



# City of Kenora

## Committee of the Whole Agenda

Tuesday, July 9, 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 July 16, 2019 meeting:-

- Authorize a total budget amendment in the amount of \$51,030 to be funded through the Library Roof Repair Budget in the amount of \$20,000, \$22,000 appropriated from the Library Building Fund Reserve and \$17,500 appropriated from the Library Capital Fund Reserve, as approved by the Kenora Public Library Board for an accessible entrance upgrade at the Kenora Public Library
- Amend its Rules and Regulations in relation to the Lake of the Woods Cemetery
- Amend 'Schedule B-Community Services' of the Tariff of Fees and Charges Bylaw to reflect an increase ice rental rates by 10% effective September 1<sup>st</sup>, 2019
- Amend 'Schedule B-Community Services' of the Tariff of Fees and Charges Bylaw to reflect increases to memberships at the Kenora Recreation Centre effective September 1<sup>st</sup>, 2019
- Adopt a Municipal Capital Facilities By-law For Municipal Housing Project Facilities
- Authorize a budget amendment not to exceed \$10,000.00, to be funded through the Roads Reserve for the purchase and installation of Radar Speed Signs

### B. Declaration of Pecuniary Interest & the General Nature Thereof

- 1) On Today's Agenda
- 2) From a Meeting at which a Member was not in Attendance.

### C. Confirmation of Previous Committee Minutes

#### Motion:

That the Minutes from the last regular Committee of the Whole Meeting held June 4, 2019 and the minutes from the Special Committee of the Whole meeting held June 26, 2019 be confirmed as written and filed.

### D. Deputations/Presentations

- Jackie Franck – Youth Wellness Hub
- Northwest Business Centre Presentation

### E. Reports:

## 1. Administration & Finance

## **Item Subject**

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- 1.1. 2018 Annual Report
- 1.2. May 2019 Financial Statements
- 1.3. All Nations Hospital Steering Committee Appointment
- 1.4. Kenora Water Tower Lease Agreement – Rogers
- 1.5. Taxi License Bylaw Amendment

## **2. Fire & Emergency Services**

### **Item Subject**

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- 2.1 No Reports

## **3. Operations & Infrastructure**

### **Item Subject**

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- 3.1 2019-2020 Kenora Wastewater System Inspection
- 3.2 Budget Amendment – Roads Speed Warning Device

## **4. Community Services**

### **Item Subject**

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- 4.1 Cemetery Bylaw Amendments
- 4.2 Municipal Ice Rental Rate Increase
- 4.3 Kenora Recreation Centre Membership Increase
- 4.4 NOHFC Funding Request Increase – Kenora SportsPlex
- 4.5 Budget Amendment – Library Accessible Entrance Upgrade
- 4.6 Five Year Corporate Energy Conservation & Demand Management Plan

## **5. Development Services**

### **Item Subject**

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- 5.1 Municipal Capital Facilities Bylaw
- 5.2 Ayrie Developments Site Plan Agreement

## **Other:**

12:00 p.m. Public Zoning Bylaw Amendment Meeting – D09-19-02 & D14-19-07 'Bed & Bale'

**Next Meeting**

- Tuesday, August 6, 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) Educating & Training Members of Council (1 matter-KDSB initiatives)
- ii) Personal Matters About an Identifiable Individual (1 matter-CAO Goals)

**Adjournment.**



June 28, 2019

## City Council Committee Report

**To: Mayor Reynard and Members of Council**

**Fr: Charlotte Edie, Treasurer**

**Re: 2018 Annual Report and Audited Financial Statements**

### **Recommendation:**

That Council approves the 2018 City of Kenora Annual Report including the 2018 audited financial statements for the City; and further

That a copy of this report be made available for public viewing.

### **Background:**

A copy of the Annual Report and audited financial statements is attached to this report for your reference. The report is incomplete in that the Auditors' Report will not be signed until Council has formally approved the financial statements.

In 2009 there was a significant change to the City's financial statements from previous years, due to the new requirement to record Tangible Capital Assets and related amortization, with capital works no longer being expensed as performed. Under this new requirement, the City is required to record the value of all tangible assets net of amortization. As a result of this, the City's financial statements reflect a significant surplus due to the net result of the Tangible Capital Asset implementation. It should be noted that this surplus is comprised of all the accumulated surpluses and deficits of the funds, reserves and organizations that are included in the statements as well as the current amortized value of all City owned assets.

### **Budget:**

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

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

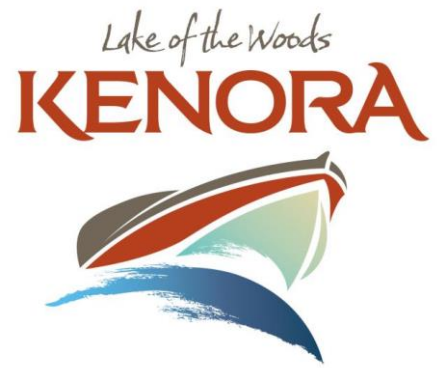
A press release will be prepared for the annual report and statements. This press release will be distributed to Council. The annual report will be made available on the city's portal, as well as at the front desk at City Hall. In accordance with the City's requirements under the Municipal Act, extracts of the audited financial statements will also be printed in the local newspaper.

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

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

### **ERM Assessment:**

Risk assessment is positive in that the 2016 financial results have been audited.



# Annual Report 2018



The City of Kenora, Ontario, Canada



## Table of Contents

INTRODUCTORY INFORMATION .....	2
<i>City Council</i> .....	2
<i>Senior Leadership Team</i> .....	3
<i>Mayor's Message</i> .....	4
<i>CAO's Message</i> .....	5
<i>Strategic Direction for the Corporation</i> .....	6
<i>City Profile</i> .....	7
<i>Interesting Statistics – "2018 by the Numbers"</i> .....	8
<i>Look What's New in 2018</i> .....	9
<i>Looking Ahead to 2019</i> .....	10
<i>City Council and Committee Structure</i> .....	11
FINANCIAL HIGHLIGHTS .....	12
<i>2018 Financial Report</i> .....	12
<i>Current Operations</i> .....	13
<i>Revenues, Financing and Transfers</i> .....	15
<i>Expenditures, Financing and Transfers</i> .....	16
<i>Capital Projects</i> .....	17
<i>Reserves and Reserve Funds</i> .....	18
<i>Government Business Enterprise</i> .....	19
<i>Kenora Citizens' Prosperity Trust Fund</i> .....	20
FINANCIAL STATEMENTS.....	21
<i>Table of Contents</i> .....	21



## Introductory Information

### City Council



From left to Right:

- ~ Councillor Sharon Smith
- ~ Councillor Andrew Poirier
- ~ Councillor Chris VanWalleghem
- ~ Mayor Dan Reynard
- ~ Councillor Mort Goss
- ~ Councillor Rory McMillan
- ~ Councillor Kirsi Ralko



## Senior Leadership Team

- ~ Karen Brown, Chief Administrative Officer
- ~ Stace Gander, Community Services Manager
- ~ Jeff Hawley, Manager of Operations & Infrastructure
- ~ Todd Skene, Manager of Fire & Emergency Services
- ~ Charlotte Edie, Treasurer
- ~ Heather Kasprick, City Clerk
- ~ Adam Smith, Development Services Strategist
- ~ Bruce Graham, HR Strategist





## Mayor's Message

On October 22, 2018 a new Council was elected to serve the citizens of Kenora. Council spent the significant latter part of the year focusing on building their team and their vision for the new Council and the priorities to work towards over the next four years.

Each member of Council believes our community is built on partnerships and that successful projects, events, developments and programs are based on the foundation of strong partnerships. Council intends to continue to focus on those strong partnerships that are already in place and continue to welcome new partnerships that will continue to build our community.

Each member of Council identified housing in our community as a priority and as such, have spent time focusing on how to make that happen. Every investment in our community is a result of good planning, and investing time with developers who believe in our community and all it has to offer. As we move into 2019, citizens will begin to see the months and sometimes years of building these partnerships and relationships where development plans will become a reality.

With the introduction of the new Municipal Accommodation Tax on all hotel/motel rooms in our community, this new tax revenue will assist us in growing our community in other areas. The Lake of the Woods Development Commission will focus on priorities for growing economic development and tourism and investing in areas they feel are most important for moving our community forward.

I am honoured to be elected as your new Mayor for the 2018-2022 in the City of Kenora. I am excited about this term and the team I have with me on Council and believe we will achieve great things as a team, moving the City forward building our community that we are all proud to call home.

Respectfully,

A handwritten signature in black ink, appearing to read "Daniel Reynard", written in a cursive style.

Mayor Daniel Reynard



## CAO's Message

Year end is a time we can both reflect back on our successes and the challenges of the past year, as well as look ahead towards the future. Our achievements are a credit to the hard work done by our dedicated City Team, striving to meet our vision of municipal excellence. Thank you to all of our City staff for everything that you do every day to make Council's direction a reality. It is also a credit to our various partners, including our citizens and local businesses, and the role that each of you plays in making our successes a reality.

During 2018, the City and Kenora Hydro were actively involved in merger discussions with Thunder Bay Hydro. Kenora Hydro and Thunder Bay Hydro merged to form Synergy North on January 1, 2019, with the City of Kenora retaining partial ownership in the new merged company. Also during 2018, the City formalized an agreement with Thunder Bay Telephone that would help facilitate a proposed project intended to bring improved telecommunications services including increased internet speeds to the majority of our community. Major City capital works in 2018 included the replacement of the Seventh Avenue bridge together with the purchase of an aerial truck for the City's Fire & Emergency Services Department.

The City's Investment Readiness Audit was finalized in 2018 and approved by Council. A number of related improvements were implemented, including implementation of the Team Kenora concept, working to create a one stop shop for new development, updates to the City's community profile, changes to the public consultation requirements on site plan applications and approvals, an update of the related section of the City's website, and completing a Competitive Advantage Analysis.

Work actively began on the construction of the new Arts Centre project. The City also commenced a review of the City's Harbourfront, including a planning process for a future vision for this area. These works continue as we move into 2019. In addition, in 2019, work has now begun on the next phase of Downtown revitalization in the First Street / Chipman area, including the connection of First St. S. through the former mall property, and the development of a second roundabout.

Together with Council, the Leadership Team and all City Staff will continue to work together to implement the priorities and actions as identified within the City's strategic plan, ensuring the City actively moves forward with its vision of Kenora being a City of choice, renowned as a sustainable, lifestyle community, supported by a Municipality committed to excellence. The City puts out a report annually outlining progress made under our strategic plan. For additional information on the City's strategic plan, including the plan itself, the City's Vision, Mission and Values, together with the progress reports for 2015 through 2018, please visit <http://kenora.ca/government/strategies-plans-and-publications/strategic-plan/>

The City of Kenora's annual report covers the City's fiscal year, which runs from January 01 to December 31. On behalf of City administration, it is our pleasure to present highlights of our activities for 2018.

Karen Brown, CAO



## Strategic Direction for the Corporation

The City of Kenora's current corporate Strategic Plan, adopted mid 2014 is called *Our Vision is 20/20*. The plan is established to provide the City with guidelines for evaluating and determining its actions, making decisions and setting the budget.

In 2018, the City made significant progress on a number of action items in its Strategic Plan. Among the most significant includes the beginning of the Lake of the Woods Development Commission's strategic plan developed in alignment with the City of Kenora.

To ensure that we are maintaining the momentum in realizing the goals and actions under the Strategic Plan, the City has committed to tracking and communicating our results on an annual basis. The 2018 Strategic Plan Progress Report offers a glimpse into how well we are doing in fulfilling our vision and achieving our mission.

### *Our Vision:*

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

### *Our Mission:*

To deliver quality, cost-effective Municipal services.



## City Profile

The Towns of Kenora, Keewatin and Jaffray Melick amalgamated on 1 January 2000 to form the City of Kenora, forming the second largest center in Northwestern Ontario. The City of Kenora is the largest municipality within the District of Kenora, and represents a commercial hub for the region. With an “open for business” approach, the City has been recognized by senior levels of government as “forward thinking”, and continues to actively and aggressively pursue development opportunities as available.

The forestry sector continues to be a component of the City’s economic base, despite the significant challenges currently facing this sector. The City currently is home to a Weyerhaeuser iLevel Mill, one of the largest value added facilities in the Ontario forest industry, and the Kenora Forest Products Ltd. lumber mill.

Located on famous Lake of the Woods, Kenora also represents a major tourist destination, and hosts a significant number of tourism related businesses, either within the City or in the surrounding area. Kenora’s population more than doubles in the summer because of tourists and seasonal residents. The retail sector is also a significant contributor to the local economy.



## Interesting Statistics – “2018 by the Numbers”

Kenora’s population.....	15,096
Youth population .....	3,240
Number of dwellings.....	7,376
Total property assessment .....	1.88 billion
Tonnes of waste collected .....	21,557
Tonnes of solid waste diverted (recycled) .....	2,042
Tonnes of curbside collection .....	1,229
Wastewater treated (megalitres) .....	2492
Drinking water treated (megalitres) .....	2441
Water Main breaks .....	16
Total KM of water distribution/transmission pipes.....	135.6 km
Total KM of waste water mains .....	128.6 km
City-owned roads	
Total paved .....	330 km
Total unpaved .....	282 km
Total maintained in winter .....	612 km
Total km of city-owned trails .....	90 km
Total number of regular service passenger trips on conventional transit....	38,138
Total number of bridges .....	21
Total number of culverts.....	742



## Look What's New in 2018

2018 was another exciting year for the City of Kenora, with an election taking place in October and a new term of Council beginning December 1<sup>st</sup>.

Also in 2018, Kenora Hydro and Thunder Bay Hydro signed the Memorandum of Understanding for the merger with a merger date decided on of January 1, 2019.

The Lake of the Woods Development Commission, in partnership with the Lake of the Woods Business Incentive Corporation, Kenora Young Professionals Network, Northwest Business Centre, Harbourn BIZ, and the Kenora and District Chamber of Commerce, launched the Choose Kenora project. This project was a marketing campaign where the stories of young professionals and entrepreneurs are shared, and the key features that make Kenora an amazing place to live and work are highlighted.

The groundbreaking for the Kenora Art Centre, and the Rotary Splash Park also took place in 2018 which expected completion dates coming in the summer of 2019.

The City was proud to unveil the new way finding and gateway signage in the Harbourn Centre including Ojibway greetings. The way finding project, a part of the Kenora Downtown Revitalization plan, aims to make City navigation easy for both residents and tourists travelling by car, bus, bike, on foot and even boat.



## Looking Ahead to 2019

The 2015-2020 Strategic Plan is intended to be a living document and as such, will be regularly updated to reflect the changing internal and external context of the City. As we look to 2019, the City will conduct a review of the Strategic Plan to ensure it still aligns with current Council priorities.

2019 marks the first year of the four year term for the current Mayor and Council.

Kenora also is looking forward to the following events and undertakings in 2019:

- Rotary Kenora Splash Park Grand Opening
- Art Centre Grand Opening
- Downtown Revitalization – Park Street/Mall area.
- Harbourfront Business Development Plan Project
- Lake of the Woods Development Commission use of the new Municipal Accommodation tax
- New Pickleball Courts grand opening





## City Council and Committee Structure

City Council represents the elected decision making authority for the City. Council is comprised of the Mayor and six Councillors, all elected at large within the City. Council exercises its legislative authority through the passing of City By-laws and resolutions.

The City operates through a Committee of the Whole structure. All Council members are members of the Committee of the Whole. The Committee of the Whole is for the purpose of conducting municipal business and forwarding recommendations to Council for enacting final approval and by-laws. There is no recommendation acted upon without prior concurrence of Council. Committee of the Whole meets on a monthly basis one week prior to Council meetings.

Each department is broken down as per the senior manager responsibility for reporting purposes and reports to Council at the Committee of the Whole meetings.

In addition, the City has various boards, commissions and committees responsible for various components of its overall operations, as well as independent boards and committees. The members of Council are appointed to these committees to represent the City.



## Financial Highlights

### 2018 Financial Report

The financial report for the City of Kenora includes financial information and analysis as well as financial statements for the year ended December 31, 2018. These financial statements are prepared in accordance with the Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board (PSAB) of Chartered Professional Accountants Canada.

The preparation and presentation of the financial statements and related information contained in this report is the responsibility of the management of the City of Kenora. Included in the consolidated financial statements are those entities that are accountable to or controlled by the City of Kenora and are outlined in the significant accounting policies in the audited financial statements.

City Council appointed the accounting firm of MNP LLP to perform an independent audit of the City's 2018 financial statements, and its report is included herein. The accuracy and reliability of the financial information is ensured by the City's system of internal controls.



## Current Operations

The current operations (excluding funding for capital projects) are broken into eight main functional areas. These areas, together with some examples of the types of expenditures that are incurred in these areas are as follows:

- ~ General Government (Mayor and Council, City Administration)
- ~ Protection to Persons and Property (Fire, Police, By-law Enforcement, 911 Services)
- ~ Transportation Services (Roads, Bridges, Transit)
- ~ Environmental Services (Water and Waste water, Garbage, Recycling)
- ~ Health Services (Northwestern Health Unit, Cemeteries, Ambulance)
- ~ Social and Family Services (Ontario Works, Day Care, District of Kenora Home for the Aged, Social Housing)
- ~ Recreation and Cultural Services (Parks, Recreation Facilities, Library, Museum)
- ~ Planning and Development (Planning, Northwest Business Centre, Tourism, Economic Development)

Total current operations revenues were \$48.7 million in 2018 of the total revenues of \$54 million. Funding for capital projects was an additional \$5.3 million. The City also utilized \$7.3 million in reserves and reserve funds in 2018 for capital and operations. As in previous years, taxation accounts for the largest source of current operations revenues, providing 46.5% of total revenues. Fees and user charges represent another 28% of total revenues. An analysis of total revenues by source in graph form follows on page 15.

Overall current operations expenditures in the various functional areas listed above, were \$49.1 million in 2018, before changes in City surplus. An analysis of current expenditures by functions in graph form follows on page 16.

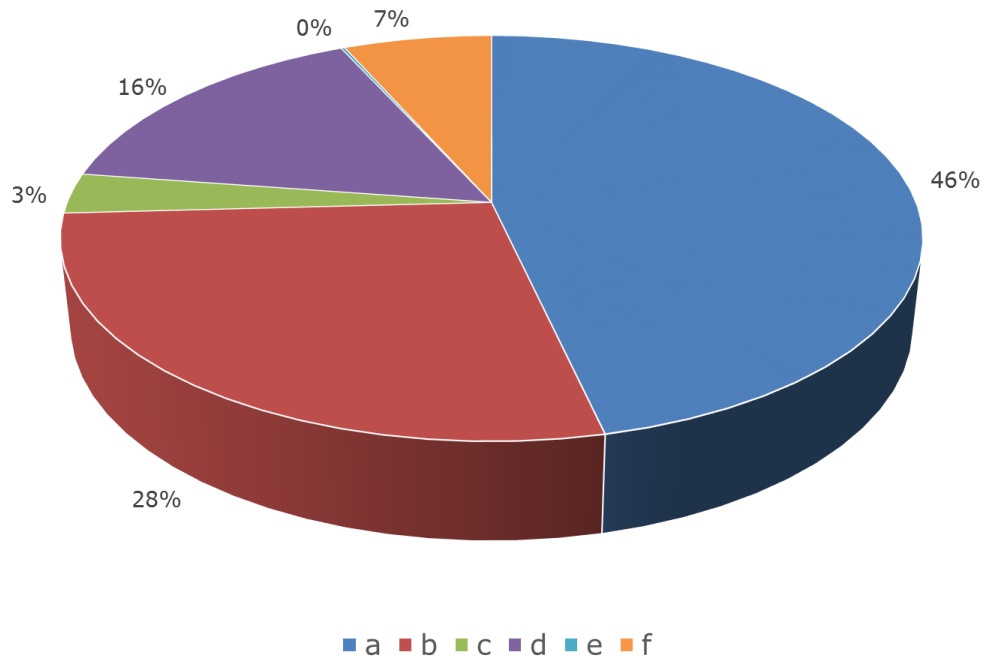
This discussion does not include capital activity of the City.



**The Corporation of the City of Kenora  
Current Fund Operations  
Comparison of Actual to Budget**

<b>Category</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Variance Fav (Unfav)</b>	<b>% Variance Fav (Unfav)</b>
<b>Revenues</b>	\$58,531,954	\$54,537,938	(\$3,994,016)	(6.8%)
<i>Revenue Main impacts include:</i>				
<ul style="list-style-type: none"> <li>- The First Street development funding was included in the 2018 budget however this project was deferred to 2019. Also the Seventh Avenue South Bridge project was under budget and therefore required less provincial funding.</li> <li>- Other income is under budget as a result of fundraising and recoveries to cover the costs of three capital projects: the splash park, the Arts Centre and the Sportsplex Mezzanine. The capital budget included the total costs for these projects however all 3 were not completed in 2018 and at least part was carried forward to 2019.</li> </ul>				
<b>Expenses</b>	\$48,212,103	\$49,139,590	(\$927,487)	(1.9%)
<i>Expense Main impacts include:</i>				
<ul style="list-style-type: none"> <li>- General Government expenses are over budget due to unanticipated legal and related costs during the year.</li> <li>- Transportation costs are over budget due to an understatement of the budget for employee future benefits. In addition, more maintenance work was performed on City vehicles as they age.</li> </ul>				

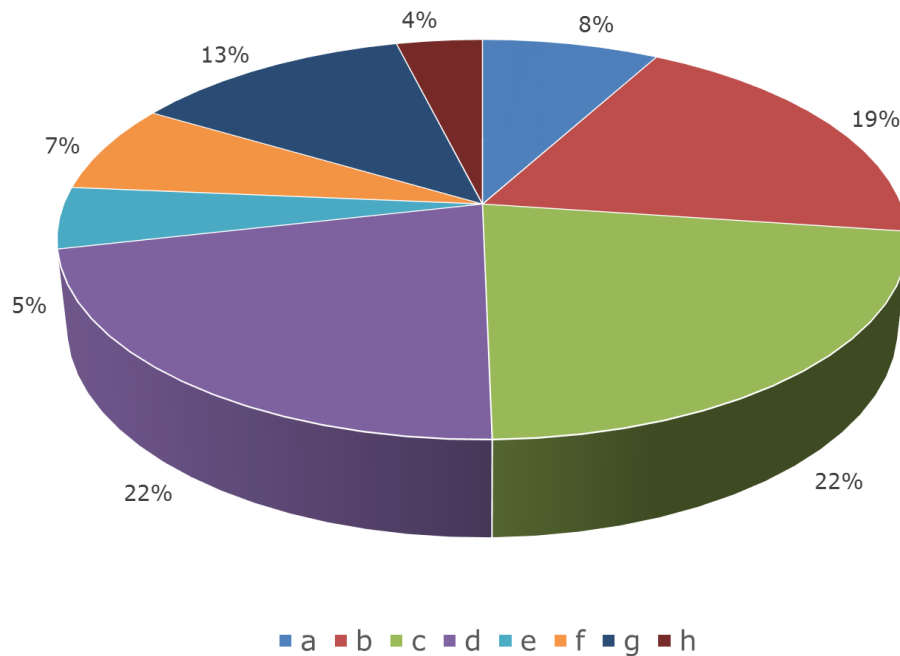
## Revenues, Financing and Transfers



### Revenues, Financing and Transfers (in thousands of dollars)

a	Taxation	\$ 25,333	46.5%
b	Fees and user charges	15,103	27.7%
c	Canada grants	1,754	3.2%
d	Ontario grants	8,666	15.9%
e	Government business enterprise	89	0.2%
f	Other	3,593	6.5%
		<b>\$ 54,538</b>	<b>100.0%</b>

## Expenditures, Financing and Transfers



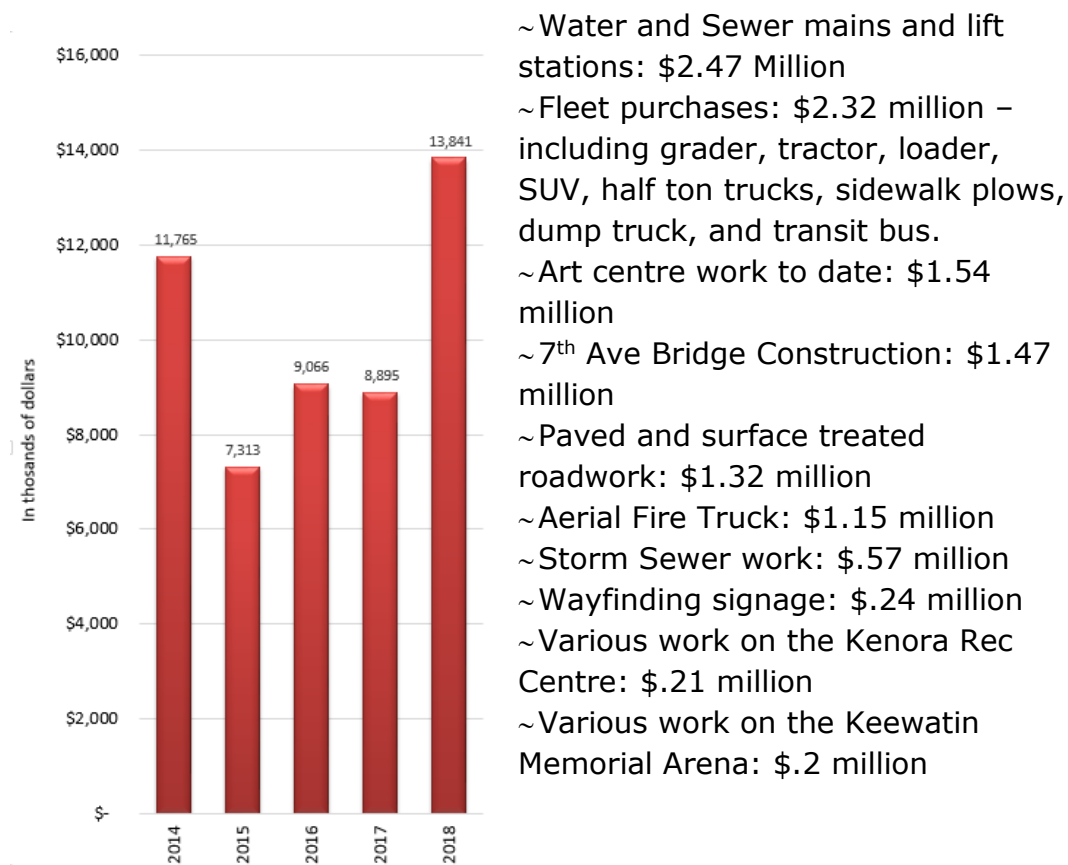
### Expenditures, Financing and Transfers (in thousands of dollars)

a General government	\$ 3,914	8.0%
b Protection services	\$ 9,450	19.2%
c Transportation services	\$ 11,056	22.4%
d Environmental services	\$ 10,672	21.7%
e Health services	\$ 2,445	5.0%
f Social and family services	\$ 3,525	7.2%
g Recreational and cultural services	\$ 6,175	12.6%
h Planning and development	\$ 1,903	3.9%
	<b>\$ 49,140</b>	<b>100.0%</b>

## Capital Projects

The City's significant expenditures relating to major projects are described in the statement of financial position as tangible capital assets. These expenditures generally provide the City with a long-term benefit, either through the purchase of capital assets, improvements to existing capital assets, or the extension of the life of existing capital assets.

Overall tangible capital asset purchases in 2018 were \$13.8 million. Major capital projects for 2018 included:





## Reserves and Reserve Funds

The City maintains reserves and reserve funds designed to offset future costs related to specific expenditures, as approved by Council. While the reserves are primarily intended for capital expenditures, the City also holds significant contingency (\$3.3 million) reserves.

The reserve and reserve fund balance at the end of 2018 was \$29.1 million. This chart below outlines the consolidated reserve and reserve fund combined balances for the last five years. These balances exclude any equity related to the Kenora Hydro Electric Corporation Ltd. This equity is reflected separately as net equity in government business enterprises. These balances also exclude any balance related to the Kenora Citizens' Prosperity Trust Fund.

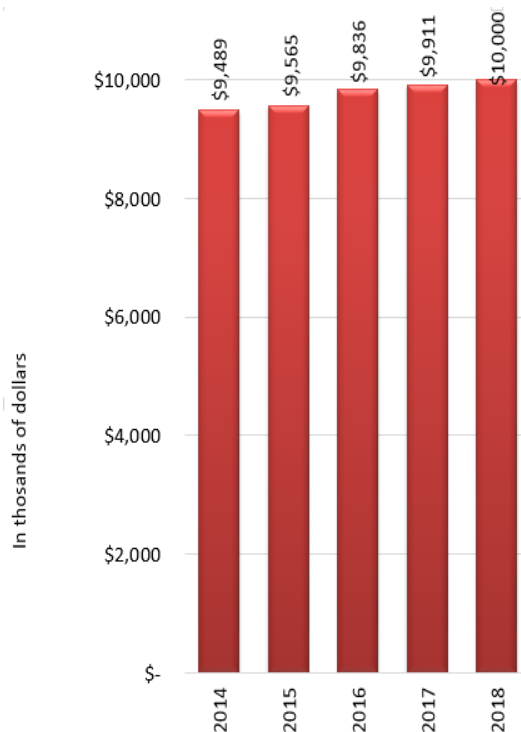




## Government Business Enterprise

The Government Business Enterprise (GBE) is a separate municipal operation or legal entity that reports independently to a separate Board or Commission and does not rely on the City for funding.

This page includes a chart outlining the City's comparative net equity in government business enterprises for the past five years.



The Kenora Hydro Electric Corporation Ltd. (Kenora Hydro), the City's only Government Business Enterprise, is a Local Distribution Company (LDC), incorporated under the Ontario Business Corporation Act in compliance with Hydro Deregulation. Kenora Hydro provides hydro distribution services to residents within the boundaries of the former Towns of Kenora and Keewatin. Kenora Hydro operates as an independent corporation under a Board of Directors appointed by the City as the sole shareholder. On January 1, 2019 Kenora

Hydro Electric Corporation Ltd. and Thunder Bay Hydro Electricity Distribution Inc. merged and continued operations as Synergy North Corporation. As at that date, the Corporation of the City of Kenora holds 9.1% of the issued common shares of Synergy North Corporation.



## **Kenora Citizens' Prosperity Trust Fund**

On January 31, 2008, the City of Kenora sold the KMTS Entities to Bell Aliant. Up to this point, the KMTS entities had been a GBE like Kenora Hydro and had contributed to the City's bottom line.

In an effort to ensure there was no impact to property taxes as a result of this sale, the decision was made to transfer the proceeds of disposition from the sale, together with the cash and investments that were excluded from the sale, to a trust fund that would safeguard the funds. Thus, the Kenora Citizens' Prosperity Trust Fund (Trust Fund) was established in 2008, and had a balance of \$40.8 million at the end of 2018. In order to offset lost net revenues as a result of the sale of the KMTS Entities, the City requires an annual return of \$1.1 million in income from the trust. Any erosion of the balance of the trust will result in an additional burden on the City taxpayer.

The City of Kenora has issued internal debt using the Trust Fund and currently totals \$7.9 million owing to the Trust Fund. This debt is to finance capital projects such as the Fire Hall, the Discovery Centre, the Highway 17 Rehabilitation project, the Whitecap Pavilion, the marine waterline, the street lighting project, the Keewatin Arena upgrades and the Aerial Fire Truck. This debt is being paid back to the Trust Fund on the established schedule with rates in line with Infrastructure Ontario.

The Trust Fund is reported on the City's financial statements at \$32.9 million because the Canadian generally accepted accounting principles, as established by the Public Sector Accounting Board, dictate that such inter-organizational transactions be eliminated on consolidation. As a result the balance of \$32.9 million reflected on the consolidated statement of financial position does not reflect the balance of the debentures and interfund balances at 31 December 2018 of \$7.9 million.



## Financial Statements

### Table of Contents

Management's Responsibility for the Financial Statements.....	22
Independent Auditor's Report .....	23
Consolidated Statement of Financial Position .....	25
Consolidated Statement of Operations .....	26
Consolidated Statement of Changes in Net Financial Assets .....	27
Consolidated Statement of Cash Flows .....	28
Significant Accounting Policies.....	29
Notes to Consolidated Financial Statements .....	32
Segmented Information Note .....	41
Schedules of Segment Disclosure .....	43



## City of Kenora

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### **Management's Responsibility for the Financial Statements**

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The accompanying financial statements of the Corporation of the City of Kenora are the responsibility of the City's management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the notes to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgments, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

City Council meets with management to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by City Council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.

Karen Brown, CPA, CA, CAO  
Kenora, Ontario

## Auditor's Report

## Auditor's Report



**THE CORPORATION OF THE CITY OF KENORA**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
31 December 2018

	2018	2017
<b>Financial Assets</b>		
Cash (Note 1)	\$ 19,048,268	\$ 22,016,413
Temporary investments (Note 2)	15,524,428	14,977,719
Taxes receivable	381,119	289,469
Trade and other receivables	6,722,371	4,794,034
Inventory held for resale	60,299	61,276
Long term note receivable (Note 3)	19,210	36,830
Citizens' Prosperity Trust Fund investments (Note 4)	32,893,511	32,844,723
Investment in government business enterprise (Note 5)	10,000,000	9,911,000
	<b>84,649,206</b>	<b>84,931,464</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	6,444,916	5,942,191
Deferred revenue (Note 6)	4,091,649	3,976,059
Employee future benefits payable (Note 16)	2,807,219	2,658,153
	<b>13,343,784</b>	<b>12,576,403</b>
<b>NET FINANCIAL ASSETS</b>	<b>71,305,422</b>	<b>72,355,061</b>
<b>Non Financial Assets</b>		
Tangible capital assets (Note 8)	161,123,587	154,722,219
Inventories of consumables and prepaids	1,043,768	997,149
	<b>162,167,355</b>	<b>155,719,368</b>
<b>ACCUMULATED SURPLUS (Note 7)</b>	<b>\$ 233,472,777</b>	<b>\$ 228,074,429</b>

See Accompanying Notes

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Treasurer

**THE CORPORATION OF THE CITY OF KENORA**  
**CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
For the year ended 31 December 2018

	2018 Budget (Note 12)	2018 Actual	2017 Actual
<b>Revenues</b>			
Taxation	\$ 25,433,151	\$ 25,332,389	\$ 24,534,202
Fees and user charges	15,259,657	15,103,063	14,519,761
Canada grants	2,531,950	1,754,335	496,342
Ontario grants	8,565,239	8,666,376	5,343,459
Net income from government business enterprise (Note 5)	89,000	89,000	75,000
Other (Note 9)	6,652,957	3,592,775	1,418,522
	<u>58,531,954</u>	<u>54,537,938</u>	<u>46,387,286</u>
<b>Expenses</b>			
General government	3,754,583	3,914,400	3,564,495
Protection services	9,465,198	9,449,660	9,161,588
Transportation services	10,410,376	11,055,474	9,011,713
Environmental services	10,514,511	10,672,104	9,629,407
Health services	2,466,514	2,445,016	2,307,176
Social and family services	3,524,545	3,525,013	3,585,797
Recreation and cultural services	6,010,883	6,174,925	5,929,092
Planning and development	2,065,493	1,902,998	1,774,912
	<u>48,212,103</u>	<u>49,139,590</u>	<u>44,964,180</u>
<b>Annual surplus</b>	<u>10,319,851</u>	<u>5,398,348</u>	<u>1,423,106</u>
<b>Accumulated surplus, beginning of year</b>		<u>228,074,429</u>	<u>226,651,323</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 233,472,777</u>	<u>\$ 228,074,429</u>
See Accompanying Notes			

**THE CORPORATION OF THE CITY OF KENORA**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
For the year ended 31 December 2018

	2018 Budget (Note 12)	2018 Actual	2017 Actual
<b>Annual surplus</b>	\$ 10,319,851	\$ 5,398,348	\$ 1,423,106
Acquisition of tangible capital assets	(26,043,304)	(13,840,737)	(8,895,235)
Amortization of tangible capital assets	7,142,099	7,142,099	6,576,190
(Gain) Loss on sale of tangible capital assets	-	(591)	56,853
Proceeds on sale of tangible capital assets	-	297,861	96,790
	(8,581,354)	(1,003,020)	(742,296)
Acquisition of prepaid expenses and inventory of supplies	(2,892,549)	(2,892,549)	(1,638,898)
Net use/consumption of inventories of consumables and prepaids	2,845,930	2,845,930	2,214,637
	(46,619)	(46,619)	575,739
<b>Net change in net financial assets (debt)</b>	(8,627,973)	(1,049,639)	(166,557)
<b>Net financial assets, beginning of year</b>	72,355,061	72,355,061	72,521,618
<b>Net financial assets, end of year</b>	\$ 63,727,088	\$ 71,305,422	\$ 72,355,061

See Accompanying Notes

**THE CORPORATION OF THE CITY OF KENORA**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
For the year ended 31 December 2018

	2018	2017
<b>Operating transactions</b>		
Annual surplus	\$ 5,398,348	\$ 1,423,106
Items not involving cash		
Amortization	7,142,099	6,576,190
(Gain) Loss on disposal of tangible capital assets	(591)	56,853
Income from government business enterprise	(89,000)	(75,000)
	<b>12,450,856</b>	<b>7,981,149</b>
Change in non-cash working capital balances		
(Increase) Decrease in taxes receivable	(91,650)	95,903
(Increase) in trade and other receivables	(1,928,337)	(82,048)
Decrease (Increase) in other assets	(45,642)	568,939
Increase (Decrease) in accounts payable and accrued liabilities	502,725	(773,744)
Increase in deferred revenue	115,590	2,274,739
Increase in employee benefits payable	149,066	37,261
	<b>11,152,608</b>	<b>10,102,199</b>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(13,840,737)	(8,895,235)
Proceeds on sale of tangible capital assets	297,861	96,790
	<b>(13,542,876)</b>	<b>(8,798,445)</b>
<b>Investing transactions</b>		
Decrease in long term note receivable	17,620	16,771
Decrease (Increase) in Citizens' Prosperity Trust Fund	(48,788)	570,613
	<b>(31,168)</b>	<b>587,384</b>
<b>Net change in cash and equivalents</b>	<b>(2,421,436)</b>	<b>1,891,138</b>
<b>Cash and equivalents, beginning of year</b>	<b>36,994,132</b>	<b>35,102,994</b>
<b>Cash and equivalents, end of year</b>	<b>\$ 34,572,696</b>	<b>\$ 36,994,132</b>
<b>Represented by</b>		
Cash	\$ 19,048,268	\$ 22,016,413
Temporary investments	15,524,428	14,977,719
	<b>\$ 34,572,696</b>	<b>\$ 36,994,132</b>

See Accompanying Notes

## **THE CORPORATION OF THE CITY OF KENORA SIGNIFICANT ACCOUNTING POLICIES**

For the year ended 31 December 2018

The consolidated financial statements of the Municipality are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of Chartered Professional Accountants Canada. The Municipality provides municipal services such as fire, public works, planning, parks, recreation and other government services. Significant aspects of the accounting policies adopted by the Municipality are as follows:

### **a) Basis of Accounting**

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

### **b) Basis of Consolidation**

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the current fund, capital fund, reserves and reserve funds of all municipal organizations, committees and boards and internally restricted entities which are owned or controlled by the Municipality. All interfund assets, liabilities, revenues and expenses have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by the Municipality have been consolidated:

Kenora Public Library  
Lake of the Woods Cemetery  
Lake of the Woods Museum

The Provincial Offences Fund is a government partnership where the Municipality has shared control over the board / entity. The Municipality's pro rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The Municipality's proportionate interest of 69.31% (2017 - 69.27%) of the Provincial Offences Fund is reflected in the consolidated financial statements.

The government business enterprise is a separate legal entity which does not rely on the municipality for funding. The investment in the government business enterprise is accounted for using the modified equity method. Under this method, the government business enterprise's accounting policies, which follow International Financial Reporting Standards for rate-regulated industries, are not adjusted to conform with Public Sector Accounting Standards and inter-entity transactions and balances are not eliminated. The Kenora Hydro Electric Corporation Ltd. is the only government business enterprise reflected in the consolidated statements.

### **c) Use of Estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**THE CORPORATION OF THE CITY OF KENORA  
SIGNIFICANT ACCOUNTING POLICIES**

For the year ended 31 December 2018

**d) Government Transfers**

Government transfers are recognized in the year in which events give rise to the transfer, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

**e) Revenue Recognition**

Revenues are recognized as follows:

- i Tax revenue is recognized in the calendar year to which the tax assessment applies and the assessment is known.
- ii Fees and user charges are recognized on a monthly basis as services are provided.
- iii Other revenues are recorded when collected or when collection is reasonably assured.
- iv Grants for the acquisition of tangible capital assets are recognized in the period in which the eligible expenditures are made.

**f) Investments**

Temporary investments are recorded at the lower of cost or market. Portfolio investments are recorded at cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.

**g) Inventory**

Inventory is recorded at the lower of cost and net realizable value. Cost is determined on the average cost basis.

**h) Collection of Taxes on Behalf of Other Taxation Authorities**

The municipality collects taxation revenue on behalf of the school boards. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in these financial statements.

**i) Trust Funds**

Trust funds administered by the City for the benefit of external parties are not included in these financial statements. The financial activity and position of the trust funds are reported separately.

**j) Deferred Revenue**

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

**THE CORPORATION OF THE CITY OF KENORA**  
**SIGNIFICANT ACCOUNTING POLICIES**  
For the year ended 31 December 2018

**k) Pension and Other Post-Employment Benefits**

The City accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. Standards issued by Chartered Professional Accountants Canada with respect to accounting for employee future benefits require the City to accrue for its obligations under other employee benefit plans and related costs, net of plan assets.

The cost of other post-employment benefits offered to employees are actuarially determined using the projected benefit method, prorated on service and based on management's best estimate assumptions. Under this method, the projected post-retirement benefit is deemed to be earned on pro-rata basis over the years of service in the attribution period commencing at date of hire, and ending at the earliest age the employee could retire and qualify for benefits.

**l) Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital assets including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital assets commencing once the asset is available for productive use as follows:

Site improvements	25 years
Buildings	10 to 125 years
Equipment	3 to 25 years
Fleet	7 to 25 years
Docks and wharfs	10 to 50 years
Roads and bridges	10 to 50 years
Water	15 to 75 years
Sewer	15 to 100 years
Other	5 to 75 years



**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**1. CASH**

	2018	2017
Unrestricted	\$ 13,945,328	\$ 17,367,855
Restricted	5,102,940	4,648,558
	<b>\$ 19,048,268</b>	<b>\$ 22,016,413</b>

The City has a revolving demand facility to a maximum of \$5,000,000 by way of prime rate based loans bearing interest at prime less 1.9% and letters of credit bearing interest at 0.5% per annum. As at 31 December 2018, \$ - (2017 - \$ -) was drawn under this facility. This facility is unsecured. Availability is subject to financial criteria and is at the discretion of the bank.

**2. TEMPORARY INVESTMENTS**

	Market Value	2018	2017
Unrestricted	\$ 14,187,562	\$ 13,346,236	\$ 13,233,444
Restricted	2,178,192	2,178,192	1,744,275
	<b>\$ 16,365,754</b>	<b>\$ 15,524,428</b>	<b>\$ 14,977,719</b>

96% of the temporary investments are held in the One Fund - Public Sector Group of Funds. The investments have rates of return between -2.54% and 2.7%.

**3. LONG TERM NOTE RECEIVABLE**

	2018	2017
Loan receivable, Ontario Power Generation, repayable \$1,587 monthly including interest at 5%, secured by leasehold improvements, matures 2020.	\$ 19,210	\$ 36,830

**4. CITIZENS' PROSPERITY TRUST FUND INVESTMENTS**

	2018	2017
Cash	\$ 14,190	\$ 13,950
Temporary Investments	32,879,321	32,830,773
	<b>\$ 32,893,511</b>	<b>\$ 32,844,723</b>

The market value of the temporary investments is \$34,120,095 at the end of the year. The proceeds from the sale of the Kenora Municipal Telephone System, KMTS Mobility and KMTS Net were transferred to the Citizens' Prosperity Trust Fund in 2008. The purpose of the Fund is to safeguard the principal while using the related investment income to eliminate the negative impacts resulting from the loss of the annual dividends from the telephone operations.

42% of the temporary investments are held in the One Fund - Public Sector Group of Funds. The investments are held in bond and equity funds with interest rates of -2.54%, 1.17% and 1.51%. The remaining investments are managed by Manulife Asset Management and held with RBC Dexia. The investments are held in various government and bank bonds and debentures. Interest rates range from 1.6% to 4.5%. These investments mature between 2019 and 2023.

Debentures receivable in the amount of \$7,917,494 have been eliminated on consolidation. These debentures are due from the City of Kenora and were used to finance a number of capital projects. The interest rates on these debentures are 3% and 3.32%. They mature between 2020 and 2032.

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**5. INVESTMENT IN GOVERNMENT BUSINESS ENTERPRISE (in thousands of dollars)**

The Kenora Hydro Electric Corporation Ltd. is owned and controlled by the City of Kenora and as a business enterprise of the City, is accounted for on a modified equity basis in these consolidated financial statements. The following information provides condensed supplementary information for the enterprise for the year ended 31 December 2018.

**i) Financial Position, Results of Operations and Changes in Net Assets**

	2018	2017
Current assets	\$ 4,735	\$ 5,018
Non-current assets	8,654	8,725
Regulatory deferral account debit balances and related deferred tax	26	38
Total assets and regulatory deferral account balances	13,415	13,781
Current liabilities	1,531	1,641
Non-current liabilities	1,884	2,229
Total Liabilities	3,415	3,870
Net Assets	\$ 10,000	\$ 9,911
Revenue	\$ 14,299	\$ 14,488
Expenses	14,145	14,511
Income (loss) from operating activities	154	(23)
Finance income	76	61
Finance cost	(152)	(148)
Income before provision for payment in lieu taxes	78	(110)
Provision for payments in lieu taxes	(15)	(1)
Profit (loss) for the year before net movements in regulatory deferral account balances	93	(109)
Net movement in regulatory deferral account balances related to profit or loss and the related deferred tax movement	(4)	184
Total comprehensive income for the year	\$ 89	\$ 75

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**5. INVESTMENT IN GOVERNMENT BUSINESS ENTERPRISE (in thousands of dollars) - continued**

	2018	2017
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**ii) Balances with other organizations**

Due from City of Kenora	\$ 861	\$ 1,077
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**iii) Transactions with other organizations**

Administration charges by City of Kenora	\$ 331	\$ 307
Interest charged to Kenora Hydro	92	92

Purchases from and sales to the City of Kenora and its business enterprises in the normal course of operations are recorded at amounts approximating those charged to unrelated parties and total approximately \$1.75 million in 2018 (2017 - \$1.84 million).

**iv) Subsequent Event**

On January 1, 2019 Kenora Hydro Electric Corporation Ltd. and Thunder Bay Hydro Electricity Distribution Inc. merged and continued operations as Synergy North Corporation. As at that date, the Corporation of the City of Kenora holds 9.1% of the issued common shares of Synergy North Corporation. The investment in Kenora Hydro Electric Corporation Ltd. reflected as a government business enterprise in these consolidated financial statements will be reported as a portfolio investment in Synergy North Corporation in subsequent years' consolidated financial statements.

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**6. DEFERRED REVENUE**

						2018
	Opening balance	Contributions received	Externally restricted investment income	Revenue recognized	Ending balance	
Federal gas tax	\$ 972,005	\$ 977,697	\$ 19,689	\$ 522,621	\$ 1,446,770	
Dedicated gas tax	678,919	156,689	15,422	549,288	301,742	
Miscellaneous transit funding	233,499	-	-	71,548	161,951	
Roads deposits	49,193	-	845	-	50,038	
Other deferred revenue	2,042,443	594,078	20,845	526,218	2,131,148	
	<b>\$ 3,976,059</b>	<b>\$ 1,728,464</b>	<b>\$ 56,801</b>	<b>\$ 1,669,675</b>	<b>\$ 4,091,649</b>	

**Federal gas tax**

Gas tax revenue is provided by the Government of Canada. The use of funding is established by a funding agreement between the City and the Association of Municipalities of Ontario. Gas tax funding may be used towards designated public transit, water, wastewater, solid waste, community energy systems, roads and capacity building projects as specified in the funding agreements.

**Dedicated gas tax**

The Provincial Ministry of Transportation provides municipalities with \$.02 per litre of provincial gas tax to improve and expand transit. The funds can only be used to support municipal public transportation expenditures above a municipality's baseline spending.

**7. ACCUMULATED SURPLUS**

Accumulated surplus consists of individual fund surplus, reserves and reserve funds and internally restricted entities as follows:

	2018	2017
Current funds	\$ 490,391	\$ 491,309
Investment in tangible capital assets	161,123,587	154,722,219
Less: Capital assets to be financed by long term debt	-	-
Government business enterprise	10,000,000	9,911,000
	<b>171,613,978</b>	<b>165,124,528</b>
Reserves and Reserve Funds		
Working capital	4,461,465	4,461,465
Contingencies	3,272,064	7,966,562
Capital expenditure purposes	15,426,900	14,153,492
Replacement of equipment	2,092,668	700,913
Museum	955,307	437,163
Cemetery Columbarium	206,215	186,152
Current expenditures purposes	2,652,282	2,252,291
Total Reserves and Reserve Funds	<b>29,066,901</b>	<b>30,158,038</b>
Internally Restricted Entity		
Citizens' Prosperity Trust Fund	32,791,898	32,791,863
<b>ACCUMULATED SURPLUS</b>	<b>\$ 233,472,777</b>	<b>\$ 228,074,429</b>

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**8. TANGIBLE CAPITAL ASSETS**

	Land	Site Improve- ments	Buildings	Equipment	Fleet	Docks and Wharfs	Roads and Bridges	Water	Sewer	Work in Progress and Other	2018
Cost, beginning of year	\$ 11,634,735	\$ 6,414,585	\$ 36,988,493	\$ 6,013,874	\$ 17,115,475	\$ 2,291,947	\$ 109,697,393	\$ 38,900,347	\$ 52,150,926	\$ 8,859,615	\$ <b>290,067,390</b>
Additions	125,000	303,667	664,858	277,080	3,503,064	-	2,886,732	653,026	2,388,431	3,038,879	<b>13,840,737</b>
Disposals/transfers	(125,000)	9,322	10,654	-	(825,445)	-	55,284	(19,432)	205,720	(485,803)	<b>(1,174,701)</b>
Cost, end of year	\$ 11,634,735	\$ 6,727,574	\$ 37,664,005	\$ 6,290,954	\$ 19,793,094	\$ 2,291,947	\$ 112,639,408	\$ 39,533,941	\$ 54,745,077	\$ 11,412,691	\$ <b>302,733,426</b>
Accumulated amortization, beginning of year	\$ -	\$ 1,914,986	\$ 7,826,053	\$ 4,321,884	\$ 8,835,108	\$ 537,919	\$ 69,679,495	\$ 14,968,571	\$ 22,508,258	\$ 4,752,897	\$ <b>135,345,171</b>
Amortization	-	257,273	928,605	333,236	933,557	76,733	2,817,264	552,793	928,950	313,688	<b>7,142,099</b>
Disposals	-	-	-	-	(687,099)	-	(80,653)	(13,296)	(96,383)	-	<b>(877,431)</b>
Accumulated amortization, end of year	\$ -	\$ 2,172,259	\$ 8,754,659	\$ 4,655,120	\$ 9,081,566	\$ 614,652	\$ 72,416,105	\$ 15,508,069	\$ 23,340,825	\$ 5,066,585	\$ <b>141,609,839</b>
Net carrying amounts, end of year	\$ 11,634,735	\$ 4,555,315	\$ 28,909,346	\$ 1,635,834	\$ 10,711,528	\$ 1,677,295	\$ 40,223,303	\$ 24,025,872	\$ 31,404,252	\$ 6,346,106	\$ <b>161,123,587</b>

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**8. TANGIBLE CAPITAL ASSETS**

	Land	Site Improve- ments	Buildings	Equipment	Fleet	Docks and Wharfs	Roads and Bridges	Water	Sewer	Work in Progress and Other	2017
Cost, beginning of year	\$ 11,043,743	\$ 6,384,591	\$ 34,814,934	\$ 5,620,503	\$ 16,328,420	\$ 2,181,181	\$ 108,285,061	\$ 38,573,649	\$ 50,676,506	\$ 8,183,885	\$ <b>282,092,473</b>
Additions	590,992	29,994	1,937,653	398,834	1,485,701	110,766	1,412,332	328,824	1,647,772	952,367	<b>8,895,235</b>
Disposals/transfers	-	-	235,905	(5,463)	(698,646)	-	-	(2,126)	(173,352)	(276,637)	<b>(920,318)</b>
Cost, end of year	\$ 11,634,735	\$ 6,414,585	\$ 36,988,493	\$ 6,013,874	\$ 17,115,475	\$ 2,291,947	\$ 109,697,393	\$ 38,900,347	\$ 52,150,926	\$ 8,859,615	\$ <b>290,067,390</b>
Accumulated amortization, beginning of year	\$ -	\$ 1,664,573	\$ 6,957,145	\$ 3,996,439	\$ 8,580,468	\$ 461,414	\$ 67,135,857	\$ 14,414,295	\$ 21,840,793	\$ 4,484,672	\$ <b>129,535,656</b>
Amortization	-	250,413	876,264	330,907	839,857	76,505	2,543,637	556,402	833,979	268,225	<b>6,576,190</b>
Disposals	-	-	(7,356)	(5,463)	(585,217)	-	-	(2,126)	(166,514)	-	<b>(766,676)</b>
Accumulated amortization, end of year	\$ -	\$ 1,914,986	\$ 7,826,053	\$ 4,321,884	\$ 8,835,108	\$ 537,919	\$ 69,679,495	\$ 14,968,571	\$ 22,508,258	\$ 4,752,897	\$ <b>135,345,171</b>
Net carrying amounts, end of year	\$ 11,634,735	\$ 4,499,599	\$ 29,162,440	\$ 1,691,990	\$ 8,280,367	\$ 1,754,028	\$ 40,017,898	\$ 23,931,776	\$ 29,642,669	\$ 4,106,718	\$ <b>154,722,219</b>

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from services) is \$3,176,182 (2017 - \$1,108,621). The municipality holds various works of art and historical treasures pertaining to the Lake of the Woods Museum. These items are not recognized as tangible capital assets in the financial statements because a reasonable estimate of the future benefits associated with such property cannot be made.

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**9. OTHER INCOME**

	2018	2017
Penalties and interest on taxation	\$ 291,252	\$ 285,804
Investment income	1,064,286	529,876
Donations	1,039,446	98,865
Miscellaneous	1,197,791	503,977
	<b>\$ 3,592,775</b>	<b>\$ 1,418,522</b>

**10. PENSION AGREEMENTS**

The municipality and its employees contribute to the Ontario Municipal Employees Retirement System ("OMERS"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is jointly responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has approximately 496,000 active, deferred and retired members.

Each year an independent actuary determines the Plan's funded status by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2018, the estimated accrued pension obligation for all members (including survivors) of the Plan was \$99,058 million (2017 - \$93,614 million). The Plan had net assets available for benefits of \$97,439 million at the end of 2018 (2017 - \$95,198 million). The resulting funding deficit was \$2,790 million as at December 31, 2018 (2017 - \$605 million surplus). The actuary does not attribute portions of the unfunded liability to individual employers. The Corporation of the City of Kenora paid \$959,764 for employer contributions to the plan in 2018 (2017 - \$917,010).

**11. PUBLIC SECTOR SALARY DISCLOSURE**

For 2018, the following employees were paid a salary, as defined in the Public Sector Salary Disclosure Act, 1996, of \$100,000 or more:

Name	Position	Salary Paid	Taxable Benefits
Karen Brown	Chief Administrative Officer	\$ 171,153	\$ 1,967
Sharen McDowall	Human Resources Strategist	\$ 141,981	\$ 1,555
Jeff Hawley	Operations Manager	\$ 133,671	\$ 1,719
Larry Cottam	Captain, Firefighter	\$ 117,635	\$ 1,384
Donald Skene	Fire and Emergency Services Manager	\$ 117,099	\$ 1,510
William Chmeliuk	Captain, Firefighter	\$ 112,913	\$ 1,329
Charlotte Edie	Treasurer	\$ 110,427	\$ 1,422
Marco Vogrig	Municipal Engineer	\$ 110,427	\$ 1,422
Heather Kasprick	City Clerk	\$ 110,427	\$ 1,422
John Martin	Captain, Firefighter	\$ 110,315	\$ 1,394
Gary Sinclair	Firefighter	\$ 109,420	\$ 1,194
Brian Birch	Captain, Firefighter	\$ 109,261	\$ 1,346
Michael Mostow	Fleet Supervisor	\$ 103,433	\$ 1,334
Biman Paudel	Water and Wastewater Division Lead	\$ 103,432	\$ 1,334
Earl Bichon	Firefighter	\$ 101,437	\$ 1,194

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**12. BUDGET**

The Financial Plan (Budget) By-Law adopted by Council on 22 May 2018 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues is \$nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and changes in net financial assets represent the Financial Plan adopted by Council on 22 May 2018 with adjustments as follows:

	<b>2018</b>
Financial plan (budget) by-law surplus for the year	\$ (99,400)
Add:	
Capital expenditures	26,043,304
Debt principal repayments	884,236
Less:	
Debenture financing of capital expenditures	(4,280,394)
Budgeted transfers from accumulated surplus	(5,085,796)
Amortization	(7,142,099)
<b>Budget surplus per statement of operations</b>	<b>\$ 10,319,851</b>

**13. COLLECTION OF TAXES ON BEHALF OF OTHER TAXATION AUTHORITIES**

During the year, taxation revenue of \$5,104,373 (2017 - \$4,831,190) was raised and remitted to the school boards.

**14. TRUST FUNDS**

The trust funds administered by the municipality for the benefit of external parties have not been included in the statement of financial position nor have the operations been included in the statement of operations. At 31 December, the trust funds balances are as follows:

	<b>2018</b>	<b>2017</b>
Lake of the Woods Cemetery		
Land Fund	\$ 7,169	\$ 6,239
Perpetual Care Fund	638,679	618,733
Langford Estate	57,276	56,309
	<b>\$ 703,124</b>	<b>\$ 681,281</b>

**15. EMPLOYEE FUTURE BENEFITS**

The City of Kenora pays certain health and dental benefits on behalf of its retired employees. Active employees are also eligible to receive non-vesting sick leave benefits. The City recognizes post-employment and non-vesting sick leave costs in the period in which the employees rendered the services. The expense for the twelve months ended 31 December 2018 was \$156,884 (2017 - \$42,866), and the resulting future employee benefit liability was \$2,598,075 at 31 December 2018 (2017 - \$2,441,191).

The main assumptions employed for the calculation of employee future benefits are as follows:

**1. Interest (Discount) Rate**

The interest (discount) rate used for fiscal 31 December 2018 expense and accrued obligation is 2.90%.

**2. Medical Costs**

Medical costs were assumed to increase 6.25% in 2017 grading down by .25% per annum to 4.5% thereafter.

**3. Dental Costs**

Dental costs were assumed to increase 2.75% per year.

**4. Non-Vesting Sick Leave Costs**

Salary rates were assumed to increase 1.5% per year to 2019 and 2.15% per year thereafter.



**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**16. EMPLOYEE FUTURE BENEFITS PAYABLE**

	2018	2017
Employee future benefits (Note 15)	\$ 2,598,075	\$ 2,441,191
Vested sick leave	100,433	94,084
Lieu time accrual	108,711	122,878
	<b>\$ 2,807,219</b>	<b>\$ 2,658,153</b>

**17. CONTINGENT LIABILITIES AND COMMITMENTS**

At 31 December 2018, the Corporation of the City of Kenora has guaranteed bank indebtedness of the following: Kenora Golf and Country Club in the amount of \$216,680 (2017 - \$260,012) (the maximum amount of the guarantee is \$650,000), the Kenora Health Care Centre in the amount of \$6,089,354 (2017 - \$6,271,453) and the Kenora Airport Authority Inc. in the amount of \$0 (the maximum amount of the guarantee is \$1,000,000). In addition the City was required to provide a \$200,000 deposit to satisfy the guarantee requirements.

The Corporation of the City of Kenora's pro-rata share of the cumulative operating deficit of the District of Kenora Home for the Aged is not available for 2018 (2017 - \$1,440,888). The Home's management expects to recover this deficit from projected future operating surpluses. A billing to municipalities for their respective share of the deficit is not anticipated.

The Corporation of the City of Kenora has several claims and possible claims pending against it. The outcome of these claims is not yet determined and no amounts have been recorded in the accounts relating to these claims and possible claims.

**18. LANDFILL CLOSURE AND POST-CLOSURE LIABILITIES**

The Ontario Environmental Protection Act sets out regulatory requirements for the closure and maintenance of landfill sites. Under this Act, the City is required to provide for closure and post-closure care of solid waste landfill sites. The costs related to these obligations are provided over the estimated remaining life of active landfill sites based upon usage.

The City has one inactive landfill site. It has previously incurred all costs relating to the closure and retains responsibility for all costs relating to post-closure care which are recorded annually as they are incurred.

The City maintains one active landfill site which has an estimated remaining useful life of approximately 19 years. Based on an environmental assessment performed by consultants \$23,114 has been accrued relating to the closure & post-closure care for this landfill site at 31 December 2018 (2017 - \$18,963).

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended 31 December 2018

**19. SEGMENTED INFORMATION**

The City of Kenora is a diversified municipal government institution that provides a wide range of services to its citizens, including fire, public transit, solid waste, water and waste water and recreation. For management reporting purposes the City's operations and activities are organized and reported by Segment. Segments were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these functions. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

**General Government**

General government encompasses all the City's administration including Council, the Administrator's office, finance and administration and human resources.

**Protection Services**

This segment encompasses contracted police services, fire services and by-law enforcement. The fire department is responsible to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. The by-law department is responsible for animal control and for enforcing by-laws passed by council. The building inspectors ensure an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and by-laws.

**Transportation Services**

Transportation services are the responsibility of the public works department. This department delivers municipal public works services related to the planning, development and maintenance of roadway systems, transit, docks, wharfs and street lighting.

**Environmental Services**

The environmental services segment consists of three areas - water, wastewater and solid waste. The department provides drinking water and treats wastewater to a portion of the City. It also provides collection, disposal and waste minimization programs and facilities for solid waste.

**Health Services**

Health services includes contributions to the Northwestern Health Unit, the Kenora District Services Board for ambulance services and to the Lake of the Woods Cemetery.

**THE CORPORATION OF THE CITY OF KENORA**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
for the year ended 31 December 2018

**19. SEGMENTED INFORMATION (continued)**

**Social and Family Services**

The social and family services segment provides Ontario Works services, day care services and includes contributions to the District of Kenora Home for the Aged and to the Kenora District Services Board for social housing.

**Recreation and Cultural Services**

Recreation and cultural services is responsible for the maintenance of parks and open space. Also included in this segment are the Kenora Recreation Centre (ice surface, swimming pools and workout facilities) and the Keewatin Memorial Arena (ice surface). The operations of the Kenora Library and the Lake of the Woods Museum are also in this segment.

**Planning and Development**

The planning and development segment includes planning, economic development and tourism. It provides services for the approval of all land development plans and the application and enforcement of zoning by-laws.

In addition, as noted in significant accounting policies, these financial statements consolidate the revenue and expenses of various entities. These entities have been separately disclosed in the segmented information which follows.

**THE CORPORATION OF THE CITY OF KENORA**  
**SCHEDULE OF CONSOLIDATED SEGMENT DISCLOSURE**  
For the year ended 31 December 2018

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Eliminations	2018 Total
<b>Revenues</b>										
Taxation	\$ 2,773,897	\$ 7,012,006	\$ 5,839,116	\$ 291,322	\$ 1,849,264	\$ 2,867,626	\$ 3,554,134	\$ 1,145,024	\$ -	\$ 25,332,389
Fees and user charges	145,269	575,859	1,018,556	11,440,951	166,136	-	1,458,761	297,531	-	15,103,063
Government grants	423,870	1,390,099	4,765,585	612,955	440,804	1,345,341	1,874,211	731,572	(1,163,726)	10,420,711
Net government business enterprise earnings	89,000	-	-	-	-	-	-	-	-	89,000
Other	818,824	558,030	460,914	310,256	145,973	226,358	960,297	112,123	-	3,592,775
	<b>4,250,860</b>	<b>9,535,994</b>	<b>12,084,171</b>	<b>12,655,484</b>	<b>2,602,177</b>	<b>4,439,325</b>	<b>7,847,403</b>	<b>2,286,250</b>	<b>(1,163,726)</b>	<b>54,537,938</b>
<b>Expenses</b>										
Salaries and benefits	2,705,585	2,637,449	2,948,865	3,837,316	198,660	468	3,157,764	928,347	-	16,414,454
Materials and supplies	1,109,184	6,416,569	3,953,758	4,963,679	86,850	-	2,142,074	754,696	-	19,426,810
External transfer	(27,914)	-	331,800	-	2,317,033	3,524,545	1,110,603	63,886	(1,163,726)	6,156,227
Amortization	127,545	395,642	3,821,051	1,871,109	14,210	-	692,587	219,955	-	7,142,099
	<b>3,914,400</b>	<b>9,449,660</b>	<b>11,055,474</b>	<b>10,672,104</b>	<b>2,616,753</b>	<b>3,525,013</b>	<b>7,103,028</b>	<b>1,966,884</b>	<b>(1,163,726)</b>	<b>49,139,590</b>
<b>Net surplus (deficit)</b>	<b>\$ 336,460</b>	<b>\$ 86,334</b>	<b>\$ 1,028,697</b>	<b>\$ 1,983,380</b>	<b>\$ (14,576)</b>	<b>\$ 914,312</b>	<b>\$ 744,375</b>	<b>\$ 319,366</b>	<b>\$ -</b>	<b>\$ 5,398,348</b>

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Eliminations	2017 Total
<b>Revenues</b>										
Taxation	\$ 3,184,539	\$ 6,712,558	\$ 5,419,605	\$ 409,721	\$ 1,675,686	\$ 2,858,235	\$ 3,292,490	\$ 981,368	\$ -	\$ 24,534,202
Fees and user charges	129,608	567,654	927,713	10,910,078	175,602	-	1,546,514	262,592	-	14,519,761
Government grants	572,699	1,681,429	1,288,819	346,009	447,407	466,926	1,570,745	588,653	(1,122,886)	5,839,801
Net government business enterprise earnings	75,000	-	-	-	-	-	-	-	-	75,000
Other	256,931	230,083	185,765	291,661	58,211	97,970	252,831	45,070	-	1,418,522
	<b>4,218,777</b>	<b>9,191,724</b>	<b>7,821,902</b>	<b>11,957,469</b>	<b>2,356,906</b>	<b>3,423,131</b>	<b>6,662,580</b>	<b>1,877,683</b>	<b>(1,122,886)</b>	<b>46,387,286</b>
<b>Expenses</b>										
Salaries and benefits	2,326,076	2,436,852	2,966,217	3,468,868	214,465	539	3,040,117	845,189	-	15,298,323
Materials and supplies	1,125,633	6,345,733	2,250,325	4,379,513	105,123	-	2,071,868	754,562	-	17,032,757
External transfer	(18,268)	-	331,800	-	2,156,284	3,585,258	1,076,735	47,987	(1,122,886)	6,056,910
Amortization	131,054	379,003	3,463,371	1,781,026	4,968	-	641,608	175,160	-	6,576,190
	<b>3,564,495</b>	<b>9,161,588</b>	<b>9,011,713</b>	<b>9,629,407</b>	<b>2,480,840</b>	<b>3,585,797</b>	<b>6,830,328</b>	<b>1,822,898</b>	<b>(1,122,886)</b>	<b>44,964,180</b>
<b>Net surplus (deficit)</b>	<b>\$ 654,282</b>	<b>\$ 30,136</b>	<b>\$ (1,189,811)</b>	<b>\$ 2,328,062</b>	<b>\$ (123,934)</b>	<b>\$ (162,666)</b>	<b>\$ (167,748)</b>	<b>\$ 54,785</b>	<b>\$ -</b>	<b>\$ 1,423,106</b>

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes, certain government grants and interest income have been apportioned based on a percentage of budgeted expenses.

**THE CORPORATION OF THE CITY OF KENORA**  
**SCHEDULE OF CONSOLIDATED SEGMENT DISCLOSURE BY ENTITY**  
For the year ended 31 December 2018

	City	Lake of the Woods Museum	Kenora Public Library	Provincial Offences	LOW Development Corporation	2018 Total
<b>Revenues</b>						
Taxation	\$ 25,332,389	\$ -	\$ -	\$ -	\$ -	25,332,389
Fees and user charges	14,388,812	95,914	41,978	416,524	159,835	15,103,063
Government grants	10,336,856	29,096	42,303	-	12,456	10,420,711
Net government business enterprise earnings	89,000	-	-	-	-	89,000
Other	2,919,208	643,799	24,651	-	5,117	3,592,775
	<b>53,066,265</b>	<b>768,809</b>	<b>108,932</b>	<b>416,524</b>	<b>177,408</b>	<b>54,537,938</b>
<b>Expenses</b>						
Salaries and benefits	15,387,270	312,456	508,075	206,653	-	16,414,454
Materials and supplies	18,697,281	258,012	140,646	89,577	241,294	19,426,810
External transfer	7,148,216	(315,102)	(613,001)	-	(63,886)	6,156,227
Amortization	7,086,405	-	55,694	-	-	7,142,099
	<b>48,319,172</b>	<b>255,366</b>	<b>91,414</b>	<b>296,230</b>	<b>177,408</b>	<b>49,139,590</b>
<b>Net surplus (deficit)</b>	<b>\$ 4,747,093</b>	<b>\$ 513,443</b>	<b>\$ 17,518</b>	<b>\$ 120,294</b>	<b>\$ -</b>	<b>\$ 5,398,348</b>
	City	Lake of the Woods Museum	Kenora Public Library	Provincial Offences	LOW Development Corporation	2017 Total
<b>Revenues</b>						
Taxation	\$ 24,534,202	\$ -	\$ -	\$ -	\$ -	24,534,202
Fees and user charges	13,918,332	104,761	39,929	342,390	114,349	14,519,761
Government grants	5,720,372	29,966	70,364	-	19,099	5,839,801
Net government business enterprise earnings	75,000	-	-	-	-	75,000
Other	1,323,018	93,708	6,357	-	(4,561)	1,418,522
	<b>45,570,924</b>	<b>228,435</b>	<b>116,650</b>	<b>342,390</b>	<b>128,887</b>	<b>46,387,286</b>
<b>Expenses</b>						
Salaries and benefits	14,374,220	301,802	485,202	137,099	-	15,298,323
Materials and supplies	16,413,325	174,476	145,669	122,413	176,874	17,032,757
External transfer	7,006,132	(286,601)	(614,634)	-	(47,987)	6,056,910
Amortization	6,516,746	-	59,444	-	-	6,576,190
	<b>44,310,423</b>	<b>189,677</b>	<b>75,681</b>	<b>259,512</b>	<b>128,887</b>	<b>44,964,180</b>
<b>Net surplus (deficit)</b>	<b>\$ 1,260,501</b>	<b>\$ 38,758</b>	<b>\$ 40,969</b>	<b>\$ 82,878</b>	<b>\$ -</b>	<b>\$ 1,423,106</b>

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes, certain government grants and interest income have been apportioned based on a percentage of budgeted expenses.



June 24, 2019

## City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: May 2019 Financial Statements

### Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at May 31, 2019.

### Background:

Attached for your information, please find the May 2019 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 May, the year is 5/12 complete, so not including any seasonal or timing differences, there should be 58.33% of the budget remaining.

### Overall:

- Expenses at the end of May 2019 were close to budget with 60.23% remaining to be spent. Water & Sewer 64.58% left in the budget and Solid Waste 68.35% left in the budget.
- User fee revenues to the end of May 2019 are ahead of budget with 57.01% left to collect. Water & Sewer 63.61% left to collect and Solid Waste by the end of May had 69.43% left to collect.

### Expenditures:

- **General Government** - The General Government expenses to date are close to budget with 58.23% 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.
  - **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.
- **Protection** – The Protection Department expenses to date are close to budget with 59.01% remaining in the budget.
  - **Fire Protection** – Expenses are higher in 2019 than in 2018 at the end of May for a few reasons. Due to timing there are 11 payroll batches recorded in 2019 and only 10 in 2018 at the end of May. Also, insurance had not been recorded in May 2018 for Fire protection but has been recorded in 2019.

- **Facilities and Property Management** – Wages slightly under budget. This is expected to increase with various work being completed on facilities by the electricians.
- **Transportation** – The Transportation Department expenses to date are close to budget with 60.81% 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. It is expected that there would be very little spent by the end of May.
  - **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 May in 2018, winter control had 34.10% 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 May.
  - **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 59.62% remaining to be spent. 64.58% left in the budget in Water & Sewer and 68.35% remaining in Solid Waste.
  - **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** – Contracted services, and materials and supplies are under budget at the end of May. These expenses are expected to increase as work is required on the sewer mains.
- **Water Treatment Plant** – Comparable with prior year, Chemicals and lab tests are under budget and taxes have not yet been recorded for the property.

#### **Solid Waste**

- **Garbage Collection** – Materials & supplies expenses are currently under budget.
  - **Hazardous Waste Days** – Expenses under budget as expected as hazardous waste days do not open until June 6<sup>th</sup> and will continue through September.
  - **Kenora Area Landfill** – Contracted services and material & supplies currently under budget at the end of May. 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.
- **Community Services** – Overall Community Services expenses are below budget with 62.01% remaining to be spent.
  - **711 through to 717** – As expected Parks budgets are under budget at the end of May. 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.
  - **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 63.43% left in the budget.
  - **Planning Advisory Committee** – Currently under budget as travel expenses not to take place until June.
  - **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** – Tourism and 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.

#### **User Fees:**

- Overall, user fees are exceeding budget projections with 57.01% of the budget still to be collected. 63.61% of Water & Sewer User fees are also still to be collected and Solid Waste has 69.43% left to collect.
- **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. Revenues at this time are similar to prior year.
  - **Finance and Administration** – While revenues are under budget at this time, they are comparable to prior year.



- **Protection to Persons and Property**

Protection to Persons and Property is exceeding budget with 45.28% still left in the budget.

- **Fire department** – Currently exceeding budget for a couple reasons. Fire protection agreement revenue has exceeded budget with a large fire that took place in April. 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 has been recorded. With April and May 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 56.46% 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 75.45% remaining to be collected. 63.61% of Water & Sewer User fees are also still to be collected and Solid Waste has 69.43% 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 May.

**Water & Sewer**

- **Water and Sewer** user fees are one month behind budget with 64.99% and 62.19% not yet collected respectively.

**Solid Waste**

- **Kenora Area Landfill** – Tipping fees currently below budget and below prior year actuals as last year at this time hog fuel was still being received. We still expect to be closer to budget at the end of the summer.

- **Transfer Facility** – Currently below budget, however, revenues are close to last year's revenues at the end of May.
- **Community Services**  
Community Services user fees are ahead of budget with 56.92% remaining to be collected
  - **Parks, External facilities** – All currently under budget as these departments are all rented out during the summer months.
  - **Thistle Arena, and Pool** – Currently over budget, we will expect this to even out over the summer months when these facilities are closed.
  - **KRC** – Membership sales on par with last year at the end of May and currently ahead of budget.
- **Planning and Development**  
Planning and Development user fees are below budget with 72.92% remaining to be collected. The planning and development revenues as a whole are very close to last year at the end of May.
  - **Tourism, Tourism Facilities, Events** – Very little revenue recorded to date, revenue for these departments occurs over the summer months.

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 2, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Heather Pihulak, City Clerk**

**Re: All Nations Hospital Project Steering Committee**

**Recommendation:**

That Council hereby appoints \_\_\_\_\_ to the All Nations Hospital Project Steering Committee for a term at the pleasure of Council.

**Background:**

A letter was received by the Mayor's office with a request for Council representation on the project steering committee for the All Nations Hospital. The committee will be responsible for all key recommendations to the Hospital Board of Directors regarding the project.

As an active participant in the planning process of the All Nations Hospital, and approval of the resolution signed in the ceremony stating that "all parties agree to work together in partnership in the development of an All Nations Health Care System" it is important to have a Council representative to serve on the steering committee. The request is for a three year term which would cover the planning period for the new hospital.

**Budget:** N/A

**Risk Analysis:** There is no risk associated with this report and is administrative only.

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

**Strategic Plan or other Guiding Document:**

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

3-13 The City will continue to build and strengthen our working relations with other neighbouring municipalities and our Treaty 3 First Nations partners. Kenora Council and senior leadership are committed to annual meetings with our First Nations partners to identify issues of common concern and to discuss pathways for closer collaboration

3-14 The City will forge stronger relations with neighbouring communities and area municipalities by City staff, particularly those that help ensure tight co-ordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police, and the neighbouring communities



July 2, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Heather Kasprick, City Clerk**

**Re: Rogers Lease – Kenora Water Tower**

### **Recommendation:**

That Council hereby authorizes an extended lease agreement for a five year term with Rogers for the use of property locally known as the Kenora Water Tower for communication purposes; and further

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

### **Background:**

CAO Karen Brown received a lease renewal request from Rogers for the option to renew their lease agreement with the City of Kenora for the lease of the Kenora Water tower for communication purposes. The option to renew for the period August 1, 2019 and ending July 31, 2024 is the third extension of the term made August 1, 2009. The agreed annual rental amount is \$10,213.77 for the first year, \$10,520.18 for the second year, \$10,835.79 for the third year, \$11,160.86 for the fourth year and \$11,495.68 for the fifth year.

**Budget:** Will be updated in the 2020 and forward operating budget for revenue to the lease agreement.

**Risk Analysis:** There is a low risk associated with this report as this is an extension of an existing lease agreement with no risk related to the City.

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

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



July 2, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Heather Pihulak, City Clerk**

**Re: Taxi License Amendments**

### **Recommendation:**

That Council hereby authorizes the amendments to the Taxi License Bylaw number 13-2013, as amended, to reflect changes to drivers license requirements and the age of the vehicles; and further

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

### **Background:**

Eric Lovas, co-owner of Co-Ot Taxi service met with the City Clerk in early April to discuss changes to the Taxi bylaw in regards to the age of the vehicles that are permitted to be used, along with the options to have out of province drivers who reside here temporarily for the summer or other months drive for them. The existing wording in the bylaw requires drivers to hold a valid Ontario Drivers license. The changes will permit the drivers to hold a valid driver's license from any Province in Canada. I consulted with the Ontario Provincial Police and the wording changes to the bylaw are a direct reflection of those discussions and recommendations from the OPP.

Secondary, Mr. Lovas requested a change to the wording in the bylaw in regards to the age of the vehicle. Currently section 8.20 is worded that no vehicle which is more than ten years old from the date of manufacture shall be licensed. The word 'model' is being added meaning that it is model years versus vehicle year, which in some instances can mean a difference of 11 months depending on when it was manufactured.

These two specific requests will assist Co-Ot taxi service with the operation of their taxi service within the City of Kenora.

**Budget:** N/A

**Risk Analysis:** There is a low risk associated with this report. The OPP feels the security level remains the same with the valid driver's license from any province and still requires a vulnerable sector check from whatever province they reside. Further, the change to the vehicle age does not remove the requirement for an inspection by our City Fleet Division Lead who can require an inspection at any time should they have concerns with the vehicles.

**Communication Plan/Notice By-law Requirements:** bylaw required.

**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

# The Corporation of the City of Kenora

## By-law Number 13 - 2013

### A By-Law to License and Regulate Taxi Cabs/Limousines and Drays Operating within and from the City of Kenora

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**Whereas** it is deemed appropriate to regulate taxi cabs, limousines and drays operating within and from the City of Kenora; and

**Whereas** the Council of a Municipality is empowered to pass By-laws to regulate such services pursuant to the provisions of the *Municipal Act 2001*;

**Now therefore** be it enacted by the Corporation of the City of Kenora as follows:

1        **Definitions:** In this By-law, the following terms have the following meanings:

- 1.1        “Broker” means any person who owns a hired vehicle business, operates ~~hishis/her~~ own hired vehicle(s) and/or dispatches hired vehicles owned by other;
- 1.2        “By-Law Enforcement Officer” means a person employed by the City of Kenora as a By-Law Enforcement Officer or a Municipal Law Enforcement Officer under section 15.(1) of the Police Services Act RSO 1990 Chapter P15 s 15.(1) for the purpose of enforcing Municipal By Laws.
- 1.3        “City” means the Corporation of the City of Kenora.
- 1.4        “Clerk” means the Clerk of the City of Kenora, and includes his or her designate.
- 1.5        “Council” means the Council for The Corporation of the City of Kenora.
- 1.6        “Dray” means a horse drawn carriage or cart which is used for hire for the conveyance of passengers on an hourly basis or for a fixed fee between any two given locations.
- 1.7        “License” means a license issued under this By-law.
- 1.8        “Licensee” means a person to whom License has been granted under this By-Law.

- 1.9 "Limousine" means a motor vehicle which is used for hire for the conveyance of not more than eight (8) passengers exclusive of the driver on an hourly basis or for a fixed fee between any two given locations and is not equipped with a meter, and means a luxury motor vehicle of special quality. The term expressly excludes: taxi cabs, ambulances, buses and funeral hearses.
- 1.10 "Operate" means to engage in the business of providing service within the jurisdiction of the City.
- 1.11 "Police" means the Ontario Provincial Police.
- 1.12 "Restricted Parking Area" shall mean any area within the City, in which parking is controlled by meters, all no parking areas, for parking by City of Kenora Traffic Regulation By-Law, as amended.
- 1.13 "Taxi-cab" shall mean a motor vehicle, which is used or being used for hire, for the conveyance of passengers having a seating capacity of not more than seven (7) persons exclusive of the driver.
- 1.14 "Vehicle Registration Bumper Sticker" shall mean the identification sticker issued by the City of Kenora licensing department, displaying licensing year of issue, taxi broker's business name, and assigned vehicle registration number.
- 1.15 "Vehicle Registration Number" shall mean a sequential number assigned to vehicles registered with the City of Kenora licensing department for identification purposes.

## **2 Licencing**

- 2.1 No person shall operate a taxi cab, limousine or dray within the City unless that person is the holder of a current broker's license for such service.
- 2.2 No person shall drive a taxi cab or limousine within the City unless that person is the current holder of a valid driver's license for such service.
- 2.3 No person shall use any vehicle as a taxi cab or limousine within the City unless there is attached to such vehicle a current Ontario vehicle license.
- 2.4 Every license expires on January 15 each year.

## **3 Application for Licenses**

- 3.1 A person who wishes to obtain a license or renewal license to under this By-law shall apply to the Clerk.



3.2 An application for a Broker or Taxi Driver License or the renewal of a Broker or Taxi Driver License shall be in a form prescribed by the Clerk, and shall be accompanied with the following:

3.2.1.1 the applicable fee,

3.2.1.2 a current Criminal Record Vulnerable Sector Check for the applicant obtained by him/her at his/his/her own expense from the Ontario Provincial Police. If the Vulnerable Sector Check with finger print request is negative and no criminal record exists, the Vulnerable Sector Check will only be required once every five (5) years and the Criminal Record Check will be required annually. If the Vulnerable Sector Check is positive, this check will be required annually until a pardon has been granted; and

3.2.1.3 in the case of an application for a Taxi Driver's License:

3.2.1.3.1 a copy of the applicant's valid Ontario Class G Driver's License, or equivalent driver's license issued by a Canadian Province;

3.2.1.3.2 the written confirmation from a licensed taxi cab or limousine broker that the driver will be employed;

3.2.1.3.3 proof of satisfactory completion of a driver's knowledge test as prescribed by the Clerk; and

3.2.1.3.4 a current copy of Ontario Driver Record Search or equivalent document issued by another jurisdiction obtained by the applicant at his/his/her own expense from the Ministry of Transportation or similar agency or Ministry of another Province.

3.3 An incomplete application will be returned to the applicant by the Clerk and no license will be issued until the application is complete.

3.4 No person shall be issued a license or is entitled to maintain a license under this By-law if the applicant or licensee:

3.4.1.1 Has been found guilty of an offence under the Criminal Code of Canada within the proceeding three (3) years, or

3.4.1.2 has been found guilty of an offence under the *Liquor License Act* of Ontario relating to the illegal purchase or sale of liquor within the proceeding three (3) years, or

3.4.1.3 has ever been convicted of an offence as defined in Sections 150 through 160 of the *Criminal Code of Canada*.

- 3.5 Provided however, that a person convicted of an offence referred to in Section 3.4 is eligible for a license if the person received a discharge, a suspended sentence or the matter was prosecuted by way of summary conviction.
- 3.6 An application for a Vehicle License or to Renew a Vehicle License shall also include:
- 3.6.1.1 a copy of the vehicle registration,
  - 3.6.1.2 proof of insurance to at least \$2,000,000.00 for third party claims,
  - 3.6.1.3 a valid Ontario certificate of mechanical fitness for the vehicle,
  - 3.6.1.4 the consent of a licensed broker under this By-law, and
  - 3.6.1.5 proof that the meter in the cab, if it is a taxi cab, has been tested within the past 12 months.
- 3.7 An application for the renewal of a license shall be delivered to the Clerk at least thirty (30) days prior to expiry of the license.
- 3.8 The Clerk shall process an application for a license, or the renewal of a license within thirty (30) days of receipt and shall advise the applicant accordingly.

#### **4 Appeals**

- 4.1 An applicant whose application for a license is refused may apply to the Council for a hearing with respect to the said application, and Council may affirm the Clerk's decision, or may grant the license.

#### **5 Suspensions and Revocation**

- 5.1 A taxi cab, limousine or dray broker or driver who fails to operate in accordance with the provisions of this By-law or any law of the Province of Ontario is subject to having his/her or her taxi license and any attached vehicle licenses suspended or revoked by the Clerk.
- 5.2 Where the Clerk has reason to believe that a licensee has failed to comply with the provisions of this By-law or any law of the Province of Ontario, or is no longer eligible for a license, the Clerk may notify the licensee in writing of the Clerk's intention to suspend or revoke the license. The Clerk shall give reasons for such intention to suspend or revoke the license.
- 5.3 A licensee who receives a notice from the Clerk advising of his/her or her intent to suspend or revoke a license may appeal such decision to the Council within fifteen (15) days of the date the notice was mailed or otherwise delivered to the licensee, and failing such appeal to Council, the Clerk's decision is final.

## **6      Transfers and Non Use**

- 6.1      No Taxi Driver's License can be transferred from one person to another; and no Taxi Vehicle License can be transferred from one vehicle to another.
- 6.2      A taxi cab broker who fails to operate a taxi cab business for sixty (60) consecutive days will be deemed to have withdrawn from business and the broker's license is revoked.
- 6.3      A taxi cab broker who ceases operation of his/his/her business for more than seven (7) days shall immediately notify the Clerk and turn in all permits and licenses to the Clerk.

## **7      Tariff's and Fees**

- 7.1      The fees payable to the City for licenses and renewals are set out in Schedule "A" to this By-law.
- 7.2      The fees applicable to a license issued after September 30<sup>th</sup> in any year shall be one half (1/2) of the fee set out in Schedule "A".
- 7.3      The rates chargeable by a taxi cab or limousine are those set out in Schedule "B" to this By-law, and no rate other than those rates shall be charged.

## **8      General**

- 8.1      This By-law applies to all taxi cabs, limousines or drays operating within the City of Kenora except:
  - 8.1.1.1      A vehicle which has picked up a passenger outside of the City of Kenora, or
  - 8.1.1.2      a taxi cab which meets the criteria of subsection 156(2) of the *Municipal Act 2001*, namely:
    - 8.1.1.2.1      The purpose of the conveyance is to transport persons with physical, emotional or mental disabilities from any point in the municipality to any point outside the municipality, and
    - 8.1.1.2.2      the conveyance is made pursuant to a written contract for the use of a taxicab which can legally operate in the municipality in which the conveyance begins or ends. 2006, c. 32, Sched. A, s. 82.
- 8.2      This By-law does not apply to an ambulance, or to a police transport vehicles, or to a bus while operating within the authority of a bus license.

- 8.3 Taxi cabs and limousines shall be kept clean and in a good state of repair, both exterior and interior, including the trunk.
- 8.4 Where the Clerk has reason to believe that a vehicle is not in good mechanical condition, the Clerk may require the broker to provide a new mechanical fitness certificate within seven (7) days of notice in writing.
- 8.5 No broker shall employ a person as a driver unless that person holds a valid Class G Ontario Driver's License or equivalent valid driver's license from another Canadian Province.
- 8.6 The holder of any license under this By-law shall advise the Clerk of any changes to the information provided in the application or any amendments thereto with three (3) days of any change.
- 8.7 No more than one taxi vehicle license shall be issued for each 250 people resident in the City of Kenora according to the last Provincial Census.
- 8.8 A taxi cab or limousine shall not take more passengers than there are permanently equipped safety belts for passengers.
- 8.9 No taxi cab or limousine shall be washed on any public street or at any cab stand.
- 8.10 A taxi cab broker shall provide service in accordance with the priority of the request for service determined by the sequence of calls.
- 8.11 No licensee driver shall solicit business by calling out or shouting.
- 8.12 Every licensee and driver shall take due care of all property that is entrusted to them and accepted for conveyance. Any property found in a vehicle shall be placed in a property box at the broker's business premises and stored for at least thirty (30) days. The broker shall make reasonable efforts to locate the owner of the property.
- 8.13 Every taxi cab broker shall ensure that taxi cab and limousine shall have attached to the rear bumper the current Vehicle License Registration Bumper Sticker provided by the City and the fee shall be the current cost to the City to purchase the sticker.
- 8.14 Every licensed vehicle shall have the broker's business name prominently displayed on the exterior and on both left and right sides of the vehicle.
- 8.15 Every taxi cab or limousine driver, shall carry on his/his/her person the Taxi Driver's Licence and on demand from a Police Officer, By-law Officer or passenger, produce his/his/her Taxi Driver's License, and provide the name and license number of the broker under which the vehicle is operated.

- 8.16 The driver of a dray shall ensure that the vehicle is equipped with rubber tires and the driver is skilled and trained, and that all manure dropped is immediately removed from the street.
- 8.17 No driver of a taxi cab or limousine shall drive if they have alcohol in their body. A driver of a taxi cab or limousine shall forthwith on demand by a Peace Officer provide to the Officer a suitable sample of hishis/her breath to determine ~~its alcohol content~~ the concentration, if any, of alcohol in their blood. If the driver refuses to comply or if alcohol is found in the driver's ~~breat~~ body, h, hishis/her license shall be suspended for thirty (30) days.
- 8.18 No broker or driver of a taxi cab or limousine shall cause or allow intoxicating liquor or unlawful drugs to be in the vehicle. Provided however, that a passenger may transport unopened liquor in hishis/her personal effects if they are not available to him or her in the vehicle.
- 8.19 No owner or driver of a taxi cab or limousine shall permit the vehicle while on duty to remain standing or parked at a restricted parking area except for:
- 8.19.1.1 Taking on a passenger who has already engaged the vehicle, or
  - 8.19.1.2 Discharging passengers.
- 8.20 No vehicle which is more than ten (10) model years old ~~from the date of manufacture shall~~ be licensed; provided however that a vehicle which is licensed may have its license renewed regardless of age as long as it passes the annual required inspection.
- 8.21 Every broker shall post in every licensed vehicle a copy of the passengers "Bill of Rights" as set out in Schedule "C" hereto in a conspicuous location.
- 8.22 Every broker shall ensure that the fare schedule is posted in a conspicuous location visible to passengers.
- 8.23 Every broker shall ensure that the licensed driver operates in accordance with the provisions of the Smoke-Free Ontario Act or any applicable Provincial statute.

## **9 Taxi Cabs**

- 9.1 A broker of a taxi cab shall equip each taxi cab with a rooftop mounted illuminated sign.
- 9.2 A broker shall provide proof of insurance, and a current mechanical fitness certificate to the Clerk annually by January 15 each year.
- 9.3 Each taxi cab broker shall ensure that each taxi cab meter is checked for accuracy by the City at least once each year, and within 30 days of any change in the rates pursuant to the By-law.

- 9.4 Every taxi cab broker shall advise the Clerk of any change to the condition of the taxi cab meter seal immediately in order to arrange repair or replacement of meter seal.

## **10 Taxi Cab Fares**

- 10.1 No taxi cab broker or driver shall charge more or less than the amount calculated in accordance with the rates set out in Schedule "B".
- 10.2 Every taxi cab shall be equipped with a meter located such as to be visible to all passengers.
- 10.3 Every taxi cab meter shall be designed to accurately measure the mileage travelled and to calculate the fare based on the approved rates in Schedule "B". Each taxi cab meter shall have affixed on it a seal to confirm that it has been inspected by the City and it is registering accurately.

- 10.4 Taxi meter tolerances shall not exceed the following:

On a mileage test (road test) with respect to computed distance actually travelled, a tolerance of one and a half percent (1.5%) per kilometer is allowed.

### **Taxi Meter Calibration Testing – Fee**

Other than for City imposed purposes, i.e. rate changes and annual road testing, the City shall charge a fee in the amount of \$20.00 plus applicable taxes, for any calibration testing/re-sealing of a taxi meter requested by the Taxi driver/owner for any reason, including but not limited to, loss of or tampering with the seal, missing a pre-scheduled road test.

- 10.5 No person other than a person authorized by the City of Kenora in writing shall remove or alter a seal to a taxi cab meter, or make any adjustments to the meter.
- 10.6 The Clerk may at anytime request a taxi cab broker to have the meter in the cab tested and re-sealed.
- 10.7 Each taxi cab broker shall record each fare including the time of pick-up and location, number of passengers, time and location of drop-off, and the fare charged.
- 10.8 A taxi cab or limousine or dray driver shall provide a passenger with a receipt if requested.
- 10.9 No taxi driver or broker shall charge a higher fare or an additional fee for persons with disabilities than for persons without disabilities for the same trip or for the storage of mobility aids or mobility assistive devices.

## **11 Offences**

- 11.1 Every person who contravenes a provision of this By-law is guilty of an offense and upon conviction, subject to a penalty under the *Provincial ~~Offences~~ Offences Act*.
- 11.2 Every person who operates a taxi service or a limousine service without a broker's license shall, upon conviction be subject to a minimum penalty of \$500.00.
- 11.3 Every person who operates a taxi service or limousine service in the City of Kenora without a broker's license issued by the City of Kenora shall be deemed to commit a separate offense on each day of such service.

## 12 Enforcement & Repeal

- 12.1 This By-law shall take effect and come into force on ~~June 1, 2013~~ July 16, 2019, at which time By-law #88-2009, as amended, for the Corporation of the City of Kenora will be repealed.

By-law read a First & Second time ~~this 19-16th~~ day of ~~February 2013~~ July, c2019

By-law read a Third & Final time ~~this 19-16th~~ day of ~~February 2013~~ July, 2019

THE CORPORATION OF THE CITY OF KENORA:

.....MAYOR  
~~David S. Canfield~~ Daniel Reynard

.....CITY CLERK  
~~Joanne L. McMillin~~ Heather L. Pihulak



June 20, 2019

## City Council Committee Report

**TO: Mayor and Council**

**FR: Jeff Hawley, Operations & Infrastructure Manager  
Biman Paudel, Water & Wastewater Division Lead**

**RE: Waste Water System Inspection Program – 2019/2020 Inspection Report**

### **Recommendation:**

That Council hereby receives the 2019-2020 Inspection Report of the Waste Water Inspection Program, Kenora Water Pollution Control Plant – Inspection Number: 1-KYCQD, conducted on April 10, 2019.

### **Background:**

As noted, the Ministry of Environment, Conservation and Parks conducted a site visit on April 10, 2019. During this inspection three (3) non-compliance issues were noted by the inspector and five (5) best practice recommendations were made. The following information is in most instances direct excerpts from the inspector's report.

"Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act.

"Recommended Actions" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness and conformance with existing and emerging industry standards. Items which appear as recommended actions do not, in themselves, constitute violations.

Non-Compliance Issues and Action(s) required:

1. For all bypasses/overflows which occurred from the sewage treatment plant, samples were not collected and analyzed in accordance with the Environmental Compliance Approval.

*On June 30, 2017, UV disinfection was lost for approximately 20 minutes. A grab sample was not taken during the by-pass as required.*

*To-date: On July 10, 2017 the undersigned water inspector and the overall responsible operator discussed and clarified the ECA requirements with respect to sampling during by-pass events. The City of Kenora has experienced multiple by-pass events since that time and sampling has occurred each time. Operators missed collecting a sample at the time of the June 30<sup>th</sup> event, this could be due to the fact that the event occurred after hours, however, it was missed nonetheless. MECP, was notified in the morning for their advice and the issue was resolved. No further action is required.*



2. The overall responsible operator had not been designated for the wastewater treatment and collection works.

*The inspection included a review of all daily log books for both the wastewater treatment and collection systems, covering the inspection review period. A review of the daily log books revealed multiple dates where the ORO was not identified in daily logs.*

To-date: Under O.Reg 129/04, to designate means to appoint an operator as holding the position of ORO. It must be clear to other operators working in the facility, and to the MECP inspector, who the ORO is for each and every shift. The expectation is that the ORO is identified by recording such information in a daily log. While the City has been consistently identifying after hours OROs, it has not historically done so on normal working days, as this role typically falls to the senior operator. Notwithstanding, effective immediately, the City of Kenora will ensure that the ORO is identified in the daily log for every shift, and submit copy of logs as proof of this to MECP by July 5<sup>th</sup> 2019.

3. Operators-in-charge were not designated for the wastewater treatment plant and all associated collection workers.

*The inspection included a review of all daily log books for both the wastewater treatment and collection systems, covering the inspection review period. A review of the daily log books revealed multiple dates where the Operator in Charge OIC was not identified in daily logs.*

To-date: Under O.Reg 129/04, to designate means to appoint an operator as holding the position of OIC. It must be clear to other operators working in the facility, and to the MECP inspector, who the OIC is for each and every shift. The expectation is that the OIC is identified by recording such information in a daily log. While the City has been consistently identifying after hours OICs, it has not historically done so on normal working days, as this role typically falls to the senior operator. Notwithstanding, effective immediately, the City of Kenora will ensure that the OIC is identified in the daily log for every shift, and submit copy of logs as proof of this to MECP by July 5<sup>th</sup>, 2019.

#### Best Management Practice Issues and MECP Recommendations:

1. The sewage works effluent sample results did not meet the effluent objectives stated in the Environmental Compliance Approval.

*A review of the monthly submission forms, MECP incident reports and the annual reports for the inspection review period revealed that there was one (1) E. coli objective exceedance (September 2017), and five (5) CBOD5 objective exceedances in 2018 (January, February, June, July & August).*

Recommendation: Since August 2018, effluent objectives have been met for all parameters, and as such no further recommendation is offered.

2. The results of audit samples collected by the Inspector did not meet effluent limits or operational guidelines.

*The water inspector discussed the circumstances surrounding the audit sample result with the MECP's Environmental Assessment and Permissions Branch (EAPB) to seek*

guidance on the matter. Concerns were raised during discussion related to the sample result and further investigation was recommended by EAPB.

Recommendation: By August 30, 2019, the City of Kenora must take the following action:

- A) Determine the final effluent concentrations for CBOD<sub>5</sub>, Total Suspended Solids and E. coli during periods of clarifier wasting;
- B) If, as a result of "A)", final effluent concentrations are found to be greater than effluent limits prescribed by Environmental Compliance Approval (ECA) 7682-7RMMVM, identify the possible causes; and
- C) Submit findings from "A)" and "B)" to the undersigned water inspector by email. If sampling reveals that exceedances exist, propose action(s) that will be taken to address the issue.

To-date: E. Coli is one of the parameters used under our ECA to ensure conformance of the treatment process. E. Coli is measured by taking a "grab sample" from the effluent at the treatment plant, grab samples by their very nature can vary significantly in their results. As such, the actual system E. Coli count is taken as a monthly geometric mean (calculated as the mean of 4 to 5 grab samples taken at the frequency of one (1) sample per week over the course of a month). The concern in this instance was that the single grab sample taken by the inspector on the day in question returned an abnormally high E. Coli count that would have caused the monthly mean to be too high. However, our plant geometric mean pulled from routine grab samples for the month was acceptable. Many factors could have caused the high E. Coli grab sample result. Plant operation and subsequent samples do not appear to suggest the high count obtained by the Inspector's sample, being a result of the operation of the plant. Notwithstanding, the inspector will review our weekly data in August to confirm.

3. A Pollution Prevention and Control Plan (PPCP) is not being implemented.

During the inspection, it was identified that the PPCP only exists for Metis Lift Station and not for the remainder of the collection systems.

Recommendation: Due to increased maintenance and infrastructure upgrades, there has been a significant reduction in spills/overflows in the collection system since the last inspection in 2014; however, a number of spills/by-passes continue to occur. The MECP recommends that the City of Kenora consider implementing a PPCP or similar abatement plan. Procedures F-5-5 and F-5-1 (Appendix B in report) have been presented for guidance regarding creating and implementing a PPCP. The existing PPCP for Metis Lift Station could also be utilized as a template.

To-date: Pollution Prevention and Control Plans (PPCP) are dependent on characterization studies of each collection system (Best Management Practices #4 below). The referenced Metis Station was a replacement of a pre-existing collection system. As such, a PPCP was done as this is now a protocol that the City implements with all new systems, or replacement systems. Any new collection systems that are constructed or replaced in the future will have a PPCP. However, it would be cost prohibitive for the City to retroactively implement PPCP's on all of its 64 lift stations.

4. A characterization study had not been undertaken.

Recommendation: Prior to creation of a PPCP for the collection system, a characterization study may be warranted. Expectations for completing a characterization study can be found in Procedure F-5-5 (Appendix B in report).

To-date: A characterization study of each collection system currently operated by the City (64 total) would be a lengthy and expensive undertaking. An outside consultant would need to be hired to take samples, analyze them and provide a report on this analysis for each station. As all but one of the City's stations have been grandfathered in, PPCPs are not currently a required course of action. As stated in the above recommendation, all newly constructed systems, or replacement systems, will have a characterization study performed at time of construction, and a PPCP developed. To do a characterization study for the grandfathered systems could be done, but at great expense. As this is not currently required we are instead proceeding with the above plan.

5. The owner of the facility did not have written contingency plans or other management methods in place to be used in the event that the facility's sludge storage capacity was not sufficient.

*During the inspection it was identified that the City's Environmental Department is currently looking into a future waste disposal site, which could accept processed organic sludge, in the event that the current approved waste disposal site reaches capacity. The 2015-2017 Monitoring Report for the current waste disposal site identified a remaining lifespan of approximately 19 years.*

Recommendation: The MECP recommends that the City of Kenora prepare a contingency plan which identifies where the facility would transport their processed sludge, in the event that the current approved waste disposal site's storage capacity is not sufficient.

To-date: The City's Environmental Department is currently looking into a future waste disposal site, which could accept processed organic sludge, in the event that the current approved waste disposal site reaches capacity.

**Budget:** N/A

**Risk Analysis:** As per the requirements in the City's ERM Policy, there is a moderate legal risk and senior management have been informed. The risk has been mitigated by the City maintaining an awareness and compliance with provincial reporting requirements.

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

N/A Informative Report Only.

**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.

2-3 The City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.

June 27, 2019



## City Council Committee Report

**To: Mayor and Council**

**Fr: Jeff Hawley, Operations and Infrastructure Manager**

**Re: Budget Amendment Request – Roads Division – Radar Speed Signs**

### **Recommendation:**

That Council hereby approves an additional allocation of funds not exceeding \$10,000.00, to be funded through the Roads Reserve for the purchase and installation of Radar Speed Signs; 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 Budget at its July 16, 2019 meeting to withdraw funds from the Roads Reserve up to \$10,000.00, to fund the purchase and installation of Radar Speed Signs; and further

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

### **Background:**

Radar speed signs, also known as driver feedback signs or vehicle-activated signs, combine a digital display with speed tracking technology to alert drivers that they are exceeding the posted speed limit.

Research has found that on roads where radar signs were placed, positive results were found to occur with average speeds being measurably reduced.

Although educational in nature, speed radar signs are effective at bringing motorists' attention to the speeds they are driving. As noted, evidence exists that a significant number of motorists are correcting their speed when these devices are used.

The radar speed signs that the City is looking at purchasing can be mounted on existing, or temporary, poles for rapid deployment, as well as easily relocated as they are not permanent fixtures.

The City of Kenora Roads Division receives a large number of speed complaints and requests for traditional traffic calming measures, such as speed bumps and speed limit reductions, from residents every year. In an effort to reduce speeding, calm traffic and collect data to assist police in determining the best time and location for enforcement, the Roads Division is submitting a request to Council for approval to allocate up to \$8,500.00 from the Roads Reserve to fund the purchase of two speed radar signs.

**Budget:** Total impact to 2019 operating budget is an increase of up to but not exceeding \$10,000.00 from the Roads Reserves.

**Risk Analysis:** As per the requirements in the City's ERM Policy, there is a minor to moderate operational (infrastructure) risk with not pursuing this recommendation.

Pursing this recommendation will allow the Operations Department of the City of Kenora to better mitigate risks wherein traffic is suspect of causing safety concerns.

**Communication Plan/Notice By-law Requirements:** Bylaw Required. Distribution to C. Edie, J. Ranger, J. Hawley, T. Golding.

**Strategic Plan or Other Guiding Document:**

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



July 9th, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Stace Gander, Community Services Manager**

**Re: Amendments to Cemetery Bylaw**

### **Recommendation:**

That Council hereby approves amendments to bylaw number 6-2017, a bylaw to regulate the rules and regulations in relation to the Lake of the Woods Cemetery; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its Rules and Regulations in relation to the Lake of the Woods Cemetery at its July 16, 2019 meeting; and further

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

### **Background:**

Community Services staff reported that the spring melt would lead to the earth sinking drastically as a result of both melting and the use of ½" plywood vaults collapsing under the weight of the earth. Upon review, it was determined that other municipalities have minimum structural standards for vaults to mitigate this issue. As a result, Community Services staff have spoken to a local supplier and the move to a minimum of a fibre glass vault is recommended.

Additional amendments are related to the time that staff can start the spring clean-up of wreaths and silk flowers. In addition, there is a provision for the disposal of items if not collected by a certain time. Amendments are recommended to allow for earlier clean-up in the spring and similarly disposal to clean-up the area.

Community Services will work with Communications staff to provide notice of clean-up efforts prior to them starting to allow families time to gather sensitive belongings should they choose.

**Budget:** There is no budget impact to these amendments.

**Risk Analyses:** As per the requirements in the City's ERM Policy, the risk is determined to be low and insignificant.

### **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:**

2.4 The City will act as the catalyst for continuous improvements to the public realm.

## **The Corporation of the City Of Kenora**

### **By-law Number 6 - 2017**

#### **A By-Law to Establish Rules & Regulations to be used in connection with the Lake of the Woods Cemetery**

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Whereas the Lake of the Woods Cemetery in the City of Kenora is owned by the Corporation of the City of Kenora; and

Whereas these by-laws are the rules and regulations that govern Lake of the Woods Cemetery and have been approved by the Corporation of the City of Kenora and the Registrar of Cemeteries, Funeral, Burial and Cremation Services Act, 2002 (FBCSA), Bereavement Authority of Ontario.

Now Therefore the Council of the City of Kenora hereby enacts as follows:

#### **TABLE OF CONTENTS**

##### **BY-LAWS AND REGULATIONS**

- Section 1: Definitions
- Section 2: General Information
- Section 3: The Sale and Transfer Of Interment Rights
- Section 4: Burial of Cremated Remains
- Section 5: Memorialization
- Section 6: Care and Planting
- Section 7: Lot Decorations
- Section 8: Contractor/Monument Dealer Bylaws
- Section 9: Lawn Crypt
- Section 10: Columbaria
- Section 11: Lot Embellishments
- Section 12: Request for Service

These by-laws are the rules and regulations that govern Lake of the Woods Cemetery and have been approved by the Corporation of the City of Kenora and the Registrar of Cemeteries, Funeral, Burial and Cremation Services Act, 2002 (FBCSA), Bereavement Authority of Ontario.

## **Section 1: Definitions**

**Burial:** The opening and closing of an in ground grave, lawn crypt or niche for the disposition of human remains or cremated human remains.

**By-laws:** The rules and regulations under which the Cemetery operates.

**Care and Maintenance Fund:** It is a requirement under the FBCSA that a prescribed amount or a percentage of the purchase price of all Interment Rights, and set amounts for marker and monument installations is contributed into the Care and Maintenance Fund. Interest earned from this fund is used to provide care and maintenance of plots, lots, markers and monuments at the Cemetery.

**Cemetery Office Staff:** Shall mean an employee of the Corporation of the City of Kenora, employed at the Cemetery as cemetery administrator.

**Columbarium:** Shall mean an above-ground structure designed for the purpose of interring cremated human remains in compartments or niches.

**Columbarium (Private):** Shall mean an above-ground structure designed for the purpose of interring cremated human remains in compartments or niches. This structure has been donated by a group for the sole purpose of their members. Private Columbaria must comply with and agreed upon Memorandum of Understanding.

**Contract:** For purposes of these by-laws, all purchasers of interment rights must sign a contract with the cemetery, detailing obligations of both parties and acceptance of the cemetery by-laws.

**Corner Posts:** Shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

**Grave:** means any in ground burial space intended for the interment of a child, adult or cremated human remains.

**Inter:** (see definition of burial) means the burials of human remains.

**Interment Right:** The right to require or direct the interment of human remains or cremated human remains in a grave, niche or crypt and direct the associated memorialization.

**Interment Rights Certificate:** The document issued by the Cemetery to the purchaser once the interment rights have been paid in full, identifying ownership of the interment rights.

**Interment Rights Holder:** Any person designated to hold the right to inter human remains in a specified grave, niche or crypt.

**Lawn Crypt:** An individual compartment above ground for the interment of human remains.



**Lot:** For the purposes of these by-laws, a lot shall mean a parcel of land, containing a series of 4 to 8 consecutive graves followed by a 2 foot pathway

**Marker:** Shall mean any permanent memorial structure that is set flush and level with the ground, and used to mark the location of a burial grave.

**Ministry:** shall mean the Ministry of Government and Consumer Services

**Monument:** Any permanent memorial projecting above the ground installed within the designated space to mark the location of a burial or grave.

**Niche:** An individual compartment in a columbarium for the interment of cremated human remains.

**Registrar:** shall mean the Registrar appointed by the Minister under the Ministry of Government and Consumer Services.

**Vault:** Shall mean a container to be placed below ground in the grave to seal the casket inside it.

## **Section 2: General Information**

### **2.01 Hours of Operation:**

Visitation Hours:	8:00 a.m. – 8:00 p.m. Lake of the Woods Cemetery
Office Hours:	8:00 a.m. – 12:00 and 12:30 p.m. – 4:30 p.m. Monday to Friday Located: Operations Building – 60 Fourteenth Street North
Burial Hours:	8:00 a.m. – 4:00 p.m. Monday to Friday 8:00 a.m. – 4:00 p.m. Saturday – Additional Fees Applies

### **2.02 General Conduct:**

The City of Kenora reserves full control over the cemetery operations and management of land within the cemetery grounds.

No person shall:

- a) Damage any marker, columbarium, or any other structure within the said cemeteries;
- b) Damage any tree, shrub, plant or flowers (Private and Public property) within the limits of the Cemeteries
- c) Damage any fence, railing, or gate used for the protection of the cemeteries;
- d) Play any game of sport on the said Cemeteries property;
- e) Discharge any firearm (Military Funeral excluded);
- f) Disturb any person or persons assembled for the interment of any other person;
- g) Create a nuisance in the said Cemeteries

Debris - No person shall deposit rubbish on the ground of the cemeteries except in the receptacles provided.

Gratuities - No gratuities shall at any time be given to an officer or employee of the Corporation, nor shall any reward be given for any personal service or attention.

Bicycles - Bicycles shall only be permitted on cemetery roads

### **2.03 By Law Amendments:**

The cemetery shall be governed by these bylaws, and all procedures will comply with the Funeral Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11, which may be amended periodically.

All by-law amendments must be:

- a) Published once in a newspaper with general circulation in the locality in which the cemetery is located;
- b) Conspicuously posted on a sign at the entrance of the cemetery; and
- c) Delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

All by-laws and by-law amendments are subject to the approval of the Registrar, Bereavement Authority of Ontario.

### **2.04 Liability:**

The cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to any lot, plot, columbarium niche, lawn crypt, monument, marker, or other article that has been placed in relation to an interment right save and except for direct loss or damage caused by gross negligence of the cemetery.

The Corporation of the City of Kenora reserves and shall have the right to correct any errors that may be made by the cemetery operation. Either in interment, disinterment, rights transfer, etc.; by either cancelling or substituting in lieu other property of equal value and similar location as far as possible, or by refunding the amount of money paid on account to purchaser. In the event such an error involves interment, the cemetery operator will incur all costs.

### **2.05 Public Register:**

Provincial legislation – Section 110 of Ontario Regulation 30/11 requires the cemetery operator to maintain a public register to the public during regular office hours. The Public Register is available for viewing at the Cemetery Office, 60 Fourteenth Street North during the hours of 8 a.m. to 4:30 p.m., Monday – Friday.

### **2.06 Pets or Other Animals:**

No person shall permit any animal, including dogs, to enter or remain in the said Cemeteries. Service animals are exempted.

### **2.07 Right to Re-Survey:**

The Cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

Cemetery Plan shall remain on file at City Hall, 1 Main Street South and a copy at the Cemetery Office.

### **Section 3: The Cancellation or Resale Of Interment Rights**

#### **3.01 Notice of Resale and Transfer of Interment Rights:**

- a. Interment rights holder must first offer the interment rights to the cemetery operator. If the cemetery operator does not wish to repurchase the interment rights, the interment right may be sold to a third party for no more than the current price listed on the cemetery price list, as long as the sale or transfer is conducted through the cemetery operator and the purchaser meets the qualifications and requirements as outlined in the cemetery operator's by-laws.
- b. The cemetery operator can prohibit the resale of interment rights to a third party and is not required to repurchase unused interment rights in a lot (more than one grave) if one of the interment rights in the lot has been exercised.
- c. Purchasers of interment rights holders acquire only the right to direct the burial of human remains and of cremated human remains, and the installation of monuments, markers and inscriptions, subject to the conditions set out in the cemetery by-laws. In accordance with cemetery by-laws, no burial, interment, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An interment rights certificate will be issued to the interment rights holder(s) when payment has been made in full. The purchase of interment rights is not a purchase of Real Estate or real property. An interment rights holder wishing to resell their interment rights must advise the cemetery operator of their intention prior to seeking a third party buyer for their interment rights.

#### **3.02 Cancellation of Interment Rights within 30 Day Cooling-Off Period:**

A purchaser has the right to cancel an interment rights contract within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the cemetery operator. The cemetery operator will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation.

#### **3.03 Cancellation of Interment Rights after the 30 Day Cooling-Off Period:**

- a. Upon receiving written notice from the purchaser of the interment rights, the cemetery operator will cancel the contract and issue a refund to the purchaser for the amount paid for the interment rights less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said notice. If the interment rights certificate has been issued to the interment rights holder(s), the certificate must be returned to the cemetery operator along with the written notice of cancellation.
- b. If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to cancel the contract or re-sell the interment rights.

#### **3.04 Resale of Interment Rights after 30 Day Cooling-Off Period:**

- a. Unless the interment rights have been exercised the purchaser retains the right to cancel the contract or re-sell the rights. Once payment for the interment rights has been made in full, and an interment rights certificate has been issued, the interment rights

holder(s), as recorded on the cemetery records, has right to re-sell the interment rights. Any resale of the interment right shall be in accordance with the requirements of the cemetery by-laws and in keeping with the FBCSA

- b. If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to re-sell the interment rights.

### **3.05 Care and Maintenance Fund Contributions:**

As required by sections 166 and 168 of Regulation 30/11, a prescribed amount or a percentage of the purchase price of all interment rights and a prescribed amount for monuments and markers is contributed into the care and maintenance fund. Income from this fund is used to provide only general care and maintenance of the cemetery. Contributions to the care and maintenance fund are not refundable except when interment rights are cancelled within the 30 day cooling off period.

### **3.06 Requirements if resale of interment rights is permitted by the cemetery operator:**

**Note: All Resales or Transfers of Interment Rights Must Be Processed Through The Cemetery Office To Be Valid.**

The cemetery operator may choose to either permit the interment rights holder(s) to:

- first re-sell the interment rights to the cemetery; or if declined by cemetery
- re-sell the interment rights to a third party

### **3.07 Procedure of interment rights to a Cemetery Operator:**

- a. If a rights holder(s) wishes to re-sell the interment rights - the rights holder(s) must make the request to the cemetery operator in writing. The cemetery operator will repurchase the interment rights at the price listed on the cemetery operator's current price list less the Care & Maintenance Fund contribution made at the time of purchase. The re-purchase and payment to the rights holder requesting the sale must be completed within 30 days of the request.
- b. The interment rights holder requesting the resale of the rights must return the interment rights certificate to the cemetery operator and the rights holder(s) must endorse the interment rights certificate, transferring all rights, title and interest back to the cemetery operator. The appropriate paperwork must be completed before the cemetery operator reimburses the rights holder(s).

### **3.08 Procedure of interment rights to a third party:**

- a. The interment rights holder(s) intending to sell their rights shall provide the following documents to the cemetery operator so that the operator can confirm the ownership of the rights and provide the third party purchaser with a the required certificate etc.:
  - an interment rights certificate endorsed by the current rights holder
  - if the resale involves interment rights, a written statement of the number of graves that have been used in the plot and the number of graves that remain available
  - any other documentation in the interment rights holder(s) possession relating to the rights
- b. The third party purchaser will be provided with the following documents by the cemetery operator:

- an interment rights certificate endorsed by the current rights holder
- a copy of the cemetery's current by-laws
- a copy of the cemetery's current price list
- if the resale involves interment rights, a written statement of the number of graves that have been used in the plot and the number of graves that remain available
- any other documentation in the interment rights holder(s) possession relating to the rights

c. The cemetery operator will require:

- a statement signed by the rights Holder(s) selling the interment rights acknowledging the sale of the interment rights to the third party purchaser
- confirmation that the person selling the interment rights is the person registered on the cemetery records and that they have the right to re-sell the Interment rights
- a record of the date of transfer of the interment rights to the third party;
- the name and address of the third party purchaser(s)
- a statement of any money owing to the Cemetery Operator in respect to the Interment Rights.

Once the endorsed certificate and all required information has been received by the cemetery operator from the rights holder(s), the cemetery operator will issue a new interment rights certificate to the third party purchaser.

Upon completion of the above listed procedures, and upon the issuance of the new interment rights certificate, the third party purchaser or transferee(s) shall be considered the current interment rights holder(s) of the interment rights, and the resale or transfer of the interment rights shall be considered final in accordance with the cemetery by-laws and the FBCSA.

The cemetery operator may charge an administration fee for the issuance of a duplicate certificate in accordance with the price listed on the cemetery operator's current price list.

The cemetery operator does not prohibit the resale of an interment rights and may repurchase the interment rights from the rights holder(s) if the cemetery operator so desires and may negotiate a purchase price so long as the seller acknowledges being aware of the cemetery operators current price list amounts for interment rights.

## **Section 4: Burial of Cremated Remains**

**4.01** Interment rights holder(s) must provide written authorization prior to a burial, or an interment taking place. Should the interment rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the interment rights holder i.e. Personal Representative, Estate Trustee, Executor or next of kin.

**4.02** A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be provided to the cemetery office prior to a burial or interment taking place. A Certificate of Cremation must be submitted to the cemetery office prior to the burial of cremated remains of cremated remains taking place.

**4.03** In accordance with the FBCSA the purchaser of interment rights must enter into a cemetery contract, providing such information as may be required by the cemetery operator for the completion of the contract and the public register prior to each burial or interment of human remains of cremated human remains.

**4.04** Payment must be made to the cemetery before a burial can take place or payment plan must be approved the cemetery administrator.

**4.05** The cemetery shall be given 16 business hours (2 business days) of notice for each burial of human remains of cremated human remains.

**4.06** The opening and closing of graves, crypts and niches of cremated remains may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.

**4.07** Cremated remains are not permitted to be scattered on cemetery graves or grounds.

**4.08** Human remains may be disinterred from a grave provided that the written consent (authorization) of the interment rights holder has been received by the cemetery operator and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the cemetery office before the removal of casketed human remains may take place. A certificate from the local medical officer of health is not required for the removal of cremated remains.

- a. In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).
- b. Full size grave are allowed one casket interment and up to 4 cremated remains interments.
- c. Cremation graves and niches are allowed up to 2 cremated remains interments.
- d. Single lawn crypt allowed one casket interment.
- e. Double lawn crypts are allowed two caskets or one casket interment and one cremated remains interment.

**4.09 All full burials will require a minimum vault structure of fibre glass. Plywood vaults will no longer be allowed.**

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## **Section 5: Memorialization**

**5.01** No memorial or other structure shall be erected or permitted on a grave until approval of the headstone contract have been submitted to the cemetery operator and all permit fees have been paid in full.

**5.02** No monument, footstone, marker or memorial bench of any description shall be placed, moved, altered, or removed without permission from the cemetery operator.

**5.03** Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered to be normal wear.

**5.04** The cemetery operator will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.

**5.05** The cemetery operator reserves the right to determine the maximum size of monuments, their number and their location on each grave. They must not be of a size that would interfere with any future interments or encroach on any other grave.

**5.06** All foundations for monuments and markers shall be built by, or contracted to be built for, the cemetery operator as per permit fees.

- a. Should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy so as to remove the risk.
- b. The cemetery operator reserves the right to remove at its sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the trustees.
- c. A monument, marker, or bench shall be erected only after the specific contract and permit have been approved by the cemetery operator including: dimensions, material of structure, and proposed location.
- d. In keeping with the cemetery by-laws only one monument shall be erected within the designated cremation grave and one monument plus a flat marker on full size grave.
- e. The minimum thickness for flat markers including footstones is 4 inches or 10 cm.
- f. All monuments and markers shall be constructed of bronze or natural stone (i.e. granite).
- g. No monuments and markers shall be delivered to the cemetery for installation until all permit fees are approved and paid in full.
- h. No monument shall be delivered to the cemetery for installation until the monument foundation has been completed, and the interment rights holder(s) and/or marker retailer have been notified by the cemetery operator.
- i. All upright grave markers must be able to withstand a force of 35kgs, when such force is applied at any point on the memorial. Such markers must withstand this force when set in dry mode (ie without the assistance of any adhesive)
- j. Markers and footstones of bronze or granite are permitted with size and quantity restrictions according to cemetery by-laws and the placement of such memorials shall not interfere with future interments.
- k. Maximum Size for monument and marker:
  - a. Cremation grave (3ft x 3ft) maximum: 12" x 32"

- b. Cremation grave (2ft x 2ft) maximum: 10" x 20"
- c. Full Size grave (3ft x 7ft/9ft) maximum: 12" x 32"
- d. For double graves inquire with cemetery operator.

## Section 6: Care and Planting

**6.01** A portion of the price of interment rights is trusted into the Care and Maintenance Fund.

The income generated from this fund is used to maintain, secure and preserve the cemetery grounds. Services that can be provided through this fund include:

- Re-levelling and sodding or seeding of graves and grounds
- Maintenance of cemetery roads, sewers and water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of lawn crypt and columbarium
- Repairs and general upkeep of cemetery maintenance buildings and equipment

**6.02** No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial graves in the cemetery.

**6.03** No person shall plant trees, flower beds or shrubs in the cemetery except with the approval of the cemetery.

**6.04** Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

## Section 7: Lot Decorations

### Lot Decoration Rules (May 31<sup>st</sup> – October 1<sup>st</sup>)

The City of Kenora realizes that there is significant value to the interment rights holders in decorating cemetery lots. At the same time the City of Kenora has an obligation to provide a safe and visually pleasing environment. In the interest of these objectives, it is imperative that these rules be followed.

Lot decorations for one interment rights holder must not infringe on the property of another interment rights holder.

### Lot Decoration Rules (October 2<sup>nd</sup> to May 30<sup>th</sup>)

Winter maintenance of the Cemeteries requires that city staff may need to access to any site on the Cemetery property. Therefore, it is imperative the following rules be adhered to.

Permitted Decorations:

- Ice Candles are permitted as long as they are not intruding on other Interment Rights holder's plots.
- Temporary wooden crosses must be 24" above ground level to allow for visibility.
- All other lot decorations are allowed so long as they are deemed safe by the cemetery operator.



### 7.01 Lot Decorations

Lot decorations shall be deemed to include all ornaments, figurines, plants, or other embellishments placed on Cemetery lots with the intention of improving their appearance. No lot decorations permitted by this by-law shall be placed on a lot if outstanding fees are unpaid. The City of Kenora is not responsible for lost or stolen items.

### 7.02 Candles and Solar Lights (Plastic only- No glass or Ceramics prohibited)

Only enclosed candles or solar lights that are securely placed will be allowed in any combination to a maximum of (3) in total. Interment Rights Holders may have candle/solar lights on either side of the monument and in line with the monument row. As an alternative, Interment Rights Holders may have any combination of candles, solar lights up to a maximum of (3) in front of the monument and securely placed in the 18' inch designated garden area.

Candles and solar lights are allowed to be displayed on shepherd's hooks. They cannot exceed the height of the upright monument.

### 7.03 Artificial Wreaths

Artificial and/or silk flower arrangements/wreaths, attached to a stand or monument, may be placed on gravesites and remain there from the Friday before Thanksgiving to ~~April 1st~~ ~~May 1<sup>st</sup>~~ of the following year. Dates will be posted in local newspapers with regard to lot decoration rules. Any item that does not comply with the lot decoration rules that remain after ~~April 1st~~ ~~May 1<sup>st</sup>~~ will be removed by Cemetery Staff and placed into a recovery area that is visible to the public. Items not picked up by ~~June 1st~~ ~~July 1<sup>st</sup>~~ will be discarded.

### 7.04 Saddle Wreaths

Saddle Wreaths must follow the season. All Saddle wreaths that become unsightly will be removed by cemetery staff. No Christmas saddle wreaths will be allowed during the summer months. No wreaths, other than saddle wreaths are allowed to be fastened to a monument after May 31<sup>st</sup>.

### 7.05 Bushes and Shrubs

Dwarf style shrubs are permitted where there is an upright monument centered on two or more graves. One shrub may be planted on either side of the monument and in line with the monument row.

Shrubs must be planted approximately seven inches away from the side of the monument base and cannot exceed lot limitations or the height of the monument.

Interment Rights Holders are responsible for the trimming of shrubs. If Interment Rights Holders do not trim the shrubs within 1 month notice, shrubs may be removed by cemetery staff.

No permanent plant material shall be placed in the flat marker section. Natural cut flowers or dried flower arrangements may be placed in an approved vase.

### **7.06 Borders and Edging**

Border or edging made of rubberized plastic, treated wood, or preformed concrete, no thicker than 2" will be allowed only if it is installed properly and totally flush to the soil. Borders and edging must be installed within the 18" permitted flower bed and cannot exceed the width of the memorial.

Interment rights holders are responsible to ensure that all flowerbeds borders are completely flush to the surrounding ground. If Interment Rights Holders are unable to keep borders flush within a one month notice, borders may be removed by cemetery staff.

### **7.07 Wood Crosses**

Wooden crosses will be allowed, as temporary markers, on unmarked graves for a period of one year from the time of burial. Time extensions may be considered after one year on a case-by-case basis. The interment rights holder is responsible for the removal of the cross. Cemetery staff will remove the cross after an allowable time if the Interment Rights Holder has not. The only exemption to this rule will be the Veterans Crossed in the Veterans Crosses Section.

### **7.08 Shepherds Hooks**

A maximum of two shepherd's hooks for hanging of contents will be permitted in the 18" designated garden area provided the hooks are not greater than the monument.

### **7.09 Figurines**

Figurines are defined as any type of allowable lot decoration within the 18" garden area of upright monuments. Figurines cannot be made of glass or ceramics. Figurines are only allowed with upright monuments.

### **7.10 Potted Plants**

A maximum of two (2) potted plants are permitted within the 18" garden area. Pots cannot be made of breakable materials such as glass or clay. In flat marks sections (1) potted plant is permitted. Cemetery staff will remove and unsightly or unsafe plants.

### **7.11 Flat Marker Section**

Approved vases can either be coned shaped spiked container, which are none-breakable, or retractable vases, which sit flush to the ground when not in use. One (1) vase per flat marker is permitted.

## **Section 8: Contractor/Monument Dealer**

**8.01** Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of

all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery office and provide the necessary approvals before commencing work at any location on the cemetery property.

Prior to the start of any said work, contractors must provide proof of:

- WSIB coverage
  - Occupational Health and Safety compliance standards
  - WHMIS
  - Evidence of liability insurance is required and not less than \$2 million.
- 
- a. All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.
  - b. Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the cemetery operator.
  - c. No work will be performed at the cemetery except during the regular business hours of the cemetery.
  - d. Contractors shall temporarily cease all operations if they are working within 100 metres of a funeral until the conclusion of the service. The cemetery reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
  - e. Contractors engaged in the placing of, repairing of, or inscribing of upright markers shall provide planking and/or other protective materials adequate to protect turf and shall remove materials and equipment immediately upon completion of the work. The site shall be left in a clean orderly condition.

## **Section 9: Lawn Crypts**

**9.01** Full payment of the interment rights must be made to the cemetery operator before an interment may take place.

**9.02** The interment rights purchase includes the preparation and construction of the concrete foundation for placement of lawn crypt. The purchase of the lawn crypt is the interment right holder's responsibility.

**9.03** Lawn crypt must be purchased with a granite floor, drainage holes and tracking, wall vents and casket must be placed in a casket tray.

**9.04** Only the cemetery operator may open and seal crypts for interment. This applies to the inside sealer and the crypt front, in conjunction with a Funeral Home.

**9.05** To ensure quality control, desired uniformity and standard of workmanship, the cemetery operator reserves the right to approve crypt fonts, installation of lettering, vases, adornments, or any other attachment; and the cost is the sole responsible of the interment rights holder.

**9.06** Photographs are permitted and must conform to the design, material and standards of the lawn crypt with the approval of the rights holder.

## **Section 10: Columbarium**

**10.01** Full payment of the interment rights must be made to the cemetery operator before an interment may take place.

**10.02** Only the cemetery operator may open and close the niche for interment.

**10.03** All proper paperwork as per cemetery bylaws must be completed prior to interment.

**10.04** Only the cemetery operator is authorize inscribe on the individual niche. All font and inscription are to be in uniform and approved by the cemetery operator.

**10.05** No person other than cemetery staff shall remove or alter niche fronts.

**10.06** Flowers/wreath may be laid at the base of Columbarium on the day of interment. They will be removed one week after interment. No flowers or other paraphernalia to be placed/attached on the walls of the Columbarium.

## **Section 11: Lot Embellishments**

The use of glass containers and all other materials of an equally perishable nature are prohibited and shall be removed without notice. For all other rules regarding lot embellishments see section G

## **Section 12: Request for Service**

Any person or funeral director having a request for service shall make same at the Cemetery office.

1. That By-law Number 172-2015, as amended, of the City of Kenora is hereby repealed.
2. This By-law shall take effect and come into force upon approval of the Bereavement Authority for the Province of Ontario.

**By-law read a First and Second Time this 17<sup>th</sup> day of January, 2017**

**By-law read a Third and Final Time this 17<sup>th</sup> day of January, 2017**

**The Corporation of the City of Kenora:-**

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**David S. Canfield, Mayor**

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**Heather Kasprick, City Clerk**



June 26, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Stace Gander, Manager of Community Services  
Josh Nelson, Tourism & Recreation Division Lead**

**Re: Increase to Municipal Ice Rental Rates**

### **Recommendation:**

That Council hereby approves an amendment to 'Schedule B-Community Services' of the Tariff of Fees and Charges Bylaw to reflect an increase ice rental rates by 10% effective September 1<sup>st</sup>, 2019; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its Tariff of Fees and Charges bylaw to reflect an increase to municipal ice rental rates at its July 16, 2019 meeting; and further

That By-law Number 31-2019 be hereby repealed.

### **Background:**

In 2009 Council passed a resolution that recreation rates and fees would be set at a minimum of 55% cost recovery for youth programs; 65% cost recovery for adult programs and 100% cost recovery for summer and ice and non-resident rates.

Further in 2014 a review was conducted of the arena operating expenses. The hourly operating rate for one (1) hour of recreational ice was \$160.00 and for a game and special event was \$168.00. Ice rental rates were gradually increased from 2015-2018 to fulfill the minimum cost recovery guideline.

What was not taken into consideration during this calculation was the projected increase to the hourly operating cost for one (1) hour of ice. Since 2014 the estimated average increase in operating cost of the Thistle Arena is 2.24%. When this percentage is applied to the 2014 hourly figure and projected forward to 2019 the new hourly operating rates are \$178.72 for recreational ice and \$187.66 for a game or special event.

The chart below includes a summary of the current rental rate along with the recommended hourly rate that would have to be achieved in order to satisfy the cost-recovery guideline of 55% for minor rates, 100% for non-resident recreation and 100% for non-resident game/tournament/special event. 100% cost-recovery for summer ice is also recommended.

### Recommended Rate Increase:

During 2019 budget discussions Council directed staff to evaluate a 10% increase to all ice rental rates to help increase revenue and help reduce the anticipated tax levy.

Ice Rentals	2019-2020		
	Current rate	10% increase/total	Percentage of cost recovery
Minor rate	\$87.98	(\$8.80) = \$96.78	54%
Minor rate – Games/Tournaments	\$92.93	(\$9.30) = \$102.23	54.5%
Adult rate	\$107.10	(\$10.71) = \$117.81	66%
Adult rate- Games/Tournaments	\$113.45	(\$11.35) = \$124.80	66.5%
Non – Resident - Recreation	\$160.19	(\$16.02) = \$176.21	98.5%
Non Resident – Games/Tournaments	\$170.29	(\$17.03) = \$187.32	100%
Summer rate	\$160.64	(\$16.06) = \$176.70	99%

The above rates will be shared at the annual ice users immediately to allow them to plan for the impact. The new rate will be effective September 1<sup>st</sup>, 2019.

#### Ice Rate Comparison – Northwestern Ontario

	2018	2019				
	Kenora	Kenora Projected	Dryden	Fort Frances	Red Lake	Sioux Lookout
<b>Resident</b>						
Minor Recreation	\$ 87.98	\$ 96.78	\$ 90.48			\$ 76.30
Minor Game/Tournament/Special Event	\$ 92.93	\$ 102.23	\$ 108.15	\$ 103.65	\$ 65.00	\$ 89.70
Adult Recreation	\$ 107.10	\$ 117.81	\$ 137.55			\$ 143.70
Adult Game/Tournament/Special	\$ 113.45	\$ 124.80	\$ 154.05	\$ 155.61	\$ 91.75	\$ 169.01
<b>Non-Resident</b>						
Recreation	\$ 160.19	\$ 176.21	\$ 171.94			
Game/Tournament/Special Event	\$ 170.29	\$ 187.32	\$ 192.56	\$ 194.52		
<b>Summer Ice</b>	\$ 160.64	\$ 176.70				

**\*\*HST not included\*\***

The above chart compares our current and projected rate with a 10% increase to neighboring communities in our region.

#### **Budget:**

Proposed rate increase for the 2019-2020 was included in the 2019 budget submissions.

**Risk Analysis:**

There is a moderate positive financial risk associated with this decision due to increased revenue if ice bookings remain consistent. Further, there is a potential moderate negative external impact among user groups due to the increased rental rates. This risk can be mitigated through communication with user groups immediately to allow them to prepare for the rate increase.

**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:**

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





June 26<sup>th</sup>, 2019

## City Council Committee Report

To: Mayor and Council

Fr: Stace Gander, Manager of Community Services  
Josh Nelson, Tourism & Recreation Division Lead

Re: Membership Rate Changes

### Recommendation:

That Council hereby approves an amendment to 'Schedule B-Community Services' of the Tariff of Fees and Charges Bylaw to reflect increases to memberships at the Kenora Recreation Centre effective September 1<sup>st</sup>, 2019; 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 reflect an increase to membership rates at the Kenora Recreation Centre; and further

That By-law Number 31-2019 be hereby repealed.

### Background:

In 2005 the Kenora Recreation Centre underwent a significant renovation which included the addition of a Fitness Centre. At this time a membership fee structure was implemented. Fees have remained the same to date with the exception of adding on HST.

### Current Rates

### Kenora Recreation Centre Membership Rates

Admission Rates (+ applicable taxes)							
	Infants & Tots 0 - 3 yrs.	Child 4 - 13 yrs.	Youth 14 - 17 yrs.	Adult 18 yrs. & over	Post Secondary Student	Senior 60 +	Family See * below
Visit	FREE	\$3.50	\$3.77	\$5.66	\$4.71	\$3.77	\$15.57
10 Visits	FREE	\$24.75	\$29.25	\$47.25	\$38.25	\$29.25	\$148.50
25 Visits	FREE	\$51.60	\$60.95	\$98.45	\$79.70	\$60.95	\$310.00
90 Days	FREE	\$96.00	\$111.00	\$165.00	\$138.00	\$111.00	\$540.00
Annual Membership	FREE	\$320.00	\$380.00	\$600.00	\$490.00	\$380.00	\$1200.00
Student- Post Secondary					\$140.00 Summer Rate		

\* **Family:** Includes 2 adult parents/guardians & unmarried children under 18 years and/or seniors living in the same household (up to 5 members).

\* **Business:** \$1,200.00 Annual Business Membership Fee-in addition to regular full Complex Membership

### **Recommended Rate Change**

As part of the 2019, operating budget process, City staff were asked to review Kenora Recreation Centre fees relative to other municipalities. As a result, the following rates are recommended.

## **Kenora Recreation Centre Membership Rates**

<b>Admission Rates (+ applicable taxes)</b>							
	<b>Infants &amp; Tots 0 - 3 yrs.</b>	<b>Child 4 - 13 yrs.</b>	<b>Youth 14 - 17 yrs.</b>	<b>Adult 18 yrs. &amp; over</b>	<b>Post Secondary Student</b>	<b>Senior 60 +</b>	<b>Family See * below</b>
<b>Visit</b>	FREE	\$3.55	\$4.21	\$6.66	\$5.43	\$4.21	\$17.52
<b>10 Visits</b>	FREE	\$25.20	\$32.88	\$55.24	\$44.02	\$32.88	\$166.49
<b>25 Visits</b>	FREE	\$52.35	\$68.49	\$116.46	\$92.39	\$68.49	\$350.50
<b>1 Month</b>	FREE	\$35.49	\$42.15	\$66.55	\$54.35	\$42.15	\$175.25
<b>3 Months</b>	FREE	\$96.80	\$114.95	\$181.50	\$148.23	\$114.95	\$477.95
<b>6 Months</b>	FREE	\$176.00	\$209.00	\$330.00	\$269.50	\$209.00	\$869.00
<b>Annual Membership</b>	FREE	\$320.00	\$380.00	\$600.00	\$490.00	\$380.00	\$1580.00
<b>Student- Post Secondary</b>					\$140.00 Summer Rate		

\* **Family:** Includes 2 adult parents/guardians & unmarried children under 18 years and/or seniors living in the same household (up to 5 members).

The following considerations were factored in when determining the new rate structure:

- Staff received community feedback to create new options which include a 6 month and 1 month membership
- Annual membership costs remained the same with the exception of a family membership. The increase was to better reflect the value of the membership
  - o Currently a family membership includes 2 adult parents/guardians & unmarried children under 18 years and/or seniors living in the same household (up to 5 members).
- All other rates have been based off the annual rate. Incentive has been placed on purchasing longer memberships. (ie. A 6 month membership is half the annual rate plus 10%, 3 month membership is half the 6 month membership plus 10%)
- The percentages used to develop the 10 & 25 visit packages remained the same but there is an increase due to an increase in the daily rate.

The chart below is a comparison of the new proposed rate structure relative surrounding communities:

	Daily			Monthly			3-Month			6 Month			Annual		
	FF	Dryden	Kenora	FF	Dryden	Kenora	FF	Dryden	Kenora	FF	Dryden	Kenora	FF	Dryden	Kenora
Adult	\$ 7.40	\$ 6.86	\$ 6.66	\$ 77.45	\$ 63.00	\$ 66.55	\$ 178.90	\$ 174.50	\$ 181.50	\$ 330.10	\$ 349.00	\$ 330.00	\$ 507.80	\$ 465.00	\$ 600.00
Youth/Student	\$ 5.75	\$ 4.20	\$ 4.21	\$ 53.50	\$ 49.50	\$ 42.15	\$ 91.40	\$ 131.00	\$ 114.95	\$ 170.75	\$ 262.00	\$ 209.00	\$ 252.40	\$ 375.00	\$ 380.00
Child	4.15		\$ 3.55		\$ 49.50	\$ 35.49		\$ 131.00	\$ 96.80		\$ 262.00	\$ 176.00	\$ 80.20	375	\$ 320.00
Infant	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
Senior	\$ 5.70	\$ 4.20	\$ 4.21	\$ 59.15	\$ 49.50	\$ 42.15	\$ 136.55	\$ 131.00	\$ 114.95	\$ 252.15	\$ 262.00	\$ 209.00	\$ 387.80	\$ 375.00	\$ 380.00

The chart below is a comparison of the age classification relative to surrounding communities:

	Fort Frances	Dryden	Kenora
Infant Ages	Under 5	Under 6	Under 4
Child Ages	5-12	6-18	4-12
Youth/Student Ages	13-17	6-18	13-17
Adult Age	18-59	19-59	18-49
Senior Ages	60+	60+	50+

Fees related to Fitness Consultant services have been removed from the Tariffs and Fees.

**Budget:** Proposed rate changes were included in the 2019 budget submissions with the additional revenue outlined under 1 month & 6 month memberships.

#### **Risk Analysis:**

There is a moderate positive financial risk associated with this decision due to increased revenue through adjusted membership rates. There is a minor risk related to a decrease in the demand for services due to the increase in package prices.

#### **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:**

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

**Mission Statement:** To deliver quality, cost-effective Municipal services.



July 9th, 2019

## Housekeeping Council Briefing

**To: Mayor and Council**

**Fr: Stace Gander, Community Services Manager**

**Re: NOHFC - Phase 2 – Kenora Sportsplex**

### **Recommendation:**

That Council hereby approves an amendment of the Phase 2 Northern Ontario Heritage Fund Corporation (NOHFC) funding application for the Kenora SportsPlex Phase II development to reflect the application amount of the NOHFC contribution of \$250,000.

### **Background:**

Community Services staff had previously notified Council that the City of Kenora would be requesting a NOHFC contribution to the Kenora Sportsplex in the amount of \$225,000. The application has now been completed and based on the contributions by the City and Kenora Sportsplex, staff are able to increase the request from \$225,000 to \$250,000.

**Budget:** There is no impact to the budget.

**Risk Analysis:** As per the requirements in the City's ERM Policy, the risk is determined to be low and insignificant.

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

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

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

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

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

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



July 9, 2019

## City Council Committee Report

**To: Mayor & Council**

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

**Re: Budget Amendment–Accessible Entrance Upgrade Kenora Library**

### **Recommendation:**

That Council hereby authorizes a total budget amendment in the amount of \$51,030 to be funded through the Library Roof Repair Budget in the amount of \$20,000, \$22,000 appropriated from the Library Building Fund Reserve and \$17,500 appropriated from the Library Capital Fund Reserve, as approved by the Kenora Public Library Board for an accessible entrance upgrade at the Kenora Public Library; 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 July 16th, 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 has approved an amount of \$182,000 for the 2019 Accessible Entrance Upgrade project in the 2019 Capital budget. Tenders closed on June 6<sup>th</sup> with the following bids received;

Dorsey Contracting Inc.	\$229,000.00 + applicable taxes
Sierra Construction	\$229,374.00 " "
Jarnel Contracting Ltd.	\$244,000.00 " "
RJ Concrete & Construction Ltd.	\$295,000.00 " "

There is a shortfall of approx. \$51,030 to proceed with the project tender. In addition there will be costs incurred for 3<sup>rd</sup> party costs from Nelson Architecture related to drawings, code validation and project administration and contingency resulting in an additional \$8,000 of cost.

These funds shall be allocated from the following accounts;

2019 Roof Repair Project	\$20,000.00
Library Building Reserve	\$22,000.00
Library Capital Reserve	\$17,500.00

**Budget:** The original \$182,000 is partially funded by a \$100,000 accessibility grant with the remaining \$82,000 being budgeted for in the 2019 capital plan.

**Risk Analyses:** As per the requirements in the City's ERM Policy, there is a minor financial risk as reserves will be reduced however there are moderate to major governance and legal risks if the City does not comply with current and future AODA requirements and senior management have been informed.

**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 Kenora as a 365-day lifestyle destination

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

2.1 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.

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

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



July 9th, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Stace Gander, Community Services Manager  
Adam Smith, Development Services Strategist**

**Re: 5 Year Corporate Energy Conservation & Demand Management Plan**

### **Recommendation:**

That Council hereby approves the Five Year Corporate Energy Conservation and Demand Management Plan in accordance with Ontario Regulation 507/18.

### **Background:**

The City of Kenora's Energy Conservation and Demand Management (ECDM) Plan was developed in response to Ontario Regulation 507/18 which requires all public sector organizations to complete an update to their original 2014 ECDM Plan by July 1, 2019. In response to this regulatory requirement, as well as rising energy costs, the City of Kenora has developed this Energy Conservation and Demand Management (ECDM) Plan.

City staff have engaged Steven Schmidt of VIP Energy Services Inc. to author the new report.

The 5-Year Corporate Energy Conservation and Demand Management Plan is designed to guide the City of Kenora towards a more energy-efficient future.

**Budget:** There are recommendations in the report that will have operating and capital impact if acted upon. Recommendations are currently being evaluated as part of the future budgeting process and will be reported on at a later date.

**Risk Analyses:** As per the requirements in the City's ERM Policy, the risk is determined to be minor.

### **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 assets are managed and maintained using available resources through a robust asset management plan and process, with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.





# **City of Kenora**

## **5-Year Corporate Energy Conservation and Demand Management Plan**

**July 2019**

Prepared in co-operation with:



## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>INTRODUCTION – EXECUTIVE SUMMARY .....</b>	<b>3</b>
BACKGROUND.....	3
PURPOSE OF THE PLAN .....	3
<b>1.0 HISTORIC ENERGY PERFORMANCE .....</b>	<b>5</b>
HISTORICAL ENERGY USAGE .....	5
ENERGY CONSERVATION PROJECT SUCCESSES .....	8
<b>2.0 ENERGY CONSERVATION AND MANAGEMENT POLICY .....</b>	<b>10</b>
OUR COMMITMENT .....	10
OUR VISION .....	10
OUR GOALS AND OBJECTIVES.....	10
STRATEGIC ACTION PLAN .....	11
<b>3.0 STRATEGY 1: ENERGY MANAGEMENT CORPORATE PRACTICES .....</b>	<b>13</b>
THE ENERGY MANAGEMENT TEAM: ROLES AND RESPONSIBILITIES.....	13
<b>4.0 STRATEGY 2: EDUCATION, AWARENESS AND OUTREACH.....</b>	<b>15</b>
ENERGY SKILLS TRAINING PROGRAM.....	15
OUTREACH, ENGAGEMENT, RECOGNITION AND ENERGY AWARENESS TRAINING PROGRAM .....	15
FEEDBACK SYSTEM FOR EMPLOYEE SUGGESTIONS .....	16
<b>5.0 STRATEGY 3: ENERGY CONSERVATION ACTIVITIES AND INFORMATION MANAGEMENT .....</b>	<b>17</b>
ENERGY CONSERVATION ACTION PLAN.....	17
ENERGY INFORMATION MANAGEMENT .....	18
<b>APPENDIX A: ENERGY CONSERVATION ACTION PLAN MEASURES SUMMARY .....</b>	<b>21</b>

## **Introduction – Executive Summary**

### **Background**

The City of Kenora's Energy Conservation and Demand Management (ECDM) Plan was developed in response to Ontario Regulation 507/18 which requires all public sector organizations to complete an update to their original 2014 ECDM Plan by July 1, 2019. In response to this regulatory requirement, as well as rising energy costs, the City of Kenora has developed this Energy Conservation and Demand Management (ECDM) Plan. This comprehensive Plan is the most effective method of identifying energy conservation opportunities, selectively implementing the best projects and then measuring their effectiveness. The Plan has been developed to protect the interests of our constituents and ensure that the City of Kenora obtains the best possible value from our operating budgets. In addition to meeting our regulatory obligations, the City believes that a strong commitment to energy conservation and a reduction of energy use is demonstrated evidence of our belief in becoming a more sustainable community while operating in a cost-effective manner that respects the value of taxpayer dollars.

### **Purpose of the Plan**

The 5-Year Corporate Energy Conservation and Demand Management Plan is designed to guide the City of Kenora towards a more energy-efficient future. The policies, practices and energy conservation measures identified illustrate the importance the City places on acting responsibly towards energy consumption through the wise use of resources in City operations.

To enhance our understanding of energy use and return on investment through conservation, this document contains a thorough review of the measures implemented since the creation of the original plan, issued on July 1, 2014. Since then, the City has initiated several substantial energy projects, yielding significant savings results including:

- LED lighting retrofits in numerous building
- Updating of building envelopes including window and door replacement
- HVAC and controls upgrades
- Roof change-out projects

The wise and efficient use of energy are two of the lowest cost options for meeting energy demands. They also provide many other environmental, economic and social benefits, including reducing greenhouse gas (GHG) emissions, cost avoidance and savings. Along with the primary benefits, the responsible use of energy also promotes local economic development opportunities, energy system reliability, improved energy supply security and reduced-price volatility.

Following the path of our previous ECDM Plan, this document is a continuation of a process involving the:

- Integration of establishing and evaluating a baseline for performance to be measured against;

- Reviewing the effectiveness of previous conservation efforts while setting future performance goals and objectives;
- Continuous improvement through identification of energy conservation potential;
- Strategic alignment of improvement measure implementation and fiscal constraints; and,
- Evaluation, measurement and communication of results achieved.

The following report summarizes the significant efforts applied by the City of Kenora Conservation Team to create a Plan that can be implemented responsibly, over time, to create lasting results. The Plan takes advantage of internal expertise as well as all available external financial incentives and rebates currently being offered to support the implementation of energy savings ideas. The current energy picture for the City of Kenora and our future Vision, Goals and Objectives as shown in the Corporate Energy Conservation and Management Policy are outlined. Our strategic focus areas are discussed in detail and our 5-year Action Plan is laid out on a project-by-project basis.

## 1.0 Historic Energy Performance

### Historical Energy Usage

Effectively managing energy requires the creation of a robust energy monitoring strategy and procedures and establishing an accurate energy baseline is an essential first step in this process. This baseline assists with energy conservation and greenhouse gas reduction target setting, energy procurement and budgeting, bill verification, energy awareness, and the selection and assessment of potential energy projects. The City of Kenora, similar to many other communities, relies on utility bills to establish this energy baseline.

To evaluate the effectiveness of the City's previous energy conservation measures, the year 2013 was chosen as the base year for measurement; this aligns with the Ministry of Energy's Regulation 507/18 requirements for reporting. Overall, the City's consumption in 2013 was 10 million kWh of electricity and 520,000 m<sup>3</sup> of natural gas. The breakdown of energy use by facility type is as follows:

Figure 1-1 – Energy Use by Facility Type in 2013

FACILITY TYPE	Electricity (kWh)	Natural Gas (m3)
Administrative offices and related facilities, including municipal council chambers	910,138	101,245
Cultural facilities	515,335	28,143
Facilities related to the treatment of sewage	3,224,000	-
Facilities related to the treatment of water	1,926,000	-
Fire stations and associated offices and facilities	63,317	13,213
Indoor ice rinks	1,656,828	241,899
Indoor sports arenas	791,086	17,954
Indoor swimming pools	426,274	3,848
Parking garages	67,196	17,735
Police stations and associated offices and facilities	121,097	32,022
Public libraries	166,548	19,741
Storage facilities where equipment or vehicles are maintained, repaired or stored	351,460	44,701

For comparative purposes, the raw energy consumption breakdowns by year since the original baseline (2013) for the City are as follows:

Figure 1-2 – Electricity Use (2013 – 2017)

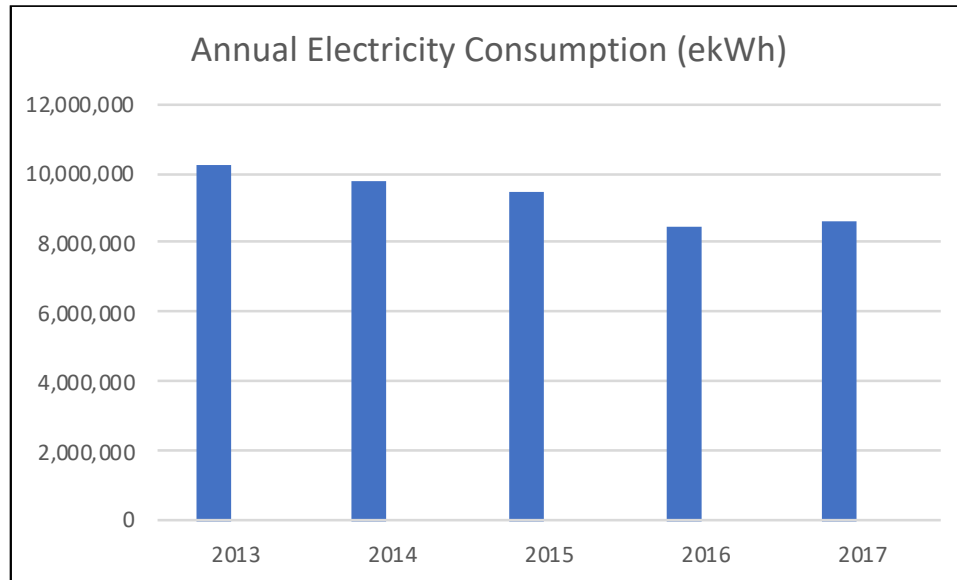


Figure 1-3 – Natural Gas Use (2013 – 2017)

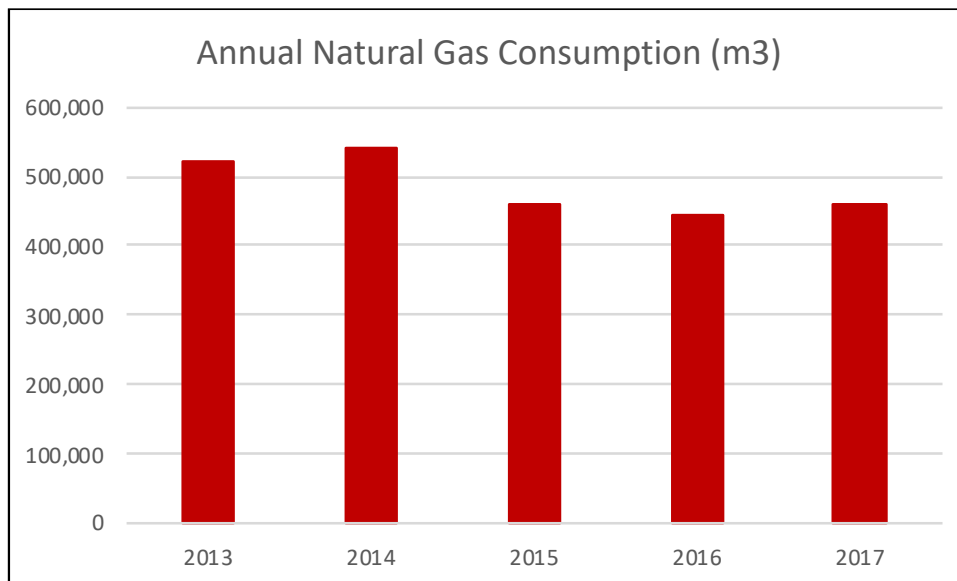
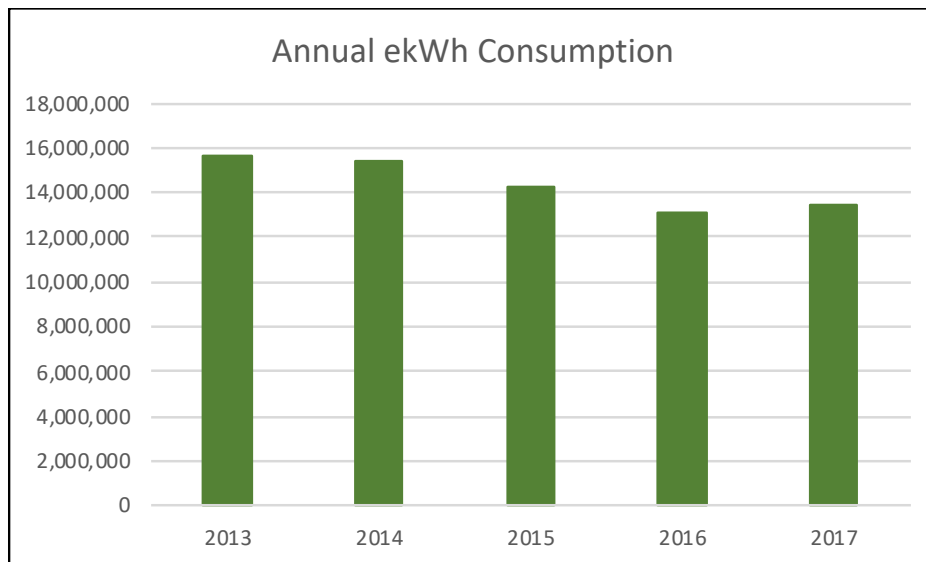


Figure 1-4 – Equivalent kWh Energy Use (2013 – 2017)



In order to view the full energy picture, we have used equivalent kilowatt hours. This allows us to combine natural gas and electricity usage to provide a full analysis of consumption. Due to the large reduction in natural gas usage, ekWh consumption shows a 14% decline between 2013 and 2017. Electricity presented a decrease of 16%, while natural gas presented an 11% reduction.

While the City of Kenora did not set a specific reduction target in its original plan, the data itself reveals that the City achieved a steady decrease over the life of the original Plan (2014 to 2018), resulting in a successful reduction in consumption.

## **Energy Conservation Project Successes**

Since the creation of the last 5-Year ECDM Plan, the City has initiated significant investments in energy efficiency and energy-cost reduction. These projects include:

### **Facility-Related Projects**

#### **2016**

- Operations Building – Lighting retrofit, conversion from T8 to LED (Bulb and ballast replacement)
- Kenora Recreation Centre – Track and dressing room light lighting conversion (new fixtures and bulb and ballast replacement)

#### **2017**

- City Hall Window Replacement – 75% of windows replaced
- Kenora Recreation Centre (Aquatic Area) – Lighting retrofit to LED (new fixtures)
- Keewatin Memorial Arena – Lighting and astrofoil, replace existing HPS with LED over rink area
- Water Treatment Plant – Lighting retrofit, LED bulb and ballast replacement, entire facility including new exterior lighting.
- Waste Water Plant – Replacement of 4 exterior door systems (buildings 100, 300, and 400)
- Sportsplex – New metal roof with two (2”) of insulation added.
- Keewatin Arena - New metal roof in 2017 with two (2”) of insulation added.
- Kenora Recreation Centre – New roof in 2017 over the office portion (5,500 square feet).

#### **2018**

- Keewatin Memorial Arena – Lighting retrofit, LED bulb and ballast replacement in all interior locations (except ice surface, completed previous year). Note: Only exterior lighting remains.
- Kenora Sportsplex (JM arena) – Lighting retrofit over field surface from HPS to LED.
- Kenora Library – Lighting retrofit, LED bulbs and ballasts
- Waste Water Facility – Lighting retrofit, LED bulbs and ballasts
- Water Treatment Plant - Natural gas conversion (replacement of 12 electric heaters)

### **City-Wide Street Lighting**

Beginning in 2015, the City of Kenora embarked on a major street lighting retrofit across the City. This project included the replacement of over 1,900 HPS street lights, leading to an annual savings of over 70% of the energy used by the lights.



In addition, the City continues to accrue significant maintenance savings (expected to be over 80% of maintenance costs) due to the longer life of LED lights.

## **2.0 Energy Conservation and Management Policy**

### **Our Commitment**

The City of Kenora is committed to allocating the staff and resources required to implement a strategic Energy Conservation and Demand Management (ECDM) program to reduce energy consumption and minimize our environmental impact. As an organization, we value the notion of efficient operations and creating a more sustainable community.

We are committed to managing energy responsibly and will use energy efficiency practices throughout our facilities, fleet, operations and equipment wherever it is cost effective to do so.

This ECDM Plan forms the practical approach to achieving the goals of our Community Energy Plan by providing the details of our planned future organizational actions.

### **Our Vision**

The City of Kenora will minimize energy consumption, related costs, and carbon emissions by continuously improving its energy management practices without compromising the level of service delivery to the community.

### **Our Goals and Objectives**

As part of our 2019 ECDM Plan, the City created several strategic avenues to achieve specific goals and targets with regards to energy management. We have re-examined our past objectives and are re-committing to this updated version.

1. Reduce energy intensity in City facilities by 5% by 2024 compared to our revised base year (2018). This is in addition to the over 14% reduction achieved between 2013 and 2018, based on our original 2013 base year.
2. Enhance our culture of conservation through training and outreach to staff, clients and business partners. All employees will have the appropriate knowledge and training to be empowered to reduce energy consumption.
3. Expand upon our comprehensive corporate energy management policy and practices by enhancing key existing business practices to include energy efficiency standards and energy management best practices.
4. Expand our monitoring and tracking program for energy use by providing access to our energy management system to make energy consumption visible to everyone in the Corporation and support facility / management decision making.

5. Deliver energy cost savings through the identification and implementation of processes, programs and projects that will reduce energy consumption.
  - Re-assess and benchmark the top energy consuming facilities across the Corporation (2019)
  - Review previously identified energy savings opportunities by reviewing past energy audits and plan to renew energy audits and analysis of the capital asset renewal program (Ongoing)
  - Review and/or enhance standard operating and maintenance procedures to include energy conservation best practices (Ongoing)
  - Seek funding for energy-related projects from various sources to enhance the payback and reduce implementation costs. (Ongoing)

### **Strategic Action Plan**

To achieve our new ECDM Plan, the City will employ the following strategies designed to ensure a positive outcome over the next 5 years. These key strategies support the delivery of our Goals and Objectives.

#### **Strategy 1. Corporate Practices**

Develop Corporate policies and practices that support the energy conservation effort and show leadership and commitment within the Corporation and community.

- Energy Management Team: Roles, Responsibilities and Accountability
- Energy Procurement
- Corporate Policy

#### **Strategy 2. Education, Awareness & Outreach**

Provide the guidance, leadership and framework necessary to empower employees and develop a culture of conservation.

- Energy Skills Training Program
- Energy Awareness Training
- Outreach, Engagement and Recognition Programs
- Feedback System for Employee Suggestions
- Employee Brainstorming Sessions

#### **Strategy 3. Energy Conservation Action Plan and Energy Information Management**

Continually identify and deliver energy conservation processes, programs and projects in all areas of the Corporation (facilities, fleet, equipment, water plants etc.). Demonstrate sound operating and maintenance practices to complement the energy efficiencies implemented through the capital asset renewal program. Employ a robust Energy Information Management System to ensure that all conservation activities are measured and verified to ensure the City receives and maintains specified energy reductions and savings.

#### **Energy Conservation Action Plan**

- Key facility energy audits and building re/retro commissioning studies
- Asset renewal plan and energy conservation project delivery

- Standard facility operations procedure review

### **Energy Information Management**

- Maintenance and improvement of current energy monitoring and reporting system (electricity, natural gas and fuels)
- Regular Energy Use Review presentations for the community, council, accountable staff and energy users
- Consistent updates and review of key performance indicators (KPIs) / Benchmarking
- Standardize and implement project measurement and verification
- Reporting requirements for Regulation 507/18 (formerly 397/11)

### **3.0 STRATEGY 1: Energy Management Corporate Practices**

The City of Kenora has implemented essential corporate practices, including key personnel deployment, to ensure a strong focus on energy management and savings. These efforts remain a key component of our renewed ECDM Plan.

#### **The Energy Management Team: Roles and Responsibilities**

##### **Energy Sponsor: Community Services Manager**

The Energy Sponsor is ultimately responsible for creating budgets, securing spending authority and resources for the program. This role is responsible for setting and/or legitimizing the program's high-level goals and objectives, keeping track of major project activities and approving resources and funding for the team and its approved projects.

The Energy Sponsor has direct knowledge of the organization's major energy-using systems and is responsible for developing and maintaining the focus for the Energy Management activities as well as coordinates meetings, set agendas, and delegates and manages tasks. This role also helps create the vision for the program and will help the program maintain momentum particularly when barriers arise. The Energy Sponsor is also responsible for ensuring that the monitoring and tracking systems for energy are accurate, up-to-date and available for use by City employees.

##### **Energy Project Champion: Parks and Facilities Division Lead**

The Energy Project Champion should have a technical background and is responsible for supporting and reporting on the technical aspects of the energy projects at all facilities. This role may also lead energy conservation projects as the project manager.

##### **Corporate Energy Management Team**

Together, the Corporate Energy Management Team functions on a strategic level to set expectations for each of the facilities, develop metrics for tracking overall energy improvement, and build accountability for energy management activities. In addition, this cross-functional team has direct responsibility for the consumption of energy within their respective departments. As a group, the team supports and monitors the energy management initiatives (processes, programs, and projects) at the various facilities and across the Corporation.

**Actions:** Continue to seek cross-departmental membership and support for the Energy Management Team. Continue to discuss the Energy Management Program to ensure implementation of new savings ideas as well as maintain the positive momentum built over the past 5 years.

##### **Energy Procurement**

The City continues to utilize the energy procurement service provided by Local Authority Services (LAS). This program provides options for fixed-price energy procurement services permitting the City to maintain predictable electricity and natural gas commodity costs. In addition, the program permits the City to work

together with a large number of other municipal entities throughout the province to create bulk-buying power to leverage aggregated energy purchasing opportunities.

**Actions:** Continue to review the LAS program annually and evaluate the City's level of participation. Review potential alternative programs for merit and analyze the net result of City participation annually.

## **4.0 STRATEGY 2: Education, Awareness and Outreach**

The City's Education, Awareness and Outreach program has been utilized over the years to assist with the maintenance of the City's culture of conservation. This has been achieved by raising the level of awareness, understanding and general knowledge amongst employees regarding energy spending, usage and conservation. Public and Stakeholder Meetings were a key piece of the City's previous Community Energy Planning process and was quite well received.

The City will continue to utilize a combination of program engagement, direct awareness marketing and hands-on training to enhance our energy reduction efforts to support the achievement of our energy conservation goals and objectives. As well, energy will continue to be a regular agenda item at staff meetings to solicit new ideas for reduction of energy use, promote continued awareness of the cost of energy and ensure that energy conservation remains a key consideration for all City employees.

The Education, Awareness and Outreach program provides guidance, leadership and the framework to empower employees and foster our culture of conservation. The program informs the organization of current energy use, operational practices as well as improvement opportunities, while ensuring that all City of Kenora employees have an opportunity to remain informed of the City's energy reduction efforts. This continued practice will foster the greatest possible impact of education and awareness.

The program is comprised of the following focus areas:

### **Energy Skills Training Program**

The Energy Skills Training Program is a vehicle for employees to continue to develop a general awareness and understanding of current energy use within City facilities as well as skills to identify opportunities for improvement. The Training Program combines both general knowledge training and hands-on experience to gain maximum benefit.

Employee Brainstorming Sessions are an important part of the Energy Skills Training Program and are encouraged during the Energy Team meetings as a way of generating new ideas for energy conservation. As regular users and managers of City facilities, our employees are one of our most valuable resources to both generate and implement our energy conservation strategies.

### **Outreach, Engagement, Recognition and Energy Awareness Training Program**

The City will continue to engage all users of City facilities (both staff and the general public) and recognizes that this is essential to the continued success of the energy management program. Our energy program will continue to employ a comprehensive approach to both engaging employees and recognizing the efforts of City staff who provide important support and ideas.

The Energy Awareness Training Program has been developed to provide consistent energy conservation messaging throughout all departments using Community-Based Social Marketing (CBSM) techniques to engage all users of City facilities. Specific methods used to date include conservation tips, eye-catching posters, City intranet messaging and other relevant marketing tools. It is the intention of this Plan to expand our ability and focus to enable the City to become a 'clearinghouse' of information for residents to discover ideas and incentives to improve their own energy usage practices.

### **Feedback System for Employee Suggestions**

The City will continue to employ a feedback system to encourage employees to provide input and ideas. The email messages that are sent to a specific address and are forwarded to members of the Energy Management Team in order to ensure prompt response. The Energy Team members can engage relevant City employees to ensure that all suggestions are captured and explored.

**Actions:** Review available energy training opportunities both generally (i.e. all staff) and for specific facilities (i.e. arenas and water plant). Establish and maintain at least annual Outreach and Engagement efforts to keep energy conservation 'top-of-mind' for staff and stakeholders.



## 5.0 STRATEGY 3: Energy Conservation Activities and Information Management

### Energy Conservation Action Plan

The Energy Conservation Action Plan forms the roadmap for implementing energy conservation and cost saving measures. The City has created a list of potential projects based on previous facility energy audits. The attached action plans have been created to guide the City of Kenora through this process based on a prioritized implementation schedule. All available incentives and funding sources will be explored to minimize the implementation cost of each measure. In addition to the measures shown, the City anticipates that further energy audits, completed over the next 5 years, will augment the list of available energy conservation measures.

Below are a number of potential energy projects (separated by payback terms) which were developed through a series of facility energy audits in 2017/18. These measures can be implemented as funding becomes available in order to assist the City in meeting its energy reduction goals. These measures are summarized as:

Figure 5-1: Energy Conservation Measures Investment and Savings Summary:

Energy Conservation Measure (ECM) Savings Summary				
PAYBACK TERM	ECM Cost	ECM SAVINGS	SIMPLE PAYBACK	TOTAL Kg CO2e Savings
Short	\$21,089	\$17,140	1.2	23,370
Medium	\$155,615	\$50,072	3.1	31,127
Long-term	\$1,190,922	\$116,189	10.2	16,758

Currently, the City is planning two roofing projects which will increase the R-value of the facilities and assist in reducing energy consumption:

- 2019 - Water Treatment Plant roof – new insulation and roofing
- 2020 - Building 300 at Sewage Treatment Plant –new insulation and roofing

Additional measures will be added as funding becomes available on an annual basis. In general terms, our actions are expected to yield the following results:

- Education, Awareness and Outreach: 1-2% annual energy savings
- On-going regular reviews of consumption and baselines: 0.5 to 1% annual energy savings
- Re/retro Commissioning: 2-7% annual energy savings within the facilities where it is implemented (estimated to be 1% overall potential total annual savings)

**Actions:** Maintain an updated schedule of energy audit and re/retro-commissioning studies to ensure that our list of measures is up-to-date and that previous measures are still functional and providing savings. Perform periodic reviews of available incentives and stay up-to-date on potential sources of funding to offset

the implementation costs of the proposed future measures. Review the list of measures at least annually and update as necessary.

## **Energy Information Management**

### **Online Energy Monitoring and Reporting System**

The City of Kenora has a system for managing and reporting its energy consumption (electricity, natural gas, fuels). The motivation for this effort is the notion that “you can’t manage what you are not aware of”. It will be important for the City to make our energy usage visual and keep the information up-to-date to allow all personnel to have broader access to the information. All personnel can benefit from understanding the nature of energy use in their facilities, as well as the impact their actions or inactions have on the City’s overall energy cost and budgeting. This information is also key in evaluating the potential of new conservation projects as well as measuring the effectiveness of initiatives already taken.

**Actions:** Continue to gather and upload energy data into the Energy Information Management System regularly and analyze the data for patterns and savings opportunities.

### **Energy Management Presentations for the Community, Council, Accountable Staff and Energy Users**

To gain traction for the initiatives within this Plan and ensure that the City of Kenora reaches its stated reduction targets, it is imperative that information regarding energy usage and cost, as well as the City’s energy conservation plans and projects, are well understood and top of mind of everyone from front-line employees to senior department heads and City Council. This broad awareness will lead to additional buy-in and support for the City’s continued efforts to reduce its energy usage and spending.

**Actions:** Make energy a key topic at staff and senior management meetings as well as provide an update on energy use and conservation to Council at least annually.

### **Key Performance Indicators (KPI’s) and Monitoring and Verification**

To ensure momentum continues, and the City of Kenora receives value-for-money with regards to its energy conservation efforts, a rigorous program of establishing KPI’s and then monitoring and verifying ongoing savings is an essential element of this Plan. By establishing agreed upon KPI’s (as suggested in the table below) and then performing regular and frequent monitoring, not only will City personnel be able to verify that savings expected from various projects is achieved, but that the savings continue for the duration of the project or retrofit’s useful life. This practice will protect the City’s investments as well as provide transparency and support for successful savings initiatives

Figure 5.1 – KPI Suggestions

Facility Type	Energy KPIs	Measured Variables
Cultural Facilities, Indoor Recreational Facilities and Community Centres	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> <li>• kWh / month</li> <li>• Peak kW / month</li> </ul> Baseline Natural Gas <ul style="list-style-type: none"> <li>• m<sup>3</sup> / month</li> </ul> Other Energy Sources	<ul style="list-style-type: none"> <li>• Daily Weather</li> <li>• Occupancy Rates / month</li> <li>• Sheet rentals / month</li> </ul>
Facilities Related to Treatment or Pumping of Water or Sewage	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> <li>• kWh / month</li> <li>• Peak kW / month</li> </ul> Baseline Natural Gas <ul style="list-style-type: none"> <li>• m<sup>3</sup> / month</li> </ul> Other Energy Sources	<ul style="list-style-type: none"> <li>• Daily Weather (Temperature and Rainfall)</li> <li>• m<sup>3</sup> treated water or waste water / day</li> </ul>
Administrative Offices	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> <li>• kWh / month</li> <li>• Peak kW / month</li> </ul> Baseline Natural Gas <ul style="list-style-type: none"> <li>• m<sup>3</sup> / month</li> </ul> Other Energy Sources	<ul style="list-style-type: none"> <li>• Daily Weather</li> </ul>
Public Libraries	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> <li>• kWh / month</li> <li>• Peak kW / month</li> </ul> Baseline Natural Gas <ul style="list-style-type: none"> <li>• m<sup>3</sup> / month</li> </ul> Other Energy Sources	<ul style="list-style-type: none"> <li>• Daily Weather</li> <li>• Occupancy</li> </ul>
Fire Stations and Associated Offices	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> <li>• kWh / month</li> <li>• Peak kW / month</li> </ul> Baseline Natural Gas <ul style="list-style-type: none"> <li>• m<sup>3</sup> / month</li> </ul> Other Energy Sources	<ul style="list-style-type: none"> <li>• Daily Weather</li> <li>• Occupancy</li> </ul>
Storage Facilities	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> <li>• kWh / month</li> <li>• Peak kW / month</li> </ul> Baseline Natural Gas <ul style="list-style-type: none"> <li>• m<sup>3</sup> / month</li> </ul> Other Energy Sources	<ul style="list-style-type: none"> <li>• Daily Weather</li> </ul>
Street Lighting	Electricity	<ul style="list-style-type: none"> <li>• Number of Lights</li> </ul>
Recreation and Outdoor Lighting	Baseline Electricity (Summer/Winter/Shoulder Season) <ul style="list-style-type: none"> <li>• kWh / month</li> <li>• Peak kW / month</li> </ul>	<ul style="list-style-type: none"> <li>• Occupancy or Rentals / Month</li> <li>• Opening / Closing Dates</li> </ul>
Fleet	Baseline Diesel Use Baseline Gasoline Use	<ul style="list-style-type: none"> <li>• Number of Vehicles</li> <li>• km driven / month</li> </ul>

**Actions:** Review all conservation initiatives to understand the most appropriate monitoring and verification process. Review the project savings at pre-defined regular intervals and report outcomes to senior management/City Council.

### **Ongoing Ontario Regulation 507/18 Reporting**

In addition to completing this Plan, the City of Kenora is required to submit annual energy consumption and greenhouse gas emissions templates to the appropriate Ministry of Energy portal. Gathering and recording monthly energy invoices are necessary to complete these reports.

**Actions:** Complete all required regulatory reporting by July 1 of each year.

## **APPENDIX A: Energy Conservation Action Plan Measures Summary**

## **APPENDIX A: Potential Energy Conservation Measures Details**

### **Short-Term Energy Projects (Payback less than 2 years):**

Facility	Summary	Electricity Energy (kWh)	Natural Gas (m <sup>3</sup> )	Total Energy Savings	ECM Cost	ECM Cost after Incentives	Simple Payback (Years)	Kg CO2e Savings
Keewatin Library	Install Smart Thermostat in Main Library			\$350	\$200	\$200	0.6	
Kenora Public Library	Install new weatherstripping on doors	695	402	\$232	\$200	\$200	0.9	700
City Hall	Upgradr weather stripping on the doors	720	369	\$226	\$200	\$200	0.9	700
Operations Centre	Tie washroom exhaust fans to occ sensors	6,526	N/A	\$1,044	\$1,000	\$1,000	1.0	22
Operations Centre	Weather stripping on the exterior doors	4,484	729	\$936	\$1,000	\$1,000	1.1	1,393
Operations Centre	Cogged belt on AHU1 and AHU2 instead of flat V-belt	838	N/A	\$134	\$150	\$150	1.1	3
Kenora Sportsplex	Install programmable thermostat on 3 unit heaters in the field	N/A	2,700	\$810	\$1,000	\$1,000	1.2	5103
Keewatin Memorial Arena	Exterior Wallpack LED retrofit	15615	N/A	\$2,498	\$4,000	\$3,219	1.6	53
Operations Centre	Functional Performance Test (FPT)	44,837	7,289	\$9,361	\$16,359	\$11,359	1.7	13,929
Kenora Sportsplex	Weather Stripping on exterior doors	N/A	753	\$226	\$400	\$400	1.8	1424
Sewage Treatment Plant	Exterior LED Lighting Retrofit	11,892	N/A	\$1,189	\$3,300	\$2,111	1.8	40
Keewatin Memorial Arena	Replace V-belt with cogged belt on on compressor1,2 and AHU	833.506	N/A	\$133	\$250	\$250	1.9	3

### **Medium-Term Energy Projects (Payback between 2 and 5 years)**

Facility	Summary	Electricity Energy (kWh)	Natural Gas (m <sup>3</sup> )	Total Energy Savings	ECM Cost	ECM Cost after Incentives	Simple Payback (Years)	Kg CO2e Savings
Wellness Centre and Swimming Pool	Exterior Lighting Retrofit	5,943	0	\$594	\$1,560	\$1,263	2.1	475
Water Treatment Plant	Weather Stripping for Doors and Loading Dock	5,270		\$791	\$2,000	\$2,000	2.5	18
Operations Centre	Install occ sensors in Stores and OPG	1,969	N/A	\$315	\$800	\$603	2.5	7
Keewatin Memorial Arena	Replace Motor on cold brine pump with premium eff.	9391	N/A	\$1,503	\$4,000	\$3,061	2.7	32
Water Treatment Plant	Cogged Belt in Blower of AHU	234		\$35	\$100	\$100	2.8	1
Sewage Treatment Plant	install VFD on 4 the Motor of 4 Blowers to Run Based on Demand	161,350		\$16,136	\$70,000	\$50,000	3.1	549
Kenora Sportsplex	Exterior Wallpack LED Retrofit	1995	N/A	\$319	\$1,000	\$900	3.1	160
Keewatin Memorial Arena	Occ sensors on change rooms and washrooms	1792	N/A	\$287	\$900	\$721	3.1	6
Wellness Centre and Swimming Pool	Retro-Commissioning	64,888	3,999	\$11,382	\$40,000	\$33,511	3.2	8,077
Operations Centre	Energy Resouces & Awareness program	6,726	1,093	\$1,404	\$5,000	\$5,000	3.6	2,089
Keewatin Memorial Arena	Install REALice technology (de-aeration technology) in laying and resurfacing the ice	50000	10,000	\$11,000	\$40,000	\$35,000	3.6	19070
Keewatin Memorial Arena	LED Retrofit for T8 and T12 fixtures	33145	N/A	\$5,303	\$21,000	\$19,343	4.0	113
City Hall	Occ sensor in the offices in Main Floor,second and third floor	2,276	0	\$364	\$1,500	\$1,272	4.1	8
Kenora Sportsplex	Occ sensors on change rooms and washrooms	594	N/A	\$95	\$400	\$341	4.2	48
City Hall	Energy Resource & Awareness Program	2,944	246	\$545	\$2,500	\$2,500	4.6	475

## Long-Term Energy Projects (Payback more than 5 years)

Facility	Summary	Electricity Energy (kWh)	Natural Gas (m <sup>3</sup> )	Total Energy Savings	ECM Cost	ECM Cost after Incentives	Simple Payback (Years)	Kg CO2e Savings
Sewage Treatment Plant	Replace Doors and Windows in Buildings 100,300,400 with Efficient Ones	48,995		\$4,900	\$30,000	\$25,100	5.1	167
Wellness Centre and Swimming Pool	REALice® Technology	60,000	3,200	\$12,000	\$70,000	\$64,000	5.3	6,528
City Hall	LED retrofit for T8 and T12	18,009	0	\$2,881	\$15,500	\$14,599	5.4	61
Sewage Treatment Plant	Interior LED Lighting Retrofit in Buildings 100,300,400,600 and 700	9,144		\$914	\$11,550	\$10,294	6.2	31
Wellness Centre and Swimming Pool	Arena LED Lighting Retrofit	40,000	0	\$6,400	\$50,000	\$48,000	7.5	320
Sewage Treatment Plant	Replace Electric Heaters with Multi-Split Ductless Heat Pump (MSDHP)	117,589		\$11,759	\$100,000	\$88,241	7.5	400
Water Treatment Plant	Replace Electric Heaters with Multi-Split Ductless Heat Pump (MSDHP)	126,491		\$12,649	\$120,000	\$107,351	8.5	430
Kenora Sportsplex	Interior T12 Retrofit with LED	2068.2	N/A	\$331	\$2,850	\$2,747	8.6	165
Water Treatment Plant	Install Solar Wall On South Side	31,533		\$4,730	\$50,000	\$46,847	9.9	107
Water Treatment Plant	Install Solar Panel On The Roof	25,000		\$3,750	\$40,000	\$40,000	10.7	85
Keewatin Memorial Arena	Install Solar panel on the roof (net-metering)	71415	N/A	\$11,426	\$150,000	\$150,000	13.1	243
Operations Centre	Solar panel on the roof (net metering)	142,000	N/A	\$22,720	\$300,000	\$300,000	13.2	483
Wellness Centre and Swimming Pool	Solar Panel for Electricity Generation	70,000	0	\$11,200	\$150,000	\$150,000	13.4	560
City Hall	Envelop Insulation Upgrade (capital investment)	58,880	3,692	\$10,528	\$150,000	\$143,743	14.2	7,178
Water Treatment Plant	Install VFD On The High Lift Pumps	TBD	TBD	TBD	TBD	TBD	TBD	TBD
City Hall	Insulate pipes in boiler room	TBD	TBD	TBD	TBD	TBD	TBD	TBD
City Hall	Replace 3 old Fan Coil Units with efficient one	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Discovery Centre	Repair Crack in Timber framing	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Keewatin Memorial Arena	Combined Heat and Power(Co-Gen)-needs detailed engineering study	TBD	TBD	TBD	TBD	TBD	TBD	TBD



July 2, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Adam Smith, Development Services Strategist  
Megan Dokuchie, Economic Development Officer**

**Re: Municipal Capital Facilities By-law**

### **Recommendation:**

That Council hereby approves a Municipal Capital Facilities By-law For Municipal Housing Project Facilities; 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 Municipal Capital Facilities By-law For Municipal Housing Project Facilities at its July 16, 2019 meeting which authorizes the City to enter into agreements for the provision of Municipal Housing Project Facilities; and further

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

### **Background:**

It must be recognized that the City is in significant need of housing throughout the housing continuum, and that every new living unit built represents a small piece of the solution to the City's housing shortfall. In particular, affordable housing has been identified by Council and residents, both through the strategic plan survey as well as the more recent 2018 municipal election survey, as an area of critical importance to the City.

The "Enabling Affordable Housing Action Plan 2018" identified a number of tools that could be implemented to assist in the development of affordable housing within the City of Kenora in the areas of financial incentives, policies and procedures, regulatory, communication and education and advocacy. One specific tool identified is the development of a Municipal Capital Facilities By-law.

Municipalities are authorized to enter into agreements for the provision of municipal capital facilities under the *Municipal Act 2001*, as amended. Municipal housing project facilities are a class of said capital facilities. Agreements can only be entered into if a municipality has enacted a Municipal Housing Facilities By-law.

This by-law will allow the municipality to provide support for affordable housing projects in the City of Kenora in the form of a conditional grant to offset part of or the full cost of development or as an exemption from all or part of the taxes levied for municipal and school purposes.

Among the major barriers to facilitating affordable housing in Kenora and across the country is having a definition that allows the private market to be bridged in and make development feasible. Based on data provided by the Ministry of Municipal Affairs and



Housing (MMAH), staff have developed criteria for Council to consider when assessing requests for municipal contribution to affordable housing projects.

Under the Provincial Policy Statement, low and moderate income households are classified as the following:

- a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the regional market area; or
- b) in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the regional market area.

Together with data tables provided by MMAH, affordable rental rates for low to moderate income households in the regional market area of Kenora would range from \$390/per month to \$1,360/per month. In terms of affordable home ownership, the price range would be from \$86,500 to \$349,000. (see attached Provincial Policy Statement Housing Tables).

In April 2019, Council approved a resolution to place one-time funding payment from the Ontario Government in the amount of \$725,000 into a reserve for the purposes of providing municipal servicing for future housing development. The Municipal Capital Facilities By-law is not intended to be the sole determinant in allocating these dollars. This is in recognition that Kenora has housing gaps across the spectrum and this reserve is not confined to those projects that are deemed affordable under the by-law.

However, if Council is to provide a municipal contribution for a housing project outside of this by-law's definition for affordable housing and three Community Improvement Plan project areas, this would be limited to that of expanding municipal infrastructure to accommodate development. Otherwise this could contravene bonusing regulations under the Municipal Act.

Through *Ontario's Fair Housing Plan*, the City of Kenora has been provided with more flexibility in offering tax reductions that would not constitute bonusing. This has led to the creation of the "New Multi-Residential" tax class for 2019. The mill rate is set at 0.01332163 versus 0.01872498 for the "Multi-Residential" tax class. The new class applies to all buildings that consist of 7 or more units and are built after April 20, 2017.

**Budget:**

Council will consider requests to enter into a Municipal Capital Facilities Agreement on a case by case basis. For capital assistance, there is \$725,000 that can be accessed in 2019. Other subsidies will needed be provided through Contingency Reserve.

**Risk Analysis:**

There is a high risk as it relates to governance. However, this is deemed to be positive as it has the potential to create new private-public partnerships and strengthen existing partnerships between public agencies. Given it is for the purpose of creating additional affordable housing stock, this is an opportunity that should be pursued.

**Communication Plan/Notice By-law Requirements:** Resolution and by-law required

**Strategic Plan or other Guiding Document:**

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

2-7 The City will encourage and support the development of vacant and transitional lands for uses that support our vision

#### 2015 Official Plan

Principle 3: Kenora shall support the location of affordable housing in an integrated manner within new or existing development.

**THE CORPORATION OF THE CITY OF KENORA**

**BY-LAW XX-2019**

**A Municipal Capital Facilities By-law  
For Municipal Housing Project Facilities**

WHEREAS Section 110 of the *Municipal Act 2001*, as amended, (the “Act”), authorizes municipalities to enter into agreements for the provision of municipal capital facilities by any person, including another municipality;

AND WHEREAS under Section 2 Ontario Regulation 603/06 made under the *Municipal Act*, “Municipal Housing Project Facilities” is a class of municipal capital facilities for the provision of which Municipalities may enter into such agreements and for which assistance may be provided under Section 3 of the said Regulation;

AND WHEREAS under Section 7 of the said Regulation 603/06 a municipality may enter into agreements respecting Municipal Housing Project Facilities if only it has enacted a Municipal Housing Facilities By-law and other complied with the requirements of the said Section 7;

AND WHEREAS Council wishes to encourage, promote and assist in the provision of Affordable Housing in Kenora;

AND WHEREAS Council is desirous of enacting a Municipal Housing Facilities By-law to authorize the City to enter into agreements for the provision of Municipal Housing Project Facilities;

NOW THEREFORE the Council of The Corporation of the City of Kenora ENACTS as follows:

1. DEFINITIONS: In this By-law,

“Act” means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and the Regulations thereunder;

“Affordable Housing” means municipal housing which would have a market sales price that would be affordable to those households with incomes in the 60<sup>th</sup> household income percentile or below or rent that would be affordable to those households with incomes in the 60<sup>th</sup> household income percentile or below for the City of Kenora as determined by the Ministry of Municipal Affairs and Housing Provincial Policy Statement - Housing Tables, 2018;

“Affordable Rental Housing: means: Housing where monthly rental costs (excluding utilities) do not exceed 30 percent of the tenant gross monthly Household Income and is rented at or below the average market rent for a rental unit in the City of Kenora

“City” means The Corporation of the City of Kenora;

“Clerk” means the Clerk of the Corporation of the City of Kenora;

“CHMC” means the Canada Mortgage and Housing Corporation;

“Council” means the Council of The Corporation of the City of Kenora;

“Household Income” means the gross annual income from all sources of all persons who reside in a housing unit, or intend to reside in a housing unit;

“Municipal Housing Project Facilities” means the class of municipal capital facilities, as prescribed by paragraph 18 of Subsection 2 of Ontario Regulation 603/06, as amended;

“Municipal Housing Facilities Agreement” means an agreement authorized under Section 2 of Ontario Regulation 603/06, as amended;

“Municipal Housing Facilities By-law” means a by-law enacted by Council pursuant to Section 7 of Ontario Regulation 603/06, as amended, and includes this by-law;

“Proponent” means a person or corporation (private or non-profit) including another municipality with whom the City has entered into or may enter into a Municipal Housing Facilities Agreement under Section 2 of this by-law;

“Rent” means the amount charged for accommodation in a housing unit and is used in this by-law to mean the same thing as a housing charge under the *Co-operative Corporations Act*;

2. Council may pass by-laws authorizing the City to enter into Municipal Housing Project Facilities Agreements with any person, including another Municipality, pursuant to subsection 110(1) of the *Act*, as amended, for the provision of the Municipal Housing Project Facilities.
3. The City shall not enter into an agreement under Section 2 of this by-law unless it has determined that the housing units to be provided as part of the Municipal Housing Project Facilities constitute Affordable Housing or Affordable Rental Housing.
4. Eligibility for Affordable Housing to be provided under a Municipal Housing Project Facilities Agreement shall be determined in accordance with the following:
  - a) For geared-to-income units, or for units with rents at or below 80 percent of Average Market Rent, tenants will be selected in accordance with the *Housing Services Act* if applicable, and otherwise in accordance with any local policies adopted by Council;
  - b) For Average Market Rent Affordable Housing units, eligible tenants will be selected by the landlord through a non-discriminatory process and in accordance with all application legislation.
5. Under no circumstances shall a housing unit be made available to a household any member of which at the time of the commencement of the term of the proposed lease, already owns a residential property, as determined by the Proponent after making all reasonable inquiries, provided that the City may waive this requirement at its discretion.

6. With respect to the provision, lease, operation or maintenance of the Municipal Housing Project Facilities that are subject to the agreement, Council may provide financial assistance or other assistance at less than fair market value or at no cost to the Proponent. Such assistance may include:
  - a) Giving financial assistance to Private and Not-for-Profit Proponent in the form of a conditional grant to offset part of or the full cost of development;
  - b) Exemption from all or part of the taxes levied for municipal and school purposes as provided in Subsection 110(6) of the *Act*.
7. A Municipal Housing Project Facilities Agreement shall contain, but not be limited to, the following provisions:
  - a) a requirement that each housing unit in the Municipal Housing Project Facilities Agreement shall meet the definition of Affordable Housing;
  - b) The term of the agreement, which, in the case of rental housing, shall not be less than ten years;
  - c) the number of housing units being provided;
  - d) provisions regarding increases to rent;
  - e) that, subject to Section 8 of the by-law, units subject to the agreement shall not be rented to the Proponent or shareholders, officers, employees or directors of the Proponent, or any individual not at arm's length to the Proponent or shareholders, officers or directors of the Proponent;
  - f) a registrable description of the property and a provision that the City may register the agreement on title;
  - g) a list of the benefits being conferred on the Proponent under Section 110 of the *Act*;
  - h) the conditions to the financial or other assistance provided to the Proponent;
  - i) that if the Proponent does not comply with the terms and conditions of the agreement, the Proponent shall, if demanded, re-pay to the City the entire amount of benefits conferred under the agreement, together with any costs incurred by the City;
  - j) such provisions and limitations respecting the sale, transfer, mortgage or assignment of the Municipal Housing Project Facilities or any part thereof as the Council may require;
  - k) that the Proponent shall be required to submit to the City and an annual report and such further reports and information as the City may require from time to time;

- l) that the Agreement shall be binding on the Proponents, and the Proponent's successors and permitted assigns;
  - m) that during the period in which the Municipal Housing Facilities Agreement is in force, the Proponent shall, as a condition precedent to a sale or other disposition of the Municipal Housing Project Facilities or any portion thereof, require the Transferee or Lessee to agree to be bound by the terms hereof in a form satisfactory to the City;
  - n) other terms and conditions satisfactory to Kenora including without limitation, any and all forms of required property transactions together with any general or and specific security as Kenora considers necessary and desirable or such other provisions as the City may in its discretion require.
- 8. Despite section 7(e), units subject to a Municipal Housing Project Facilities Agreement may be rented to directors, officers, or members of the Proponent or individuals not at arm's length from its directors, officers, or members if:
  - a) the Proponent is a non-profit housing co-operative as defined in the *Co-operative Corporations Act*, R.S.O. 1990, c.C.35, as amended, or a not-for-profit corporation; or
  - b) the Proponent is at arm's length from any individual or private for-profit corporation with which the director or individual not at arm's length from the director or, as the case may be, has a non-arms length relationship.
- 9. This by-law may be cited as the Municipal Housing Project Facilities By-law.
- 10. This by-law shall come into force and take effect upon its passing.

Provincial Policy Statement – Housing Table

Table 1: All Households Incomes and Affordable House Prices, 2018

Regional Market Area	10th Income Percentile	10th Percentile Affordable House Price	20th Income Percentile	20th Percentile Affordable House Price	30th Income Percentile	30th Percentile Affordable House Price	40th Income Percentile	40th Percentile Affordable House Price	50th Income Percentile	50th Percentile Affordable House Price	60th Income Percentile	60th Percentile Affordable House Price	70th Income Percentile	70th Percentile Affordable House Price	80th Income Percentile	80th Percentile Affordable House Price	90th Income Percentile	90th Percentile Affordable House Price
<b>Ontario</b>	\$22,300	<b>\$78,900</b>	\$36,200	<b>\$128,200</b>	\$49,400	<b>\$175,200</b>	\$63,400	<b>\$224,700</b>	\$78,700	<b>\$278,800</b>	\$96,000	<b>\$340,300</b>	\$116,800	<b>\$413,900</b>	\$145,400	<b>\$515,300</b>	\$193,500	<b>\$685,700</b>
City of Toronto	\$18,500	<b>\$65,600</b>	\$29,800	<b>\$105,600</b>	\$42,100	<b>\$149,200</b>	\$55,200	<b>\$195,500</b>	\$69,700	<b>\$247,100</b>	\$86,800	<b>\$307,600</b>	\$107,900	<b>\$382,300</b>	\$139,400	<b>\$493,900</b>	\$199,100	<b>\$705,400</b>
<b>Central</b>	\$26,700	<b>\$94,600</b>	\$42,500	<b>\$150,500</b>	\$57,300	<b>\$203,100</b>	\$72,700	<b>\$257,800</b>	\$89,500	<b>\$317,100</b>	\$107,700	<b>\$381,700</b>	\$129,900	<b>\$460,200</b>	\$159,100	<b>\$563,900</b>	\$207,900	<b>\$736,600</b>
Regional Municipality of Durham	\$30,000	<b>\$106,500</b>	\$47,100	<b>\$166,800</b>	\$62,800	<b>\$222,500</b>	\$78,800	<b>\$279,300</b>	\$95,200	<b>\$337,200</b>	\$113,100	<b>\$400,800</b>	\$134,200	<b>\$475,500</b>	\$161,800	<b>\$573,400</b>	\$206,200	<b>\$730,500</b>
Regional Municipality of Halton	\$33,400	<b>\$118,300</b>	\$53,100	<b>\$188,100</b>	\$71,200	<b>\$252,200</b>	\$90,000	<b>\$318,800</b>	\$109,300	<b>\$387,400</b>	\$131,200	<b>\$464,900</b>	\$157,800	<b>\$559,100</b>	\$194,300	<b>\$688,600</b>	\$261,100	<b>\$925,300</b>
City of Hamilton	\$21,400	<b>\$75,900</b>	\$33,400	<b>\$118,300</b>	\$45,700	<b>\$162,100</b>	\$58,600	<b>\$207,800</b>	\$73,200	<b>\$259,500</b>	\$90,300	<b>\$320,000</b>	\$109,900	<b>\$389,400</b>	\$136,900	<b>\$484,900</b>	\$180,600	<b>\$639,900</b>
District Municipality of Muskoka	\$22,900	<b>\$81,300</b>	\$35,100	<b>\$124,400</b>	\$46,700	<b>\$165,500</b>	\$59,600	<b>\$211,100</b>	\$72,000	<b>\$255,200</b>	\$86,600	<b>\$306,900</b>	\$102,400	<b>\$363,000</b>	\$124,600	<b>\$441,600</b>	\$163,100	<b>\$578,100</b>
Regional Municipality of Niagara	\$21,900	<b>\$77,700</b>	\$33,600	<b>\$119,000</b>	\$44,700	<b>\$158,300</b>	\$56,300	<b>\$199,300</b>	\$69,000	<b>\$244,600</b>	\$83,800	<b>\$296,900</b>	\$101,700	<b>\$360,300</b>	\$125,600	<b>\$444,900</b>	\$165,500	<b>\$586,300</b>
Regional Municipality of Peel	\$29,400	<b>\$104,200</b>	\$45,700	<b>\$162,000</b>	\$60,500	<b>\$214,400</b>	\$75,500	<b>\$267,600</b>	\$91,500	<b>\$324,100</b>	\$108,500	<b>\$384,400</b>	\$129,100	<b>\$457,300</b>	\$155,900	<b>\$552,500</b>	\$200,400	<b>\$710,100</b>
County of Simcoe	\$25,700	<b>\$91,100</b>	\$40,000	<b>\$141,600</b>	\$53,000	<b>\$187,800</b>	\$66,700	<b>\$236,200</b>	\$81,100	<b>\$287,400</b>	\$97,300	<b>\$344,600</b>	\$116,200	<b>\$411,600</b>	\$141,000	<b>\$499,600</b>	\$182,500	<b>\$646,600</b>
Regional Municipality of York	\$29,000	<b>\$102,800</b>	\$46,000	<b>\$163,100</b>	\$63,600	<b>\$225,400</b>	\$82,100	<b>\$290,700</b>	\$101,500	<b>\$359,700</b>	\$122,800	<b>\$435,000</b>	\$147,900	<b>\$524,000</b>	\$180,800	<b>\$640,800</b>	\$235,800	<b>\$835,400</b>
<b>Eastern</b>	\$22,700	<b>\$80,600</b>	\$36,800	<b>\$130,500</b>	\$50,200	<b>\$177,900</b>	\$64,300	<b>\$227,700</b>	\$78,800	<b>\$279,300</b>	\$95,400	<b>\$337,900</b>	\$115,200	<b>\$408,100</b>	\$142,400	<b>\$504,500</b>	\$187,100	<b>\$662,900</b>
City of Cornwall	\$20,600	<b>\$73,000</b>	\$30,300	<b>\$107,400</b>	\$39,900	<b>\$141,300</b>	\$51,000	<b>\$180,800</b>	\$63,500	<b>\$225,000</b>	\$77,200	<b>\$273,400</b>	\$93,800	<b>\$332,400</b>	\$113,800	<b>\$403,100</b>	\$148,400	<b>\$526,000</b>
County of Hastings	\$21,500	<b>\$76,100</b>	\$32,000	<b>\$113,400</b>	\$42,300	<b>\$149,800</b>	\$53,400	<b>\$189,400</b>	\$64,900	<b>\$229,900</b>	\$77,400	<b>\$274,100</b>	\$93,400	<b>\$331,000</b>	\$114,700	<b>\$406,400</b>	\$148,700	<b>\$526,700</b>
Kawartha Lakes Division	\$22,700	<b>\$80,500</b>	\$35,300	<b>\$125,100</b>	\$46,500	<b>\$164,900</b>	\$58,600	<b>\$207,800</b>	\$71,200	<b>\$252,300</b>	\$84,600	<b>\$299,900</b>	\$102,100	<b>\$361,700</b>	\$125,700	<b>\$445,400</b>	\$163,900	<b>\$580,900</b>
Haliburton County	\$20,000	<b>\$70,800</b>	\$29,900	<b>\$105,900</b>	\$39,400	<b>\$139,800</b>	\$49,400	<b>\$175,100</b>	\$61,800	<b>\$219,000</b>	\$73,200	<b>\$269,500</b>	\$87,500	<b>\$310,000</b>	\$106,800	<b>\$378,400</b>	\$142,900	<b>\$506,300</b>
City of Kawartha Lakes + Haliburton	\$22,000	<b>\$77,800</b>	\$34,200	<b>\$121,300</b>	\$44,700	<b>\$158,500</b>	\$56,800	<b>\$201,100</b>	\$68,900	<b>\$244,200</b>	\$82,000	<b>\$290,700</b>	\$98,500	<b>\$349,000</b>	\$122,100	<b>\$432,500</b>	\$160,900	<b>\$570,100</b>
City of Kingston	\$21,500	<b>\$76,100</b>	\$33,900	<b>\$120,200</b>	\$46,600	<b>\$165,300</b>	\$59,300	<b>\$210,100</b>	\$73,600	<b>\$260,600</b>	\$89,200	<b>\$316,100</b>	\$107,400	<b>\$380,500</b>	\$133,500	<b>\$473,200</b>	\$176,000	<b>\$623,700</b>
County of Lanark	\$23,100	<b>\$81,900</b>	\$36,800	<b>\$130,300</b>	\$49,100	<b>\$174,000</b>	\$62,500	<b>\$221,300</b>	\$75,900	<b>\$269,000</b>	\$91,400	<b>\$323,700</b>	\$109,000	<b>\$386,100</b>	\$132,100	<b>\$468,100</b>	\$168,400	<b>\$596,800</b>
UC of Leeds and Grenville	\$22,800	<b>\$80,800</b>	\$35,600	<b>\$126,000</b>	\$46,900	<b>\$166,000</b>	\$58,900	<b>\$208,900</b>	\$72,400	<b>\$256,400</b>	\$86,800	<b>\$307,500</b>	\$103,400	<b>\$366,300</b>	\$128,700	<b>\$448,900</b>	\$163,600	<b>\$579,600</b>
County of Lennox and Addington	\$24,600	<b>\$87,100</b>	\$37,200	<b>\$132,000</b>	\$49,500	<b>\$175,400</b>	\$62,400	<b>\$221,300</b>	\$76,000	<b>\$269,300</b>	\$89,800	<b>\$318,200</b>	\$105,600	<b>\$374,200</b>	\$128,900	<b>\$449,700</b>	\$160,000	<b>\$567,000</b>
Prince Edward Division	\$23,200	<b>\$82,100</b>	\$35,100	<b>\$124,500</b>	\$46,100	<b>\$163,500</b>	\$58,400	<b>\$206,800</b>	\$71,000	<b>\$251,500</b>	\$83,700	<b>\$296,500</b>	\$100,900	<b>\$357,400</b>	\$124,200	<b>\$440,000</b>	\$161,300	<b>\$571,600</b>
County of Lennox & Addington + Prince Edward Division	\$24,100	<b>\$85,500</b>	\$36,400	<b>\$128,800</b>	\$48,100	<b>\$170,600</b>	\$61,100	<b>\$216,600</b>	\$74,200	<b>\$262,800</b>	\$87,400	<b>\$309,800</b>	\$103,800	<b>\$367,800</b>	\$125,800	<b>\$445,800</b>	\$160,300	<b>\$567,900</b>
County of Northumberland	\$24,300	<b>\$86,200</b>	\$37,600	<b>\$133,300</b>	\$48,900	<b>\$173,400</b>	\$61,400	<b>\$217,700</b>	\$74,500	<b>\$264,100</b>	\$88,700	<b>\$314,200</b>	\$106,100	<b>\$376,000</b>	\$129,600	<b>\$459,100</b>	\$171,200	<b>\$606,400</b>
City of Ottawa	\$24,000	<b>\$85,000</b>	\$41,900	<b>\$148,300</b>	\$58,000	<b>\$205,500</b>	\$74,100	<b>\$262,500</b>	\$91,100	<b>\$322,800</b>	\$109,800	<b>\$389,000</b>	\$132,900	<b>\$470,800</b>	\$164,300	<b>\$582,200</b>	\$213,300	<b>\$755,700</b>
City of Peterborough	\$21,600	<b>\$76,500</b>	\$33,000	<b>\$116,900</b>	\$43,800	<b>\$155,100</b>	\$55,400	<b>\$196,300</b>	\$68,600	<b>\$243,200</b>	\$82,900	<b>\$293,600</b>	\$100,600	<b>\$356,400</b>	\$125,400	<b>\$444,400</b>	\$164,200	<b>\$581,700</b>
UC of Prescott and Russell	\$24,900	<b>\$88,100</b>	\$39,000	<b>\$138,100</b>	\$53,200	<b>\$188,600</b>	\$68,000	<b>\$241,000</b>	\$83,400	<b>\$295,500</b>	\$99,800	<b>\$353,700</b>	\$118,700	<b>\$420,700</b>	\$142,300	<b>\$504,200</b>	\$177,600	<b>\$629,400</b>
County of Renfrew	\$22,300	<b>\$78,100</b>	\$34,300	<b>\$121,700</b>	\$46,800	<b>\$165,700</b>	\$59,500	<b>\$211,000</b>	\$71,900	<b>\$254,900</b>	\$85,200	<b>\$301,800</b>	\$101,900	<b>\$361,200</b>	\$122,900	<b>\$435,600</b>	\$157,100	<b>\$556,600</b>
<b>Southwestern</b>	\$22,400	<b>\$79,500</b>	\$35,500	<b>\$125,900</b>	\$47,700	<b>\$169,100</b>	\$60,400	<b>\$214,100</b>	\$74,600	<b>\$264,300</b>	\$90,400	<b>\$320,200</b>	\$109,200	<b>\$386,900</b>	\$134,600	<b>\$477,000</b>	\$176,600	<b>\$625,600</b>
City of Brantford	\$23,600	<b>\$83,700</b>	\$35,300	<b>\$124,900</b>	\$46,600	<b>\$165,000</b>	\$59,100	<b>\$209,400</b>	\$72,800	<b>\$258,000</b>	\$88,400	<b>\$313,300</b>	\$106,300	<b>\$376,600</b>	\$130,200	<b>\$461,300</b>	\$168,100	<b>\$595,600</b>
County of Bruce	\$23,000	<b>\$81,700</b>	\$35,900	<b>\$127,100</b>	\$48,200	<b>\$170,600</b>	\$62,000	<b>\$219,600</b>	\$76,600	<b>\$271,400</b>	\$93,100	<b>\$329,900</b>	\$116,500	<b>\$412,800</b>	\$147,000	<b>\$520,900</b>	\$195,700	<b>\$693,500</b>
Municipality of Chatham-Kent	\$20,200	<b>\$71,600</b>	\$30,500	<b>\$108,000</b>	\$40,500	<b>\$143,400</b>	\$50,200	<b>\$177,900</b>	\$61,700	<b>\$218,700</b>	\$75,500	<b>\$267,400</b>	\$91,700	<b>\$324,900</b>	\$113,700	<b>\$403,000</b>	\$149,900	<b>\$531,200</b>
County of Dufferin	\$29,000	<b>\$102,600</b>	\$47,600	<b>\$168,500</b>	\$63,500	<b>\$224,900</b>	\$78,300	<b>\$277,400</b>	\$94,900	<b>\$336,400</b>	\$112,400	<b>\$398,300</b>	\$132,200	<b>\$468,400</b>	\$159,000	<b>\$563,400</b>	\$200,400	<b>\$710,000</b>
County of Grey	\$21,200	<b>\$75,100</b>	\$32,500	<b>\$115,300</b>	\$42,800	<b>\$151,800</b>	\$54,600	<b>\$193,400</b>	\$66,700	<b>\$236,400</b>	\$80,200	<b>\$284,300</b>	\$98,000	<b>\$347,300</b>	\$121,500	<b>\$430,400</b>	\$160,700	<b>\$569,500</b>
County of Huron	\$23,000	<b>\$81,700</b>	\$34,600	<b>\$122,700</b>	\$45,800	<b>\$162,200</b>	\$57,900	<b>\$206,200</b>	\$69,900	<b>\$247,700</b>	\$84,200	<b>\$298,200</b>	\$100,800	<b>\$356,600</b>	\$122,600	<b>\$434,600</b>	\$158,500	<b>\$561,600</b>
County of Lambton	\$22,400	<b>\$79,500</b>	\$35,200	<b>\$124,900</b>	\$47,700	<b>\$169,100</b>	\$60,800	<b>\$215,400</b>	\$75,300	<b>\$266,700</b>	\$91,600	<b>\$324,500</b>	\$111,100	<b>\$393,800</b>	\$138,800	<b>\$491,800</b>	\$185,800	<b>\$658,400</b>
City of London	\$19,900	<b>\$70,400</b>	\$31,700	<b>\$112,500</b>	\$43,400	<b>\$153,800</b>	\$55,300	<b>\$196,100</b>	\$68,700	<b>\$243,300</b>	\$84,500	<b>\$299,300</b>	\$102,900	<b>\$364,500</b>	\$128,000	<b>\$453,500</b>	\$171,200	<b>\$606,500</b>
County of Norfolk	\$24,000	<b>\$85,100</b>	\$37,200	<b>\$131,900</b>	\$48,700	<b>\$172,700</b>	\$61,400	<b>\$217,600</b>	\$74,900	<b>\$265,500</b>	\$89,500	<b>\$317,100</b>	\$106,800	<b>\$378,600</b>	\$129,100	<b>\$457,600</b>	\$164,200	<b>\$581,700</b>
County of Oxford	\$25,000	<b>\$88,700</b>	\$38,700	<b>\$137,100</b>	\$50,500	<b>\$178,900</b>	\$62,700	<b>\$222,200</b>	\$76,700	<b>\$271,600</b>	\$91,100	<b>\$322,600</b>	\$108,000	<b>\$382,800</b>	\$130,200	<b>\$461,400</b>	\$165,200	<b>\$585,500</b>
City of St. Thomas	\$22,900	<b>\$81,100</b>	\$34,600	<b>\$122,800</b>	\$46,300	<b>\$164,200</b>	\$57,500	<b>\$203,800</b>	\$70,400	<b>\$249,600</b>	\$83,600	<b>\$296,300</b>	\$100,300	<b>\$355,400</b>	\$122,500	<b>\$434,000</b>	\$156,400	<b>\$554,300</b>
City of Stratford	\$24,300	<b>\$86,100</b>	\$37,800	<b>\$134,100</b>	\$49,300	<b>\$174,700</b>	\$61,600	<b>\$218,200</b>	\$74,600	<b>\$264,200</b>	\$88,400	<b>\$313,400</b>	\$106,000	<b>\$375,700</b>	\$128,800	<b>\$456,300</b>	\$166,100	<b>\$588,600</b>
Regional Municipality of Waterloo	\$24,700	<b>\$87,500</b>	\$39,500	<b>\$139,900</b>	\$52,900	<b>\$187,600</b>	\$67,000	<b>\$237,500</b>	\$82,200	<b>\$291,200</b>	\$98,800	<b>\$350,200</b>	\$118,400	<b>\$419,500</b>	\$144,800	<b>\$512,900</b>	\$187,600	<b>\$664,600</b>
County of Wellington	\$25,700	<b>\$91,200</b>	\$41,600	<b>\$147,500</b>	\$55,800	<b>\$197,700</b>	\$70,000	<b>\$247,900</b>	\$86,200	<b>\$305,500</b>	\$103,200	<b>\$365,600</b>	\$123,000	<b>\$435,700</b>	\$150,500	<b>\$533,300</b>	\$193,600	<b>\$686,200</b>
City of Windsor	\$20,600	<b>\$73,000</b>	\$33,200	<b>\$117,700</b>	\$45,200	<b>\$160,100</b>	\$57,000	<b>\$201,900</b>	\$70,800	<b>\$250,900</b>	\$86,600	<b>\$306,800</b>	\$105,500	<b>\$373,900</b>	\$131,400	<b>\$465,700</b>	\$175,300	<b>\$621,000</b>
<b>Northeastern</b>	\$20,800	<b>\$73,500</b>	\$31,600	<b>\$112,000</b>	\$42,700	<b>\$151,400</b>	\$54,600	<b>\$193,500</b>	\$68,400	<b>\$242,400</b>	\$84,700	<b>\$300,100</b>	\$104,000	<b>\$368,700</b>	\$129,700	<b>\$459,400</b>	\$169,600	<b>\$600,800</b>
Algoma District	\$19,900	<b>\$70,400</b>	\$29,000	<b>\$102,900</b>	\$39,400	<b>\$139,700</b>	\$49,600	<b>\$175,800</b>	\$62,100	<b>\$220,200</b>	\$77,100	<b>\$273,100</b>	\$95,800	<b>\$339,300</b>	\$120,300	<b>\$426,4</b>		

Provincial Policy Statement – Housing Table

Table 3: Renter Household Incomes and Affordable Rents, 2018

Regional Market Area	10th Income Percentile	10th Percentile Affordable Rent	20th Income Percentile	20th Percentile Affordable Rent	30th Income Percentile	30th Percentile Affordable Rent	40th Income Percentile	40th Percentile Affordable Rent	50th Income Percentile	50th Percentile Affordable Rent	60th Income Percentile	60th Percentile Affordable Rent	70th Income Percentile	70th Percentile Affordable Rent	80th Income Percentile	80th Percentile Affordable Rent	90th Income Percentile	90th Percentile Affordable Rent
<b>Ontario</b>	\$14,100	\$350	\$20,400	\$510	\$27,400	\$690	\$35,400	\$890	\$44,200	\$1,100	\$54,200	\$1,360	\$66,500	\$1,660	\$82,900	\$2,070	\$110,400	\$2,760
City of Toronto	\$12,700	\$320	\$20,000	\$500	\$28,800	\$720	\$38,100	\$950	\$48,100	\$1,200	\$59,400	\$1,480	\$73,100	\$1,830	\$91,300	\$2,280	\$122,200	\$3,060
<b>Central</b>	\$14,800	\$370	\$21,900	\$550	\$29,300	\$730	\$37,300	\$930	\$45,900	\$1,150	\$56,100	\$1,400	\$68,400	\$1,710	\$85,000	\$2,120	\$113,000	\$2,820
Regional Municipality of Durham	\$15,800	\$390	\$22,500	\$560	\$29,500	\$740	\$37,100	\$930	\$45,700	\$1,140	\$55,600	\$1,390	\$67,300	\$1,680	\$83,900	\$2,100	\$109,800	\$2,740
Regional Municipality of Halton	\$18,700	\$470	\$26,500	\$660	\$36,800	\$920	\$46,600	\$1,170	\$57,700	\$1,440	\$70,100	\$1,750	\$84,900	\$2,120	\$105,400	\$2,630	\$141,000	\$3,520
City of Hamilton	\$14,200	\$350	\$19,300	\$480	\$25,000	\$620	\$31,600	\$790	\$39,000	\$980	\$47,100	\$1,190	\$57,400	\$1,440	\$71,400	\$1,790	\$94,200	\$2,360
District Municipality of Muskoka	\$14,900	\$370	\$20,700	\$510	\$24,700	\$620	\$31,200	\$790	\$39,800	\$1,000	\$47,400	\$1,190	\$59,000	\$1,480	\$75,200	\$1,880	\$96,400	\$2,410
Regional Municipality of Niagara	\$14,500	\$360	\$19,300	\$480	\$24,300	\$610	\$30,300	\$760	\$36,900	\$920	\$44,400	\$1,110	\$53,300	\$1,330	\$66,400	\$1,660	\$87,000	\$2,180
Regional Municipality of Peel	\$15,400	\$380	\$24,000	\$600	\$33,500	\$840	\$42,400	\$1,060	\$52,100	\$1,300	\$62,400	\$1,560	\$75,200	\$1,880	\$92,100	\$2,300	\$119,800	\$3,000
County of Simcoe	\$15,700	\$390	\$22,300	\$560	\$29,300	\$730	\$37,300	\$930	\$45,100	\$1,130	\$54,500	\$1,360	\$66,400	\$1,660	\$81,500	\$2,040	\$105,800	\$2,640
Regional Municipality of York	\$14,300	\$360	\$22,100	\$550	\$30,600	\$770	\$39,500	\$990	\$49,800	\$1,250	\$61,400	\$1,540	\$75,900	\$1,900	\$96,100	\$2,400	\$130,800	\$3,270
<b>Eastern</b>	\$14,500	\$360	\$20,400	\$510	\$27,000	\$680	\$34,600	\$860	\$43,100	\$1,080	\$52,800	\$1,320	\$64,800	\$1,620	\$80,000	\$2,000	\$105,100	\$2,630
City of Cornwall	\$14,600	\$360	\$19,000	\$470	\$22,800	\$570	\$28,100	\$700	\$33,800	\$840	\$40,500	\$1,010	\$49,400	\$1,240	\$61,200	\$1,530	\$80,900	\$2,020
County of Hastings	\$14,800	\$370	\$20,400	\$510	\$25,400	\$630	\$30,800	\$770	\$37,400	\$940	\$45,200	\$1,130	\$54,700	\$1,370	\$66,400	\$1,660	\$85,000	\$2,120
Kawartha Lakes Division	\$13,000	\$320	\$18,700	\$470	\$22,800	\$570	\$28,900	\$720	\$35,400	\$890	\$42,100	\$1,050	\$52,400	\$1,310	\$68,100	\$1,700	\$90,400	\$2,260
Haliburton County	\$11,800	\$290	\$17,100	\$430	\$21,000	\$520	\$25,200	\$630	\$31,000	\$770	\$36,600	\$920	\$45,700	\$1,140	\$55,400	\$1,380	\$81,600	\$2,040
City of Kawartha Lakes + Haliburton	\$13,000	\$320	\$18,400	\$460	\$22,500	\$560	\$28,400	\$710	\$34,700	\$870	\$40,800	\$1,020	\$51,700	\$1,290	\$66,800	\$1,670	\$89,300	\$2,230
City of Kingston	\$14,300	\$360	\$20,500	\$510	\$26,600	\$660	\$33,400	\$830	\$41,300	\$1,030	\$50,000	\$1,250	\$60,600	\$1,520	\$74,500	\$1,860	\$97,200	\$2,430
County of Lanark	\$14,600	\$370	\$19,700	\$490	\$24,600	\$620	\$30,500	\$760	\$37,100	\$930	\$45,100	\$1,130	\$55,400	\$1,390	\$67,500	\$1,690	\$88,300	\$2,210
UC of Leeds and Grenville	\$14,700	\$370	\$19,700	\$490	\$24,300	\$610	\$29,700	\$740	\$37,000	\$920	\$44,400	\$1,110	\$53,200	\$1,330	\$67,500	\$1,690	\$87,400	\$2,190
County of Lennox and Addington	\$14,700	\$370	\$20,400	\$510	\$24,700	\$620	\$30,600	\$770	\$36,700	\$920	\$44,200	\$1,100	\$54,700	\$1,370	\$68,100	\$1,700	\$85,900	\$2,150
Prince Edward Division	\$14,700	\$370	\$20,600	\$520	\$25,600	\$640	\$33,000	\$820	\$37,100	\$930	\$44,900	\$1,120	\$55,000	\$1,380	\$70,400	\$1,760	\$90,200	\$2,250
County of Lennox & Addington + Prince Edward Division	\$14,700	\$370	\$20,500	\$510	\$25,200	\$630	\$31,300	\$790	\$36,800	\$920	\$44,600	\$1,120	\$54,800	\$1,370	\$69,100	\$1,730	\$87,000	\$2,190
County of Northumberland	\$14,700	\$370	\$20,200	\$500	\$25,100	\$630	\$31,400	\$790	\$38,700	\$970	\$45,900	\$1,150	\$56,600	\$1,420	\$69,400	\$1,740	\$93,500	\$2,340
City of Ottawa	\$14,000	\$350	\$21,300	\$530	\$30,600	\$760	\$39,800	\$1,000	\$49,500	\$1,240	\$60,400	\$1,510	\$73,000	\$1,820	\$89,700	\$2,240	\$116,700	\$2,920
City of Peterborough	\$14,100	\$350	\$19,400	\$480	\$23,700	\$590	\$29,400	\$740	\$35,800	\$890	\$42,700	\$1,070	\$52,000	\$1,300	\$65,800	\$1,640	\$86,800	\$2,170
UC of Prescott and Russell	\$15,800	\$390	\$20,800	\$520	\$26,100	\$650	\$32,100	\$800	\$38,600	\$960	\$46,100	\$1,150	\$56,300	\$1,410	\$70,800	\$1,770	\$93,500	\$2,340
County of Renfrew	\$14,700	\$370	\$20,200	\$500	\$25,600	\$640	\$32,300	\$810	\$42,400	\$1,060	\$53,300	\$1,330	\$66,200	\$1,660	\$79,600	\$1,990	\$102,900	\$2,570
<b>Southwestern</b>	\$14,100	\$350	\$19,800	\$500	\$25,600	\$640	\$32,700	\$820	\$40,100	\$1,000	\$48,700	\$1,220	\$58,900	\$1,470	\$73,000	\$1,820	\$95,500	\$2,390
City of Brantford	\$15,300	\$380	\$21,200	\$530	\$26,300	\$660	\$32,600	\$820	\$39,500	\$990	\$47,100	\$1,180	\$56,900	\$1,420	\$69,200	\$1,730	\$91,400	\$2,290
County of Bruce	\$14,600	\$360	\$20,000	\$500	\$24,100	\$600	\$30,700	\$770	\$38,000	\$950	\$46,300	\$1,160	\$59,300	\$1,480	\$73,800	\$1,850	\$99,100	\$2,480
Municipality of Chatham-Kent	\$14,100	\$350	\$18,300	\$460	\$22,500	\$560	\$27,800	\$690	\$34,400	\$860	\$40,900	\$1,020	\$49,300	\$1,230	\$59,800	\$1,500	\$79,000	\$1,980
County of Dufferin	\$15,800	\$400	\$22,100	\$550	\$27,800	\$690	\$36,000	\$900	\$46,300	\$1,160	\$57,100	\$1,430	\$69,600	\$1,740	\$82,800	\$2,070	\$108,800	\$2,720
County of Grey	\$14,600	\$360	\$19,200	\$480	\$23,200	\$580	\$28,800	\$720	\$34,900	\$870	\$41,900	\$1,050	\$52,100	\$1,300	\$63,700	\$1,590	\$85,800	\$2,140
County of Huron	\$14,700	\$370	\$20,900	\$520	\$25,300	\$630	\$31,400	\$780	\$38,900	\$970	\$47,600	\$1,190	\$57,800	\$1,440	\$72,200	\$1,800	\$94,100	\$2,350
County of Lambton	\$13,800	\$340	\$18,900	\$470	\$23,900	\$600	\$30,000	\$750	\$36,700	\$920	\$45,200	\$1,130	\$55,900	\$1,400	\$69,500	\$1,740	\$96,100	\$2,400
City of London	\$12,300	\$310	\$18,900	\$470	\$24,600	\$620	\$31,300	\$780	\$38,600	\$960	\$46,700	\$1,170	\$56,600	\$1,410	\$69,800	\$1,750	\$91,500	\$2,290
County of Norfolk	\$14,800	\$370	\$19,900	\$500	\$25,200	\$630	\$32,400	\$810	\$39,400	\$980	\$47,700	\$1,190	\$58,200	\$1,460	\$72,400	\$1,810	\$94,000	\$2,350
County of Oxford	\$15,600	\$390	\$21,800	\$540	\$28,000	\$700	\$35,700	\$890	\$43,300	\$1,080	\$51,500	\$1,290	\$61,900	\$1,550	\$76,500	\$1,910	\$100,600	\$2,510
City of St. Thomas	\$14,700	\$370	\$19,700	\$490	\$24,500	\$610	\$30,300	\$760	\$36,100	\$900	\$44,000	\$1,100	\$53,000	\$1,320	\$66,300	\$1,660	\$87,700	\$2,190
City of Stratford	\$14,800	\$370	\$21,600	\$540	\$28,900	\$720	\$36,600	\$910	\$44,600	\$1,120	\$53,300	\$1,330	\$62,800	\$1,570	\$75,100	\$1,880	\$97,800	\$2,440
Regional Municipality of Waterloo	\$14,800	\$370	\$22,400	\$560	\$30,200	\$750	\$38,100	\$950	\$46,400	\$1,160	\$55,500	\$1,390	\$66,700	\$1,670	\$81,200	\$2,030	\$103,600	\$2,590
County of Wellington	\$14,700	\$370	\$22,300	\$560	\$29,500	\$740	\$38,300	\$960	\$47,300	\$1,180	\$56,200	\$1,410	\$67,500	\$1,690	\$82,300	\$2,060	\$106,100	\$2,650
City of Windsor	\$11,500	\$290	\$17,200	\$430	\$22,100	\$550	\$28,400	\$710	\$34,700	\$870	\$42,600	\$1,060	\$51,900	\$1,300	\$64,800	\$1,620	\$85,500	\$2,140
<b>Northeastern</b>	\$14,300	\$360	\$18,900	\$470	\$23,200	\$580	\$28,900	\$720	\$35,700	\$890	\$43,900	\$1,100	\$53,900	\$1,350	\$68,100	\$1,700	\$92,000	\$2,300
Algoma District	\$13,300	\$330	\$17,800	\$440	\$22,000	\$550	\$26,000	\$650	\$31,300	\$780	\$38,000	\$950	\$46,600	\$1,160	\$58,100	\$1,450	\$78,200	\$1,950
Algoma DSSAB	\$14,500	\$360	\$18,400	\$460	\$22,400	\$560	\$25,600	\$640	\$31,200	\$780	\$36,900	\$920	\$46,000	\$1,150	\$55,700	\$1,390	\$75,600	\$1,890
Cochrane DSSAB	\$15,000	\$370	\$20,100	\$500	\$23,900	\$600	\$30,300	\$760	\$37,500	\$940	\$46,400	\$1,160	\$58,700	\$1,470	\$75,200	\$1,880	\$101,500	\$2,540
City of Greater Sudbury	\$13,900	\$350	\$19,200	\$480	\$25,000	\$620	\$31,900	\$800	\$39,600	\$990	\$48,300	\$1,210	\$58,800	\$1,470	\$73,100	\$1,830	\$98,400	\$2,460
Manitoulin District	\$11,000	\$280	\$16,200	\$410	\$20,000	\$500	\$24,300	\$610	\$32,200	\$810	\$41,200	\$1,030	\$47,700	\$1,190	\$64,000	\$1,600	\$88,000	\$2,200
Sudbury District	\$13,600	\$340	\$18,700	\$470	\$21,600	\$540	\$28,300	\$710	\$35,200	\$880	\$46,700	\$1,170	\$56,600	\$1,420	\$70,500	\$1,760	\$95,100	\$2,380
Manitoulin - Sudbury DSSAB	\$14,000	\$350	\$18,800	\$470	\$21,700	\$540	\$28,400	\$710	\$36,200	\$900	\$45,500	\$1,140	\$56,600	\$1,410	\$71,200	\$1,780	\$92,000	\$2,300
Nipissing DSSAB	\$14,600	\$360	\$18,800	\$470	\$22,800	\$570	\$28,300	\$710	\$34,600	\$860	\$42,200	\$1,060	\$51,600	\$1,290	\$64,800	\$1,620	\$84,300	\$2,110
Parry Sound DSSAB	\$14,900	\$370	\$19,600	\$490	\$22,700	\$570	\$28,900	\$720	\$34,400	\$860	\$42,100	\$1,050	\$51,800	\$1,300	\$65,600	\$1,640	\$87,100	\$2,180
City of Sault Ste. Marie	\$12,900	\$320	\$17,600	\$440	\$21,700	\$540	\$26,000	\$650	\$31,300	\$780	\$38,200	\$950	\$46,500	\$1,160	\$58,800	\$1,470	\$78,500	\$1,960
Timiskaming DSSAB	\$14,400	\$360	\$18,100	\$460	\$21,200	\$530	\$25,800	\$650	\$32,400	\$810	\$40,300	\$1,010	\$49,200	\$1,230	\$64,500	\$1,610	\$90,100	\$2,250
<b>Northwestern</b>	\$13,500	\$340	\$19,000	\$470	\$23,500	\$690	\$29,500	\$740	\$37,000	\$930	\$45,100	\$1,130	\$56,600	\$1,420	\$71,300	\$1,780	\$98,900	\$2,470
Kenora DSSAB	\$15,700	\$390	\$21,000	\$530	\$26,400	\$660	\$34,400	\$860	\$43,500	\$1,090	\$54,400	\$1,360	\$67,300	\$1,680	\$86,900	\$2,170	\$119,700	\$2,990
Rainy River DSSAB	\$13,600	\$340	\$18,700	\$470	\$22,400	\$560	\$26,300	\$660	\$32,500	\$810	\$39,300	\$980	\$49,800	\$1,240	\$63,900	\$1,600	\$83,200	\$2,080
Thunder Bay DSSAB	\$12,900	\$320	\$18,500	\$460	\$22,900	\$570	\$28,500	\$710	\$35,800	\$900	\$43,900	\$1,100	\$54,300	\$1,360	\$69,100	\$1,730	\$94,100	\$2,350

Notes:

1. Monthly rent = 30% of monthly income. Affordable rent calculations are based on renter household incomes
2. In the PPS, a regional market area refers to an area, generally broader than a lower tier municipality, that has a high degree of social and economic interaction. In southern Ontario, the upper or single tier municipality will normally serve as the regional market area. Where a regional market area extends significantly beyond upper or single tier boundaries, it may include a combination of upper, single and/or lower-tier municipalities.
3. 2018 household incomes estimated based on Consumer Price Index (Ontario) and 2015 reported incomes