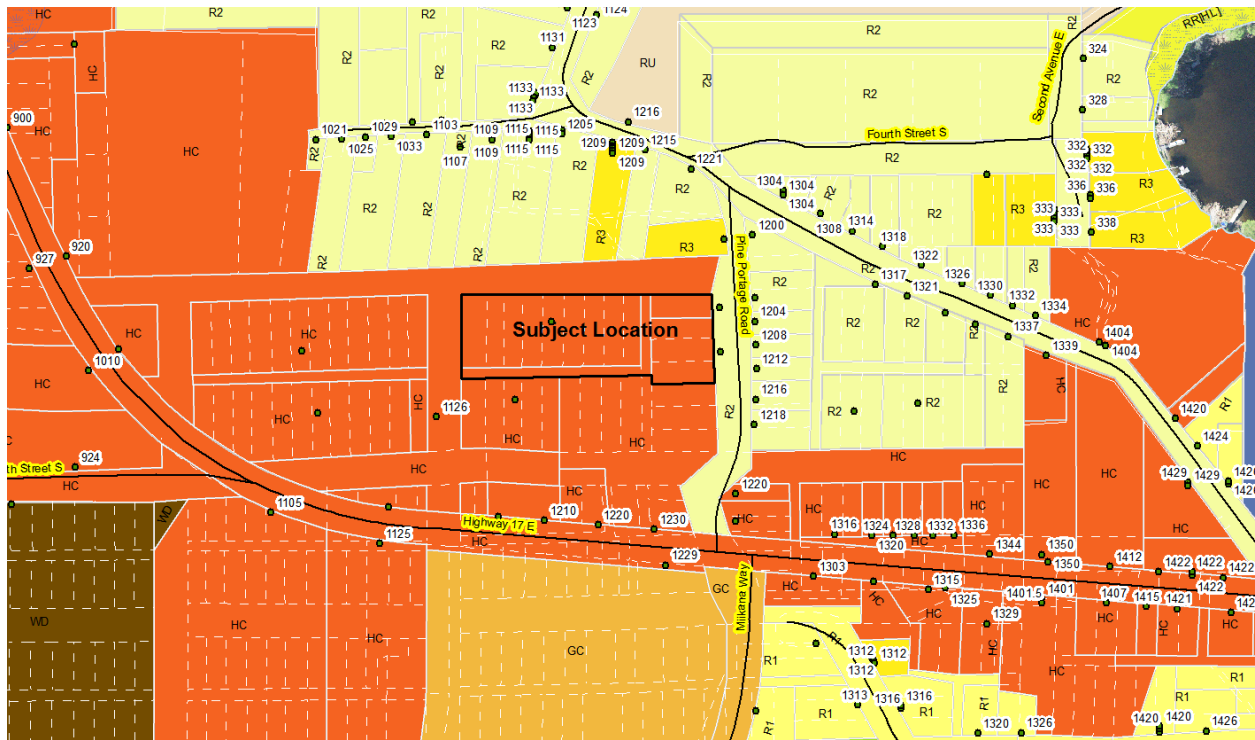
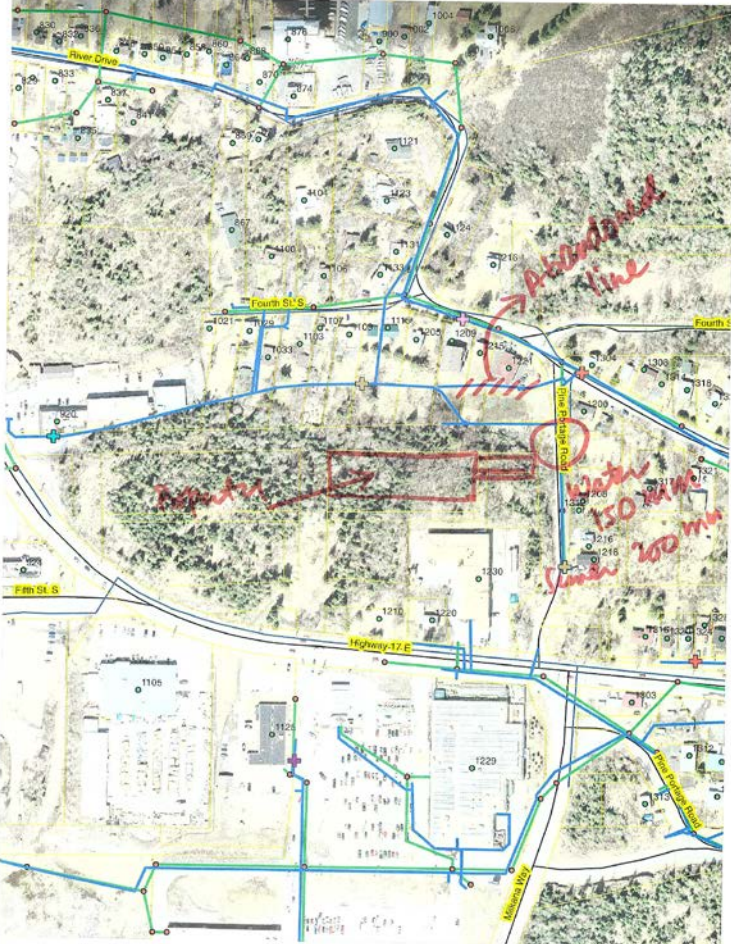


Figure 5 - Zoning By-law Mapping

Zoning of the property is currently Highway Commercial (HC), and it is subject to the regulations of Section 4.8. This zone allows for large commercial and retail developments to meet the needs of the travelling public including hotels, restaurants, and service stations. Uses that would require direct access to the road.

6. Results of Interdepartmental and Agency Circulation

Operations Department	
Engineering Department	Provided early comments related to points of access proposed at Pine Portage Road and reviewed along Hwy 17E.
Building Department	The Building Department has no comment at this stage of the development – October 4, 2018
Kenora Fire	The only concerns at this time is the one access road into the building. The parking area should have enough area to turn our largest fire apparatus around. The turning radius for fire department access is addressed in the Building Code and should be addressed by the architects or engineers - October 9, 2018
Roads Department	No comments received
Kenora Hydro	No concerns – October 9, 2018

<p>Environmental Services</p>	<p>The environmental services has no concerns – October 9, 2018</p>
<p>Water and Wastewater</p>	<p>Services are available and can be extended to service the development.</p> <p>The sketch below provides an illustration of the possible location for services to be extended from for development of the eastside of the property. Future development on the west side of the property would require further evaluation but would most likely be extended from the west side of the property.</p> 

7. Public Comments

A public meeting is scheduled to be held by Council on October 25th, 2018. Notice of the application was given in accordance with Section 34 of the Planning Act, whereby it was circulated on October 4th, 2018 to property owners within 120 metres, published in the Municipal Memo of the Newspaper on October 4th, and circulated to persons and public bodies as legislated.

Following the Planning Advisory Committee (PAC) meeting, the application and notice were revised and circulated again to property owners and agencies on October 18th. Together with staff, Council will have the opportunity to evaluate the proposal in lieu of public comments.

8. Planning Advisory Committee

The notice also stated that the Planning Advisory Committee (PAC) would have the opportunity to consider recommendation of the application to Council at their meeting on October 16th, 2018.

The applicants (Adam Smith and Megan Dokuchie, on behalf of Development Services for the City of Kenora), presented the application to the Committee. Ben Reynolds from the Kenora District Services Board (KDSB), spoke in support of the application for the development of a Continuum Care Facility. There would be 24 hour comprehensive on-site services and supports, and assistance to individuals who are involved in the justice system.

The PAC asked questions and discussed the application. The full set of draft minutes is attached to this report for Council's information, (refer to pages 6 to 12). The PAC was presented with a resolution for recommendation of the application for rezoning to Council, but the committee was split and the resolution was not carried.

As of the date of this report (October 23rd, 2018). Six (6) requests to review the application, and two (2) written public submissions have been received, refer to the attachments for a redacted copy of the written comments received.

Comments can be summarized as expressing concern with development generally, whereas the property is currently vacant and forested, change of property valuation, drainage impacts to residential lots at the north, increased pedestrian and vehicle traffic, increased illumination, and the location not being suitable for institutional use.

9. Evaluation

After the PAC meeting, the application was revised to accommodate some of the concern that was expressed with not having received a development proposal for the use of the property to the west, and comments that the application may be premature.

Although some investigation for development of the City property located to the southwest was undertaken about 10 years ago, little interest for development of Highway Commercial (HC) use has been made overall. The subject location is removed from the larger area, it is limited in size by developed properties to the north and south. The area of the current proposal is setback over 90 metres from the Hwy, and is not contiguous with other property to the south.

Highway Commercial development at this location is intended to have direct road access to Hwy 17; however, given that the span of the property frontage west to east, it is constrained with steep slopes and outcropping bedrock. Driveway access

into the property is extremely limited due to sightlines along the corner of the highway and slope of the initial approach. In order to accommodate the potential for future development and a possible resubmission of an application for rezoning. It is recommended that a Sale and Purchase Agreement, is made conditional upon the receipt of an easement for access to the west side of the property from Pine Portage Road.

Access is the primary constraint for the development of the property. A feasible and safe approach has been identified at the Pine Portage Road location. Again, this location would be suitable to provide access for further institutional development to the west, via a private road or possibly an easement.

This driveway access will be narrow, due to challenges with terrain and limited area to allow for both driveway access, accommodation of a building, and parking area. Therefore given the property shape, dimensions, and terrain, highway commercial forms of use and development are extremely limited for the subject property as well as for lands to the west.

The city has also received an application for request to purchase property located adjacent to Pine Portage Road, and the organization (Kenora District Services Board) may be interested to obtain additional lands being the extent of property located west and indicated as part of the proposal for zoning by-law amendment.

If approved, the subject application would enable development for those uses permitted in the Institutional Zone, which include public service uses, and at this time a Continuum Care Facility is being proposed.

Prior to development and an application for a building permit, approval of an application for site plan would be required, to review facilities associated with grading, and lighting, as well as the location of driveways, buildings, parking stalls and so on.

Budget: Application fees waived in support of the provision for a new public service facility.

Risk Analysis: Analysis of planning applications is accomplished in accordance with the legislation provided through the Planning Act. Applications are required to be consistent with the Provincial Policy Statement, and meet the criteria listed in the Official Plan.

Communication Plan/Notice By-law Requirements: Notice of the complete application and public meeting provided in accordance with the Planning Act. Notice of meetings held by the Planning Advisory Committee, Committee of a Whole, and Council provided as per the Notice By-law.

Strategic Plan or Other Guiding Document: The Official Plan provides criteria for the evaluation of Applications for Zoning By-law Amendments.

10. Recommendation

As the Planner for the City of Kenora, it is my professional planning opinion, that the Application for Zoning By-law Amendment, File No. D14-18-06, should be approved; to change the Zoning of the subject property being a 0.8 ha area of land accessed from Pine Portage Road, which includes lots and lanes on Plan M63, described as PINs 42168-0228, 42168-0144, 42168-0145, 42168-0227, and 42168-0146; from Highway Commercial (HC) to Institutional (I), in lieu of public comments that may yet to be received.



Devon McCloskey, RPP, MCIP
City Planner

Attachments

- Complete Application for Zoning By-law Amendment and Planning Rationale
- Applicant's Supplemental Report
- Revised Notice of Application and Public Meeting
- Draft PAC Meeting Minutes
- PAC Resolution
- Redacted Public Comments
- KDSB, KCA and Ne-Chee Friendship Centre door-to-door consultation notes



RESEARCH REPORT

To: Mayor and Council

Fr: Adam Smith, Special Projects and Research Officer

Re: Proposed Bail-After Care Facility

Introduction

In the summer of 2016, the closure of the City's emergency shelter not only pushed the challenge of addressing homelessness to the forefront, but exposed the tension in planning for developments that accommodate fundamental human rights and fosters economic growth and opportunity. Communities across Canada wrestle with this perceived conflict; however, Kenora is distinct in the sense that there are services and supports required in the municipality that are not universally applicable. The intent behind this report is to supplement the Zoning By-law Amendment D14-18-06 Application by providing information on the social dimension related to the proposed development and the nature of this partnership between the City of Kenora and Kenora's District Services Board (KDSB).

Scope of the Proposal

On the subject land, the KDSB is proposing to build a new continuum of care facility that contains 24 beds for those on bail and in need of onsite supports. This will replace the Northlands facility located downtown and, the housing support service funding and capital funding will be administered by the KDSB; while staff from the Ne-Chee Friendship Centre will lead the programming, Kenora Chiefs Advisory (KCA) and the KDSB. In doing so, care could be provided in a culturally appropriate manner given the vast majority on bail in the community are Indigenous and from rural and remote communities. To facilitate this development, the City of Kenora has declared land surplus and would consider selling at less than fair market value. Moreover, the City waived the application fee and applied on behalf of the KDSB for a zoning amendment. With the project tied to provincial funding, both the City and KDSB have sought to ensure that the land purchase and rezoning move forward in a timely manner.

Addressing a Need

Kenora is a judicial hub for a geographic region that encompasses 407,000 square kilometres including 40 First Nations communities that are primarily isolated and located in the far north. When an individual is charged with an offence in one of these communities, he/she will often be transported to Kenora where he/she will await trial. Bail is only granted if the individual is determined to be a low-risk to the community. To emphasize the scale of traffic Kenora's courthouse experiences as a result of being the lone Superior Court in the District, it received approximately 3,116 cases between April 2016 and March 2017 representing an 18% increase in caseload over that same time period.¹ Most of these cases are connected to the disproportionately high rates of alcohol and drug abuse, mental health issues, and poverty in the District relative to other regions in the Province. Currently, the bail system is ill-suited to address the challenges facing this population and as a result, has led to breaches of bail being endemic in the community. The City of Kenora has one of the highest Bail Violations and Liquor License Act offences amongst communities in Ontario that have OPP as their police service. In 2017, the KDSB and Kenora OPP reviewed 3,060 bail breach cases and found that over 70% of the breaches could have been prevented with proper housing and support services.²

It is important to note that while Bail is only granted if individuals pose a low-risk, the Ne-Chee Friendship Centre and KDSB will determine and establish the criteria that must be met for any individual to be released the program.

Programming in the proposed facility is being designed to reduce bail breaches and ensure that on-site supports improve client outcomes. Based on the identified need, the City has been a strong proponent of the development. Further, it aligns with the commitments the City has made in its 2015 to 2020 Strategic Plan, KDSB's 10-year Housing and Homelessness Plan and Kenora's Substance Abuse and Mental Health Task Force's Community Safety and Well-Being Plan. Through the 2013 Homelessness and Behavioural Issues Task Force and its report since consolidated as part of the KDSB's Plan, the City identified a number of opportunities to address the systemic social issues facing the community. Among them, an integrated service delivery mode wherein agencies collaborate to provide wrap-around supports for individuals that need it the most.³ In 2016, this belief was reinforced during staff consultations on Zoning By-law Amendment Z01/16 which proposed permitting an emergency in the General Commercial zone. New service delivery models and long-term solutions to the challenge of accommodation of individuals with complex behavioural issues were all noted themes.⁴

Public Engagement

Public consultation is of vital importance when pursuing an initiative designed to have a community-wide impact whether it be economic or social. The strategies and publications stated above are all based on community feedback on the direction in which social service delivery should proceed and has influenced the City's position on the proposed development. Further, the City is legislated to provide public notice of Zoning By-law amendments, and the KDSB has conducted neighbourhood consultations in the vicinity of

¹ Swerhun Inc (2017), Kenora CJC Needs Assessment Report, pg. 30

² KDSB (2018), Ministry of Attorney General Briefing Note – 2018 AMO Conference

³ KDSB (2014), 10-year Housing and Homelessness Plan, pg. 99

⁴ City of Kenora (2016) Z01/16 Emergency Shelter Staff Findings Report, pg. 23

the subject land to be rezoned. Although not a legislated requirement, the City has supported this KDSB initiative.

Importance of Partnership

Given the nature of the funding tied to the proposed facility, the importance of collaboration between the KDSB and the City of Kenora cannot be understated. Recognizing the 'status quo' for social issues particularly those related to the justice system, cannot be accepted any longer. The City has worked to ensure that the KDSB has all the support it requires to move ahead. As stated earlier, this has extended to in-kind staff contributions, waiving the application fee and potentially proceeding with a sale of vacant municipally-owned land at less than market value. That being said, the proposed development on the subject land will not receive any tax incentive from the municipality. In working together, the City and KDSB have also identified an opportunity to redevelop the site of the Northlands.

Conclusion

Based on an analysis of the planning context and programming proposed on the subject land, City staff have deemed the application to be an opportunity worth pursuing. It allows for better outcomes for those in the bail system and creates future development opportunities in the municipality. Further, it is sensitive to human rights legislation in Ontario and specifically the Ontario Human Rights Commission position "that zoning by-laws should be deemed invalid if their purpose is to regulate the user, as opposed to the use of the land".⁵

⁵ City of Hamilton (2011), Zoning and the Human Rights Code, pg. 4



Community Consultation Summary

Continuum of Care Facility

October 23, 2018

Our Mission: Dedicated to Improving Lives

Our Vision: With forward thinking and engaged employees,
we achieve consistent service and better outcomes

Community Consultation – Kenora Continuum of Care Facility

The neighbourhood walk and consultation process was completed by employees from the Kenora District Services Board, Kenora Chiefs Advisory and Ne-Chee Friendship Centre. The summary of information collected was provided by the Kenora District Services Board Housing Services Supervisors Tanis Breed and Josee Mantle.

Date: Tuesday, October 23, 2018

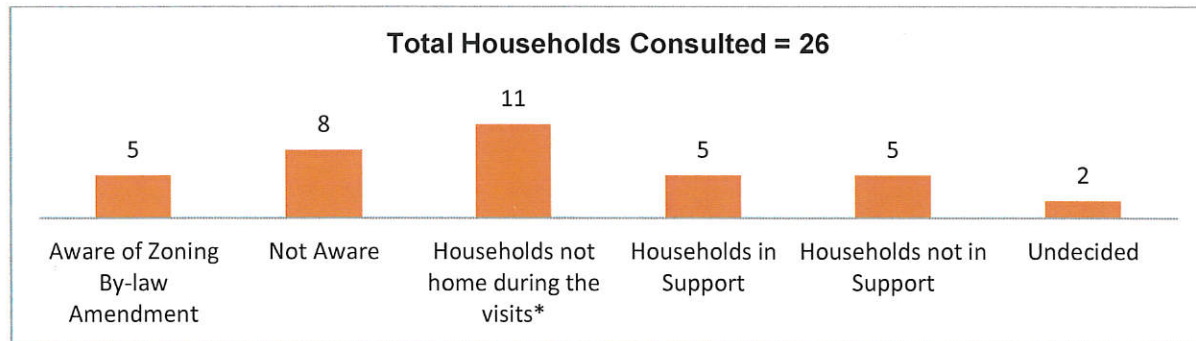
Schedule: Visit #1: 12:00 pm-1:30 pm

Visit #2: 4:30 pm - 5:30 pm

Consultation Team: Kenora District Service Board – 2 staff members

Kenora Chiefs Advisory – 2 staff members

Ne-Chee Friendship Centre – 1 staff member



**One home owner was home for our second visit however was working and did not answer the door*

The areas consulted are shown highlighted in orange.
Of note, only the residents directly backing the proposed Continuum of Care Facility were consulted on 4th Street South.



What we heard....

Opportunities:

- This is great, support to deal with issues are ideal
- That's good, will be better than Northland's
- Good idea, a huge need in Kenora

Neutral:

- Will forward information flyer to landlord (2 tenants)
- Will give flyer to homeowner (Contractor working on a home)
- Will review flyer and call if I have any questions (6 individuals)
- Will forward the flyer to management. (Employee)

Challenges:

- Would like the access to site to be off of Hwy. 17 and not in our area (Pine Portage Road)
- Area is not ideal for foot traffic; we have no sidewalks (2 households)
- Do not want to lose the woodland area, it is a wildlife habitat and we enjoy the view (2 households)
- This will lower property value
- The land is not suitable, it is too swampy. Water runs off and gathers in the property anytime it rains.
- I know there is a need. I don't want the traffic or the people.
- Do not want the traffic increase. (Vehicle traffic)
- I have the flyer, I am not in support. I will be that the October 25th meeting.

Kenora Continuum of Care Facility Community Consultation October 23, 2018

The Kenora District Services Board (KDSB), in partnership with Kenora Chiefs Advisory (KCA) and Ne-Chee Friendship Centre, has made an application to the City of Kenora to purchase property off of Pine Portage Road, north of the Comfort Inn with the intention of developing a Continuum of Care Facility.

The proposed facility will consist of 24 units and provide housing with 24/7 comprehensive on-site services and supports in order to create positive outcomes for individuals who are residents of the facility. A key deliverable of the facility will be to assist individuals who are involved in the justice system.

The KDSB, KCA, and Ne-Chee Friendship Centre are committed to understanding and addressing the feedback and concerns of the neighbourhood in regards to this facility being developed.

Your property and/or home is located in proximity to the proposed Continuum of Care Facility site. We want to be sure that you have the ongoing opportunity to have your questions answered, share concerns, and receive information regarding the status of this project. By providing your input, you will aid the KDSB, KCA, and Ne-Chee Friendship Centre in strengthening the neighbourhood as we work through the building and development process together.

What are the benefits of a Continuum of Care Facility Site?

The intake process focuses on proven indicators of risk and need, utilizing best practice tools to look at all areas of life holistically to help and support individual goals that move towards total balance. This facility will have strict eligibility criteria that will allow a resident to be considered for occupancy.

The facility will be staffed with on-site supervision, Case Managers, Food Service Staff and many other partner supports.

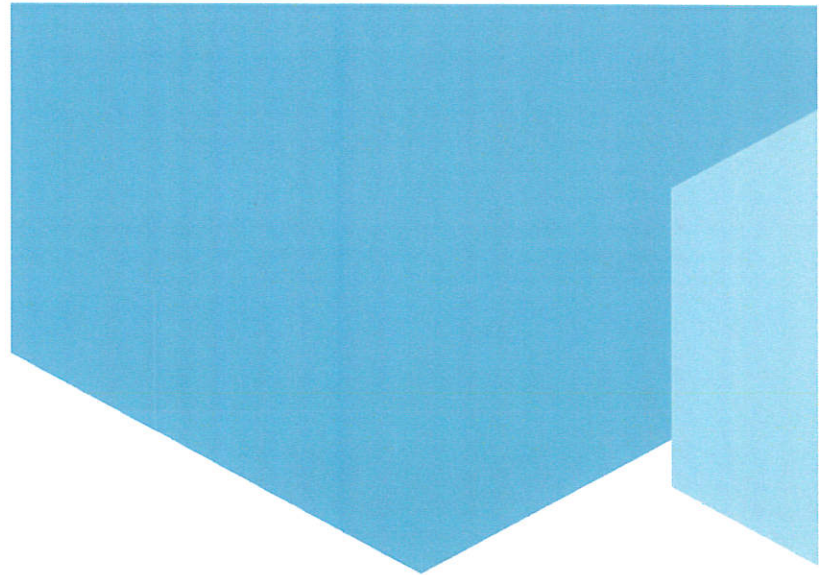


What services will Case Managers provide?

Residents will be matched with a Case Manager who will work one on one with the resident to develop collaborative goals and help them maintain housing.

This may include:

- Assistance making and attending appointments
- Life Skills Training
- Job Readiness
- Mental Health supports/referrals
- Relapse Prevention
- Legal Support
- And More!



What are the Key Outcomes of a Continuum of Care Facility in Kenora?

For the Resident:

- Stabilized and improved health and wellness
- Access to appropriate and timely services like Mental Health and Addiction supports
- Access to continuing education
- Increased opportunity for employment
- Increased control in life

For the Community:

- Increased support and supervision for residents
- Increased safe and affordable housing options
- Accessible on-site service options
- Safer community outcomes
- Increased input of the community

If you have any questions about this proposed project or would like additional information, please contact:



Tanis Breed
Housing Services Supervisor - Kenora
Kenora District Services Board
Tel: 807-468-5372 ext. 228 Fax: 807-468-2828
Email: tbreed@kdsb.on.ca



Revised Notice

Complete Application and Public Meeting for a
Zoning By-law Amendment, File Number D14-18-06
Planning Act, R.S.O 1990, c.P13, s. 34

Application D14-18-06 has been revised to exclude part of the property subject to rezoning. Please refer to the map below.

Take Notice that Council of the Corporation of the City of Kenora will hold a Statutory Public Meeting, under Section 34 of the *Planning Act*, to consider a Zoning By-law Amendment as it pertains to Zoning By-law No. 101-2015, at the following time and location:

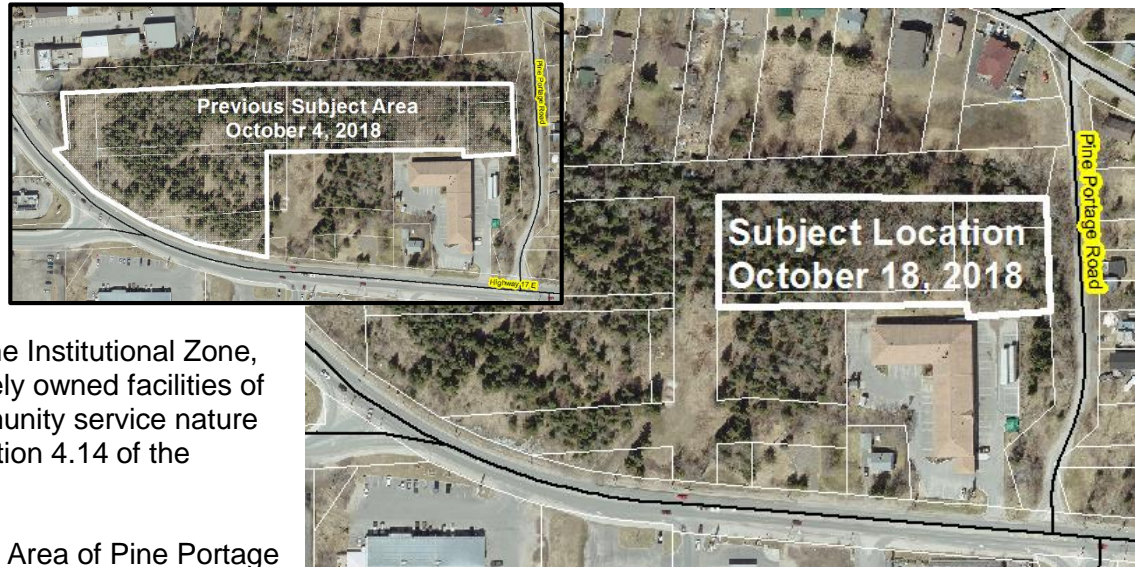
**Statutory
Public Meeting**

When: Thursday, October 25th, 2018 at 12:00 p.m.
Location: Council Chambers, City Hall, 1 Main Street South, Kenora, ON

The Council of the Corporation of the City of Kenora will then have the opportunity to consider a decision regarding the application on Wednesday, October 31st, 2018 at 12:00 p.m.

Purpose and Effect:

to change the zoning of the subject property being approximately 0.8 ha in size from Highway Commercial (HC) to Institutional (I) to allow for development of those uses permitted within the Institutional Zone, being public and privately owned facilities of an institutional or community service nature in accordance with Section 4.14 of the Zoning By-law.



Location of Property: Area of Pine Portage Road, being whole lots, part lots, lanes, and roads on Plan M-63. Refer to the map aside.

Other Applications: the property may also become the subject of an application for site plan approval and lot creation. The City has also received an application to purchase the subject property.

Public Meeting: Input on the proposed amendment is encouraged. You can provide input by speaking at the PAC or Statutory Public Meeting, and you are not required to register in advance to speak. You may also provide your comments in writing to the City Planner at the address below. If you are aware of any person interested in or affected by the application who has not received a copy of this notice you are requested to inform that person of this meeting.

Ms. Devon McCloskey, City Planner
60 Fourteenth Street North, 2nd Floor, Kenora, ON P9N 3X2
Email: dmccloskey@kenora.ca

Failure To Make Oral Or Written Submission: If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of The Corporation of the City of Kenora before the by-law is passed:

- the person or public body is not entitled to appeal the decision of the Council of The Corporation of the City of Kenora to the Ontario Municipal Board.
- the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Appeal of a decision of the Municipality in respect of this amendment to the Zoning By-Law may be made by any person or public body not later than 20 days after notice of the decision is given.

Notice Of Decision: If you wish to be notified of the decision of the Council of The Corporation of the City of Kenora in respect of the application for Zoning By-Law Amendment, you must make a written request to Heather Kasprick, Clerk of The Corporation of the City of Kenora at 1 Main Street South, Kenora, ON P9N 3X2

Additional Information is available during regular office hours at the Operations Centre. Please contact Devon McCloskey, City Planner, if you require more information: Tel: 807-467-2059 or Email: dmccloskey@kenora.ca

Personal information that accompanies a submission will be collected under the authority of the Planning Act and may form part of the public record which may be released to the public.

Dated at the City of Kenora this 18th day of October, 2018



October 3, 2018

City Council Committee Report

To: Mayor and Council

Fr: Lori Nelson, Museum Director

Re: Alteration to Heritage Designated Museum Annex

Recommendation:

That Council hereby approves an amendment to bylaw number 104-2000, being a bylaw to designate the Lake of the Woods Museum Annex located at 224 Main Street South, as a heritage building under section 33.1 of the Ontario Heritage Act.; and further

That the designation within this bylaw which specifically addresses the description of the oak counter in the listing of the heritage attributes found in Schedule B be deleted for the renovations to the building for the Arts Centre; and further

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

Background:

In September 2000 the Council of the City of Kenora passed by-law 104-2000, designating the building located at 224 Main Street South, formerly the Land Titles Office and the Lake of the Woods Museum, now known as the "Museum Annex", as a cultural heritage property. Schedule B of the designation by-law lists the oak counter as a heritage value:

"The oak doors, oak counters, oak window trim, oak wainscotting, casement and baseboards are essential to maintain the visual integrity of the design of this period."

The approved Art Centre project involves the use of the Museum Annex with an addition to the east side of the building. The Museum Annex will be used for primarily studio and administrative purposes. An office is designed for the current "front room" of the Annex where the oak counter is located. The architect has proposed the removal of the counter to accommodate the needed space for the office which will be a glassed-in room, which allows for privacy but also allows the architectural features of that area to still be visible.

The proposal for the removal of the oak counter was presented at the Heritage Kenora meeting on June 13, 2018 with a request to be able to alter the property and heritage attributes as described above. Following the Heritage Kenora meeting on July 18, 2018, committee members paid an on-site visit to the Museum Annex to view the counter. At the September 19, 2018 Heritage Kenora meeting, the following recommendation was made:

Moved by Lisa Moncrief, seconded by Jim Clarke that a recommendation be made to Kenora City Council that the designation by-law for the Museum Annex at 224 Main Street South be amended to allow for the removal of the oak counter and

that, if possible the counter be re-purposed in another location in the building. Carried.

Section 33 of the Ontario Heritage Act addresses the process for a request for alteration of a designated property which is as follows:

- Owner makes application to Council/delegate
- Notice of receipt is served to property owner.
- Council or delegate consults with municipal heritage committee, in this case, Heritage Kenora.
- Council or delegate makes a decision within 90 days and either gives consent or not to the property owner.
- Notice of Decision to Consent (including any terms and conditions) is served to the property owner and to Ontario Heritage Trust.
OR Notice of Decision to Refuse is served to the property owner.
- If the property owner objects to the terms and conditions or the refusal within 30 days, the matter can be referred to the Conservation Review Board which will provide a report to City Council who ultimately makes the final decision.

Because this is a City-owned property, the request went directly to Heritage Kenora for their input before this report was prepared so that Heritage Kenora's recommendation could be included in this report.

Council will recall that an amendment to the designation by-law was made in 2013 for the Lake of the Woods Brewing Company which allowed for the removal of some of the interior porcelain brickwork to accommodate access to the proposed kitchen and also a view into the brewing portion of the operation. In addition an amendment was made to the designation by-law for the Museum Annex in 2017 to allow for the removal of some of the brick and a window on the east side of the building to allow for the connection to the new art centre.

In this case the by-law amendment would specifically address the description of the oak counter in the listing of the heritage attributes found in Schedule B, as follows:

"The oak doors, oak counters (delete), oak window trim, oak wainscotting, casement and baseboards are essential to maintain the visual integrity of the design of this period. The oak counter, while removed from its original location, is extant, and will be re-purposed within the building, if possible."

Budget: No budget implications.

Risk Analysis:

As per the requirements of the City's ERM Policy, staff have identified a potentially medium risk to public trust and confidence due to the alteration of a heritage designated property, however, the Museum has mitigated this risk by ensuring that Heritage Kenora has been consulted and approves of the proposed alteration; that the materials being removed will be retained for re-purposing, if possible; and that the procedure for alterations as outlined in the Ontario Heritage Act have been followed.

Communication Plan/Notice By-law Requirements:

Tim Davidson, Chair of Heritage Kenora
Rita Boutette, Chair of Museum Board
Lori Nelson, Museum Director

Strategic Plan or other Guiding Document:

The Ontario Heritage Act.

Strategic Plan of the City of Kenora:

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

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



October 13, 2018

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: City Policy Manual Renaming

Recommendation:

That three readings be given to a bylaw to amend the Comprehensive Policy Manual to rename various department policies; and further

That any Corporate Services Policies be renamed to Administration & Finance with subsection Finance; and further

That any Legislative Services Policies be renamed to Administration & Finance with subsection Clerks; and further

That any Operations Policies be renamed to Operations & Infrastructure; and further

That any Property and Planning Policies be renamed to Development Services; and further

That any Recreational Services Policies be renamed to Community Services; and further

That policy #CS-1-3 Video Surveillance be renamed to Administration & Finance Clerks Subsection; and further

That policy #CS-1-6 Bill Inserts and Messages on Bills policy be renamed to Administration & Finance Clerks Subsection.

Background:

The City Policy manual needs to be updated to reflect the current department structures.

Department leads are responsible to review policies within their own divisions and make recommendations to Council accordingly. This change simply aligns the current structure for the departments to reflect the naming in the policies.

Budget: N/A

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

Communication Plan/Notice By-law Requirements: bylaw and policy updates

Strategic Plan or other Guiding Document: Administrative only



October 23, 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 continue pursue the ~~elimination of the~~ rebate program only for buildings that are completely vacant ~~as~~ 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 as follows: 15% to 35% for 2019, 5% to 35% for 2020 and sub-class elimination in 2021 ~~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.

On July 17th, 2018 Staff presented a final report to Council recommending that:

- The City seek a regulatory update to eliminate the Vacant Unit Rebate Program as of 2018:
- Seek the authority to set the discount percentage for vacant and excess land sub-classes between 0% and 35% as of 2019.

Council choose to depart from Staff's recommendations and endorsed a modified submission to the Province based on the following:

- Eliminate the Vacant Unit Rebate Program as of 2018 for all partial vacancies, leaving it to apply to fully vacant buildings:
- Seek the authority to set the discount percentage between 0% and 35% as of 2019 for both the vacant/excess sub-classes and the rebate program.

A submission package outlining these details was sent to Minister Fedeli under the Mayor's signature on July 24th 2018.

On October 22, 2018 Staff from the Ministry of Finance contacted the City Treasurer with an update in regards to this request. Ministry Staff indicated that the new Provincial Government had not yet provided specific direction on this submissions but that Staff were proceeding to review them based on prior protocols.

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We were also informed that we would need to make two adjustments to our submission before it would be brought forward to the Minister.

First, we will not be granted authority to manage the vacant unit rebate discount via City by-law. The Province will alter these percentages for specific tax years via regulation but they won't convey the ability for municipalities to move them on their own. As such council must decide if it wishes to ask for permission to use a lower rebate percentage for 2018 or any subsequent year, or if it wishes to simply stay with the status quo for fully vacant buildings. The request to eliminate these rebates for partial buildings will stand.

Second, it was indicated that we can be granted by-law authority to set our vacant and excess land sub-class discounts via by-law, but they want to the allowable range widened over at least two taxation years, rather than all at once. Staff recommend altering our original request so that the range is expanded to 15% - 35% for 2019, ~~and 50%~~ - 35% for 2020 and sub-class elimination in 2021. Any actual adjustments will be made at the same time Council considers its annual tax policy decisions.

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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.



October 18, 2018

City Council Committee Report

To: Mayor and Council

Fr: Jerry Derouard, Fleet Division

Re: Budget Amendment - Co-mingle Truck Engine Rebuilds

Recommendation:

That Council hereby approves an additional allocation of \$46,000.00 plus applicable taxes to be funded equally through the Solid Waste Equipment Reserve and the Equipment Reserve for the purchase of parts and labor to rebuild the engines of two co-mingle trucks; 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 October 31st, 2018 meeting to withdraw funds equally from the Solid Waste Reserve and the Equipment Reserve in the amount of \$46,000.00 plus applicable taxes 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 solid waste department has three co-mingle trucks, (trucks that can collect garbage and recyclables together while keeping the materials separated). Two of these are used for weekly curbside collection of garbage and recyclables together and the third truck acts as a spare which gets rotated during busy times or breakdowns or when scheduled maintenance is required. The use of the spare truck is becoming more frequent as the other trucks are aging. The main trucks put on an average of 800 hours per year and are expected to have a 12-14 year life expectancy.

On October 1st, 2018 unit #401 (2008 Co-Mingle International truck with 134,000km) was sent to Solemons (International shop) located in Dryden due to excessive engine exhaust smoke. They found major engine damage by their technician and we were quoted for the cost of \$23,000.00 plus applicable taxes for parts and labour to repair this engine. The unit would have had no retain value in this condition and therefore the repairs fell under emergency repairs and were authorized to be carried out on that basis.

On October 5th 2018, unit #416 (2010 Co-Mingle international Truck with 70,000km) was transported by a low bed to Solemons with similar problems. As their technician started to diagnose the problem it was leading in the same direction as the other unit. At this time there was only enough room for one of these units to be stripped down in their shop. The quoted price for this truck is most likely to be treated the same, at \$23,000.00 plus applicable taxes.

Budget: Adjustments to the 2018 Solid Waste Reserve and Equipment Reserve are required for the rebuilding of both engines in trucks #401 and #416

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: 12-14 Year vehicle replacement schedule, the uncertainty of the recycling business and the inability to find a rental unit to fill in while repairs are made is a major problem.



October 11, 2018

City Council Committee Report

TO: Mayor and Council

FR: Jeff Hawley, Operations and Infrastructure Manager

RE: Snow Plow Municipal Streets 2018-2019

Recommendation:

That the hourly rates for 1 loader from JWM Contracting Ltd, in the amount of \$120/hr (HST extra), 1 grader from Brooks Francis, in the amount of \$150/hr (HST extra) and 2 graders from Pioneer Construction, in the amount of \$165/hr (HST extra) on a "call as needed" basis only for plowing municipal streets in the 2018-2019 season be hereby accepted.

Background:

The City of Kenora requires the hiring of equipment to perform snow plowing operations on municipal streets, on an as-required basis, throughout the 2018-2019 winter season.

The tender for Snow Plowing Municipal Streets closed on October 11, 2018. Three tenders were received, with pricing as follows:

Loader (New Holland 238C 2018)	JWM Contracting	\$120/hr plus HST
Grader (Champion 730A 1990)	Brooks Francis	\$150/hr plus HST
Grader (Champion 730A 1990)	Pioneer Contracting	\$165/hr plus HST
Grader (Cat 140H 2003)	Pioneer Contracting	\$165/hr plus HST

In 2017 there were two tenders received for 3 graders (\$160/hr to \$175/hr). There were no quotations received for loaders for 2017-18.

Budget/Finance Implications: 2018/2019 Operating Budget

Risk Analysis:

As per the requirements of the ERM policy, there is a moderate risk should plowing not be completed in a timely manner, as the City may be held liable for any vehicle accidents that may occur, this can be mitigated by allowing for supplementary outside contracting of snow plowing and snow removal to ensure timely response during large snow events.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, M. Vogrig, R. Wilcott

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.



October 15, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Lease Agreement with 1855092 Ontario Ltd. Operating as Plantz

Background Information:

Since 2012, the City of Kenora, using a letter of comfort, has approved the use of municipal property for land fronting 1820 Highway 17 W, with the purpose of locating a temporary greenhouse structure 36feet by 21 feet, anchored with the concrete slabs and blocks, to service the overflow of plant products.

In September 2015, it was recommended that the City of Kenora enter into a lease agreement with 1855092 Ontario Ltd., for the municipally owned land fronting the Plantz parcel. The lease currently ends on October 31 2018, and an extension is now required. In keeping with the City of Kenora Sale and Other Disposition of Land Policy PP-4-1 it is recommended to change the Lease to a two (2) year term.

As per the Tariff of Fees and Charges By-law No 079-2018, an application to lease municipal property-road/shore allowance abutting property owned by applicants shall be established at a minimum of \$1000.00, including all legal costs.

The new term of the agreement shall be for two (2) years; November 1, 2018 to October 31, 2020.

Resolution for Council:

That Council give three readings to a By-law extending the existing lease agreement with 1855092 Ontario Ltd., for municipally owned land fronting the Plantz parcel; and further

That the appropriate By-law be passed for this purpose.

Budget: Annual rent of \$1000.00 plus HST.

Risk Analysis:

As per requirements of the City's ERM policy, there is a minor financial opportunity with pursuing this agreement. This will be mitigated through the legal bindings of a Lease approved by both parties involved. There is also a positive political opportunity by extending and maintaining relationships with local businesses.

Communication Plan /Notice By-law Requirements:

Resolution & By-law required. J. Hawley, J. Tkachyk, K. Brown, H. Kasprick, H. Lajeunesse, C. Edie.

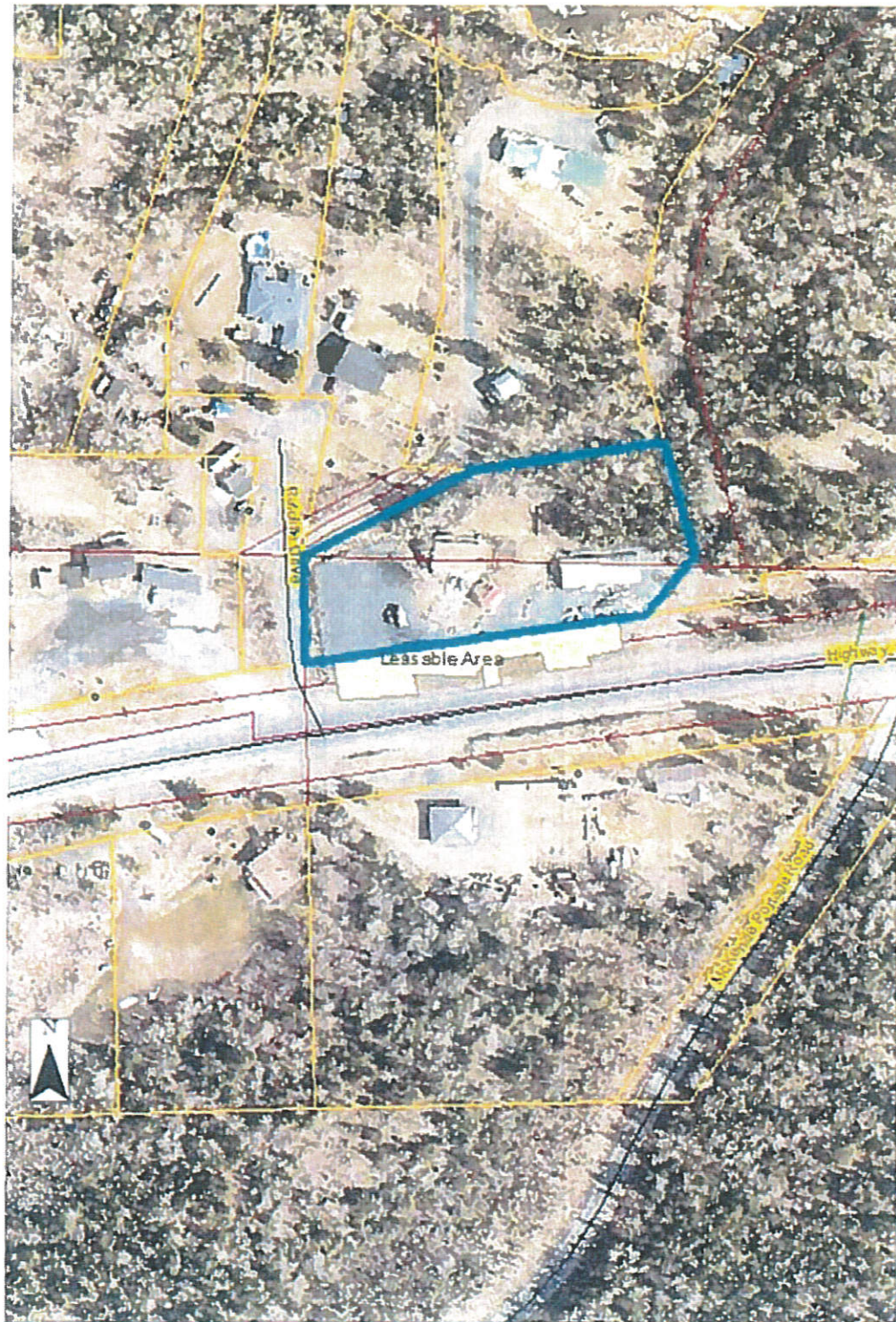
Strategic Plan or other Guiding Document:

Goal #1: Develop Our Economy

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

Briefing By: James Tkachyk, Parks & Facilities Division Lead

Bylaw Required: Yes





October 15, 2018

Housekeeping Council Briefing

(direct to Council – does not appear at COW)

Agenda Item Title: Lease Renewal with Bell.

Background Information:

On October 3 2003, Council of the City of Kenora authorized a fifteen (15) year lease agreement with Bell Canada over Part of Location JC-89 (Keewatin Sand Pit) for the placement of an equipment hut and associated buried facilities for the one- time fee of \$3,000.00.

The existing lease ends October 31 2018 and Bell Canada would like to enter into the same lease for an additional fifteen (15) year term ending on October 31 2033.

Resolution for Council:

That Council authorizes a fifteen (15) year lease agreement with Bell Canada for the use of approximately 1615 square feet of land, described as Part 1 on Plan 23R-10876; and further

That said rent will be \$4,000.00 plus HST for the full term and any future realty taxes; and further

That Council give three readings to a By-law entering into a new lease with Bell Canada to lease property at the Keewatin Sand Pit.

Budget: Lease term rent of \$4000.00 plus HST.

Risk Analysis:

As per requirements of the City's ERM policy, there is a minor financial opportunity with pursuing this agreement. This will be mitigated through the legal bindings of a Lease approved by both parties involved. There is also a positive political opportunity by extending and maintaining relationships with community businesses.

Communication Plan /Notice By-law Requirements:

Resolution & By-law required. J. Hawley, J. Tkachyk, K. Brown, H. Kasprick, C. Edie.

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.

Briefing By: James Tkachyk, Parks & Facilities Division Lead

Bylaw Required: Yes



October 19, 2018

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title: 2018 POA Write Off's

Background Information:

The transfer of Provincial Offences administration took place in 2000 with the functions of court administration and court support functions for the proceedings of Part I, II and III matters of the Provincial Offences Act.

The City of Kenora entered into an Inter-municipal Service Agreement with the Municipal Partner areas of Red Lake and Sioux Narrows/Nestor Falls to administer the court services for their municipalities along with Kenora.

Under our MOU, the Ministry of the Attorney General mandates that we create an annual write off listing and keep our accounts receivable current.

Council needs to be aware that these accounts will be purged, however, a database will be maintained with the listing of all of the outstanding accounts in the event that we are successful in retaining payment on any of these written off fines. We no longer write off Ontario drivers who have been suspended, these outstanding receivables from Highway Traffic Act fines now stay on suspended drivers records. For the most part the purged accounts include unpaid Liquor License Act fines and those of deceased persons.

Please be assured that a complete list of all write-offs are being maintained and will continue to be pursued in our collections processes, which includes working with collection agencies to locate these defendants.

Resolution for Council:

That Council of the City of Kenora hereby approves the write off receivables list from the Provincial Offences department for the period of January 1, 2011 to December 31, 2011 in the amount of \$179,357.54.

Budget: N/A

Risk Analysis: As per the requirements in the City's ERM Policy, there is low governance risk and this would be managed by routine procedures. This is an administrative housekeeping report as POA write offs are mandated by the Ministry of the Attorney general under the MOU.

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

Strategic Plan or Other Guiding Document: The City will continue to build and strengthen our working relations

Briefing By: Heather Lajeunesse, Enforcement Division Lead/Deputy Clerk

Bylaw Required: No



October 31, 2018

Housekeeping Council Briefing (direct to Council – does not appear at COW)

Agenda Item Title:

Receipt and Approval of Various Committee Minutes

Background Information:

This static monthly report is for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

The Minutes being received are typically from local Boards or Corporations for information only (and cannot be 'approved' by Council).

The various Minutes will appear under separate cover as an attachment on SharePoint to this report.

Resolution for Council:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- June 7 & September 6 - Environmental Advisory Committee
- September 19 & October 17 – Heritage Kenora Committee
- October 10 – Lake of the Woods Museum Board
- October 12 – Kenora Police Services Board

That Council hereby receives the following Minutes from other various Committees:

- June 22 & August 17 – Northwestern Health Unit Board of Health
- May 17, June 21, August 16 & September 13 – Kenora District Services Board
- June 28 & July 26 District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Briefing By: Kelly Galbraith, Deputy Clerk

Bylaw Required: No



PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

November 5-11, 2018

As Veteran's Week in and for the City of Kenora and
request its observance as such by our citizens.

Proclaimed at the City of Kenora

this 31st day of October, 2018

David Canfield

His Worship Mayor David S. Canfield





PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

November, 2018

As “Pulmonary Hypertension Awareness Month”
in and for the City of Kenora and request its observance
as such by our citizens.

Proclaimed at the City of Kenora

this 31st day of October, 2018

David Canfield

His Worship Mayor David S. Canfield

