



City of Kenora

Committee of the Whole Agenda

Tuesday, August 6, 2019

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 August 13, 2019 meeting:-

- Authorize a budget amendment in the amount of \$10,482.00 to be funded through the Parkade/Parking Rental Reserves for the purchase of metered parking equipment for the current phase of Downtown Revitalization
- Amend 'Schedule D-Operations & Infrastructure' of the Tariff of Fees and Charges Bylaw to reflect an increase in water and sewer rates by 5.5% for 2020
- Amend 'Schedule D-Operations & Infrastructure' of the Tariff of Fees and Charges Bylaw to reflect various amended water and wastewater rate charges for 2020
- Amend 'Schedule D-Operations & Infrastructure' of the Tariff of Fees and Charges Bylaw to reflect a \$35.00/tonne increase to ICI Recycling Services tipping fee September 1, 2019 and authorize adjustments to the Bulk Corrugated Cardboard Commercial rate March 1, 2020
- Authorize a budget amendment in the amount of \$7,550.00 to be funded through the Community Club Reserves for the Evergreen Community Club Outdoor Rink project
- Authorize a budget amendment in the amount of \$6,762.93 to be funded through the Recreation Reserves for the Portage Bay Backstop
- Authorize a budget amendment in the amount of \$19,500.00 to be funded through the Contingency Reserves for the damages to the Kenora Recreation Centre roof not covered by the insurance claim

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 July 9, 2019 and the Special Committee of the Whole meeting held July 15, 2019 be confirmed as written and filed.

D. Deputations/Presentations

- Lillian Zvanovec – Opposition to Bed 'n' Bale

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. 2019 January to June Capital and Unusual Spending
- 1.2. 2019 Q2 Investments
- 1.3. Recreational Cannabis Retail Stores
- 1.4. 2019 April to June Approved Contracts & Expenditures
- 1.5. Harbourfest Fireworks Tax Deduction Request
- 1.6. June 2019 Financial Statements
- 1.7. Budget Amendment - Downtown Revitalization Metered Parking
- 1.8. Reaching Home Federal Funding Program
- 1.9. 2020 Water and Sewer Rate Increase
- 1.10. Vehicle Operation Policy HR-2-04 Amendment

2. Fire & Emergency Services

Item Subject

- 2.1 No Reports

3. Operations & Infrastructure

Item Subject

- 3.1 Tariff of Fees and Charges – Water & Wastewater Fees
- 3.2 Tariff of Fees and Charges – Solid Waste Fees
- 3.3 Traffic Amendment to No Parking Zone – West Bay Road

4. Community Services

Item Subject

- 4.1 Budget Amendment – Evergreen Community Club Outdoor Rink
- 4.2 Budget Amendment – Portage Bay Backstop
- 4.3 Budget Amendment – Kenora Recreation Centre Roof Damage

5. Development Services

Item Subject

5.1 No Reports

Other:

12:00 p.m. Public Zoning Bylaw Amendment Meeting – D14-19-08 Nowe

Next Meeting

- Tuesday, September 10, 2019

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) **Education & Training Members of Council** (1 item – Developer's Process)

Adjournment.



July 18, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2019 January to June Capital and Unusual Spending

Recommendation:

That Council hereby accepts the 2019 January to June Capital and Unusual Spending report.

Background:

Attached for your information, please find the June 2019 summary expenses for Capital and Unusual spending by project. Actual outcomes are compared to the Capital and Unusual Spending budget for 2019. Budget amendments have also been recorded in the report. The funding of the budget overages have been explained in the report as well.

Budget:

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

Risk Analysis:

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

Communication Plan/Notice By-Law Requirements:

For information only.

Strategic Plan or other Guiding Document:

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

July 23, 2019

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

**RE: Investment Report including Kenora Citizens' Prosperity Trust Fund –
Quarter 2**

Recommendation:

That Council of the City of Kenora hereby accepts the 2019 second quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora investments.

Background Information:

Kenora Citizen's Prosperity Trust Fund (KCPTF):

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

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

The first KCPTF portfolio is with the ONE Public Sector Group of Funds and accounts for over 30% of the Trust Fund. The market value of this investment at March 31, 2019 is \$14,106,713 (March 2019 \$13,786,131). This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date actual return on these ONE fund investments for 2019 is 24.70% (March 2019 39.84%). This rate reflects the total return including market impact. The return on book value for year to date 2019 is .91% (March 2019 .88%). Currently the universal bond fund is generating 9.76%, the bond fund is generating 4.94% and the equity fund is generating 33.6% on a cumulative basis (including market impact and the recognition of the gain realized on transfer). In March \$900,000 was transferred to the high interest savings account (HISA) from the equity fund resulting in the recognition of a gain of \$201,718.67. The purpose of the transfer was to offset 2018 losses in the trust fund. The HISA earns a rate of 2.41%.

The second and largest KCPTF portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information. The June 30, 2019 report is attached. The market value of these

investments is \$21,416,013. Early in January \$4,906,694 was transferred to the City's HISA account as a result of debt issuance and the annual allocation from the trust fund to the City. Securities held in this portfolio are largely bank and federal and provincial government issues. The year to date return on these funds is 2.92%. The rate of return since inception is 2.64%. These returns also take the market impact into account.

In addition, the KCPTF holds \$7,917,494 (at December 31, 2018) in debt from the City of Kenora. The rate of return on this debt is 3% and 3.32%.

Other Investments:

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments are entirely held in the ONE Public Sector Group of Funds and the market value at June 30, 2019 is \$21,896,592. As mentioned above, \$4,906,694 was transfer from the Prosperity Trust Fund to the City funds. This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date return for this portfolio is 14.80%. The year to date return on book value is 1.68%.

Budget:

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

Risk analysis:

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

Communication Plan/Notice By-law Requirements:

For information only

Strategic Plan or other Guiding Document:

Report is required per policy CS 4-2.



July 20, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Pihulak, Manager of Administration

Re: Recreational Cannabis Retail Stores

Recommendation:

That Council hereby supports the City of Kenora Municipal Cannabis Policy Statement to identify retail areas and potential sensitive land uses which would be used as a framework for staff to provide comments to the AGCO on municipal license applications for retail cannabis sales locations; and further

That three readings be given to a bylaw to adopt the Municipal Cannabis Policy Statement # AF-11-5.

Background:

According to information from the federal and provincial levels of government, in legalizing cannabis for recreational purposes they share three main goals:

1. Protecting youth;
2. Public health and safety;
3. Ending illegal sales of cannabis.

The Ontario Regulation provided from October 17, 2018 to April of 2019, that the sale of recreational cannabis was done through the Ontario Cannabis Retail Corporation.

There will be a three part-licensing regime for any retail store: retail operator approval, retail site location approval, and store management licensing. Any employee who works in a store is required to complete an AGCO employee training program.

It is understood that stores will be licenced for a two year period and then be eligible for a two or four year renewal. There is a 15-day commenting window for potential retail stores and during this time, residents of the municipality where the store is located, the local municipality may provide comments to the AGCO.

As recreational cannabis is now a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail store and as such, no zoning changes are needed. The regulation specifically prohibits municipalities from passing by-laws under Section 34 of the Planning Act (Zoning) to prohibit or restrict cannabis retail stores or under the licensing section of the Municipal Act.

To protect children and youth, the regulation has a 150-metre buffer from a retail cannabis store to school property boundaries.

Draft Municipal Cannabis Policy Statement

Information provided through AMO suggests that municipalities develop and have Council adopt a *Municipal Cannabis Policy Statement*. The purpose would be to set out specific and locally sensitive considerations or uses to represent the expectations of the community in allowing cannabis retail stores. The statement would be used by municipal staff to provide input to the AGCO within the proposed 15-day review period. The AGCO cannabis licensing process, very similar to the liquor licensing application process, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization. This would allow the municipality and individual residents and property owners of the municipality where the store is proposed to provide input into the licensing process.

The AGCO has confirmed that Notice will only be provided through the AGCO website. There is no notification alerts to the City and therefore we will need to designate staff to check this site daily to ensure we do not miss an application and can provide comments within the commenting period. Some municipalities have developed and posted surveys on their website which allowed one avenue for public feedback in the 15 day application period and those comments were submitted on behalf of the public.

There is no regulatory requirement however for the AGCO to act on municipal input (or public input) that is received. A Municipal Cannabis Policy Statement would help identify local sensitive uses. The policy, once adopted by Council, would be shared with the AGCO and used by City staff to provide comments during the 15-day commenting period. AMO is suggesting that a key senior staff lead be identified to provide comments to the AGCO using the municipal policy. The template would help identify issues and criteria that the City may want to note when considering a proposed retail cannabis site. Given the 15-day comment window, it may not be possible to ensure Council would have the applications on the public agenda and provide comment. The policy would provide clear direction and be the basis on which staff would provide comments on a particular store location.

A draft Municipal Policy Statement is attached for Council's input and consideration. You will note that some areas have been intentionally left blank, as this is for Council direction/discussion. Once Council confirms their intent, the appropriate maps will be updated and attached to the Policy Statement. Maps have been created to form part of this report, courtesy of our GIS Specialist, which shows the location of schools as per the Regulation. A 150-metre setback from schools has been incorporated into the school properties. Further, sensitive areas as well as commercially zoned areas where retail sales are permitted are also included.

As noted, in terms of land use planning, the Regulation prohibits municipalities from passing a zoning by-law to prohibit the retail sales of cannabis. It is intended that cannabis retail stores would be permitted in all zones where retail stores are permitted. Compliance with the site and building requirements for such a use would be required. Compliance with the Ontario Building Code is also a requirement for the stores.

It is important to note, municipal comments on proposed retail stores must be focused on the matters of the "public interest" as defined in the regulation (public health or safety, protecting youth and eliminating the illegal market). The municipal cannabis policy cannot be so restrictive to make it impossible to locate a store or can the policy state a specific number or maximum number of stores.

If a separation distance from an identified sensitive use is recommended, a justification for the separation is recommended. We have suggested a 70-metre separation from these other uses. Sensitive uses suggested for identification and mapping include:

- ☐ Day care
- ☐ Church
- ☐ Drinking establishment
- ☐ Addiction treatment facility;
- ☐ Existing beer store or AGCO Liquor sales outlet
- ☐ Group home

There are other areas of interest for retail store requirements such as the retail space where cannabis would be sold must be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area. It can also not be entered from or passed thorough in order to access any other commercial establishment or activity other than a common area of an enclosed shopping mall.

Cannabis retail stores are only authorized to be open to the public between 9 a.m. and 11 p.m. on any day.

Budget Implications:

There will be costs incurred by the municipality associated with the legalization of recreational cannabis. Costs would potentially be associated with increased enforcement, increased public inquiries, increased paramedic services, increased litigation, increased court costs, increased by-law and policy development, and increased costs for the city relating to HR matters.

Risk Analysis: Because the operation and regulation of retail cannabis stores rest with the Alcohol and Gaming Commission, this Policy statement is solely to state Council's intention and position on retail cannabis in their community. There is a low risk associated with the policy statement, however, the unknown of impacts of retail cannabis at this time are unknown and therefore deemed low in risk nature until known results take place.

Communication Plan/Notice By-law Requirements: Bylaw for Policy Statement

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

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

Municipal Cannabis Policy Statement



Section	Date	By-Law Number	Page	Of
Administration & Finance	August 13, 2019	-2019	1	3
Subsection	Repeals By-Law Number		Policy Number	
Administration	N/A		AF-11-5	

Background

Bill C-45, the Cannabis Act, came into effect on October 17, 2018. The Act legalizes access to recreational cannabis in Canada and controls and regulates how cannabis is grown, distributed and sold.

In Ontario, the Cannabis License Act, 2018 and Ontario Regulation 468/18 provide the Registrar of the Alcohol and Gaming Commission of Ontario (AGCO) with the authority to establish standards and requirements respecting the licensing of retail cannabis stores.

The AGCO is the provincial authority that licenses cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

Retail Store Licensing

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input that the proposed store location is consistent with the public interest as defined in the regulations.

The AGCO licensing process has three (3) parts: operator approval, retail site location approval and store management licensing.

The AGCO will have a 15 day window for municipal comments respecting the proposed location of a retail cannabis store within a local municipality. Notice will be provided through the AGCO website and posted at the site of a proposed retail store.

The AGCO registrar is not obligated to decline a store license where a municipality or a member of the public provides a submission that is not supportive of a proposed location.

Municipal comments and comments from the public must focus on the three provincial public interest objectives: public health and safety, protecting youth and restricting their access to cannabis, and ending illegal sales of cannabis and illicit activities in relation to cannabis.

By Council decision, the City of Kenora has chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to the AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

Holders of a Retail Operator License are responsible for meeting all Standards established and controlled by the AGCO.

Purpose

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the City of Kenora.

This policy is to set out locally sensitive uses (in addition to schools under the Ontario Education Act) with respect to the location of retail cannabis stores that the municipality would want considered by the AGCO with respect to the licensing process.

Provide municipal staff a framework on which to base comments to the AGCO during the 15 day comment window.

Principles for Cannabis Retail Store Locations:

1. Land Use Planning: The provincial licensing process does not remove the requirements to comply with the zoning bylaw and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning Bylaw are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
2. Municipal Building Inspections: While the licensing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

Retail Store Restrictions

The City acknowledges that retail cannabis stores are permitted within areas zoned for retail stores within the City's Zoning Bylaw.

Schedule "____" identifies generally the areas where "retail store" is a permitted use.

Schedule "____" identifies all schools as defined by the Education Act as well as the 150m buffer where a retail cannabis store would not be permitted by Provincial Regulation.

Schedule "____" identifies other sensitive facilities that Council considers as sensitive land uses. A ____ m buffer is identified from these uses.

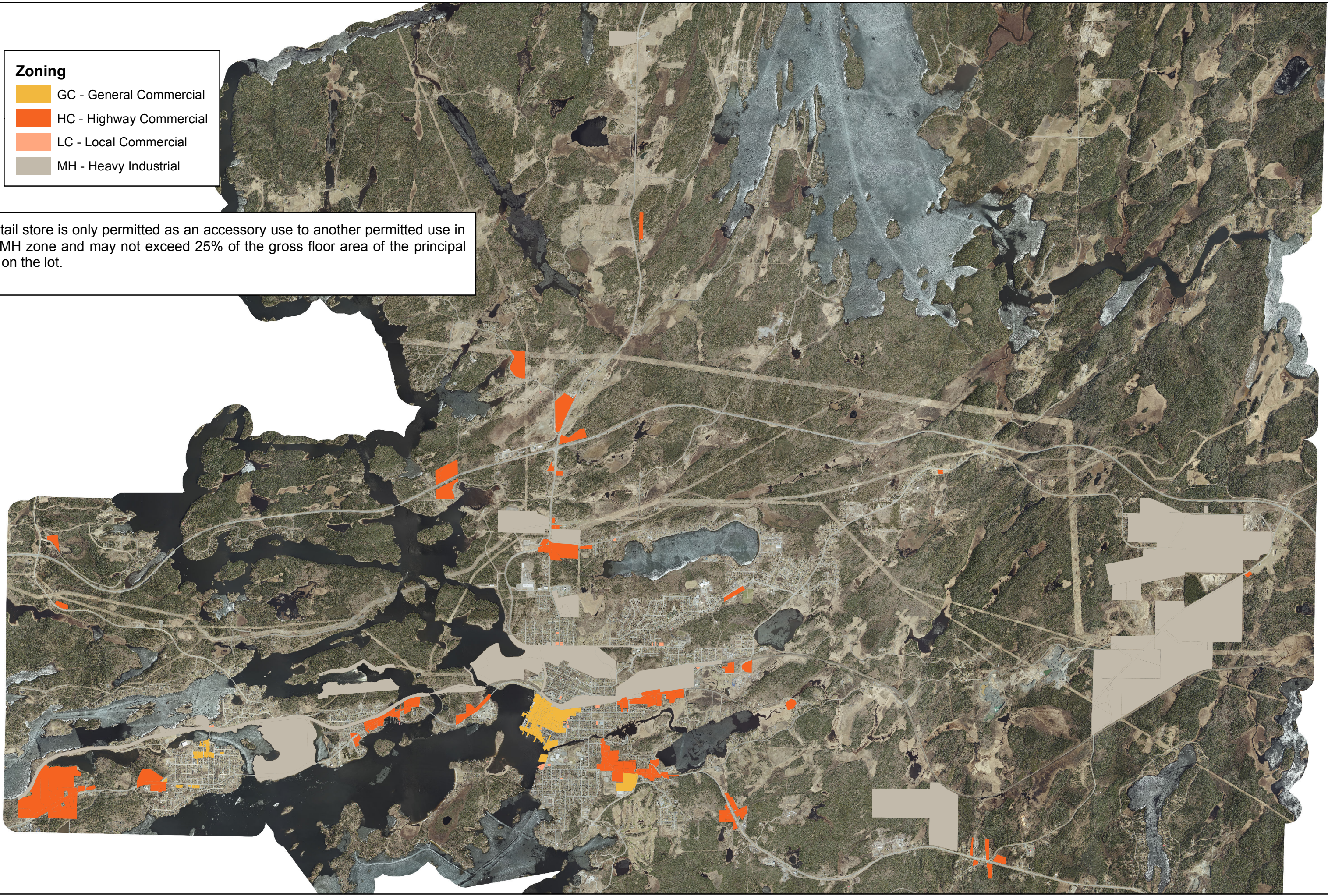
In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth. The City has considered the matters of "public interest" to include:

- **For Council consideration: youth facilities, libraries, recreation or community centres, addictions facilities, Day care, Church, Drinking establishment, Existing beer store or AGCO Liquor sales outlet, Group home or any other facility that Council deems sensitive to the community

These considerations are to protect public health and safety, protect youth and restrict their access to cannabis and prevent illicit activities in relation to cannabis.

It is the City's position that the Registrar for the AGCO respect these locally sensitive uses and not permit a retail cannabis store within ____ (suggested 70) m of these other sensitive uses.

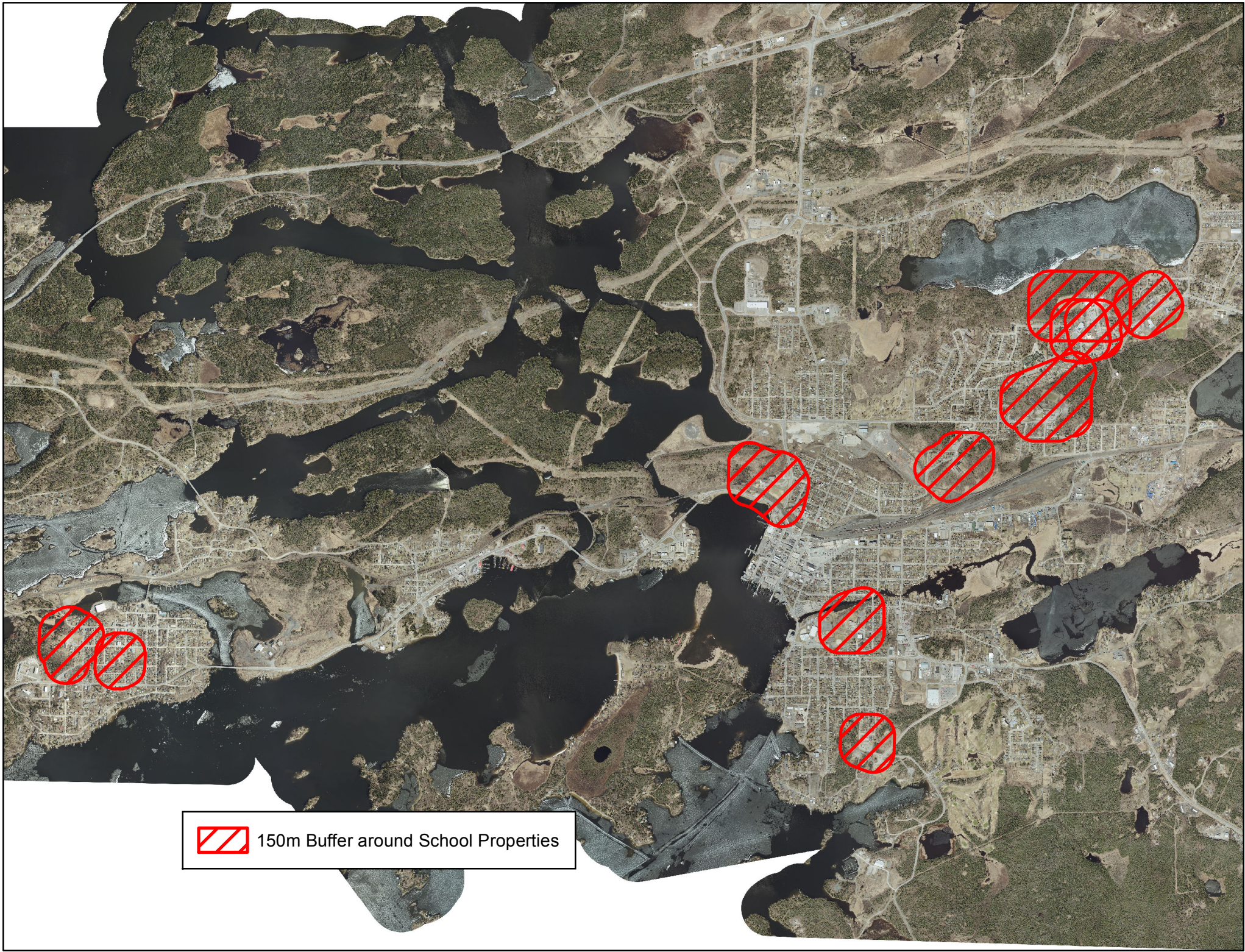
Cannabis retail stores are only authorized to be open to the public between 9 a.m. and 11 p.m. on any day.




Zoning

- GC - General Commercial
- HC - Highway Commercial
- LC - Local Commercial
- MH - Heavy Industrial

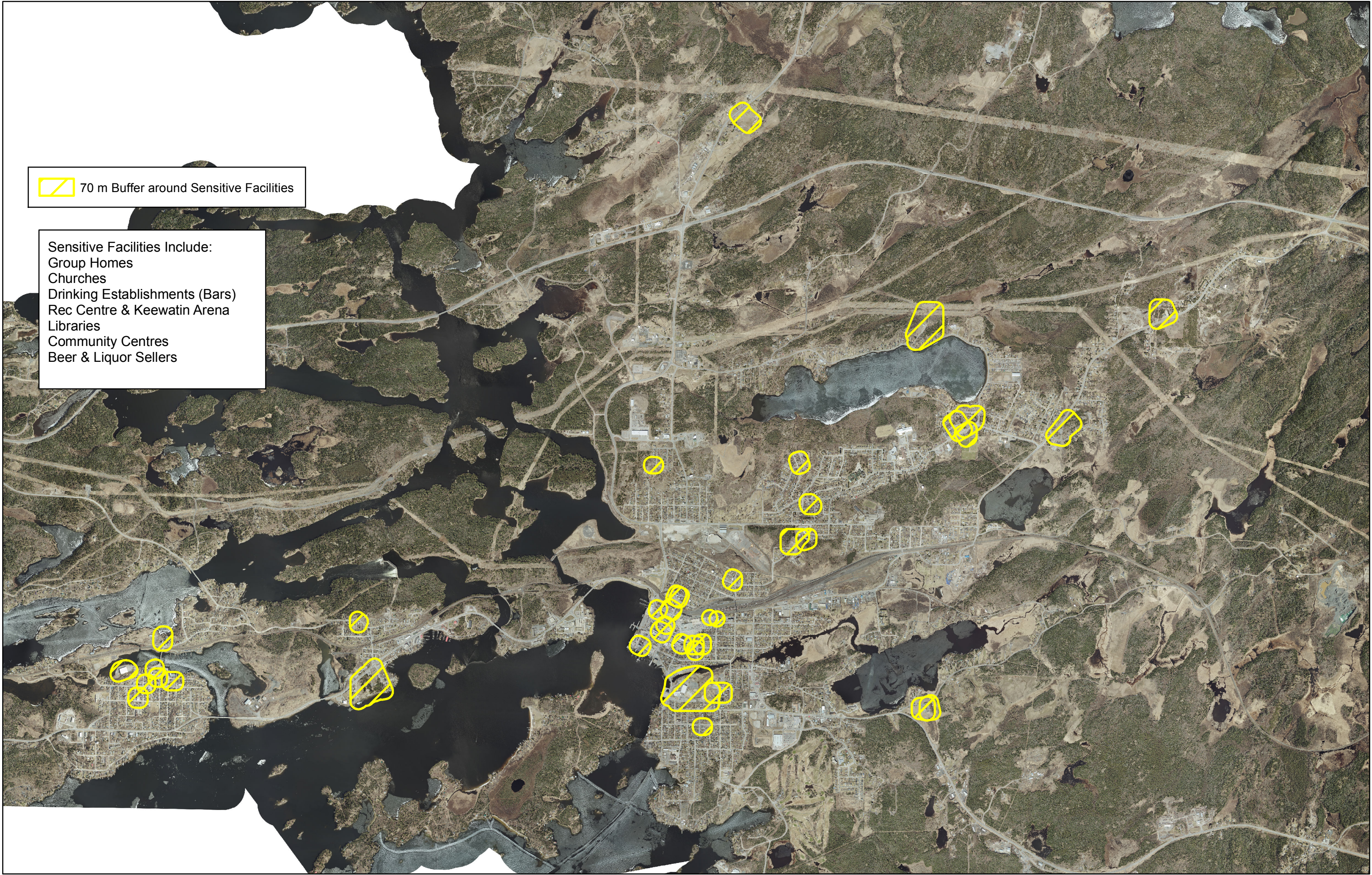
A retail store is only permitted as an accessory use to another permitted use in the MH zone and may not exceed 25% of the gross floor area of the principal use on the lot.





150m Buffer around School Properties

 70 m Buffer around Sensitive Facilities

Sensitive Facilities Include:
Group Homes
Churches
Drinking Establishments (Bars)
Rec Centre & Keewatin Arena
Libraries
Community Centres
Beer & Liquor Sellers



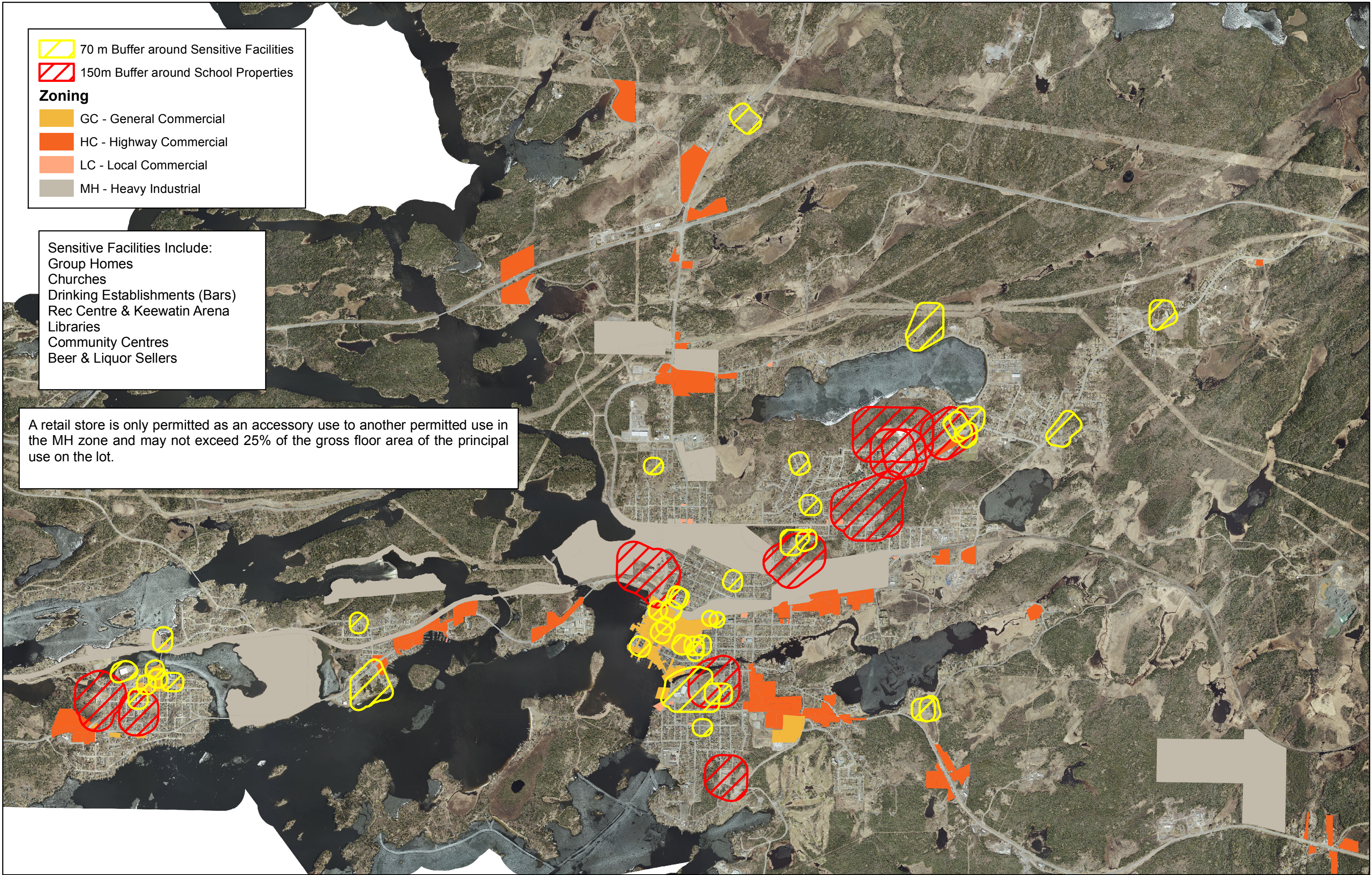
-  70 m Buffer around Sensitive Facilities
-  150m Buffer around School Properties

Zoning

-  GC - General Commercial
-  HC - Highway Commercial
-  LC - Local Commercial
-  MH - Heavy Industrial

Sensitive Facilities Include:
Group Homes
Churches
Drinking Establishments (Bars)
Rec Centre & Keewatin Arena
Libraries
Community Centres
Beer & Liquor Sellers

A retail store is only permitted as an accessory use to another permitted use in the MH zone and may not exceed 25% of the gross floor area of the principal use on the lot.





July 18, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: Contracts & Expenditures Approved April – June 2019

Recommendation:

That Council hereby accepts the 2019 April – June Contracts & Expenditures Approved report.

Background:

Per the Procurement Policy, the Deputy Treasurer (Treasurer in the absence of the Deputy Treasurer) may award a tender, contract or purchase for greater than \$30,000 provided that:

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

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

Budget:

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

Risk Analysis:

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

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

Strategic Plan or other Guiding Document:

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



July 29, 2019

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

RE: Harbourfest Fireworks Tax Deduction Request

Recommendation:

That the Council of the City of Kenora hereby authorizes the issuance of tax receipts for any donation of \$250 or greater made to the City of Kenora up to August 31, 2019, unless otherwise specified, to be used specifically towards the 2019 Harbourfest fireworks display on August 4, 2019; and further

That the City will pay the invoice(s) for the actual purchase of fireworks, direct to the appropriate supplier(s) for the 2019 fireworks display to a maximum of the actual donations received; and further

That the issuance of tax receipts for donations for fireworks be restricted specifically to the 2019 fireworks display in recognition of the tourism impact the event has to the City of Kenora.

Background:

2014 is the 28th year for Harbourfest which is a Festival that attracts thousands of residents and visitors from all ages to Kenora's Harbourfront over a three day festival. On Sunday August 4th the Harbourfest Committee produces a fireworks display which is the main event for all to witness from the Harbourfront. Hundreds of Lake Cottagers come in by water for this breathtaking show. The donation whereby receipts would be offered would be for Harbourfest Fireworks display only in recognition of the tourism impact Harbourfest has on the City of Kenora.

The City of Kenora has been asked to accept the donations and issue tax receipts for any donation of \$250 or greater made to the City of Kenora up to and August 31, 2019.

Budget: There are no expected budget impacts as a result of this report.

Risk Analysis: The risk associated with this report is a positive risk and it is low.

Communication Plan/Notice By-law Requirements: Harbourfest Committee



July 29, 2019

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: June 2019 Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at June 30, 2019.

Background:

Attached for your information, please find the June 2019 summary expense and user fee statements for the City of Kenora and the Council department. At the end of June, the year is 6/12 complete, so not including any seasonal or timing differences, there should be 50% of the budget remaining.

Overall:

- Expenses at the end of June 2019 were close to budget with 52.9% remaining to be spent.
- User fee revenues to the end of June 2019 are close to budget with 54.43% left to collect.

Expenditures:

- **General Government** - The General Government expenses to date are close to budget with 50.96% of the expense budget unspent.
 - **Mayor & Council** – Currently over budget as expected. Most of the Council donations and subscriptions & memberships have been made for the year.
 - **Administrators Office** – Actuals are down from last year as there was a significant amount of legal expenses early in 2018. Also the Special Projects & Research Officer has not yet been hired as of the end of June.
 - **Human Resources** – Slightly under budget as expenses such as legal and training, have not yet been completed for the year. Leadership training is being provided in June and July.
 - **Rentals** – Over budget due to the recording of full year's property taxes for the medical centre.
- **Protection** – The Protection Department expenses to date are close to budget with 50.8% remaining in the budget.
 - **Facilities and Property Management** – Wages slightly under budget. This is expected to increase with various work being completed on facilities by the electricians. These wages have not been allocated to facilities as yet. Training and travel and conference are under budget as well.

- **Transportation** – The Transportation Department expenses to date are under budget with 55.23% remaining in the budget.
 - **Paved/Surface Treated/Loosetop Roads** – Under budget as expected. All roads maintenance departments complete the majority of their work throughout the summer months. To the end of June significant budget remains for bush and tree removal, patching and washouts and resurface patching.
 - **Winter Control Maintenance** – Winter control maintenance is significantly over budget with only 12.55% remaining to be spent for the year. As this is a seasonal department, it is expected that this department would be over budget going into the summer months. However looking at the prior year we can see that at the end of June in 2018, winter control had 34.04% remaining in the budget.
 - **Safety Devices Maintenance** – Most of this budget relates to the lines painting contracted service which has not yet been paid at the end of June.
 - **Parking rentals** – expenses under budget as a result of property taxes recorded in August.
 - **Streetlighting** – utilities and repairs and maintenance continue to be under budget with the new LED installations paying off. Debt interest is budgeted but not yet recorded.
 - **Docks and Wharfs** – under budget as expenses to be incurred over the summer, also property taxes to be recorded in August.
 - **Barsky Facility** – internal wages and equipment time over budget to reflect repairs done by staff.
 - **Warehouse** – Warehouse is currently over budget. With the changes to the Stores department, we will be reallocating wages from this department to the Garage & Shop department for CVOR work. Due to this change it is expected that the Warehouse department will be under budget for 2019 and the Garage will be over budget.
- **Environmental** – The Environmental Department expenditures are close to budget with 59.2% remaining to be spent.
 - **Storm Sewers** – Currently over budget, per discussion with roads division lead, a significant amount of steaming was required this winter on storm sewers.

Water & Sewer

- **Sanitary System** – Wages, contracted services, and materials and supplies are under budget at the end of June. These expenses are expected to increase as work is required on the sewer mains.
- **Sewage treatment plant** – Only 5 months of utilities recorded to date. Taxes and licenses of \$51K to be recorded in August. Sewage sludge costs are under budget to date.
- **Water Treatment Plant** – Comparable with prior year, chemicals and lab tests are under budget and taxes have not yet been recorded for the property. Also, 5 months of utility bills recorded so far.

Solid Waste

- **Garbage Collection** – Materials & supplies expenses are currently under budget. Also, wage costs are less than expected.
- **Hazardous Waste Days** – Expenses under budget as expected as hazardous waste days do not open until June 6th and will continue through September.

- **Kenora Area Landfill** – Contracted services and material & supplies currently under budget at the end of June. This is expected to increase moving into the summer months.
- **Health Services** – Health expenditures are right on budget.
- **Social and Family Services** – Social and Family Expenditures are on budget as expected. Slight timing difference due to payments to Pinecrest made in 3 installments.
- **Community Services** – Overall Community Services expenses are below budget with 54.16% remaining to be spent.
 - **713 through to 717** – As expected Parks budgets are under budget at the end of June. These expenses are expected to increase throughout the summer months.
 - **KRC** – Wages are over budget, and the Thistle Arena and Fitness Centre wages are under budget. This is a budget allocation issue for wages. An estimate was made based on maintenance operator's time, however this is the first year of recording maintenance operator's time by department.
 - **KM Arena & complex** – Interest on debt for \$38K not recorded until December. Only 5 months of utility bills recorded to date.
 - **Recreation programs** – These programs begin in the summer, we should expect to see these expenses increase in the next couple of months.
 - **Fitness Centre** – Wages currently lower than budgeted. In an effort to match wage costs to the departments in which they are actually spent, much of desk attendant's wages were budgeted to fitness centre. An allocation still needs to be made for actual wages. This has been addressed with payroll.
- **Planning & Development** – Planning & Development expenses are under budget with 52.9% left in the budget.
 - **Starter Company** – The starter company program was to be finished March 31, 2019, however it is now expected that this program will start up again and a new contract will be signed with the Ministry. The contract extension hasn't been budgeted.
 - **Economic development** – Expenses depend on project activity.
 - **Tourism facilities** – Tourism facilities are currently under budget. Most of these expenses occur during the summer months and include summer student wages. Very little contracted services expenses have been spent to date. This expense will increase when we receive KAR invoices.

User Fees:

- Overall, user fees are under budget projections with 54.43% of the budget still to be collected.
- **General Government**
General Government is below budget with 63.83% left to be collected.
 - **City Clerk** – Currently under budget however as we move into wedding season, there will be a rise in marriage licenses. Lottery Licensing fees are also under budget at this time.

- **Protection to Persons and Property**

Protection to Persons and Property is exceeding budget with only 38.85% still left in the budget.

- **Fire department** – Currently exceeding budget for a couple reasons. Fire protection agreement revenue has exceeded budget by \$17K. Also a larger donation was made towards the Kenora Fire Regional Training Centre. Highway fire calls are also up at this time when compared to prior year.
- **Ontario Provincial Police** – At this time only 3 months of the OPP revenue information has been received to date. With April, May and June recorded, revenue would be similar to prior year.
- **Building Inspection** – Building permit user fee exceeding budget at this time. Significant permits took place in March and were recorded in April. This is dependent on builds in the year and can vary from year to year.
- **Provincial Offences** revenue is dependent on the fines assessed in this area. The first quarter has not yet been recorded. Also note that the anticipated revenue over all this year is less than prior year.

- **Transportation Services**

Transportation user fees are exceeding budget with 46.77% left in the budget.

- **Conventional transit** – Below last year actuals at this time, still close to budget estimate.
- **Metered Parking** – Below budget, however we anticipate this will pick up moving into the summer months. Also parking compliancy is expected to increase with the new partnership with HotSpot Parking.
- **Mall Parking Lot** – The mall parking lot is currently exceeding budget. This is due to the change that was made in April to allow for 'Open parking' in the middle lot so that users can now pay by month. This caused an increase in usage.
- **Docks & Wharfs** – Currently exceeding budget as expected as docks and wharfs are billed and collected ahead of the boating season.
- **Garage & Shop** – Over budget as there was work performed for the Fire department that was subsequently billed to Fort Garry Industries. This work was unanticipated.

- **Environmental Services**

Environmental services user fees are below budget with 55.63% remaining to be collected.

- **Blue Box collection** – Currently below budget, dependent on recycled materials. These include commercial pickup revenues. Actual fees comparable to prior year at the end of June.

Water & Sewer

- **Water and Sewer** user fees are one month behind budget with 55.97% and 59.46% not yet collected respectively.

Solid Waste

- **Kenora Area Landfill** – Revenues picked up significantly from local contractors over the construction season.

- **Community Services**

Community Services user fees are around budget with 51.91% remaining to be collected.

- **Parks, External facilities** – All currently under budget as these departments are all rented out during the summer months.
- **Anicinabe Park** – Revenue is billed in July and September of each year.
- **Thistle Arena, and Pool** – Currently over budget, we will expect this to even out over the summer months when these facilities are closed.
- **Fitness Centre** – Negative revenues reflect training fee refunds.

- **Planning and Development**

Planning and Development user fees are below budget with 58.62% remaining to be collected.

- **Tourism, Tourism Facilities, Events** – Very little revenue recorded to date, however significant revenues recorded in July.

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.



July 29, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Lajeunesse, Enforcement Division Lead

Re: Budget Amendment – Downtown Revitalization Metered Parking

Recommendation:

That Council hereby approves an additional allocation of \$6,799.00, plus taxes, to be funded through the Parkade/Parking Rental Reserves for the purchase of an on street metered parking machine for metered spaces on First Street South; and further

That Council hereby approves an additional allocation of \$3,683.00, plus taxes, to be funded through the Parkade/Parking Rental Reserves to replace regular meter maintenance stock on hand used to accommodate the single metered spaces required for Chipman Street; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Operating & Capital Budget at its August 13, 2019 meeting to withdraw funds from the Parkade/Parking Rental Reserves in the amount of \$10,482.00, plus taxes, to fund the equipment purchase; and further

That Council gives three readings to a bylaw to amend the 2019 budget for this purpose.

Background:

With the next phase of Downtown Revitalization (DTR) currently taking place and the realignment of First Street South, metered parking options have been determined. Metered parking will be implemented on the new revitalized section of First Street South, by way of a single parking machine (kiosk) which will be used for 11 parking spaces. The machine accepts coin and credit cards and a permit is printed to display on the dash of the parked vehicle. Chipman Street will remain as is by way of a single meter used for each parking space.

Although the placement of metered parking is part of the DTR project, this was not included in the overall project costs. Engineering will not know if there are contingency amounts remaining from the project until the end of the year which is why the costs are being allocated from reserves. The enforcement division keeps a small amount of inventory in stock for regular meter maintenance and replacement. The cost included in this budget amendment is only for the black meter housings (10) as the existing stock of these housings have been depleted to accommodate the new meters for Chipman Street. There is enough existing stock to cover the other mechanisms of these meters (eg. clocks, decorative poles, yokes) therefore reducing further additional costs.

Current Council members have advised staff that they wish to move forward with an alternative parking metering system for on street parking, in which kiosks are installed on street (sidewalk) to monitor 10-12 spots each, rather than the current system of having an individual meter for each parking stall. The implementation of this system in the newly

revitalized section of downtown will be somewhat of a pilot project to determine the effectiveness of using these machines moving forward.

Budget: Total impact to the 2019 operating budget is an increase of \$10,482.00 from the Parkade/Parking Rental Reserves

Risk Analysis:

There is a moderate risk that if the parking machine is not in place when 1st St S opens there will be lost parking revenue until it is installed as individual meters will not be placed.

Communication Plan/Notice By-law Requirements: Resolution & bylaw required

Strategic Plan or other Guiding Document:

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

Date: July 29, 2019

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown, CAO

Re: Reaching Home Federal Funding Program

Recommendation:

Whereas communities in the District of Kenora are experiencing alarming and growing rates of homelessness and poverty; and

Whereas communities in the District of Kenora are witnessing a growing mental health and addictions crisis, resulting in communities losing community members to addictions and suicide; and

Whereas the lack of housing and necessary support facilities has created a housing crisis for the District of Kenora; and

Whereas, in the absence of adequate housing and support facilities, Indigenous people visiting or residing in off-reserve communities in the District of Kenora are left vulnerable, homeless and many get cycled through the policing and justice systems;

Now therefore let it be resolved: -

That the Mayor and Council of the City of Kenora hereby requests that the Government of Canada provide the communities of the District of Kenora with the necessary resources to address the housing and homelessness crisis; and further

That the Mayor and Council hereby supports the Kenora District Services Board's application under the Reaching Home program to become a Designated Community, on behalf of the Kenora District.

Background:

Reaching Home is the Federal Government's new homelessness strategy. The Canadian Alliance to End Homelessness (CAEH) touts this strategy as "the most significant change in federal homelessness programming since the introduction of the National Homelessness Initiative in 1999". A copy of the blog news on the Reaching Home strategy as taken from the CAEH site has been attached for Council's reference (attachment #1).

A request for funding applications under the Reaching Home program was issued by the Federal government this past spring. The intent is to add 4 – 5 communities with a population of 35,000 or more to its core funding program to address poverty and homelessness. The Kenora District Services Board (KDSB) applied on behalf of the Kenora District.

In mid-July, the KDSB was advised that their application on behalf of the District of Kenora had been short listed and that a full application was expected by September 2,

2019. The KDSB has advised that success under this funding program “would be a significant relief for our region as we work to address the growing rate of homelessness and lack of housing stock”.

The KDSB has reached out to the various municipalities in the Kenora District to request the support of each Council for the full application, which is due on September 2, 2019. A copy of the request has been attached for Council’s reference (attachment #2).

Homelessness and behavioural issues, together with a lack of housing in our community, have been long standing issues that have been at the forefront of discussions, both for the City and our many partners, particularly the Kenora District Services Board. Part of these discussions has included a recognition that Housing First must be part of the strategy for moving forward. These issues have also been recognized by our community as significant and needing to be addressed. More recently, there has been an escalation in substance related issues in the community, specific to crystal meth. In July 2019, this has been further evidenced through public feedback and the resulting community forums on public safety planned for the end of July. The City has been actively working to put additional strategies in place that will help address our significant housing shortfall, including the recent capital facilities bylaw, and the official plan and zoning bylaw amendments for public agencies. Supporting the KDSB in their application to obtain funding under the Reaching Home program is one more strategy intended to make a difference in addressing these significant challenges as we move forward.

Budget / Financial Implications:

The resolution represents support for new funding for the KDSB to help address the current housing and homelessness crisis.

Communication Plan/Notice By-law Requirements:

Resolution to be shared with the KDSB.

Communication on the outcome of this application to be coordinated through the KDSB.

Strategic Plan or other Guiding Document:

Homelessness & Behavioural Issues Work Plan

City Strategic Plan

- Act as catalyst for continuous improvements to the public realm
- Promote new housing partnerships
- Support the development of a broad range of housing types

ERM Assessment:

If successful, this funding opportunity represents a potentially moderate to major impact, both financially and to implementing solutions intended to help address the current issues facing Kenora. This is considered a positive risk, and should be pursued.

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Reaching Home? Canada's New Homelessness Strategy.

June 11, 2018 - 9:06 am / [Blog](#), [News](#)

*The Honourable Jean-Yves Duclos,
Minister of Families, Children and
Social Development announced
**Reaching Home: Canada's
Homelessness Strategy** at an event
in Toronto Monday. 'Reaching Home'
represents the most significant change
in federal homelessness programming*



since the introduction of the National Homelessness Initiative in 1999.



By Tim Richter

Reaching Home represents the most significant change in federal homelessness programming since the introduction of the National Homelessness Initiative in 1999. In addition to the previously announced doubling of federal homelessness investments under the National Housing Strategy, Reaching Home introduces some major innovations in the delivery of homelessness and social policy in Canada as a data driven, performance based program.

Monday's announcement lays out the high-level direction of the new program. Over the summer and into the fall the government will be working with stakeholders on some of the specifics of program design.

Here are some of the highlights:



As previously announced, the government has nearly doubled homelessness funding and extended the program for 10 years under the National Housing Strategy. There will be new money for existing designated communities and new communities will be added to the program. The government will be adding new communities through a 'transparent application process'. How much money communities will get, and the process for adding communities will be announced in the fall.

The government is reinforcing the community based model and introducing a data-driven, performance-based program with community level chronic homelessness reduction targets.

This is a major positive change in federal homelessness programming and a significant innovation in the delivery of social policy in Canada. In the new program communities receiving federal money will be given greater flexibility on how they spend federal money but each community **will be accountable to achieve a 50% reduction in chronic homelessness**. Reaching Home removes the previous 65% Housing First investment target and puts the onus on communities to spend the money where they will achieve the greatest impact.

Communities will be required to collect and use real-time person specific data and introduce Coordinated Access Systems. Reaching Home embeds two essential strategies for preventing and reducing homelessness: By Name Lists and Coordinated Access Systems.

A By-Name List is a real-time list of all people experiencing homelessness in a community. It



includes a robust set of data points that support coordinated access and prioritization at a household level and an understanding of homeless inflow, outflow and actively homeless numbers at a system level. This real-time actionable data supports triage to services and system performance evaluation. This real-time data will be key to measuring and achieving the federal chronic homelessness objective. There are already nine Canadian communities participating in our **20,000 Homes Campaign** with quality By Name Lists.

A **Coordinated Access System** is an essential element of any effort to prevent and end homelessness. Implemented with a Housing First philosophy, these systems have been in place in the United States for several years and are being implemented in a growing number of Canadian communities. Coordinated access systems are designed to streamline the process for people experiencing homelessness to access the housing and support services needed to permanently end their homelessness.

By standardizing the intake and assessment process, sharing information in real-time, adopting uniform prioritization policies and coordinating referral processes, coordinated access systems connect people to the right housing and supports as efficiently as possible based on their preferences and level of need. This ensures communities get the most out of limited resources and can more rapidly and effectively prevent and end homelessness for those in greatest need.

Communities will be required to implement the Homelessness Individuals and Families



Information System. Communities that already have robust data systems will not be required to implement HIFIS, but for those communities that do not, the implementation of HIFIS4 will be a requirement.

There will be increased funding for Indigenous homelessness. Reaching Homes makes important new investments in the Indigenous homelessness stream, recognizing the over representation of Indigenous Peoples in homelessness in Canada.

There will be a new community-based funding stream for Territories. Recognizing the unique housing and homelessness challenges in the north the government will be introducing a new funding stream for the Territories.

Taking the time to get it right. Reaching Home is a significant change from the current Homelessness Partnering Strategy. Over the summer and into the fall the government will be working with stakeholders to hammer out critical design elements of the new program. While Reaching Home officially begins April 1, 2019, the federal government will be supporting communities through a transition period.

Reaching Home? Can the new federal homelessness strategy, meet its objective to reduce chronic homelessness by 50%?

The short answer is 'yes – but'. Reaching Home can achieve a 50% reduction in chronic homelessness in Canada – in fact they could go much further – but



there are some key program design elements that will need to be in place to get there.

Measures to ensure performance in a data driven, outcomes focused program. The government is focused on achieving a 50 percent reduction in chronic homelessness and is shifting to a performance-based program. They've put the right foot forward by having **real-time data at the heart of the program** and setting reduction targets, but they will need to go further if they want to achieve their targets. To drive performance and build a performance culture in the program, the government will need to ensure they have their own performance monitoring and improvement infrastructure in place, they develop community capacity for quality improvement and they should consider financial incentives for exceeding targets and measures to address under-performance.

Continued emphasis on Housing First. The Housing First philosophy and Housing First programs are essential to preventing and reducing chronic homelessness, in fact, we won't prevent and reduce chronic homelessness in Canada without it. Minister Duclos expressed strong support for Housing First, but removing the Housing First investment target could be risky because under pressure from the many competing funding demands in homeless services, communities may drift away from Housing First investments harming efforts to reduce chronic homelessness. The program must



continue to encourage and support the implementation and adaptation of Housing First.

Ensure funding supports housing outcomes.

Local flexibility is a welcome feature of Reaching Home, but it could prove problematic. There are a lot of things we spend money on in homelessness services that don't support a housing outcome – these aren't necessarily bad programs, but they don't all help people out of homelessness or support them to stay housed. To maximize the impact of the federal investment, communities should have the flexibility to invest federal money as they see fit so long as those dollars support a housing outcome and are consistent with Housing First.

Implement a National Definition of

Homelessness. An ongoing critical gap in the program is the absence of a federally adopted definition of homelessness. The lack of a definition could create a critical disadvantage to accessing Reaching Home funds for women, youth, individuals who identify as LGBTQ2S and Indigenous Peoples. Without a clear and inclusive definition homelessness can get narrowly defined to homeless shelters or mainstream homeless services and exclude people who may be hidden homeless or outside those systems.

Implement the Indigenous Definition of Homelessness. Indigenous Peoples represent a significant percentage of Canada's chronically homelessness population. The omission of the Indigenous Definition of Homelessness is major



gap in Reaching Home. The definition is essential to our understanding of Indigenous homelessness and in shaping community and national responses tailored to the specific needs of Indigenous Peoples.

Ensure the voice of lived experience is embedded locally and nationally. If we want to transform systems and programs and achieve better housing outcomes, it's essential to engage the people in those systems in the development of solutions.

Addressing the unique needs of homeless women and youth. In the design of Reaching Home, attention will need to be paid to the unique needs of women and youth experiencing homelessness. **A Way Home and the Canadian Observatory on Homelessness offered some good advice in recommendations to the Advisory Committee on Homelessness.**

Ensure the National Funding Stream is used to build community capacity and fund innovation. Reaching Home is expected to have a national funding stream (formerly the Innovative Solutions to Homelessness stream). It will be important for that funding to be focused on community capacity building and demonstration projects focused on prevention.

Link the federal homelessness objective with the National Housing Strategy. The government must ensure that National Housing Strategy housing investments are targeted to support their homelessness objectives. We know



from Canadian and international experience that unless governments specifically target housing investments to homelessness – especially for the development of permanent supportive housing and rent geared to income housing – people experiencing homelessness will not benefit or be able to access what affordable housing is created. affordable housing.

In conclusion: 'Reaching Home' represents the most significant change in federal homelessness programming since the introduction of the National Homelessness Initiative in 1999. In addition to the previously announced doubling of federal homelessness investments under the National Housing Strategy, Reaching Home introduces some major innovations in the delivery of homelessness and social policy in Canada as a data-driven, performance-based program. Reaching Home has the potential to meet and exceed its objective to reduce chronic homelessness by 50%, but there are some key program design elements that will need to be in place to get there.





July 26, 2019

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

RE: 2020 Water and Sewer Rate Increases

Recommendation:

That as recommended by BMA Management Consulting Inc. in the Water and Wastewater Long Range Financial Plan Forecast approved by Council resolution on November 17, 2015, the 2020 water and sewer rates be increased by 5.5% over the 2019 rates; and further

That in accordance with Notice By-Law Number 144-2007, public notice is hereby given that Council intends to amend the Tariff of Fees and Charges bylaw to increase water and sewer rates by 5.5% in 2020; and further

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

That these rates shall take effect and come into force on January 1, 2020.

Background:

In accordance with the Safe Drinking Water Act (2002) Council approved the Water and Wastewater Long Range Financial Plan Forecast. One of the recommendations of the Financial Plan was to implement a 5.5% increase to water and sewer rates for 2020. The increase would support the ongoing replacement of existing assets, begin to address the infrastructure deficit, and improve revenue stability. The firm of BMA Management Consultants Inc. prepared the Financial Plan.

Budget:

The 5.5% increase is to be reflected in the 2020 sewer and water operating budget.

Communication Plan/Notice By-law Requirements:

Required under Schedule 'A' to Notice By-Law 144-2007: "before passing or amending a By-Law pertaining to fees and charges imposed by the City of Kenora, Council shall give public notice of its intension to pass a By-Law by placing it on the applicable agenda preceding the meeting and subsequently posted on the Portal."

Strategic Plan or other Guiding Document:

Goal #2 Strengthen Our Foundations

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

2-13 The City will continue to advance our leadership position as “Stewards of the Lake” and “Stewards of the Land” by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.



July 30, 2019

City Council Committee Report

To: Mayor and Council

Fr: Hilary Smith, Human Resources Analyst

Re: Amendments to Human Resources Policies

Recommendation:

That Council hereby repeals Human Resource policies #HR-2-04-Vehicles & Equipment, #HR-2-12-Loss of License, #HR-2-18 Staff Parking and #HR-2-19-Vehicle Operation and adopts one new comprehensive City Vehicle Operation Policy #HR-2-04; and further

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

Background:

A recommendation of the HRM Strategy report was to combine policies HR-2-04-Vehicles and Equipment, HR-2-12-Loss of License and and HR-2-19-Vehicle Operation to develop one comprehensive policy. It was also recommended that policy HR-2-18-Staff Parking, be repealed and this form part of an orientation process rather than a policy on staff parking this information be relayed to the employee. Further, the new Vehicle Operation Policy would then be adopted into the employee orientation process.

As a result, three of the suggested policies have been combined into a new City Vehicle Operation Policy as well as a Driver's Safety Handbook that will be complimentary to the policy. Both documents will become part of staff orientations. Additionally, titles were updated to reflect titles currently in use (ie. Senior Leadership Team member).

Budget: N/A

Risk Analysis: There are no perceived risks with adopting this policy and revised documents may reduce risk exposures as they are more concise and include updated information such as CVOR requirements.

Communication Plan/Notice By-law Requirements: Bylaw required.

Strategic Plan or other Guiding Document:

Human Resource Management Strategy 2015-2020

NEW - Vehicle Operation Policy



Section Human Resources	Date July 19, 2019	Resolution Number 10	Page 1	Of 4
Subsection General	Repeals By-Law Number		Policy Number HR-2-04	

PURPOSE

The purpose of this policy is to complement the City's Driver Safety Handbook to ensure the safe and professional operation of all City of Kenora vehicles in compliance with the *Highway Traffic Act (Ontario)*, the *Occupational Health and Safety Act (Ontario)*, and minimize the environmental impacts and overall costs of operating City vehicles.

SCOPE

This policy applies to all City of Kenora employees who operate any City owned or leased vehicles as part of their job.

DEFINITIONS

City Vehicle: a vehicle owned or leased by the City of Kenora

Collision: any accident involving a City-owned or leased vehicle and another vehicle, that results in death, injury or damages

Commercial Vehicle: all vehicles with a registered gross weight of more than 4,500 kg (9,920 lbs), with the exception of emergency response vehicles, and any vehicles with a seating capacity of more than 10 passengers

Incident: an event or occurrence in which a City-owned or leased vehicle comes into contact with another object which may or may not result in damages or injuries

Operator: an individual who has met the job and licensing requirements for the operation of City-owned or leased vehicles

Valid Licence: an Ontario driver's licence that is not suspended, cancelled, expired or invalid or any other reason

Vehicle: includes a motor vehicle, trailer, tractor engine, farm tractor, road-building machine, bicycle, and any vehicle drawn, propelled, or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car

RESPONSIBILITIES

Senior Leadership Team members are responsible for ensuring all City of Kenora vehicle operations are in compliance with applicable legislation, the requirements of this policy, and the requirements under the City's Driver Safety Handbook.

Vehicle Operation Policy

Policy Number	Page	Of
HR-2-04	2	4

Supervisors are responsible for communicating this policy, along with the Driver's Safety Handbook to their staff, and ensuring compliance within their divisions. Supervisors are also responsible for ensuring their staff have all necessary training and orientation prior to operating any City vehicles.

Employees are responsible for operating vehicles in a safe, courteous, and professional manner in compliance with the Acts, regulations, this policy, and the Driver Safety Handbook.

Specific employee responsibilities regarding licencing outlined below.

LICENCING

Every employee required to drive as a condition of their employment must have and maintain a valid Ontario driver's licence with appropriate classification for the vehicle they operate, and any costs associated with the maintenance of that licence. When operating a vehicle, employees must have their licence in their possession at all times.

Employees will be required to provide proof of licence at time of hire, on the licence renewal date, and in the event of a change in licence status. A copy of licences will be kept in employee personnel files and CVOR driver files.

If an employee does not provide proof of licence or medical renewal and the City is required to run a Driver's Abstract report to confirm a valid licence, the employee will be charged the Abstract fee.

An employee shall notify their supervisor immediately of any change to the legal status of the employee's driver's licence (licence change, six or more demerit points, suspension, reclassifications, restrictions, loss etc.).

Failure to report any change to drivers licence will result in disciplinary action up to and including termination.

An employee whose driver's licence is: under suspension, no longer valid, or is not renewed by the expiry date is therefore unable to perform the essential duties of their job and will not be permitted to operate a City vehicle. This may result in the employee being placed on an unpaid leave of absence and/or being subject to disciplinary action up to and including termination.

Employees will be expected to provide a clean Driver's Abstract, at their own expense when reinstated.

Employees will not be considered for job postings if they do not possess the appropriate licence for the position.

Vehicle Operation Policy

Policy Number	Page	Of
HR-2-04	3	4

DISCIPLINE

Employees found in contravention of this policy or the Driver's Safety Handbook may be subject to disciplinary action under the City of Kenora Progressive Discipline Policy HR-2-3.

REFERENCES

City of Kenora Progressive Discipline policy
City of Kenora Driver's Safety Handbook
City of Kenora Fit for Work policy
City of Kenora Vehicle Incident Form HS-008

Vehicle Operation Policy

Policy Number	Page	Of
HR-2-19	3	4

This policy has been reviewed with me. I understand the policy and agree to abide by it.

Date

Employee Signature

Print Name

Lake of the Woods
KENORA



NORTH AMERICA'S
Premier
BOATING DESTINATION

Driver Safety Handbook

CITY OF KENORA

Revised: July 2019

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Introduction

The City of Kenora is committed to the safety of our staff and the public we serve. We believe having a driver safety program that promotes safe driving practices is essential to reducing the risk of accidents and injuries associated with the operation of vehicles.

The purpose of this handbook is to complement the City's Vehicle Operation Policy HR-2-04 in order to provide City of Kenora operators with the knowledge and tools necessary to operate City vehicles in a safe and efficient manner.

As an operator for the City of Kenora, you accept responsibility for the vehicle or equipment you operate. This includes following the applicable legislation, adhering to corresponding City policies and procedures, and maintaining a safe driving record. It also includes due care and diligence in the daily maintenance, cleanliness, and appearance of City vehicles and equipment. As a professional driver, operators must also demonstrate common sense, courtesy, awareness, and defensive driving skills.

All employees operating a City vehicle or a personal vehicle for City business are required to comply with this program and with City Vehicle Operation Policy HR-2-04.

Definitions

City Vehicle: a vehicle owned or leased by the City of Kenora

Collision: any accident involving a City-owned or leased vehicle and another vehicle, that results in death, injury or damages

Commercial Vehicle: all vehicles with a registered gross weight of more than 4,500 kg (9,920 lbs), with the exception of emergency response vehicles, and any vehicles with a seating capacity of more than 10 passengers

Incident: an event or occurrence in which a City-owned or leased vehicle comes into contact with another object which may or may not result in damages or injuries

Operator: an individual who has met the job and licensing requirements for the operation of City-owned or leased vehicles

Valid Licence: an Ontario driver's licence that is not suspended, cancelled, expired or invalid for any other reason

Vehicle: includes a motor vehicle, trailer, tractor engine, farm tractor, road-building machine, bicycle, and any vehicle drawn, propelled, or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car

Legislation

OCCUPATIONAL HEALTH AND SAFETY ACT

The Occupational Health and Safety Act is a provincial act that protects workers from health and safety hazards in the workplace. It sets out the rights and duties of all parties in the workplace and establishes procedures for dealing with workplace hazards. It also provides for enforcement of the law where compliance has not been achieved voluntarily by workplace parties.

HIGHWAY TRAFFIC ACT

The Highway Traffic Act is a provincial statute that regulates the licensing of vehicles, classification of traffic offences, administration of loads, classification of vehicles and other transport related issues in order to ensure driver and pedestrian safety on provincial roadways.

ONTARIO MUNICIPAL ACT REGULATIONS AND BY-LAWS

Operators must have knowledge of municipal by-laws pertaining to the operation of motor vehicles within the City of Kenora.

COMMERCIAL VEHICLE OPERATOR'S REGISTRATION (CVOR)

The Commercial Vehicle Operator's Registration is a system under the Highway Traffic Act that allows the Ministry of Transportation (MTO) to monitor the safety of commercial vehicles. The Ministry of Transportation regularly reviews commercial vehicle operator's performance and based on the results, has the ability to impose sanctions such as fines, suspensions or cancellations of an operator's certificate.

CVOR applies to all vehicles with a registered gross weight of more than 4,500 kg (9,920 lbs.), with the exception of emergency response vehicles.

City of Kenora CVOR Program

The City of Kenora's fleet is governed by the Highway Traffic Act and as a result, the City must adhere to CVOR requirements for any City vehicle that meets the definition of a commercial vehicle.

The City of Kenora's CVOR program will follow all regulations under the Highway Traffic Act including hours of work, load security, and trip inspections. The City will also maintain CVOR driver, vehicle, and collision files.

As part of CVOR, the MTO can perform random inspections on City garages, records, drivers, and vehicles. In the event that an operator is stopped for an MTO inspection, operators will be asked to produce the following documentation:

- The CVOR certificate found in all City CVOR vehicles
- The individuals driver's licence
- The Driver Vehicle Inspection Reports (DVIR)
- Time logs for hours of work
- Annual CVOR vehicle safety

Operators may also be asked specific questions regarding the operation and maintenance of the vehicle. Following the inspection, operators will inform their supervisor and the Fleet Division Lead immediately.

Any convictions of a Highway Traffic Act violation while operating a City vehicle, or involvement in a preventable or non-preventable accident, will be recorded by the MTO on the City's CVOR record as well as on the operator's driving record. Operators will be held responsible for any and all fines issued.

Licences

It is the responsibility of employees to have and maintain a valid licence with the appropriate classification for the vehicles they operate and any costs associated with the maintenance of those licences. When operating a vehicle, employees must have their licence in their possession at all times.

Below is a summary of the various classifications of driver licences and the corresponding type of vehicle drivers can operate with that class.

CLASS A	Allowed to operate any semi-truck or combination Also allowed to operate vehicles in class D and G
CLASS B	Allowed to operate buses for school purposes Also allowed to operate vehicles in class C, D, E, F and G
CLASS C	Allowed to operate any regular buses Also allowed to operate vehicles in class D, F, and G
CLASS D	Allowed to operate a motor vehicle exceeding 11,000 kilograms gross weight, or any truck or combination provided the towed vehicle is not over 4,600 kilograms. Also allowed to operate vehicles in class G

- CLASS E** Allowed to operate any buses for school purposes with a maximum of 24 passengers
Also allowed to operate vehicles in class F and G
- CLASS F** Allowed to operate any regular bus with a maximum of 24 passengers and ambulances
Also allowed to operate any vehicles in class G
- CLASS G** Allowed to operate any car, van, or small truck or combination of vehicle and towed vehicle up to 11,000 kilograms, provided the towed vehicle is not over 4,600 kilograms. A pickup truck towing a house trailer exceeds 4,600 kilograms, but the total combined weight of the truck and trailer does not exceed 11,000 kilograms is deemed a Class G
- Z Endorsement** Air break endorsement, permits the operation of air break equipped vehicles in Ontario.

Driver's Abstracts

A Driver's Abstract will be required at time of hire for all City of Kenora employees who operate City vehicles as part of their job to ensure they have current and valid licences. Abstracts will be reviewed and kept in employee's personnel files.

Employees may be asked to supply additional Abstracts based on their position.

First Aid Kits

Under the Occupational Health and Safety Act, all workplaces are required to have a first aid kit. As vehicles are considered workplaces, all City of Kenora vehicles are equipped with a first aid kit and fire extinguishers. It is the operator's responsibility to inspect the first aid kit daily and to ensure that the first aid kit is maintained and restocked as required.

Smoking in Vehicles

Smoking is prohibited in all vehicles owned or leased by the City of Kenora as per the Smoke Free Ontario Act.

Fit to Work

Operators are expected to report fit for duty and remain fit while on duty as per the City's Fit to Work Policy HR-2-o8.

Some prescription and non-prescription medications may affect an operator's ability to safely operate a vehicle. It is the employee's responsibility to notify their supervisor if they are taking any medication that may impair their driving ability.

Passengers and Seat Belts

The use of seat belts is mandatory for all operators and passengers in City vehicles. The operator must ensure that there is adequate seating for all passengers and that passengers are wearing seat belts before operating the vehicle.

The use of seat belts is required under the Highway Traffic Act except when the operator is actually engaged in work which requires them to alight from and re-enter the vehicle at frequent intervals and the vehicle does not travel at a speed exceeding 40 km/h as per the Motor Vehicle Safety Act (Canada) section 106 (8) (b).

City vehicles must not carry passengers who are not City employees unless authorization is received from a Senior Leadership Team Member.

Personal Vehicles

Employees using their personal vehicles for City business must ensure their vehicle is properly licensed, in safe working order, and has the appropriate insurance.

Personal Use of City Vehicles

Personal use of City vehicles is prohibited unless authorized by a Senior Leadership Team Member. In addition, no City owned or leased vehicles may be taken home overnight or on weekends, unless authorized by a Senior Leadership Team Member.

Pre-Trip Inspections

Operators are required to complete a pre-trip inspection (circle check) at the start of each work shift. Pre-trip inspections must be recorded in the Vehicle Inspection Booklets located in each vehicle. Any identified hazards, concerns, or mechanical defects must be

recorded in the Vehicle Inspection Booklet, as well as on the operator's time log and reported immediately to their supervisor.

Defensive Driving

A Defensive Driver is an operator who aims to prevent accidents in spite of the incorrect actions of others, or adverse weather, road, traffic and vehicle conditions. City of Kenora operators are expected to demonstrate defensive driving practices including:

- Maintaining a safe following distance at all times and adjusting following distances based on road and weather conditions
- Yielding to the right of way at all traffic control signals and signs requiring them to do so. Operators should also be prepared to yield for safety at any time
- Abiding by posted speed limits, and adjusting speed limits to road and weather conditions. If moving slower than traffic, pull over when it is safe to do so and stop to allow traffic to pass
- Utilizing turning signals to show the direction the operator is heading and when changing lanes
- Pre-planning routes to ensure operators are taking the safest and shortest routes to their destinations

Reversing

Vehicles and equipment should not be operated in reverse unless there is no practical alternative. When the operator is alone and view is restricted, the operator will circle the vehicle to ensure a clear path. If another employee is available, the operator will request that employee to act as a guide, provided that the employee has been trained as per Section 56, Regulations for Industrial Establishments – O. Reg. 851/90. When operating vehicles or equipment in reverse on a construction project, the requirements of Section 104 Regulations for Construction Projects – O. Reg. 213/91 must be complied with.

Operators will always reverse with caution and check all blind spots for hazards and proper clearance.

It is a recommended practice to back vehicles into parking spots whenever possible.

Idling

The unnecessary idling of vehicle engines is harmful to the environment, wastes valuable fuel, and may cause unnecessary maintenance to be performed.

No employee shall cause or permit a vehicle to idle unnecessarily. If the operation of the engine is not required for the work being done, it should be turned off.

Parking

When parking, operators are required to take adequate steps to prevent the accidental or unauthorized movement of the vehicle. This can include such steps as setting the parking break, blocking the wheels, parking on level ground where possible, putting the transmission in the lowest gear if standard, or in 'Park' if automatic, and shutting off the ignition. When leaving the vehicle unattended, the operator will also remove the keys, and lock the doors.

When any vehicle is parked, all hydraulic attachments must be lowered to the ground unless they are supported.

When leaving the vehicle operator station, an operator will set the parking break, angle the wheels, park on level ground, and lower all attachments to ensure the proper immobilization of that vehicle. When an operator leaves the operator station for fueling purposes, the above procedures apply as well as shutting off the ignition.

Fueling

Operators will be required to complete the City's Fuel Training program as part of their orientation prior to operating any vehicle or equipment.

Cellphones

Talking on a cellphone while operating a City vehicle is strictly prohibited unless the vehicle is equipped with a hands-free unit. If there is no hands-free unit, operators must pull over safely to the side of the road, put the vehicle in park, and lower any attachments before initiating or answering a call. If there is a passenger in the vehicle, the passenger will be responsible for receiving and initiating calls.

Use of personal cell phones for personal business is limited to employee breaks, however may be used in emergency situations.

Radios

Most City of Kenora vehicles are equipped with two-way radios. These radios are for the use of operators to communicate with other operators and supervisors. The radios are to be used for work related communications only.

Channel 4 is designated for emergency services and should only be used in circumstances that require the assistance of Police, Fire, or Ambulance services. The Central Ambulance Communications Centre will monitor Channel 4 and summon the appropriate resources when calls are received.

Incident Reporting

If you are involved in an **incident**:

- Notify your supervisor immediately
- Record everything you remember about how the incident happened ex., speed, vehicle location, weather conditions etc. Take photos if possible, or draw a sketch of what happened
- Upon returning to the office, a “Vehicle Incident Investigation Form” (HS-008) must be completed in accordance with policy HS-09, and sent to the Health and Safety Officer without delay
- Complete any other necessary forms ex., WSIB, CVOR Incident Form etc.
- In the event that discipline is warranted, the Progressive Discipline Policy (HR-2-03) will be followed

If you are involved in a **collision**:

- Call 911 immediately and notify your supervisor if you are able to do so
- Do NOT admit fault to others. Don’t speculate or accuse. Give a full account only to the police officer or your supervisor
- If there are injuries, administer first aid if you are trained to do so. Do not move injured individuals unless they are at risk for further injury
- Have your documentation ready ex., Driver’s Licence, Vehicle Ownership and Insurance, and CVOR certificate if applicable
- Exchange names, addresses, vehicle licence numbers and insurance information. To ensure accuracy, get the information directly from the documentation if possible. Gather the names and addresses of witnesses
- Record everything you remember about how the accident happened ex., speed, vehicle locations, weather conditions etc. Take photos if possible, or draw a sketch of what happened

- Remain on the scene until all information has been exchanged with police and others
- Upon returning to the office, a “Vehicle Incident Investigation Form” (HS-008) must be completed in accordance with policy HS-09 without delay
- Complete any other necessary forms ex., WSIB, CVOR Incident Form etc.
- In the event that discipline is warranted, the Progressive Discipline Policy (HR-2-03) will be followed

In addition, operators must immediately notify their supervisor if they are stopped while operating a City owned or leased vehicle. Operators will be personally responsible for any fines they receive for violations of any traffic laws.

City of Kenora Vehicles and Equipment



Section	Date	Resolution Number	Page	Of
Human Resources	April 26, 2004	7	1	4
Subsection			Policy Number	
General			HR-2-4	

Purpose

The purpose of this policy is to:

1. Provide for the efficient use and control of the operation and maintenance of City owned vehicles by City employees.
2. Provide guidelines to establish fair and equitable remuneration for City employees who utilize their personal vehicle for City business.

Definitions

- a) Vehicle:
Any vehicle owned, maintained, and/or insured by City for use of employees during the execution of their job duties.
- b) Standby:
The period outside of an employee's regularly scheduled hours of work when they are required to be available.
- c) Personal Vehicle:
Any vehicle owned and maintained by a City employee and used by that employee during the execution of his/her job duties.
- d) Accident:
Any accident involving municipal vehicles or equipment which results in injury or damage to property.

City of Kenora Vehicles and Equipment Policy

Policy Number	Page	Of
HR-2-4	2	4

Policy Statement

The City of Kenora may assign vehicles to personnel under certain conditions and where such assignment is in the best interest of the City.

The job performance of the employee shall be such as to require transportation on a daily basis to properly fulfill the requirements of his/her job description

For those meeting these requirements and recommended by the CAO and approved by City Council in the budget process, the following transportation options are available:

- a) City owned vehicles & equipment
- b) Personal Vehicle

The City maintains a fleet of light duty vehicles for use by employees during the course of their duties. These vehicles are under the due control and care of the various departments and the use of these vehicles will be reviewed on an annual basis to determine the most efficient and cost effective assignment.

The number and type of vehicles in the fleet will be recommended by the Manager, and approved by Council during the budget process. The employees driving these vehicles are responsible to complete the required daily vehicles reporting sheets.

It is the responsibility of the Manager to budget the necessary funds to recover the cost of operating the replacing the fleet.

It is the sole responsibility of each employee to note any repairs or operating difficulties that may be needed for that vehicle. This is to be forwarded directly to the Fleet Supervisor on the appropriate vehicle work order request from as soon as the requirements are determined. The Fleet Supervisor will be responsible to ascertain the urgency of the need for the repair and schedule the work as required.

City of Kenora Vehicle and Equipment Policy

Policy Number	Page	Of
HR-2-4	3	4

The employee will also ensure that the vehicle is maintained with a clean and presentable appearance. Failure to do so will result in disciplinary action being taken against the responsible employee.

The vehicle in the City fleet shall not be used for any personal use unless authorized by the Department Manager and deemed to be in the best interest of the City.

The use of city vehicles owned by the Corporation for the private or personal reasons is prohibited. In particular, no Corporate-owned vehicles may be taken home with an employee over night or on weekends nor shall they be used for any purpose other than Corporate business, unless expressly authorized to do so by a Resolution of Council.

The above policy shall apply to both unionized and supervisory and management equipment.

Only City employees and Council Members are allowed to drive or ride in a City vehicle.

If any employee is involved in an automobile accident, the Supervisor or Manager shall be notified, the Supervisor or Manager will notify the Fleet Supervisor, who will make contact with the City's broker and they will make any necessary contacts with the insurance adjusters.

In the event of an accident the employee shall notify the Police immediately and all legal provisions must be observed. A "Vehicle Accident/Incident Report Form" (HS017) must also be completed in accordance with HS-6 (F) and sent immediately to the Health and Safety Officer and a copy to the Fleet Supervisor. If Discipline Action is warranted, the Progressive Disciplinary policy procedure will be forwarded.

City of Kenora Vehicle and Equipment Policy

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HR-2-4	4	4

b) Personal Vehicle

Mandatory Use

When specifically stated as a condition of employment that the employee shall use a personal vehicle to carry out his/her duties on behalf of the city, the rate of reimbursement shall be consistent for all employees and shall be reviewed by Council during the budget process each year.

- \$0.37 per kilometer for every kilometer traveled in excess of 250 kilometer per month.

A statement of kilometers traveled per month shall be submitted by the employee who travels in excess of 250 kilometers per month to the applicable Manager for approval prior to the 5th of the next month and forwarded to the Finance and Administration by the 10th day of the next month for processing.

The employee shall not charge for any personal driving including travel from his/her residence to work.

Casual

For those employees who are required to use their personal vehicle on an occasional basis in the conduct of their employment with the City, they shall be reimbursed \$.37 per kilometer upon approval of the respective Manager.

City of Kenora Loss of Licence



Section	Date	Resolution Number	Page	Of
Human Resources	April 26, 2004	7	1	3
Subsection	Repeals By-Law Number		Policy Number	
General			HR-2-12	

Purpose

This City of Kenora Policy ensures that employees are aware of the possible effects of a driver's licence suspension on their employment with the City in circumstances where the employee is unable to carry out his/her normal duties as a result of suspension. This policy also applies to the reclassification of licences, which would prevent an employee from carrying out his/her, duties.

Policy Statement

1. Any employee who requires a driver's licence in the performance of their duties and whose licence is suspended shall immediately advise his/her supervisor of the suspension with the following information:
 - (a) The reason for the suspension; and
 - (b) If the suspension arises from a driving-related infraction, the date, nature of and circumstances of the infraction; or
 - (c) If the suspension arises from an accumulation of demerit points, the date, nature of and circumstances of all driving infractions during the previous two years.
2. Any employee who requires a driver's licence with a designation higher than "G" in the performance of their duties, and whose licence is reclassified to a grade which no longer permits the employee to perform his/her duties shall immediately notify his/her supervisor, advising of the effective date and the reason for the reclassification.
3. The supervisor shall forthwith notify the Supervisor, Fleet Supervisor and the Human Resources Manager of the suspension or reclassification.

The Human Resources Manager, in consultation with the Department Manager/Supervisor, shall determine the course of action to be taken as a result of the suspension. Possible course of action may include:

City of Kenora Loss of Licence

Policy Number	Page	Of
HR-2-12	2	3

- (a) Rescheduling of hours of work for employee;
- (b) Temporary or permanent reassignment or demotion
- (c) Suspension without pay; and
- (d) Termination of employment.

5. The following guidelines will assist the Human Resources Manager, but are to be used only as a guide, recognizing that each case must be considered on its own merits:

Length of Suspension / Reclassification	Frequency of Use of Licence	
	Frequent	Occasional
0 – 90 days	Reassignment suspension	or None
90 – 365 days	Reassignment, suspension termination	or Reassignment suspension
In excess of one year	Termination	or Reassignment termination

6. The following factors shall be taken into consideration in deciding the appropriate course of discipline:
- (a) The guideline;
 - (b) The importance of the driver's licence to the duties;
 - (c) The length of suspension;
 - (d) The employee's employment record and availability of other suitable work;
 - (e) The employee's driving record; and
 - (f) Whether the suspension or reclassification arises from work-related activities.

City of Kenora Loss of Licence

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7. This policy is intended to apply an administrative discipline to employees who cannot perform their duties due to the loss or partial loss of driving privileges.
8. This policy will be applied in conjunction with the City's general disciplinary policies in any case where the licence suspension or reclassification arises from driving infractions occurring while on duty or while operating City owned vehicles.
9. An employee whose licence is suspended may not bid on any job posting which requires a driver's licence while the suspension is in effect, nor may an employee whose licence has been reclassified bid on a job posting unless the licence at the time of bid allows the employee to perform all duties of the posted job.

Vehicle Operation



Section	Date	Resolution Number	Page	Of
Human Resources	January 29, 2007	10	1	7
Subsection	Repeals By-Law Number		Policy Number	
General			HR-2-19	

Policy Statement

It is policy to ensure and require that all City of Kenora vehicles are operated in a safe, courteous, and professional manner in compliance with the *Highway Traffic Act (Ontario)*, the *Occupational Health and Safety Act (Ontario)*, and the regulations made under those Acts.

Purpose

The purpose of this standard is to establish a comprehensive vehicle policy that covers all aspects of vehicle operation. This will ensure the safe, courteous, and professional operation of all City of Kenora vehicles and will minimize the environmental impacts and overall costs of operating said vehicles.

Responsibility

Managers are responsible for ensuring departmental compliances with this policy and these procedures, and will ensure active participation and adherence by Supervisors and operators within their department.

All City of Kenora employees are responsible to operate vehicles in a safe, courteous, and professional manner in compliance with the Acts and regulations.

All City of Kenora employees required to operate a municipal vehicle must possess and maintain a valid driver's licence with the appropriate classification for the vehicle or equipment to be operated.

Vehicle Operation Policy

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HR-2-19	2	7

Definitions

For the purposes of this standard "vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car.

Procedure

Every City of Kenora employee must be safe and courteous when operating a vehicle by adhering to the following:

Vehicle Idling

Rationale: The unnecessary idling of vehicle engines is harmful to the environment, wastes valuable fuel, and may cause unnecessary maintenance to be performed on the vehicle.

General Provisions: No Person shall cause or permit a vehicle to idle unnecessarily. If the operation of the engine is not required for the work being done it should be turned off.

Reversing of Vehicles

Vehicles and equipment should not be operated in reverse unless there is no practical alternative to doing so. When the operator is alone and view is restricted, the operator shall circle the vehicle to ensure a clear path. If another employee is available, the operator shall request that employee to act as a guide, provided that the employee has been trained as per Section 56, *Regulations for Industrial Establishments – O. Reg. 851/90*. When operating vehicles or equipment in reverse on a construction project, the requirements of Section 104, *Regulations for Construction Projects – O. Reg. 213/91* must be complied with.

Note: It is a recommended practice to back vehicles into parking spots whenever possible.

Vehicle Operation Policy

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Unattended Vehicles

When leaving a vehicle unattended the operator shall take adequate steps to prevent the accidental or unauthorized movement of the vehicle. This includes such steps as setting the parking brake, blocking the wheels, parking on level ground where possible, putting the transmission in the lowest gear if standard, or in park if automatic, shutting off the ignition, removing the keys, and locking the doors.

When any vehicle is parked all hydraulic attachments must be lowered to the ground unless they are supported.

When leaving the vehicle operator station the operator shall set the parking brake, angle the wheels, park on level ground, and lower all attachments so as to ensure the proper immobilization of that vehicle. When an operator leaves the operator station for fuelling purposes the above procedures apply as well as shutting off the ignition.

Cellular Phones

It is the responsibility of the driver to be in complete control of the vehicle at all times. To avoid driver distraction, the driver may only answer calls when the vehicle is equipped with a hands-free unit or may be safely pulled over to the side of the road and parked. The driver may only initiate outgoing calls when the vehicle is parked. If there is a passenger in the vehicle, the passenger will be responsible for receiving and initiating calls.

Use of personal cell phones for personal business is limited to employee breaks of 15 minutes in the morning and afternoon. Personal cell phones may be used in emergency situations.

Radios

Most City of Kenora vehicles are equipped with two-way radios. These radios are for the use of operators to communicate with other operators and supervisors. The radios are to be used for work related communications only. Channels on the radio have been designated as follows: Channel 1 – Operations; Channel 2 – Hydro; Channel 3 – KMTS; Channel 4 – Police/Emergency. The Kenora Police Service Dispatch will monitor Channel

Vehicle Operation Policy

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4 and summon appropriate resources when calls are received. Channel 4 is to be used only in circumstances that require the assistance of Police, Fire, or Ambulance Services.

Pre-trip Inspections

Drivers must inspect their vehicles daily. All vehicles are provided with a vehicle inspection booklet. Each inspection must be recorded. Any identified hazards or concerns must be recorded in the Vehicle Inspection Booklet and on the operator's daily time log, and forwarded to the immediate Supervisor promptly.

Annual Safety Inspections

Commercial vehicles require an annual safety inspection by a qualified person. It is the operator's responsibility to verify, prior to operation of a commercial vehicle, that pertinent documentation, including the CVOR certificate, insurance certificate and license plates, is in the vehicle and is current.

Seat Belts

The use of seat belts is mandatory for operators and passengers in all municipal vehicles. The use of seat belts is required under the Highway Traffic Act except when the operator is actually engaged in work which requires him or her to alight from and re-enter the motor vehicle at frequent intervals and the motor vehicle does not travel at a speed exceeding 40 kilometres per hour, as per the Motor Vehicle Safety Act (Canada) section 106 (8) (b).

Smoking in Vehicles

Smoking is prohibited in all vehicles owned or leased by the City of Kenora as per City Policy HR-2-10 and the Smoke Free Ontario Act.

Vehicle First Aid Kits and Fire Extinguishers

All City of Kenora vehicles are equipped with a first aid kit and fire extinguisher. It is the driver's responsibility to inspect the first aid kit at least monthly and to ensure that the first aid kit is maintained and restocked as required.

Vehicle Operation Policy

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If a vehicle's fire extinguisher is used or in need of servicing, it should be reported to the Supervisor immediately.

Vehicle Incident Reporting

Incidents involving City of Kenora vehicles are to be reported to the Supervisor or Manager, who will notify the Fleet Supervisor, who will make contact with the City's broker and they will make any necessary contacts with the insurance adjusters.

In the event of an accident, the operator shall notify the police immediately and all legal provisions must be observed. A "Vehicle Accident/Incident Form" (HS-017) must also be completed in accordance with policy HS-09, and sent to the Health and Safety Officer without delay. In the event that discipline is warranted the Progressive Discipline Policy will be followed.

Operators are personally responsible for any fines they receive for violations of any traffic laws.

The City of Kenora promotes and supports safe and courteous driving by adhering to the following:

Driver Proficiency and Licensing

Supervisors have the right to monitor driver safety and technique. Employees may be required to take a proficiency check from time to time at the request of their supervisor. The Health and Safety Officer may schedule these checks with an outside agency or with a designated City of Kenora supervisor.

Each employee required to drive as a condition of their employment, must have and maintain a valid driver's licence with appropriate classification and is responsible to ensure that they have it in their possession at all times when operating a municipal vehicle.

Vehicle Operation Policy

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Authorized Personnel

Only authorized City of Kenora personnel or individuals doing work for City of Kenora may operate or occupy company vehicles. Certain exemptions apply to authorized management employees.

Clean Vehicle

The driver will ensure that the vehicle is maintained with a clean and presentable appearance. Failure to do so will result in disciplinary action being taken against the responsible driver.

The City of Kenora will ensure that employees have a valid driver's licence with appropriate classification by adhering to the following:

Driver Abstracts

A Driver's Abstract will be required for all City of Kenora employees who operate company vehicles to ensure they have current and valid licences.

Drivers must provide their licence number in order for the City to maintain a current Drivers abstract.

Drivers shall report licence suspensions immediately to their Supervisor and are required to provide a clean Driver's Abstract at the employees own expense when reinstated.

It is the operator's responsibility to maintain a licence appropriate to the class of vehicle they operate, and any costs associated with the maintenance of said licence are the operator's responsibility.

Licence Requirements for New Employees

New employees, who are required to hold a valid driver's licence for employment, must provide proof of said licence to the Human Resources Manager at time of hire.

Vehicle Operation Policy

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A Driver's Abstract will be required as part of our pre-placement check and any applicant who has accumulated six or more demerit points against his/her licence will not be considered for employment.

Change in Legal Status of Licence

An employee's Supervisor shall be notified immediately of any change to the legal status of the employee's driver's licence (licence change, six or more demerit points, suspension or loss).

Failure to report any change to drivers licence will result in disciplinary action.

Discipline

Employees found in contravention of this policy may be subject to disciplinary action under the City of Kenora Progressive Discipline Policy HR-2-3.

Vehicle Operation Policy

This policy has been reviewed with me. I understand the policy and agree to abide by it.

Date

Employee Signature

Print Name

Staff Parking Policy



Section	Date	Resolution Number	Page	Of
Human Resources	June 26, 2006	5	1	6
Subsection	Repeals By-Law Number		Policy Number	
General			HR-2-18	

Purpose

The purpose of this policy is to allocate parking spaces to City employees in a fair and equitable manner.

To provide adequate parking spaces that does not interfere with City operations.

The procedures contained in this policy have been developed by an internal committee consisting of representation from IBEW, KPFFA, CUPE and Management.

Scope

This applies to everyone employed by the City of Kenora.

Administrative Guidelines

The City of Kenora provides parking at no cost for all of its employees on a first come first serve basis. Parking for the City of Kenora employees, will be monitored by the Human Resources Department in accordance with the administrative procedures.

The City of Kenora is not responsible for damage or loss of personal vehicles, or their contents.

These procedures are open for amendment if there are changes to availability of funding for plug-ins.

To provide marked parking spaces to allow everyone to park their vehicle during their shift only. Storage of personal vehicles is not allowed. Parking spaces are on a first come, first served basis.

City of Kenora Staff Parking Policy

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Administrative Procedures Allocation of Parking Spaces

City Hall - KMTS Matheson Street - Ontario Works Employees

Available parking spaces will be administered through Customer Service Department

All employees that work at the City Hall Building 1 Main St. S., 110 Matheson Street and Matheson St. will receive a parking pass and key for the Parkade.

If an employee does not utilize a parking spot on a regular basis, excluding approved leaves such as vacation, sick time they will lose the privilege of parking in the parkade.

If employees are utilizing the Matheson Street parking lot or any other parking lot or parking meters on a regular basis, they will lose their privilege of a parking pass and key for the parkade.

If employees at City Hall are required to work late a spare parking spot is available behind City Hall.

If employees have a meeting away from City Hall and require their vehicle to drive to the meeting location they can park in the spare parking spot behind City Hall.

If employees have a personal appointment during the day and feel it is necessary to park in a closer parking spot or at a meter for the day they can at their cost. This arrangement is only for appointments and/or emergencies.

Parking passes and keys are not to be used during the weekends or evenings unless you are required to work. The parking pass is only for work purposes.

If a Manager or Supervisor in City Hall determines that a certain employee is mobile throughout the day and must leave their main office frequently – a parking space will be granted that is closer to the home office to make effective use of their time. This will be done strictly upon availability of a closer spot.

No substitute cars may park without consent from the City of Kenora in the parkade using employee parking passes.

All vehicles that park in the parkade must display their parking pass on their dashboard in their vehicle.

City of Kenora Staff Parking Policy

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The use of any parking pass cards or permits is only for the person listed on the contractual agreement with the City.

All employees must provide a copy of their vehicle ownership(s) for all vehicles that will be using any space in the parkade.

When an employee is on an approved leave of absence longer than one month their parking pass and key shall be turned in for the duration of the leave only. Upon completion of the approved leave, the returning employee shall receive a parking pass and card for the parkade.

If you lose or misplace your parking pass or card it will be the employee's responsibility to obtain another one at their own cost.

Parking behind City Hall has been designated to the Mayor, CAO, IT Coordinator, Manager of Finance and Administration and Manager of Human Resources.

Council

Members of Council have been granted a parking pass for use during Council business only. These passes shall not be used for personal parking benefits.

Members of Council shall park at parking meters and/or the parking lot south of City Hall. The parking lot immediately behind City Hall shall only be used by Council members after regular hours.

Recreation Centre

Staff parking spots have been reserved at the Kenora Recreation Centre along the back lane at the East side of the front parking lot.

Employees of the Kenora Recreation Centre will be required to place a staff parking pass on the dashboard of their vehicle. Parking in the staff parking spots is only available during working hours of that employee.

Operational staff are authorized to use spaces at the back of the recreation complex

Parking spots behind the arena with plug-ins are not to be used by personal vehicles. The plug-ins are designated for City fleet only.

City of Kenora Staff Parking Policy

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Keewatin Arena

Operational staff are authorized to use spaces at the back of the recreation complex.

Parking spots behind the arena with plug-ins are not to be used for personal vehicles. The plug-ins are designated for City fleet only.

Operations

All employees who report to work to the Kenora Operations Centre on 60 14th Street North will park in the staff parking lot.

No plug-ins are available for day time use.

For those employees called in after-hours 4 parking spots will be available to plug in to.

These available plug ins are: 2 spots are located on the southside of the building by the sand pile and 2 are located on the north side of the main entrance. One is in front of KMTS work area and one other by the carpenter's workshop.

Personal vehicles are not to go inside the building at any time.

Fire and Emergency Services

There are 5 parking spots with plug-ins designated to the Fire Hall one of which is reserved for the Fire and Emergency Service Van.

In recognition of the 14 hour night shift plug-ins are available to emergency services workers in the evening only.

Staff on Day shift is not to access the plug-ins.

City of Kenora Staff Parking Policy

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Transfer Facility

Employee parking is available on the west side of the Transfer Facility.

No plug-ins are available.

Cemetery

Staff parking is available east of the columbarium.

No plug-ins are available for staff vehicles.

One plug in is available that is designated for City Fleet only.

Sewage Plant

Employee parking is available to staff at the front of the Sewage Plant Building.

Plug-ins are not to be used for employee vehicles. Plug-ins are designated for City Fleet vehicles only.

Staff who are called in after hours, plug-ins are available if the call-in is longer than 4 hours in the evening.

Water Plant

Employee parking is available to staff at the front of the Water Plant Building.

Plug-ins are not to be used for employee vehicles. Plug-ins are designated for City Fleet vehicles only.

Staff who are called in after hours, plug-ins are available if the call-in is longer then 4 hours.

Day Care

Employee parking is available in the school parking lot.

No plug-ins are available to City employees.

City of Kenora Staff Parking Policy

Policy Number	Page	Of
HR-2-18	6	6

Museum

Employee parking is available to staff at the rear of the building.

No plug-ins are available to City employees.

Library

Employee parking is available to staff in the North Harbourfront parking lot and behind Girard Optometry Office.

No plug-ins are available to Library employees.

Police

Plug-ins are designated for City Fleet only along the west side of the building.

Parking is available to staff at the rear of the building.

In recognition of the 12 hour night shifts, plug-ins are available to staff in the evening.

Staff on day shift are not to utilize the plug-ins.



July 16, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations and Infrastructure Manager

Re: Tariff of Fees and Charges – Schedule D Water & Wastewater Fees

Recommendation:

That Council hereby approves an amendment to Schedule “D” of the Tariff of Fees and Charges By-law to include various amended water and wastewater rate charges, along with routine rate changes for 2020; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its August 13, 2019 meeting to give effect to these rates outlined in the revised Schedule “D”; and further

That By-law Number 130-2019 be hereby repealed.

Background:

Council passed By-law Number 101-2019 at the on June 28, 2019 Special Council meeting with respect to sewer and water service fees for multiplex units and properties serviced by one meter with multiple individual living units on a parcel of land(s). With this amendment to the Water and Wastewater bylaw, the current Tariff of Fees and Charges By-law must now be amended to reflect the changes to the bylaw.

It is recommended that the items outlined in the attachment to this report be added to Schedule “D” of the Tariff of Fees and Charges By-law.

Budget: The increases and new rates will be reflected in the 2020 sewer and water operating budget.

Risk Analysis: There is no risk to include these charges in our Tariff of Fees and Charges bylaw and is administrative only.

Communication Plan/Notice By-law Requirements:

Public notice is required and corresponding By-law passed.

Strategic Plan or other Guiding Document: Administrative only.

SCHEDULE 'D' - WATER & SEWER RATE CHARGES

TABLE 2020 (i)

	Meter Size	Ratio	Flat Service fee per Meter Size	Water Cost	Sewer Cost
5/8"	15	1.0	\$46.93	\$1.59	100% water cost
3/4"	18	1.1	\$51.63	\$1.59	100% water cost
1"	25	1.4	\$65.69	\$1.59	100% water cost
1 1/2"	40	1.8	\$84.44	\$1.59	100% water cost
2"	50	2.9	\$136.08	\$1.59	100% water cost
3"	75	11.0	\$516.08	\$1.59	100% water cost
4"	100	14.0	\$656.87	\$1.59	100% water cost
6"	150	21.0	\$985.26	\$1.59	100% water cost
8"	200	40.0	\$1,876.73	\$1.59	100% water cost

**** Customers with approved bleeders shall receive a discount of 50% on their volumetric water consumption for the approved bleeding period as directed by the water and sewer supervisor each year. This period will be no earlier than November 1st and ending no later than April 30th of the following year.**

WATER & SEWER RATE CHARGES – Effective January 1, 2020

Multi Unit Buildings with one Water Meter in Building (4 or more units)							
Year	Fixed cost per unit per month	Water Cost /m3	Sewer Cost (100% of total water charges)	Total	50 % of Total	% of phase in adjustment	Total Monthly Per Unit Cost
2020	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 33.33%	**\$15.64
2021	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 66.67%	**\$31.28
2022	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 100%	**\$46.93

**rates based on actual approved rates for 2020, commencing in 2021, there will be further adjustments for any overall rate increases as approved by Council for any given year, and will be based on the approved 5/8" meter rate.

Note: customers with water meter serving multi plex buildings connecting to the City's systems, either through a new build, conversion of an existing building to this category of customer that was previously connected to the City's system under a different category of customer, or a new connection to City systems regardless of the date of the build will be charged the fully phased in rate. For this class of customer, the fully phased rate would be based on the 2022 rate as reflected above.

One Water Meter Serving Multiple Individual Residences								
Year	Median Kenora Household Consumption per month	Billing Period Consumption	Equivalent Residence	Fixed cost per unit per month	Sewer Cost (100% of total water charges)	Total	% of phase in adjustment	Total Monthly Per Equivalent Residence's Rate
2020	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water <u>Consumption</u> 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 16.67%	**\$15.64
2021	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water <u>Consumption</u> 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 33.33%	**\$31.28
2022	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water <u>Consumption</u> 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 50%	**\$46.93
2023	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water <u>Consumption</u> 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 66.67%	**\$62.58
2024	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water <u>Consumption</u> 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 83.33%	**\$78.21
2025	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water <u>Consumption</u> 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 100%	**\$93.86

**rates based on actual approved rates for 2020, commencing in 2021, there will be further adjustments for any overall rate increases as approved by Council for any given year, and will be based on the approved 5/8" meter rate.

Example: A property with one meter, but 10 individual living units on that property (a trailer park as an example) has a billing period water consumption of 115 cubic meters. The bill in 2020, would be calculated as follows:

$$\frac{115\text{m}^3}{11.5\text{m}^3} = 10 \text{ equivalent residences} \times \$15.65 = \$156.50 + \text{consumption } (\$1.59 + \$1.59) \times 115\text{m}^3 = \$365.70$$

$$= \$156.50 + \$365.70 = \$522.20$$

Note: customers with water meter serving multiple individual residences connecting to the City's systems, either through a new build, conversion of an existing builds to this category of customer that was previously connected to the City's system under a different category of customer, or a new connection to City systems regardless of the date of the build will be charged the fully phased in rate. For this class of customer, the fully phased rate would be based on the 2025 rate as reflected above.



July 30, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations and Infrastructure Manager

Re: Tariff of Fees and Charges – Schedule D Solid Waste Fees

Recommendation:

That Council hereby approves an amendment to Schedule “D” of the Tariff of Fees and Charges bylaw to include a change to Solid Waste item #23, Fees for ICI Recycling Services – tipping fee at Kenora Area Transfer Facility. That Council approve a \$35.00/tonne increase as of September 1, 2019, to the aforementioned fee and that Administration further be authorized to adjust the Bulk Corrugated Cardboard (OCC) Commercial rate on March 1, 2020, to reflect the full cost to the City of Kenora to handle these materials; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its April 16, 2019 meeting to give effect to these rates outlined in the revised Schedule “D”; and further

That By-law Number 48-2019 be hereby repealed.

Background:

The City of Kenora manages its Blue Box Recycling waste materials by transporting these materials to Cascades Recovery Inc., in Winnipeg, Manitoba. The City transports three (3) streams of recyclable material to Cascades, Comingle, Paper, and Cardboard. In 2018, the City exported a total of 1408 tons of these materials; 630 tons of Comingle, 130 tons of paper, and 648 tons of cardboard.

Currently, Cascades Recovery Inc. charges the City of Kenora \$110.00/tonne for acceptance of Comingle, \$25/tonne for acceptance of Paper, and \$0.00/tonne for acceptance of Cardboard. The \$0.00/tonne for acceptance of Cardboard was previously based on a good market for this product, and as such, Cascades, was actually able to provide the City a rebate of \$40.00/ton for the acceptance of Cardboard materials. The net revenue generated from this rebate has been used to compensate the transportation costs of Cardboard from Kenora to Cascades Recovery Inc. in Winnipeg, Manitoba. However, this rebate has since dwindled over time and is now at zero (\$0.00), leaving the City no revenue for this product and a net transportation loss of \$30.00/tonne.

On July 29, 2019, Cascades Recovery Inc. provided notice to the City of Kenora, that due to low commodity prices, they will be raising their tipping fees for this material. The City of Kenora currently offers a reduced rate of \$30.00/tonne for Commercial Cardboard, as Commercial Cardboard comprises approximately 58% of the City's OCC

stream, and to encourage Commercial participation in recycling. Stewardship Ontario (SO) does not provide assistance to Municipalities for OCC Commercial Recycle, only providing assistance towards maintaining a recycle program for Residential OCC Recycle.

With Cascades Recovery Inc.'s decrease in rebate for OCC from \$40.00 to zero (\$0.00), the City has been operating at a loss for this material, as it costs approximately \$60.00/tonne to dispose of commercial OCC, yet the City only charges \$30.00/tonne. As of August 1, 2019, this cost (to dispose of Commercial OCC) will increase to \$95.00/tonne. While the City should raise its tipping fee to \$95.00/tonnes to Commercial OCC customers, to align with those increases of Cascades, we appreciate this would represent a 300% increase over the current tipping fee.

As such, the City's recommendation would be to raise the tipping fee in two (2) increments. The first increment would be an increase of \$35.00/tonne, bringing the tipping fee for Commercial OCC to \$65.00/tonne and would go into effect as of September 1, 2019. With fluctuations in the recycle market, the City hopes that the market will rebound, however if it does not, the City would implement the second increment increase six months after the first, whereby the new tipping fee for Commercial OCC will reflect the full cost to the City for handling OCC. Currently this new fee is projected to be \$95.00/tonne, however, may vary dependent on market conditions. If the market rebounds by March 1, 2020, then there would be no need for an additional increase, and the City of Kenora tipping fee for Commercial OCC would remain at \$65.00/tonne.

Based on the above, it is suggested that the following be amended to Schedule "D" of the Tariff of Fees and Charges bylaw:

Departmental Section	Fee Description	Fee
23. Solid Waste	Schedule of Fees for ICI Recycling Services- tipping Fee at Kenora Area Transfer Facility: See Below	
	- Bulk Corrugated Cardboard (OCC) and Paper.	\$6.00 minimum up to 200kg \$30.00 \$65.00/tonne (pro-rated) over 200kg
	- Solid Waste Commercial Drop-off Charge:	Roll Out Containers (95gal) \$3.00/container/pick up delivered to Transfer Station

Budget: There is a potential net loss to the Utility's Operating Budget of \$24,570.00, unless the recommendation is approved.

Risk Analysis: In order to mitigate the potential for a minor financial net lost to the Environmental Department's Operating Budget, it is recommended that Council pursue this change.

Communication Plan/Notice By-law Requirements:

Public notice is required and corresponding By-law passed.

Strategic Plan or other Guiding Document: Goals and Foundations: 2-14: The City will continue to advance our leadership position as "Stewards of the Lake" and "Stewards of the Land" by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.

July 16, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Traffic Amendment No Parking Zone– West Bay Road

Recommendation:

That Council hereby authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include changes to Schedule "B" – No Parking – Tow Away Zone for West Bay Road, and changes to Schedule "C" – Limited/Restricted Parking to the same road, to accommodate a pull off area for vehicles utilizing the Mink Bay Trail System ; and further

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

Background Information:

A request from the Urban Trails Committee came forward to the Operations and Infrastructure Department, requesting accommodations for vehicles accessing the Mink Bay Trail System.

This topic was reviewed internally and a cost-effective solution to utilize an existing cleared area as a vehicle pull off is proposed. This pull off area will not be cleared or maintained in the winter, to reduce costs and resources to the City. As an added safety measure, the parking pull off will accommodate parallel parking only, as backing out of or into this lot could prove dangerous with limited line of sight in this area. There will be a four (4) hour maximum limit on parking, allowing hikers a long enough window of time to enjoy their walk yet ensuring fair use of the parking area.

It is recommended that Schedule "B" No Parking – Tow Away Zone, and Schedule "C" – Limited/Restricted Parking, to Traffic Regulation By-law No. 180-2015, be amended to the following restrictions along the north side of West Bay Road as follows: -

Schedule "B"

No Parking – Tow Away Zone

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> SIDE	<u>Column 4</u> TIME
<u>DELETE:</u> West Bay Rd	Entire Length	North	Anytime
<u>ADD:</u> West Bay Road	From Ottawa St West for 306 m	North	Anytime
<u>ADD:</u> West Bay Road	From 324 m west of Ottawa St to End	North	Anytime

Schedule "C"
Limited/Restriction Parking

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
STREET/HIGHWAY	LOCATION	SIDE	TIME
Add: West Bay Rd	From 306 m west of Ottawa St west for 18 m	North	4 Hours Maximum Anytime

Budget: N/A

Risk Analysis: There is a moderate to minor operational risk involved with not pursuing the recommendation to implement these amendments. It is the City's intention to create an incident free environment by reducing parking congestion along West Bay Road. By Council approving this recommendation the hazard to motorists and pedestrians alike will be mitigated.

Communication Plan/Notice By-law Requirements:

Resolution and By-law required. J. Hawley, M. Vogrig, T. Golding, T. Garbachewski, H. Pihulak, H. Lajeunesse, By-law Enforcement.

Strategic Plan or other Guiding Document:

Goal #2: Strengthen Our Foundations

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



Proposed Parallel Parking Area
From 306 m west of Ottawa St West for 18 m

From Ottawa St West for 306 m

West Bay Rd

From 324m west of Ottawa St to End

2nd West Bay Rd

Rockcliff Rd

West Bay Rd

Keewatin St

Ottawa St

Schedule B - No Parking



July 19, 2019

City Council Committee Report

To: Mayor & Council

**Fr: Stace Gander, Community Services Manager
James Tkachyk, Parks and Facilities Division Lead**

Re: Budget Amendment – Evergreen Community Club Outdoor Rink

Recommendation:

That Council hereby authorizes a budget amendment in the amount of \$7,550.00 to be funded through Community Club Reserves for the Evergreen Community Club Outdoor Rink project; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Capital Budget in the amount of \$7,550.00 at its August 13th, 2019 meeting for this purpose; and further

That Council give three readings to a By-law to amend the 2019 capital budget for this purpose.

Background:

Council approved \$100,000 in capital funding for the relocation of the Evergreen Community Club outdoor rink in May 2019. Tenders for this project closed on June 27th 2019 with the following results:

Bid Summary:

Sierra Construction	\$148,850.00
TDE Enterprises	\$174,500.00

City staff entered into discussions with the low bid contractor, Sierra Construction resulting in a reduction in the project cost down to \$119,550.00. Recognizing that the current budget allocation is \$100,000.00, and that Evergreen Community Club will be contributing \$12,000.00, there remains a shortfall of \$7,550.00 (including taxes).

Budget: Impact will be to the Community Club Reserves however there remains a surplus in that reserve.

Risk Analyses: As per the requirements in the City's ERM Policy, there is an insignificant financial risk and senior management have been informed. The risk will be mitigated by allocating additional funds to the project from the Community Club reserves to finance the project shortfall.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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.

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

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

2.5 The City will encourage new housing partnerships leveraging the skills and expertise of public sector, private sector and community-based agencies within Kenora and beyond.

2.6 The City will support the development of a diverse range of housing types with an emphasis on affordable options for families, seniors and individuals in need of transitional and emergency housing.



June 28, 2019

City Council Committee Report

To: Mayor & Council

**Fr: Stace Gander, Community Services Manager
James Tkachyk, Parks and Facilities Division Lead**

Re: Budget Amendment – Portage Bay Backstop

Recommendation:

That Council hereby approves a budget amendment in the amount of \$6,762.93 plus taxes to be provided through Recreation Reserves for the Portage Bay Backstop capital project; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Capital Budget in the amount of \$6,762.93 plus taxes at its August 13, 2019 meeting for this purpose; and further

That Council give three readings to a by-law to amend the 2019 capital budget for this purpose.

Background: The most westernly backstop in the ballfield park at Portage Bay is in need of replacement and was approved by Council as part of our 2019 Capital Program for the amount of \$14,000.00. Wallace and Wallace submitted the lowest price at \$20,762.93 plus applicable taxes. The project is therefore short \$6,762.93 plus taxes to complete the project.

Budget: Additional funds required to complete the project are available from the recreation reserves.

Risk Analyses: As per the requirements in the City's ERM Policy, there is an Insignificant financial risk and senior management have been informed. The risk will be mitigated by allocating additional funds to the 2019 capital program from the recreation reserves to finance the project.

Communication Plan/Notice By-law Requirements: Bylaw and public notice

Strategic Plan or Other Guiding Document:

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.

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

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

August 6th, 2019



City Council Committee Report

To: Mayor & Council

Fr: Stace Gander, Community Services Manager

Re: Budget Amendment – Kenora Recreation Centre Roof Damage

Recommendation:

That Council hereby approves a budget amendment in the amount of \$19,500 related to the costs not covered by an insurance claim for damages to the Kenora Recreation Centre roof to be funded through contingency reserves; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Capital Budget at its August 13th, 2019 meeting to withdraw funds from contingency reserves in the amount of \$19,500 for the repairs at the Kenora Recreation Centre roof and hot water supply; and further

That Council give three readings to a by-law to amend the 2019 capital and operating budgets for this purpose.

Background:

In Spring 2019, Recreation and Facilities staff noticed that a large piece of ice had formed on the east side of the Thistle Rink's metal roof. As the spring melt continued, the ice began to build and move with an extreme level of force. That movement resulted in significant damage which included tearing multiple holes in the metal roof and folding over two large venting chimneys. City staff initiated an insurance claim with the City's insurer. In addition, steps were taken to temporarily repair building envelope to protect the arena from weather elements. Staff have been working with the insurer to gather quotes to repair damages and the insurer has now approved the necessary repairs to be completed.

The total insurance claim is \$438,996.71. The \$19,500 being requested of Council is to cover costs related to the \$10,000 deductible, \$4,500 related to costs not covered under the insurance policy to bring damages to the hot water tank vent up to building code and \$5,000 of project contingency.

Budget: Contingency reserve in the amount of \$19,500.

Risk Analysis: As per the requirements of the ERM policy, damage of this magnitude would be considered major. Future risk will be mitigated through replacing the entire one side of the Thistle Rink and installing ice dams that are designed not to tear holes in the roof as had taken place.

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:

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.

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.