



City of Kenora

Committee of the Whole Agenda

Tuesday, March 12, 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 March 19, 2019 meeting:-

- The 2019 Municipal Operating Budget
- A new Tariff of Fees and Charges By-Law to give effect to new Rates in Schedule "A" Administration and Finance, Clerks Department and Schedule "D" Operations, Boat Docking and mooring
- To Appoint an Integrity Commissioner for the City of Kenora
- An allocation of \$475,000 funded through City's Contingency Reserves for the development of a gravel driveway, water main extension and rink relocation
- Amend the 2019 Capital Budget to withdraw funds from the Solid Waste Reserves in the amount of \$55,000 to offset the costs of the construction of the Transfer Station Scale Building Expansion

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 February 12, 2019 be confirmed as written and filed.

D. Deputations/Presentations

- Jennifer McKibbin-Kenora Non Profit Housing Corp – multi unit water meters
 - WSP Engineers – Bridge Inspection Presentation
 - Kenora Recreation Centre Ice Twinning Presentation

E. Reports:

1. Administration & Finance

Item Subject

1.1. 2018 Capital & Unusual Spending

- 1.2. 2018 Q3/Q4 Contracts Awarded
- 1.3. Clerk's Department Fee Increases
- 1.4. 2019 Operating Budget Approval
- 1.5. HR-3-1 Policy Amendment
- 1.6. Integrity Commissioner Appointment
- 1.7. ROMA Resolutions of Support
- 1.8. Youth Reconciliation Appointments
- 1.9. Upcoming Conferences – Council Discussion/Review

2. Fire & Emergency Services

Item Subject

No Reports

3. Operations & Infrastructure

Item Subject

- 3.1 2018 Kenora Drinking Water System Summary
- 3.2 Bridge Maintenance Repairs Tender
- 3.3 Coker Baily Bridge Replacement Tender
- 3.4 Load Restriction – 7th Avenue Bridge
- 3.5 Street Line Painting Tender Award
- 3.6 Budget Amendment - Transfer Station Scale Building Expansion

4. Community Services

Item Subject

- 4.1 Kenora Recreation Centre Ice Twinning
- 4.2 TBay Tel Lake of the Woods West Agreement
- 4.3 Loan Agreement – Art Centre
- 4.4 Docking Fee Increase
- 4.5 Provincial Library Funding Support
- 4.6 Parks Washroom Contract Tender
- 4.7 Recreation Q4 Report

5. Development Services

Item Subject

- 5.1 2019-2022 Multi Year Accessibility Plan
- 5.2 Community Economic Development Initiative
- 5.3 Repeal Bylaw 140-2018
- 5.4 KDSB Request for Contribution

Other:

Next Meeting

- Tuesday, April 9, 2019

12:00 p.m. – Statutory Public Meeting for D14-19-02 Zoning Bylaw Amendment - Area of 543 Lakeview Drive

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) **Disposition of Land (2 items)**
- ii) **Personal Matter About an Identifiable Individual (1 item)**

Adjournment.



March 3, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2018 December Capital and Unusual Spending

Recommendation:

That Council hereby accepts the 2018 December Capital and Unusual Spending report.

Background:

Attached for your information, please find the December 2018 summary expenses for Capital and Unusual spending by project. Actual outcomes are compared to the Capital and Unusual Spending budget for 2018. Budget amendments have also been recorded in the report. The funding of the budget overages have been explained in the report as well.

Budget:

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

Risk Analysis:

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

Communication Plan/Notice By-Law Requirements:

For information only.

Strategic Plan or other Guiding Document:

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



March 3, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: Contracts & Expenditures Approved July – December 2018

Recommendation:

That Council hereby accepts the 2018 July – December Contracts & Expenditures Approved report.

Background:

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

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

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

Budget:

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

Risk Analysis:

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

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

Strategic Plan or other Guiding Document:

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



March 6, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Tariff of Fees and Charges Increases – Clerks Department

Recommendation:

That Council hereby approves various fee increases for the Clerk's Department under Schedule A – Administration and Finance effective immediately; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its March 19, 2019 meeting to give effect to these rates outlined in the revised Schedule "A"; and further

That By-law Number 3-2019 be hereby repealed.

Background:

During the 2019 operating budget review, the Senior Management Team was directed to find new or additional revenue streams in their respective areas.

Upon review of established fees in the Clerk's Department, and consultation with staff for input into our fees or services that we provide, the following recommendations are being presented for Council consideration:

1. Increase the Marriage License Fee from \$125 to \$150. We pay \$48 per license to the Province and the balance of the revenue for the licenses belongs to the City. The \$125 fee has been the same for many years. In 2018, we issued 105 licenses. If sales for licenses in 2019 continues to remain consistent, that would reflect an additional \$2,600 in revenue.
2. Burial Permits – Many municipalities charge for burial permits. These permits are typically issued to the funeral home in charge of arrangements. They are time consuming and are usually requested with urgency. It is only reasonable that we start to charge for this service and are proposing we start at \$10 per permit. In 2018 we issued 210 burial permits and if requests for permits continue to remain consistent for 2019, this would reflect an increase in revenue of \$2,100.
3. Dog License Fees – License fees for dog tags have remained the same for many years. Fees are proposed at unaltered dog \$50 (currently \$30); altered \$20 (currently \$15); altered w/microchip or tattoo \$15 (currently \$10); puppy under 6 months \$15 (currently \$10). Should the combined tag sales for the various animals remain consistent, we would see an increase in revenue from these fees of \$4,000.
4. Increase the Commissioner of Oath service – Currently for a Commissioner of Oath to sign a document it is \$5.00 per signature. This service is disruptive and can be time consuming but also limited availability in the City for people who provide the

service. Increasing this service to \$20 for up to two signatures and \$5 for every other signature to the same document. This increase could recognize \$1,500 in additional revenue.

5. Increase Raffle fees for a raffle license to 3% from the current 2%. Lottery license applicants pay a percentage of their prize value for their lottery license. Currently the other types of gaming (bingo, break open) are 3% of the prize value but raffle is 2%. Proposing the increase could see an additional \$1,000 depending on the volume of raffles.
6. Reprinting of sewer & water bills – currently we do not charge for this service. If we added a \$10 bill reprint charge this could potentially see \$1,000+ in additional revenue. Some municipalities charge upwards of \$50 per bill reprint.

Other areas of fee increases that were identified through my staff research that could be reviewed and increased were tax certificates, tax bill reprints, adding arrears to tax roll fee and burning permit fee increase, to name a few. These will be reviewed by the applicable Senior Leadership Member and future reports will follow upon their conclusion and recommendation.

This report would also include a repeal of various charges under Administration and Finance that is no longer required such as any reference to Hydro, floppy disk charges, use of City logo, and Website iPay fees.

Budget: Potential increased revenue to 2019 operating budget approximately \$10,000

Risk Analysis: There is a low risk associated with this report as it increases fees in various areas. There is a moderate risk associated with these fees not being increased as the increases have been included in the draft 2019 operating budget.

Communication Plan/Notice By-law Requirements:

Required under Schedule 'A' to Notice By-law 144-2007: before passing or amending a by-law pertaining to fees and charges imposed by the 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:

2019 Operating budget



March 6, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2019 Municipal Operating Budget

Recommendation:

That Council hereby approves the City of Kenora's 2019 Municipal Operating Budget, as reviewed and amended; and further

That Council give three readings to a By-law to approve the 2019 Municipal Operating Budget; and further

That Council authorize City administration to proceed with the implementation of all budget related decisions in accordance with those reflected within the amended budgets; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2019 Municipal Operating Budget by-law at its March 19th Council Meeting.

Background:

The draft municipal operating budget was reviewed at special meetings of the Committee of the Whole held on January 7, 2019 and March 5, 2019.

It was recognized that there were many budget challenges to overcome during the operating budget meetings. Some of these challenges came from increases from external organizations such as the Ontario Provincial Police and Kenora District Services Board. It should also be noted that funding decreases played a significant role in the budget challenges, such as the potential funding reduction from the Ontario Municipal Partnership Fund. Internally the City also faced some budget pressures from the new Art Centre where operating costs would be built into the 2019 budget. These challenges forced Council to consider increases to user fees and service level type reductions to help reduce the impact on taxpayers. Council also chose not to increase the City's allocation to capital in 2019 as recommended in the City's asset management plan to address the infrastructure deficit.

Communication Plan/Notice By-law Requirements:

A press release will be available for the March 19th Council meeting in conjunction with the approval of the 2019 Municipal operating budget.

Strategic Plan or other Guiding Document:

Our Mission: To deliver quality, cost-effective municipal services.

ERM Assessment:

While the impact of an operating budget related risk has potential to be significant, likelihood is low, making it a moderate but necessary risk to be retained and monitored. This is a positive risk and should be pursued.



March 5, 2019

City Council Committee Report

TO: Mayor and Council

FR: Bruce Graham, Human Resources Strategist

RE: Amendment to Salary Administration Policy #HR-3-1

Recommendation:

That Council hereby amends the Salary Administration Policy #HR-3-1, in the Comprehensive Policy Manual; and further

That three readings be given to a bylaw for this purpose; and further

That bylaw number 13-2014 be hereby repealed.

Background:

The majority of the proposed changes to this policy are housekeeping items to bring the language of the policy into line with the titles currently in use in the City. Changes are highlighted in yellow in the attached document and new wording is highlighted in blue. All references to Senior Managers were changed to Senior Leadership Team Members, and all references to the Human Resources Manager were changed to Human Resources Strategist.

New wording was added under the Compensation Program section in Part B. In bullet 1, the words "through budget approval" were added at the end of the sentence after Council.

A new bullet 3 was added which reads "The CAO shall be authorized to update the Management Pay Grid with economic adjustments as agreed to by Council through the budget approval process."

This change is intended to streamline the process, in that when economic increases are approved by council as part of the budget process, the CAO will not need to come to a subsequent Council meeting to have the updates to the Management Pay Grid separately approved by Council.

Budget: N/A

Risk Analysis: N/A

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

Strategic Plan or Other Guiding Documents:

While housekeeping in nature, this does tie into the overarching goal of focusing on our people.

Salary Administration Policy



| Section | Date | By-Law Number | Page | Of |
|-----------------|-----------------------|---------------|---------------|----|
| Human Resources | March 19, 2019 | | 1 | 4 |
| Subsection | Repeals By-Law Number | | Policy Number | |
| Non-Union | | | HR-3-1 | |

Purpose

To define and outline the City of Kenora's salary administration policy, and provide for a fair and competitive compensation package for Non-Union staff.

Policy Statement

The City of Kenora is committed to a policy of salary administration which is internally and externally competitive and equitable, and that also recognizes and encourages individual performance through goal-setting and successful evaluation. The City of Kenora recognizes the importance of maintaining competitive compensation programs and, as such, surveys external market trends. Other factors such as internal labour agreement settlements, pay equity, and approved budget funding are also considered in determining the City of Kenora's compensation strategy.

Responsibilities

Council Responsibilities:

1. Conduct annual performance review and approve next year's job plan for the CAO
2. Review and update job description for the CAO
3. Acts as an Appeal Board

CAO's Responsibilities:

1. Conduct annual Performance Review and formalize Job Plans with **Senior Leadership Team Members**
2. Review and update job descriptions for **Senior Leadership Team Members**
3. Recommend Management Pay Grid to Council for approval
4. Recommend staff salary adjustments

Senior Leadership Team Member Responsibilities:

1. Conduct annual Performance Review and formalize next year's Job Plans for applicable Non-Union staff
2. Review and update job descriptions for respective staff.

Salary Administration Policy

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|---------------|------|----|
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3. Budget funds for staff salaries

Human Resources Strategist Responsibilities:

1. Conduct salary surveys
2. Co-ordinate notices of performance reviews to **Senior Leadership Team Members** for completion
3. Assist in the development and revision of job descriptions
4. Complete Pay Equity process on positions as required and forward results to CAO.

Compensation Program

A. Job Classification, Wages, and Progression

1. Rates of pay and job classifications shall be established in accordance with the approved Salary Structure Grid for Non-Union/Management Staff, hereto known as the Management Pay Grid.
2. There shall be no upward movement between levels in the Management Pay Grid for a specific job classification established through the Pay Equity process.
3. An employee shall be eligible to receive a one merit increase upon satisfactory performance evaluation effective upon the employee's anniversary date and conditional upon meeting requirements as outlined in section 6 below. For purposes of this policy, an employee's anniversary review date will be December 31st of each year.
4. One merit is required to move one step on the Management Pay Grid.
5. Normal progression on the Management Pay Grid will be January 01st of each year.
6. Appointed Non-Union supervisory staff shall complete Performance Reviews and Job Plans for their respective staff on an annual basis by January 31st of the next year in order to be eligible for their own merit increase.

B. Economic Adjustments

1. Annual economic adjustments to the Management Pay Grid may be authorized by Council **through budget approval.**
2. Factors to be considered when any adjustment is to be made to the Management Pay Grid shall include:
 - Ability of the Municipality to pay based on approved budget guidelines

Salary Administration Policy

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- Wage and benefit package approved by Council for City employees covered by CUPE, IBEW, and KPFFA Collective Agreements
3. The CAO shall be authorized to update the Management Pay Grid following with economic adjustments as agreed to by Council through the budget approval process.
 4. Effective date for any economic adjustment to the Management Pay Grid shall be January 01st or as otherwise approved by Council.

New Employees

When determining the start rate for a new employee, the employee shall be placed at the appropriate Level for the position and at the Start Rate. Recognition for qualifications and previous experience may be taken into consideration in establishing a higher than Start Rate on the Band as approved by the CAO and conditional upon available funding.

Other Salary Adjustments

1. Salary Survey
The Human Resources Strategist shall perform an external salary survey every five years or as requested by the CAO to compare the current salary levels for City of Kenora Non-Union staff to the external market. An external salary range shall be established between 90% and 110% of the midpoint of the survey results. Salaries for job classifications outside the established range shall be reviewed by the CAO. Where survey results are not available or incomplete, any recommendations may be based on internal job classification comparisons.

C. New/Amended Duties

Where a new job is created or duties of a current position are substantially altered, the following procedure shall be established:

- i) job description, responsibilities, qualifications, etc. shall be determined and formulated in a draft job description in discussion with the Senior Leadership Team member and the Human Resources Strategist.
- ii) a 'tentative' Point Band shall be established as recommended by the Human Resources Strategist in consideration of comparisons with similar positions
- iii) the individual hired shall be paid at the Start Rate on the Management Pay Grid which is within the identified Point Band
- iv) after the job has been filled for a period of time which will allow the employee to become familiar with the job functions and

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responsibilities, the employee shall complete a Pay Equity Questionnaire for review with their supervisor and **Human Resources Strategist**.

- v) a job description shall then be finalized and a Pay Equity Questionnaire shall be forwarded to the **Human Resources Strategist** for formal evaluation of the job; total points will determine which Point Band and salary range for the job

D. Appeals

Appeals to the decision of the **Human Resources Strategist** may be made to the CAO.



March 5, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: Appointment of Integrity Commissioner

Recommendation:

That Council hereby appoints Lisa Wheatly as the City of Kenora's Integrity Commissioner fulfilling all statutory requirements pursuant to Sections 223.3 and 223.8 of the Municipal Act; and further

That Council gives three readings to a bylaw to adopt a new Integrity Commissioner Inquiry Protocol.

Background:

In recent years numerous changes to legislation have enhanced accountability and transparency for municipalities. In addition to oversight by a Closed Meetings Investigator and the Ontario Ombudsman, the City is now required by changes to the Act to appoint an Integrity Commissioner for the City of Kenora.

This report captures staff recommendations as to implementing an Integrity Commissioner for the City of Kenora and addresses:

- ✓ the role and responsibilities of an Integrity Commissioner,
- ✓ the selection of an Integrity Commissioner,
- ✓ development of a Complaint Protocol,
- ✓ preparation of a new Code of Conduct reflective of current municipal best practices, and
- ✓ the preparation of a by-law establishing the office of the Integrity Commissioner.

Role Of The Integrity Commissioner

Integrity Commissioners are now required for all municipalities as the Act evolves to include, more accountability and transparency of our Municipal Council. An Integrity Commissioner is required to be independent and impartial with investigative responsibilities prescribed by the Act relating to the ethical conduct of Council and local board members. Many municipalities have chosen to assign their Commissioners these responsibilities in addition to the functions of advising and educating Council and local board members with respect to their conduct.

Responsibilities Regarding Ethical Conduct

The Act requires that municipal councils appoint an Integrity Commissioner effective March 1, 2019 for the following responsibilities in relation to municipal councils and local boards:

- ✓ The application of the code of conduct for members;

- ✓ The application of any procedures, rules and policies governing the ethical behaviour of members;
- ✓ The application of provisions of the *Municipal Conflict of Interest Act* to members;
- ✓ Requests from members for advice respecting a member's obligations under the code of conduct;
- ✓ Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy governing the ethical behaviour of members;
- ✓ Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*; and
- ✓ Educating members, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

Inquiries/Complaints

Section 223.4 of the Act enables an Integrity Commissioner to conduct inquiries of alleged breaches of a municipal/board code of conduct and to report whether a contravention has occurred. The Act gives the Integrity Commissioner broad powers of investigation including: access to records of a municipality or local board, the right to compel persons to testify under oath, and the right to compel production of information from the municipality and local boards (with the exclusion of solicitor-client privileged information). After completion of the investigation, the Integrity Commissioner may choose to disclose its report to the municipality. Upon an Integrity Commissioner's finding that a member has contravened the Code of Conduct, the municipality may choose to reprimand or suspend the pay of a member for up to 90 days.

Applications related to the MCIA

It is important to note that the Bill 68 Amendments have also provided the Integrity Commissioner with the authority to make application to a judge under the Municipal Conflict of Interest Act (MCIA) for a determination of whether a member has contravened the MCIA. If the Integrity Commissioner chooses to make application to a judge and the Court finds a contravention occurred, then the municipality (or local board) will be required to pay for the costs of the Integrity Commissioner for the court application.

In light of the new requirements to appoint or arrange for the services of an Integrity Commissioner, staff recommend that a by-law be prepared establishing the office of the Integrity Commissioner and further detailing the role, responsibilities and duties of the Integrity Commissioner, including reporting requirements.

Confidentiality

When executing the duties, the Integrity Commissioner is obliged by the Act to preserve the secrecy of matters coming into his or her knowledge. There are a few exceptions with respect to this requirement for secrecy. For example, advice given by the Integrity Commissioner could be released with the consent of the member who received the advice or where the member made the information public or for the purpose of disclosing information necessary to publish an annual report. Also, information may be released in the case of certain types of legal proceedings (i.e. criminal proceedings, public meeting for an inquiry, or an application to a judge for a contravention of the MCIA).

Selection Of An Integrity Commissioner

An RFP process was exercised to receive express interest in services for an Integrity Commissioner. With respect to conducting the RFP process, we need to be mindful that the Act requires that an Integrity Commissioner be independent and impartial to the municipal council and local boards. Through this process, I received only one submission

to the RFP process from a firm in Toronto. In order to secure an identified Integrity Commissioner outside of the municipal staff appointment, a monthly (or annual) retainer is required to secure the services with an hourly rate paid for services performed. For our only submission to the RFP, the annual retainer that is charged is \$1,000 per month (plus HST) totaling \$12,000 annually (plus HST) which compensates all work done by the IO and administrative staff at the firm including any disbursements and expenses. Each matter would be charged on top of that at their hourly rate.

The Act does permit the municipality to appoint more than one integrity commissioner and it does not have to be a lawyer. We can share integrity commissioner positions with another municipality and we can appoint an employee who is removed from Council. There are various combinations thereof to ensure the municipality is covered. The costs related to Integrity Commissioners have the potential to become extensive to a municipality, especially smaller municipalities with very tight budgets.

After extensive consideration and thought into the new requirements for the City of Kenora, I am recommending we appoint a municipal employee as our Integrity Commissioner. Our Municipal Prosecutor, Lisa Wheatly, who is a municipal employee but has absolutely no interaction with Council and remains neutral in her position as municipal prosecutor. She is a paralegal who holds a current paralegal license in Ontario. She currently has room in her full time position to accommodate this additional workload, but once the Part III matters are transferred from the Province to the Municipality we will need to revisit the appointment.

It is difficult to know how many inquiries and complaints will be received by the Integrity Commissioner in the first year, but staff anticipate Integrity Commissioner services could be very costly for the municipality. Appointing our municipal employee who is impartial in her current position could save the municipality a great deal of money and will give us time to evaluate the workload associated with the office of the Integrity Commissioner.

Review Of The Code Of Conduct

Section 223.2 of the Act currently authorizes municipal councils to pass a code of conduct for members of municipal councils and local boards. While Council currently has a Code of Conduct, there are updates being recommended and this will come forward at the April Committee for consideration.

Complaint Protocol

In an effort to expedite the resolution of issues and responsibly manage the resources of the City, staff recommend that a complaint process be adopted for managing requests for inquiries ("complaints") about Council and Local Board member conduct made to the Integrity Commissioner. In preparing this report, staff noted that many municipalities have adopted complaint/inquiry protocols. The Complaint/Inquiry Protocol is attached, among other things, how to make a request, who can make a request, and information required when filing a request. Additionally, the Complaint/Inquiry Protocol would provide the Integrity Commissioner with the opportunity to determine whether, the conduct forming the subject of the complaint, on its face, is a contravention of the Code of Conduct. This would permit the Integrity Commissioner to exercise his or her professional training, experience and judgment to assess whether he/she should proceed to investigate the complaint or to decline to investigate the complaint for such reasons as a lack of reasonable grounds, the complaint being frivolous or vexatious, or lack of jurisdiction.

Furthermore, the Integrity Commissioner would be empowered through the Protocol to employ alternative dispute resolution processes (for example, mediation) in order to remedy complaints, if possible, before they become formal inquiries.

Budget: There would be no direct budget impact with this option of appointing a municipal employee. There will be however impacts based on any matters that are filed should legal assistance be required. This would be taken from the Clerk's legal budget.

Risk Analysis: This is a legislated requirement that we must appoint an Integrity Commissioner. There is a low risk associated with appointing a municipal employee as the IC in the event a conflict does arise for our municipal employee.

Communication Plan/Notice By-law Requirements: An "office of the Integrity Commissioner" page will be established on our portal with the IC inquiry protocol and explaining what the role of the IC is. There will be two bylaws adopted with this report, one associated with the appointment of the IC and one for the IC Inquiry Protocol.

Strategic Plan or other Guiding Document:

Municipal Conflict of Interest Act
Municipal Act, 2001, as amended

The Corporation of the City of Kenora

By-law Number - 2019

A By-law to Establish an Integrity Commissioner Inquiry Protocol

Whereas the Municipality has, pursuant to section 223.2 of the Municipal Act, 2001, established a Code of Conduct for members of council of the Municipality and members of its Local Boards; and

Whereas the Municipality has appointed an Integrity Commissioner whose duties include, among other things, conducting inquiries in respect of alleged contraventions of the Code of Conduct and sections 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act ("MCIA"); and

That the purpose of this protocol is to set out a framework for the Integrity Commissioner's inquiries into allegations of contraventions of the Code of Conduct and sections 5, 5.1 and 5.2 of the MCIA breaches;

1. Definitions

"Applicant" means the person who has submitted an application to the Integrity Commissioner for an inquiry to be carried out concerning an alleged contravention by a Member of sections 5, 5.1 or 5.2 of the *MCIA*.

"Code of Conduct" means a code of conduct established pursuant to section 232.2 of the *Municipal Act, 2001*.

"Elector" means a person entitled to vote at a municipal election in the Municipality.

"Integrity Commissioner" means the Integrity Commissioner appointed by Municipal Council and any individual acting under powers delegated to him or her in writing by the Integrity Commissioner.

"Local Board" means a Local Board other than:

- a) A society as defined in subsection 2(1) of the Child, Youth and Family Services Act, 2017;
- b) A board of health as defined in subsection 1(1) of the Health Protection and Promotion Act;
- c) A Committee of management established under the Long-Term Care Homes Act, 2007;
- d) A police service board established under the Police Services Act, 2018;
- e) A board as defined in section 1 of the Public Libraries Act; and,
- f) A corporation established in accordance with section 203 of the Municipal Act, 2001;

"Member" means a member of the municipal council and any person on his or her staff and/ or a member of a Local Board or a Committee of the Municipality and any person on his or her Staff.

"Requestor" means the person who has submitted a request to the Integrity Commissioner for an inquiry concerning an alleged contravention of the applicable Code of Conduct.

"Respondent" means the person who is alleged to have violated the Code of Conduct or sections 5, 5.1 or 5.2 of the MC/A and whom an Integrity Commissioner inquiry application has been submitted.

2. Integrity Commissioner

2.1 Functions

The Integrity Commissioner reports to council and is responsible for performing in an independent manner, the functions assigned by the Municipality with respect to any of the following:

1. The application of the Code of Conduct for Members
2. The application of any procedures, rules and policies of the Municipality and Local Boards governing the ethical behaviour of Members.
3. The application of sections 5, 5.1 and 5.2 of the NICIA to Members.
4. Requests from Members for advice respecting their obligations under the Code of Conduct applicable to the Member.
5. Requests from Members for advice respecting their obligations under a procedure, rule or policy of the Municipality or of the Local Board, as the case may be, governing the ethical behaviour of Members.
6. Requests from Members for advice respecting their obligations under the MC/A.
7. The provision of educational information to Members, the Municipality and the public about the Municipality's Code of Conduct for Members and about the MC/A.

2.2 Powers and Duties

In carrying out the responsibilities described in section 2.1 above, the Integrity Commissioner may exercise such powers and shall perform such duties as may be assigned to him or her by the Municipality.

2.3 Delegation

After satisfying himself or herself that a person is fully capable of carrying out the Integrity Commissioner's powers or duties, the Integrity Commissioner may, in writing, delegate to any person, other than a member of council, any such duties or powers. For greater certainty, if the Integrity Commissioner delegates any duties or powers, the Integrity Commissioner may continue to exercise the delegated powers and duties despite the delegation.

2.4 Outside Assistance

In performing any of his or her duties, the Integrity Commissioner may engage outside assistance or consult with the Municipality's legal counsel. When the Municipality's legal counsel is assisting the Integrity Commissioner their role is solely to assist the Integrity

Commissioner and not any particular individual.

3. Requests for Advice

3.1 Requests for advice shall be in writing

A request by a Member for advice from the Integrity Commissioner under paragraphs 3, 4 or 5 of section 2.1 above, shall be made in writing.

3.2 Advice shall be in writing

If the Integrity Commissioner provides advice to a Member under paragraphs 3, 4 or 5 of section 2.1 above, the advice shall be in writing.

3.3 Release of advice

Advice provided by the Integrity Commissioner to a Member under paragraphs 4, 5 or 6 of section 3.1 above may be released by the Integrity Commissioner:

1. With the Member's written consent; or
2. Without the Member's written consent if the Member releases part of the advice.

4. Inquiry by Integrity Commissioner re: Code of Conduct

4.1 Request for Inquiry

A request for inquiry may be made in writing to the Integrity Commissioner by a Member, staff or member of the public about whether a Member has contravened the Code of Conduct.

4.2. Request contents

A request for inquiry under section 5.1 above may be in the form set out in Schedule "A" or, otherwise, shall include sufficient information to set out a prima facie contravention of the applicable Code of Conduct, including, but not necessarily limited to, all of the following:

- The Requestor's name and contact information.
- What happened - a description of the events or situation.
- When it happened - dates and times of the events or incidents.
- Where it happened - the location(s) where the events or incidents occurred.
- Who saw it happen - the names of any witnesses, if any

4.3 Jurisdiction re workplace violence, harassment, and sexual harassment

Requests made under this section must specifically refer to alleged contraventions of the Code of Conduct by a Member. Allegations of workplace violence, harassment, and sexual harassment by a Member must be reported in the manner set out in the City of Kenora Workplace Anti-Violence, Harassment and Sexual Harassment Policy and must be reported as provided thereunder and that policy shall exclusively apply in respect of any such report.

4.4 Request Review

The Integrity Commissioner will conduct an initial review of the request to ensure that it is a proper allegation of a breach of the Code of Conduct. If, after the initial review, the Integrity Commissioner determines that the request is not properly an allegation of a breach of the Code of Conduct, there are insufficient grounds to believe that there has been a contravention of the Code of Conduct, or the Integrity Commissioner determines that an inquiry is not appropriate for any other reason in the Integrity Commissioner's reasonable discretion, the Integrity Commissioner will dismiss the request. When determining if an inquiry is appropriate, the Integrity Commissioner may, among other things, take into account the date of the alleged breach. Further, the Integrity Commissioner shall, in his or her discretion, dismiss the request if, upon initial review, the Integrity Commissioner determines that the Requestor has not supplied the information set out in section 5.2. If the Integrity Commissioner does not dismiss a request for this reason, the Integrity Commissioner will advise the Requestor that he or she must supply additional information and shall take no further action until the Requestor supplies such information.

4.5 Powers on Inquiry

The Integrity Commissioner may elect to exercise the powers under sections 33 and 34 of the Public Inquiries Act, 2009, in which case, notwithstanding anything to the contrary herein, those sections apply to the inquiry.

4.6 Information

The Municipality, its Local Boards and Committees shall give the Integrity Commissioner such information as the Integrity Commissioner believes to be necessary for an inquiry including free access to all books, accounts, financial records, electronic data processing records, reports, files and other papers, things or property belonging to or used by the Municipality, Committee or a Local Board. For greater certainty, providing the Integrity Commissioner with information concerning legal advice shall be deemed not to constitute a waiver of solicitor-client privilege.

4.7 Penalties the Municipality may Impose

Council may impose any of the following penalties on a Member if the Integrity Commissioner reports to the Municipality that the Member has contravened the Code of Conduct:

1. A reprimand;
2. Suspension of the remuneration paid to the Member for a period of up to 90 days;
3. Other penalties, including, but not necessarily limited to:
 - a) Removal from membership of a Committee or Local Board;
 - b) Removal as Chair of a Committee or Local Board;
 - c) Require repayment or reimbursement of moneys received;
 - d) Return of property or reimbursement of its value;
 - e) Request for an apology to Council, the Requestor or other relevant party;
 - f) Revocation of travel or other budget;
 - g) Request for resignation;
 - h) Trespass Order restricting access except for Council Meetings

4.8 Penalties the Local Board may Impose

A Local Board may impose any of the penalties described in section 4.7 above on a member of the Local Board if the Integrity Commissioner reports to the Local Board that, in his or her opinion, the member of the Local Board has contravened the Code of Conduct applicable to the Member of the Local Board, and if the Municipality has not imposed a penalty on the member of the Local Board under section 4.7 above in respect of the contravention.

4.9 Termination of Inquiry when regular election begins

If the Integrity Commissioner has not completed an inquiry before nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, the Integrity Commissioner shall terminate the inquiry on that day. If an inquiry is so terminated, the Integrity Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election as set out in section 5 of the Municipal Elections Act, 1996, the person or entity who made the request or the Member or former Member whose conduct is concerned makes a written request to the Integrity Commissioner that the inquiry be commenced.

4.10 Other rules that apply during regular election

The following rules apply during the period of time starting on nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in section 5 of that Act:

1. There shall be no requests for an inquiry about whether a member of council or of a Local Board has contravened the Code of Conduct applicable to the Member.
2. The Integrity Commissioner shall not report to the Municipality or Local Board about whether, in his or her opinion, a member of council or of a Local Board has contravened the Code of Conduct applicable to the Member.
3. The Municipality or Local Board shall not consider whether to impose the penalties referred to in sections 4.5 and 4.6 above on a member of council or of a Local Board.

5.0 Inquiry by Integrity Commissioner re s. 5, 5.1 or 5.2 of the *MCIA*

5.1 Application

An Elector, or a person demonstrably acting in the public interest, may apply in writing to the Integrity Commissioner for an inquiry to be carried out concerning an alleged contravention of sections 5, 5.1 or 5.2 of the *MCIA* by a Member.

5.2 Content of Application

An application may be in the form set out in Schedule "B" or, otherwise, shall set out the reasons for believing that the Member has contravened sections 5, 5.1 or 5.2 of the *MCIA* and include the Applicant's name and contact information and a statutory declaration attesting to the fact that the Applicant became aware of the contravention not more than six weeks before the elate of the application or, in the case where the Applicant became aware of the alleged contravention during the period of time described in paragraph 1 of section 6.6 below, a statutory declaration attesting to the fact that the Applicant became aware of the alleged contravention during that period of time.

5.3 Review of Application

The Integrity Commissioner will conduct an initial review of the application to ensure that it complies with this section. If the application does not comply with this section, the Integrity Commissioner will advise the Applicant about the non-compliance in writing and the Integrity Commissioner shall take no further action unless or until the Applicant submits a compliant application. If upon initial review, the Integrity Commissioner determines that the application is not properly an application alleging contravention of sections 5, 5.1 or 5.2 of the MCI Act or there are no reasonable grounds to support the application, the Integrity Commissioner shall dismiss the application.

5.4 No Application for Inquiry During Regular Election

No application for an inquiry under this section may be made to the Integrity Commissioner during the period of time starting on nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election as set out in section 5 of that Act.

5.5 Application Timing

An application under this section may only be made within six weeks after the Applicant became aware of the alleged contravention. No application shall be brought after the expiration of six years from the time at which the contravention is alleged to have occurred.

5.6 Exception

Despite section 6.5 above, an application may be made more than six weeks after the Applicant became aware of the alleged contravention if both of the following are satisfied:

1. The Applicant became aware of the alleged contravention six weeks before nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in section 5 of that Act.
2. The Applicant applies to the Integrity Commissioner under section 6.1 within six weeks after the day after voting day in a regular election, as set out in section 5 of the Municipal Elections Act, 1996.

5.7 Public Meeting

If the Integrity Commissioner decides to conduct an inquiry, the Integrity Commissioner may have a public meeting to discuss the inquiry.

5.8. Powers on inquiry

The Integrity Commissioner may elect to exercise the powers under sections 33 and 34 of the Public Inquiries Act, 2009, in which case, notwithstanding anything to the contrary herein, those sections apply to the inquiry.

5.9. Information

The municipality and its Local Boards shall give the Integrity Commissioner such information as the Integrity Commissioner believes to be necessary for an inquiry including free access to all books, accounts, financial records, electronic data processing

records, reports, files and other papers, things or property belonging to or used by the Municipality or a Local Board. For greater certainty, providing the Integrity Commissioner with information concerning legal advice shall be deemed not to constitute a waiver of solicitor-client privilege.

5.10. Termination of inquiry when regular election begins

If the Integrity Commissioner has not completed an inquiry before nomination day for a regular election, as set out in section 3 I of the Municipal Elections Act, 1996, the Integrity Commissioner shall terminate the inquiry on that day.

5.11. No other inquiry in respect of the matter to commence without application

If an inquiry is terminated under section 5.10, the Integrity Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election as set out in section 5 of the Municipal Elections Act, 1996, the person who made the application or the Member or former Member whose conduct is concerned applies in writing to the Integrity Commissioner for the inquiry to be carried out.

5.12. Timing for completion of inquiry

The Integrity Commissioner shall complete the inquiry within 180 days after receiving the completed compliant application under section 5.1 above unless the inquiry is terminated under section 5.10 above.

5.13. Decision to apply to a judge upon completion of inquiry

Upon completion of the inquiry, the Integrity Commissioner may, if he or she considers it appropriate, apply to a judge for a determination as to whether the Member has contravened sections 5, 5.1 or 5.2 of the MCIA.

5.14. Notice to Applicant re decision not to apply to judge

The Integrity Commissioner shall advise the Applicant if the Integrity Commissioner will not be making an application to a judge.

5.15. Reasons re decision to apply to a judge

After deciding whether or not to apply to a judge, the Integrity Commissioner shall publish written reasons for the decision.

5.16. Costs

The Integrity Commissioner's costs of applying to a judge shall be paid by:

1. The municipality, if the Member is alleged to have contravened sections 5, 5.1 or 5.2 of the *MCIA* as member of council of the Municipality; or
2. The Local Board, if the Member is alleged have contravened sections 5, 5.1 or 5.2 of the *MCIA* as member of the Local Board.

6. Conduct of Inquiry

The Integrity Commissioner may conduct such inquiry as he or she considers necessary in response to a compliant request or application under sections 4 or 5 above and such inquiry may include all or some of the following:

- Informing the Respondent of the application;
- Interviewing the Applicant, the Respondent, any person involved in the incident, and any identified witnesses;
- Interviewing any other person who may have knowledge of the incidents related to the application or any other similar incidents; and
- Reviewing any information the Integrity Commissioner believes necessary and document such review.

7.0 Reference to appropriate authorities

7.1. Referral of matter by Integrity Commissioner

If the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of the Criminal Code of Canada or any other Act, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting investigation, including, but not limited to, police investigations and/ or the charges have been finally disposed of, and shall report the suspension to council. Contravention of any other Act includes, but is not limited to, contravention of the Occupational Health and Safety Act.

7.2. No derogation of rights

The provisions of this protocol in no way affect the right of anyone to:

- (a) contact the police, other law enforcement agency, or any other appropriate authority on their own initiative;
- (b) exercise their right(s) under any legislation; or
- (c) take any other available legal action.

8.0 Confidentiality

8.1. Integrity Commissioner's duty of confidentiality

The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality with respect to all matters that come to his or her knowledge in the course of performing his or her duties. This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

8.2. Confidentiality of those involved in inquiry

Out of respect for the relevant individuals, it is essential that the Applicant, Respondent, witnesses and anyone else involved in an inquiry conducted by the Integrity Commissioner hereunder maintain confidentiality throughout the inquiry and afterwards.

8.3. Disclosure required by law

Notwithstanding sections 7.1 or 7.2 above, information may be disclosed in a criminal proceeding, or as required by law.

8.4. Retention of records

The Integrity Commissioner and person providing outside assistance to the Integrity Commissioner pursuant to section 2.4 above, shall retain all records related to any application and any inquiry indefinitely.

9.0 Reports

9.1. Periodic report to council

If the Integrity Commissioner provides a periodic report to the Municipality on his or her activities, the Integrity Commissioner may summarize advice he or she has given, but shall not disclose confidential information that could identify a person concerned.

9.2. Report about conduct

After completing an inquiry, the Integrity Commissioner shall provide a written report to the Municipality or the Local Board (the "Report").

The Integrity Commissioner may disclose in the Report, such matters as in the Commissioner's opinion are necessary for the purposes of the Report. Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report may, at the Integrity Commissioner's discretion, contain the following:

1. An outline of the Integrity Commissioner's finding; and,
2. The terms of any recommended corrective action;

Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report must contain sufficient information for the Municipality or Local Board to determine whether or not to impose corrective action under section 4.7.

9.3. Report to Council or Local Board

Upon receipt of the Report, the Clerk shall indicate on the regular agenda of Council or the Local Board, notice of intent from the Integrity Commissioner to submit a Report for consideration at the following regular meeting.

The Respondent shall have the right of reply when the Report is considered by the Municipality or the Local Board.

Upon review of the Report, Council shall pass a resolution stating whether or not it intends to take action in response to the Report, and if so, what action Council will take.

9.4. Publication of reports

The Municipality and each Local Board shall ensure that reports received from the Integrity Commissioner by the Municipality or by the Local Board, as the case may be, are made available to the public upon request.

10.0 Bad Faith Applications or Requests

If a person or entity makes a request or application for an inquiry hereunder and the Integrity Commissioner determines such request or application is made in bad faith, notwithstanding anything to the contrary in protocol, the Integrity Commissioner may disclose all relevant information concerning the request or application to the Municipality

such that the Municipality may pursue any recourse available against the individual or entity. Examples of bad faith include, but are not limited to, making a report knowing the allegations therein are untrue or making a report for an improper purpose.

11.0 Indemnity

The Municipality shall indemnify and save harmless the Integrity Commissioner, or any person acting under the instructions of the Integrity Commissioner, for costs reasonably incurred by either of them in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority hereunder or an alleged neglect or default in the performance in good faith of such duty or a by-law passed under Part V. 1 of the Municipal Act, 2001. For greater certainty, nothing in this section affects the application of section 4-48 of the Municipal Act, 2001 with respect to a proceeding referred to in this section.

12.0 Protocol review

The Municipality will review this Policy/Bylaw as often as it deems reasonably necessary and will post the most current version of this protocol on its website.

13.0 Schedules

Schedule A – Integrity Commissioner Request for Inquiry – Code of Conduct Form

Schedule B – Integrity Commissioner Application for Inquiry – Municipal Conflict of Interest Act Form

By-law read a First and Second Time this 19th day of March, 2019

By-law read a Third and Final Time this 19th day of March, 2019

The Corporation of the City of Kenora:-

Daniel Reynard, Mayor

Heather Kasprick, City Clerk

Schedule "A"

Integrity Commissioner Request for Inquiry - Code of Conduct

| | |
|--|--|
| <p>This form will be used to request the Integrity Commissioner to conduct an inquiry of an alleged Code of Conduct contravention.</p> | <p>Submit completed complaint in a sealed envelope to: Integrity Commissioner Request for Inquiry Re: Code of Conduct (contact info)</p> |
|--|--|

Requestor's Information

| | |
|----------------|----------------|
| Last Name | First Name |
| Street Address | Municipality |
| Postal Code | Phone |
| E-mail | Name of Member |

Details of Alleged Code of Conduct Contravention

| | |
|--|------------------------|
| Date(s) of alleged Code of Conduct contravention | |
| Provision(s) of Code of Conduct allegedly contravened | |
| Facts constituting the alleged Code of Conduct contravention (please use separate pages if required) | |
| Names(s) and contact information of any witnesses | |
| <input type="checkbox"/> I agree to release my identity with regard to this request | |
| <input type="checkbox"/> I do NOT agree to release my identity with regard to this request | |
| Signature | Date Year/Month/Day |

For Office Use Only

| Date Received | Request Number | Comments |
|---------------|----------------|----------|
| | | |

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of requesting an inquiry.

Schedule "B"

**Integrity Commissioner Application for Inquiry
Municipal Conflict of Interest Act**

AFFIDAVIT OF _____(insert full name) I,
_____(insert full name), of the (insert City,
Town, etc) _____(Municipality of residence)
in the Province of Ontario.

MAKE OATH AND SAY (or AFFIRM):

1. I have personal knowledge of the facts as set out in this affidavit, because:
(insert reasons – e.g. I worked for/I attended a meeting at which, etc.)

2. I have reasonable and probable grounds to believe that a Member, namely:
(insert specify name of Member) _____
has contravened section(s) _____
(specify section(s) 5, 5.1, or 5.2) of the *Municipal Conflict of Interest Act*, RSO 1990, c
M. 50. The particulars of which are as follows:

(if more room is required, attach and initial extra pages to set out the statement of facts in consecutively numbered paragraphs, with each paragraph being confined as far as possible to a particular statement of fact. Exhibits should be labelled as Exhibit A, B, etc. and attached to this affidavit.)

3. I became aware of the alleged contravention:
 - Not more than six (6) week before the date of this application.
 - Within the period of time beginning six (6) weeks before nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that *Act*.

This affidavit is made for the purpose of applying for an inquiry by the Integrity Commissioner and for no other purpose.

SWORN (or AFFIRMED) before me at the)
 City of _____, this _____ day of)
 _____, 20____.)
)
)
)
)
)

A Commissioner etc.



March 5, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, City Clerk

Re: ROMA Elections & Geographical Size of Zone 9

Recommendation:

Whereas 'Zone 9' as defined by the Association of Municipalities of Ontario, and the Rural Ontario Municipal Association, comprises a large geographical area; and

Whereas it is difficult for one person to effectively represent all of the municipalities in Zone 9 given its size;

Now Therefore Be It Resolved That the Council of the City of Kenora hereby requests that Zone 9 be divided into two different geographical zones; one for Northwestern Ontario and one for Northeastern Ontario; and further

That a copy of this resolution be forwarded to the Association of Municipalities of Ontario and the Rural Ontario Municipal Association, with an express request that it be placed on the table for discussion at an upcoming meeting; and further

That a copy be forwarded to all the municipalities in Zone 9 for their support.

Second Recommendation:

Whereas the Rural Ontario Municipal Association undertakes the election of its Zone representatives at its annual meeting held in Toronto in January; and

Whereas almost one half of all of the municipalities in Northern Ontario's Zone 9 of the Rural Ontario Municipal Association have fewer than 1,000 population and do not have budgets that support attendance at this conference; and

Whereas the Rural Ontario Municipal Association does not allow voting by proxy; and

Whereas the Rural Ontario Municipal Association allows voting by all registered delegates at the conference, meaning some municipalities have more than one vote; and

Whereas these rules are unfair to Northern Ontario municipalities;

Now Therefore Be It Resolved That the Council of the City of Kenora requests the Rural Ontario Municipal Association to limit the number of votes per municipality to one; and further

That the City of Kenora requests that the Rural Ontario Municipal Association allow municipal Councils, by resolution, to give proxies to representatives of other municipalities attending the conference, to vote on their behalves; and further

That this resolution be forwarded to all of the municipalities in Zone 9 for their support; and further

That this resolution be forwarded to the Association of Municipalities of Ontario and the Rural Ontario Municipal Association, with an express request that it be placed on the table for discussion at an upcoming meeting.

Background:

Three members of Council from the Municipality of Neebing attended the ROMA conference in Toronto in January. Elections took place for vacancies on the ROMA Board of Directors and Mayor Kevin Holland of Conmee ran in the election. He lost in the election to Councillor Bill Vrebosch, the incumbent, by one vote. When a recount was requested, attendees were apparently told no recount could occur because all of the ballots had already been destroyed.

Only persons in attendance at the conference can vote and every Council member attending for any one municipality can cast his or her own vote.

Change is needed as these rules are unfair, particularly to the small, rural communities of Northwestern Ontario, whose voices will never be heard if these rules continue. These two resolutions need to be considered by both the Association of Municipalities of Ontario and the Rural Ontario Municipal Association.

Budget: None

Risk Analysis: There is a low risk associated with this report. While there is importance for change in the election process and geographical size of our Zone, there would be minimal risk associated with the results of any change.

Communication Plan/Notice By-law Requirements: Circulation to the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA) and all zone 9 municipalities

Strategic Plan or other Guiding Document:

2-14 The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city



THE CORPORATION OF THE

Municipality of Neebing

Rosalie Evans,
Solicitor-Clerk
Erika Kromm,
Treasurer, Deputy Clerk

4766 Highway 61
Neebing, Ontario P7L 0B5
TELEPHONE (807) 474-5331
FAX (807) 474-5332
E mail – neebing@neebing.org

Councillors
Curtis Coulson
Gordon Cuthbertson
Gary Gardner
Brian Kurikka
Mark Thibert
Brian Wright
Mayor Erwin Butikofer

February 12, 2019

The Association of Municipalities of
Ontario
200 University Avenue
Suite 800-801
Toronto, Ontario
M5H 3C6

The Rural Ontario Municipal Association
c/o Bill Vrebosch, Zone 9 Representative
665 Oak St East,
& Apartment 414
North Bay, Ontario
P1B 9E5

**Attention: Pat Vanini, Executive
Director**

**Attention: Bill Vrebosch, Zone 9
Representative**

Re: Resolutions of Neebing Council respecting ROMA

Dear Ms. Vanini and Mr. Vrebosch:

Three members of our municipal council attended the ROMA conference in Toronto last month. Congratulations on a well-run event.

As you know, elections took place there for vacancies on the ROMA Board of Directors.

Our Council understands that Mayor Kevin Holland of Conmee, who ran in the election, came in second behind Councillor Bill Vrebosch, the incumbent, and that Mayor Holland lost by one vote. When a recount was requested, attendees were apparently told no recount could occur because all of the ballots had already been destroyed.

Our Council also understands that only persons in attendance at the conference can vote, and that every council member attending for any one municipality can cast his or her own vote.

Council feels that change is needed, as these rules are unfair, particularly to the small, rural communities of Northwestern Ontario, whose voices will never be heard if these rules continue.

Accordingly, Council passed two resolutions, and respectfully requests that these be considered by the Boards of BOTH the Association of Municipalities of Ontario AND the Rural Ontario Municipal Association.

The first resolution relates to the enormity of the size of Zone 9.

WHEREAS “Zone 9” as defined by the Association of Municipalities of Ontario, and the Rural Ontario Municipal Association, comprises a large geographical area;

AND WHEREAS it is difficult for one person to effectively represent all of the municipalities in Zone 9 given its size;

THEREFORE, BE IT RESOLVED THAT The Council of The Corporation of the Municipality of Neebing requests that Zone 9 be divided into two different geographical zones; one for Northwestern Ontario and one for Northeastern Ontario;

AND THAT this resolution be forwarded to all of the municipalities in Zone 9 for their support;

AND THAT this resolution be forwarded to the Association of Municipalities of Ontario and the Rural Ontario Municipal Association, with an express request that it be placed on the table for discussion at an upcoming meeting, and a formal reply sent to the Municipality of Neebing.

Please note that Neebing has respectfully requested a formal reply after the Board considers this matter.

The second resolution relates to the election process.

WHEREAS the Rural Ontario Municipal Association undertakes the election of its Zone representatives at its annual meeting, held in Toronto, in January;

AND WHEREAS almost one half of all of the municipalities in Northern Ontario’s Zone 9 of the Rural Ontario Municipal Association have fewer than 1,000 population and do not have budgets that support attendance at this conference;

AND WHEREAS the Rural Ontario Municipal Association does not allow voting by proxy;

AND WHEREAS the Rural Ontario Municipal Association allows voting by all registered delegates at the conference, meaning some municipalities have more than one vote;

AND WHEREAS these rules are unfair to northern Ontario municipalities;

THEREFORE, BE IT RESOLVED THAT The Council of The Corporation of the Municipality of Neebing requests that the Rural Ontario Municipal Association limit the number of vote per municipality to one;

AND, FURTHER, THAT The Council of The Corporation of the Municipality of Neebing requests that the Rural Ontario Municipal Association allow municipal councils, by resolution, to give proxies to representatives of other municipalities attending the conference, to vote on their behalves;

AND, FURTHER, THAT this resolution be forwarded to all of the municipalities in Zone 9 for their support;

AND, FURTHER, THAT this resolution be forwarded to the Association of Municipalities of Ontario and the Rural Ontario Municipal Association, with an express request that it be placed on the table for discussion at an upcoming meeting, and a formal reply sent to the Municipality of Neebing.

Once again, please note that Neebing has respectfully requested a formal reply after the Board considers this matter.

Thank you for your consideration of these requests

Yours truly,



Rosalie A. Evans
Solicitor-Clerk
On behalf of Neebing Council

Resolution No. 2019-02-023 (Zone 9)
Resolution No. 2019-02-024 (Election procedures)

cc. All municipalities in Zone 9



1 March 2019

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown, CAO

**Re: Youth Reconciliation in Kenora
– Youth Council City Appointments**

Recommendation:

That Council hereby appoints Councillor Kirsi Ralko and Adam Smith, Development Services Strategist, as a Kenora representatives to the Local Youth Council of the Youth Committee of Reconciliation Kenora; and further

That Council hereby directs administration to proceed with advertising for additional community members interested in participating in the Youth Reconciliation in Kenora Phase 1 process – Setting Context.

Background:

At the February 2019 Committee of the Whole meeting, Will Landon and Jacob Boutwell provided a deputation to Kenora City Council with regards to Youth Reconciliation in Kenora. As noted in the package, there is a Reconciliation Board of Kenora that works towards the implementation of the Truth and Reconciliation Commission's Calls to Action at the local level. This includes developing partnerships between Indigenous and Non-Indigenous individuals in the Kenora area. A copy of the package subsequently provided to the City by Will Landon has been attached to this report for Council's reference, and Council Members are encouraged to read that information as background for this report.

Part of the delegation was a request for Kenora Council to participate in the appointment of a local youth council, comprised of young leaders in their 20's. This council is intended to be a "joint venture between the sovereign nations surrounding Kenora, Metis Nation and the municipality of Kenora..." The request is for Kenora Council to invite Kenora residents in this age category to participate as part of this youth council.

Councillor Kirsi Ralko has already been approached directly by this group to see if she would be interested in participating on the youth council, and has indicated her willingness to do so. From a City staff perspective, Adam Smith, Development Services Strategist, would also be a valuable addition to this group. Council support for these two appointments is being requested.

In addition, this group is seeking additional interest for City of Kenora community members to participate in this process. At this time, the group is estimating a total of 12 – 14 members on the Youth Council, with the intent that the number of Non-Indigenous members would parallel the Indigenous Members. The group's thought was to not limit the number of attendees for the first phase of the process (Setting Context), and then look to determine who the Youth Council Members would be for subsequent phases. As a result, it is further recommended that the City advertise for interested residents within the

age range and parameters as requested by the Youth Committee of Reconciliation Kenora, who are interested in participating in this process, and ultimately on this Youth Council.

Budget / Financial Implications:

None in relation to the appointments, other than the cost of advertising. Some consideration should be given, however, to whether or not there is the potential for ongoing costs related to participating and, and potentially hosting of the Youth Council meetings. The City would be able to provide facility space without issue. Further commitment has not been built into the 2019 operating budget, and if sought would need to be considered separately by Council.

Communication Plan/Notice By-law Requirements:

Confirmation of appointments to be made to the Reconciliation Bard of Kenora and their Youth Committee.

Advertising for additional community participation for the Youth Reconciliation in Kenora, Phase 1 – Setting Context.

Press release speaking to moving forward with this important partnership.

Strategic Plan or other Guiding Document:

Focusing on Our People, including building and strengthening working relations with our Indigenous Partners, together with a commitment to identify opportunities within the Truth and Reconciliation Commission recommendations that will further strengthen relationships with our Indigenous Partners are fundamental tenants of the City's strategic plan.

ERM Assessment:

This would be considered a moderate but positive risk related to governance and partnerships, and is a risk that should be pursued.

YOUTH RECONCILIATION IN KENORA

The Reconciliation Board of Kenora works towards the implementation of the Truth and Reconciliation Commission's Calls to Action at a municipal level with the development of partnerships between Indigenous and non-Indigenous people in the Kenora area as a key step. In order to meet the Calls to Action in a meaningful way in Kenora it is imperative that the future leaders of the region gather to define what reconciliation means to them, set meaningful goals, and define the actions that will help implement the TRC's Calls to Action.

In order to ensure that the dialogue is focused and substantial, The Youth Committee of Reconciliation Kenora suggests the formation of a local youth council comprised of young leaders in their 20's. This council will be a joint venture between the sovereign nations surrounding Kenora, Metis Nation, and the municipality of Kenora: these include Dalles, Wash Bay, Rat Portage, Whitedog, Shoal Lakes #40 & 39, Metis Nation of Ontario, Onigaming, Northwest Angles #47 and #33, and Grassy Narrows.

It will be the responsibility of the Kenora city councillors and mayor to invite young Kenora residents to sit on this council as the First Nation and Metis representatives will be decided by their nation. These individuals may come from the following fields: entrepreneurs, health professionals, legal, activists, police, financial, etc. these are only examples and we leave your process to your discretion.

Moving forward; primary planning will be done by Will Landon who will also handle First Nation outreach, and Jake Boutwell, with assistance from Rory Mcmillan and Kirsi Ralko. We will also be asking for help in reaching out to the Metis community through board member Martin Camire.

For more information or to ask questions, please contact:

Waabshkigaabo (Will Landon).....willlandon15@hotmail.com

Jacob Boutwell.....jboutwell6@gmail.com

YOUTH RECONCILIATION IN KENORA

Phase 1: Setting Context

The first phase will set the historical context and importance of the Calls to Action. The plan will be to hear from a residential school survivor, a participant from the first civil rights march in Canada, First Nation leadership, Metis Senators, and Elders, as well as non-Indigenous Kenora residents with experience in Indigenous issues, these individuals can be such people as Jerry Lucas, Bob Nault, Erwin Stach, Laurence Hunt, Sharon Smith, Rory Mcmillan, etc.

It is important to dedicate a day or two to this process as it will be important for people who may be hearing some of Kenora's history for the first time. We must ensure that adequate time is available for ceremony, questions, discussion, and a debrief that will help address some of the emotional triggers that can occur. It will stimulate greater participation if this session is held on a weekend.

At this time it is encouraged to invite any youth who may be interested in, or have something to offer to this endeavour. Commitment to sitting on the council can take place after the youth become more informed of what responsibilities and opportunities being on this council will entail.

Phase 2: Strategy Development

After Phase 1 we will move to the actual development of a strategy; utilizing a facilitator to develop the strategy. This would be an estimated 2 days as well.

Final Phase: Presentation and Implementation plans

We will then engage in a series of presentations to teachers, police, city officials, chiefs, and other interested parties. We will be looking to see commitment into implementing the document that we develop.



February 24, 2018

City Council Committee Report

TO: Mayor and Council

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

RE: 2018 Kenora Drinking Water System Summary Report

Recommendation:

That the Council of the City of Kenora hereby receives the 2018 Kenora Drinking Water System Summary Report, for the period January 1st, 2018 to December 31st, 2018, as prepared by Biman Paudel, Water & Wastewater Division Lead.

Background:

In accordance with the Safe Drinking Water Act, 2002 – O. Reg. 170/03 under Schedule 22 it is the responsibility of the Water & Wastewater Division to provide a Summary Report of the water system to the Municipal Council no later than March 31st of each year after 2003. The Kenora Water Treatment Plant and Distribution System recorded three (3) Non-Compliance Issues, and three (3) Best Management Practice issues under the Safe Drinking Water Act from January 1st, 2018 to December 31st, 2018 as identified in the Ministry of the Environment, Conservation and Parks 2018 Water System Inspection. The attached Report, submitted by Biman Paudel, details the duration of the issue and corrective action taken to bring the City of Kenora's drinking water system into compliance.

Non-Compliance Issues and Action(s) required:

1. Records did not confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Effective immediately, the Corporation of the City of Kenora shall ensure chloramine residuals are maintained at or above 0.25mg/L at all locations in the distribution systems at all times.

To-date: In an effort to avoid future low chloramine events in the distribution system, City of Kenora Water/Wastewater Division and Engineering Department staff have held internal discussions about this incident and have clarified roles and responsibilities for operating watermain bleeders. No further action is required at this time.

2. Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.

As a result of troubleshooting the SCADA computer issues on January 14th & 17th, 2018, an alarm has been programmed into the PLC which monitors the SCADA computer; if the SCADA computer fails, an email will be sent to the programming company and they will contact the WTP Overall Responsible Operator immediately.

To-date: No further action is required at this time; however, issues with the SCADA computer appear to be recurring and increasing in frequency. The MECP recommends that the Corporation of the City of Kenora give due consideration to replacing the SCADA computer, which if replaced, would likely reduce the frequency of computer failures and data losses.

3. All changes to the system registration information were not provided within ten (10) days of the change.

The Corporation of the City of Kenora submitted a completed "Drinking Water System Profile Information" form on September 25, 2018.

To-date: No further action is required at this time.

Best Management Practice Issues and Recommendations:

1. The owner had not implemented a program for the flushing of watermains as per industry standards.

As recommended in previous inspection reports, a formal flushing program should be implemented as per AWWA Standard G200-04 (Distribution Systems Operation and Management) or equivalent.

To-date: The Division plans to implement a flushing program in 2019.

2. The owner was not able to maintain proper pressures in the distribution system and/or pressure was not monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.

During the inspection, operators indicated that PLC programming, which may be causing the booster pumps to fault out during power losses, is currently being reviewed by a third party. The MECP recommends that the Corporation of the City of Kenora continue to investigate the issue until it has been identified and resolved.

To-date: The Division continues to investigate the cause of this fault.

3. The following issues were also noted during the inspection:
 - A. It is unknown when the screening on the clearwell air vent was last inspected.

The MECP recommends that the Corporation of the City of Kneora inspect clearwell air vent screening routinely.

To-date: The Division routinely inspects this item.

- B. Operators in the distribution system were not always completing every field in the "Record_Repair_Summary_Water" form template, which has been created by the City of Kenora to accurately categorize and document watermain repairs.

The MECP recommends that the Corporation of the City of Kenora ensure that operators are accurately and consistently completing "Record_Repair_Summary_Water" forms for every watermain repair.

To-date: The Division completes these forms for every watermain repair.

- C. On days when work is not undertaken in the distribution system, an Operator in Charge is not designated for the distribution system during normal business hours.

To help ensure the continuity of operational oversight, the MECP recommends that the Corporation of the City of Kenora designates an Operator in Charge for the distribution system at all times, including days when work is not undertaken in the distribution system.

To-date: The Division designates an Operator in Charge (OIC) during every watermain break repairwork, as well as for after hour calls and weekends in the distribution system. During regular work hours there is always a designated Overall Responsible Operator (ORO) in the distribution system.

- D. Several equipment manuals have not been formally incorporated into the Operations and Maintenance Manual at the Kenora Water Treatment Plant.

The MECP recommends that the Corporation of the City of Kenora formally incorporate all equipment manuals into the WTP Operations and Maintenance Manual.

To-date: The WTP staff are working to incorporate all equipment manuals into the WTP Operations and Maintenance Manual.

The City of Kenora has received an inspection rating of 92.94% for 2018. The rating for 2017 was 99.11%. The MECP's "Application of Risk Methodology" included within the Report states: "It is important to be aware that an inspection rating that is less than 100 percent does not mean that the drinking water from the system is unsafe. It just shows the areas where a system's operation can improve."

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 under the Safe Drinking Water Act 2002.

Communication Plan/Notice By-law Requirements:

Resolution required. Distribution: J. Hawley, B. Paudel, MECP local (Aaron Causyn)

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.

March 4, 2019



City Council Committee Report

To: Mayor and Council

Fr: Marco Vogrig, Municipal Engineer

Re: Bridge Maintenance Repairs for Cameron Bay, Keewatin Channel,
Matheson Street and Winnipeg River East Branch Bridge 2019

Recommendation:

That the tender submitted by RJ Concrete, in the amount \$824,771.38 (plus HST) for the Bridge Maintenance Repairs for the Cameron Bay Bridge, Keewatin Channel Bridge, Matheson Street Bridge and Winnipeg River East Branch Bridge be hereby accepted.

Background:

The City's Consultants for this project, Stantec Consulting Ltd, issued a tender for the maintenance repairs of the Cameron Bay Bridge, the Keewatin Channel Bridge, the Matheson Street Bridge and the Winnipeg River East Branch Bridge. The tender closed on February 21, 2019, and 4 bids were received.

Summary of the bids received is as follows (HST extra):

| | RJ Concrete | Moncrief | Vector | Fort Richmond |
|----------------------------|-------------------|---------------------|---------------------|---------------------|
| Cameron Bay | 245,445.74 | 331,415.31 | 260,146.63 | 328,205.00 |
| Keewatin Channel | 130,068.73 | 180,721.03 | 298,133.46 | 312,276.00 |
| Matheson Street | 203,905.62 | 291,946.90 | 286,442.48 | 298,400.00 |
| Winnipeg River East Branch | 245,351.30 | 300,067.56 | 364,629.58 | 277,717.50 |
| TOTAL | 824,771.38 | 1,104,150.80 | 1,209,352.15 | 1,216,058.50 |

Budget:

2019 Capital Budget

Risk Analysis:

As per the requirements of the ERM policy, there would be a moderate operational risk if the repairs were not completed. This risk will be mitigated through the proactive approach of completing the repairs in a timely manner, therefore extending the life of these bridges and avoiding further degradation. This will also offset the need for full replacement of these bridges by providing preventative maintenance.

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

Distribution: J. Hawley, M. Vogrig, T. Golding

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.



March 1, 2019

**City Council
Committee Report**

To: Mayor & Council

Fr: Marco Vogrig, Municipal Engineer

Re: Coker Bailey Bridge Replacement

Recommendation:

That the tender submitted by the Sharp Group in the amount \$970,989.80 (plus HST) for the Coker Bailey Bridge Replacement works be hereby accepted.

Background:

Tenders for the Coker Bailey Bridge Replacement closed on Thursday, February 21, 2019, with six companies submitting the following base tender pricing: (plus HST):

| | |
|-------------------------------|----------------|
| The Sharp Group | \$970,989.80 |
| RJ Concrete and Construction | \$992,850.00 |
| Moncrief Construction Ltd | \$1,085,000.00 |
| National Structures 2011 Inc. | \$1,114,793.26 |
| KEM Construction | \$1,329,568.80 |
| HPN Engineering | \$1,615,579.00 |

The Coker Bridge has reached the end of its life based on the current 20 tonne GVW load limit and its poor rating as per the last three biennial inspections and therefore is to be replaced in 2019.

WSP, the consultant, has recommended that the low bid from the Sharp Group be awarded the works for the Coker Bailey Bridge Replacement.

Budget: Capital 2019

Risk Analysis:

As per the requirements of the ERM policy, there would be a moderate operational risk if the replacement were not completed. This risk will be mitigated through the proactive approach of completing the replacement in a timely manner, therefore avoiding any potential risks of bridge failure.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, M. Vogrig, T. Golding

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

2-2 - The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.



March 5, 2019

City Council Committee Report

To: Mayor and Council

Fr: Marco Vogrig, Municipal Engineer

Re: Load Restriction for the Seventh Avenue Bridge

Recommendation:

That Council hereby repeals By-Law number 38-2017 authorizing a load restriction on the Seventh Avenue Bridge.

Background:

In 2017, City Council authorized a by-law to place a load restriction on the Seventh Avenue Bridge. This was deemed necessary due to the deteriorating condition of the bridge and in the interest of public safety. In 2018, the bridge was replaced and the weight restriction is now unnecessary, therefore the need to repeal the bylaw.

Budget: N/A

Risk Analysis: N/A

Communication Plan/Notice By-law Requirements: Bylaw

Strategic Plan or other Guiding Document: Administrative only

The Corporation of the City of Kenora

By-Law Number - 2019

A By-law to Repeal By-law 38-2017 Being a By-law to Authorize a Load Restriction for the Seventh Avenue Bridge

Whereas Council of the Corporation of the City of Kenora adopted By-law Number 38-2017 on the 21st day of March, under the authority of Section 210 of the Municipal Act; and

Whereas the bridge has now been replaced and it has been deemed unnecessary to place a load restriction on the new bridge structure

Now therefore be it resolved that the Council of the Corporation of the City of Kenora hereby enacts as follows:

1. That the Council of the Corporation of the City of Kenora hereby repeals By-Law Number 38-2017 in its entirety and any subsequent amendments thereto.
2. That this By-Law shall come in to effect upon third and final reading thereof.

By-law read a First and Second time this 19th day of March, 2019

By-law read a Third and Final time this 19th day of March, 2019

The Corporation of the City of Kenora:

_____ Mayor
Daniel Reynard

_____ Clerk
Heather Pihulak



February 25, 2019

**City Council
Committee Report**

To: Mayor & Council

Fr: Marco Vogrig, Municipal Engineer

Re: 2019 Urban Street and Highway Line Marking Tender

Recommendation:

That Council hereby accepts the tender submission by North-West Lines Ltd., in the amount \$170,000.00 (plus HST) with an hourly rate of \$150.00 (plus HST) for extra work and a rate of \$120.00 (plus HST) per unit for Bicycle Symbols for the 2019 Urban Street and Highway Line Marking works.

Background:

Tenders for the 2019 Urban Street and Highway Line Marking Tender closed on Thursday, February 21, 2019, with two companies submitting the following base tender pricing: (plus HST):

| | <u>Line Marking</u> | <u>Hr Rate</u> | <u>Bike Symbols</u> |
|-------------------------|---------------------|----------------|---------------------|
| North-West Lines | \$ 170,000.00 | \$150.00 | \$ 120.00 |
| Rite-Way Decorators Ltd | \$ 175,000.00 | \$150.00 | \$ 150.00 |

Last year's tender was awarded to RCB Manitoba in the amount of \$103,940.00 (plus HST) and \$95.00 (plus HST) per hour for extra work and \$80.00 (plus HST) per unit for Bicycle Symbols.

The tender is made up of the following components: Urban Street Line Marking (all intersections centre lines, parking stalls and other areas), School Crosswalks, Transfer Station, Bayview Parking Lot, City Hall Parking Lot, McLeod Park Parking Lot, Harbourfront Parking Lot, Keewatin Arena Lot, Operation's Centre Parking Areas and Garage, Park Street Parking Lot, Discovery Centre Parking Lot, Kenora Recreation Centre Parking Lot, Highway Line Marking and a second painting of School Crosswalks just prior to the start of school in the fall.

Budget: Operating 2019

Risk Analysis:

The City will mitigate and reduce the risk and liability to Corporation and those motorists utilizing the City's road system related to vehicle and or pedestrian accidents and conflicts, in which the line painting is intended to supplement other controlled forms of roadway regulation such as signs, medians and traffic signals.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, M. Vogrig, T. Golding

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

2-2 - The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.



February 25, 2019

**City Council
Committee Report**

To: Mayor and Council

**Fr: Jeff Hawley, Operations & Infrastructure Manager
Mukesh Pokharel, Environmental Services Division Lead**

Re: Transfer Station Building Expansion–Budget Amendment & Tender Award

Recommendation:

That Council hereby accepts the tender submitted by L.M.D. Contracting (2008) Limited, in the amount of \$336,200 (plus applicable taxes) for the construction of the Transfer Station Scale Building Expansion; and further

That Council hereby approves an additional allocation of \$55,000 to be funded through the Solid Waste Reserve to supplement the difference between the \$340,000 set aside in the 2019 Capital Budget and the bid accepted above; 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 March 19, 2019 meeting to withdraw funds from the Solid Waste Reserves in the amount of \$55,000 to offset the costs of these works; and further

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

Background:

In December 2018, Council approved the 2019 Capital Budget, which set aside \$340,000 for expansion to the existing scale building at the Transfer Station. In February 2019, a tender was issued by Nelson Architecture, on behalf of the City of Kenora, for the renovations to this building. This tender closed on February 20, 2019, with three (3) companies submitting the following tender pricing:

| | |
|----------------------------|--------------------|
| LMD Contracting Limited | \$336,200.00 + HST |
| Sierra Construction | \$378,416.00 + HST |
| Jarnel Contracting Limited | \$470,000.00 + HST |

Now that the bids have been evaluated, even with the recommended acceptance of the lowest bid submitted by LMD Contracting Limited, the total monies set aside for this scope of work is insufficient. A revised budget of \$395,000.00 to accommodate Construction, Consultant Contract Administration, a Contingency Allowance, and Applicable Taxes is now required. Therefore, it is recommended that Council approve the reallocation of \$55,000.00 from the Solid Waste Reserves, in order to move forward with this Capital Project.

This Capital Project was originally presented to Council as a necessity, and those reasons still stand. The current building is too small for the amount of staff that currently utilize it, causing health and safety concerns; there is also a need for a second washroom. These improvements will not be able to be carried out without the reallocation of Reserve funds.

Budget:

Request for \$55,000.00 to come out of the Solid Waste Reserves to supplement the existing \$340,000.00 approved budget.

Risk Analysis:

There is a moderate health and safety risk involved with not pursuing this recommendation. The reallocation of these funds, will allow health and safety standards to be met with the expansion of this building.

Communication Plan/Notice By-law Requirements:

Notice required to be placed on Committee Agenda, Minutes and subsequent Council Agenda/Minutes. Resolution and By-law required. Distribution: J. Hawley, M. Pokharel, H. Pihulak, C. Edie, M. Vogrig.

Strategic Plan or Other Guiding Document:

3-5 The City will commit to preventing occupational illness and injury in the workplace.



Date: March 12, 2019

City Council Committee Report

To: Mayor & Council

Fr: Stace Gander, Community Services Manager

Re: Kenora Recreation Centre Twinning Project

Recommendation:

That Council hereby receives the recommendation from Stace Gander, Community Services Manager regarding the detailed design phase of the Kenora Recreation Centre Ice Twinning project; and further

That Council hereby directs administration to cease the needs assessment of a twinned ice surface at the Kenora Recreation Centre for this term of Council.

Background:

In 2012, The City approved the establishment of an Event Centre Committee, a special committee of Council, to investigate the feasibility of the development of an event centre directly linked to the Kenora Recreation Centre.

In May, 2013 a public forum was held to better understand the communities views of a project of this magnitude.

Over an extended period of time, consultants were engaged to evaluate the feasibility of the location and overall design based on community consultation. Design estimates came in at \$30M. As a result, other designs were considered from both a functionality and overall cost standpoint. Studies have been conducted to help determine the viability and need relative to other communities with consideration for demographic trends and changes to ice utilization by minor hockey.

The City has to consider that access to Federal and Provincial financial support for recreation type projects has fallen out of favour resulting in more financial cost being shifted back to the municipality.

Another key factor to consider is the domino effect to existing recreational services in the areas adjacent to the Recreation Centre that would be displaced if a project was undertaken. This would drive further costs to the overall project. Total project costs are estimated to be \$18M to \$22 M.

The City is faced with the decision to invest approximately \$500,000 with the potential for the amount to swell to \$750,000 (if NOHFC support is not available) for a detailed design of the twinning project. These monies are non-refundable and will only generate utility if the full twinning project proceeds.

Budget:

There is no budget impact as no budget has been allocated for the Detailed Design Phase.

Communication Plan/Notice By-law Requirements: If adopted, City staff will begin a public notice campaign to make the community aware of the decision.



February 22, 2019

City Council Committee Report

TO: Mayor and Council

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

**RE: Extension of Lease Agreement with Tbaytel at the
W2350B site, Lake of the Woods West, McKenzie Road**

Recommendation:

That Council authorizes a five (5) year extension of lease agreement with Tbaytel for the telecommunication site W2350B site, Lake of the Woods, McKenzie Road; and further

That Council give three readings to a bylaw to authorize the extension of lease agreement for 5 years commencing February 1, 2019 and ending January 31st, 2024 with Tbaytel for the lease fees as outlined in the bylaw.

Background:

Tbaytel entered into an initial 5 year lease in February of 2009 with the City of Kenora for a telecommunication site legally described as Parcel 4245 Section DKF: location JC89, Title No: 42150-1384 LT, Kenora #23 with a possible 3 additional 5 year extension upon expiry on January 31st 2014.

This would be the 2nd of the 3 additional five (5) year extension for the identical provisions in the original lease requested.

The Lease fee during the agreement shall be as follows;

\$6,372.00 + HST annually, for the 5 year term 2019 to 2023.

Budget: The proposed fees are an increase of 10% from the previous lease amount.

Risk Analyses: As per the requirements in the City's ERM Policy, there is a low financial and Legal (Compliance) risk and senior management have been informed.

Communication Plan/Notice By-law Requirements: City Clerk, Accounts Receivables.

Strategic Plan or Other Guiding Document: N/A



March 1, 2019

City Council Committee Report

To: Mayor and Council

Fr: Lori Nelson, Museum Director

Re: Agreement re: Douglas Family Collection of Art

Recommendation:

That Council hereby approves the loan agreement between Bryce Douglas and the Lake of the Woods Museum, being a museum owned and operated by the City of Kenora, for a collection of art by Canadian artist Walter J. Phillips; and further

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

Background:

The offer of the donation of a collection of Lake of the Woods woodcuts, water colours and wood engravings by noted Canadian artist Walter J. Phillips by Bryce and Nicki Douglas to the Lake of the Woods Museum was the impetus for the Art Centre project.

The intention of the Douglas family is to formally transfer ownership of the collection to the Museum at such time as a Cultural Property designation for the collection can be determined. This designation provides tax incentives to donors of art to Class A institutions. Kenora's new Art Centre can apply for Class A designation once it has been in operation for 2 years. In the meantime, a formal agreement for the loan of the collection was drafted so that the Art Centre has the use of the artwork from its opening until the formal ownership transfer. The Agreement has been reviewed by the solicitor of the Douglas family as well as the City Solicitor Randy Seller.

Budget: There are no direct budget implications.

Risk Analysis:

There are moderate operational and financial risks to not approving this agreement. If Council should choose not to enter into this agreement, the final transfer of ownership of the collection may be jeopardized. Operationally this collection will form the foundation of the new Art Centre's collection. Financially, the donation of this collection has been a key factor in the capital campaign to raise monies for the construction of the Art Centre.

Communication Plan/Notice By-law Requirements:

Lori Nelson, Museum Director; Museum Board; Bryce Douglas.

Strategic Plan or other Guiding Document:

Lake of the Woods Museum Strategic Plan 2017-2019 – Strategic Priority: Development of the Art Centre.

City of Kenora Strategic Plan 2016-2020 -

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



February 25, 2019

City Council Committee Report

To: Mayor and Council

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

Re: Docking Fees Increase

Recommendation:

That Council gives three readings to a bylaw to authorize the increase to rental rates for our seasonal docking spaces and mooring ball rentals; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law at its March 19, 2019 meeting to give effect to the new rates outlined in the revised Schedule "D"; and further

That By-law Number 3-2019 be hereby repealed.

Background:

The City of Kenora has over 100 leased docks for private docking. The current rate that the City charges varies from \$575.00 + tax = \$649.75 (Water St. and Coney Island) which are shorter docks of approx. 16' of length to \$750.00+ tax = \$847.50 (Harbourfront Dock C and Keewatin) for a 21' dock. The last time the fees were increased was a large increase in 2016 in order to be comparable to the private sector and to generate revenue for much needed repairs and improvements.

The City of Kenora should charge comparable rates to what the private sector charges for boat docking. The docking should be in reasonably good condition to lease. Repairs have been made to the Water Street docks in 2018. Coney Island, Harbourfront "C" and Keewatin leased docks remain to be improved with plans to complete some repairs with Capital dollars in 2019. Repairs and maintenance to docks is an ongoing responsibility of the City of Kenora. Fee increases as follows are recommended for 2019.

| Location | Existing Rate | Proposed Rate |
|--------------------------------|---------------|---------------|
| Keewatin & Harbourfront Dock C | \$750.00 | \$825.00 |
| Water Street & Coney | \$575.00 | \$632.50 |
| Mooring Balls | \$20/day | \$22.00 |

Budget: As outlined above. Increased fees would provide additional revenues to the budget to offset necessary improvement costs.

Risk Analysis: As per the requirements in the City's ERM Policy, there are minor financial, Governance, legal and Operational risk to the City by not proceeding with generating additional funding for repairs and senior management have been informed.

Communication Plan/Notice By-law Requirements: City Clerk, Accounts Receivables, public notice via renewal notices

Strategic Plan or other Guiding Document:

- 1.11 The City will support Kenora's "North America's Premier Boating Destination" Brand implementation strategy.
- 2.1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in good state of repair to ensure certainty, security and long-term stability of our systems.
- 2.2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.
- 2.9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.



February 28, 2019

City Council Committee Report

To: Mayor and Council

Fr: Crystal Alcock, CEO Kenora Public Library

Re: Resolution in support of Provincial Library Funding

Recommendation:

Whereas public libraries provide safe, inclusive, and vibrant community spaces where everyone is welcome to learn, work, connect, and have fun; and,

Whereas the Kenora Public Library actively partners with the community to deliver valued services and contribute to a culture of social good by sharing knowledge and resources; and,

Whereas the Kenora Public Library continues to deliver services that support provincial initiatives such as lifelong learning and skill development, local economic development, health literacy, and provides equitable access to government websites and services; and

Whereas the Kenora Public Library continues to seek funding opportunities through grants, donor development and sponsorships to increase services, complete capital projects, and expand programming outside of their core funding; and,

Whereas the Kenora Public Library continues to manage public resources with the utmost care and are committed to the sustainability of their services; and

Whereas the Kenora Public Library requests that the City of Kenora Council urge the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20-year budget freeze to local libraries in an acknowledgement to the services they offer to all residents;

Therefore Be It Resolved That City Council supports the Kenora Public Library's request for the Government of Ontario to end the 20-year freeze on public library funding, an initiative spearheaded by the Ontario Library Association and the Federation of Ontario Public Libraries; and further

That the City of Kenora urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries, increasing each year going forward in line with the consumer price index; and further

That a copy of this resolution be sent to the Minister of Tourism, Culture, and Sport, to the Ontario Minister of Municipal Affairs, to the local MPP, to the Association of Municipalities Ontario, to the Ontario Library Association, and to the Federation of Ontario Public Libraries.

Background:

Public libraries are Ontario's furthest reaching and most cost-effective public resource. Each year Ontarians make more than 200 million visits to public libraries, and take part in more than 250,000 locally delivered programs.

Public libraries also offer a consistent return on investment. Our 2016 social return on investment study showed that the Kenora Public Library provided \$23.00 in social return to the community for every dollar invested in our services.

On average, 96% of public library funding is provided by the municipality. While most municipalities are strong supporters of their local public libraries, including Kenora, many municipalities across Ontario nevertheless face difficult fiscal realities. Public libraries are especially vital to many small, Northern and rural communities. Many of these communities are facing growing pressures from major local economic changes, aging populations and rising costs for maintaining local infrastructure. Many rural, small and Northern communities also face the unique challenge of geographic isolation, particularly with relation to access to broadband internet. For many patrons our libraries provide the main option for reliable internet access.

Provincial base funding for public libraries in Ontario has been frozen for over 20 years. The Ontario Government currently invests approximately \$33 million annually across all of Ontario's public libraries, apportioned by population. Prior to the funding freeze in 1996 provincial funding was nearly halved, leaving the current base funding level for Ontario's public libraries below 1996 levels. With no increase to the annual provincial share of public library base funding in over two decades, the net present value (NPV) of the province's investment has decreased by over 60%.

We believe that provincial funding for public libraries has fallen below what is needed to maintain a strong local public library system across Ontario. Lack of action by previous governments is threatening the long-term sustainability of many local public libraries.

Through an investment of \$17 million to the province's annual base funding — shared across hundreds of libraries, Ontario will ensure the long-term sustainability of public libraries, especially in smaller towns, rural communities and Northern Ontario. That's less than a 2.3% increase for each of the 22 years that provincial base funding has been frozen – without accounting for the impact of inflation.

This enhanced, predictable and flexible funding will allow Ontario's public libraries to continue to make immediate and long-term plans that best respond to local needs, including working with the province to provide better and faster access to government services.

Ontario's public libraries provide a wide array of locally-focused programs and services including:

- job training and skill development,
- lifelong learning,
- equitable access to broadband internet,
- supports for local entrepreneurs,
- affordable, high-quality programming for children and young-families,
- reduced social isolation for seniors,
- supports for local students, teachers, and distance education learners, and
- literacy and cognitive development initiatives.

A growing number of Ontario municipalities and library boards have passed resolutions demonstrating their support for the importance of enhanced provincial funding to help make sure that public libraries remain sustainable. <http://fopl.ca/news/collected-municipal-council-resolutions-supporting-the-ola-fopl-public-library-budget-ask/>

I would like to invite the City of Kenora to join that growing list. I am therefore requesting that Council pass this resolution in support of the Federation of Ontario Public Libraries (FOPL) and Ontario Library Association (OLA) provincial budget request to end a 22-year freeze on provincial library funding. The resolution acknowledges the value provided by Ontario's Public Libraries and asks the Province of Ontario to provide adequate and appropriate funding to ensure the stability of the province's public libraries.

Budget: N/A

Risk Analysis: There is no risk associated with this report.

Communication Plan/Notice By-law Requirements: copy of this resolution be sent to the Minister of Tourism, Culture, and Sport, to the Ontario Minister of Municipal Affairs, to the local MPP, to the Association of Municipalities Ontario, to the Ontario Library Association, and to the Federation of Ontario Public Libraries

Strategic Plan or other Guiding Document:

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

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

Ontario's Public Libraries Strengthening Local Communities

2019 Pre-Budget Submission

Public libraries are essential to **people and families** across Ontario

As Ontario's **farthest-reaching, most cost-effective public resource and community hubs**, public libraries are helping millions of Ontarians independently train, learn and reach their potential. Reaching **98% of Ontarians in hundreds of Ontario communities of all sizes**, public libraries are local, close to home, and adapt to the priorities of the people and communities they serve. Trained, frontline library staff are people-focused, responding to these unique needs by developing, providing and offering:

- **Job training** – and re-training – programs and resources
- **Small business support** and community economic development
- **Equitable, reliable access to broadband** internet in underserved areas
- **Frontline access and support for digital government services** through ServiceOntario
- **Affordable, high-quality children's programs** for young families

It's no surprise that public libraries are consistently **voted by people as one of Ontario's most trusted institutions.**¹

DID YOU KNOW?

Every year, Ontarians of all ages make **200 million visits** to their local public library.²

Ontario's public libraries provide Ontarians with access to over **250,000 local programs.**³

Making a Local Impact

For residents of **Callander**, located on Lake Nipissing, the nearest standalone ServiceOntario branch is 30km away in North Bay. Since many members of the community don't have fast or reliable internet in their homes or even regular access to a car, **they rely on their local public library to access ServiceOntario.**

Through the Ontario Government's ServiceOntario at the Libraries initiative, **Callander Public Library** staff assist and guide people who need help completing their ServiceOntario transactions, helping both the people and the province **save time and money.**

Local public libraries **need your help**

Public libraries deliver a big return on investment in communities large and small. They've become experts at maximizing the value of every dollar, with an overwhelming focus on providing frontline support and people-focused resources. Through professional development, association membership and the provincial library services (SOLS and OLS-North), local libraries follow best practices and deliver maximum value with limited funds. But many **public library budgets are stretched to the limit**, even though more people depend on their local public library than ever before.⁴ This is especially true for public libraries in many smaller towns and rural communities across the province, where the local public library is the main – or only – community hub.

DID YOU KNOW?

397 local public libraries branches across Ontario provide **frontline ServiceOntario access**, helping hundreds of thousands of Ontarians complete provincial government transactions and services closer to home.

On average, **96% of public library funding is provided by the municipality.** While most municipalities are strong supporters of their local public libraries and have paid their full share – many municipalities across Ontario nevertheless face difficult fiscal realities. **Public libraries are especially vital to many smaller towns and rural communities.** Many of these communities are facing growing pressures from major local economic changes, aging populations and rising costs for maintaining local infrastructure. Rural communities and small towns also face unique challenges of geographic isolation, particularly access to broadband. In many communities, public libraries provide the main option for **reliable broadband access** and are **the frontline ServiceOntario point-of-access for hundreds of Ontario government transactions and services.**

DID YOU KNOW?

Every dollar invested in public libraries generates significant direct economic benefits back to the community. Here are just a few examples:

- **Vaughan:** \$1 = \$5.57⁵
- **Milton:** \$1 = \$5.67⁶
- **Pickering:** \$1 = \$5.85⁷
- **Stratford:** \$1 = \$7.48⁸

Making a Local Impact

In **Thunder Bay**, people looking to start a business know that the **Thunder Bay Public Library** is the best place to start. Through a partnership with the **Thunder Bay Community Economic Development Commission** and the PARO Centre for Women's Enterprise, the library works with budding entrepreneurs to do the necessary research to successfully create a business plan, including 1-on-1 research sessions to gather market research, group workshops, staff training and networking opportunities with the local business community.

With over a decade of proven success, over 100 start-up businesses are referred to the library every year – delivering real local economic development that benefits the community, the people and their families.

Provincial funding for public libraries has fallen far below what is needed to maintain a strong, local public library system across Ontario. Lack of action by the previous government is threatening the long-term sustainability of many local public libraries, especially in smaller towns and rural Ontario.

We understand the fiscal challenge Ontario is facing. The line-by-line review of Ontario Government expenditures completed by Ernst & Young demonstrated the significant growth in above inflation transfer payments for many publicly-funded sectors in Ontario over the past 15 years. Local public libraries were not among them. Unlike most other sectors, **provincial base funding for public libraries has been frozen for the past 20 years.** The Ontario Government currently invests approximately \$33 million annually across all of Ontario's public libraries, apportioned by population. With no increase to the annual provincial share of public library base funding in over two decades, **the net present value (NPV) of the province's investment has decreased by over 60%** in the past two decades. This is despite inflation, substantial changes in technology and the increasing importance of libraries as a vital community hub and public resource in many municipalities. Libraries have become adept at stretching their resources, sharing best practices and using technology to make library resources more accessible and responsive to people's changing needs. But in a growing number of communities, they are reaching a **tipping point.**

DID YOU KNOW?

Provincial base funding for public libraries is provided through the **Public Libraries Operating Grant (PLOG)**, which **respects local decision-making.**

Under the previous government, a patchwork of occasional, one-time grants focused on funding their priorities – not those of local libraries and the communities they serve. It forced public libraries in many communities to make **"use it or lose it"** decisions **rather than smart, long-term investments** based on local priorities.

Predictable, flexible funding will give local public libraries the ability to **make long-term investments that best respond to the needs of the people** and the local communities they serve.

Our Recommendation

Recognizing the growing challenge facing public libraries, the Ontario Library Association (OLA) and Federation of Ontario Public Libraries (FOPL) recommend **an additional investment of \$17 million annually in provincial base funding** to ensure the continued viability of a modern, locally-focused and accessible public library sector in Ontario.

Shared across hundreds of Ontario libraries with an emphasis on smaller towns and rural communities, this investment will bring the value of Ontario's support up-to-date with the impact of inflation to ensure:

- the long-term stability of public libraries, especially in small, rural and Northern communities where they are vital community hubs.
- that public libraries will continue to provide critical and highly cost-effective frontline support and access to government services & transactions, learning resources and skills training for millions of people in Ontario.

Ontario Can Protect Libraries for the People that Depend on Them

The recommended investment will help make sure that all people – **no matter where they live in Ontario** – will continue to have access to public libraries and the critical resources and services they provide. It will let local public libraries continue to **make people-focused decisions that best meet the needs of their own residents and communities.**

Strong public libraries and the resources and services they deliver are essential to millions of people in Ontario – they're not a "nice to have". By protecting public libraries, especially in smaller towns and rural communities, the Ontario Government will make sure that people will be able to continue to rely on locally-focused programs and services they depend on, including:

- **Job training** and re-training programs and resources, helping workers learn and build new skills, providing access to career-building and professional development courses, proctoring accreditation exams and improve their language skills.
- **Small business supports** and community economic development, providing entrepreneurs and small business owners alike with access to start-up resources, partnerships with local Chambers of Commerce & Small Business Enterprise Centres and the ability to learn and use innovative technologies, including 3D printing and advanced programming languages.
- **Equitable, reliable access to broadband internet**, especially in many rural and Northern communities across Ontario where at-home connectivity is limited, and for hundreds of thousands of people who cannot afford broadband access at home.
- **Continuing to provide and expand frontline access to government services**, including as a primary **ServiceOntario access point** in dozens of communities.
- **Affordable, high-quality children's programs** for young families.
- Self-directed, lifelong learning and social connections, **particularly for seniors** in rural and Northern communities.

Making a Local Impact

Responding to the needs of local business leaders and entrepreneurs, the **Milton Public Library** and the **Milton Chamber of Commerce** forged a partnership to create the Chamber-Library Information Cohort (CLIC).

The program connects local business leaders with library resources, bringing them together on a monthly basis to discuss and develop skills relevant to important issues for medium-sized enterprises. It also facilitates stronger networking among the Milton business community, building the relationships that create real economic opportunities at the local level.

Ontario's Public Libraries are Working for the People



Public libraries help people train for new jobs

Michael, Bonfield, Ontario

When Michael was laid off from his job, he set out in search of a new career. Needing help to get started, he came to the Bonfield Public Library to access computer tutoring and skills training to upgrade his employment qualifications.

Through the public library, Michael was able to complete required pipeline construction safety training courses that were key for him to secure a great new career in Northern Ontario.



Public libraries help entrepreneurs unlock the potential of new technologies

Alex, Wellington County, Ontario

An enthusiastic inventor and entrepreneur, Alex was able to get hands-on experience and training with 3D printing at the Wellington County Library. Integrating his new skills with his own ingenuity, Alex designed a patent-pending medical device that easily allows anyone to turn a typical disposable water bottle into an emergency eye wash station.

With his new innovation already for sale at a growing number of retailers, Alex has ramped up to create his own medical device company, and has already developed new types of low-cost emergency medical equipment.



Public libraries respect the needs of families in small town and rural Ontario

Crystal, Perth, Ontario

Many young families in rural and small-town Ontario depend on their local public libraries to access children's programs and resources that others take for granted.

As a homeschooling mother of five, Crystal has relied upon the Perth & District Union Public Library to help her balance the demands of raising a young family with ensuring that her kids have the best start to their education, no matter where they live. This has included taking part in a wide range of library programs, including drop-in playgroups, reading enhancements, tutoring and STEM clubs.



Public libraries make a difference for seniors' quality of life

Carol, Grand Valley, Ontario

Like many seniors across Ontario, Carol has come to depend on the Grand Valley Public Library as an important part of her social and physical well-being.

Carol joined a senior's low impact exercise class at the library eight years ago. Not only has it helped Carol stay healthy and active, the group has become an important part of her social life. They've become fast friends outside of class, helping each other through joyous and difficult times alike. It's just one example of how public libraries are a lifeline for many Ontario seniors.

Municipalities Recognize the Need for More Provincial Support

A growing number of Ontario municipalities and library boards have passed resolutions demonstrating their support for the importance of enhanced provincial funding to help make sure that public libraries in their communities remain sustainable.



Ontario Library Association / Federation of Ontario Public Libraries

The **Ontario Library Association (OLA)** is the oldest continually-operating non-profit library association in Canada, with over 5,000 members comprised of library staff and supporters from public, school, academic, and special libraries.

The **Federation of Ontario Public Libraries (FOPL)** represents 246 public library systems in Ontario, including 45 First Nations public libraries, in communities throughout the Province.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

¹Pew Research Center, 2016, 2017; Varheim, 2014.

²[Ministry of Tourism, Culture and Sport. Ontario Public Library Statistics.](#) 2018.

³Stolarick, Kevin and Kimberly Silk. So Much More: The Economic Impact of the Toronto Public Library on the City of Toronto. Toronto: Martin Prosperity Institute, 2013.

⁴[Ministry of Tourism, Culture and Sport. Ontario Public Library Statistics.](#) 2018.

⁵Vaughan Public Library (2017). [The Economic Impact of Vaughan Public Libraries on the City of Vaughan.](#)

⁶Milton Public Library. (2014). [The economic impact of the Milton Public Library on the Town of Milton.](#)

⁷Pickering Public Library. (2014). [The economic impact of the Pickering Public Library on the City of Pickering.](#)

⁸Stratford Public Library. (2015). [Under the umbrella: Stratford Public Library's economic impact.](#)



February 21, 2019

City Council Committee Report

TO: Mayor and Council

FR: Joe Kurtz, Parks Technician

RE: Parks Public Washroom Contract

Recommendation:

That Council hereby accepts the tender submitted by New System Building and Property Services Ltd., in the amount of \$78,300.00 (plus HST) for the servicing of public restrooms as outlined in the tender submission be hereby accepted.

Background:

The Parks Public Washroom Contract services for various locations are provided on a contract basis which is re-tendered every three (3) years. The Parks Public Washroom service provider is responsible for all labour, materials and equipment necessary for the execution of works to the specifications as outline in the 2019-2021 Parks Public Washroom Contract, and completed at the following locations: Keewatin Beach, Norman Park, Garrow Beach and Park, Portage Bay Recreational Area, Millennium Ball Park (A&W), Co-op Ball Fields (Jaffray Melick), Kenora Central Park, Beatty Park, and Lake of the Woods Cemetery.

Tenders for the Parks Public Washroom Contract closed on February 7th 2019, with two (2) companies submitting tender pricing:

| | |
|--|------------------------|
| JKlean | \$79,500.00 (plus HST) |
| New System Building and Property Services LTD. | \$78,300.00 (plus HST) |

Budget:

The previous contract was awarded at \$21,000.00 per year and the low bid attached has an increase of \$5,100.00 per year for the next three (3) year term (19.54% increase). This increase does represent a pressure as it was not built into the 2019 operating budget. Efforts will be made to gain efficiencies in other areas to offset this pressure.

Risk Analysis:

As per the requirements in the City's ERM Policy, there is an unlikely minor external health and safety risk. The areas serviced may have a risk of substance abuse with paraphernalia left within the areas, and as such, proper disposal techniques shall be considered.

A minor unlikely Legal (Compliance) factor as the contractor may fail to uphold general specifications detailed within the Parks Public Washroom Contract. This will be monitored on a frequent basis to ensure the contractor is aware of expected specifications.

A minor unlikely Operational (Third-Party Performance) factor as the contractor may not fulfill the standards accepted by the City as detailed in the Parks Public Washroom Contract. This will be monitored on a frequent basis to ensure quality is maintained.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: C. Edie, H. Pihulak, J. Tkachyk

Strategic Plan or Other Guiding Document:

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

2-10 The City will continue to explore opportunities to develop and improve on our beaches, parks and trails.

March 1, 2019



City Council Committee Report

TO: Mayor & Council

FR: Casey Pyykka, Community Program Liaison

RE: Recreation Services Department Quarterly Report – 2018 Q4

Recommendation:

That Council accepts the 2018 Fourth Quarter Report for the Recreation Services Department.

Background:

The Recreation Services Staff will provide regular quarterly reports to Council incorporating program usage that identify trends and value to the taxpayer.

This report provides statistics developed and tracked for the facilities.

Strategic Plan or other Guiding Document:

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

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 strengthen community ties with our regional neighbours.

1 – 12 The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year – round destination.

2 -1 The City will ensure 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 -11 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city – owned facilities.

3 – 3 The City will ensure that customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen – first approach to maintaining relations with the public.

3 – 9 The City will establish protocols for staff orientation that provide the fundamental tools of customer service and organization understanding.

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

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



KENORA
RECREATION
CENTRE
welcome to wellness

Recreation Services Department Quarterly Report

October - December 2018

Welcome to Wellness

CITY OF KENORA

Edge of the Woods

KENORA





KENORA RECREATION CENTRE

welcome to wellness

Recreation Services Department

During this quarter the Kenora Recreation Centre continually implemented the strategic plan and focused on the following:

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

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 strengthen community ties with our regional neighbours.

1 – 12 The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year – round destination.

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

This report has been generated based on the activities and data collected during the period of **October – December 2018**.

Participant Visits by Activity

| ACTIVITY | October - December 2017 | YTD 2017 | October – December 2018 | YTD 2018 |
|--|-------------------------|----------------|-----------------------------|----------------|
| Lane Swim | 1477 | 5968 | 1740 | 5727 |
| Tot Swim | 951 | 3266 | 1068 | 3066 |
| WaterFit | 1059 | 3694 | 1306 | 4308 |
| GentleFit | 357 | 1319 | 546 | 1709 |
| Schools | 4044 | 16,962 | 5361 | 16,237 |
| Public Swims | 4258 | 17,671 | 5410 | 17,388 |
| Family Swims | 685 | 2146 | 1050 | 3062 |
| Rentals | 877 | 2811 | 1139 | 3437 |
| Swim Lessons | 1136 | 4346 | 1012 | 4652 |
| Adult Lessons | 20 | 71 | *combined into swim lessons | 22 |
| Lifesaving Society Programs | 35 | 450 | 389 | 1473 |
| Special Olympics | 95 | 288 | 89 | 272 |
| Kenora Swimming Sharks & Kenora Borealis | 1396 | 4094 | 1260 | 3536 |
| Other (Special Programming) | 189 | 761 | 303 | 1902 |
| Hot Tub | 3985 | 15,335 | 5210 | 15,222 |
| Pool Totals | 20,564 | 79,182 | 25,883 | 82,013 |
| Walking Track | 2832 | 9227 | 3761 | 11,858 |
| Open Ice | 1323 | 2905 | 1107 | 2523 |
| Fitness Centre | 14,188 | 61,368 | 13,391 | 58,888 |
| Group Fitness | 2297 | 7757 | 2801 | 8831 |
| Facility Total | 41,204 | 160,439 | 46,943 | 164,113 |

*The Aquatic Centre was closed September 29th – October 11th 2018 due to deck conditions

Aquatic Centre

The Kenora Recreation Centre successfully began using the new MAX Galaxy system. In this quarter customers were introduced to the online registration for our late fall swim registration.

The Aquatic Centre strives to continue to offer a variety of swim opportunities. School board swim lessons continued and the children participated in the Lifesaving Society Swim to Survive as mandated by the school boards. Lifesaving Society Bronze Star and Medallion had great enrollment. These advanced courses help participants understand water safety and also to perform low risk rescues in water related emergencies. These are skills also could lead to future employment at the Kenora Recreation Centre.

During this quarter the aquatic team welcomed two new pool attendants to the staff and an additional WaterFit Instructor.

Fitness Centre

This quarter begun with adding more Group Fitness classes and two new Instructors. Essentrics was introduced in October and saw an increase in participants. We welcomed Karine to the team as an instructor and Sharron did her apprentice hours to become fully certified essentrics instructor. Essentrics is a dynamic flowing full body workout that combines stretching and strengthening. In November, Ktown Funk beginner dance class was introduced and we welcomed Hilary Smith to our team. This class saw new participants and individuals enjoyed expressing themselves through dance.

Beaver Brae Stepping Stones group returned to utilize the facility and we hosted a Mom & Babe class for our customers.

Facility Rental Hours

| Facility Booking in Hours | October - December 2017 | YTD 2017 | October - December 2018 | YTD 2018 |
|---------------------------|-------------------------|---------------|-------------------------|---------------|
| Thistle Rink | 1157.33 | 2628.58 hours | 1250.58 hours | 2676.58 hours |
| Keewatin Memorial Arena | 845.75 | 2283.5 hours | 861 hours | 2378.75 hours |
| Recreation Facility Rooms | 99 hours | 1449.75 hours | 236.5 hours | 2474 hours |
| Dry Pad | 0 | 526.5 hours | 0 | 458 hours |

36.5 hours were used for ice maintenance and 33 hours were used for the sledge hockey program.

744.5 hours were used for internal City room bookings and partnerships with the City of Kenora

Membership and Package Sales

| Membership Type | October - December 2017 | YTD 2017 | October - December 2018 | YTD 2018 |
|-----------------|-------------------------|----------|-------------------------|----------|
| Annual | 49 | 154 | 41 | 186 |
| Post-Secondary | 25 | 204 | 32 | 169 |
| 90 Day | 170 | 659 | 191 | 726 |
| 10 Visit Passes | 112 | 539 | 124 | 522 |
| 25 Visit Passes | 347 | 1213 | 351 | 1500 |

| | | | | |
|---|----|-----|----|-----|
| Instructional Program 10 and 25 Visit Passes | 42 | 145 | 43 | 154 |
| Personal Training | 12 | 55 | 11 | 44 |

Parking Revenue

| Parking Duration | October - December 2017 | October - December 2018 |
|------------------|----------------------------|-------------------------|
| Seasonal (\$390) | 0 | 0 |
| Month (\$130) | 0 | 0 |
| Week (\$35) | 3 | 7 |
| Overnight (\$7) | 30 | 27 |

Ball Diamond Rentals

| Ball Diamond Bookings in Hours | October - December 2017 | October - December 2018 |
|---|----------------------------|-------------------------|
| Kenora Recreation Centre | 0 hours | 0 hours |
| Millennium Park (A&W) | 0 hours | 0 hours |
| Kenora Central Park | 0 hours | 0 hours |
| Portage Bay (Keewatin) | 0 hours | 0 hours |
| Co-Op Ball Diamonds (Jaffray Melick) | 0 hours | 0 hours |
| Total | 0 hours | 0 hours |

* Co-Op Ball Diamonds were closed for 2018 baseball season due to renovations.

Special Events

| | |
|-----------------------------|---|
| Kenora AA Atom Tournament | Lake of the Woods Girls Tournament |
| Kenora AA PeeWee Tournament | Lake of the Woods Minor Bantam Tournament |
| Skate Competition | Highschool Girls Hockey Tournament |

Partnered Events

| | |
|---|--|
| NWBC – Cyber Security: Cyber-attack Prevention | NWBC – Cyber Security: How to Survive a cyber - attack |
| Baby Coalition | Youth Wellness Hub |
| Triple PLAY | Safe Grad |
| Kenora Association for Community Living- Holiday Raffle | Community Foundation – Festival of the Trees |

Programs / Activities

| | |
|---|---|
| October Group Fitness Class | 28 classes New Essentrics class & new Instructor Karine 991 participants attended |
| October 1 st – Mom & Babe 8 week program | 7 participants enrolled |
| October 16 – Late Fall Swim Registration | Swim & Play: 6 enrolled Red Cross Preschool Lessons: 16 enrolled Red Cross Swim Kids: 25 enrolled Canadian Swim Patrol Teen/Adult Lessons: 1 enrolled |
| October 26 – PD Day | \$3 Family Swim \$3 Public Swim \$3 Public Skate |
| October 26 – Awesome Adventures PD Day | 8 participants |
| Halloween Promotion | 2020 passes sold – SOLD OUT |
| November Group Fitness Class | 30 classes New Ktown Funk dance class & new Instructor Hilary Smith 1117 participants attended |
| November 6 – Winter Swim Registration | Swim & Play: 10 enrolled LSS Bronze Medallion & Emergency First Aid: 5 enrolled Bronze Star: 5 enrolled |
| November 26 – PD Day | \$3 Family Swim \$3 Kids Boga \$3 Public Skate Sledge Hockey Sponsored Free Public Swim – Triple PLAY \$3 Kids Fitness Obstacle Course |
| November 26 – Awesome Adventures PD Day Camp | 14 participants attended |
| School Board Swimming Lessons | 355 school kids participated |
| December Group Fitness Class | 30 classes |

| | |
|----------------------|--|
| | 693 participants attended |
| Christmas Promotions | Social Media Contest for 25 visits Register online for 5 extra visits |
| Sponsored Events | Keewatin Skating Club Free Skate – December 9 th Triple P.L.A.Y – Public Skate October 3 rd & 10 th Public Skate December 19 th Public swim Dec 23 rd Public Skate December 28 th Public Swim December 29 th Rotary New Year’s Eve Family Day – December 31 st |

Staff Training

| | |
|---|---|
| October 5 th – Supervisor Training: Discipline Management & Responsibilities | Attended: Casey Pyykka, Aaron Eisler & Josh Nelson |
| High Five – Principles of Healthy Aging | Attended: Casey Pyykka, Jenn Spencer, Darby Spicer, Meghan O’hara, Meg Eisler, Cameron Chambers, Cassandra Moncrief Instructor: Crystal Stokes |
| October 19 th – Understanding Marketing | Attended: Josh Nelson & Casey Pyykka |
| November 6 th – 7 th Standard First Aid Training | Attended: Val Mongrain, Heidi Smith, |
| November 13 th – 16 th Annual Health and Safety Training | Attended: All union pool, desk and maintenance staff at the Kenora Recreation Centre |
| November 26 th – Annual Health and Safety Training | Attended: All pool and desk student staff |
| November 28 th – Four Directions Community Pathway Partnership | Attended: Casey Pyykka |
| December 11 th – Integrated Youth Services: Laying the Foundation Webinar | Attended: Casey Pyykka |
| December – In – house Chloramine training | Attended: Pool Staff |

Facility Updates

2 -1 The City will ensure 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 -11 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city – owned facilities.

During this quarter the maintenance team kept our facility in good condition and completed repairs such as:

- Parking meters were installed for paid parking in the spring of 2019
- Changed out retired hot water tank & ordered a spare in case of emergencies
- Completed LED project at Keewatin Memorial Arena
- Serviced sound systems at the Kenora Recreation Centre & Keewatin Memorial Arena
- Our aging dehumidifier in Keewatin Memorial Arena began to show issues
- Started to develop training for entrance into the refrigeration room required by new regulations with the Ministry of Labor
- Main boiler had a substantial electronic breakdown
- Substantial repair to wood in aging sauna
- Began training fire department to plant entry in case of emergency
- Replaced main pump to boiler system
- Finalized tie in reheating system to aquatic centre which is controlled by dectron
- Completed part one of repairs to dectron.



March 4, 2019

City Council Committee Report

To: Mayor and Council

Fr: Adam Smith, Development Services Strategist

Re: 2019 – 2022 Multi-Year Accessibility Plan

Recommendation:

That Council hereby accepts the 2019 – 2022 Multi-Year Accessibility Plan in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Background:

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to goods, services, facilities, accommodations, employment, structures and premises. Under the Integrated Accessibility Standards Regulation (IASR), the City is required to establish, implement, maintain and document a multi-year accessibility plan. The IASR establishes accessibility standards and introduces requirements for:

- Accessible Customer Service Standard
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

Since 2010, the City has successfully complied with all required milestones under this regulation. With the expiry of the previous Multi-Year Accessibility Plan, the City is required to institute another plan for the next four years. This plan outlines the City of Kenora's strategy to identify, prevent and remove accessibility barriers, and meet its requirements under the IASR.

Staff have consulted with both the previous Accessibility Advisory Committee (AAC) and current AAC to help inform the priorities identified.

Budget:

A number of actions identified have already been allocated funding as a part of the 2019 capital budget. Staff will explore grant opportunities to support further accessibility upgrades at City facilities.

Risk Analysis:

There is a major external risk attached to this recommendation as the Multi-Year Accessibility Plan is a legislated requirement. The risk of non-compliance is removed with approval of the Plan.

Communication Plan/Notice By-law Requirements:

The Plan will be uploaded to the City website and circulated to all City departments and committees including:

Accessibility Advisory Committee
Trails Committee

Strategic Plan or other Guiding Document:

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

City of Kenora's Multi-Year Accessibility Plan 2019 - 2022



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City of Kenora's Commitment to Accessibility

The City of Kenora is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Consultation

Consultation on the plan was conducted with City of Kenora staff and committees including:

- Accessibility Advisory Committee
- Senior Leadership Team
- Development Services
- Administration and Finance
- Community Services
- Operations and Infrastructure

Implementation Strategy

The City of Kenora supports the spirit and goals of the AODA to make the Province of Ontario accessible by 2025. The City is striving to become more accessible and inclusive to people with disabilities by ensuring accessibility is a reality throughout all facilities and public services. Ensuring accessibility is integrated into all City initiatives, services, boards and departments. City Council, Senior Leadership Team and Accessibility Advisory Committee are all committed to fulfilling the requirements.

Structure and Governance

The responsibility for the implementation of the AODA and the various clauses within the Integrated Accessibility Standards Regulation is a shared responsibility among departments. The Special Projects and Research Officer is responsible for ensuring compliance at the corporate level and is the focal point for legislative analysis and subject matter expertise. Departments retain the accountability for ensuring that their respective clauses are executed according to legislative requirements pertaining to the service delivery.

Senior Leadership Team

The Senior Leadership Team has supported the creation of accessible goods, services and facilities to improve inclusion to benefit all residents, visitors and employees. The Senior Leadership Team has reviewed and provided comments on the Multi-Year Accessibility Plan throughout its development.

City of Kenora Council

City Council has committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity. City Council allocates funds each year to the Accessibility Reserve for accessibility upgrades to Kenora's public spaces and approves updates to policies guiding the delivery of services and goods in an accessible manner.

Accessibility Advisory Committee

The Accessibility Advisory Committee (AAC) is a key resource and contributor to accessibility planning issues in all departments at the City of Kenora. The AAC is a legislatively mandated committee of community volunteers. Presently, the AAC is comprised of nine members as well as a Council representative, Staff Resource, and Secretary.

As the Staff Resource, the City's Special Projects and Research Officer may be called upon as required from time to time to address specific situations. This person will assist in all matters relating the administration of the activities of the Committee.

The Deputy Clerk shall act as Secretary for the Committee and duly record and administer the agenda's and minutes for the committee. An agenda will be developed through the Chair and Deputy Clerk for circulation prior to the meeting.

Legislative Background

Ontarians with Disabilities Act, 2001 (ODA)

The Ontarians with Disabilities Act (ODA), was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to goods, services, facilities, accommodations, employment, structures and premises.

Integrated Accessibility Standards Regulation (O. Reg. 191/11):

The IASR establishes accessibility standards and introduces requirements for:

- General Requirements
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

Ontario Building Code

The Ontario Building Code outlines accessibility / barrier-free design requirements in newly constructed buildings and existing buildings that are to be extensively renovated. The Ontario Ministry of Municipal Affairs outlines a New Edition of the Building Code proposed in-effect date of January 2019 with proposals to include accessibility updates.

Ontario Human Rights Code

The Ontario Human Rights Code is an individual, complaints-based legislation that addresses discrimination. The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship.

Progress on the AODA/IASR

Garrow Park Accessibility Upgrades

In 2016, the City of Kenora successfully received funding through the Government of Canada's Enabling Accessibility Fund to complete two major accessibility enhancements at Garrow Park. A walkway was paved to serve as a connecting link between the Park and Rabbit Lake trails. Further, a Mobi Mat was purchased to ensure accessible access from the beach to the lake. Another major enhancement occurred in 2018 with the construction of a new playground structure with accessible features.

Website Redevelopment

In 2017, the City of Kenora's website was redeveloped to be fully compliant with WCAG 2.0 Level AA. Using the site improvement program, content is continually monitored for accessibility issues.

Coney Island Docking Improvements

In 2018 accessibility at Coney Island was improved by building a new floating dock which allows easier access to the shore for boaters. The project also included a walkway to the existing boardwalk.

Priorities and Commitments

General Requirements

- a) Keep accessibility standards and criteria consistent in the procurement of goods and services.
- b) Continue to provide training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities
- c) All employees, volunteers, and persons participating in the development and approval of policies will be provided with training.
- d) Expand mental health training offerings for all staff including e-learning.
- e) The City will document and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided;
- f) Training will be provided whenever changes to Accessibility Policies are made.
- g) Ensure all volunteers and contractors understand AODA standards when completing activities on behalf of the City.

Information and Communications

- a) Conduct regular review of the City of Kenora website content for accessibility.
- b) Develop guidelines and best practices for creating accessible documents and work with staff who create documents for public use to create web-ready, accessible documents at source.
- c) Continue to respond to feedback with respect to accessibility at the City of Kenora through accessible feedback processes.

Employment

- a) Continue to develop and document individual accommodation plans for employees with disabilities.
- b) Continue to ensure that employees' individualized emergency protocols and individualized accommodation plans are reviewed on a regular basis.
- c) Formalize a procedure for accommodating workers with disabilities.
- d) Review emergency procedures on an annual basis to ensure that information is available in an accessible format or with appropriate communication supports, as soon as practicable, upon request

Transportation

- a) The City's various Transportation Service providers will work to ensure compliance with the accessibility legislation on behalf of the City.

Design of Public Spaces

- a) Continue to remove barriers from existing facilities and infrastructure as identified in the City of Kenora's previous accessibility plans in addition to others that are identified including washroom renovations, ramps and automatic door openers. (2019 – 2022)
- b) Norman Park playground structure replacement. (2021)
- c) Splash pad at Norman Park and surrounding spaces are fully accessible. (2019)
- d) Pedestrian ramp replacement at Keewatin Arena near front entrance. (2022)
- e) Ramp replacement behind the Kenora Library. (2020)
- f) Complete accessibility upgrades at the Kenora Sportsplex. (2020)

-
- g) Continue Lift and Level Program and Trip edge removal program to remove trip hazards and barriers to accessibility caused by heaved and sunken sidewalk slabs, which provides safer and more uniform walking surface to all citizens of Kenora.
- h) All existing sidewalks rehabilitated replaced and reconstructed to current Engineering Standards to provide a safe uniform walking surface which incorporate barrier free ramps at each intersection.
- i) Continue to install audible crossing signals at pedestrian crossings at signalized intersections. When signals are scheduled to be updated or replaced.
- j) Accessibility Advisory Committee will continue to review design plans for new City-owned buildings and major renovations, and comment on site plan controls.
- k) The City's Facilities and Parks Division will be responsible for maintaining the accessible elements of public spaces and will apply best practices in preventative maintenance. This will include periodic evaluations, such as:
- Annual inspections;
 - Inspections after storms or events that may affect accessible elements;
 - Seasonal-based maintenance; and
 - Inspections in response to reports of vandalism or complaints.
 - The City will also apply best practices in the emergency maintenance and repair of the accessible elements of public spaces. These practices focus on an active response upon notification and repair as soon as practicable.
 - Regarding procedures for dealing with temporary disruptions to public spaces' accessible elements, the City will continue to provide public notification of temporary disruptions. Public notification may include signage, notification on the City's website or social media platforms, or media releases, as determined by the City based on the nature or extent of the disruption.

Review and Monitoring

The Multi-Year Accessibility Plan will be reviewed and updated at least once every four years. An annual status report will be completed to document the progress and measures taken to implement City of Kenora strategy and meet the requirements of the Integrated Accessibility Standards Regulation. The City of Kenora will prepare accessibility reports for submission to the Ontario Government every 2 years. The report will be prepared in consultation with the municipal Accessibility Advisory Committee.

Availability of the Plan

The Multi-Year Accessibility Plan can be accessed through the City of Kenora's website. <http://kenora.ca/living/accessibility-inclusion/>

Feedback

We will also monitor and evaluate and feedback we have received throughout the year related to accessibility. This information may be integrated into our accessibility reports. Any comments on our accomplishments and plans are welcome and will be considered in our ongoing accessibility planning.

We welcome inquiries and feedback about accessibility and the City of Kenora's efforts at meeting the Integrated Accessibility Standards Regulation.

Visit/Mail: 1 Main Street South Kenora, Ontario P9N 3X2 Tel: 807-467-2000

Fax: 807-467-2009

Email: service@kenora.ca

Alternate formats of this document are available free upon request.

March 4, 2019

City Council Committee Report

To: Mayor and Council

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

**Re: Community Economic Development Initiative – Joint Application with
Wabaseemoong Independent Nation**

Recommendation:

That Council hereby directs staff to apply under the Community Economic Development Initiative with Wabaseemoong Independent Nation to foster a partnership and pursue an economic development initiative.

Background:

Cando (the Council for the Advancement of Native Development Officers) and the Federation of Canadian Municipalities (FCM) are accepting applications for one partnership through the First Nations-Municipal Community Economic Development Initiative (CEDI). CEDI supports First Nations and adjacent municipalities in the development and implementation of joint community economic development or land use initiatives while building a resilient, sustainable partnership.

Previous and current First Nation-Municipal partnerships across Canada have collaborated on many successful joint community economic development initiatives. These include the development of a Regional Growth Plan, the development and implementation of a joint tourism strategy, the creation of joint land use plans, the hiring of joint economic development and tourism staff, successful joint investor attraction initiatives, and the development of an industrial park that provides benefits to both the municipality and the First Nation.

City staff and Wabaseemoong Independent Nation have discussed a potential application under the program as well as seeking participation from additional First Nation communities. If successful, CEDI staff would facilitate joint workshops and assist with the creation of a working group to implement a Friendship Agreement. In doing so, the communities would be eligible to receive three grants to support the joint community economic development initiative including:

Peer Mentoring Grant – \$3,600 that can be used for travel and accommodations for a peer mentor.

Study Tour / Learning Grant – \$7,200 that can be used for learning activities locally or further afield.

Capacity Building Grant – \$35,000 that can be used to support the implementation of the joint community economic development initiative.

Budget: There are no budgetary considerations with this report as participation under the CEDI program is free.

Risk Analysis:

As per the City's ERM Policy, staff have identified a high risk to governance. However, the risk is deemed to be a positive one that should be pursued as the program will work to strengthen the City's relationship with surrounding First Nation communities fostering mutually beneficial outcomes.

Communication Plan/Notice By-law Requirements:

If successful, the City and Wabaseemoong Independent Nation will seek out additional First Nation communities to be involved in the program.

Strategic Plan or other Guiding Document:

1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district

3-7 The City will continue to build and strengthen our working relations with our Indigenous Partners, including Treaty 3 and the surrounding First Nations communities. Kenora is committed to ongoing outreach and building relationships, including joint meetings to identify issues of common concern and to discuss pathways for closer collaboration.

March 6, 2019

Staff Report

To: Mayor & Council

Fr: Devon McCloskey, City Planner

Re: Repeal of By-law 140-2018

Recommendation:

That Council hereby repeals By-law No. 140-2018, a By-law passed on October 31, 2018 to change the zoning of City property located in the area of Pine Portage Road and described as Lots 25 through 37, and a portion of laneway on Plan M63 from Highway Commercial to Institutional to allow for the development of those uses permitted within the Institutional Zone.

1. Background

On October 31, 2018, Kenora City Council passed By-law #140-2018 for the purpose of changing the zoning of property from Highway Commercial (HC) to Institutional (I), to allow for development of those uses permitted within the Institutional Zone, being public and privately owned facilities of an institutional or community service nature in accordance with Section 4.14 of the Zoning By-law; for lands located in the area of Pine Portage Road, and described as Lots 25 through 37, and a portion of a laneway on Plan M63; which combined, amounts to approximately 0.8 hectares of property. Refer to the location sketch below



2. Background

Since the passing of Zoning By-law No. 140-2018, and the receipt of an appeal to the Local Planning Appeal Tribunal (LPAT), the City has continued to work with the Kenora District Services Board (KDSB), to defend the By-law.

The Planning Department has diligently produced responding materials and documents for the tribunal, and was prepared to appear at a Case Management Conference on April 8th, 2019, accompanied by the City's solicitor.

The KDSB has also been assiduous in corresponding with Ministries and its funders to extend timelines; however, has announced to the City's Development Services Department that without a withdrawal of the appeal by the appellant, it will not be able to satisfy its funding requirements to the Ministry, seeing that their deadline is March 20th, for a 'shovel ready' project. Regardless of the outcome, the KDSB cannot wait for the LPAT's hearing or for it to render a decision.

The KDSB and the City of Kenora Development Services Department are extremely disappointed with this outcome, the following paragraphs are cited from a letter of support written to the LPAT by the KDSB, and demonstrated the need for the proposed facility:

"The wrap-around services that will be provided at this location will reduce the overcrowding of other support services, allowing all programs to accommodate and support individuals as it is needed and appropriately respond to this need. The programs aim to reduce recidivism, breaches and new charges, by affording the individual the opportunity to rehabilitate themselves and engage in services to promote healing. There will be a tangible social and financial benefit to the City of Kenora as a result of the construction and operation of this facility."

"The City of Kenora has a high rate of homelessness, as outlined in the 2018 homelessness enumeration; the period prevalence count revealed that in the community of 15,096 there are 192 absolute homeless and 89 at risk of becoming homeless."

"Of the 393 surveyed citizens in the entire Kenora District, not just the City of Kenora, 36% of the indigenous peoples indicated that the reason for homelessness was due to incarceration. As the City of Kenora is home to the District's only jail, this has a profound effect on the City's social and economic challenges. 65% of the District's homeless population suffers from addiction or substance abuse issues, which is also a predominant factor for indigenous peoples being incarcerated and breaching bail conditions, for this reason, Mental Health and Addiction onsite services are now being offered under the new Bail Aftercare programming."

"Without the construction of a new facility and the re-establishment of this vital program, the combination of overcrowding at the Kenora jail and pressure on the emergency shelter system will result in the homelessness crisis being further compounded. The provision of an approved, supervised Bail Aftercare facility in the City of Kenora is essential to ensuring that the human rights of the indigenous peoples being placed in Kenora as part of the justice system are met. The reversal of the

unanimously Mayor and Council supported zoning amendment to this property will undue a significant step towards reconciliation and create a substantial financial hardship to the local Municipalities from the resulting policing, ambulance, corrections and health care costs that will be faced without the facilities presence."

Budget: No impact of repealing the By-law. Repeal of the bylaw will eliminate any potential costs related to defending an appeal.

Risk Analysis: There is a high risk that if the By-law is not repealed, the appeal will continue to progress with the LPAT's process, whereas the effort to defend it would be for not.

Communication Plan/Notice By-law Requirements: Public Notice of meetings held by the Committee of a Whole and Council provided as per the Notice By-law. Copy of By-law to the Planning Division. The LPAT would be advised of the repeal.

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



March 4, 2019

City Council Committee Report

To: Mayor and Council

**Fr: Adam Smith, Development Services Strategist
Stace Gander, Manager of Community Services
Marco Vogrig, Municipal Engineer**

Re: KDSB 20 - 30 Unit Supportive Housing Project Request

Recommendation:

That Council of the City of Kenora hereby supports the KDSB's request for funding in the form of a gravel driveway and water main extension to the property line of the proposed project location within the municipality; and further

That Council of the City of Kenora hereby supports the realignment of the Evergreen Community Centre Ice Rink to allow for a full road allowance for access to property to the west of Brinkman Rd and South of 9th Street North; and further

That conditional upon approval of Zoning By-law Amendment File D14-19-03 and the commitment by the KDSB to move forward with this construction, Council hereby approves an allocation of \$475,000 to be funded through the City's Contingency Reserves for the development of a gravel driveway, water main extension and rink relocation; and further

That in accordance with Notice By-Law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Five Year Capital Plan at its March 19, 2019 Regular Meeting of Council for an allocation of \$475,000 funded through Contingency Reserves for this development; and further

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

Background:

To help alleviate the issue of homelessness within the community, the City of Kenora has been approached by the KDSB to provide capital support for a 20 - 30 unit supportive housing facility. Based on staff feedback, the KDSB has offered information that emphasizes the need for such a facility.

In order to make the 20 – 30 unit supportive housing build financially viable, the KDSB had initially requested capital support for the extension of the water main off of Brinkman Rd. However, the scope of the proposal evolved given a number of key considerations including the net-benefit of supportive housing, development potential on the 25 acre property and operational requirements of the Evergreen Community Club. While the KDSB has provided a business case emphasizing the return on investment for the City (anticipated property tax revenues generated on this facility of \$50,000 - \$70,000, based on an estimated assessed value of \$3.5 million), the recommendation is also informed by Council's focus upon facilitating affordable housing development in the community. This priority has also been echoed by the public through the 2018 Election Survey in which

almost 70% of respondents in the community indicated that affordable housing is the top area within the City of Kenora's Strategic Plan that the incoming Council should focus upon. In conjunction with the KDSB's proposed supportive housing facility off of 9th Street North, the City has been receiving significant interest regarding the development potential on the rest of the 25 acre lot. Although this will only be well-understood through a detailed site analysis, there may be an opportunity for additional housing in the future. Extending a gravel driveway from Brinkman Rd. to the parking lot illustrated within the proponent's site plan will allow an alternative entranceway in the present as well as position the City to enable access to additional lands in the future. Further, this driveway may eventually eliminate the need for access off of 9th Street North for which traffic is a concern entering the site.

To capitalize on this potential and reduce costs borne the municipality if and when this potential is realized, staff proposed that a driveway be completed alongside the relocation of the Evergreen Community Club rink. Doing so would allow this driveway to be upgraded to a paved municipal roadway. With the rink boards being in poor condition and expected to be replaced in 2019, the Evergreen Community Club expressed their support for the construction of a new rink to accommodate this request.

Budget:

Budget support of \$475,000 is recommended to be allocated and funded through the City of Kenora's Contingency Reserve. Cost estimates are broken down as follows:

| | |
|-------------|-----------|
| Gravel Road | \$156,500 |
| Water main | \$218,500 |
| New Rink | \$100,000 |

Risk Analysis:

There is a critical financial risk, with the allocation and funding of the servicing, roadwork extension and new rink costing the City approximately \$475,000. The rink realignment in particular has inherent risk, as it is being moved based on the assumption that there could be future development warranting a paved municipal roadway that is otherwise impossible with the rink in its current location. The total cost will be mitigated by anticipated revenue from property taxation in the amount of \$50,000 - \$70,000 annually from the supportive housing facility. The City is also expected to realize cost-savings from decreases in EMS calls and most notably policing calls. The supportive housing facility in Sioux Lookout for which this facility is based upon, has led their OPP detachment to anticipate annual cost savings of \$200,000 - \$300,000.

There is a major external risk related to provincial funding requirements. If the project cannot receive the necessary capital support and zoning changes prior to May 2019, provincial funding could be lost putting the project in jeopardy. This recommendation reduces the likelihood of this occurring.

Communication Plan/Notice By-law Requirements:

Notice in accordance with the City's notice by-law.

- Development Services, City of Kenora
- Community Services, City of Kenora
- City Clerk, City of Kenora
- Chief Administrative Officer, City of Kenora
- Kenora District Services Board
- Evergreen Community Club

Strategic Plan or other Guiding Document:

Strategic Plan:

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.