



City of Kenora

Committee of the Whole Agenda

Tuesday, May 14, 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 May 21, 2019 meeting:-

- Council will set the tax ratios and tax rates for 2019
- Council will adopt the 2019 Business Improvement Board Levy
- Amend the 2019 Capital Budget to withdraw funds from the cemetery reserves in the amount of \$18,850 for the completion of the chain link fence extension project
- Amend the 2019 parks reserve budget in the amount of \$5,246.54 for playground development in the old Keewatin ballpark
- Amend the 2019 Capital Budget to withdraw funds from the contingency reserves in the amount of \$57,546.50 plus applicable taxes for the completion of the Keewatin Arena Fire Alarm System Replacement project
- Amend the 2019 Capital Budget to withdraw funds from contingency reserves in the amount of \$21,000 for the repairs at the Kenora Recreation Centre water supply line
- Amend the 2019 Capital Budget to withdraw funds from sewer and water reserves in the amount of \$127,657 for the roof replacement at the Water Treatment Plant
- Amend the 2019 Capital Budget to withdraw funds from the Land Planning Reserve in the amount of \$20,000 for the Growth Management and Vacant Land Supply Analysis
- Amend the 2019 Capital Budget for an allocation of \$475,000 funded through Contingency Reserves for a development of a gravel driveway, water main extension and rink relocation in the Evergreen area
- Council declares the following City owned lands as surplus to the requirements of the Municipality, and that the southern portion of Fourth Avenue, being 21 metres in width and approximately 0.099 hectares in area, be closed; Being described as Part of "Mining Street" on Plan 3, also known as Fourth Avenue North, between Third Street North and Fifth Street North, described as PIN 42170-0145; in the City of Kenora

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 April 9, 2019 and the Special Committee of the Whole meetings held April 8 and 9, 2019 be confirmed as written and filed.

D. Deputations/Presentations

- Synergy North Presentation
- Mark Belanger – Water Billing Changes-Affordable Housing
 - Don Kinger – Group Home 4th St N
- Dawn Rankin/Janet White – Proposed Group Home 4th St N

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. Q1 Investment Report
- 1.2. March 2019 Financial Statements
- 1.3. Ontario Regulation 284/09: 2019 Budget Matters
- 1.4. Contracts & Expenditures Approved January – March 2019
- 1.5. 2019 Tax Ratios and Rates
- 1.6. 2019 BIZ Levy Request
- 1.7. 2019 Canada Day Community Foundation Sponsorship
- 1.8. Nordic Biathlon Club Application to the Community Foundation
- 1.9. Kenora Rowing Club Application to the Community Foundation
- 1.10. Kenora Urban Trails Community Foundation Sponsorship
- 1.11. Provincial Legal Aid Funding Cuts
- 1.12. Boards & Committees Appointment Policy #CC 14-1
- 1.13. Urban Recreation Trails Committee TOR

2. Fire & Emergency Services

Item Subject

No Reports

3. Operations & Infrastructure

Item Subject

- 3.1 Sultana Pumping Station Electrical Upgrades

4. Community Services

Item Subject

- 4.1 Budget Amendment – Cemetery Fence Extension Project

- 4.2 Budget Amendment – The Friends of Old Keewatin Ballpark
- 4.3 Budget Amendment – Keewatin Arena Fire Alarm
- 4.4 Budget Amendment – Water Supply Line – Recreation Centre
- 4.5 Budget Amendment – Water Treatment Plant Roof
- 4.6 MOU for Floating Water Park at Norman Park
- 4.7 Extension of Lease Agreement South end of the Main Street Wharf
- 4.8 Lease Agreement for 1008 Ottawa Street
- 4.9 Moratorium on Hockey Tournaments
- 4.10 OTF Capital Investment Stream Application – Kenora SportsPlex

5. Development Services

Item Subject

- 5.1 Budget Amendment - Growth Management and Vacant Land Supply Analysis
- 5.2 10-Year Review of the Endangered Species Act
- 5.3 KDSB 20-30 Unit Supportive Housing Project Request
- 5.4 Closure of Roads and Declaration of Surplus Land Toward Sale of Land – Property Located at Fourth Ave North and Fourth Street North (Revised Report)
- 5.5 Application to NOHFC Growth Management and Vacant Land Supply Analysis
- 5.6 NWBC Internship Position

Other:

Proclamations:

- ✓ Lyme Disease Awareness Month – May 2019
- ✓ National Public Works Week – May 19-25, 2019

Next Meeting

- Tuesday, June 4, 2019

12:00 p.m. – Public Proceedings

D09-19-01 – City Initiated Official Plan Amendment
D14-19-04 – City Initiated Zoning Bylaw Amendment

Motion - Adjourn to Closed Meeting:

That this meeting now be adjourned to a closed session at _____ a.m.; and further

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

- i) **Educating & Training Members of Council (1 item -All Nations Health Partners)**

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- ii) **Personal Matter About an Identifiable Individual** (1 item – LOWDC Appointment)

Adjournment.

May 2, 2019

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

RE: Q1 Investment Report including Kenora Citizens' Prosperity Trust Fund

Recommendation:

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

Background Information:

Kenora Citizen's Prosperity Trust Fund (KCPTF):

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

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

The first KCPTF portfolio is with the ONE Public Sector Group of Funds and accounts for over 30% of the Trust Fund. The market value of this investment at March 31, 2019 is \$13,786,131 (December 2018 \$12,718,273). This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date actual return on these ONE fund investments for 2019 is 39.84% (September 2018 2.15%). This rate reflects the total return including market impact. The return on book value for year to date 2019 is 20.94% (December 2018 .88%). Currently the universal bond fund is generating 12.38%, the bond fund is generating 6.64% and the equity fund is generating 55.22% on a cumulative basis (including market impact and the recognition of the gain realized on transfer). In March \$900,000 was transferred to the high interest savings account (HISA) from the equity fund resulting in the recognition of a gain of \$201,718.67. The purpose of the transfer was to offset 2018 losses in the trust fund. The HISA earns a rate of 2.41%.

The second and largest KCPTF portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information. The March 31, 2019 report is attached. The market value of these

investments is \$21,206,784. Early in January \$4,906,694 was transferred to the City's HISA account as a result of debt issuance and the annual allocation from the trust fund to the City. Securities held in this portfolio are largely bank and federal and provincial government issues. The year to date return on these funds is 1.88%. The rate of return since inception is 2.61%. These returns also take the market impact into account.

In addition, the KCPTF holds \$8,169,071 (at December 31, 2017) in debt from the City of Kenora. The rate of return on this debt is 3%. New debt has been issued for LED projects and the aerial truck in 2018.

Other Investments:

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments are entirely held in the ONE Public Sector Group of Funds and the market value at March 31, 2019 is \$21,538,876. As mentioned above, \$4,906,694 was transfer from the Prosperity Trust Fund to the City funds. This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date return for this portfolio is 21.75%. The year to date return on book value is 1.67%.

The returns on investment for the equity funds are high when compared to recent history. In January 2019 the market bounced back from a deep low in December 2018. I have attached the equity fund monthly spreadsheets from 2018 and 2019 to illustrate the market impact for the last 2 years.

Budget:

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

Risk analysis:

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

Communication Plan/Notice By-law Requirements:

For information only

Strategic Plan or other Guiding Document:

Report is required per policy CS 4-2.



May 4, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: March 2019 Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the March 2019 summary expense and user fee statements for the City of Kenora and the Council department. Also, Expenses & User fees for Water & Sewer and Solid Waste have been separated. At the end of March, the year is 1 quarter complete, so not including any seasonal or timing differences, there should be 75% of the budget remaining.

Overall:

- Expenses at the end of March 2019 were close to budget with 78.43% remaining to be spent. Water & Sewer 80.74% left in the budget and Solid Waste 82.89% left in the budget.
- User fee revenues to the end of March 2019 are close to budget with 76.20% left to collect. Water & Sewer 73.10% left to collect and Solid Waste by the end of March had 83.81% left to collect.

Expenditures:

- **General Government** - The General Government expenses to date are slightly under budget with 78.34% of the expense budget unspent.
 - **Human Resources** – Slightly under budget as expenses such as legal and training, have not yet been completed for the year.
 - **Finance and Administration** – Slightly under budget as no software expenses have been received and entered at the end of March 2019. Office expenses, bad debts, and interest & bank charges are also currently under budget.
- **Protection** – The Protection Department expenses to date are close to budget with 76.07% remaining in the budget.
 - **Facilities and Property Management** – Wages slightly under budget. This is expected to increase with various work being completed on facilities by the electricians and facilities maintenance operator.
 - **Health & Safety Committee** – Training is currently under budget, more training to be completed throughout the year.

- **Transportation** – The Transportation Department expenses to date are right on budget with 75.85% remaining in the budget.
 - **Paved/Surface Treated/Loostop Roads** – Under budget as expected. All roads maintenance departments complete the majority of their work throughout the summer months. It is expected that there would be very little spent by the end of March.
 - **Winter Control Maintenance** – Winter control maintenance is significantly over budget with only 20.17% remaining to be spent for the year. As this is a seasonal department, it is expected that this department would be over budget at the end of March. The majority of the winter maintenance work is completed between January and March. However looking at the prior year we can see that at the end of March in 2018, winter control had 37.27% remaining in the budget. After discussing this with the roads division lead it was noted that February was a busier month than anticipated and more winter control expenses were utilized than usual. The roads division lead noted this was consistent across the region.
- **Environmental** – The Environmental Department expenditures are below budget with 79% remaining to be spent. 80.74% left in the budget in Water & Sewer and 82.89% remaining in Solid Waste.
 - **4 R Initiatives** – No expenses to date as this is program that takes place later in the year.

Water & Sewer

- **Sanitary System** – Contracted services, and materials and supplies are under budget at the end of March. These expenses are expected to increase as work is required on the sewer mains.
- **General Sewer Lift Stations** – Contracted services, and materials and supplies are under budget at the end of March. These expenses are expected to increase as work is required on the Lift stations.

Solid Waste

- **Garbage Collection** – No materials & supplies purchases to date.
- **Hazardous Waste Days** – Expenses under budget as expected as hazardous waste days do not begin until the summer.
- **Transfer Facility** – Contracted services and P/T wages currently under budget. P/T wages includes summer students.
- **Kenora Area Landfill** – Contracted services and material & supplies currently under budget at the end of March. This is expected to increase moving into the summer months.

- **Health Services** – Health expenditures are right on budget.
- **Social and Family Services** – Social and Family Expenditures are currently below budget as the first installment for Pinecrest Home for Aged was made April 1, 2019.
- **Community Services** – Overall Community Services expenses are below budget with 80.34% remaining to be spent.
 - **711 through to 717** – As expected Parks budgets are under budget at the end of March. These expenses are expected to increase throughout the summer months.

- **Teams and Clubs** – Grants were paid out to 2 of the 3 community clubs in April 2019.
- **Planning & Development** – Planning & Development expenses are under budget with 81.33% left in the budget.
 - **Planning Operations** – Wages under budget as the new Development Services Strategist was still being coded to Administrators Office. A journal entry is being made to move wages from Administrators Office wages to Planning Operations. Note that since the position was not filled until mid February, wages will be under budget for the year as a full years wages were budgeted for.
 - **Starter Company** – Only 25.02% remaining in Starter Company as this program is completed at March 31, 2019. Please note however that some invoices are still outstanding and have not been recorded for this period yet.
 - **Economic Development** – Wages budget includes an Economic Development Intern that has not yet been hired.
 - **Tourism** – Tourism and Tourism facilities are currently under budget. Most of these expenses occur during the summer months and include summer student wages.

User Fees:

- Overall, user fees are close to budget projections with 76.20% of the budget still to be collected. 73.10% of Water & Sewer User fees are also still to be collected and Solid Waste has 83.81% left to collect.
- **General Government**
General Government is below budget with 79.70% left to be collected.
 - **City Clerk** – Currently under budget however as we move into wedding season, there will be a rise in marriage licenses.
 - **Finance and Administration** – Very little merchandise sales to date, comparable with prior year at this time.
- **Protection to Persons and Property**
Protection to Persons and Property is below budget with 83.23% still left in the budget.
 - **Provincial Offences** revenue is dependent on the fines assessed in this area. The first quarter has not yet been recorded. Also note that the anticipated revenue over all this year is less than prior year.
 - **Building Inspection** – Building permit user fee below budget at the end of March, however actuals are better than prior year at this time. This is dependent on builds in the year and can vary from year to year.
- **Transportation Services**
Transportation user fees are below budget with 79.55% left in the budget.
 - **Conventional transit** – comparable to last year's actuals and is currently right on budget.
 - **Metered Parking** – below budget, however we anticipate this will pick up moving into the summer months. Also parking compliancy is expected to increase with the new partnership with HotSpot Parking.

- **Environmental Services**

Environmental services user fees are below budget with 79.38% remaining to be collected. 73.10% of Water & Sewer User fees are also still to be collected and Solid Waste has 83.81% remaining to be collected.

- **Recycling Facility** – Currently below budget, dependent on recycled materials. Revenues received from Ontario Electronic Stewardship. Comparable to prior year revenues at the end of March.

Water & Sewer

- **Water and Sewer** user fees are close to budget with 74.26% and 71.90% not yet collected respectively. Note that with the merger of Hydro One and Thunder Bay Hydro, the billing process is still being sorted out and there are some adjustments to be made regarding the flow of cash received by Synergy on behalf of the City of Kenora and vice versa. Currently there are adjustments pending to February revenues that would increase Waterworks revenues by approximately 88k.

Solid Waste

- **Kenora Area Landfill** - user fees currently below budget and below prior year actuals as last year at this time hog fuel was still being received.

- **Community Services**

Community Services user fees are ahead of budget with 71.16% remaining to be collected

- **Parks, Ballfields, External facilities** – All currently under budget as these departments are all rented out during the summer months.
- **Thistle Arena, and Pool** – Currently over budget, we will expect this to even out over the summer months when these facilities are closed.

- **Planning and Development**

Planning and Development user fees are below budget with 87.61% remaining to be collected.

- **Tourism, Tourism Facilities, Events** – No revenue recorded to date, revenue for these departments occurs over the summer months.

Please let me know if you have any questions, or would like to see any of the department statements in further detail.

Strategic Plan or other Guiding Document:

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

ERM Assessment: Monitoring financial statements on a monthly basis mitigates some of the uncertainty related to projected costs vs actual expenditures.



April 27, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: Ontario Regulation 284/09: 2019 Budget Matters

Recommendation:

That Council hereby adopts the report by Deputy Treasurer, Jon Ranger, related to 2019 budget matters as required under the Municipal Act, 2001, Ontario Regulation 284/09.

Background:

On June 5, 2009, the Province approved legislation which changed the financial reporting and budget requirements of municipalities. As a result of the new requirements, municipalities are required to prepare annual Financial Statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA Canada). These accounting principles include accounting for employment liabilities, landfill costs and tangible capital assets.

The new PSAB accounting standards adopted for municipalities do not require that budgets be prepared on the same basis. Municipalities are, however, required to prepare a report, passed by resolution that shows how the surplus and deficit of the budget would be reflected in the financial statements. This report summarizes the differences between the financial statement reporting and the budget.

Budget:

The result of changes to accounting standards is that the City's surplus for budgeting purposes differs from the surplus on the City's financial statements. The estimated effect on the 2019 budgeted ending surplus is as follows:

Acquisition of tangible capital assets	\$21,478,697
Amortization expense of tangible capital assets	<u>(\$7,055,289)</u>
	<u>\$14,423,408</u>

The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. This difference is one of financial statement presentation only.

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

Strategic Plan or Other Guiding Document: Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.

ERM Assessment:

An insignificant financial impact risk and rare likelihood generates a low risk for the City and Council related to this Ontario Regulation.



May 6, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: Contracts & Expenditures Approved January – March 2019

Recommendation:

That Council hereby accepts the 2019 January – March 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.



April 19, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2019 Tax Ratios and Rates

Recommendation:

That Council hereby adopts Revenue Neutral Tax Ratios for 2019 to mitigate reassessment impacts between property classes; and further

That three readings be given to a by-law to set tax ratios and to set tax rate reductions for prescribed property classes and subclasses for municipal purposes for the year 2019; and further

That three readings be given to a by-law to adopt the estimates for all sums required for the year, to establish rates to be levied for same and to provide for penalty and interest in default of payment thereof for 2019; and further

That in accordance with Notices By-law #144-2007, public notice is hereby given of Council's intention to set tax ratios and tax rates for 2019 at its May 21, 2019 meeting.

Background:

Revenue Neutral Tax Ratios

In any given year, the City has a number of tax policy decisions available. Revenue Neutral tax ratios allow the City of Kenora to retain the same distribution of taxes between property classes that existed in the prior year. The year 2019 marks the third year of the mandated reassessment of current value assessment based on the Jan. 1, 2016 property values. The four-year phase in program will continue until 2020. Typically, when a reassessment or phase in of reassessment occurs, it may (and generally does) cause shifting in the tax burden between property classes. In order to address this issue, the Province has introduced legislation that enables municipalities to restate their tax ratios to maintain the same tax burden by property class. The restatement results in what the Province refers to as "revenue neutral tax ratios". This year's reassessment is no exception; the trend in Kenora has been a shifting in tax burden to the residential class.

Council has selected to make use of this tax tool in 2019. This has caused the commercial and industrial broad classes to exceed the Provincial range of fairness and therefore this class became subject to levy restrictions and 50% of the change in tax rate was adopted for these classes.

50% Flow-Through for Levy Restricted Classes

Another option the City has available is to pass on 50% of any tax increase to the levy restricted classes.

In 2019, both the commercial and industrial classes are subject to levy restrictions due to the implementation of revenue neutral tax ratios. It is recommended that 50% of the tax increase be passed on to these classes.

Changes to Vacant Unit Rebate Program and Vacant Excess Land Subclasses

In 2019 the Vacant Unit Rebates for any partial vacancies or building portions have been eliminated. Also in 2019, the tax reductions for vacant land, units, and excess land have been reduced to 15% for the commercial, and industrial property classes.

Other Matters

Please note that recent discussions of the potential changes to Health Units and the changes to the cost sharing ratio could impact the municipality. Specifically the proposed change to the cost sharing model would increase the City's share of the Northwestern Health Units budget by \$252,867.77 for 2019. With no changes to the tax rate this significant impact would need to come from contingency reserves. Alternatively, adding this amount to the required tax levy would be an increase of 1%.

Sources of Financing:

There is no cost related to passing these by-laws. These are the by-laws that enable the municipality to levy municipal property taxes within the City for 2019.

Communication Plan / Notice By-law Requirements:

Notice will be provided in accordance with the notice provisions of the City's notice by-law.

Strategic Plan or other Guiding Document:

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

ERM Assessment:

While the impact of a tax ratio and rate 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.

**CITY OF KENORA
TAX RATES
2019**

	2019 Municipal
Residential	0.01211057
Multi-Residential	0.01872498
Commercial	
Occupied	0.02560421
Vacant	0.02176358
New Construction	0.02560421
Office Building	
Occupied	0.03094129
Vacant	0.02630010
Shopping Centre	
Occupied	0.03637698
Vacant	0.03092044
Parking Lot / Vacant Land	0.02104691
Industrial	
Occupied	0.02579262
Vacant	0.02192373
Large Industrial	
Occupied	0.03354908
Vacant	0.02851671
Landfill	0.01332163
Pipeline	0.01847035
Farmlands	0.00302765
Managed Forest	0.00302765
Electrical Corridors - Ontario Hydro	122.15
Railway Right of Ways - CPR	110.00



March 16, 2019

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2019 BIZ Levy Request

Recommendation:

That Council hereby approves the Harbourtown Centre Business Improvement Board budget request in the amount of \$47,595.69 for 2019; and further

That Council gives three readings to a bylaw to adopt the estimates for funds to be raised for 2019 on behalf of the Harbourtown Centre Business Improvement Board; and further

That in accordance with Notice Bylaw Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2019 Business Improvement Board Levy at its May 21, 2019 meeting.

Background:

In 2003, under By-Law #166-2003, the City of Kenora established an improvement area for the purposes of "the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area". In this same By-Law, the City established a Board of Management, known as the "Harbourtown Centre Business Improvement Board", in accordance with Section 204 of the Municipal Act, 2001. This Board and area are often known as the "Kenora BIZ".

In accordance with the By-Law, the Kenora BIZ must provide to the City their annual report, as audited by the City's auditors, as well as a request for the current year levy. The BIZ 2018 audited financial statements are not yet available but will be forwarded to Council once they are made available. The BIZ has also submitted their 2019 levy request for Council approval and to be included on the City's 2019 final tax bills.

Historically, the annual BIZ levy has been roughly \$50,000. In early 2017, the City received minutes of settlement for the years 2013 through 2016 on the mall property. This resulted in a significant impact on the BIZ levy for the 2017 year. In 2018 the BIZ Executive decided they would not increase the BIZ rates. Again in 2019, the BIZ Executive determined that they would not increase their rates. For 2019, this represents a BIZ levy request of \$47,595.69. A copy of the BIZ 2019 Levy Request has also been attached for Council's review.

Budget / Financial Implications:

The BIZ levy is levied on the final tax bill directly from the applicable property owners within the BIZ area. This is done in accordance with the provisions from the enabling bylaw.

Communication Plan/Notice By-law Requirements:

Notice of the approval of the BIZ levy will be given in accordance with Notice By-law #144-2007. A bylaw approving the 2019 BIZ Levy and rate is required.

Strategic Plan or other Guiding Document:

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

ERM Assessment:

Minimal risk to the municipality. This is an annual levy as set by the BIZ in accordance with their enabling bylaw.



April 2nd, 2019

Karen Brown
CAO
City of Kenora

Dear Karen

On behalf of the Harbourtown Biz I am writing you to request \$47,650 for our 2019 Levy.
Our Budget for 2019 is as follows:

2019 Levy

Contributions to various events including Winter Carnival & Canada Day	\$ 9,950
Advertising & Marketing	\$ 17,500
Banners/Signage	\$ 1000
Green Up - Flowers etc.	\$ 10,000
OBIAA Membership	\$ 250
Accounting	\$ 3,125
Treelighting	\$ 1,000
AGM	\$ 500
Black Friday - Scavenger Hunt	\$ 350
Office Supplies/Misc.	\$ 100
Website Maintenance	\$ 1,000
Spring Clean Up	\$ 500
BIZ Bucks	\$ 500
Winter Baskets	\$ 1875
Total 2019 Levy	\$ 47,650

Previous Years' Funds

Farmer's Market Table - Revenue	\$ 110
Shopping Bags - Revenue	\$ 448

Total Proposed Budget for 2019	\$ 48,208
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If you have any questions or concerns please feel free to contact the undersigned.
Sincerely,

Natasha Stoyakovich
Harbourtown Biz - Treasurer



May 6th, 2019

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer
Josh Nelson, Tourism & Recreation Division Lead

Re: 2019 Canada Day Community Foundation Sponsorship

Recommendation:

That Council hereby supports the Canada Day Committee's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation for support of the 2019 festivities.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result The Canada Day Committee must have a sponsor to apply for grants through the Community Foundation since the committee does not have charitable status.

Morgan Seller: Special Events Coordinator for The City has provided the following synopsis of the application to the Community Foundation:

The request will be for \$2500 to support the daytime family events and activities for the 2019 Canada Day celebrations on the Kenora Harbourfront.

Budget:

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

Communication Plan/Notice By-law Requirements: LOWCF

Risk Analysis: There is no risk involved with this request.

Strategic Plan or other Guiding Document:

- 1-9 The City will promote Kenora as a 365-day lifestyle destination.
- 2-4 - The City will act as the catalyst for continuous improvements to the public realm



May 2, 2019

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Nordic Biathlon Club Application to the Community Foundation

Recommendation:

That the Council hereby supports the Kenora Nordic and Biathlon Club's (KNBC) request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation for the purchase of range mats in the amount of approximately \$3,500.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result, the KNBC must have a sponsor to apply for grants through the Community Foundation since they do not have charitable status. Please see the attached letter for the KNBC's request.

The City has provided sponsorship to many such organizations in the past including the Kenora Tennis Club and the Kenora Pickleball Club.

The range mats are non-slip surfaces that athletes use for their skis when they shoot at the range.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The funding obtained by the KNBC will be used to purchase range mats.

Communication Plan/Notice By-law Requirements: Kenora Nordic and Biathlon Club.



May 2, 2019

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer

Re: Kenora Rowing Club Application to the Community Foundation

Recommendation:

That the Council hereby supports the Kenora Rowing Club's (KRC) request to name the City of Kenora as a sponsor in their application for funds up to \$5,000 through the Kenora & Lake of the Woods Regional Community Foundation for the purchase of 3 rocket hubs and stroke coaches for approximately \$5,000.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result, the KRC must have a sponsor to apply for grants through the Community Foundation since they do not have charitable status. Please see the attached email for the KRC's request.

The City has provided sponsorship to many such organizations in the past including the Kenora Tennis Club, the Kenora Pickleball Club and the Kenora Nordic Biathlon Club.

The rocket hubs will allow results to come in through the cloud off a dock at the start and finish lines. The stroke coaches go into the rowing shell and provide feedback on stroke rate, speed, etc.

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

Risk Analysis: The risk associated with this report is a positive risk and it is low. The funding obtained by the KRC will be used to purchase rocket hubs and stroke coaches.

Communication Plan/Notice By-law Requirements: Kenora Rowing Club.



May 6th, 2019

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Treasurer
Josh Nelson, Tourism & Recreation Division Lead

Re: Kenora Urban Trails Community Foundation Sponsorship

Recommendation:

That Council hereby supports the Kenora Urban Trails Committee's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation to support the purchase of two water bottle filling stations.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result the Kenora Urban Trails Committee must have a sponsor to apply for grants through the Community Foundation since the committee does not have charitable status.

The Kenora Urban Trails committee is encouraging people to lead healthy life styles in our community and support sustainable environmental practices. Recent and upcoming developments at two City parks which are linked to Kenora Urban Recreation Trails will increase the number of people using the parks and trails. The addition of two water filling stations will provide accessible water for people to drink while reducing the reliance on single use water bottles.

The request will be for \$12,304.52 to support the purchase of two water bottle filling stations.

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

Communication Plan/Notice By-law Requirements: LOWCF

Risk Analysis: There is no risk involved with this request.

Strategic Plan or other Guiding Document:

1-9 The City will promote Kenora as a 365-day lifestyle destination.
2-4 - The City will act as the catalyst for continuous improvements to the public realm



May 6, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Pihulak, City Clerk

Re: Provincial Legal Aid Funding Cuts

Recommendation:

Whereas Premier Doug Ford's recent Ontario budget has cut funding to Legal Aid Ontario (LAO) by \$133 million, which is 30% of LAO's budget, retroactive to April 1, 2019; and

Whereas the 30% cut to the LAO budget has already had a direct negative impact on the Northwest Community Legal Clinic and the services they provide; and

Whereas the Northwest Community Legal Clinic is committed to upholding the rights of the most vulnerable people of the Rainy River and Kenora Districts on issues that are most critical to them, including Ontario Works, Ontario Disability Support Program, Canada Pension Plan, Landlord and Tenant issues, Criminal Injuries Compensation, Powers of Attorney, Consumer and Debt Issues, Aboriginal Status Registrations, Birth/Death Certificates, Name Changes and many other areas that impact low-income people; and

Whereas the budget cuts to Legal Aid Ontario will have a devastating impact on the Northwest Community Legal Clinic's ability to provide legal services to Ontario's most vulnerable population aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their communities; and

Whereas the Northwest Community Legal Clinic has been providing service to the Kenora-Rainy River Districts for over 40 years; and

Therefore be it Resolved that the Corporation of the City of Kenora calls upon Premier Ford and Attorney General Caroline Mulroney to make a commitment to access to justice; to respect the commitment of their government to not decrease front line services; and to confirm that funding for community legal clinics will not be decreased.

Background:

Ontario's community legal clinics serve individuals and families in communities across Ontario. Funded by Legal Aid Ontario, through modest capped budgets, they offer a broad range of legal services to address the basic legal needs of low-income Ontarians.

Community clinics serve the most vulnerable Ontarians on issues that are most critical to them. The work that clinics do is aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their communities. Most clinics serve geographic communities, while a handful of clinics serve specific communities such as the elderly or

the disabled. Clinics are rooted in the communities they serve, using their limited resources to provide the services that are most needed by that community, and working closely with other local agencies to ensure that clients are well-served.

There are 72 community clinics in Ontario, operating on a budget of approximately \$80 million. In 2017, community clinics across Ontario provided services to over 240,000 people: Represented 21,289 people at courts or tribunals; Gave 171,172 people detailed advice and assistance; Carried out 6,974 public legal education, community development and law reform projects and initiatives.

Clinics are store-front offices located in the community they serve, with minimal administration and no bureaucracy, enabling them to be flexible and client-oriented. Clinic work is client-centered, with some clients receiving full representation, while others may receive summary advice or self-help assistance, depending on their circumstances.

Client surveys indicate tremendously high satisfaction with the work done by clinics. Clinics provide access to justice to hundreds of thousands of low income Ontarians every year, in a cost-effective manner. Community clinics operate on capped budgets, providing cost certainty to government. Clinics are accountable to their funder, Legal Aid Ontario; they submit annual funding applications, quarterly statistical and financial reports, and undergo periodic quality service reviews/audits.

International research shows that investing in community legal clinics reduces costs to the legal system and across multiple government programs by keeping people housed and able to live independently and participate in their communities. Studies in the United States identify a return to government of approximately \$5 for every dollar invested.

Clinics work to understand and respond to individual and community needs. Clinics use lawyers, non-lawyers, public education initiatives and other delivery systems in order to deliver services cost-effectively. Clinics follow Legal Aid's eligibility guidelines, but have the flexibility to provide some services to those that don't financially qualify.

Clinics prioritize client and community needs and attempt to meet them strategically, making efficient use of scarce resources. Clinics develop linkages to non-legal service providers such as health care, housing help and employment supports, sometimes co-locating in service hubs, ensuring that their clients receive "wrap-around" services. Clinics are identified by numerous independent reviews as the best way to provide community law services to low-income communities/individuals.

As an essential local resource, they are accountable to our communities. As part of their transparency, they report on activities and outcomes annually. In their 2018 Annual Report/Information Source Document, 41% of our Housing files were settled pre-hearing and another 35% through Landlord and Tenant Board mediation with favorable outcomes. Providing these services they were able to keep many housed and thus providing overall savings to taxpayers. A chronically homeless person costs the tax payer an average of \$35,578 per year. By keeping citizens from sliding into homelessness our legal clinic facilitates significant savings to the community. In 2018, the 118 citizens who remained housed led to an estimated savings of \$4,198,204 within our service catchment area. Most of these costs would have been borne by our health and social services systems.

NCLC's Ontario Disability Support Program files saw pre-adjudication settlements for 35% of cases and 28% at the tribunal level. The earlier a satisfactory resolution is achieved, the more cost effective the service has been for the justice system overall.

Because of the difference between general welfare rates and disability pensions, they facilitated an average increase of \$5,112 annually for each of the 33 citizens that they assisted. This is a total increase of \$168,696 that significantly improves the lives of our disabled citizens locally. These are only two examples of the financial return of our social justice work in the community.

Budget: N/A

Risk Analysis: There is no risk associated directly with this report to the municipality, however, the risk of significantly reducing or losing the services provided by the Northwest Community Legal Clinic to the population in Kenora is high risk for those citizens.

Communication Plan/Notice By-law Requirements: Copy of resolution to be sent to the MPP, all municipalities, NOMA and AMO.

Strategic Plan or other Guiding Document:

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



May 1, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Pihulak, City Clerk

Re: Boards & Committees Appointment Policy #CC 14-1

Recommendation:

That Council hereby authorizes an amendment to Boards & Committees Appointment Policy #CC 14-1; and further

That bylaw number 9-2011 be hereby repealed; and further

That three readings be given to a bylaw to adopt this policy amendment into the City's Comprehensive Policy Manual.

Background:

The Boards and Committees Appointments Policy has not been reviewed for several years and required several updates to reflect further transparency in regards to membership on our various boards and committees as well as attendance and the new requirements with regards to conflict of interest and orientation.

This policy applies to all Boards and Committees and only the terms of reference for a board or committee can speak otherwise to the policy.

Budget: N/A

Risk Analysis: There is a low risk associated with this report. While we do have an existing boards and committee appointment policy, this is simply updating the policy to meet current changes in the Transparency Act and current practices used internally for recruitment.

Communication Plan/Notice By-law Requirements: Bylaw

Strategic Plan or other Guiding Document: Comprehensive Policy Manual

Boards and Committees Appointments Policy



Section	Date	By-Law	Page	Of
City Council	February 22, 2011 May 21, 2019	9-2011 -2019	1	2
Subsection	Repeals By-Law Number		Policy Number	
Boards and Committees Appointments	39-2008		CC-14-1	

Background/Purpose

Council is required by provincial legislation to establish certain local boards and committees. Following each Municipal Election Council appoints Members at-large to serve on a number of Boards, Committees, Groups or other bodies, and it is deemed necessary to have a Policy to cover the process of making these appointments for consistency purposes.

Policy Statement

The Corporation of the City of Kenora encourages the participation of the general public in the municipal government process by appointing citizens to its various Committees as required by statute, invitation or initiative.

It shall be the policy of the City of Kenora that all municipal appointments, unless stated in part of a statute, by-law, regulation, and constitution or otherwise, shall generally be on the basis of public advertisement through the Clerk's Office. Such advertisement shall invite open applications by persons for appointments and submitted to Council for consideration and approval by way of resolution.

This policy does not apply to a Compliance Audit Committee established by Council under the provisions of subsection 81.1(1) of the Municipal Elections Act.

This policy does not apply to any standing committee comprised of all Council members.

The Clerk is responsible for interpreting this policy and establishing any forms which may be required by this policy.

Eligibility

All applicants must be at least 18 years of age, unless deemed otherwise by Council should they wish to invite participation from Kenora's youth.

All applicants must be a Canadian Citizen.

All applicants must be an eligible municipal elector of the City of Kenora, however from time to time, Council may wish to involve citizens from the outlying or unincorporated areas, and they reserve the right to waive this requirement to allow such citizens to participate.

Municipal employees cannot be appointed to any board or body to which the Council makes appointments as a voting member, however municipal employees may be appointed as resource persons.

To remain an active member, appointees are required to maintain their eligibility and qualifications throughout their term.

In addition to general eligibility requirements, the specific skills and experience for membership on each board or committee shall be established by way of the Terms of Reference. The following guidelines may be considered in establishing any such qualifications:

- a) Ability to perform the duties of the AC, including any complementary skills, and/or competencies
- b) Areas of specialization where required, experience, or community service

Applicants should consider whether they have a real or perceived conflict of interest in relation to the mandate of the AC prior to application, including any direct or indirect pecuniary interest with the City. Disclosure of such potential conflicts does not mean that an applicant is automatically ineligible for an appointment, but Council may assess potential conflicts in its determination of whether the applicant should be considered. Disclosure (or non-disclosure) of any such conflicts is the full responsibility of the applicant.

Committee Conduct

Committees are established to provide informed advice and guidance and to facilitate public input to City Council on programs and ideas reflected in the Board / Committee terms of reference.

Council recognizes the value of the impartial and objective advice received from committee members and the challenges and inherent restrictions facing committee members in assessing and recommending various options in a conscientious and ethical manner.

Advisory committees, when carrying out their committee responsibilities, are expected to:

- Act in the best interest of The Corporation of the City of Kenora for the purposes established in the terms of reference for the specific Board or Committee
- Fulfills the mandate of the committee and acts for the overall good of the Board/Committee without prejudice;
- Respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;

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- Demonstrates respect for all fellow committee members, Council, the public and staff;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence in preparing for meetings, special occasions, or other committee related events;
- Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
- Conforms to relevant legislation, by-laws, policies and guidelines
- Contributes in a meaningful manner, offering constructive comments to staff, fellow members of the board/committee and members of Council

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In the performance of his or her duties, a board/committee member shall not:

- Place him or herself in a position where a member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
- accord preferential treatment to relatives or to organizations in which the member, his or her child, parent or spouse, have an interest, financial or otherwise;
- deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or his or her immediate relative;
- place his or herself in a position where the member could derive any direct benefit or interest from any matter about which he/she can influence decisions; and
- benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public.
- Where a Board / Committee member believes he or she has a conflict of interest in a particular matter, he or she shall:
 - o prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
 - o ii) remove themselves from the table for the duration of time that the matter is being considered and during in-closed session, remove themselves from the room;
 - o iii) not take part in the discussion or the vote on any question or recommendation in respect of the matter; and
 - o iv) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

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Application

The Office of the Clerk shall arrange for a public notice to be placed in the local newspaper in the fall of a Municipal Election year advising eligible citizens of the various Boards and Committees that require appointments.

All vacancies for the Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.

Boards and Committees Appointments Policy

Policy Number	Page	Of
CC-14-1	2	2

All applicants must complete a Committee Membership Application Form and submit same to the Office of the City Clerk in accordance with the imposed deadline date. Such applications shall be considered public documents.

Appointment Selection Process

After a vacancy has been advertised, the Clerk shall provide Council with a report and include all applications received to date in relation to that office.

Where an applicant is clearly disqualified from a particular office by virtue of this Policy or other applicable law, the Clerk is authorized not to provide such applications to Council.

The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council shall review applications for office in a Closed Session Meeting prior to confirming appointments at an open Council Meeting.

In consideration of applications, Council may review any materials, including the applications, any references, conduct interviews with applicants and/or solicit recommendations from existing Local Boards and Committees, which is retained through the Clerk's office.

Applicants will be selected based upon suitability, in the opinion of Council, to perform the tasks required by the office. Council shall avoid making an appointment which would create a conflict of interest or a perception of a conflict of interest relative to the activities of the Boards and Committees and the affiliation, profession or occupation of the appointee. Council shall have regard for legislation which may restrict or impinge upon Council's latitude with respect to the Boards and Committees appointments.

~~Applications shall be considered at the appropriate Committee meeting of Council. Administration shall provide members of Committee with the application of each applicant and recommendation(s) as required. As such it may be necessary for Committee to meet in Closed Session for this purpose.~~

~~Committee shall consider the applications and provide direction to Administration as to the appointments to be made by resolution to be presented in an Open Session of Council.~~

Unless otherwise provided for by legislation or operating procedures, the term of appointments shall be made at the pleasure of Council but said appointments shall

not go beyond the term of Council making such appointments. Typically appointments commence at the beginning of the term of a newly elected Council.

Members whose term(s) of office are expiring may be considered for reappointment, subject to their desire to serve, however it is preferred that no Member of any Committee be appointed for more than two (2) consecutive terms of Council. As such Council reserves the right to override this rule as deemed necessary.

Notification

The Office of the Clerk notifies all applicants, in writing, of Council's decision.

The Office of the Clerk notifies all Boards and Committees, in writing, of the Council appointee(s) following ratification of such appointment(s) by Council.

Vacancies

Where a vacancy occurs as a result of resignation or other reason, the City Clerk is to be so advised and shall notify any previous unsuccessful candidates who have applied within one year of the resignation to determine whether they wish to let their name stand for appointment.

If there is no interest or no pool of candidates to draw from, the City Clerk will arrange for a public notice and advertise the applicable vacancy, which ~~will be approved by Council resolution~~ then will follow the appointment process outlined above.

Resignation, Withdrawal or Removal from Office

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Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk.

Under special circumstances, members may temporarily withdraw from office, upon the consent by resolution of Council, for a period of time not to exceed three (3) months. Such withdrawal shall be effective upon receipt of a notice of withdrawal by the Clerk. The Clerk shall prepare a report for Council consideration and notify the member of the decision of Council.

Attendance

Members are expected to attend all Meetings. Should an appointee be absent for three (3) consecutive meetings, as reflected in the minutes of the Boards and Committees, Council may, with or without a recommendation from the Boards and Committees, resolve to remove said Member from office. The Clerk's office shall prepare a report to advise Council of any Boards or Committees where membership and attendance on that Committee does not meet the policy guidelines.

Board / Committee members, including members-at-large and agency representatives, shall be deemed to have resigned their appointments if they are absent from their regular Board / Committee meetings, without the prior consent of the Municipal Council, unless they are absent for health reasons, in which case the continuation of their appointment shall be determined by the City Clerk, in consultation with the Board / Committee Chair. While

alternate members are encouraged to regularly attend meetings so as to remain current with the Advisory Committee's business, the attendance rule shall only apply to absences from those meetings for which they have been requested to attend as a voting member, but have not done so.

The City Clerk shall be required to give written notice to any member who has exceeded the above absence threshold and shall invite the absentee to provide a written explanation for the absences, on the understanding that such written explanation will be reviewed with the Board / Committee Chair before a report is presented to Council for decision. Board / Committee members shall inform the staff support of any anticipated absences from upcoming meetings and such advance notice shall be recorded in the Board / Committee's minutes.

Remuneration

Generally, Members who sit on Boards and Committees do not receive compensation; however, remuneration may be established at the discretion of Council. If Council decides by resolution to grant remuneration to Members who sit on Boards and Committees, the Terms of Reference for that Local Board or Committee shall be amended by the Clerk to reflect the change. This is not applicable to Boards or Committees that through Legislated terms remuneration is required.

Review

In an election year of Council, the Clerk shall present a report to Council for review of all Boards and Committees of the City of Kenora to determine if changes are deemed necessary by those boards or committees and the Council members representing such. Council will given consideration to the terms of reference for each committee and review the relevancy of that board/committee and make any necessary adjustments deemed appropriate prior to the election and advertisements for new appontments.

Orientation Sessions

Following the Boards and Committee appointment process at the beginning of each Council term, the City Clerk's Office in partnership with the Integrity Commissioner, shall conduct an orientation session for new Board and Committee members and shall provide training on conflict of interest and meeting procedure for the Boards and Committees. The staff lead to each committee shall work with the Clerk on this process.

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May 1, 2019

City Council Committee Report

To: Mayor and Council

Fr: Heather Pihulak, City Clerk

Re: Urban Recreation Trails Committee TOR

Recommendation:

That Council hereby adopts a new terms of reference for the Kenora Urban Recreational Trails Committee to reflect administrative supports and membership to the committee; and further

That Council hereby appoints Heather Gushlak to the Kenora Urban Recreational Trails Committee representing the Ministry of Tourism, Culture and Sport; and further

That bylaw number 9-2015 be hereby repealed; and further

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

Background:

Councillor Smith is part of the Kenora Urban Recreational Trails Committee and brought to the attention of administration that there a member from the Ministry of Tourism, Culture and Sport was missing as part of the membership on the committee as a regular appointee to the committee. This Ministry representative has sat as part of the committee in the past, and this was not included as part of the recent appointments by Council at the inaugural meeting. This Ministry is an important partner at this Committee table providing advice on any funding opportunities that may be available for the mandate of the committee to apply for.

Staff support to the committee has also been updated to include only the Parks staff (parks foreman) and clerks staff for administration of the committee. All other staff support who have regularly attended meetings, will not be required to attend, unless otherwise called for a special purpose.

Budget: N/A

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

Communication Plan/Notice By-law Requirements: Bylaw to repeal and amend the current bylaw.

Strategic Plan or other Guiding Document:

1-9 The City will promote Kenora as a 365-day lifestyle destination

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

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

The Corporation of the City of Kenora

By-law Number ~~9~~—2015-2019

A By-law to Establish Terms of Reference for the Urban Recreational Trails Committee of Council

Whereas the Council of the City of Kenora deems it necessary and expedient to establish Terms of Reference for the Kenora Urban Trails Committee;

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

Background:

The Kenora Urban Recreational Trails Committee was originally formed through the Kenora Health Providers in October, 2005. This is a volunteer committee of interested citizens and staff of the City of Kenora which provides knowledge and advice to the Council of the City of Kenora regarding trail development, maintenance, promotion and signage.

Since October, 2005, the Kenora Urban Trails Committee has worked on the development, maintenance, promotion and signage of urban recreational trails which were originally identified in the 2003 Kenora Trail Study: *The Development of an Urban Trail Concept for the City of Kenora*. That Study identified existing trail networks within the City and recommended that the City further develop these trails.

The necessity for trail development in the community has been further identified by the City of Kenora through its Economic Development Plan (2009), the Tourism Strategy (2008), The Economic Recovery and Diversification Strategy (2008) the Kenora Community Strategy (April 2009) and the Waterfront Development Guidelines (2009), Beaches, Parks & Trails Development Report (Sept. 2010) and the City of Kenora Official Plan (2014).

These policy documents indicate the importance of trail development to the community and will be used to guide the work of the Committee.

1.0 Purpose of the Committee:

The purpose of the Kenora Urban Recreational Trails Committee is to develop, maintain, and promote Kenora's existing and proposed urban trails.

The Committee will direct its efforts by:

- Maintaining existing urban recreational trails to trails standard established by the Committee
- Identifying and developing potential new urban recreational trails in the community
- Promoting the Kenora urban recreational trails through signage, maps, brochures and other promotional tools with partners

The Committee will work collaboratively with the City of Kenora, the Lake of the Woods Economic Development Commission, Tourism Committee, Friends of Trails, and other key business and community stakeholders and members of the community.

2.0 Roles and Responsibilities of the Committee:

2.1 To provide advice and recommendations with respect to the development of urban non-motorized recreational trails within the City of Kenora.

2.2 To work in collaborative partnership with the City of Kenora with respect to all matters concerning urban recreational trails.

2.3 To work in partnership with the Friends of the Trails to ensure that the urban recreational trails are maintained and to ensure their participation in decisions regarding the development of the Trails.

2.4 To seek out partnerships and funding opportunities for urban recreational trail development.

2.5 To ensure City of Kenora Official Urban Recreational Trails meet the criteria set forth to designate it as an Official City of Kenora Trail.

To become an official trail the following criteria must be met:

- The land is dedicated to trail use
- The trail is mapped
- The trail is signed
- The trail must be on municipal property or formal lease, joint use agreement or reciprocal agreements must be in place
-

2.6 To promote the Urban Recreational Trail systems through a Trail Brochure or other media promotional campaigns.

2.7 To ensure uniform signage, which includes Gateway Signage, Way-Finding Signage, Directional Signage and Historical Signage is developed at all urban recreational trails.

3.0 Committee Membership:

3.1 The Kenora Urban Recreational Trails Committee shall consist of a maximum of 1 members appointed by Council and shall include:

- One (1) member of Council
- One (1) representative from the Northwestern Health Unit
- One (1) representative from the Kenora Association for Community Living
- Five (5) Community members-at-large
- One (1) City Staff Person, overseeing Parks Operations (non voting member)
- One (1) representative from the Ministry of Tourism, Culture and Sport

The Mayor of the City of Kenora is an ex-officio member and has full voting privileges.

Other City of Kenora resource staff (~~Tourism Development Officer and Engineering Staff~~Parks Department) may be requested to provide support for the Committee as required.

3.2 Members shall be appointed for a term concurrent with the term of Council. Upon expiry of a Member's term of appointment, the member may be re-appointed for an additional term by Council.

3.3 Community members-at-large will generally be residents or taxpayers in the City of Kenora.

3.4 A Chair will be elected by majority vote among the members at the first meeting of each calendar year.

4.0 Meetings:

4.1 Kenora Urban Recreational Trail Committee shall meet on a regularly scheduled date, to be determined by the Committee. All meetings of the Kenora Urban Recreational Trail Committee are open to the public.

4.2 Quorum for a meeting of the Kenora Urban Recreational Trail Committee will be when four voting members are present at the meeting.

4.3 All recommendations to Council by the Kenora Urban Recreational Trail Committee will be determined by a majority of the voting members present at the meeting.

4.4 The Kenora Urban Recreational Trail Committee shall establish "Friends of" each trail. "Friends of" shall include non-committee members.

5.0 Declaration of Pecuniary Interest:

5.1 Members of the Committee shall be governed by the applicable legislation pertaining to conflict of interest as it applies to Municipal governments in the Province of Ontario.

6.0 Financing:

6.1 Members of the Kenora Urban Recreational Trails Committee will receive no remuneration for their involvement in Kenora Urban Recreational Trails Committee activities.

6.2 Financial support for the Kenora Urban Recreational Trails Committee will be reviewed annually, as part of the City of Kenora operating budget process. Additional, special project funding requests may be submitted for consideration as part of the City of Kenora capital budget process.

7.0 Communications & Reporting:

7.1 The Kenora Urban Recreational Trails Committee is an Advisory Committee established by Council and will report directly to Council. Kenora Urban Recreational Trails Committee meeting minutes will be submitted to the Council of the City of Kenora.

7.2 The Kenora Urban Recreational Trails Committee will liaise with the Parks Department or designate on matters relating to trail development.

7.3 The Kenora Urban Recreational Trails Committee Chair or designate will be responsible for all formal communications about the work of the Committee.

8.0 Staff Liason & Support Services:

8.1 Administrative support ~~may be provided by the City's Planning and Operations Department, which includes Parks, Roads, Planning and Engineering to the committee is provided through the Clerk's and Parks Division.~~

8.2 Further support may be provided by the Lake of the Woods Economic Development Commission and Tourism.

9.0 Commencement

That Bylaw Number ~~42-20109-2015~~ be hereby repealed.

That this by-law shall take effect and come into force upon third and final reading.

**BY-LAW read a First and Second Time this ~~20th day of January, 2015-21st day of May,~~
2019**

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**BY-LAW read Third and Final Time this ~~20th day of January, 2015-21st day of May,~~
2019**

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The Corporation of the City of Kenora:-

~~David S. Canfield~~Daniel Reynard,
Mayor

~~Heather Kasprick~~ Pihulak, City Clerk

May 2, 2019

City Council Committee Report

To: Mayor and Council

**Fr: Jeff Hawley, Operations and Infrastructure Manager
Biman Paudel, Water and Wastewater Division Lead**

Re: Sultana Pumping Station Electrical Upgrades

Recommendation:

That Council hereby accepts the proposal submitted by Black and McDonald, Winnipeg in the amount of \$324,000 (plus HST) for the Sultana Pumping Station, Electrical Upgrades.

Background:

A Request for Proposals (RFP) was made to the public for electrical upgrade works at the Sultana Pumping Station. The project consists of, replacement of the 1974 150 HP Motors, magnetic clutches and control system with new 150 HP motors controlled with Variable Frequency Drives (VFDs) to reduce energy costs, along with the proposed modern equipment, relieving the requirement to source 40 year old parts related to the motor and drive systems. Some of the existing parts in the control panel, and other units, are obsolete and as such these parts are no longer supported by the manufacturer. As the manufacturer is moving away from these products, this has resulted in higher costs for spare parts with no guarantee on their availability.

The RFP closed on Thursday, April 18, 2019, with four (4) contractors submitting proposals. After review of the submissions, the Water and Wastewater Division has ranked Black and McDonald, Winnipeg as the best choice due to its organized and detailed schedule, their plan and their price. The lowest price submitted amongst the proposals was Black and McDonald and it also came within the approved capital budget for 2019. Therefore this report recommends Black and McDonald's price and proposal for the work.

Summary of the pricing via the proposals submitted by the four (4) contractors for the work is as follows:

Black and McDonald, Winnipeg	\$324,000.00 + HST
Moncrief Construction Ltd., Kenora	\$448,158.16 + HST
Lake of the Woods Electric, Kenora	\$417,474.00 + HST
Automation Now, Thunder Bay	\$410,824.30 + HST

Budget:

Under Capital Program – 4128132 – Sultana Pumping Station Electrical Upgrades - \$500,000; which carries \$324,000 (plus HST), Transient Voltage Surge Suppressor (TVSS) supply and installation cost \$16,000, Synergy North Service Change Cost \$60,000 and contingency amount \$32,400.

Risk Analysis:

While we make every effort to plan for and mitigate risk, unforeseen circumstances can arise. As a result, the risk of a sewage spill resulting from this project, cannot be ruled out entirely. Should a spill occur, the Water and Wastewater Division will follow its normal sewage spill response protocol. The contractor may be responsible for spills that are related to the contractor's willful misconduct, carelessness or negligence. This project will replace some of the original equipment, that is now obsolete which, which will provide the station with better long term stability.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: J. Hawley, B. Paudel, C. Edie

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.



April 29, 2019

City Council Committee Report

To: Mayor & Council

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

Re: Budget Amendment – Cemetery Fence Extension Project

Recommendation:

That Council hereby approves a 2018 capital budget carry over in the amount of \$18,850 for the Cemetery Chain Link Fence Extension project which was a 2018 capital project in which works were not completed in the 2018 construction season; 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 May 21st, 2019 meeting to withdraw funds from the cemetery reserves in the amount of \$18,850 for the completion of the chain link fence extension project; and further

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

Background:

The chain link fence extension project was approved by Council in 2018 as part of the Capital budget in the amount of \$20,000.00.

The area is in the Northwest part of the Roman Catholic portion of the Cemetery in the location where residential properties back up to the Cemetery property. The fence is to provide a barrier between the residential property and the cemetery.

The project was tendered and the successful bidder was Wallace and Wallace in the amount of \$7,534.03 plus applicable taxes. Unfortunately they did not complete the work prior to the winter season. They are planning to complete the installation in May of 2019.

In 2018 there was \$1,150.00 plus applicable taxes (1.76%) spent on removing trees in the area where the fence is to be installed. The remaining funds for the project were not carried forward to 2019 to complete the works.

Budget: Cemetery reserves

Risk Analyses: As per the requirements in the City's ERM Policy, there is an Insignificant financial risk and senior management have been informed. The risk will be mitigated by

allocating additional funds to the 2019 capital program to finance the project that did not get included in the original capital program submission to council.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or Other Guiding Document:

2.1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in 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.



Proposed: Apprx. 160 ft of fence



May 14, 2019

City Council Committee Report

To: Mayor & Council

**Fr: Stace Gander, Community Services Manager
Charlotte Edie, Treasurer**

Re: Budget Amendment – The Friends of Old Keewatin Ballpark

Recommendation:

That Council hereby approves the request by The Friends of Old Keewatin Ballpark to collapse the established special reserve fund held in the Parks reserve in the amount of \$5,246.54 for further development in the old Keewatin ballpark; and further

That in accordance with Notice By-law Number 144-2007 public notice is hereby given that Council intends to amend its 2019 parks reserve budget at its May 21st meeting for the purpose of withdrawing funds in the amount of \$5,246.54 for playground development in the old Keewatin ballpark; and further

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

Background:

On March 27th 2006, Council entered into an agreement with The Friends of Old Keewatin Ballpark (Hereinafter called "Friends"). The purpose of the Agreement was for Friends to turn over \$20,000 of fundraised monies to the City so a reserve would be created. The monies were to be used only for a play structure project and betterment of the park. Fundraising activities exceeded the target goal of \$20,000 and a cheque in the amount of \$22,800 was received by Friends for reserves and the development of a playground project for the park.

As part of the City's agreement in bylaw 36-2006, the City was to withdraw \$20,000 from the Parks reserve as the City's share of the cost of the project. This brought the reserve to the total of \$42,800. The total project cost of the project when completed several years ago was \$37,553.46 leaving an outstanding balance of \$5,246.54 in those reserves for future project use of the Keewatin ball park.

City staff was approached by Friends early in May 2019 requesting that the remaining balance be transferred back to them so that Friends could do another play structure investment which they are looking to do as soon as possible. The investment will exceed the remaining balance.

City staff will receive proof of purchase once equipment has been purchased.

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

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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

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

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

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



April 29, 2019

City Council Committee Report

To: Mayor & Council

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

Re: Budget Amendment – Keewatin Arena Fire Alarm

Recommendation:

That Council hereby approves a capital budget carry over in the amount of \$57,546.50 plus applicable taxes to fund the Keewatin Arena Fire Alarm System Replacement project which was a 2018 capital project which was not completed in the 2018 budget year; 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 May 21st, 2019 meeting to withdraw funds from the contingency reserves in the amount of \$57,546.50 plus applicable taxes for the completion of the Keewatin Arena Fire Alarm System Replacement project; and further

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

Background:

The Design and install Fire Alarm System (Project 18.736.04) was approved by the council in 2018 as part of the Capital Program for the Amount of \$70,000.00. TBT Engineering completed the design in 2018 for \$6,500.00 and was paid 90% of the fee (\$5,850.00) in 2018. The remaining funds to be paid to TBT Engineering are to cover the final inspection of the installed Fire Alarm System. Lake of the Woods Electric have worked on the installation in the past several months and are nearing completion of the project. The PO for the work is for the amount of \$57,546.50 plus applicable taxes.

Design	TBT Engineering	\$ 6,500.00 (\$5,850.00) pd in 2018.
Original PO	Lake of the Woods Electric	\$ 56,202.00
Change Orders	Lake of the Woods Electric	\$ 1,344.50
Total		\$ 64,046.50 plus applicable tax

Budget: Contingency Reserves.

Risk Analyses: As per the requirements in the City's ERM Policy, there is a minor financial risk , a moderate governance (public confidence) and operational (infrastructure) risk and senior management have been informed. The risk will be mitigated by allocating additional funds to the capital program to finance the project that did not get included in the original submission to council.

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

Strategic Plan or Other Guiding Document:

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

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

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

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

CITY OF KENORA
1 Main St. S. Kenora, ON P9N 3X2

P.O. #: CDS12-18-951

☐ Confirmation ☒ Purchase Order

Year of Expense: 2018

Department: Community Development

Submitted By: James Tkachyk

Supplier: Lake of the Woods Electric

Ship To: 60 14th St N 2nd Floor Kenora P9N 4M9

Contact: Glen McDougald

Required For: Keewatin Arena Fire Alarm Upgrade

Freight: Via: N/A

☐ - Prepaid ☐ - Collect

FOB: Kenora

QUANTITY	DESCRIPTION	PRICE	EXTENSION
1	Complete Fire Alarm Upgrade as per your bid form signed and dated Nov. 1, 2018	\$ 56,202.00	\$56,202.00
	Change Order #1		
	Install 12 VDC relay for FDM-2 Monitor Module.	\$ 958.25	\$ 958.25
	Wire Guards for 2 horn strobe	\$ 152.50	\$ 152.50
	Heat Detector lowered to ceiling	\$ 233.75	\$ 233.75
1. Deliver no goods without a purchase order / confirmation. 2. Acknowledge receipt of this order specifying prices and a definite shipping date. 3. Make no substitutions or changes without authority from us. 4. We reserve the right to cancel this order if shipment is not made as promised. 5. This order must not be billed at higher prices than quoted.		Sub-Total	\$ 57,546.50
		Shipping	
		HST 13%	7,481.05
		Total	\$ 65,027.55

Expense Allocation:

Account # / Project #

Amount

7368062

\$ 57,546.50

\$ 57,546.50

Budgeted Expenditures:

Op ☐ - < \$20,000

☐ - < \$100,000

☐ - Over Op Limit

Cap ☒ - Capital < \$250,000

☐ - Capital Equipment < \$500,000

☐ - Over Cap Limit

☐ - Large routine purchase - Explanation:

Non-Budgeted Expenditures:

☐ - Less than \$5,000 - Explanation:

Summary of Quotes/Tenders:

Amount

Lake of the Woods Electric

\$56,202.00

James Tkachyk

Supervisor Approval

27-Nov-18

Date

Manager / Designate Approval

Date

Ordered By: JPT

Received By:

Price OK:

Adds/Ext. OK:

Pmt. Appv'd:

- ☒ - Based on the approved budget level, this expenditure will not exceed the approved budget (or where the budget has not yet been approved, this expenditure will not exceed 90% of the prior year's operating budget) as allowed for under the policy manual, and does not require separate Council approval.
- ☐ - Based on the approved budget level, this expenditure will not exceed the approved budget (or where the budget has not yet been approved, this expenditure will not exceed 90% of the prior year's operating budget) as allowed for under the policy manual. This expenditure is in excess of approved limits, however, and requires specific Council approval in addition to the approved Purchase Confirmation.
- ☐ - This expenditure either exceeds the approved budget or is an unbudgeted item, and requires specific Council approval, together with approval for the funding of the expenditure.

Finance Department Approval

Date



May 14th, 2019

City Council Committee Report

To: Mayor & Council

Fr: James Tkachyk, Parks & Facilities Division Lead

Re: Budget Amendment – Water Supply Line – Recreation Centre

Recommendation:

That Council hereby approves a budget amendment in the amount of \$21,000 to decommission and valve the water supply line at the north end of the Kenora Recreation Centre to be funded through contingency reserves; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Capital Budget at its May 21st, 2019 meeting to withdraw funds from contingency reserves in the amount of \$21,000 for the repairs at the Kenora Recreation Centre water supply line; and further

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

Background:

In March 2019, Recreation and Facilities staff noticed that fresh (treated) water was leaking into the compressor room through a cracked drain. In addition, the ice pad was heaving creating a situation where the ice was thin in one area. A series of tests were conducted in conjunction with The Sewer & Water Department in an effort to isolate and diagnose the cause of the leak. It was determined that a supply line that entered the building on the north side the Recreation Centre which ran under the ice pad is ruptured and leaking. Further consultation with a local engineer has resulted in a remedy being put forward that would see a new supply line being installed into the Zamboni room and valving and capping it there. In addition, the supply line from the south of the Rec Centre will be diverted to provide supply to the entire Recreation Centre.

Budget: Contingency reserve fund in the amount of \$21,000.

Risk Analysis: As per the requirements of the ERM policy, there would be a certain operational risk in that the event has taken place. Impact is seen as being major to extreme given the pressure that was being place on the ice pad which now will hopefully be eliminated. This risk will be mitigated through the decommissioning the old water line and what we believe we eliminate the source of the water pressure.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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

1-9 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.



May 14th, 2019

City Council Committee Report

To: Mayor & Council

Fr: James Tkachyk, Parks & Facilities Division Lead

Re: Budget Amendment – Water Treatment Plant Roof

Recommendation:

That Council hereby accepts the tender submitted by Oakwood Roofing in the amount of \$915,748, plus applicable taxes for the replacement of the water treatment plant roof; and further

That Council hereby approves an additional allocation in the amount of \$127,657 for the roof repairs to be funded through the sewer and water reserves; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Capital Budget at its May 21st, 2019 meeting to withdraw funds from sewer and water reserves in the amount of \$127,657 for the roof replacement at the Water Treatment Plant; and further

That the 2019 operating and capital budgets be hereby amended for this purpose.

Background:

In 2018, Facilities Team Lead engaged Infrared Thermographic Analysis Inc. to conduct a study of the flat roof at the Water Treatment Plant. The purpose of the study was to assess the level of moisture saturation and degradation of the aging roof. It was determined that a complete roof replacement was required.

The Tender was issued with a defined specification and scope of work which led to 4 proponents submitting bids.

Oakwood Roofing	\$915,748
Bid #2	\$924,950
Bid #3	\$948,000
Bid #4	\$1,027,943

As part of the 2019 Capital Budget process approved by Council, \$850,000 was allocated for the project. On Thursday, April 25th, tenders were opened. Oakwood Roofing was the low bid with a price quoted at \$915,748 plus HST.

Additional monies are required to cover the bid shortfall and allow for a 4.9% contingency to be built into the project.

Budget: Sewer and Water Reserve in the amount of \$127,657.

Risk Analysis: As per the requirements of the ERM policy, there would be an unlikely operational risk however, the impact could be moderate to major if a roof breach were to occur in the event that the repairs were not completed. This risk will be mitigated through the proactive approach of replacing the roof.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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



May 14, 2019

City Council Committee Report

To: Mayor and Council

Fr: Stace Gander, Community Services Manager

Re: MOU for Floating Water Park at Norman Park

Recommendation:

That Council hereby approves the Memorandum of Understanding (MOU) between The Corporation of the City of Kenora and Twenty-One Ventures Inc. for the operation of a floating water park at Norman Park under the terms and conditions established in the agreement; and further

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

Background:

Council approved the operation of a floating water park in the waters off Norman Beach at the April 16, 2019, Council meeting. The resolution directed administration to develop a MOU with Twenty-One Ventures Inc. for the purposes of operating a floating water park at Norman Park for a term of up to three years beginning June 2019.

Budget: There will be a positive impact to the 2019 operating budget in the amount of \$750 which will be reflective of year one of operation and reviewed after the first year.

ERM Assessment: The operation of a floating water park has a moderate risk rating. That risk will be mitigated through validating that an insurance policy with \$5M liability per incident is in place, that indemnification clauses and that other terms and conditions in the MOU aimed at mitigating risk to the City of Kenora are agreed and adhered to. In addition, City staff will meet with the operator monthly.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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

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

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



May 1, 2019

City Council Committee Report

TO: Mayor and Council

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

RE: Extension of Lease Agreement South end of the Main Street Wharf

Recommendation:

That Council hereby authorizes a five (5) year lease extension agreement with Jeff Gordon, C.O.B as Houseboat Adventures for the South end of Main Street Wharf commencing May 1, 2019 and ending November 30th, 2023 for terms outlined within the agreement; and further

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

Background:

Jeff Gordon, C.O.B. as Houseboat Adventures entered into a 5 year lease with the City of Kenora for use of the South end of the Main Street Wharf for a period of 5 years. In January 2014 an additional 5 year lease extension was granted with an opportunity to renew for an additional five (5) year period.

The original 5 year extension signed in 2014 has expired on November 30th 2018. An additional five (5) year extension for the identical provisions in the original lease is now required.

It is recommended that the Lease fee during the 2nd extension be the same as the past agreements and remain at the sum of \$10,000.00 plus HST per year, payable annually on May 31st. (inclusive of property taxes, rates, duties, and assessments)

Budget: The proposed fees are to remain the same as previous years.

Risk Analyses: As per the requirements in the City's ERM Policy, there is an insignificant financial and a minor governance risk with the current established business and senior management have been informed.

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

Strategic Plan or Other Guiding Document:

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

- 1-10 The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.
- 1-11 The City will support Kenora's "North America's Premier Boating Destination" Brand implementation strategy.
- 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.
- 2-9 The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.



April 20, 2019

City Council Committee Report

To: Mayor and Council

Fr: James Tkachyk, Parks & Facilities Division Lead

Re: Lease Agreement for 1008 Ottawa Street

Recommendation:

That Council hereby authorizes the CAO to execute a lease agreement with TBT Engineering for Unit B, at 1008 Ottawa Street, Keewatin for the term beginning May 1, 2019 as outlined in the lease; and further

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

Background:

The lease agreement with TBT Engineering for their use of "Unit B" consisting of 416 square feet of space at 1008 Ottawa Street, Keewatin for the purposes of office space for Engineering work associated with summer work on the Kenora By-pass from May to September. A monthly fee of \$520.00 per month has been agreed upon and a lease agreement has been prepared by City of Kenora Staff.

The Lessee will provide the City with the required liability insurance.

Budget: Monthly rent: The sum of \$520.00 Plus HST

Risk Analysis: There is low operational and financial risk associated with the approval. The lease agreement was executed in advance by the CAO due to the timing of the lease request.

Communication Plan/Notice By-law Requirements: bylaw

Strategic Plan or other Guiding Document: N/A

May 1st, 2019

City Council Committee Report

To: Mayor & Council

Fr: Josh Nelson, Tourism & Recreation Division Lead

Re: Moratorium on Hockey Tournaments

Recommendation:

Whereas in 2017 the former term of Council placed a moratorium on all new hockey tournaments until such time as a second ice surface was created at the Kenora Recreation Centre; and

Whereas at the March 19, 2019 regular meeting of Council, Council ceased the needs assessment of a twinned ice surface at the Kenora Recreation Centre for this term of Council;

Therefore be it Resolved that Council hereby authorizes the removal of the moratorium placed on all new hockey tournaments on July 18th, 2017 to allow staff to look at new opportunities should something arise.

Background:

On July 18th, 2017 Council placed a moratorium on all new hockey tournaments until such time as a second ice surface was created at the Kenora Recreation Centre.

At this time there are no plans for a second ice surface to be built during this term of council. Staff are asking council to remove the above moratorium so they can work with user groups if the opportunity for a new tournament arises.

Budget: There are no budget concerns

Communication Plan/Notice By-law Requirements: Kenora Recreation Staff, Public

Risk Analysis: There is no risk associated with this report and staff would work with user groups on available ice times to accommodate new requests.

Strategic Plan or other Guiding Document:

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



May 14, 2019

City Council Committee Report

To: Mayor and Council

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

Re: OTF Capital Investment Stream Application

Recommendation:

That Council hereby approves an application to the Ontario Trillium Foundation (OTF) under the Capital Investment Stream by the City of Kenora in partnership with the Kenora Sportsplex; and further

That Council directs staff to apply for funding under the Capital Investment Stream for the Kenora SportsPlex second floor development project.

Background:

In May, 2018 City staff submitted an application for an Enabling Accessibility Grant in the amount of \$350,000 for the JM Sportsplex. The proceeds from that application in conjunction with private donations and a City of Kenora \$350,000 contribution in the 2019 capital plan was intended to fund the completion of the mezzanine level inclusive of furnishing. The Enabling Accessibility Grant application was subsequently turned down leaving a capital shortfall.

In 2019, City staff submitted a Phase 1 application to NOHFC which was approved to proceed to the Phase 2 process. If successful, funding is expected to generate \$225,000. In April, 2019 City staff became aware that the OTF (Ontario Trillium Fund) opened the 2019 capital grant intake. The maximum amount of funding is \$150,000 and the deadline for submission is June 12th, 2019.

If both funding applications are successful, the \$350,000 capital shortfall will effectively be eliminated.

Budget: There is no impact to the budget.

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

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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

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

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

May 7, 2019

City Council Committee Report

To: Mayor and Council

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

Re: Budget Amendment - Growth Management and Vacant Land Supply Analysis

Recommendation:

That Council hereby approves an additional allocation of \$20,000 to be funded through the Land Planning Reserve for a growth management and vacant land supply analysis; 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 May 21, 2019 meeting to withdraw funds from the Land Planning Reserve in the amount of \$20,000 for this project; and further

That Council give three readings to a by-law to amend the 2019 Operating and Capital Budget for this purpose.

Background:

The intent of this recommendation is to position the City to move ahead with the Growth Management and Vacant Land Supply Analysis in the event that NOHFC funding is not confirmed. Although this amendment won't enable staff to proceed with the modified scope as submitted to NOHFC, core project outcomes can still be achieved.

Budget:

This project received an allocation of \$20,000 in the 2019 Capital Budget with another \$20,000 being drawn from subsidy. The recommendation will bring the total confirmed allocation to \$40,000.

Risk Analysis:

Based on the City's ERM policy, the recommendation carries a low financial risk which will be managed through routine procedures.

Communication Plan/Notice By-law Requirements: bylaw

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;
- 1-2 The City will ensure Kenora is recognized as being "Open for Business" and facilitating development through streamlining application and approval processes, effectively eliminating any 'red tape';
- 1-5 The City will document existing City land, identify new opportunities and future growth areas, and consider putting the appropriate zoning in place for potential future

development. This may include land assembly for the purposes of developing business parks intended to clear the way for industrial investment.

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

May 6, 2019

City Council Committee Report

To: Mayor and Council

Fr: Adam Smith, Development Services Strategist

Re: 10-Year Review of the Endangered Species Act

Recommendation:

That Council hereby approves the attached submission to the Government of Ontario's 10-Year Review of the Endangered Species Act

Background:

In January 2019, the Government of Ontario launched its consultation on how best to update the 10-year old act to improve the effectiveness of the program for species at risk by ensuring Ontario's best-in-class endangered and threatened species protections include advice and species' classifications from an independent scientific committee and modern approaches to enforcement and compliance; species and habitat protections; and recovery planning.

The review of the ESA featured prominently in the Government of Ontario's forestry roundtable held in Kenora on February 11th 2019. Attendance at this event included representatives from industry, education institutions, First Nations and municipalities. The City of Kenora was represented by the Development Services Strategist. Particularly salient was the challenge of navigating two approval processes through the Crown Forest Sustainability Act (CFSA) and the Endangered Species Act (ESA). Such administrative layers to forestry operations create costly delays that affect job security and productivity in the sector.

The attached letter is based upon information provided by the Ontario Forest Industries Association (OFIA) and is intended to present a consistent message from communities across Northwestern Ontario.

Budget:

There are no budgetary implications associated with this report.

Risk Analysis:

There is a high external risk with this recommendation however it is assessed as an opportunity. This consultation offers an opportunity for the municipality to reinforce a strategic priority being the economic well-being of the forestry sector.

Communication Plan/Notice By-law Requirements:

Letter to be circulated to relevant Ministries and submission to be made through the Environmental Ministry

Strategic Plan or other Guiding Document:

1-4 The City will continue to support investment readiness within the forestry sector, taking advantage of new housing construction growth and improved conditions for wood fibre building materials. This work will include building partnerships with industry, Indigenous Peoples, provincial and federal governments

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



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 Kenora District Services Board'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 the relevant Zoning By-law Amendment 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 May 21, 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 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.

May 7, 2019

City Council Committee Report

To: Mayor and Council

Fr: Devon McCloskey, City Planner

**Re: Closure of Roads and Declaration of Surplus Land Toward Sale of Land –
Property Located at Fourth Ave North and Fourth Street North (Revised Report)**

Recommendation:

That the Council of the City of Kenora declares the following City owned lands as surplus to the requirements of the Municipality, and that the southern portion of Fourth Avenue, being 21 metres in width and approximately 0.099 hectares in area, be closed;

Being described as Part of "Mining Street" on Plan 3, also known as Fourth Avenue North, between Third Street North and Fifth Street North, described as PIN 42170-0145; in the City of Kenora; and further

That in accordance with the City policy, value of the lands will be determined by appraisal if required; and further

That toward a sale of the lands, surveying and procedures for consolidation of the PIN with abutting lands, merger or deeming by-law would be completed; and further

That an agreement of purchase and sale would include as a condition that any further required planning applications are approved (i.e. Site Plan Control Approval, and that the buyer undertakes to obtain a building permit for the development of a 10 unit Group Home within 2 years of the closing of the transaction, and to complete same within 3 years of the closing of the transaction, failing which the property will be transferred back to the Seller and the purchase price reimbursed to the Buyer. That the undertaking shall survive and not merge on closing; and further

That three readings be given to a bylaw execute an agreement between the Corporation of the City of Kenora and the Kenora District Services Board for the sale of land.

Background:

Last month in April, Council received a report and heard concerns with regard to the proposed sale and development of land; a deferral of the decision to May was made to allow for more public feedback, and circulation of the Notice to Close the Unopened Road Allowance and Intent to Deem City Owned Lands Surplus.

Notice was given on May 2nd and will also be published on May 9th, in the Lake of the Woods Enterprise in accordance with the Notice By-law. Notice of the receipt of an application was given on March 21st to property owners within 60 metres and with a posting in the paper.

The following information is cited from the Planning Report provided in April:

In January 2019, the Planning Department received an enquiry by the Kenora District Services Board (KDSB) to acquire an unopened road allowance, which is located adjacent to 400 and 338 Street North, for the purchase price of \$2.00. The value of the land would

be established as the City's contribution to the development of affordable housing in the form of a Group Home as permitted by the Residential Density 2 Zone (R2).

This request is being made to supply land for development. The KDSB has a pending offer to purchase 400 Fourth Street North and the acquisition of the subject land would be vital for the development. A site plan drawing is provided and attached to this report. The drawing displays the proposed location for the building at the east extent of the lot (being 400 Fourth Street North), and a parking area with driveway on the westside, which is currently the unopened roadway.

Refer to Figure 1. below, which is an aerial image displaying the property line of 400 Street North in blue, and the subject area for acquisition outlined in a hashed red line.



Public comments (updated, May 7th):

The Planning Department has since received written submissions, from four property owners in the area of the subject property and these have been provided to Council. Property owners at 338 Fourth Street North and 404 Fourth Street North, both explained that they had enquired to purchase the subject road allowance and were told that it would not be sold because it accommodated hydro infrastructure. Since they were denied the request in 2015, both are frustrated that there is now an opportunity for reconsideration.

Staff of 2015 were able to recall the enquiry and that their response was based on comments received from Kenora Hydro, as well as City Operations, who envisioned an opportunity to extend Fourth Avenue North toward the mill site for extension of water and roads. The viability of the extensions has since been reassessed, and other preferred options are available for the extensions.

Concerns were also received from property owners who are generally raising concerns related to the proposed development of a Group Home, which is a permitted use of the Residential Density 2 - R2 Zone. Also infrastructure, including the existing roadways and sidewalks for which access was described as being substandard; concern for increased pedestrian and vehicle traffic, safety and security of existing residents, needing more

information about the future residents, and whether it will be programmed, i.e. for addictions recovery.

The application was circulated internally for comments, as follows:

Synergy North	<p>The high level estimate for servicing the property is \$33,500 plus HST. This estimate includes:</p> <ul style="list-style-type: none">• Upgrading three poles complete with rock bores;• Installing a rock anchor;• Extending the primary conductor for two spans;• Installing a 75kVA - 120/240V pole mounted transformer;• Terminating the customer owned secondary cables and installing guards; and• Installing one meter complete with C.T.'s <p>Your contractor is responsible for:</p> <ul style="list-style-type: none">• Supply and installing 2 x 4"(10cm) DB2 duct from the meter base to the termination pole (ducts to be installed 1m deep);• Supply and install parallel 3 x 500MCM, Al, RWU-90, underground cable (Maximum distance from pole to meter base is 80m); and• Installing the metering cabinet and meter base on the outside of the building. <p>If you choose to have the metering inside the building, a 30" x 30" CSTE cabinet will need to be installed as a point of demarcation. I will work with your electrical engineer on our standards.</p> <p>As per our conversation this morning, I am waiting to hear from Marco Vogrig from the City of Kenora for approval to install underground cable in the laneway.</p> <p>- February 5, 2019</p> <p>Any alterations to the existing pole should be considered in conjunction with the serving requirements. I've forwarded your site plan to our Distribution Designer, John Oriecua who can be reached at 807-343-1168.</p> <p>- January 15, 2019</p>
Engineering Department	<p>There are preexisting water pressure challenges, and a mechanism within the building will be required to boost the pressure; however this is not a concern for the property transfer – March 11, 2019</p> <p>Currently Kenora Fire has no issues with the development of this site as proposed – January 11, 2019</p> <p>To be provided</p>
Kenora Fire	
Roads Department	

Budget: No impact, application fees, legal and survey fees to be paid by the developer.

Risk Analysis: There is an inherent moderate risk of public disapproval for a transfer of City property, as well as concern for the intended use; however the risk was mitigated by giving notice of the receipt of the applications for purchase of lots. It is recommended that the City circulates notice of the intent to close the road, and declare the lands surplus.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:Strategic Plan

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

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

Official Plan

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

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

May 6, 2019

City Council Committee Report

To: Mayor and Council

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

Re: Application to NOHFC Growth Management and Vacant Land Supply Analysis

Recommendation:

That Council of the City of Kenora approves an application to the Northern Ontario Heritage Fund Corporation (NOHFC) Northern Community Capacity Building Program for the delivery of a Growth Management and Vacant Land Supply Analysis; and further

That the City of Kenora confirms its financial commitment of up to \$15,000 for the project; and further

That Council hereby approves any cost overruns associated with the project.

Background:

The 2015 City of Kenora Strategic Plan prioritizes the documentation of existing City land, identification of new opportunities and outlining future growth areas. This was further emphasized through the work completed as part of the investment readiness assessment undertaken by the City in 2018. This exercise identified a number of potential opportunities to support investment readiness including the development of a land inventory that would classify available properties.

Upon further best practice research, Staff are recommending that the City of Kenora undertake a project to conduct a growth management and vacant land supply analysis which would result in the development of updated population and growth projections, a highest and best use analysis for vacant and municipally-owned lands, and the preparation of vacant property profiles to be used in marketing efforts.

Development Services staff had previously submitted an application in support of this project in September 2018 with Council approval to the Rural Economic Development (RED) Program and delivered a Request for Proposals process to be positioned to proceed as soon as a decision was received. Unfortunately, in April 2019, the City of Kenora was informed that the project would not be supported by the RED Program. Subsequently, staff have identified another program that could support this project at a higher level of assistance and allow for value-added activities to be included in the overall project workplan.

Key activities include: developing population and employment projections following key background research and including low, medium and high growth scenarios; developing an inventory of all municipal lands as well as ten privately held/Crown lands; establishing existing uses, constraints and opportunities; - engaging with City staff and key local employers; identifying priority sites to investigate further; determining optimal development for priority sites; -creating profiles and action plans; delivering a final report.

Budget:

The NOHFC Northern Community Capacity Building Program can support up to 75 percent of eligible project costs, to a maximum contribution of \$50,000. This includes value-added activities which increases the budget to approximately \$60,000. The City of Kenora contribution to this project has been previously approved in the 2019 Capital and Unusual Spending Budget.

Risk Analysis:

Based on the City's ERM policy, the recommendation carries a low financial risk which will be managed through routine procedures.

Communication Plan/Notice By-law Requirements:

Bylaw required when agreement is received from the NOHFC Northern Community Capacity Building 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;
- 1-2 The City will ensure Kenora is recognized as being "Open for Business" and facilitating development through streamlining application and approval processes, effectively eliminating any 'red tape';
- 1-5 The City will document existing City land, identify new opportunities and future growth areas, and consider putting the appropriate zoning in place for potential future development. This may include land assembly for the purposes of developing business parks intended to clear the way for industrial investment.
- 2-7 The City will encourage and support the development of vacant and transitional lands for uses that support our vision

May 6, 2019

City Council Committee Report

To: Mayor and Council

Fr: Allyson Pele, Manager, Northwest Business Centre

Re: NOHFC – Northern Ontario Internship Program Application

Recommendation:

That the Council of the City of Kenora approve an application to the Northern Ontario Heritage Fund Corporation (NOHFC) Internship Program for the purpose of hiring an intern for a two year period.

Background:

The Northwest Business Centre (NWBC) was successful in securing two year funding through the Northern Ontario Heritage Fund Corporation (NOHFC) Internship program and hired a program coordinator for the Starter Company Plus program in May 2017. The Internship was a success and the applicant moved onto a full-time position with a local business that is currently expanding. Recently the Ministry of Economic Development, Job Creation and Trade (MEDJTC) announced that the program will continue. The NWBC requires an intern to maintain the desired level of customer service and fulfill the Starter Company Plus program requirements. As a result, a new NOHFC application will need to be submitted.

In 2014 the NWBC launched the Starter Company and in 2017 launched the Starter Company Plus program. This program provides mentoring, training and capital for entrepreneurs to start, grow or buy a small business. The Intern will be expected to deliver the program and work with the program participants to ensure the success of their small businesses. The Starter Company Plus program is responsible for jump-starting entrepreneurial ventures across the district otherwise not possible, and the successful candidate will have a great opportunity to play a role in the resulting economic growth.

In addition to delivering the Starter Company program, the intern will be responsible for managing the social media campaign at NWBC, including the management of a Facebook page, Twitter account and WordPress website. The intern will be trained in the programs and as a result will be equipped to provide the Starter Company Plus clients with advice and carry out the responsibility of managing the campaign.

Budget:

The salary top-up for this position is built into the Starter Company budget, completely funded by the Ministry of Economic Development, Job Creation and Trade. When or if the Starter Company Plus program ends, the remaining funding will be built into the Northwest Business Centre's operating budget, funded through the Ministry of Energy, Northern Development and Mines.

Risk Analysis: There is Low Risk associated with the approval of this agreement as per the City of Kenora's Risk Management Matrix as the remaining program expense will be topped up by the Ministry of Economic Development, Job Creation and Trade.

Communication Plan/Notice By-law Requirements:

Resolution required at time of agreement execution.

Strategic Plan or other Guiding Document:

Strengthen our Economy

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

1-3: The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs.



P R O C L A M A T I O N

Lyme Disease Awareness Month May 2019

Whereas Lyme disease is an infectious disease that is seriously under-reported across the nation; and

Whereas ticks, the host of Lyme disease, are carried by mice, rabbits, squirrels, deer, birds and other animals; and

Whereas traditional methods of removing embedded ticks are dangerous and can increase the risk of acquiring the infection; ticks can be so small and hard to detect that many people who contract Lyme disease do not recall being bitten; and

Whereas prompt treatment with adequate antibiotic therapy in early stage infection may cure Lyme disease, thereby preventing damage and complications of progressive Lyme disease; and

Whereas in some cases, untreated or inadequately treated Lyme disease can lead to death; lack of early recognition, diagnosis and treatment can result in permanent physical damage, therefore many Lyme patients are left disabled; and

Whereas the science surrounding Lyme and tick-borne diseases is unclear and emerging, and testing may be inaccurate; citizens and medical providers are encouraged to take all tick borne diseases seriously;

Now Therefore, I, Daniel Reynard, Mayor for the City of Kenora, do hereby proclaim May 2019 as Lyme Disease Awareness Month in and for the City of Kenora in and for the City of Kenora and encourage our citizens to become better educated about this illness and how they can protect themselves from infection.

Proclaimed at the City of Kenora this 14th day of May, 2019

Mayor Daniel Reynard



P R O C L A M A T I O N

National Public Works Week May 19-25, 2019 "The Power of Public Works"

Whereas public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario; and

Whereas these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from provincial and municipal governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

Whereas it is in the public interest for the citizens, civic leaders and children in Canada to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

Whereas the year 2019 marks the 59th annual National Public Works Week sponsored by the American Public Works Association and Canadian Public Works Association be it now;

Therefore Be It Resolved That We, the Mayor and Council of the City of Kenora hereby designate the week May 19th – 25th, 2019 as National Public Works Week;

I urge all our people to join with representatives of the Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Proclaimed at the City of Kenora this 14th day of May, 2019

Mayor Daniel Reynard