



# City of Kenora Committee of the Whole Agenda

Tuesday, January 8, 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 January 15, 2019 meeting:-

- Council will amend the Tariff of Fees & Charges bylaw for rates outlined in the revised Schedule "C" Fire & Emergency Services
- Council intends to amend the 2019 Capital Budget to withdraw funds from the Land Planning Reserve in the amount of \$117,178.25 for the wayfinding program
- That Council declares the following City owned lands as surplus to the needs of the Municipality as the western portion of Sultana Avenue and part of Sultana Avenue

## 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 December 11, 2018 be confirmed as written and filed.

## D. Deputations/Presentations

- Vicky Donath – Kenora Beekeeping Club

## E. Reports:

### 1. Administration & Finance

Item Subject

- 1.1. November 2018 Financial Statements
- 1.2. 2018 Write Offs
- 1.3. Community Grant Application Support

## 2. Fire & Emergency Services

Item Subject

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- 2.1 Fire Marque Inc Agreement
- 2.2 Emergency Cost Recovery Rates

## 3. Operations & Infrastructure

Item Subject

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No Reports

## 4. Community Services

Item Subject

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No Reports

## 5. Development Services

Item Subject

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- 5.1 Budget Amendment - Wayfinding Implementation
- 5.2 Submission to Provincial Housing Supply Action Plan
- 5.3 Closure of Roads & Declaration Surplus Land – Sultana Ave & Veteran’s Dr

### Other:

#### Next Meeting

- Tuesday, February 12, 2019

#### 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) Educating & Training Members of Council (OPP Policing)
- ii) Personal Matter about an Identifiable Individual (Board Appointment)

Adjournment.



January 2, 2019

## City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: November 2018 Financial Statements

### Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at November 30, 2018.

### Background:

Attached for your information, please find the November 2018 summary expense and user fee statements for the City of Kenora and the Council department. Also Expenses & User fees for Water & Sewer and Solid Waste have been separated. At the end of November, the year is 92% complete, so not including any seasonal or timing differences, there should be 8% of the budget remaining.

### Overall:

- Expenses at the end of November 2018 were close to budget with 12% remaining to be spent. Water & Sewer 18.38% left in the budget and Solid Waste 15.81% left in the budget.
- User fee revenues to the end of November 2018 are close to budget with 13.34% left to collect. Water & Sewer 15.75% left to collect and Solid Waste by the end of November had 17.43% left to collect.

### Expenditures:

- **General Government** - The General Government expenses to date are slightly below budget with 14.98% of the expense budget unspent.
  - **Municipal Elections** – Staff time has been budgeted to this department. Staff time allocated to this department has been utilized in our POA department. Therefore this budget will be under budget and POA will be over budget.
  - **Administrator's Office** – At the end of November, the Administrator's budget has been over spent. This is largely due to being significantly overspent in legal expenses for 2018.
  - **City Clerk** – Underspent in this department's legal budget.
  - **Human Resources** – Wages overspent in 2018.
  - **Building & Grounds Maintenance** – Repairs & maintenance are currently under budget. Also utilities are estimated to come in below budget for the 2018 year.

- **Protection** – The Protection Department expenses to date are close to budget with 10.59% remaining in the budget.
  - **Health and Safety Committee** – Currently underspent in training for 2018. There was a large amount of training completed in 2017.
  - **Vehicles & Equipment** – Facilities vehicles and Building inspection vehicles currently under budget, as there has been less work on these vehicles than anticipated.
  
- **Transportation** – The Transportation Department expenses to date are below budget with 20.40% remaining in the budget.
  - **Bridge Maintenance** – Use of own equipment has exceeded budget expectations.
  - **Surface Treated Roads** – Purchase of hot mix materials and A gravel currently under budget. However it should be noted that additional dollars were spent on surface treatment in our capital program this year.
  - **Loosetop Roads Maintenance** – Washout and resurfacing materials currently under budget. Ditching work was also less than budget as there was significant ditching work completed in 2017.
  - **Winter Control Maintenance** – Expected that this will be closer to budget with the snowfalls in December.
  - **Safety Devices** – Expenses under budget for the year due to the reduction in the line painting contract.
  - **Garage & Shop** – Wages are over budget currently as more time is being allocated to Garage and Shop than budgeted for. In 2019 more of the mechanics wages have been allocated to the garage and shop department.
  - **Engineering** – Partially under budget due to wages, as an engineering position was budgeted for the full year but new employee did not start until May.
  
- **Environmental** – The Environmental Department expenditures have exceeded budget with 4.57% overspent. 18.38% left in the budget in Water & Sewer and 15.81% remaining in Solid Waste.
  - **Storm Sewers** – Department is currently over budget – more work has been done on storm sewers than anticipated and wage allocations are higher than expected.
  - **Recycling facility** – Over budget due to wages, and rental of own equipment and contracted services. Rental of own equipment represents the recycling facilities use of Solid Waste equipment. The increase in contracted services represents the increase in the cost of getting rid of our recycled materials. This increased cost is due to the recycled goods market slowing down. This cost significantly increased in August 2018.

#### **Water & Sewer**

- **Sanitary System** – Note that our sanitary system employees have more time working on storm sewers this year than expected. Wages currently under budget. In 2019 we have attempted to make better predictions of what departments wages will be spent in. Also materials and supplies currently under budget. This is due to the large amount of capital work being completed in 2018.

- **General Water Standpipe & Booster** – Under budget as very little materials and supplies have been purchased to date. This department has been under budget in the past and the 2019 budget has been completed as a better reflection of prior year actuals.

### **Solid Waste**

- **Hazardous Waste Day** – Expenses under budget, as contracted services came in under budget. These expenses are dependent on the volume and type of hazardous waste that is received on the Hazardous Waste Days.
  - **Kenora Area Landfill** – Expenses under budget as wage allocation is less than expected. For 2019 we have budgeted less of our operators time to the landfill and more to the transfer facility.
- **Health Services** – Health expenditures are right on budget. Cemetery contribution is currently over budget as the contribution is recorded on a monthly basis based on their expenses over revenues. There are a number of Cemetery revenues that come in at year end such as ice candle sales, inscription fees, and perpetual care fund revenue.
  - **Social and Family Services** – Social and Family Expenditures are close to budget to the end of November. Home for the aged is over budget as this is paid in 3 installments, the third of which was paid September 4, 2018.
  - **Community Services** – Overall Community Services expenses are slightly under budget with 11.72% remaining to be spent.
    - **Teams and Clubs** – Grants have not yet been paid out to 2 of the 3 community clubs as they have not filled out their grant application forms.
    - **KRC External Facilities, Fitness Centre** – Wages over budget, as in the past we have not budgeted for maintenance wages in these departments. Actual wages are now being coded at the recreation centre to each department in which staff is working.
    - **KRC Complex & Thistle Arena** – Actual wages based on management's estimates for maintenance operators, have been reallocated to thistle arena. However budgets appear to be higher than actuals and budget allocations have been reviewed for 2019 to better represent actuals.
    - **Recreation Programs** – An increase in revenues for this department from the Ministry of Tourism led to additional programs being offered and additional expenses.
  - **Planning & Development** – Planning & Development expenses are under budget with 19.83% left in the budget.
    - **Tourism** – Below budget partially because debt interest has not yet been recorded for the year. Also a new tourism position was budgeted for in 2018 that did not get hired.
    - **Planning Operations** – Wages under budget as expected with the departure of the Manager of Community & Developmental Services.

## User Fees:

- Overall, user fees are close to budget projections with 13.34% of the budget still to be collected. 15.75% of Water & Sewer User fees are also still to be collected and Solid Waste has 17.43% left to collect.
- **General Government**  
General Government is ahead of budget with 0.7% collected over and above the budgeted amount.
  - **Municipal Elections** – Note that some of this revenue is still being refunded to candidates.
  - **Finance and Administration** – Merchandise sales better than expected.
  - **Rentals** – Right on budget with expected rental fees. User fee rentals for Keewatin Public works have exceeded budget expectations.
- **Protection to Persons and Property**  
Protection to Persons and Property is below budget with 41.70% still remaining to be collected.
  - **Provincial Offences** revenue is dependent on the fines assessed in this area. Only the first quarter has been recorded to date. It is expected that provincial offences revenue will make its budget for the year.
  - **Building Inspection** – Building permit user fee currently below budget. This is dependent on builds in the year and can vary from year to year.
- **Transportation Services**  
Transportation user fees are right on budget with 13.14% remaining to be collected.
  - **Conventional transit** - below budget with 25.42% remaining to be collected. This is down compared to budget but consistent with prior year revenues.
  - **Docks and Wharfs** – revenues have exceeded budget expectations for the year.
  - **Mall Parking Lot** – behind budget at the end of November, coin reconciliations (daily parking) has been significantly less than anticipated.
  - **Garage and Shop** – No work order billings have been completed to date.
- **Environmental Services**  
Environmental services user fees are below budget with 29.68% remaining to be collected. 15.75% of Water & Sewer User fees are also still to be collected and Solid Waste has 17.43% remaining to be collected.
  - **Blue Box Collection** – Includes commercial recycling fees. October and November are not included in this total, as they are billed on a quarterly basis.
  - **Recycling Facility** – Currently below budget, dependent on recycled materials. Revenues received from Ontario Electronic Stewardship.

## Water & Sewer

- **Water and Sewer** user fees are one month behind budget with 15.29% and 16.23% not yet collected respectively.

## Solid Waste

- **Kenora Area Landfill** - user fees currently below budget. Budget was increased from last year as there was an expectation that there would be continued hog fuel tipping fees which have not continued into 2018.

- **Community Services**

Community Services user fees are right on budget with 6.83% remaining to be collected.

- **Thistle Arena** – User fees below budget however with December still to come this is expected to increase.
- **Recreation programs** – Summer camp programs have exceeded budget expectations for the year, partially due to revenue from the Ministry of Tourism.

- **Planning and Development**

Planning and Development user fees are below budget with 26.94% remaining to be collected.

- **Tourism Strategy** – The intention for Tourism strategy was that it was to be funded with the Municipal Accommodation Tax which has not yet been recorded.
- **Planning Advisory Committee** – There have been less development applications in 2018 than in prior years.
- **Tourism Facilities** – Exceeded budget as there were more Whitecap pavilion rentals than anticipated.

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.



**Date: December 28, 2018**

## **City Council Committee Report**

**To: Mayor & Council**

**Fr: Kelly Galbraith, Deputy Clerk  
Jon Ranger, Deputy Treasurer**

**Re: Receivables Write Offs**

### **Recommendation:**

That Council hereby approves the write off of accounts totalling \$35,241.69 in 2016 including applicable taxes; and further

That City staff be directed to continue collection efforts on these accounts.

### **Background:**

This report summarizes a listing of inactive accounts that are eligible for write off under City policy currently before Council, which states:

*"Accounts shall be written off on a calendar year basis. Accounts deemed to become inactive during one calendar year shall be held on the records for the entire following calendar year. Write off shall occur in the second year following the year the account is deemed to become inactive."*

The write off list relates to accounts currently on the City's records that are considered to be uncollectible which became inactive in the 2016 calendar year. The last write off of City receivables was performed in 2017, and related to 2015 inactive accounts. For comparison purposes, attached to this report is a table which provides information on the amounts written off by the City, including taxes, since the annual write off of accounts was first implemented by the City.

Account write offs can fluctuate each year. The 2016 write offs are in line with the previous years. Please note regarding the cemetery, there are some older than 2016 inactive accounts that did not get written off in the past, which is the cause of the larger write off amount in 2018. The 2013 write offs contained 8 bankruptcies that accounted for \$25,795.10 of the total, leaving the balance of write-offs at \$20,751.94. The 2014 write offs contained 7 Bankruptcies that accounted for \$10,179.63 of the total, leaving the balance of write-offs at \$24,661.82. 2016 write off balance is respectable as compared to previous years. There is no question that the current economic climate has made delinquent accounts difficult to deal with but the City has been working diligently on collections for several years now. Despite this, the write off balances recommended



continue to be reasonable, largely due to the aggressive collection procedures actively performed through the City's Collections Department.

It is recommended that these accounts be written off as per City policy. Despite the write off, City staff will continue to aggressively pursue these accounts. The write off, however, will enable the City to reclaim any GST, PST or HST remitted that was ultimately not collected. In the event that an account is still collected upon, the appropriate adjustments to PST, GST or HST collected would be made. A detailed list is available upon request.

A copy of the hydro portion of this list will be forwarded to the Kenora Hydro Electric Corporation Ltd. for their review and independent write off. The attached list represents 100% of the Hydro write offs, which is shared 50/50 between Kenora Hydro and the City.

**Budget:**

These accounts are expensed as they become doubtful, which is after they have been outstanding for ninety days. There will be no incremental expense to the City, and the City will be able to recover uncollectible taxes that were previously remitted.

**Risk Analysis:** N/A

**Communication Plan/Notice By-law Requirements:**

This item is housekeeping in nature. No further communication is required.

**Strategic Plan or other Guiding Document:**

Corporate Services Write Off Policy #CS-5-1.

## City Receivables Write Off History:

	2003 Write-Offs <u>in 2005</u>	2008 Write-Offs <u>in 2010</u>	2009 Write-Offs <u>in 2011</u>	2010 Write-Offs <u>in 2012</u>	2011 Write-Offs <u>in 2013</u>	2012 Write-offs <u>in 2014</u>	2013 Write-offs <u>in 2016</u>	2014 Write-offs <u>in 2016</u>	2015 Write-offs <u>in 2017</u>	2016 Write-offs <u>in 2018</u>
<b><u>Department:</u></b>										
Daycare	-	584.00	367.36	1,538.74	2,471.71	334.20	-	-	-	-
Recreation Centre	2,627.62	-	-	869.90	42.38	4,953.10	-	1,049.35	-	-
ARS Sundry	1,834.24	1,912.02	2,970.11	5,478.58	-	3,071.02	214.70	991.13	1,646.71	269.14
Parking	71.12	-	73.27	20.54	347.43	114.26	396.08	386.32	-	-
Cemetery *	-	8,370.84	3,366.75	1,145.50	5,030.90	2,090.67	-	1,718.73	-	8,135.62
Transfer Station	693.76	-	5,500.30	339.40	-	25.82	1,907.60	449.15	1,515.72	312.91
Hydro	24,857.63	14,559.70	17,607.13	43,104.48	13,763.83	13,620.35	42,635.15	26,323.20	17,820.79	25,669.00
Water / Wastewater	13,401.13	5,045.27	2,125.83	3,230.37	1,110.46	1,102.70	1,393.51	3,923.57	1,623.37	855.02
	<u>43,485.50</u>	<u>30,471.83</u>	<u>32,010.75</u>	<u>55,727.51</u>	<u>22,766.71</u>	<u>25,312.12</u>	<u>46,547.04</u>	<u>34,841.45</u>	<u>22,606.59</u>	<u>35,241.69</u>

\* Cemetery accounts were first written off by the City since amalgamation occurred on January 1, 2000 in 2008. For the 2010 write offs, the City continues to play a bit of catch up. Some of these accounts are old accounts that the City continued to receive payments on, but payments were discontinued in 2008.



January 2, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Heather Kasprick, City Clerk**

**Re: Community Grant Applications**

### **Recommendation:**

That Council hereby supports an application by Evergreen Community Club request to the Kenora & Lake of the Woods Regional Community Foundation for the purchase of new rink boards for the current boards which are aging and in poor condition for funds up to \$7,600; and further

That Council hereby supports Evergreen Community Club request to RBC for the purchase of new rink boards for the current boards which are aging and in poor condition for funds up to \$1,000; and further

That Council hereby supports an application by the Mount Evergreen Ski Hill request to RBC for the purchase of materials for the provision of creating new features to replace the current features that are damaged and outdated for funds up to \$1,000; and further

That the applicants name the City of Kenora as a sponsor in their applications.

### **Background:**

RBC employees would like to donate some volunteer time at the Mount Evergreen ski hill and in turn RBC is going to donate \$1,000.00 to assist in making the terrain park a safer environment. The funds would allow the Club to purchase materials that will be used by both the Beaver Brae and TA shop classes to create some new features to replace the current features that are damaged, outdated and no longer safe.

Further, RBC employees would like to donate time volunteering for Evergreen Community Club for the project to redo their boards and in turn RBC is going to donate \$1,000 to pay for 5 sets of boards (\$200.00 each). These boards are aging and some are considered a health and safety concern.

The Evergreen Community Club will also be applying to the Lake of the Woods Community Foundation grant for the same boards project at Evergreen Community Club. The total cost of the boards is \$8,600, RBC's grant for \$1,000 leaves \$7,600 that will be applied for via LOW Community Foundation. The goal would be for them to provide at least \$3,000, although the application will be for the full amount, leaving \$4,600 that the group intends to fundraise through the community for. The volunteers have several other businesses that have also agreed to donate for the project but require the City to support the charitable donations from the Community Foundation and RBC grants available.

They require a registered charity to accept the funds on behalf of the two community groups and have requested the City to support these initiatives.

**Budget:** There is no budget impact for this request.

**Risk Analysis:** As per the City's ERM Policy, the risk associated with this report is a positive risk this will enhance our various community clubs with improvements to the facilities.

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

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

**Strategic Plan or other Guiding Document:**

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

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

Infrastructure

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

1-10 The City will promote and leverage its recreation and leisure amenities as a means ' to support local economic activity, tourism and to strengthen community ties with our regional neighbours

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



December 20, 2018

## City Council Committee Report

**To: Mayor and Council**

**Fr: Todd Skene, Fire and Emergency Services Manager, City of Kenora  
Fire and Emergency Services**

**Re: Fire Marque Inc. Agreement for Emergency Response Cost Recovery**

### **Recommendation:**

That Council hereby authorizes the Mayor and Clerk to execute an agreement with Fire Marque Inc. for the purpose of appointing them as an agent for the Corporation of the City of Kenora to submit claims and collect recoverable expenses using "Indemnification Technology" with respect to insured perils resulting from The City of Kenora Fire and Emergency Services response to and attendance at incidents; and further

That the Fire Chief be authorized to collect and provide such information as is required to facilitate claims undertaken by Fire Marque Inc. and assist with the collection of such recoverable expenses with respect to insured perils from any property owner by whatever means may be necessary; and further

That the revenue that is generated must be used in the areas of fire prevention, public education, training programs, firefighting and capital purchases for Fire Services; and further

That the appropriate bylaw be passed for this purpose.

### **Background:**

Fire Marque Inc. is a Canadian company that specializes in recovering costs for municipalities for Fire Services attendance at fire incidents through property insurance policies. They have created an industry recognized, trademarked program known as Indemnification Technology. This process maximizes the billing opportunities on behalf of Fire Departments by invoicing insurance companies directly for costs of Fire Department attendance with respect to insured perils using pre-existing clauses within insurance policies.

The Indemnification Technology program was created by Fire Marque Inc. and there are no comparable services offered in the marketplace. Many municipalities are engaging Fire Marque Inc.

The majority of property insurance policies provide coverage to the insured for Fire Department costs incurred when called upon. The amount of the coverage can range from \$500 to \$25,000, depending on the policy. Fire Marque Inc. acts on behalf of the municipality to recover the costs for the fire services provided through an agency agreement. Costs would only be recovered if the individual had insurance coverage.

After responding to a fire, the Fire Department completes a Standard Incident Report (SIR), which is the current practice as required by the Ontario Fire Marshal's Office. Fire Marque Inc. receives a copy of each SIR and then prepares the necessary documentation to submit to the insurance company.

Fire Marque Inc. will submit a detailed invoice of services performed by the Fire Department to the property owner's insurance company with regard to costs for the incident. If insurance coverage is available, money up to the maximum for fire coverage will be collected. Property owners will not be responsible for paying any outstanding balance on the invoice that exceeds the fire coverage on the insurance policy. If there is no insurance coverage or no coverage for the Fire Department services then nothing happens as no funds will be recovered.

Fire Marque Inc. will apply a thirty percent (30%) fee and will only receive this fee when invoiced accounts have been collected by them. No additional budget considerations will be required by the municipality to fund this agreement.

Indemnification technology proceeds are recovered from insured perils for Fire Department services and are required within the agreement to be remitted to the Fire Department to meet insurance and agency requirements. The emergency cost recovery proceeds may be used for equipment purchases, firefighter training, and fire prevention and public education programs. A budget account would need to be developed to receive the proceeds from Fire Marque Inc.

**Budget / Financial Implications:**

It is anticipated that, based on current call volumes and statistical analysis the agreement could produce a revenue stream of over twenty thousand dollars (\$20,000) per year with no offsetting operating costs.

In my opinion entering into this agreement will produce a new revenue stream that will not adversely impact the property owner/policy holder. A large number of municipalities in Ontario have entered into similar agreements in this regard and all inquiries have received very positive responses. The actual revenue will be monitored during 2019 and if required, the 2020 budgeted revenue will be adjusted accordingly.

**Risk Analysis:**

As per the City's ERM Policy, there is a no financial risk related with the added revenue generated from Fire Marque Inc. Agreement.

**Communication Plan/Notice By-law Requirements:** Municipal Memo and Portal. General Tariff of Fees and Charges for the Fire and Emergency Services, Schedule C, By-Law Number 079-2018.

**Strategic Plan or other Guiding Document:**

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



December 19, 2018

## City Council Committee Report

**To: Mayor and Council**

**Fr: Todd Skene, Fire and Emergency Services Manager**

**Re: Fire and Emergency Services Tariff of Fees and Charges**

### **Recommendation:**

That Council hereby approves the new Emergency Cost Recovery rates through Fire Marque Inc. Indemnification Technology which will be applied as per the current Ministry of Transportation rates effective January 15<sup>th</sup>, 2019; 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 January 15<sup>th</sup>, 2019 meeting to give effect to these rates outlined in the revised Schedule "C"; and further

That By-law Number 079-2018 be hereby repealed.

### **Background:**

The City of Kenora Fire and Emergency Services has been delivering and performing services to the City of Kenora and surrounding fire departments since amalgamation of municipalities in 2000.

The City of Kenora District has entered into agreement with Fire Marque Inc. utilizing their Indemnification Technology ® to recover insured perils through home and business owner's property insurance.

The recovery fee utilized by other municipalities in Ontario are the current negotiated rates set by the Ministry of Transportation (MTO). These rates are reviewed and adjusted bi-annually. The current rate is \$477.00 per hour and \$238.50 per half hour. These rates have been applied within Schedule C, Section 2 Firefighting/Emergency Response of the current Fee Schedule. For update see ES Fire and Emergency Fee Schedule – Revised 2019 Attach.

**Budget:** 2019 Operating Budget

**Risk Analysis:** As per the City's ERM Policy, there is a low financial risk related with the added operational revenue for the rental of parking spaces for the expanding EMS base in Kenora and the additional revenue generated for training of outside fire departments and industry partners.

There is low operational risk associated with both additions to the fees schedule and in all cases with strengthened relations with EMS and surrounding departments.

**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 municipality, Council shall give public notice of its intention to pass a by-law by placing it on applicable agenda preceding meeting subsequently posted on Portal.

**Strategic Plan or other Guiding Document:** Aligns with the City of Kenora's Values contained within Strategic Plan 2015-2020, specifically, "we strive for continuous service improvements through innovation, leadership and best practices; we consider community, public and workplace safety in every decision we make; we manage the municipal finances in a responsible, prudent and transparent manner; and is consistent with Corporate Goal #2-3 "where the City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.

Further, this position aligns with Corporate Goal #3-3 "where the City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen-first approach to maintaining relations with the public."



## SCHEDULE 'C' – EMERGENCY SERVICES

To By-Law Number .....

Departmental Section	Fee Description	Fee
1. Fire Prevention/Public Fire Education		
A. Inspections/Licensing	LCBO License Renewal or Site Inspection/Compliance Letter	\$ 75.00 Charitable Fund Raisers Exempt
	Day Care/Group Home License Site Inspection/copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 100.00
i) Real Estate Requests	Single Family Dwelling site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Assembly Occupancies Site Inspection Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Boarding, Lodging and Rooming Houses Site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Buildings up to and including six storeys in building height with residential occupancies Site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 300.00
	Two-unit Residential Occupancies Site Inspection/copy/Release of Fire Inspection Report (includes follow-up inspection)	\$ 150.00
	Business/Personal Service/Mercantile and Industrial Occupancies Site Inspection/Copy	\$ 250.00

ii) Other Administrative Requests	Fire inspection reports or investigation reports e.g. Insurance adjustors' requests, company/other requests.	\$ 50.00
	Fire Inspection Service outside of City boundaries	Full Cost Recovery
	Open Air Burning Permit	\$ 15.00
	Site Inspection of Open Air Burning Permit	\$ 40.00
	Fireworks Site Inspection/Copy/Release of Inspection Report	\$ 75.00
	Portable Fire Extinguisher Inspections	\$ 75.00
B. Avoidable False Alarms	Avoidable False Alarms – in excess of two (2) incidents per calendar year	Fees are as per current rates set by Ministry of Transportation i.e. 2016 rate is \$450.00 / unit for first hour and \$225.00 for every half hour or part thereof
C. Training	Portable Fire Extinguisher Training	\$ 20.00/student to a maximum cost of \$200.00 per two (2) hour training session

	Requested Training and Lectures inside City Boundaries	\$ 20.00/student to a maximum cost of \$200.00 or as per Chiefs discretion
	Training and Lectures outside City boundaries	Full Cost recovery
	Firefighter Training	\$150.00 per day per student or as per cost determined by Chief.
	Training Room Rental	\$ 150.00 per full day \$ 75.00 per half day
D. Fire Prevention Sign Rental	Event per 10 day sign rental	\$ 50.00 Partners are free of charge
2. Firefighting/Emergency Response		
B. Fire Watch as Required	Fire Watch e.g. fire alarm system failures	Full Cost Recovery
C. Emergency Response to Motor Vehicle Incidents of Highway 17 involving non-City Residents	Emergency response to Motor Vehicle Collisions on numbered Provincial Highways as per Ministry of Transportation agreements	Fees are as per current rates set by Ministry of Transportation i.e. 2018 rate is \$ 477.00 / unit for first hour and \$ 238.50 for every half hour or part thereof
D. Emergency Services outside of City boundaries	→	Full Cost Recovery
E. Hazardous Materials Response	→	Full Cost Recovery
F. Fire Response Fees – Indemnification Technology®	Recovered from insured perils for Fire Department emergency services.	Fees are as per current rates set by Ministry of Transportation i.e. 2018 rate is \$ 477.00 / unit for first hour and \$ 238.50 for every half hour or part thereof
3. SERVICES		
A. Air Bottles	Filling of air bottles for area Fire and Emergency Services	\$ 15.00/bottle
	Filling of air bottles for Industry	\$ 20.00/bottle
	Filling of air bottles – other, i.e. Dive Teams, Private or Provincial	\$ 20.00/bottle
B. Hose	Cleaning and Drying	\$ 5.00/length
	Rental	\$ 5.00/length/day

	Coupling Repair	\$ 25.00/coupling
C. Laundering of Protective Clothing	→	\$25.00/set of turnout gear
D. Parking	Monthly Rate per spot.	\$56.02



January 2, 2018

## City Council Committee Report

**To: Mayor and Council**

**Fr: Megan Dokuchie, Economic Development Officer**

**Re: Budget Amendment Request – Wayfinding Implementation**

### **Recommendation:**

That Council hereby approves an allocation of \$117,178.25 to be funded through the Land Planning Reserve for the implementation of the wayfinding program; 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 January 15, 2019 meeting to withdraw funds from the Land Planning Reserve in the amount of \$117,178.25 to offset the cost of this purchase; and further

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

### **Background:**

The City of Kenora implemented the first phase of the wayfinding program in February 2018. The work was completed by HTFC Planning and Design and Sierra Construction.

The wayfinding program was a component of Downtown Revitalization Phase III. Funding for the project was confirmed from FedNor (30 percent) and NOHFC (33.33 percent) with the remainder allocated from the City of Kenora.

In the 2018 capital budget, the City of Kenora committed an allocation of \$53,333 to further implement the program including three additional kiosks and two gateway signs to the Harbourtown Centre. Funding was received from Tourism Northern Ontario (\$46,667) as well as the Association of Municipalities of Ontario (\$51,000.25) for the project.

Given timing of some of the activities, the allocated 2018 budget for the additional kiosks was not carried over to 2019 and as such, this request is submitted to Council for approval.

In addition, the estimated costs for the gateway signage are greater than initially anticipated now that preliminary designs have been completed. Tourism Northern Ontario is allocating an additional \$18,000 for the preferred construction design which requires a contribution of \$9,000 from the municipality to access plus any project overruns. Additional funds required for contingency are estimated at \$11,000. This will result in an overall additional \$38,000 for the project. Any unused funds from the City contribution will be returned to the Land Planning Reserve.

**Budget:**

Unspent amounts were not carried over to 2019. Total estimated impact to 2019 budget is \$117,178, of which, \$48,178 would be coming from the Land Planning Reserve. Tourism Northern Ontario manages the activities under its projects independently so that the City does not receive the subsidy. Rather, Tourism Northern Ontario invoices the City for its portion of the projects and manages the initiatives through the terms indicated in the Memorandums of Understanding.

<b>Wayfinding 2018/2019 Additional Kiosks + Gateways</b>	Subsidy	Planning Reserves	Total
Budgeted for in 2018	\$46,667	\$53,333	\$100,000
Additional AMO funding received in 2018	\$51,000.25		\$51,000.25
Spent in 2018		\$(25,155)	\$(25,155)
Spent by Tourism Northern Ontario	\$(46,667)		\$(46,667)
Carryover to 2019			\$79,178
Additional project with Tourism Northern Ontario	\$18,000	\$20,000	\$38,000
Total Wayfinding projects in 2019	\$69,000.25	\$48,178	\$117,178.25

**Risk Analysis:**

There is high financial risk in not approving the recommendation. The memorandum of understanding with Tourism Northern Ontario requires gateway signage fabrication by March 31, 2019. Additional funds will allow for implementation of the preferred gateway signage option and include allocation for contingency, which mitigates risk as the project moves forward into construction and installation. Any unused funds from the City contribution will be returned to the Land Planning Reserve.

**Communication Plan/Notice By-law Requirements:**

Resolution required. Distribution to C. Edie, J. Ranger.

**Strategic Plan or Other Guiding Document:**

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



December 21, 2018

## City Council Committee Report

**To: Mayor and Council**

**Fr: Adam Smith, Special Projects and Research Officer**

**Re: Government of Ontario Consultation on a Housing Supply Action Plan**

### **Recommendation:**

That Council hereby approves the proposed submission to the Government of Ontario's consultation on a Housing Supply Action Plan.

### **Background:**

The Government of Ontario is developing a Housing Supply Action Plan to address the barriers to creating more housing. It will include measures that the Province can take to increase the supply of new ownership and rental housing in Ontario. Although the scope of the consultation does not cover initiatives specifically related to community housing (e.g., social and supportive housing). The barriers and potential solutions being explored may have a positive impact on community housing providers, such as by either making it easier to develop new housing, or by easing some of the pressure on waitlists.

The five broad themes being focused upon in the consultation include:

1. Speed: It takes too long for development projects to get approved.
2. Mix: There are too many restrictions on what can be built to get the right mix of housing where it is needed.
3. Cost: Development costs are too high because of high land prices and government-imposed fees and charges.
4. Rent: It is too hard to be a landlord in Ontario, and tenants need to be protected.
5. Innovation: Other concerns, opportunities and innovations to increase housing supply.

The proposed submission on behalf of the City of Kenora (provided below) is targeted to themes #1 and #3 and will be submitted as an official letter via the Ministry of Municipal Affairs and Housing website.

"In Northern Ontario, development costs do not relate so much to the imposition of fees and land prices but the availability of contractors, proximity to supply chain nodes and a challenging construction environment. Similar to many municipalities across the North, the City of Kenora does not have development charges and due to limited growth relative to other communities in Southern Ontario, the cost of land is not a major barrier to housing development. Rather, it is the limited number of local contractors to build on purchased land that drives costs in Kenora and across Northwestern Ontario. Although Kenora may benefit from its proximity to Winnipeg, this city is still over two hours away which leads to higher transportation and labour costs compared to other jurisdictions. Finally, Kenora is situated on the Canadian Shield which often makes site preparation on vacant parcels of land extremely cost prohibitive. In some circumstances, the City receives requests to extend servicing to prospective housing developments in an effort to secure financial viability, particularly when the housing is designed to be affordable. But given the fiscal constraints

of the municipality, these requests are simply not possible regardless of what type of supply is being proposed.

Currently, the City of Kenora maintains three Community Improvements Plans (CIPs) in which a number of grants are dedicated to support capital costs for housing development. The Former Mill Site CIP offers a grant of up to \$4,000 per new residential dwelling unit created, to a maximum of \$40,000, for a development of 4 or more units. In the Harbourn Centre CIP there is a grant that provides property owners up to \$4,000 per new residential dwelling unit created, to a maximum of \$12,000. When compared to other similarly sized municipalities, these grants are very much aligned. The Township of Centre Wellington offers the same amount of dollars for its downtown residential conversion program. Even larger municipalities such as the City of Orillia do not offer significantly higher grants. For example, the max per property under its Residential Grant program is \$60,000 which is not much higher than the \$40,000 max under the Former Mill Site CIP despite Orillia being double the size of Kenora.

Unfortunately, Kenora's uniformity with grants offered by both small and medium communities, has not led to any uptake of programs that are specific to providing capital support for housing. As a result, the City is using this consultation opportunity to suggest that the Government of Ontario offers a 'CIP top-up' program that could match the municipal contribution and be dedicated around the goals of the Housing Supply Action Plan. Eligibility for the top-up would be targeted to residential conversion, housing construction and addressing the 'missing middle' of housing supply. Further, cost-sharing must encompass the extension of servicing (ie. water, sewer, roadways etc.). Beyond providing the necessary 'financial tipping point' for which new housing can become viable in Northern Ontario, the top-up would encourage municipalities to adopt CIPs and/or expand them to offer housing incentives.

While the cost of housing is the foremost concern of the municipality, the speed at which development approvals commence is also burdensome. Specifically, the Ministry of Environment, Conservation and Parks requires an Environmental Compliance Approval (ECA) for works involving new sewer systems (extensions etc.). The one caveat being if a sewer already exists and you are simply tying in, no ECA is required.

There are several issues with this process including it being inconsistent with what is required of water servicing (no ECA required). An EAC can also take several months to obtain and is an expensive proposition and deterrent to developers as they will require additional engineering services. Finally, there is no appreciable benefit to this requirement. As sewer and water systems reduce the risk to the environment and as these systems are usually going into urbanized areas, the need for an environmental review/study or approval seems redundant. In 2018, a 20 metre extension of municipal sewer delayed a major housing development by months; this project has still yet to begin construction. To facilitate development in an already challenging landscape, the City of Kenora is seeking that the ECA requirement be waived for new waste-water systems being connected to municipal servicing.

**Budget:**

There are no budgetary implications associated with this report.

**Risk Analysis:** There is a high external risk with this recommendation however it is assessed as an opportunity. This consultation offers an opportunity for the municipality to reinforce the importance of the Province in enabling housing in the community.

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



## **Strategic Plan or other Guiding Document:**

### Strategic Plan:

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

2-15 The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city

### Enabling Affordable Housing Action Plan:

*Incorporate issues related to affordable housing into corporate advocacy efforts.*



January 3, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Devon McCloskey, City Planner**

**Re: Closure of Roads and Declaration of Surplus Land – Property Located at Sultana Ave and Veteran’s Drive**

### **Recommendation:**

That the Council declares the following City owned lands as surplus to the requirements of the Municipality, and that the western portion of Sultana Avenue, 0.092 ha be closed; Being lots 5 and 6, and part of Sultana Avenue on Plan of Subdivision M106; described as PINs 42179-0431, 42179-0432, 42179-0433, and 42179-0439; in the City of Kenora; and further

That in accordance with the policy, value of the lands will be determined upon receipt of an appraisal; and further

That toward a sale of the lands, surveying and procedures for consolidation of the PINs would be completed; and further

That an agreement of purchase and sale would include as a condition that any further required planning applications are approved (i.e. Site Plan Control Approval); and further

That the Mayor and Clerk are authorized to execute an agreement between the Corporation of the City of Kenora and Ayrie Developments for the sale of land; and further

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

### **Background:**

The owner of adjacent property located west of the subject lands requested to purchase a portion of the unopened road allowance in the Spring of 2018, toward development of a 4 unit multiple attached dwelling. Council expressed support for the proposal and directed staff to give notice to the abutting land owners per the City’s Lands Disposition Policy and Notice By-law.

On October 18<sup>th</sup>, 2018, the Planning Advisory Committee gave draft plan approval for the development of a 4 unit condominium. Within the Conditions of Approval, it was stated that a Site Plan must be approved and that an agreement would be entered into with Council and registered on title; in addition, that approvals are received for the applications to purchase, and that transfers are completed for those abutting lands to which the condominium approval relates, more specifically described as

As required, on May 31<sup>st</sup>, 2018, notice of the receipt of an application for purchase of city property was given to property owners within 60 metres, and then on January 3<sup>rd</sup> and 10<sup>th</sup>, notice is to be posted in the paper for the Closure Of An Unopened Road Allowance and Intent to Deem City Property Surplus.

**Budget:** No impact, application fees, appraisal and survey fees paid by the owner/ developer or in accordance with the Tariff of Fees By-law

**Risk Analysis:** There is an inherent moderate risk of public disapproval for a transfer of City property; however the risk was mitigated by giving notice of the receipt of the applications for purchase of lots, and intent to close the road, and declare the lands surplus. It is recommended that the City pursues in accordance with the City's Policy for Land Disposition, and entertains proposals that would allow for infill development and contribute to the vitality of the area, which is strongly supported by the Official Plan, and Strategic Plan.

**Communication Plan/Notice By-law Requirements:**

Per the City's Sale of Land Policy, Notice By-law, Committee of a Whole and Council Agendas.

**Strategic Plan or Other Guiding Document:**

The request supports the City of Kenora's Vision 20/20 Strategic Plan's priority to Build Our Foundations and further supports potential future development. In particular, this project aligns with the following:

1.1 – The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;

Official Plan, Principle 1 – Sustainable Development, which promotes infill and intensification, directs residential development to land within the settlement area by way of infilling.



## Notice to Close Unopened Road Allowance and Intent to Deem City Owned Lands Surplus

The purpose of this notice is to notify the public that the City will be closing the unopened road allowance (Sultana Avenue) and declaring a portion of the lands surplus in addition to Lots 5 and 6 on Plan M106. The By-law will be placed on the Council Agenda for consideration on January 15<sup>th</sup>, 2019.

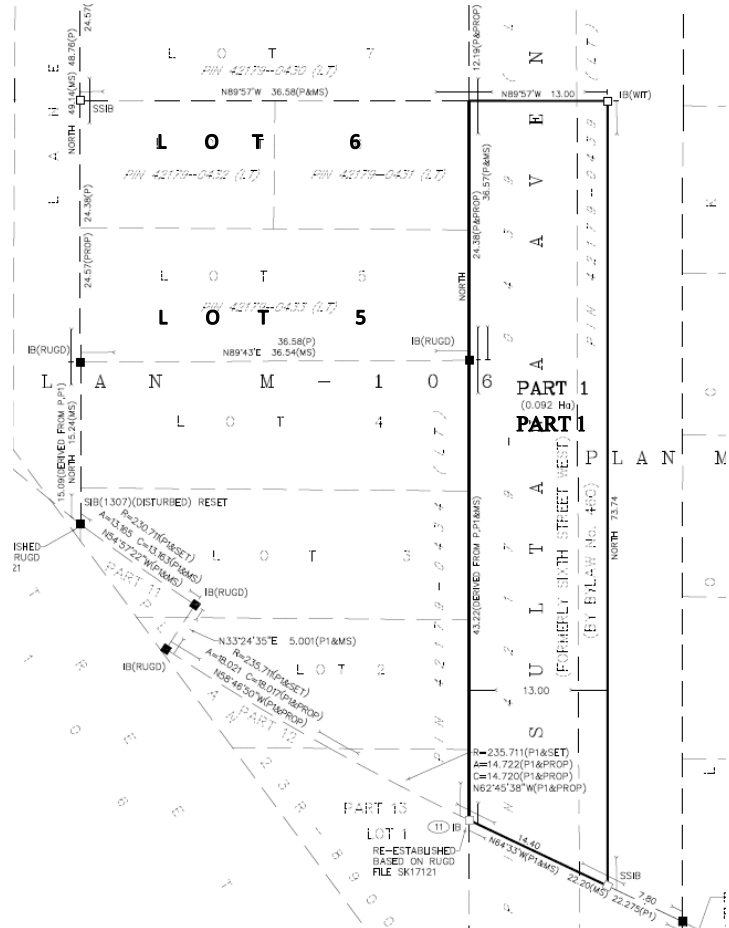
The subject land is described as being Part 1 of Sultana Avenue, Plans M-1 and M-106, Part of 42179-0439 (LT), which is approximately 0.092 ha in size. Lands also to be deemed as surplus are Lots 5 (PIN 42179-0433) and 6 (PIN 42179-0431) on Plan M106 (refer to sketch).

The above-mentioned lots are proposed to be sold and consolidated with abutting lands for residential development.

Inquiries and submissions can be made to Devon McCloskey, City Planner, at 807-467-2059, by email at [dmccloskey@kenora.ca](mailto:dmccloskey@kenora.ca), or at the address below.

Information about the application is also available to the public, by appointment, during regular office hours at the City of Kenora, Planning Department, 2<sup>nd</sup> Floor, 60 Fourteenth Street North, Kenora, Ontario, P9N 4M9

Dated at the City of Kenora this 3<sup>rd</sup> day of January, 2019.



October 10<sup>th</sup>, 2018

**Staff Report**

To: City of Kenora Planning Advisory Committee

File No.: D07-18-03

Fr: Devon McCloskey, City Planner

Location: Property located adjacent to Dowcett Street, Veterans Drive and Sultana Avenue

Action: Draft Plan of Condominium Approval

Re: Application for Standard Condominium

Owners: Ayrie Developments (Kenora) Inc.

Agent: Randy Seller, Hook Seller and Lundin LLB

## 1. Introduction/ Description of Proposal

The purpose of the application is to receive approval in order to enable dwelling units to be constructed, surveyed and then transferred to new owners. The remainder lands (yards) would be common areas with corresponding exclusive use parking areas assigned to each individual dwelling unit (condo). Each of the units will provide parking in accordance with the by-law including indoor parking spaces accessible from the lower level.



**Figure 1 (left)** - Aerial sketch displaying the property that would be subject to condo development

A previous application for Zoning By-law Amendment was approved to change zoning to R3 to allow for multiple attached dwellings.

Applications for Site Plan Approval and Request to purchase abutting City property have also been received, approval of the draft plan should be conditional upon receiving these approvals as well.

The type of condominium proposed is a standard condominium which means:

*Standard Condominium* – A form of ownership in which title to a unit is held together by share in the rest of the property, which is common to all of the owners. Public Consultation is not required.

## 2. Existing Conditions

The property is fronting on Veterans Drive, as well as Dowcett Street and a portion of unopened road allowance. The property is vacant. The extent of the privately owned portion was part of the larger Abitibi Mill site. Abutting residential lots to the north are also vacant and currently unserviced. The unopened road to the east accommodates hydro infrastructure.

Adjacent properties are zoned Residential Density 2 (R2). Property across the road is zoned Heavy Industrial (MH), and may be developed for a number of potential uses.

## 3. Site Visit

Photos from a site visit on August 7<sup>th</sup>, 2018 are included.

Photo 1 – View of the privately held lands with access from Veterans Drive.



#### 4. Consistency with Legislated Policy and City Directives

##### a) Provincial Policy Statement (2014)

The application for condominium is consistent with the PPS, since it contributes to the overall housing supply of the City (1.4), and provides an opportunity for seniors to downsize into lower maintenance multiple attached dwellings.

##### b) City of Kenora Official Plan (2015)

The Land Use Designation of the property is Established Area 'ES'. An image of the designation is shown below as well as policies with particular relevance.

**Figure 2 – OP mapping**



##### 4.1.2. Established Area Policies

c) Residential development shall be encouraged through plans of subdivision, condominium and consent as infilling or redevelopment of existing uses on full municipal services. Medium density residential use shall be supported provided that the development is in keeping with the character of the area.

##### 3.17 Residential Densities

Density is a relative term that is used to define the scale and grain of development. It is typically a measure of persons or dwelling units per unit of land area. Net residential density is usually expressed as the number of dwelling units per hectare and measures the area of land used exclusively for residential use, including private roads and parking areas but excluding public streets, rights-of-way, parks, environmental areas and non-residential uses.

### Section 3 – General Development Policies

Residential densities tend to increase or decrease depending on housing type. Typically, forms of medium- and high-density residential housing include multiple-attached developments such as townhouses and apartment buildings. However, it is important to recognize that higher-density development can also be achieved through detached or semidetached homes on smaller lots, while apartment buildings surrounded by large parking areas can significantly decrease their density. In other words, housing type can affect density but other factors must also be taken into consideration.

The definition of low, medium and high density differs from place to place. For the purposes of this Official Plan, residential densities are defined as follows:

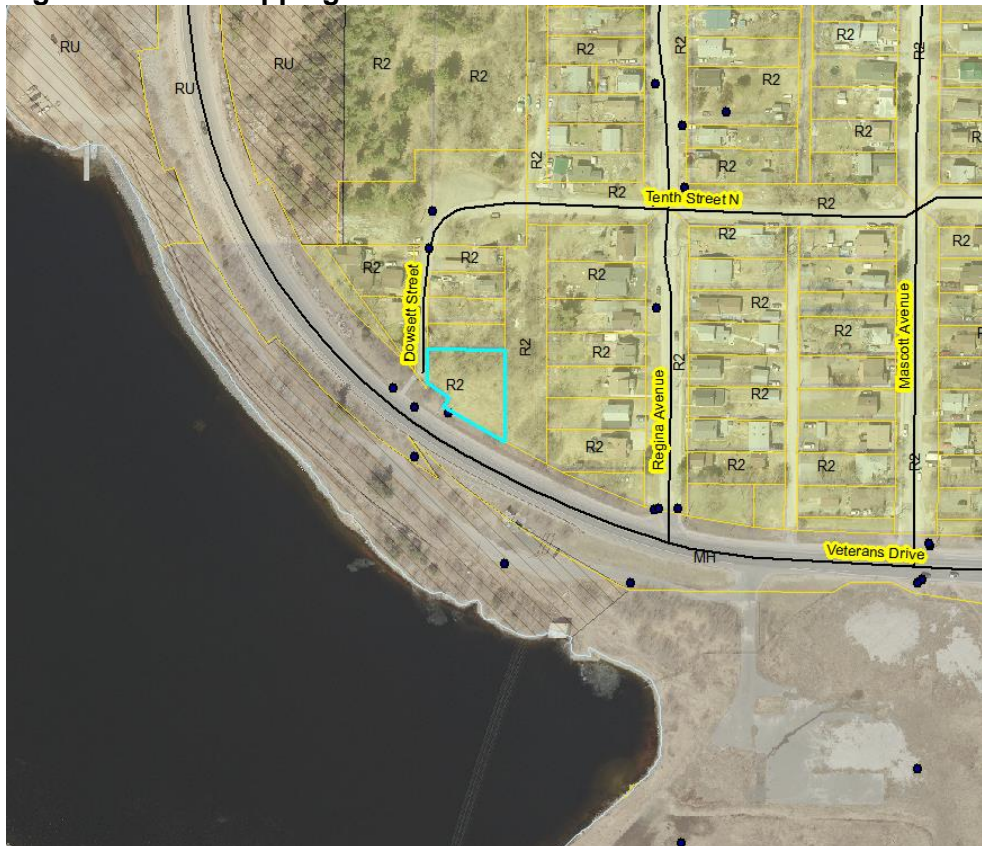
- Low: up to 16 units/net hectare
- Medium: 17 to 40 units/net hectare
- High: over 40 units/net hectare

The proposed application for 3 or 4 units on a lot 0.1123 hectares in size, qualifies as Medium Density at 26 or 35 units per hectare.

Policy 8.11.1 provides direction for the creation of new lots created by condominium.


#### b) Zoning By-law No. 101-2015

Figure 3 – ZBL mapping





**5. Results of Interdepartmental and Agency Circulation**

Departments and Agencies Circulated	Comments Received
Engineering	Water service is required to be extended and upgraded across Veterans Drive. I would suggest that the developer be responsible for the install with the City taking ownership of the new 6" main and hydrant after they are put into service. The hydrant would need to be installed on City ROW or lands – October 11 <sup>th</sup> , 2018
Building Department	No comments – October 4 <sup>th</sup> , 2018
Roads Department	Early comments provided with previous applications – Engineering has no concerns with proposed points of access – October 16 <sup>th</sup> , 2018
Water & Wastewater Department	<p>Attached shows the existing water and sewer mains with size. It's up to the applicant to have an engineering report on adequacy of these services for the proposed plan – October 9<sup>th</sup>, 2018</p> 
Kenora Fire & Emergency Services	Closest Hydrant will be 90 metres away, enquiry as to the possibility for a new installation was made and the developer replied that it could be accommodated it if needed – October 10, 2018

Environmental Services	No concerns – October 10 <sup>th</sup> , 2018
------------------------	---

## 6. Evaluation

Since the application is requesting approval for construction of condominium units that will be in part accommodated on land that is owned by the City, I am recommending to place a condition on the approval that acquisition of those lands which are included as part of the site plan, is obtained, and that Site Plan Approval is also received. These would become conditions of approval to the draft plan. The opportunity to give consideration to those applications will be given at the October Council meeting.

If approved, the subject application would enable infill development for the creation of new dwelling units to be transferred as condominium units.

The application is consistent with objectives of the PPS, the Official Plan and the Zoning By-law. Approval of the application and granting of draft plan approval, will enable the applicant to transfer individual units, common elements and exclusive use elements to new owners, and contribute to Kenora's housing supply.

## 7. Legislative Framework for Draft Plan Approval

The Committee shall evaluate a condominium application based on the Provincial Policy Statement (2014), The City of Kenora Official Plan (2015), Zoning By-law No. 101-2015 as amended, and the provisions of section 51(24) of the Planning Act:

In determining whether a draft plan is to be given, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to:

- (a) the effect of development of the proposed subdivision on matters of provincial interest;
- (b) whether the proposed subdivision is premature or in the public interest;
- (c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;
- (d) the suitability of the land for the purposes for which it is to be subdivided;
- (e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;
- (f) the dimensions and shapes of the proposed lots;
- (g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- (h) conservation of natural resources and flood control;
- (i) the adequacy of utilities and municipal services;
- (j) the adequacy of school sites;
- (k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;

(l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and

(m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act

## **8. Recommendation**

**It is my professional planning opinion that the proposed Draft Plan for a Standard Condominium is given Draft Approval by the Planning Advisory Committee. The proposed development meets the criteria as set out in Section 51(24) of the Planning Act.**

**It is further recommended that the Draft Plan Approval be subject to the following conditions:**

**That this draft approval applies to the Plan of Condominium, File No. D07-18-03, "Ayrrie Developments (Kenora) Inc.", generally as PIN # 42179-0434, described as Part of Block B, Plan M28, being Part Lots 1, 2, 3, & 4 of Plan M106, together with property to be obtained from the City of Kenora; described as 42179-0431, 42179-0432, 42179-0433, and 42179-0439.**

1. That prior to final approval, a digital file of the plan to be registered, will be provided to the City of Kenora Planning Department in "pdf" format.
2. That approvals are received for the applications to purchase, and that transfers are completed for those abutting lands to which this condominium approval relates.
3. Three original copies (not photocopies) of the plan of survey, bearing the Land Registry Office registration number and signatures as evidence of deposit therein be provided; that illustrate the units, exclusive use, and common elements, the retained land, and any other items to which the approval relates; it must show in general, the same area and dimensions as the Draft Plan forming part of the application.
4. The final plan for registration must be in a registerable form together with all necessary instruments or plans describing an interest in the land.
5. That this approval is valid for 3 years.
6. That the Owner/ Developer will be required to pay the cash in lieu of 5% parkland dedication to the City of Kenora
7. That the Declaration by Ayrrie Developments (Kenora) Inc. be registered on title.
8. That a Site Plan Agreement and/or Development Agreement as required, is entered into and registered as per the City's Policy.
9. That approvals are received for Entrance Permits.
10. That each of the units will be serviced individually with a water meter.

11. That the payment of any outstanding taxes, including penalties and interest shall be paid to the City of Kenora.

A handwritten signature in black ink, appearing to read "Devon McCloskey". The signature is fluid and cursive, with the first name "Devon" written in a larger, more prominent script than the last name "McCloskey".

Devon McCloskey, RPP, MCIP  
City Planner

**Attachments**

- Complete Application for Draft Plan Approval of Condominium
- Planning Rationale
- Draft Standard Condominium Site Plan

# PLAN 23R-

RECEIVED AND DEPOSITED  
20\_ \_ \_ \_ \_  
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF KENORA

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE  
LAND TITLES ACT.  
20\_ \_ \_ \_ \_  
ERIC RODY

PART	LOT OR BLOCK	CONCESSION/ PLAN	PIN/PARCEL INST./CROWN	AREA (ha)
1	PART OF SULTANA AVENUE FORMERLY SIXTH STREET WEST	PLANS M-1 AND M-106	PART OF 42179-0439(LT)	0.092

## PLAN OF SURVEY OF

PART OF  
SULTANA AVENUE  
FORMERLY SIXTH STREET WEST  
PLAN M-1 AND PLAN M-106  
CITY OF KENORA  
DISTRICT OF KENORA  
ERIC RODY, OLS  
SCALE 1 : 300

METRIC: DISTANCES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.  
AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471.

### BEARING NOTE

BEARINGS ARE UTM GRID, DERIVED FROM STATIC GPS OBSERVATIONS PROCESSED USING NATURAL RESOURCES CANADA PRECISE POINT POSITIONING ON NAIL 1 AND MONUMENT 214 TO YIELD A GRID BEARING OF N 75°37' E, NAD 83 CSRS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 15 (93° W LONGITUDE) (2010).

### ROTATION NOTE

FOR BEARING COMPARISONS, A ROTATION OF 1°21'05" (CLOCKWISE) WAS APPLIED TO BEARINGS ON P1 TO CONVERT TO UTM BEARINGS. NO ROTATION REQUIRED FOR P2.

### SCALE FACTOR NOTE

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999694.

### LEGEND

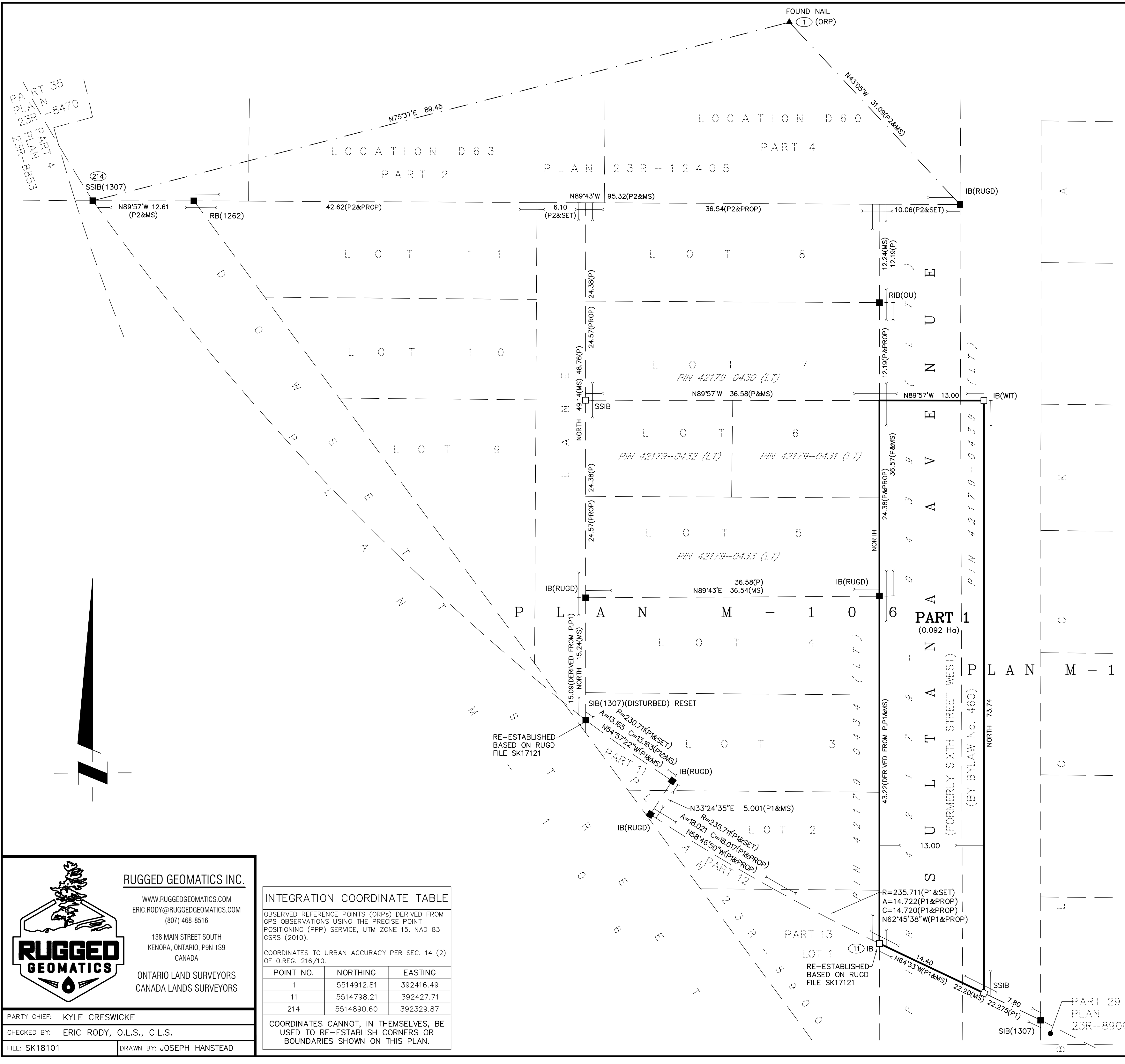
- DENOTES - SURVEY MONUMENT FOUND
- DENOTES - SURVEY MONUMENT PLANTED
- IB DENOTES - IRON BAR
- RB DENOTES - ROCK BAR
- SSIB DENOTES - SHORT STANDARD IRON BAR
- SIB DENOTES - STANDARD IRON BAR
- 1262 DENOTES - R. M. JOHNSON, O.L.S.
- 1307 DENOTES - R. A. WOODS, O.L.S.
- RUGD DENOTES - RUGGED GEOMATICS INC.
- P DENOTES - PLAN M-106
- P1 DENOTES - PLAN 23R-8900
- P2 DENOTES - PLAN 23R-12405

### SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON 2018 11 28

KENORA, ONTARIO  
20\_ \_ \_ \_ \_  
ERIC RODY  
ONTARIO LAND SURVEYOR



**RUGGED GEOMATICS INC.**

WWW.RUGGEDGEOMATICS.COM  
ERIC.RODY@RUGGEDGEOMATICS.COM  
(807) 468-8516

138 MAIN STREET SOUTH  
KENORA, ONTARIO, P9N 1S9  
CANADA

ONTARIO LAND SURVEYORS  
CANADA LANDS SURVEYORS

POINT NO.	NORTHING	EASTING
1	5514912.81	392416.49
11	5514798.21	392427.71
214	5514890.60	392329.87

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

PARTY CHIEF: KYLE CRESWICKE  
CHECKED BY: ERIC RODY, O.L.S., C.L.S.  
FILE: SK18101      DRAWN BY: JOSEPH HANSTEAD

### INTEGRATION COORDINATE TABLE

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 15, NAD 83 CSRS (2010).

COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10.

POINT NO.	NORTHING	EASTING
1	5514912.81	392416.49
11	5514798.21	392427.71
214	5514890.60	392329.87

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.



**DECISION OF THE PLANNING ADVISORY  
COMMITTEE WITH REASONS**

**APPLICATION FOR DRAFT PLAN OF CONDOMINIUM**

File No. D07-18-03  
Ayrie Development

Re: An Application by: Ayrie Development (Kenora) Inc., Owner(s)  
Randall Seller, Hook Seller Lundin LLP, Agent(s)

Location of Property: Adjacent to Dowsett Street, Veterans Drive and Sultana Avenue  
Kenora, ON; being PIN # 42179-0434; described as Part of Block  
B M28, being Lots 1,2,3,4, of Plan M106, together with property to  
be obtained from the City of Kenora; described as 42179-0431,  
42179-0432, 42179-0433, and 42179-0439

Purpose of Application: To obtain approval for the construction of four (4) standard  
condominium units to be surveyed and then transferred to new  
owners. The remainder lands (yards) would be common areas  
with corresponding exclusive use parking areas assigned to each  
individual dwelling unit (condo).

We, the undersigned, in making the decision upon this application for a proposed plan of condominium, pursuant to subsection 51(31) of the *Planning Act*, and having considered whether the proposed plan of condominium of the land in accordance with Section 51(24) of said Act is necessary for the proper and orderly development of the municipality, concur in the following decision and reasons for decision made on the **16<sup>th</sup> day of October, 2018**


Decision: Approved


Conditions: Please see the attached.

Reasons for Decision:

The proposed development will increase the supply of housing for the City of Kenora, and meets the criteria as set out in Section 51(24) of the Planning Act.

  
.....  
Signature of member

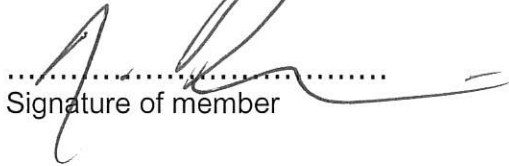
  
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Signature of Member

  
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Signature of member

**Appeal** - The last date for filing a notice of appeal of this decision is **November 7<sup>th</sup>, 2018**

Any such appeal must be filed with the approval authority and must set out the reasons for the appeal and must be accompanied by the fee required by the Local Planning Appeal Tribunal (<http://elto.gov.on.ca>).

**Notice of changes (if applicable)** - You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent.

**Person - appeal limitation** - Only individuals, corporations and public bodies may appeal decisions in respect of applications for condominium to the Local Planning Appeals Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

**Concurrent applications - subject land (where applicable)** - The subject land is also the subject of an application under the Act for:

**CERTIFICATION**

I, Kylie Hissa, certify that the information included herein is a true copy of the decision of the approval authority with respect to the application recorded therein.

Dated this 16 day of October, 2018.   
Signature of Official

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

Planning Act, R.S.O. 1990, c. P. 13, s. 53(17); 1994, c. 23, s. 32; 1996, c. 4, s. 29(4)  
O.Reg. 197/96, s. 6 (1)

## Legislative Framework for Draft Plan Approval

The Committee shall evaluate a draft plan of condominium application based on the Provincial Policy Statement (2014), The City of Kenora Official Plan (2015), Zoning By-law No. 101-2015 as amended and the provisions of section 51(24) of the Planning Act, as below

In determining whether a draft plan of subdivision is to be given, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to:

- a) the effect of development of the proposed subdivision on matters of provincial interest;
- b) whether the proposed subdivision is premature or in the public interest;
- c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;
- d) the suitability of the land for the purposes for which it is to be subdivided;
- e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;
- f) the dimensions and shapes of the proposed lots;
- g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- h) conservation of natural resources and flood control;
- i) the adequacy of utilities and municipal services;
- j) the adequacy of school sites;
- k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;
- l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and
- m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act

### Conditions

That the proposed Plan of Standard Condominium File No. D07-18-03, "Ayrle Developments (Kenora) Inc.", being PIN # 42179-0434; described as Part of Block B M28, being Lots 1,2,3,4, of Plan M106, together with property to be obtained from the City of Kenora; described as 42179-0431, 42179-0432, 42179-0433, and 42179-0439 be given Draft Approval subject to the following conditions. The proposed development meets the criteria as set out in Section 51(24) of the Planning Act.

1. That prior to final approval, a digital file of the plan to be registered, will be provided to the City of Kenora Planning Department in "pdf" format;
2. That approvals are received for the applications to purchase, and that transfers are completed for those abutting lands to which this condominium approval relates;
3. Three original copies (not photocopies) of the plan of survey, bearing the Land Registry Office registration number and signatures as evidence of deposit therein be approved; that illustrate the units, exclusive use, and common elements, the retained land, and any other items to which the approval relates; it must show in general, the same area and dimensions as the Draft Plan forming part of the application;
4. The final plan for registration must be in a registerable form together with all necessary instruments or plans describing an interest in the land;



5. That this approval is valid for three (3) years;
6. That the Owner/Developer will be required to pay the cash in lieu of 5% parkland dedication to the City of Kenora;
7. That the Declaration by Ayrie Developments (Kenora) Inc. be registered on title;
8. That a Site Plan Agreement and/or Development Agreement as required, is entered into and registered as per the City's policy;
9. That approvals are received for entrance permits;
10. That each of the units will be serviced individually with a water meter; and
11. That the payment of any outstanding taxes, including penalties and interest shall be paid to the City of Kenora.

Notes to Draft Approval:

1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to Devon McCloskey, City Planner, 60 Fourteenth St. N., 2nd Fl., Kenora Ontario P9N 4M9. Telephone: 807-467-2059, Email: [dmccloskey@kenora.ca](mailto:dmccloskey@kenora.ca)
2. All measurements in the condominium final plan must be presented in metric units
3. That the plan be registered within 30 days following final approval by the City of Kenora, or approval may be withdrawn under Section 51(59) of the *Planning Act*.