



# City of Kenora

## Committee of the Whole Agenda

Tuesday, November 12, 2019

9:00 a.m.

City Hall Council Chambers

### A. Public Information Notices

As required under Notice By-law #144 -2007, the public is advised of Council's intention to adopt the following at its November 19, 2019 meeting:-

- Declare City owned lands as surplus to the requirements of the Municipality being the southern portion of Twelfth Street, described as Parts 1 and 2 on Plan 23R-14695, having an area of 0.058 ha

### 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 October 8, 2019 be confirmed as written and filed.

### D. Deputations/Presentations

- Recognition to Steve Halverson & Jacob Fafard – Bear Attack
- Chad Gropp/Carla Treadway/Lexis Moncrief-2020 Safer City
  - Wauzhushk Onigum Nation – Water Service Agreement
- Kenora District Services Board- Potential Impacts from Changes to Provincial funding
  - Northwestern Health Unit- Potential Impacts from Changes to Provincial funding

### E. Reports:

## 1. Administration & Finance

Item Subject

- 1.1. 2019 Capital & Unusual Spend
- 1.2. Q3 Investments
- 1.3. 2019 Q3 Contracts
- 1.4. September 2019 Financial Statements
- 1.5. Human Resource Policy Amendments & Repeals

1.6. Health & Safety Policy Amendments & Repeals

2. Fire & Emergency Services

Item Subject

No Reports

3. Operations & Infrastructure

Item Subject

3.1 Traffic Amendment – Rate of Speed – Erie Street

4. Community Services

Item Subject

No Reports

5. Development Services

Item Subject

5.1 Resolution on Bill 108 and LPAT

5.2 FCM SNAP Program Funding Application – Climate Action & Resilience Plan

5.3 Road Closure & Declaration of Land Surplus – Portion of 12<sup>th</sup> St

5.4 2020 ROMA Conference Delegation Requests

Other:

12:00 p.m.

Public Meeting for Official Plan Amendment & Zoning Bylaw Amendment

File Number D09-19-03 & D14-19-09 – 331 9<sup>th</sup> St N (Former Abitibi Mill Site Lands)

Next Meeting

- Tuesday, December 10, 2019

Motion - Adjourn to Closed Meeting:

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

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

- i) Personal Matter about an Identifiable Individual (2 matters-BIZ Board Appointment & KDSB Impacts)
- ii) Labour Relations (1 matter-Volunteer Fire Fighter Agreement)

Adjournment.



October 15, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Jon Ranger, Deputy Treasurer**

**Re: 2019 January to September Capital and Unusual Spending**

### **Recommendation:**

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

### **Background:**

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

### **Budget:**

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

### **Risk Analysis:**

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

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

For information only.

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

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



October 31, 2019

## City Council Committee Report

**TO: Mayor and Council**

**FR: Charlotte Edie, Manager of Finance/Treasurer**

**RE: Q3 Investment Report including Kenora Citizens' Prosperity Trust Fund**

### **Recommendation:**

That Council of the City of Kenora hereby accepts the 2019 third 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 September 30, 2019 is \$16,564,430 (June 2019 \$16,374,659). 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 18.12% (June 2019 24.7%). This rate reflects the total return including market impact. The return on book value for year to date 2019 is .94% (June 2019 .91%). Currently the universal bond fund is generating 8.05%, the bond fund is generating 3.62% and the equity fund is generating 24.66% 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 September 30, 2019 report is attached. The market value of these investments is \$21,460,339. 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 3.15%. The rate of return since inception is 2.6%. These returns also take the market impact into account.

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

**Other Investments:**

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments are entirely held in the ONE Public Sector Group of Funds and the market value at September 30, 2019 is \$22,086,823. As mentioned above, \$4,906,694 was transferred 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 11.08%. The year to date return on book value is 1.68%.

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

**Risk analysis:**

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

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

For information only

**Strategic Plan or other Guiding Document:**

Report is required per policy CS 4-2.



October 15, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Jon Ranger, Deputy Treasurer**

**Re: Contracts & Expenditures Approved July – September 2019**

### **Recommendation:**

That Council hereby accepts the 2019 July – September Contracts & Expenditures Approved report.

### **Background:**

Per the Procurement Policy, the Manager of Finance/Treasurer (or 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. If the lowest end cost bid is not chosen the reason for the choice must be documented on the purchase order.

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.



October 25, 2019

## City Council Committee Report

To: Mayor and Council

Fr: Charlotte Edie, Manager of Finance/Treasurer

Re: September 2019 Financial Statements

### Recommendation:

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

### Background:

Attached for your information, please find the September 2019 summary expense and user fee statements for the City of Kenora and the Council department. At the end of September, the year is three quarters complete, so not including any seasonal or timing differences, there should be 25% of the budget remaining.

### Overall:

- Expenses at the end of September 2019 were close to budget with 28.4% remaining to be spent. Water & Sewer 32.09% and Solid Waste 30.42% left in the budget.
- User fee revenues to the end of September 2019 are close to budget with 24.96% left to collect. Water & Sewer 30.18% and Solid Waste had 15.85% left to collect.

### Expenditures:

- **General Government** - The General Government expenses to date are close to budget with 30.24% of the expense budget unspent.
  - **Administrators Office** –Special Projects & Research Officer was budgeted for a full year however this position was only filled starting December 2<sup>nd</sup>. Legal expenses are also currently under budget. Budget reflects high legal expense in recent years.
  - **Human Resources** – Slightly under budget as more training expenses have been booked for the fall.
  - **Building and Grounds Maintenance** – Utilities currently below budget.
- **Protection** – The Protection Department expenses to date are close to budget with 32.72% remaining in the budget.
  - **Police Commission** – Currently nothing has been spent on travel to date.
  - **OPP** – September payment posted to October. Actual budget remaining is 25%.
  - **Facilities and Property Management** – Wages slightly under budget. A small portion of electrician's time has been budgeted here but no time has yet been allocated for electricians to this department. It is likely that this wage allocation should be adjusted for future years as electricians code time to specific departments they are working on.

- **Transportation** – The Transportation Department expenses to date are under budget with 30.86% remaining in the budget.
  - **Paved/Surface Treated/Loosetop Roads** – Under budget at the end of September, many materials and supplies accounts are currently under budget especially for resurfacing materials, and patch/washout materials. The interest on debt for paved roads will be recorded at year end. If this amount is taken into account the percentage remaining would be 29.7%.
  - **Winter Control Maintenance** – Winter control maintenance is significantly over budget with only 13.07% remaining to be spent for the year. As this is a seasonal department, it is expected that this department will be over budget by year end. The biggest overspend is for rental of non-owned equipment.
  - **Parking rentals** – The entire year's worth of property taxes have been recorded resulting in this expense looking over budget.
  - **Conventional Transit** – expenses under budget as two months of the
  - **Streetlighting** – utilities and repairs and maintenance continue to be under budget with the new LED installations paying off. Utilities are over 10% under budget. Debt interest is budgeted but not yet recorded.
  - **Barsky Facility** – internal wages and equipment time over budget to reflect repairs done by staff.
  - **Garage & Shop** – wages are over budget as a result of job shadowing.
- **Environmental** – The Environmental Department expenditures are close to budget with 21.8% remaining to be spent. 32.09% left in the budget in Water & Sewer and 30.42% remaining in Solid Waste.
  - **Storm Sewers** – Currently used all of yearly budget, per discussion with roads division lead, a significant amount of steaming was required this winter on storm sewers. Significant storm sewer work also performed in the fall (Railway St at crossing) by City employees.

#### **Water & Sewer**

- **Sanitary System** – Computer maintenance is under budget as Kenora Hydro is no longer charging for sewer and water billing. Less maintenance work performed on sewer mains in 2019 per Biman. Also, the City received only 2 bills from Synergy North for the Sultana pumping station. This has been rectified and a catchup will be paid in October.
- **General Water Standpipe & Booster** – utilities expense is over budget however on review of monthly charges it appears that the budget has been set too low.

#### **Solid Waste**

- **Garbage Collection** – Materials & supplies expenses are currently under budget. Wages are under budget because drivers code their time to other departments when they drive the roll off truck or work around the transfer station when their routes are done for the day. Budgets will be changed to reflect this in the future.
- **Hazardous Waste Days** – Expenses under budget, however expenses are comparable to prior year at this time. Contractor pick up of hazardous material is not consistent therefore level of expenses vary from month to month.
- **Kenora Area Landfill** – Contracted services, repairs and maintenance and material & supplies currently under budget at the end of September. Brush



- grindings are scheduled to be done later this year causing expenses to increase.
  - **Blue Box Collection & Recycling Facility** – the budget variances reflect wages being budgeted in one department and actually being charged in another as described in garbage collection. Budget will be adjusted in 2020 to reflect this.
- **Health Services** – Cemetery – to date contributions to cemetery are over budget however maintenance is cyclical and costs should decrease for the remainder of the year.
- **Social and Family Services** – Contributions to Pinecrest are over budget. Pinecrest's requisition was not received until after the budget was approved.
- **Community Services** – Overall Community Services expenses are below budget with 30.3% remaining to be spent.
  - **Parks** – As expected Parks budgets are seasonal. In addition insurance is over budget as a result of a claim.
  - **Norman Park** – Appears under budget in September however, over \$51,000 in water charges for the splash park were posted in October.
  - **KRC** – Wages are over budget, and the Thistle Arena and Fitness Centre wages are under budget. This is a budget allocation issue for wages. An estimate was made based on maintenance operator's time, however this is the first year of recording maintenance operator's time by department. The 2020 budget will be based on 2019 actuals.
  - **KM Arena & complex** – Interest on debt for \$38K not yet recorded. The expense has been moved to a separate category in the statement and will no longer impact the operating budget.
  - **Fitness Centre** – Wages currently lower than budgeted. In an effort to match wage costs to the departments in which they are actually spent, much of desk attendant's wages were budgeted to fitness centre, however actuals were not being allocated here. An adjustment has been made going forward for desk attendant wages to be allocated to fitness centre.
- **Planning & Development** – Planning & Development expenses are under budget with 30.4% left in the budget.
  - **Starter Company** – The starter company program was to be finished March 31, 2019, however it is now expected that this program will start up again and a new contract will be signed with the Ministry. The contract extension hasn't been budgeted.
  - **Economic development** – Expenses depend on project activity. Economic development intern was budgeted for however has not yet been hired.
  - **Tourism** – Currently over budget as 100% of the Recreation/Tourism Leads wages were being allocated here, when they were budgeted 50% recreation, and 50% tourism. This has been addressed with payroll, going forward this positions wages are split between recreation and tourism.
  - **Tourism facilities** – Tourism facilities are currently under budget. Contracted Services are currently under budget as the downtown services invoice is usually received in November for services from May to October.

#### **User Fees:**

- Overall, user fees are just above budget projections with 24.96% of the budget still to be collected.

- **General Government**

General Government is below budget with 27.25% left to be collected.

- **City Clerk** – Currently Civil Marriage revenues and lottery licensing fees are under budget. These revenues are dependent on weddings in the area and can change from year to year.
- **Finance and Administration** – User fees are dependent on house sales which drives tax certificate fees. This can vary from year to year, the same as merchandise sales.

- **Protection to Persons and Property**

Protection to Persons and Property is exceeding the annual budget by 5.94%.

- **Fire department** – Has exceeded its yearly budget for a couple reasons. Fire protection agreement revenue has exceeded budget by \$22K. Also a larger donation was made towards the Kenora Fire Regional Training Centre. Fire Marque revenue was almost \$10K to the end of September. This revenue was not budgeted for. Highway fire calls are also up at this time when compared to prior year.
- **Building Inspection** – Building permit user fee exceeding budget at this time. This is dependent on builds in the year and can vary from year to year.
- **Provincial Offences** revenue is dependent on the fines assessed in this area. First and second quarter revenues have now been recorded and have exceeded the year budget. This is because 2018 revenues were lower than anticipated and revenue projections for 2019 were decreased.

- **Transportation Services**

Transportation user fees are exceeding budget with 22.77% left in the budget.

- **Conventional Transit** – reflects continual decrease in ridership.
- **Mall Parking Lot** – The mall parking lot is currently exceeding budget. This is due to the change that was made in April to allow for 'Open parking' in the middle lot so that users can now pay by month. This caused an increase in usage.
- **Docks & Wharfs** – Currently exceeding budget as expected as docks and wharfs are billed and collected ahead of the boating season.
- **Garage & Shop** – Over budget as there was work performed for the Fire department that was subsequently billed to Fort Garry Industries. This work was unanticipated.

- **Environmental Services**

Environmental services user fees are below budget with 42.41% remaining to be collected. 30.18% of Water & Sewer User fees are also still to be collected and Solid Waste has 15.85% remaining to be collected.

- **Blue Box collection** – Currently below budget, dependent on recycled materials. These include commercial pickup revenues. Actual fees currently above prior year at the end of September. Still expected to meet budget, note that these revenues are recorded on a quarterly basis. Only two quarters are currently recorded.

## **Water & Sewer**

- **Water and Sewer** user fees are one month behind budget with 30.32% and 30.02% not yet collected respectively.

## **Solid Waste**

Currently all solid waste revenues are exceeding budgets at the end of September.

- **Garbage Collection** – bag tag sales are exceeding budget.
- **Kenora Area Landfill** – Revenues picked up significantly from local contractors over the construction season.

- **Community Services**

Community Services user fees are below budget with 31.38% remaining to be collected.

- **Parks/Anicinabe Park** – Revenue recognized in October will bring the numbers closer to budget.
- **Thistle Arena** – Under budget at the end of September, we will expect this to increase now that the ice surface is back.
- **External Facilities** – Rec centre parking revenue is now being collected but was not in the budget.
- **Keewatin Memorial Arena** – It is expected that revenues will increase moving into fall when more ice time is booked.
- **Fitness Centre** – Negative revenues reflect training fee refunds.

- **Planning and Development**

Planning and Development user fees have exceeded budget with 17.72% remaining to be collected.

- **Tourism Facilities** – This is current the only department in Planning and Development that isn't exceeding budget. This is due to less rentals for the Whitecap pavilion than prior year. Budget expectations were increased in 2019 for the large amount of bookings that took place in 2018.

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.



November 5, 2019

## City Council Committee Report

**TO: Mayor and Council**

**FR: Hilary Smith, Human Resources Advisor**

**RE: Amendments to Various HR Policies**

### **Recommendation:**

That Council hereby approves a new #HR-3-5 Hours of Work & Overtime of Absence Policy and new #HR-3-6 Non-Union Benefits Policy which form part of the City of Kenora Comprehensive Policy Manual; and further

That Council hereby repeals Human Resources Policy #HR-3-4 Hours of Work Policy, #HR-2-20 Emergency Due to an Influenza Pandemic and #HR-2-10 Smoking in the Workplace; and further

That bylaw number 48-2018, 178-2009, 117-2012 be hereby repealed; and further

That three readings be given to two bylaws for this purpose.

### **Background:**

The HRM Strategy contained a recommendation to review the City's Human Resource Policies and to incorporate them into the City Policy Manual. Policies HR-3-04, HR-3-05 were combined into one policy and updated to accurately reflect current practices and position titles. Policy HR-3-06 was also updated to reflect current practices with respect to Non-Union benefit plans.

All original policies are included as attachments for comparison purposes.

**Budget:** N/A

**Risk Analysis:** There are no perceived risks to this recommendation.

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

**Strategic Plan or Other Guiding Documents:** HRM Strategy

## City of Kenora Hours of Work and Overtime Policy ~~—Overtime~~ (Non-Union)



Section	Date	By-Law Number	Page	Of
Human Resources	May 22, 2018	48-2018	1	3
Subsection	Repeals By-Law Number		Policy Number	
<u>Non-Union Wages &amp; Benefits</u>	125-2012		HR-3-5	

### Policy Statement

The Corporation recognizes that staff require set hours of work, but that circumstances may arise where overtime is warranted. In such cases and with the proper authorization, overtime pay and/or lieu time shall be granted in accordance with applicable legislation and Corporation policy.

The Corporation will endeavor to follow scheduled hours of work and to minimize the practice of overtime to ensure an appropriate work/life style balance for its employees and to maintain the cost effectiveness of the Corporation's operation.

This policy respects the rules and regulations pertaining to overtime as outlined in the Ontario Employment Standards Act.

### Purpose

Overtime may be required when work in a department cannot be completed during the regularly scheduled work shift period or if unusual conditions arise. In these situations, a Senior Leadership Team Member or Supervisor may ask an employee to work extra time or an employee may voluntarily initiate additional time due to workload. Employee initiated time shall not be on a regular ongoing basis, but rather only be occasional. If employee overtime is regular in the position the position should be reviewed.

It is recognized that Senior Leadership Members and Supervisory/Non-Supervisory personnel are paid a premium salary and that in such positions the working of some overtime will be considered part of the employees' employee's normal responsibility in the performance of their his/her duties.

Employees and their Supervisor should seek flexible arrangements to deal with extra work hours that may be required from time to time to meet operational needs. When alternate work arrangements cannot be made, this policy describes ways of compensating eligible employees who have to work extra hours.

### Scope

All non-union employees

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## City of Kenora Hours of Work Policy – Overtime (Non-Union)

Policy Number	Page	of
HR-3-5	2	3

### Procedures

#### 1. Hours of Work

An employee's hours of work, including shift start and end times, shall be determined by their direct Supervisor

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#### 1-2. Approval of Overtime

Overtime is defined as work that has been authorized by a member of management, which requires the employees to work in excess of the number of hours of their defined workweek. Overtime shall not be recognized for less than a half-hour of work.

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#### 2-3. Eligibility of Overtime versus lieu time

a. Bands 15 and lower:

All employees at and below Band 15 are eligible for overtime. Employees, eligible for overtime pay, have the option of receiving either lieu time off or payment of overtime. Lieu time earned is banked at a rate equivalent to overtime pay.

b. Band 16 and above:

It is understood that the work employees at Band 16 and above is supervisory and/or managerial in nature. Employees in these grades are paid according to the job done rather than hours worked and as such are not eligible for overtime pay.

#### 3-4. Overtime and lieu time entitlements

a. Bands 15 and lower:

Employees in these grades are entitled for overtime at straight time for all hours up to forty-four (44) weekly. Overtime beyond forty-four (44) hours is paid at a rate of time and one-half or as otherwise indicated by the *Ontario Employment Standards Act*. If the employee requests to work extra time as self-initiated additional time this time is compensated as lieu time at hour for hour.

b. Bands 16 and above:

Employees in Bands 16 and above shall be granted five (5) additional days off annually in lieu of overtime worked. The additional days must be taken by December 31<sup>st</sup> of each year. There will be no pay out or carry forward if time has not been utilized. No bonus days are accrued on the additional days in lieu of overtime. Supervisory lieu days will be prorated for new employees.

c. Bands 16 and above:

If requested by Management to perform emergency work which is not supervisory or managerial in nature, compensation will be in accordance with the Ontario Employment Standards Act.

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**City of Kenora Hours of Work Policy – Overtime (Non-Union)**

Policy Number	Page	of
HR-3-5	3	3

**4.5. Administration of Lieu Time and Lieu Time Banks**

- a. Lieu time earned in a calendar year must be taken within the year it was earned.
- b. Unused lieu time remaining at the end of the calendar year for Bands 15 and below may be carried over to the following year upon approval by the employees' Supervisor to a maximum of 10 days provided that such lieu time is taken no later than June 30<sup>th</sup> of the following year. Any unused lieu time from the previous year taken by this date shall be forfeited.

~~c. Lieu time remaining in an employee's lieu bank for Bands 15 and below is not paid out at termination.~~

**6. Flex-Time**

—An employee can within a one week pay period (Sunday – Saturday) due to workload, flex their week. For example, an afterhours meeting is for two hours, an employee can adjust their hours by two hours during that same week. Flex Time is not used to create extra time off or leave early at the end of the week. Approval from the Senior Leadership Team Member or Supervisor to flex time within a week is required.

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—As approved by the Senior Leadership Team Member, a Supervisor that is required to work on a statutory holiday has up to three (3) months to use the stored statutory holiday.

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**Staggered Work Hours**

~~Is a work arrangement where an employee, with the approval of his or her Senior Leadership Member or supervisor, regularly arrives and leaves at times other than the working hours of the normal working hours of their department? These alternate starting and leaving times can vary from 15 minutes to 1 hour.~~

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**Accountability**

Supervisors are accountable to ensure adherence to this policy as outlined.

**Administration**

Human Resources

## Non-Union Benefits Policy



Section	Date	By-Law Number	Page	Of
Human Resources	October 22, 2012	117-2012	1	2
Subsection	Repeals By-Law Number	Policy Number		
Non-Union		HR-3-6		

### POLICY STATEMENT

The intent of this policy is to identify a package of employee benefits for its Non-Union ~~personnel permanent employee~~ based on the following objectives:

- ~~Attracting and retaining dedicated employees;~~
- ~~Maintaining good morale among all employees;~~
- ~~Offering a fair retiree benefit package; and~~
- ~~Maintaining a shared responsibility for security and benefit coverage.~~

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### POLICY

~~The Non-Union Benefits Policy outlines the health and retiree benefits for permanent, non-union staff.~~

~~Benefits are designed to provide the best possible coverage for all permanent Non-Union employees. The Employer reserves the right to select and change benefit carriers in order to most efficiently meet the needs of staff including Non-Union staff, intent of the Policy. All City of Kenora benefit plans have established eligibility requirements.~~

### HEALTH BENEFITS

~~All Non-Union personnel shall be entitled to a benefits package consisting of the most favourable benefits negotiated by the various unions the City engages with. It is also understood that specific and unique benefits accruing to a particular Union group, due to the nature of their occupation, shall only be provided to Non-Union personnel upon approval of Council.~~

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### LEAVE OF ABSENCE

~~The employee must assume all premium costs during a leave of absence (maternity and parental leaves excluded).~~

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### ENROLMENT PARTICIPATION

~~Benefit plan enrolment Participation and coverage is mandatory for all full-time employees unless the employee can provide evidence that they are he or she is covered by a spouse's plan or a previous employer's plan that provides comparable coverage.~~

### FAVOURABLE BENEFITS

~~All non-Union supervisory and management personnel shall be entitled to a benefit package that is made up of the most favorable benefits offered to employees covered by CUPE, IBEW, and KPFFA, excluding Responsibility/Recognition/Experience Pay. If these Unions are successful in negotiating more favourable benefits these increased benefits will also accrue to non-union Supervisory/non-Supervisory and Management personnel. It is also understood that specific and unique benefits accruing to a particular Union group, due to the nature of~~



~~their occupation, shall only be provided to non-union Supervisory and Management personnel upon approval of Council.~~

**RETIREE BENEFITS**

~~The benefit plan for retirees is based on the most favorable package during the year that notice is given. Information of eligible benefits for retirees can be obtained through the Payroll Department.~~

Non Union Benefit Policy

Policy Number	Page	Of
HR-3-6	2	2

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**RETIREE BENEFITS**

~~The benefit plan for retirees is based on the most favorable package during the year that notice is given. Information of eligible benefits for retirees can be obtained through the Payroll Department.~~

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~~In order to be eligible for retirement benefits the employee must meet the following requirements:-~~

- ~~— Retire in accordance with OMERS eligibility-~~
- ~~— Written notice must be received by the Department Manager or CAO within the calendar year-~~
- ~~— Must leave within the calendar year of notice being given to receive the benefits of that year-~~
- ~~— A minimum of ten (10) years continuous service with the City of Kenora~~
- ~~— Retiree benefits are available until the Employee reaches age sixty five (65) or until his or her death, whichever occurs first.~~

~~The benefit outlined above will not be available through the Corporation if the retired member can receive the benefits through a previous or subsequent employer, spouse or through Federal or Provincial legislation-~~

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## Smoking in the Workplace



Section	Date	Resolution Number	Page	Of
Human Resources	April 26, 2004	7	1	1
Subsection	Repeals By-Law Number		Policy Number	
General			HR-2-10	

### Purpose

The City of Kenora is dedicated to providing a healthy, comfortable and productive work environment for all our employees.

Secondhand smoke is a known health hazard and will be treated in the same manner as any other health hazard, i.e. removal from the workplace so as not to place employees at any risk. This goal can be achieved only through efforts to protect nonsmokers and to help smoking employees adjust to restrictions on smoking.

Smoking will not be permitted within any City building or any City owned vehicles (including heavy equipment). This policy follows all guidelines set out by By-Law Number 45-94 and By-Law Number 147-2000 being No Smoking By-Laws.

### Guidelines

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of their appropriate immediate Supervisor and if necessary referred to the Human Resources Manager for a final decision. In all cases, the right of the nonsmoker to protect his/her health and comfort will take precedence over an employee's desire to smoke.

Signs will be posted throughout the workplace and lunchrooms stating that the building is a smoke-free work place, and that smoking is strictly prohibited.

Visitors when necessary and new employees when hired will be advised of the policy and the reasons why the City of Kenora decided to provide its employees a smoke-free workplace.

People who violate the smoking policy will be subject to disciplinary action.

## Emergency Due to an Influenza Pandemic



Section	Date	By-Law Number	Page	Of
Human Resources	December 14, 2009	178-2009	1	7
Subsection	Repeals By-Law Number		Policy Number	
General			HR-2-20	

Every effort shall be made to ensure City operations continue during an influenza outbreak. Precautions shall be taken to protect employees and provide a safe work environment. Based on guidelines from Public Health, services may be reduced to provide flexibility to support employee needs, accommodation illness and to maintain critical services. The Corporation Leadership Team (CLT) shall be the decision making body for operational issues arising out of an influenza outbreak concerning service levels, operational changes and other issues related to City operations.

### **Purpose**

The purpose of this document is to clarify human resources workplace policies and procedures due to an influenza outbreak. The goal is to maintain services that are time-sensitive (must continue to be available) within a safe work environment for City employees.

### **Duration**

The CLT shall determine which components of this procedure need to be implemented. Any altered condition contained in this procedure will supersede Human Resources policies normally in place. All other policy areas not covered by this procedure will continue to apply.

### **Operating Principles**

The following operating principles will apply during an influenza outbreak:

The City shall follow guidelines issued by Public Health.

Management staff should consult with Human Resources when making workplace decisions related to the influenza outbreak.

It is important to recognize the requirement to protect employee's health, provide communication and maintain employee morale.

## Emergency Due to an Influenza Pandemic

<b>Policy Number</b>	<b>Page</b>	<b>Of</b>
HR-2-20	2	7

Employees diagnosed with the flu or experiencing flu-like symptoms (rapid onset of fever, cough, chills, fatigue, sore throat, body aches, headaches) are expected to stay at home until they feel well. A cough may linger for days or weeks after other symptoms have cleared.

Employees are safe to return to work with a cough.

All employees are expected to make all reasonable efforts to attend work as scheduled.

Some employees may be asked to work overtime.

Provisions of the collective agreements apply unless advised otherwise by Human Resources (by mutual agreement with the Bargaining Unit).

Timelines in collective agreements may need to be extended (by mutual agreement with the Bargaining Unit)

Resolution of labour relations or health and safety issues may be deferred (depending on the circumstances) when they are not time-sensitive.

### **Operating Details**

CLT could decide to put some or all the following components of this procedure into place.

### **Medical Notes**

Medical notes for absences lasting between 3 and 10 calendar days shall not be required where the employee reports flue like symptoms (i.e., fever and cough plus one or more of sore throat, joint pain, muscle pain or extreme exhaustion). Employees with flue like symptoms are not expected to see their doctor for the sole purpose of getting a note, unless their absence exceeds 10 consecutive calendar days.

### **Safety Precautions in the Workplace**

Managers/supervisors shall ensure that the necessary safety precautions have been taken in the workplace. Please refer to the "Workplace Guidelines" issued by Public Health. It is the responsibility of the manager/supervisor to

## Emergency Due to an Influenza Pandemic

Policy Number	Page	Of
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be aware of the Public health Workplace Guidelines as they may change from time to time, and to consult with City Health & Safety as required.

### **Reporting for Work**

All employees are expected to report to work during the influenza outbreak unless they are sick, quarantined, on an authorized or entitled leave, or are notified by their manager/supervisor (or through media communiqué) to not report to work.

### **Request to Not Report To Work**

Despite component #3 – Reporting for Work, permanent full-time and regularly scheduled part-time employees may be asked not to report to work in certain circumstances and be given leave with pay for a limited time period subject to management approval.

### **Hours of Work**

The Manager may adjust normal standard business hours and accordingly flex regular hours of work.

### **Flexible Work Week**

Employee requests to work an alternate work schedule may be considered by the employee's manager/supervisor. Human Resources must be notified of a schedule change for a salaried employee when the altered schedule is less than the employee's normal weekly hours of work.

### **Redeployment**

Human Resources shall co-ordinate a "redeployment centre" during the emergency to assist in matching employees with areas in need of additional replacement resources. Employees pay shall not be negatively impacted because of redeployment. Employees who are redeployed into essential service positions shall receive the rate of pay of their position, or that of the redeployment position, whichever is higher, and consistent with current pay practices.

## Emergency Due to an Influenza Pandemic

Policy Number	Page	Of
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### **Vacation**

Employees on vacation shall remain on vacation unless called back to work during the emergency. Employees may choose to voluntarily end their vacation and return to work in consultation with their manager/supervisor.

Year-end vacation carry over rules may be altered with the approval of the applicable manager and Human Resources Manager.

### **Leave without Pay**

Requests for a leave of absence without pay for personal reasons may be granted in accordance with the provisions of the Leave of Absence policy or the collective agreement.

### **Quarantine**

Employees, who are quarantined by the Medical Officer of Health or other designated health authority, shall notify his/her manager/supervisor and stay at home for the duration of the quarantine period.

Permanent employees shall be able to access their sick bank (or a leave of absence) for the duration of their quarantine.

Where the employee has no sick bank or paid leave they can access other banks available (e.g. vacation. Lieu time)

Employees shall be entitled to use sick days to care for themselves or immediate family members (living in the same residence) who are ill with confirmed H1N1 during a declared pandemic. If sick time is not available or has been exhausted, wherever applicable, overtime banks shall be used. When these alternatives have been exhausted, employees may request:

- A voluntary leave of absence (with pay) of up to a maximum of 10 working days. The employee shall then designate a repayment schedule over the 26 week period following the end of the leave. A tracking system of repayment shall be developed at straight time through payroll.

## Emergency Due to an Influenza Pandemic

Policy Number	Page	Of
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- An unpaid personal leave of absence for the duration of the illness or recover period.

### **Social Distancing**

Training that is not required may be cancelled. Meetings may be suspended during the emergency.

In the event that Public Health is recommending social distancing a manager/supervisor may authorize teleworking for an employee up to a period of two weeks, where practical and operationally feasible. The manager may authorize an extension to the teleworking arrangement beyond two weeks following consultation with and approval by the Human Resources Manager. Depending on the requirement for an employee to access City IT Applications, this may not be feasible.

### **Overtime**

Normal overtime provisions shall apply in accordance with the applicable collective agreements and Human Resources policies.

Full time employees that are required to participate in emergency activities beyond their normal work week shall be paid as per the applicable collective agreement and Human Resources policies.

Activities requiring overtime must be approved in advance by a manager/supervisor.

### **Assigned Alternate Work at the same Level**

The City may alter job duties during an influenza outbreak. Employees shall be paid their regular rate of pay plus any overtime required by management, as per the applicable collective agreement and Human Resources policies.

### **Acting/Alternate Assignments**

Employees shall receive appropriate acting/alternate rates of pay plus any overtime required by management, as per the applicable collective agreement and Human Resources Policies.

## Emergency Due To an Influenza Pandemic

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### **Meal Allowance/Travel**

Meal allowance and travel reimbursement shall be in keeping with the applicable collective agreement and Human Resources policies

### **Layoff**

Departments shall consult with Human Resources prior to any layoff of employees. The City shall deploy employees where possible and in keeping with the provisions of the applicable collective agreement and Human Resources policies.

### **Recruitment**

Normal job competition processes may be fast tracked, temporarily suspended or delayed during the influenza outbreak.

### **Work Refusals**

The Occupational Health and Safety Act (OHSA) governs the rights of workers to refuse work where they believe their health and safety is likely to be in danger. In the case of an influenza outbreak the usual process for work refusals shall apply. The worker shall report to work and remain on the premises to initiate and participate in the investigation involving a refusal to work.

### **Screening Questionnaire**

Where deemed necessary by the Medical Officer of Health, managers/supervisors may require employees to complete a screening questionnaire to determine their suitability to be in the workplace during the influenza outbreak. The City shall make every effort to respect the privacy of employees.

### **Employee Assistance Program**

Managers/Supervisor shall refer employees to the Employee Assistance Program where employees are exhibiting symptoms such as burnout, stress, shock, etc. Should a worksite have a unique circumstance requiring extraordinary assistance, they should contact Human Resources.



## Emergency Due To an Influenza Pandemic

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### **Management Employees**

Management employees' that are assigned responsibilities that are significantly different from their regular position shall be compensated under existing policies for acting assignments.

Management employees are expected to track overtime hours related to the influenza outbreak. Extraordinary overtime may be approved for extraordinary effort in support of the influenza outbreak response.

### **Communication**

In all circumstances employees should ensure that they keep their manager/supervisor aware of how they can be contacted.

Managers/supervisors shall keep hard copy binders/lists of employee home and emergency contact phone numbers in a secure office location.

Employees should expect communications bulletins through the influenza outbreak from the Human Resources Department.

In severe situations, where phone service is interrupted, employees should listen to the local news-talk radio station (89.5 FM or 104.5 FM) for announcements.

In an emergency, employees may use (807-467- 2000) or the City's portal ([www.kenora.ca](http://www.kenora.ca)) for updated information and guidance.

## City of Kenora Hours of Work



Section	Date	Resolution Number	Page	Of
Human Resources	April 26, 2004	7	1	2
Subsection	Repeals By-Law Number		Policy Number	
Non-Union			HR-3-4	

### Purpose

To set out the normal work week for non-union employees which shall be exclusive of eating periods. The provision of this policy are intended only to provide a basis for calculating overtime and shall not constitute a guarantee of either hours per day or per week or working schedule.

The work-weeks for supervisory and management employees shall be tied to the Collective Agreement governing their respective Departments.

### Procedure

Hours of work will vary between 35 hours per week and 40 hours per week and may include Saturday or Sunday at some work sites.

Because of variations in the nature of work, and because of identified business requirements, not all full-time non-union employees will observe the same hours of work. Specific hours of work will be established departmentally.

40 Hour Week – The following employees shall be required to work 40 hours per week:

- CAO
- Managers
- Human Resources Manager
- IT Co-ordinator
- City Planner
- Operations Supervisory/Foreman

## City of Kenora Hours of Work Policy

Policy Number	Page	Of
HR-3-4	2	2

- Municipal Engineer
- Project Engineer
- CBO
- Deputy CBO
- Municipal Accountant
- Deputy Fire Chief
- Cellular Marketing Manager
- KMTS Marketing Manager
- KMTS Operations and Engineering Manager
- Recreation Co-ordinator
- Health and Safety Officer
- Parks Supervisor

36 1/4 Hour Week – The following employees shall be required to work 36 1/4/ hours per week:

- Clerk
- Administrative Assistant/Deputy Clerk
- Payroll Officer
- Payables Officer
- Utility Accountant
- Regulatory Analyst
- Customer Services Co-ordinator
- Collections Co-ordinator
- Planning Assistant
- Ontario Works Administrator
- Day Care Supervisor
- It Analyst
- KMTS Administrative Assistant
- POA Clerk

35 Hour Week – The following employees shall be required to work a 35 hours per week:

- Museum non-union staff



November 5, 2019

## City Council Committee Report

**TO: Mayor and Council**

**FR: Bruce Graham, Risk Management & Loss Prevention Officer**

**RE: Amendments to Health and Safety Policies**

### **Recommendation:**

That Council hereby approves an amended Health and Safety Policy #HS-48 Senior Leadership Team – Health and Safety Continuous Improvement; and further

That Council hereby repeals #HS-49 Senior Management–Review of Trends, #HS-50 Senior Management-Response to Recommendations, #HS-51 Senior Management–Communications, #HS-52 Senior Management–Integration, #HS-53 Senior Management – Program Review, #HS-54 Senior Management–Off-the-job Health and Safety, and #HS-55 Senior Management–CAO Involvement; and further

That bylaw number 27-2012 which adopted the above noted Health & Safety Policies be hereby repealed; and further

That all Health & Safety Policies form part of the City's Comprehensive Policy Manual under the new category Health and Safety; and further

That three readings be given to three bylaws for this purpose.

### **Background:**

The HRM Strategy contained a recommendation to review all existing Health and Safety Policies and to incorporate them into the City Policy Manual. The HRM Strategy also contained specific recommendations for amending existing Health and Safety policies.

The recommendation for policies #HS-48 through #HS-55 was to incorporate them into one, comprehensive policy. The amended policy #HS-48 presented in this report, combines existing policies #HS-48, #HS-49, #HS-51, #HS-52, #HS-53, and #HS-54, into a comprehensive policy, focused on continual improvement of the Health and Safety Program.

With this amendment, policies #HS-49, #HS-51, #HS-52, #HS-53, and #HS-54 can be repealed.

Policy #HS-50 Senior Management – Response to Recommendations, can be repealed because there is a legislated requirement for responding to recommendations and the process for responding is spelled out in the legislation. Having a separate policy is not necessary.

Policy #HS-55 Senior Management – CAO Involvement, can be repealed because the CAO is included in policy #HS-02 Health and Safety Roles and Responsibilities, so there is no longer a need for a separate policy.

All policies are attached for reference.

**Budget:** N/A

**Risk Analysis:**

There are no perceived risks to this recommendation. Approving the amended policies will help to ensure legislative compliance.

**Communication Plan/Notice By-law Requirements:** By-laws for each policy required.

**Strategic Plan or Other Guiding Documents:** HRM Strategy

## Senior Management – Continuous Improvement Plan



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 1
<b>Subsection</b> Senior Management	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-48	

### **PURPOSE**

This policy is intended to ensure that the Senior Management Team will identify and initiate opportunities for improving the health and safety program. This will be accomplished by establishing a Continuous Improvement Plan.

### **RESPONSIBILITY**

The Senior Management Team will be responsible for establishing annual Health and Safety Program goals for the corporation.

### **PROCEDURE**

The Senior Management Team will, at the beginning of each year, establish goals intended to improve the health and safety program of the corporation. Responsibility for implementing each goal will be assigned and a schedule will be established with target dates for the completion of each goal.

The necessary resources to accomplish each goal will be allocated and approved by the senior management team and could include people, time, or money.

Progress reviews will be scheduled to monitor the implementation progress of the goals.

Progress and results related to the implementation of the goals will be communicated throughout the organization, and successes will be celebrated as goals are achieved.

### **TRAINING**

None necessary.

### **REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (a)

## Senior Management – Review of Trends



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 2
<b>Subsection</b> Senior Management	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-49	

### **PURPOSE**

This policy is intended to ensure that the Senior Management Team will identify and initiate opportunities for improving the health and safety program. The regular review of health and safety trends will assist the Senior Management Team in establishing objectives for the program and in meeting their due diligence requirements.

### **RESPONSIBILITY**

The Health and Safety Program Coordinator will prepare a monthly summary of trends and present it at the Senior Management Team meeting. The Senior Management Team will include Health and Safety Trends Review on the agenda for each monthly meeting. Minutes will be recorded to document health and safety discussions and decisions by the Senior Management Team.

### **PROCEDURE**

The monthly review prepared for the Senior Management Team will include the following items:

- a) A summary of all incidents reported and investigated in the previous month with determined causes and proposed corrective measures included;
- b) A summary of workplace inspections with identification of any inspections not completed;
- c) A summary of any hazard reports received with proposed corrective measures included;
- d) A summary of any work refusals with the circumstances of the refusal and corrective actions included;
- e) A summary of any health and safety recommendations received from Health and Safety representatives or Joint Health and Safety Committees and the proposed solutions.

The items reviewed in the summary will be compared to the previous month's report as well as on a year-to-date basis over the previous year.

When areas for improvement are recognized from the monthly review they will be used to establish goals as part of the continuous improvement program.

**Senior Management – Review of Trends**

<b>POLICY NO.</b>	<b>PAGE</b>	<b>OF</b>
HS-49	2	2

**TRAINING**

Supervisors and managers will receive training in workplace inspection, incident investigation, hazard recognition, assessment, and control, and work refusals. All training will be documented and updated annually.

**REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (b)



## Senior Management – Response to Recommendations



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 2
<b>Subsection</b> Senior Management	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-50	

### **PURPOSE**

Responding in a timely and professional manner will reinforce to the employees that the employer is serious about their welfare and the conditions of the workplace.

This policy is intended to ensure that the Senior Management Team will respond in an appropriate manner and within their legislated timelines to all recommendations received from Health and Safety Representatives or Health and Safety Committees in the workplace.

### **RESPONSIBILITY**

Supervisors are responsible for attempting to resolve health and safety concerns raised by their employees at the workplace level.

The Senior Management Team is responsible for responding to written recommendations that are brought forward from the workplace by either Health and Safety representatives or Health and Safety Committees.

### **PROCEDURE**

Written recommendations from Health and Safety Representatives or Health and Safety Committees will be sent to the Chief Administrative Officer (CAO) for review.

The CAO will contact the supervisor of the area where the recommendation originated to confirm that the issue has been fully discussed at the workplace level without resolution.

The CAO will make a decision on the issue and respond to the appropriate workplace parties in writing.

The written response will include the decision on whether the issue will be addressed or not.

If the issue will be addressed the written response will include a plan for the resolution of the issue including who is responsible for implementing the resolution and the timelines for the resolution to be implemented.

If the issue is not going to be addressed the written response will include an explanation as to why not.

In all cases the written response must be returned to the originator within twenty-one (21) days of receipt.

## Senior Management – Response to Recommendations

<b>POLICY NO.</b>	<b>PAGE</b>	<b>OF</b>
HS-50	2	2

### **TRAINING**

Supervisors and managers will receive training in their roles and responsibilities according to this policy. All training will be documented and updated annually.

### **REFERENCES**

Occupational Health and Safety Act (Ontario) – Section 9 (20)  
Workwell Core Health and Safety Audit – Element 11.1 (c)

## Senior Management – Communications



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 1
<b>Subsection</b> Senior Management	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-51	

### **PURPOSE**

By establishing a program of regular communication the Senior Management Team can provide employees with updated information and reviews of existing information. This reinforces the employer's desire to include the employees in the health and safety program initiatives and impresses upon the employees that their welfare is important every day.

### **RESPONSIBILITY**

Members of the Senior Management Team are responsible for planning and conducting regular communication sessions with the employees in their departments.

### **PROCEDURE**

The members of the Senior Management Team will establish goals each year that include regular communications with their employees.

The method of communication as well as the frequency will be established as part of those goals.

All communications with staff will be documented.

Topics of communications could include:

- Review of program components;
- incident trends;
- investigation reports;
- claims experience reports;
- inspection reports;
- Joint Health and Safety Committee reports;
- Early and Safe Return to Work program summary;
- Safety legislation updates;
- Ministry of Labour inspection reports;

While it is understood that not every employee will be in attendance at every communication session, every effort should be made to ensure that every employee is present at some point through the year.

### **TRAINING**

Senior Management Team Members will receive the necessary training to comply with this policy. All training will be documented.

### **REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (d)

## Senior Management – Integration



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 1
<b>Subsection</b> Senior Management	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-52	

### **PURPOSE**

It is important that the Senior Management Team integrates health and safety into all aspects of the organization. Through consistent administration of the health and safety program the Senior Management Team ensures that the entire operation is informed and capable of maintaining and sustaining the employer health and safety program objective of zero incidents.

### **RESPONSIBILITY**

Members of the Senior Management Team are responsible for ensuring that the elements of the health and safety program are integrated into all aspects of the organization.

### **PROCEDURE**

The members of the Senior Management Team will be the champions for the health and safety program within the City of Kenora.

They will lead by example and show acceptance of the program goals from the top down.

They will establish goals and objectives with their supervisors that incorporate all of the elements of the health and safety program.

Supervisors and workers will be held accountable for complying with their roles and responsibilities as established by the health and safety program.

### **TRAINING**

All employees will be given the necessary training to carry out their roles and responsibilities under the program. All training will be documented.

### **REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (e)

## Senior Management – Program Review



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 1
<b>Subsection</b> Senior Management	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-53	

### **PURPOSE**

In order to achieve the goal of continuous improvement it is important that all personnel are informed of the same health and safety initiatives and that they are administering the program in a consistent manner. This will improve the likelihood of reducing workplace incidents and will impress upon employees that the health and safety program is equally important as all other management programs.

### **RESPONSIBILITY**

Members of the Senior Management Team are responsible for ensuring that the elements of the health and safety program are reviewed on a regular basis and that those reviews and any changes that result from the reviews are documented.

### **PROCEDURE**

All health and safety documents will be given an identifier which may include a unique title, a policy number, or a document number.

The Health and Safety Program Coordinator will maintain controlled copies of all documents and will forward updated or changed documents to the appropriate workplace parties as required.

The members of the Senior Management Team will review the entire health and safety program at least annually and all circulated documents will be current, uniform, and complete.

All program reviews and program revisions will be documented.

### **TRAINING**

All employees will be trained to understand how the program works and how it is maintained. All training will be documented.

### **REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (f)

## Senior Management – Off-the-job Health and Safety



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 1
<b>Subsection</b> Senior Management	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-54	

### **PURPOSE**

By promoting and encouraging off-the-job health and safety activities for all employees the senior management team is demonstrating health and safety as an overall cultural benefit not just a work related benefit. Further, by encouraging employees to look after their health and safety off-the-job there is a greater likelihood that employees will look after their health and safety on-the-job as well.

### **RESPONSIBILITY**

Members of the Senior Management Team are responsible for promoting and encouraging off-the-job health and safety activities for all employees and will consider and endorse those activities they feel to be beneficial.

### **PROCEDURE**

Off-the-job safety will be encouraged by adopting and promoting various programs which may include an Employee Assistance Program, reduced membership fees for City run fitness facilities, and inclusion of health and wellness providers in employee benefits.

Supervisors will be encouraged to include non-work related health and safety topics as part of their crew meeting agendas. This may include topics such as sun safety, boating safety, vehicle safety, winter driving safety, and others. Promotion and encouragement may also be achieved through poster campaigns, newsletters, advertising programs, contests, and others.

### **TRAINING**

Training will not be required for this policy.

### **REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (g)

## Senior Management – CAO Involvement



<b>Section</b> Health and Safety Policies	<b>Date</b> March 19, 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 1
<b>Subsection</b> Senior Management – CAO	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-55	

### **PURPOSE**

By visibly participating in aspects of the Health and Safety Program the Chief Administrative Officer will demonstrate evidence of interest, involvement, and commitment to the program and they will gain knowledge of health and safety accomplishments and needs.

### **RESPONSIBILITY**

Members of the Senior Management Team are responsible for involving the Chief Administrative Officer in the health and safety program.

### **PROCEDURE**

The Chief Administrative Officer will demonstrate their commitment to and involvement in the health and safety program by conducting personal tours of the workplace, accompanying a member of the senior management team on a workplace inspection, or accompanying a health and safety representative on a workplace inspection.

The inspections will be documented.

### **TRAINING**

The Chief Administrative Officer will be given the necessary training to ensure that they can effectively participate in activities outlined in this policy. Training will be documented.

### **REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (h)

**Senior ~~Leadership Team Management~~ – Health and Safety Continuous Improvement ~~Plan~~**



<b>Section</b>	<b>Date</b>	<b>Approved by</b>	<b>Page</b>	<b>Of</b>
Health and Safety Policies	<del>November 19, 2019</del> March 19, 2012	<del>By-law Number: 27-2012</del>	1	<del>21</del>
<b>Subsection</b> Senior <del>Leadership Team Management</del>	<b>Supersedes By-law Number:</b> <del>27-2012</del> 105-2011	<b>Policy Number:</b> HS-48		

**PURPOSE**

The key to an effective management system or program is to focus on continual improvement. This policy is intended to ensure that the Senior ~~Leadership Management~~ Team will identify and initiate opportunities for continually improving the Hhealth and Ssafety Pprogram. ~~This will be accomplished by establishing a Continuous Improvement Plan.~~

**RESPONSIBILITY**

The Senior Management Team will be responsible for the development and implementation of strategies that will contribute to the continuous improvement of the Health and Safety Program. ~~establishing annual Health and Safety Program goals for the corporation.~~



**Senior Leadership Team Management – Health and Safety Continuous Improvement Review of Trends**

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**PROCEDURE**

The strategies listed in this section are intended to be suggestions only, and not a comprehensive list of all strategies that may be envisioned.

**Goals**

The Senior Leadership Management Team may, from time to time, will, at the beginning of each year, establish goals intended to improve the Health and Safety Program of the corporation.

When goals are established, Responsibility for implementing each goal will be assigned and a schedule will be established with target dates for the completion of each goal.

The necessary resources to accomplish each goal will be allocated and approved by the senior management team and could include people, time, or money.

Progress reviews will be scheduled to monitor the implementation progress of the goals.

Progress and results related to the implementation of the goals will be communicated throughout the organization, and successes will be celebrated as goals are achieved.

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**Integration**

The Senior Leadership Team is responsible for ensuring that the elements of the Health and Safety Program are integrated into all aspects of the organization.

Members of the Senior Leadership Team will be champions for the Health and Safety Program within the City of Kenora.

They will lead by example and show acceptance of the program from the top down.

They will establish goals and objectives with their supervisors that incorporate all of the elements of the Health and Safety Program.

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**Trends Review**

The Health and Safety Program Coordinator will prepare a summary of the previous month's health and safety activities, for review by the Senior Leadership Team.

The summary will include a review of Workplace Inspections, personal injury reports and trends, vehicle incident reports, training completed, and Ministry of Labour visits.

Where trends are identified, strategies and action plans will be developed to address trends.

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**Senior Leadership Team Management – Health and Safety Continuous Improvement Review of Trends**

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**Program Review**

The senior Leadership Team will ensure that the elements of the Health and Safety Program are regularly reviewed to ensure that the program remains effective.

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**Communications**

Regular communications to employees about the Health and Safety Program will help ensure that the program stays current and relevant. Methods of communication could include newsletters, payroll stuffers, or regular staff meetings.

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**Off-the-Job Health and Safety**

By promoting and encouraging off-the-job health and safety activities for all employees the Senior Leadership Team is demonstrating health and safety as an overall cultural benefit, not just a work related benefit. Further, by encouraging employees to look after their health and safety off-the-job, there is a greater likelihood that employees will look after their health and safety on-the-job as well.

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**TRAINING**

Any necessary training identified, will be provided, and all training will be documented. None necessary.

**REFERENCES**

Workwell Core Health and Safety Audit – Element 11.1 (a)



October 25, 2019

## City Council Committee Report

To: Mayor and Council

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Traffic Amendment – Rate of Speed – Erie Street Speed Reduction

### Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include changes to Schedule "T" – Rate of Speed - 40 Kilometres Per Hour Zone for Erie Street, from Lake Street to Eighth Street; and further

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

### Background Information:

The Operations and Infrastructure Division received a written request from the Kenora Catholic District School board with respect to safety concerns around St. Louis School in Keewatin. In conjunction with additional internal efforts to address these concerns, the Operations and Infrastructure Division is suggesting the reduction of the speed limit approaching St. Louis School to 40km/hr, along with appropriate signage to notify motorists of a school zone. It is recommended that Schedule "T" Rate of Speed, to Traffic Regulation By-law No. 180-2015, be amended to add Erie Street to the 40 Kilometre Per Hour Zone and replace any signage on Erie Street indicating previous speed limits with signage indicating 40 kms per hour, or erect if need be, as follows: -

### Schedule "T" Rate of Speed 30 Kilometres Per Hour Zone

<u>Column 1</u> STREET	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED Kilometers per Hour
<b>Add:</b> Erie Street	From Lake Street to Eighth Street	40

Budget: N/A

**Risk Analysis:** It is the intention to create an incident free environment by reducing the travel speed on a portion Erie Street to 40 kms per hour. This is in compliance with ERM goals of the City of Kenora to mitigate risk.

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

Resolution and By-law required. J. Hawley, M. Vogrig, R. Wilcott, T. Garbachewski, H. Pihulak, H. Lajeunesse, O.P.P.

### Strategic Plan or other Guiding Document:

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

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



Lake St

Superior St

8th St

Existing section of 40 km/h

River St

Proposed Section of 40 km/h on Erie St from Lake St to Eighth St

Lake St



October 29, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Adam Smith, Manager of Development Services**

**Re: Resolution on Bill 108 and the Local Planning Appeal Tribunal (LPAT)**

### **Recommendation:**

Whereas the Government of Ontario, on June 6, 2019, passed the More Homes, More Choice Act, 2019, (Bill 108); and

Whereas the changes to the Local Planning Appeal Tribunal (LPAT), contained in Bill 108 will give LPAT the authority to make final planning decisions based on a subjective “best planning outcome” approach rather than compliance with municipal and provincially approved official plans and consistency with provincial plans and policy; and

Whereas Bill 108 takes local planning decision-making out of the hands of democratically elected municipal councils and puts it into the hands of a non-elected, unaccountable tribunal; and

Whereas the LPAT adds cost and delays delivery of affordable housing by expensive, time consuming hearings, contrary to the intent of the More Homes, More Choice Act, 2019; and

Whereas Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans.

Now Therefore Let It Be Resolved:

That the City of Kenora hereby requests the Government of Ontario to eliminate the LPAT entirely, as an antiquated body that slows delivery and adds costs to both residential and commercial development via expensive and drawn out tribunal hearings;

That a copy of this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, Kenora’s Member of Provincial Parliament, Leaders of the New Democratic, Liberal and Green parties; the Association of Municipalities of Ontario, the Kenora District Municipal Association (KDMA) and the Northwestern Ontario Municipal Association (NOMA).

### **Background:**

Over the years, the City of Kenora has made a strategic commitment to eliminating red-tape in order to facilitate development in a timely and less-costly manner. Most notably this was evidenced through the Investment Readiness Assessment in 2018. The following year, the City completed a Competitive Advantage Analysis project that demonstrated that development applications and building permit fees within the City of Kenora are competitive when compared to other communities. This includes the absence of development charges which are cost-recovery related charges on new development.

Perhaps the greatest administrative barrier to new development in the community is the structure and operation of the LPAT. In only three years there have been multiple rounds of reform around Ontario’s independent planning body. While guided in a manner to make the body more efficient and effective, this has yet to materialize. The small fee required to

file an appeal coupled with the wide scope of evaluation which has been expanded beyond alignment with the Provincial Policy Statement, makes the threshold for which an appeal is considered very low.

Conversely, the cost borne by the municipality as a result of these appeals is high. There is a reliance upon consultants and lawyers in either preparing and/or defending a decision and there is foregone tax revenue to the municipality as a result of delays in development or these developments never being able to move ahead.

Geography is already a major barrier to investment in rural and northern communities, in its current form, the LPAT serves to increase risk for potential developers that may already be confronted by servicing constraints, economies of scale and supply chain challenges. This is not to say that development should proceed in a completely unregulated manner, but rather, that staff already assess development applications in accordance with City's 2015 Official Plan, Zoning By-law and the Provincial Policy Statement. The recommendations provided following this analysis are subject to further due diligence through the Planning Advisory Committee and depending on the nature of the approval, Council.

In the spirit of the announcement regarding the Regional Governance Review for which the Minister provided a statement reaffirming municipalities as responsible levels of government, abolishing the LPAT will serve to give the utmost discretion to democratically-elected Councils to approve or reject recommendations on land-use. It will serve to embed greater faith into local decision-making authority and lead to better economic outcomes for rural and northern communities.

**Budget / Financial Implications:** Potential impacts not known at this time.

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

A copy of the approved resolution will be forwarded to the Premier, the Minister of Municipal Affairs and Housing, Kenora's Member of Provincial Parliament, Leaders of the New Democratic, Liberal and Green parties; the Association of Municipalities of Ontario, the Kenora District Municipal Association (KDMA) and the Northwestern Ontario Municipal Association (NOMA).

**Strategic Plan or other Guiding Document:**

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'

**ERM Assessment:**

This recommendation carries a moderate risk to governance. This may serve to motivate further reform by the Ontario Government, particularly if there are similar resolutions by other municipalities. Such action would be assessed as positive and thus, should be pursued.



October 28, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Adam Smith, Manager of Development Services**

**Re: Application to FCM's Sustainable Neighbourhood Action Plan (SNAP) program—Climate Action and Resilience Plan**

### **Recommendation:**

That Council of the City of Kenora approves an application to the Federation of Canadian Municipalities (FCM) to develop a sustainable neighbourhood action plan that will include sustainability goals, specific targets, actions, and an implementation and monitoring strategy;

That Council hereby approves \$40,000 to be allocated from land planning reserves representing 50% of projects costs associated with the project for a total project cost of \$80,000; and further

That this project be built into the City's 2020 Capital and Unusual Spend Budget.

### **Background:**

Over the last three years, the City of Kenora has become a leader among small, northern communities in considering both climate change adaptation and mitigation in plans and policies.

From an adaptation perspective, this includes the City's participation in FCM's Climate Asset Management Network where Kenora joined 19 municipalities across the country in a cohort dedicated to integrating projected climate change impacts into their asset management program. Through this network, the City received funding to have climate change embedded into its Strategic Asset Management Policy and Asset Management Plan. Further, as part of Phase 2, the City created a climate framework for assessing risk among linear infrastructure assets.

Climate change mitigation has influenced Kenora's Community Energy Plan which is dedicated around assessing the municipal energy context and identifying actions that could reduce greenhouse gas emissions and energy costs among municipal facilities.

In light of Council declaring a climate emergency at its September 17<sup>th</sup> meeting, staff have identified a funding source that would allow the City to undertake a planning process to fulfill the intent and objectives under the resolution. In fact, staff will seek to undertake an innovate approach to the scope of work in creating an action-oriented plan that not only seeks to reduce greenhouse gas emissions but accelerate investments into high priority adaptation projects.

The proposal is influenced by the reality that many decisions around mitigation can positively affect the municipality's ability to adapt to projected climate impacts. There will also be robust public engagement as part of the project. While the majority of carbon emissions are generated by cities and towns, municipal governments only have direct

control over a small percentage. For example, municipal facilities in Kenora represent only 7.6% and 2% of electricity and natural gas consumed in the community. The rest is from residential, commercial and industrial uses illustrating the need for buy-in across sectors and levels of government.

**Budget:**

FCM's SNAP program can support up to 50 percent of eligible project costs, to a maximum contribution of \$175,000. The City of Kenora's contribution is expected to come from the Land Planning Reserve in the amount of \$40,000.

**Risk Analysis:**

Based on the City's ERM policy, the recommendation carries a low financial risk which is being pursued given the anticipated funding from FCM.

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

Resolution required as part of the application.

**Strategic Plan or other Guiding Document:**

Strategic Plan:

- 2-11 The City will consider the impacts of climate change in both rehabilitating existing and designing future infrastructure requirements, as well as work to mitigate the impacts of climate change in relation to City operations
- 2-12 The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city-owned facilities
- 2-14 The City will continue to advance our leadership position as "Stewards of the Lake" and "Stewards of the Land" by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements





November 5, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Devon McCloskey, City Planner**

**Re: Closure of Roads and Declaration of Surplus Land –Twelfth St / Beach Rd**

### **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 Twelfth Street, being described as Parts 1 and 2 on Plan 23R-14695, having an area of 0.058 ha be closed; and further

That in accordance with the policy, value of the lands has been determined by an appraisal; and further

That surveying and procedures registration have been completed at the cost of the applicants; and further

That procedures for consolidation of the PINs will be undertaken at the cost of the applicants; and further

That the Mayor and Clerk are authorized to give three readings to a By-law to execute an agreement for Part 1 between the Corporation of the City of Kenora, and Ron and Robyn Arnason, and for Part 2 between the City of Kenora, and Dean Carrie and Caroline Wilson for the sale of land.

### **Background:**

The owners of adjacent property located east and west of the subject lands requested to purchase a portion of the unopened road allowance in the fall of 2018. In order to enable lot additions. Council expressed support for the proposal and directed staff to process the application including giving notice to the abutting land owners, and publishing notice in the paper per the City's Lands Disposition Policy and Notice By-law.

As required, on January 31<sup>st</sup>, 2019, notice of the receipt of an application for purchase of city property was given to property owners within 60 metres, and then on November 7<sup>th</sup> and 14<sup>th</sup>, notice is to be posted in the paper for the Closure Of An Unopened Road Allowance and Intent to Deem City Property Surplus.

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

**Risk Analysis:** There is an inherent risk of moderate public disapproval for a transfer of City property; however the risk was mitigated by giving notice of the receipt of the applications for purchase of lots, and intent to close the road, and declare the lands surplus. It is recommended that the City pursues in accordance with the City's Policy for Land Disposition.

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

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

**Strategic Plan or Other Guiding Document:**

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

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.

**CONTOUR NOTE**

ELEVATIONS SHOWN HEREON ARE GEODETIC REFERRED TO THE CGVD28 DATUM DERIVED FROM GPS OBSERVATIONS COLLECTED AT POINT 1 AND POST PROCESSED UTILIZING THE PRECISE POINT POSITIONING (PPP) NRCAN SERVICE. ELEVATION OF POINT 1 IS 339.51m.

LAKE OF THE WOODS IS ARTIFICIALLY REGULATED TO CONTOUR OF ELEVATION 323.30m CGVD28 DATUM (323.47m LAKE OF THE WOODS DATUM).

**PLAN 23R-14695**

RECEIVED AND DEPOSITED

2019/09/04

"Jonathan Lehoux"

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF KENORA

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

2019 08 26

*Eric Rody*  
ERIC RODY

PART	LOT	CON./PLAN	PIN/PARCEL INST./CROWN	AREA (ha)
1	12TH STREET	REGISTERED PLAN 18	PART OF 42157-0132(LT)	0.035
2				0.023

**PLAN OF SURVEY OF**

PART OF  
12TH STREET  
REGISTERED PLAN 18  
CITY OF KENORA

DISTRICT OF KENORA  
ERIC RODY, OLS

SCALE 1 : 200

3 2 1 0 5 10 15 METRES

METRIC DISTANCES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471.

**BEARING NOTE**

BEARINGS ARE UTM GRID, DERIVED FROM STATIC GPS OBSERVATIONS PROCESSED USING NATURAL RESOURCES CANADA PRECISE POINT POSITIONING ON MONUMENTS 3 AND 312 TO YIELD A GRID BEARING OF N24°06'W, NAD 83 CSRS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 15 (93° W LONGITUDE) (2010).

**ROTATION NOTE**

FOR BEARING COMPARISONS, A ROTATION OF 0°13' (COUNTERCLOCKWISE) WAS APPLIED TO BEARINGS ON P2 TO CONVERT TO UTM BEARINGS.

**SCALE FACTOR NOTE**

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999705.

**LEGEND**

- DENOTES - SURVEY MONUMENT FOUND
- DENOTES - SURVEY MONUMENT PLANTED
- IB DENOTES - IRON BAR
- SSIB DENOTES - SHORT STANDARD IRON BAR
- SIB DENOTES - STANDARD IRON BAR
- WIT DENOTES - WITNESS MONUMENT
- EB DENOTES - E. D. SEWELL, O.L.S.
- RUGD DENOTES - RUGGED GEOMATICS INC.
- SRQ DENOTES - SUTCLIFFE RODY QUESNEL INC.
- POE DENOTES - POINT OF ENTRY
- P DENOTES - PLAN 23R-12145
- P1 DENOTES - PLAN OF SURVEY BY ERIC RODY, O.L.S. DATED NOVEMBER 22, 2018. (FILE SK18077)
- P2 DENOTES - REGISTERED PLAN 75

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON 2019 02 13

KENORA, ONTARIO  
2019 08 26

*Eric Rody*  
ERIC RODY  
ONTARIO LAND SURVEYOR

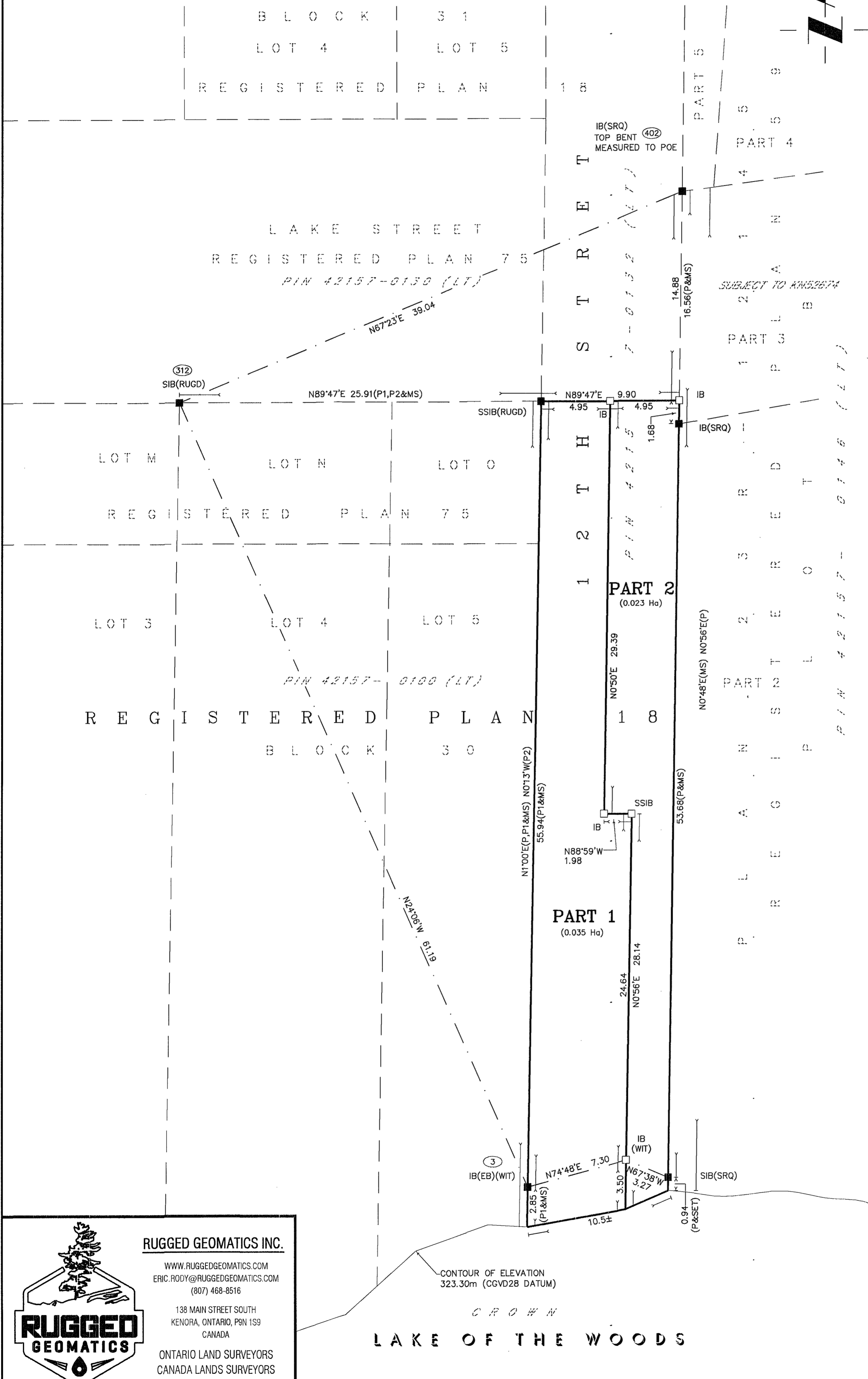
**INTEGRATION COORDINATE TABLE**

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

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

POINT NO.	NORTHING	EASTING
3	5512696.19	388299.22
312	5512752.03	388274.24
402	5512767.05	388310.27

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



**RUGGED GEOMATICS INC.**  
WWW.RUGGEDGEOMATICS.COM  
ERIC.RODY@RUGGEDGEOMATICS.COM  
(807) 468-8516  
138 MAIN STREET SOUTH  
KENORA, ONTARIO, P9N 1S9  
CANADA  
ONTARIO LAND SURVEYORS  
CANADA LANDS SURVEYORS

PARTY CHIEF: KYLE CRESWICKE  
CHECKED BY: ERIC RODY, O.L.S., C.L.S.  
FILE: SK18077  
DRAWN BY: MELISSA PEARSON

CONTOUR OF ELEVATION 323.30m (CGVD28 DATUM)  
CROWN  
LAKE OF THE WOODS

November 5, 2019



## City Council Committee Report

**To: Mayor and Council**

**Fr: Adam Smith, Manager of Development Services**

**Re: 2020 ROMA Conference Delegation Requests**

The intent of this report is to provide background information and proposed delegation requests for Council consideration to enable staff to submit the delegation requests for the 2020 ROMA Conference.

### **Background Information:**

Similar to previous years, the 2020 ROMA Conference will have an opportunity to meet with provincial ministers. The deadline for submission of these meeting requests is December 2<sup>nd</sup>. Based on a review of the previous issues packages combined with some recent developments, staff are proposing the following issues to be discussed.

#### Improving Capacity to Address Substance Abuse: Ministry of Health and Long-Term Care

In the past, the City has seen costs driven by alcohol dependency, however, the presence of methamphetamine has further complicated the development of upstream solutions to mitigate both the financial and social costs methamphetamine addiction has on the community. Currently, Kenora and by extension, Northwestern Ontario does not have a treatment centre for this drug which leads to management through the criminal justice system and emergency room which is much more costly and ineffective. Complex addictions require multi-faceted solutions and the City of Kenora has been working extensively with local partners to determine a path forward.

An enhanced street patrol program will help alleviate pressure on the police to direct those in crisis to the appropriate centres of care. However, moving forward, a holistic treatment centre for addiction is desperately required in Kenora. To combat addiction, particularly for methamphetamine, treatment must go beyond the traditional 30-day model. It must be conducted with a lens to providing housing supports so that those dealing with addiction can effectively break the cycle of crisis.

#### Transformation of Public Health: Ministry of Health and Long-Term Care

In January 2020, the revised cost-shared funding model of 70% Provincial and 30% Municipal for public health will come into effect. Many programs managed by the Northwestern Health Unit that were 100% provincially funded programs are now included in the cost-shared formula. The City will experience an increase of \$56,683 in 2020 which will then rise by \$254,633 in 2021. Once again, this represents another case of downloading costs onto municipal governments, a level of government that has a limited number of tools to raise revenue. The City will be seeking to discuss the impact of the new cost-sharing formula and discuss mitigation measures for the municipality given escalating transfers from other external agencies.

### Public Transit Funding Criteria – Ministry of Infrastructure

Despite the lack of funding programs for the City's roads and bridges, there remains an overabundance of public transit dollars available to the City yet cannot effectively use given its limited transit system. While this may support a vital service for larger urban centres, Kenora and many other small, rural communities would much rather have these dollars allocated to core infrastructure projects. The City of Kenora views narrow eligibility criteria and inflexible government programs as a significant issue that affects priority-setting.

### ICIP Program Applications: Community, Culture and Recreation Stream / Green Stream Ministry of Infrastructure

The City of Kenora intends on submitting funding applications under both the Community, Culture and Recreation Stream as well as the Green Stream. Ensuring the City's recreational and water/wastewater infrastructure remain in a good state of repair are strategic priorities for the municipality. The challenge in doing so based solely on property taxation and user fees has been made acute in the capital budgeting process. These grants will help reduce the burden on municipal ratepayers while ensuring that these capital assets continue to support existing and projected needs in the community.

### Local Planning Appeal Tribunal (LPAT) Reform: Ministry of Municipal Affairs and Housing

Ontario is the only province in Canada to maintain a planning tribunal and as such, acts as another layer of red-tape for development and further, reduces the discretion exercised by municipalities in planning matters. Among the outcomes of the Ontario Government's Regional Governance Review was a statement reaffirming municipalities as responsible levels of government that are best situated to determine local priorities. Although Bill 108 is an attempt to make the LPAT more responsive with the objective of facilitating affordable housing supply, revived processes such as the scope of review no longer being limited to conformity and consistency with the Provincial Policy Statement, accomplish the opposite. Since the City already exists in a challenging development environment, the City is looking to the Province to reform this burdensome planning tribunal.

### Policing Costs: Ministry of the Solicitor General

In 2019, policing costs in the City of Kenora stood at \$789 per household rising from \$720 the year prior and greatly exceeding the provincial average. In terms of City operating expenses, 21% consisted of policing costs. The formula charges on calls for service over and above the base rate. Given Kenora's status as a hub community, its calls for service are significantly higher placing us in one of 6 communities in the province with policing costs still over \$600 per household. However, unlike other communities that face extremely high costs given their special circumstances, the City of Kenora billing model does not have a cap. Based on being the seat of the District jail and courthouse, Kenora's unique position as a hub for criminal justice should warrant consideration for a cap on escalating costs.

### Disposition of Land

A land matter that will be discussed in a closed meeting.

**Budget:** N/A

**Risk Analysis:** Although there isn't a recommendation assigned to this report. There is a high external risk, however, it is viewed to be an opportunity to affect policy development at the provincial level.

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

**Strategic Plan or other Guiding Document:**

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

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