



# City of Kenora

## Committee of the Whole Agenda

Tuesday, September 10, 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 September 17, 2019 meeting:-

- Amend the 2019 Capital Budget to withdraw funds from the Roads Reserve in the amount of \$16,200.00 (plus applicable taxes) to offset the cost of the consultant work related to an Aggregate Pit Extension on Ritchie Road project
- Amend the Tariff of Fees and Charges bylaw, Schedule D, to increase water and sewer rates by 5.5% in 2020 and give effect to new sewer and water service fees for multiplex units and properties serviced by one meter with multiple individual living units on a parcel of land(s)
- Amend the 2019 Operating & Capital Budget to withdraw funds from the Art Centre Capital Funds in the amount of \$779,842 to offset the cost of this construction and related capital expenses
- Amend the 2019 Operating & Capital Budget to withdraw additional funds from Roads Reserve in the amount of \$10,000.00 for additional CCTV works and LDS flushing
- Rename a portion of what is locally known as First Street South (from Chipman Street to Park Street) to Jean Street
- Reconfirm the January 2010 resolution declaring Town Island as surplus to the needs of the municipality and direct administration to proceed with a competitive RFP process for the sale of Town Island

### 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 August 6, 2019 and the Special Committee of the Whole meeting held July 15 and July 31, 2019 be confirmed as written and filed.

### D. Deputations/Presentations

- Teika Newton – Climate Action Plan

## **E. Reports:**

### **1. Administration & Finance**

**Item Subject**

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- 1.1. July 2019 Financial Statements
- 1.2. Prudent Investor Standard for Municipal Investments
- 1.3. Section 357 Adjustments
- 1.4. Water & Sewer 2020 Rate Increase
- 1.5. Integrity Commissioner Request for Inquiry
- 1.6. Health and Safety Policy Amendments

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

**Item Subject**

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- 2.1 No Reports

### **3. Operations & Infrastructure**

**Item Subject**

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- 3.1 Budget Amendment - CCTV Works
- 3.2 Kenora Drinking Water Quality Management Standards
- 3.3 DTR Project - Renaming of First Street
- 3.4 Budget Amendment – Ritchie Road Aggregate Pitt Project
- 3.5 Screened Winter Sand Tender
- 3.6 Tariff of Fees & Charges – Schedule D – Multi Unit Water Rates

### **4. Community Services**

**Item Subject**

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- 4.1 Budget Amendment – Douglas Art Centre
- 4.2 Extension to Douglas Art Centre Loan Agreement
- 4.3 Ice Allocation Policy #CS-1-1
- 4.4 City Trails Use by Horses

## 5. Development Services

### Item Subject

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5.1 Town Island Sale

5.2 Tree Canopy Policy

#### Proclamations:

- Prostate Cancer Awareness Month - September 2019

#### Other:

##### Next Meeting

- Tuesday, October 8, 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 Matters About an Identifiable Individual (2 matters-PAC Committee Applications, impending retirement)
- ii) Disposition of Land (housing development)

#### Adjournment.



August 20, 2019

## City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: July 2019 Financial Statements

### Recommendation:

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

### Background:

Attached for your information, please find the July 2019 summary expense and user fee statements for the City of Kenora and the Council department. At the end of July, the year is 7/12 complete, so not including any seasonal or timing differences, there should be 41.67% of the budget remaining.

### Overall:

- Expenses at the end of July 2019 were close to budget with 43.57% remaining to be spent. Water & Sewer 52.30% and Solid Waste 51.53% left in the budget.
- User fee revenues to the end of July 2019 are close to budget with 41.06% left to collect. Water & Sewer 48.78% and Solid Waste by the end of July had 45.82% left to collect.

### Expenditures:

- **General Government** - The General Government expenses to date are close to budget with 42.72% of the expense budget unspent.
  - **Mayor & Council** – Currently over budget as expected. Most of the Council donations and subscriptions & memberships have been made for the year.
  - **Administrators Office** – Actuals are down from last year as there was a significant amount of legal expenses early in 2018. Also the Special Projects & Research Officer has been announced but will not start this role until Dec 2<sup>nd</sup>.
  - **Human Resources** – Slightly under budget as more training expenses have been booked for the fall.
  - **Rentals** – Over budget due to the recording of full year's property taxes for the medical centre.
- **Protection** – The Protection Department expenses to date are close to budget with 43.06% remaining in the budget.
  - **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 47.64% remaining in the budget.
  - **Paved/Surface Treated/Loosetop Roads** – Under budget as expected. All roads maintenance departments complete the majority of their work throughout the summer months. To the end of July significant budget remains for bush and tree removal, patching and washouts and resurface patching.
  - **Winter Control Maintenance** – Winter control maintenance is significantly over budget with only 12.55% remaining to be spent for the year. As this is a seasonal department, it is expected that this department would be over budget going into the summer months. However looking at the prior year we can see that at the end of July in 2018, winter control had 33.94% remaining in the budget.
  - **Safety Devices Maintenance** – Most of this budget relates to the lines painting contracted service which has not yet been paid at the end of July.
  - **Parking rentals** – expenses under budget as a result of property taxes recorded in August.
  - **Streetlighting** – utilities and repairs and maintenance continue to be under budget with the new LED installations paying off. Debt interest is budgeted but not yet recorded.
  - **Docks and Wharfs** – under budget as expenses to be incurred over the summer, also property taxes to be recorded in August.
  - **Barsky Facility** – internal wages and equipment time over budget to reflect repairs done by staff.
  - **Warehouse** – Warehouse is currently over budget. With the changes to the Stores department, we will be reallocating wages from this department to the Garage & Shop department for CVOR work. Due to this change it is expected that the Warehouse department will be under budget for 2019 and the Garage will be over budget.
  
- **Environmental** – The Environmental Department expenditures are under budget with 46.85% remaining to be spent. 52.30% left in the budget in Water & Sewer and 51.53% remaining in Solid Waste.
  - **Storm Sewers** – Currently over budget, per discussion with roads division lead, a significant amount of steaming was required this winter on storm sewers.

#### **Water & Sewer**

- **Sanitary System** – Wages, contracted services, and materials and supplies are under budget at the end of July. These expenses are expected to increase as work is required on the sewer mains.
- **Sewage treatment plant** – Only 6 months of utilities recorded to date. Taxes and licenses of \$51K to be recorded in August. Sewage sludge costs are under budget to date.
- **Water Treatment Plant** – Taxes have not yet been recorded for the property. Also, 6 months of utility bills recorded so far. Expenses are not comparable to prior year at this time for 2 reasons. Last year property taxes were recorded in July and Chemicals were significantly over budget.

#### **Solid Waste**

- **Garbage Collection** – Materials & supplies expenses are currently under budget. Also, wage costs are less than expected.
- **Hazardous Waste Days** – Expenses under budget, however expenses are comparable to prior year at this time.

- **Kenora Area Landfill** – Contracted services and material & supplies currently under budget at the end of July. These are expected to increase by the end of the summer.
- **Health Services** – Health expenditures are right on budget.
- **Social and Family Services** – Social and Family Expenditures are on budget as expected. Slight timing difference due to payments to Pinecrest made in 3 installments.
- **Community Services** – Overall Community Services expenses are below budget with 45.83% remaining to be spent.
  - **713 through to 717** – As expected Parks budgets have caught up to budget, with the exception of Norman Park. Significant utilities expenses were budgeted for Norman Park relating to the splash park but these expenses have not yet been recorded.
  - **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.
  - **KM Arena & complex** – Interest on debt for \$38K not yet recorded. Only 6 months of utility bills recorded to date.
  - **Recreation programs** – These programs begin in the summer, we should expect to see these expenses increase in the next couple of months.
  - **Fitness Centre** – Wages currently lower than budgeted. In an effort to match wage costs to the departments in which they are actually spent, much of desk attendant's wages were budgeted to fitness centre. An allocation still needs to be made for actual wages. This has been addressed with payroll.
- **Planning & Development** – Planning & Development expenses are under budget with 44.90% 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.
  - **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.
  - **Tourism facilities** – Tourism facilities are currently under budget. Very little contracted services expenses have been spent to date. This expense will increase when we receive KAR invoices.

#### **User Fees:**

- Overall, user fees are right on budget projections with 41.06% of the budget still to be collected.
- **General Government**  
General Government is below budget with 44.02% 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.

- **Protection to Persons and Property**

Protection to Persons and Property is exceeding budget with only 17.03% still left in the budget.

- **Fire department** – Has exceeded its yearly budget for a couple reasons. Fire protection agreement revenue has exceeded budget by \$21K. Also a larger donation was made towards the Kenora Fire Regional Training Centre. Highway fire calls are also up at this time when compared to prior year.
- **Ontario Provincial Police** – At this time only 3 months of the OPP revenue information has been received to date. With April, May, June and July recorded, revenue would be similar to prior year.
- **Building Inspection** – Building permit user fee exceeding budget at this time. Significant permits took place in March and were recorded in April. This is dependent on builds in the year and can vary from year to year.
- **Provincial Offences** revenue is dependent on the fines assessed in this area. Only the first quarter has been recorded and we have already almost met our yearly budget, revenue projections were decreased for 2019 as 2018 was lower than expected.

- **Transportation Services**

Transportation user fees are exceeding budget with 39.11% left in the budget.

- **Conventional transit** – Comparable to last year actuals at this time, still close to budget estimate.
- **Metered Parking** – Slightly below budget, however we anticipate to be closer to budget by the end of the summer. Also parking compliancy is expected to increase with the new partnership with HotSpot Parking.
- **Mall Parking Lot** – The mall parking lot is currently exceeding budget. This is due to the change that was made in April to allow for 'Open parking' in the middle lot so that users can now pay by month. This caused an increase in usage.
- **Docks & Wharfs** – Currently exceeding budget as expected as docks and wharfs are billed and collected ahead of the boating season.
- **Garage & Shop** – Over budget as there was work performed for the Fire department that was subsequently billed to Fort Garry Industries. This work was unanticipated.

- **Environmental Services**

Environmental services user fees are below budget with 72.70% remaining to be collected. 48.78% of Water & Sewer User fees are also still to be collected and Solid Waste has 45.82% remaining to be collected.

- **Blue Box collection** – Currently below budget, dependent on recycled materials. These include commercial pickup revenues. Actual fees below prior year at the end of July.

**Water & Sewer**

- **Water and Sewer** user fees are one month behind budget with 49.36% and 48.17% not yet collected respectively.

## **Solid Waste**

- **Kenora Area Landfill** – Revenues picked up significantly from local contractors over the construction season.

- **Community Services**

Community Services user fees are below budget with 45% remaining to be collected.

- **Parks, External facilities** – All currently under budget as these departments are all rented out during the summer months. It is expected that these will be closer to budget by the end of the summer.
- **Anicinabe Park** – Revenue is billed in July and September of each year.
- **Thistle Arena, and Pool** – Currently over budget, we will expect this to even out over the summer months when these facilities are closed.
- **Fitness Centre** – Negative revenues reflect training fee refunds.

- **Planning and Development**

Planning and Development user fees are right on budget with 40.48% remaining to be collected.

- **Tourism, Tourism Facilities, Events** – Significant revenues recorded in July and more expected in August.

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.





August 28, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Charlotte Edie, Manager of Finance**

**Re: Prudent Investor Standard for Municipal Investments: Options  
Analysis**

### **Recommendation:**

That Council direct staff to work with ONE Investment to bring information back to Council related to a new Investment Policy Statement (IPS) and agreements associated with establishing a new Joint Investment Board (JIB) and implementing the Prudent Investor (PI) regime.

### **Background:**

This report outlines in the detailed attachment:

- the benefits of investing under the PI regime
- the options for implementing the PI regime
- the risks and potential drawbacks of the PI regime
- the steps to implement the PI regime
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Given the opportunity for risk reduction and greater returns as described in the attachment, the PI regime is an opportunity the City of Kenora should pursue. ONE Investment is in the process of establishing ONE JIB, so the costs of set up to the municipality are greatly minimized. The City of Kenora, through cost sharing with other municipal investors, would have access to the necessary expert investment and municipal finance advice. Additionally, the ongoing maintenance costs would be shared with all municipal investors making it an affordable option. Being a founding municipality would give the City of Kenora access to benefits that it would not get if it waits to adopt the PI regime until after ONE JIB is established.

**Budget:** Budget implications are discussed in the attachment. Exact implications are not known at this time although it is anticipated that the City can anticipate greater returns on its investments.

**Risk Analysis:** The goal of the PI regime is to reduce risk with respect to the City's investments through diversification.

**Communication Plan/Notice By-law Requirements:** For information only.

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

This report supports the Strategic Plan, specifically regarding the stewardship and proactive management of municipal assets.



September 3, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Rachel Jaworowicz, Tax Collector**

**Re: Tax Appeals under Section 357 of the Municipal Act, 2001**

**Recommendation:**

That Council hereby approves Section 357 tax adjustments with potential refunds totaling \$3,905.51.

**Background:**

The cancellation and refund of taxes are dealt with by Council under Section 357 of the Municipal Act. They typically relate to properties that have had an assessment reduction due to a change in assessment classification, fire, demolition, substantially damaged or repair preventing normal use.

**Budget/Finance Implications:**

The municipal share of the tax reduction relating to the Section 357 adjustment is \$3,445.68.

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

Property owners receiving a Section 357 adjustment will be notified in writing of the applicable refund amount.

**Strategic Plan or other Guiding Document:**

Legislative requirement.



July 26, 2019

## City Council Committee Report

**TO: Mayor and Council**

**FR: Charlotte Edie, Treasurer**

**RE: 2020 Water and Sewer rate increases**

### **Recommendation:**

That as recommended by BMA Management Consulting Inc. in the Water and Wastewater Long Range Financial Plan Forecast approved by Council resolution on November 17, 2015, the 2020 water and sewer rates be increased by 5.5% over the 2019 rates; and further

That in accordance with Notice By-Law Number 144-2007, public notice is hereby given that Council intends to amend the Tariff of Fees and Charges bylaw to increase water and sewer rates by 5.5% in 2020; and further

That Council give three readings to a by-law for this purpose; and further

That these rates shall take effect and come into force on January 1, 2020; and further

That bylaw number 118-2019 be hereby repealed.

### **Background:**

In accordance with the Safe Drinking Water Act (2002) Council approved the Water and Wastewater Long Range Financial Plan Forecast. One of the recommendations of the Financial Plan was to implement a 5.5% increase to water and sewer rates for 2020. The increase would support the ongoing replacement of existing assets, begin to address the infrastructure deficit, and improve revenue stability. The firm of BMA Management Consultants Inc. prepared the Financial Plan.

### **Budget:**

The 5.5% increase is to be reflected in the 2020 sewer and water operating budget.

### **Risk Analysis:**

There is no risk to include the increase in our Tariff of Fees and Charges bylaw and is administrative only.

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

Required under Schedule 'A' to Notice By-Law 144-2007: "before passing or amending a By-Law pertaining to fees and charges imposed by the City of Kenora, Council shall give public notice of its intension to pass a By-Law by placing it on the applicable agenda preceding the meeting and subsequently posted on the Portal."

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

Goal #2 Strengthen Our Foundations

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

2-13 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.



August 16, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Lisa Wheatley- Integrity Commissioner**

**Re: Integrity Commissioner Request for Inquiry- Code of Conduct**

### **Background:**

A request for Inquiry was received on April 15, 2019 from Mr. Tim Wehner alleging that three Council members had contravened S. 5(1) of the Municipal Conflict of Interest Act during the Regular meeting of Council held on February 12, 2019 regarding the transfer of the Keewatin Medical Clinic to the Kenora Health Care Centre Board referred to as the KHCC.

This request was supported by the following facts; that Mayor Reynard, Councillor McMillan and Councillor Poirier who sit on the KHCC Board, had gifted their committee/corporation a value asset for \$1. Furthermore that the sale is not for market value and the By-law was passed at the same time council was struggling to balance the budget, making cuts, increasing fees and introducing new income generators.

### **Investigation and Analysis:**

The application was reviewed as per its contents to determine its validity and completeness. No further information was needed from the complainant, no public meeting was held.

I reached out to the City Clerk, Heather Pihulak to familiarize myself with Council, its functions, how meetings are conducted, how boards and committees appoint members and other general information that would help with this inquiry. I also had conversations with the Deputy Clerk Ms. Kelly Galbraith and Enforcement Division Lead Ms. Heather Lajeunesse. Multiple documents, Policies and Case Law were also reviewed.

Section 5(1) of the Municipal Conflict of Interest Act states the following: Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at the meeting of the council or local board at which the matter is the subject of consideration, the member

- a. Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof
- b. Shall not take part in the discussion of, or vote on any question in respect to the matter; and
- c. Shall not attempt in any way whether before, or after the meeting to influence the voting on any such question.

The Kenora Health Care Centre is an external board with its terms of reference handled by the board itself however, due to an agreement made between the City of Kenora and the Paterson Medical Centre at the time it was built, council is allowed three positions on the board and these members get appointed. Historically two members of Council and the Mayor have been on this board.

The duties of Councils are to represent the public and well-being of a municipality, listen and resolve issues with the development of policies and programs, determine services the municipality provides, to ensure that administrative practice and procedures are in place, and maintain the financial integrity of the municipality.

Boards and Committees are very similar and are designed to investigate, report on, and make recommendations on behalf of a specific body.

The main issue is pecuniary interest and in reviewing the matter in full and case law, it was determined that under common law and statutory law, the interest which is said to offend the conflict of interest rules must be a private interest that is capable of being measured pecuniarily and referencing further that any matter that affects the member's financial assets or income can give rise to a pecuniary interest.

### **Documents Examined in Addressing this Complaint:**

The following documents were examined in addressing Mr. Wehner's Complaint:

- The City of Kenora Committee of a Whole minutes February 12, 2019
- The City of Kenora Regular Meeting of Council February 19, 2019
- Council Code of Ethics Policy # CC-5-1
- Municipal Conflict of Interest Act R.S.O. 1990, Chapter M.50
- Public Inquiries Act S.O. 2009 Chapter 33, schedule 6
- [www.Canlii.org/en/](http://www.Canlii.org/en/) (Canadian Legal Information Institute, Case Law)
- City of Kenora By-law 34-2019 (Integrity Commissioner Inquiry Protocol)

### **Findings:**

In the case of the sale of the Keewatin medical clinic to the KHCC it does not give any member a pecuniary interest as there is no personal gain for the sale of the clinic.

I believe that the three members of Council who also served on the KHCC do not have a conflict of interest and have not contravened S. 5(1) of the Municipal Conflict of Interest Act.

There will be no application to the court.

### **Acknowledgements:**

I would like to extend my appreciation to the City Clerk, Ms. Heather Pihulak, the Deputy Clerk, Kelly Galbraith and the Enforcement Division Lead Ms. Heather Lajeunesse for taking the time to provide information and documents needed to complete this inquiry.

I would also like to thank Mr. Wehner for his completed application with all required information and for being patient while I familiarized myself with this new role.



August 27, 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-07 Health and Safety Responsibilities – Program Coordinator, Health & Safety Policy #HS-08 Posted Health and Safety Materials, Health & Safety Policy #HS-12 Emergency Preparedness, #HS-19 Non Routine Work, Health & Safety Policy #HS-30 Health and Safety Representatives or Committees and Health & Safety Policy #HS-38 Health and Safety Inspections; and further

That bylaw number 27-2012 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.

### **Background:**

The HRM Strategy contained a recommendation to review all existing Health and Safety Policies and to incorporate them with the existing Human Resources Policies. The first five policies listed above have been reviewed and updated to ensure that they accurately reflect actual practices. They have also been updated to ensure they contain current position titles. The last policy, HS-38, is a combination of our current policies – HS-38 and HS-44 as recommended in the HRM Strategy.

All original policies are included as attachments for comparison purposes.

**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-law required.

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

HRM Strategy

## Health and Safety Responsibilities – Program Coordinator



<b>Section</b> Health and Safety Policies	<b>Date</b> <del>March 19,</del> 2012	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 1
<b>Subsection</b> Responsibilities and Accountabilities	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-07	

### PURPOSE

~~The City of Kenora is committed to protecting and promoting the health and safety of all staff. As such, the City of Kenora will employ a full-time, permanent Health and Safety Program Coordinator (under such title as may be decided) to administer the Corporate Health and Safety Program. It is recognized that designating a champion improves the likelihood that the health and safety program will be sustained as well as demonstrating the City of Kenora's commitment to health and safety.~~

### RESPONSIBILITY

~~The City of Kenora will employ a full-time, permanent Health and Safety Program Coordinator (under such title as may be decided) to administer the Corporate Health and Safety Program.~~ This individual will report to the Manager of Human Resources and will comply with the roles and responsibilities contained in the current job description for the position.

This ~~individual person~~ will serve as a resource to the ~~Senior Leaders-Managers~~, Supervisors, and workers within the City to ensure that they understand their roles and responsibilities ~~under the City's health and safety program for health and safety under the City's program~~ as well as under the Occupational Health and Safety Act (Ontario) and related regulations. When requested, this individual will actively participate in workplace inspections, incident investigations, and any other activities that will provide assistance and education to the ~~Senior Leaders-Managers~~, Supervisors, and workers. ~~Additionally this individual will conduct at least six (6) random workplace inspections per year as a means of monitoring the effectiveness of the inspections carried out by the Managers, Supervisors, and workers.~~

This person must have related experience and knowledge in the following fields:

- Applicable safety legislation;
- Incident investigations;
- Planned workplace inspections; or
- Basic Certification training.

~~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.~~

### TRAINING

The Health and Safety Program Coordinator will complete all necessary training to remain up-to-date with current trends in health and safety practices in Ontario. Completion of the requirements for a professional designation such as Canadian Registered Safety Professional is recommended. All training will be documented.

### REFERENCES

~~Workwell Core Health and Safety Audit – Element 2.2 (a) and (b),~~  
N/A

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## Posted Health and Safety Materials



<b>Section</b> Health and Safety Policies	<b>Date</b>	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 2
<b>Subsection</b> Posted Materials	<b>Supersedes By-law Number:</b> 105-2011	<b>Policy Number:</b> HS-08		

### PURPOSE

Communication is an essential element of an effective Health and Safety program. By maintaining posted information that is up-to-date and relevant, employers can ensure that workers are getting the information they need, when they need it.

### RESPONSIBILITY

Each City of Kenora workplace will have a bulletin board designated exclusively for health and safety information. The Supervisor from each workplace will be responsible for ensuring that required information is posted to the bulletin boards as it becomes available. As part of the monthly workplace inspections, the content of each board will be checked against a master list. Inappropriate material will be removed and any missing material will be added. This process will be documented as part of the inspection.

### PROCEDURE

As a minimum the following materials will be posted on every City of Kenora Health and Safety Bulletin Board:

- The WSIB Form 82 – In Case of Injury at Work Poster
- 
- City of Kenora monthly incident summary
- 
- All current Ministry of Labour Orders
- 
- All current Ministry of Labour Notice of Compliance Forms
- 
- City of Kenora Occupational Health and Safety Policy Statement
- 
- City of Kenora Workplace Violence Prevention Policy
- 
- City of Kenora Workplace Harassment Policy
- 
- Contact list for Health and Safety Representatives or Joint Health and Safety Committee Members
- 
- Current copy of Workplace or Joint Committee health and safety meeting minutes
- 
- Yearly schedule for monthly workplace inspections and health and safety meetings
- 
- Current copy of workplace inspection report
- 
- Emergency services contact list
- 
- [First aid certificates](#)
- 

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## Health and Safety Responsibilities – ~~Managers~~

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HS-08	2	2

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- ~~The City of Kenora binder containing a copy of The Occupational Health and Safety Act (Ontario), related regulations, and Ministry of Labour supporting documentation.~~

### TRAINING

Instruction on Health and Safety Bulletin Board locations and the content of those boards will be included as part of new employee orientation ~~and will also be included in annual re-orientation training.~~ All training will be documented.

### REFERENCES

The Occupational Health and Safety Act (Ontario) – Sections 25 (2) (i) and (k)  
~~Workwell Core Health and Safety Audit – Element 3~~

## Emergency Preparedness



<b>Section</b> Health and Safety Policies	<b>Date</b>	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 2
<b>Subsection</b> Emergency Preparedness	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-12	

### PURPOSE

~~As part of the City's Health and Safety Program, the City will develop, implement, and maintain procedures to effectively deal with potential emergency situations, which may occur at the workplace. It is policy to ensure and require that procedures be developed, implemented and maintained to effectively deal with emergency situations, which may occur at the workplace.~~

The intent of these measures is to reduce the risk of death or personal injury, provide for the safety, care and comfort of workers, reduce and minimize damage to property, equipment and inventory, and accelerate the resumption of normal operations.

### RESPONSIBILITY

The Senior ~~Leadership Management~~ Team is responsible ~~for to ensure~~ing that ~~supervisors develop emergency plans specific to their workplace and ensuring that annual workplace emergency drills are being completed.~~ ~~workplace supervisors develop emergency plans specific to their workplace.~~

Supervisors are responsible ~~for to develop~~ing and ~~implementing~~ emergency plans specific to their workplace ~~and scheduling regular emergency drills to ensure.~~ ~~Supervisors will schedule regular drills to ensure~~ that the plan is effective and remains adequate.

Workers are responsible ~~for to know~~ing the requirements of their workplace emergency plans and ~~participating~~ in all training exercises to ensure the adequacy of the plan.

### EMERGENCY PLANS

Each City of Kenora workplace must prepare an emergency response plan designed to identify potential emergencies and the appropriate responses to situations which may include fire, power failure, gas leak, chemical spill, weather conditions, violence, medical emergencies, fall arrest/high angle rescue, entrapment, and motor vehicle accidents.

The ~~prepared~~ plan must include a floor plan of the workplace that clearly indicates exit routes for all workers, worker assembly points and emergency equipment such as fire extinguishers, hoses, alarm pull stations, emergency lights, eye wash stations, deluge showers and emergency exits.

~~The prepared plan must identify worker training requirements and a schedule for regular training will be included.~~

The ~~prepared~~ plan must also assign responsibility for contacting emergency response agencies, accounting for all workers, greeting the emergency response units, and authorizing workplace re-entry.

Plans and any supporting documentation will be kept with supervisors within their respective departments.

## Emergency Preparedness

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### **EMERGENCY EQUIPMENT**

~~Each City of Kenora workplace will complete an inventory of all emergency equipment such as fire extinguishers, hoses, emergency lighting, eye wash stations, deluge showers, fire exits, and any other emergency equipment appropriate to the workplace such as supplied air breathing systems or spill response kits.~~

~~Each workplace will conduct a review to ensure that the correct emergency equipment is selected, there are adequate numbers of the selected equipment, and it is appropriately located in the workplace. The review will also identify the training requirements for the emergency equipment and a schedule will be developed to ensure that workers receive adequate and timely training in the proper use of the emergency equipment.~~

~~A schedule will be developed to ensure that all required checks, inspections, maintenance, replacement, or calibration of emergency equipment is completed.~~

### **TRAINING**

~~Plans will identify worker training requirements and training will be scheduled as needed. Workers shall be trained and instructed in the provisions of this plan. All training shall be documented and kept in employee personnel files. reviewed annually.~~

### **REFERENCES**

Fire Protection and Prevention Act, 1997, Fire Code O. Reg. 213/07

~~Workwell Core Health and Safety Audit — Element 4.2(c), (d) and 6.1(m)~~

## Non-Routine Work



<b>Section</b> Health and Safety Policies	<b>Date</b>	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 2
<b>Subsection</b> Non-Routine Work	<b>Supersedes By-law Number:</b> 105-2011	<b>Policy Number:</b> HS-19		

### PURPOSE

When workers are asked to perform work that they are not familiar with, or work that they are familiar with but perform infrequently, there is an increased likelihood that they may be injured as a result of that work. ~~The purpose of this policy is~~ It is the purpose of this policy to ensure that ~~a procedure is in place~~ whenever non-routine work is performed, that will make the workers aware of any hazards associated with the non-routine work and the control measures necessary to protect the worker.

### RESPONSIBILITY

Senior Leadership Team members are responsible for ensuring all City of Kenora operations are in compliance with applicable legislation and the requirements of this policy.

~~The Workplace Supervisors are responsible for ensuring that workers performing any non-routine work are aware of any hazards associated with the work, ensuring workers are aware of any necessary control measures for safety, and for ensuring that pre-work meetings and checklists are being completed by workers.~~ Supervisors have the responsibility to determine when non-routine work is to be done and to ensure the workers who will perform the non-routine work are aware of any hazards associated with the work and the control measures necessary to protect the workers.

~~It is the responsibility of each worker to familiarize themselves with the non-routine work, utilizing the necessary controls to protect themselves, and completing pre-work checklists to help identify any hazards associated with the work.~~ Workers are responsible for familiarizing themselves with the non-routine work, utilizing the necessary controls to protect themselves, and completing pre-work checklists to help identify any hazards associated with the work. ~~involved in the non-routine work to familiarize themselves with the non-routine work and to work with the necessary controls to protect themselves.~~

### DEFINITION

Non-routine work is defined as activities that are not generally performed on a regular basis. For the purposes of this policy the City of Kenora defines non-routine work as work that is regularly performed not more than twice per year such as ice-in and ice-out at the Recreation Centres, or the installation and removal of the Coney Island Footbridge. Non-routine work will also include any task that is being performed for the first time, regardless of the intended frequency of performance in the future.

### PROCEDURE

Supervisors will compile an inventory of known non-routine work that may be performed in their workplace.

Prior to performing non-routine work or new work for the first time, ~~workers~~ the supervisor will hold a meeting with all ~~those workers~~ who will be involved in the non-routine or new work. At this meeting all known hazards associated with the work will be identified, pre-work checklists will be completed, and appropriate control measures will be discussed and implemented.

Safe work procedures will be developed or reviewed.

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## Non-Routine Work

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After the work is complete ~~the supervisor workers~~ will meet ~~with the workers~~ again to discuss how the work went. Any hazards that weren't identified at the pre-work meeting will be added to the list of hazards associated with that work so that they will be included the next time the work is done. Safe work instructions will be modified accordingly. All meetings will be documented.

### TRAINING

Workers shall be trained and instructed in the hazards associated with non-routine work or new work as well as the safe operating procedures required for completing the work. All training shall be documented and reviewed as required by the frequency of the non-routine work.

### REFERENCES

~~Workwell Core Health and Safety Audit – Element 4.2 (k)~~  
City of Kenora Pre-Work Checklist

## Health and Safety Representatives or Committees



<b>Section</b> Health and Safety Policies	<b>Date</b>	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 3
<b>Subsection</b> Health and Safety Representatives	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-30	

### PURPOSE

The purpose of this policy is to ensure legislative compliance as well as to invite and empower employees to participate in the health and safety program initiatives.

### RESPONSIBILITY

The Health and Safety Program Coordinator is responsible for ensuring that appropriate worker representatives are chosen by the workers they represent in order to fulfill their responsibilities as outlined in the Occupational Health and Safety Act (Ontario)

~~Managers-Senior Leadership Team members~~ are responsible for ensuring that either health and safety representatives or Joint Health and Safety Committees are established in the workplaces under their control.

Supervisors are responsible for working with the health and safety representatives or the Joint Health and Safety Committee in their workplace to resolve hazardous acts or conditions that may be present in the workplace.

### PROCEDURE

#### Health and Safety Representatives

For every workplace with nineteen (19) or fewer workers, the workers from that workplace will select a health and safety representative. The name of the health and safety representative will be made known to all workers in the workplace and will be posted in the workplace.

The health and safety representative will conduct monthly inspections of the workplace and will forward completed reports to the supervisor. The schedule for the monthly inspections will be determined at the beginning of each year and posted in the workplace.

The health and safety representative will meet with the supervisor once each month (or such frequency as may agreed to) to discuss health and safety issues in the workplace. The health and safety representative will act as a liaison for the workers they represent in dealing with health and safety issues in the workplace, and work collaboratively with supervisors to address any concerns. ~~the supervisor on health and safety issues in the workplace.~~

For issues that cannot be resolved to the satisfaction of all parties, between the supervisor and the health and safety representative, the health and safety representative can make recommendations in writing to the employer. These recommendations will be forwarded to the Chief Administrative Officer who will respond to such recommendations in writing within twenty-one (21) days of receipt.

The health and safety representative will carry out any other roles and responsibilities as contained in Section 8 of the Occupational Health and Safety Act (Ontario).

#### Health and Safety Committee Members

## Health and Safety Representatives or Committees

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For every workplace with twenty (20) or more workers, the workers from that workplace will select the required number of health and safety representatives to serve as members of the Joint Health and Safety Committee for that workplace.

Workplaces with twenty (20) to forty-nine (49) workers require a minimum two member committee of which at least one member must be a worker representative at least one worker representative on the minimum two member committee.

Workplaces with more than fifty (50) require a minimum four member committee of which at least two members must be worker representatives at least two worker representatives on the minimum four member committee.

The names of joint committee members will be made known to all workers in the workplace and will be posted in the workplace.

In workplaces where committees are required, the composition of the committee will consist of equal numbers of worker representatives and management representatives. ~~(It is acceptable to have more worker representatives than management representatives in attendance at a meeting but it is not acceptable to have more management representatives than worker representatives)~~

Joint Health and Safety Committees will meet at least every three months. A schedule with the meeting dates will be established at the beginning of each year and posted in the workplace.

A worker must be present for the monthly inspections of the workplace. Worker representatives from the committee will complete monthly inspections of the workplace.

The main function of the Joint Health and Safety Committee is to identify hazardous acts or conditions in the workplace and recommend corrective actions.

For issues that cannot be resolved at the joint committee meeting, the committee can submit a written recommendation to the Chief Administrative Officer seeking resolution. The Chief Administrative Officer will respond to all written recommendations in writing within twenty-one (21) days of receipt.

The Joint Health and Safety Committee members will carry out any other roles and responsibilities as contained in Section 9 of the Occupational Health and Safety Act (Ontario)

### TRAINING

As much as is reasonably possible health and safety representatives will be given Certification Training. As a minimum they will receive training in hazard recognition, assessment, and control, planned workplace inspections, and incident investigations in order to assist them in carrying out their roles and responsibilities.

As much as is reasonably possible all Joint Health and Safety Committee members will be given Certification training. If Certification training is not readily available all joint committee members will be trained in hazard recognition, assessment, and control, planned workplace inspections, and incident investigation in order to assist them in carrying out their roles and responsibilities.

All training will be documented ~~and reviewed on an annual basis.~~ Refresher or upgrade training will be given as needed.

### REFERENCES

Occupational Health and Safety Act (Ontario) – Sections 8 and 9  
~~Workwell Core Health and Safety Audit – Element 5~~



## Health and Safety Inspections



<b>Section</b> Health and Safety Policies	<b>Date</b>	<b>Approved by</b> <b>By-law Number:</b> 27-2012	<b>Page</b> 1	<b>Of</b> 2
<b>Subsection</b> Health and Safety Inspections	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-38	

### PURPOSE

Planned workplace inspections are an important part of hazard identification, assessment, and control. By participating in planned workplace inspections, health and safety representatives, Joint Health and Safety Committee members, Supervisors and Senior Leadership Team members are fulfilling part of their role in the internal responsibility system and demonstrating their commitment to a safe and healthy workplace. The purpose of this policy is to ensure that monthly planned workplace inspections of City of Kenora workplaces are completed as part of the City's Health and Safety Program and to ensure that the workplace parties responsible for conducting planned workplace inspections have the necessary training to conduct effective and efficient inspections.

### RESPONSIBILITY

Senior Leadership Team members are responsible for:

- participating in planned workplace inspections as specified in Policy HS-02;
- ensuring that monthly planned workplace inspections are being completed for their departments;
- ensuring that supervisors are appropriately trained in conducting planned workplace inspections; and
- assisting with solutions for hazards identified as required.

Supervisors are responsible, where applicable, for:

- ensuring monthly planned workplace inspections are being completed for their work areas;
- participating in planned workplace inspections as specified in Policy HS-02;
- addressing and correcting hazards identified in a timely manner; and
- ensuring that the Health and Safety Representatives or Joint Health and Safety Committee members from their workplaces are trained in conducting planned workplace inspections.

Health and safety representatives or members of a Joint Health and Safety Committee are responsible for:

- participating in and completing monthly planned workplace inspections; and
- in collaboration with supervisors, for ensuring hazards identified are corrected in a timely manner.

The Health and Safety Program Coordinator is responsible for providing Planned Workplace Inspection training to all Health and Safety Representatives, Joint Health and Safety Committee members, Senior Leadership Team members, and Supervisors, and any other training as required.

## Health and Safety Inspections

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HS-38	2	2

### PROCEDURE

A schedule for completing planned workplace inspections will be established at the start of each calendar year by the workplace Supervisor in consultation with the health and safety representative or the health and safety committee member.

A City of Kenora Workplace Inspection Form will be used to document observed hazardous acts or conditions during the inspections.

Hazardous acts will be immediately corrected when observed.

Hazardous conditions will be rated according to their potential for loss. Hazards with a high potential for loss will be corrected without delay. Hazards with a medium or low potential for loss will be corrected in a timely manner with dates established in the inspection report.

Those who are conducting the inspections will initiate and record worker and supervisor contacts as an additional gauge of the health and safety culture in the workplace

The Senior Leadership Team member responsible for the area being inspected will sign off on completed reports.

All completed reports will be posted on the appropriate health and safety bulletin boards and a copy of the report will be sent to the Health and Safety Program Coordinator for filing.

### TRAINING

Health and safety representatives, Joint Health and Safety Committee members, supervisors, and Senior Leadership Team members responsible for completing workplace inspections will be trained in Planned Workplace Inspections. This training will include topics such as hazard recognition, assessment, and control as well as inspection principles.

Refresher or upgrade training will be given as required.

All training will be documented.

### REFERENCES

Occupational Health and Safety Act (Ontario) – Section 8 (6) to (10) and Section 9 (23) to (30).

## Health and Safety Education and Training



<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> Health and Safety Inspections	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-38	

### **PURPOSE**

People require knowledge in order to perform efficiently. The purpose of this policy is to ensure that the workplace parties responsible for conducting workplace health and safety inspections have the knowledge and skills necessary to conduct an effective and efficient inspection. This policy applies to Health and Safety Representatives, Joint Health and Safety Committee members, Managers, and Supervisors.

### **RESPONSIBILITY**

Managers are responsible to ensure that they and their supervisors are trained in conducting workplace health and safety inspections.

Supervisors are responsible to ensure that the Health and Safety Representatives or Joint Health and Safety Committee members from their workplace are trained in conducting workplace health and safety inspections.

### **PROCEDURE**

The Health and Safety Program Coordinator will provide Planned Workplace Inspection training to all Health and Safety Representatives, Joint Health and Safety Committee members, Managers and Supervisors. This training will include topics such as hazard recognition, assessment, and control as well as inspection principles. Training will be completed within one month when a new person assumes responsibilities for conducting workplace inspections. This training will be incorporated into the annual training needs review and refresher training will be conducted as required.

### **TRAINING**

The Planned Workplace Inspection training program will have documented objectives and a means for evaluating the effectiveness of the training. All training will be documented.

### **REFERENCES**

Occupational Health and Safety Act (Ontario) – Section 8 (6) and 9 (26)  
Workwell Core Health and Safety Audit – Element 6.1 (j)

## Health and Safety Inspections



<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> Health and Safety Inspections	<b>Supersedes By-law Number:</b> 105-2011		<b>Policy Number:</b> HS-44	

### **PURPOSE**

Workplace inspections are an important part of hazard identification, assessment, and control. By participating in workplace inspections health and safety representatives and Joint Health and Safety Committee members are fulfilling part of their role in the internal responsibility system. Because workers have a good understanding of the workings of their department they are in a good position to recommend appropriate corrective measures for identified hazardous acts or conditions.

### **RESPONSIBILITY**

A health and safety representative or a member of a Joint Health and Safety Committee will complete an inspection of their workplace at least once per month. As part of the inspection process the health and safety representative or Joint Health and Safety Committee member are encouraged to initiate worker and supervisor contacts as an additional gauge of the health and safety culture in the workplace.

### **PROCEDURE**

A schedule for completing workplace inspections will be established at the start of each year.

A City of Kenora Workplace Inspection Form will be used to document observed hazardous acts or conditions during the inspections.

Hazardous acts will be corrected when observed.

Hazardous conditions will be rated according to their potential for loss.

Hazards with a high potential for loss will be corrected without delay. Hazards with a medium or low potential for loss will be corrected in a timely manner with dates established in the inspection report.

Completed inspection reports will be forwarded to the department supervisor for review and approval.

All completed reports will be posted on the appropriate health and safety bulletin boards and a copy of the report will be sent to the Health and Safety Program Coordinator for filing.

### **TRAINING**

All health and safety representatives and all Joint Health and Safety Committee members will be trained in Planned Workplace Inspections so that they can fulfill the responsibilities of this policy. All training will be documented.

**Health and Safety Inspections**

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**REFERENCES**

Workwell Core Health and Safety Audit – Element 8.2 (a) to (e)

August 29, 2019



## City Council Committee Report

**To: Mayor and Council**

**Fr: Jeff Hawley, Manager of Operations and Infrastructure  
Matt Good, Project Engineer**

**Re: CCTV Works Budget Amendment – Road Reserves**

### **Recommendation:**

That Council hereby approves an additional allocation of \$10,000.00 to be funded through the Roads Reserves for additional CCTV works and LDS Flushing; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Operating & Capital Budget at its September 17, 2019 meeting to withdraw additional funds from Roads Reserve in the amount of \$10,000.00 to offset the cost of this work; and further

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

### **Background:**

In following up with an issue regarding surface waters entering private property along Veterans Drive near the intersection of Mascott Avenue, a field investigation revealed diminished capacity of the adjacent storm water system due to excess siltation. It is our understanding that this system has not been flushed for maintenance in excess of fifteen to twenty (15 – 20) years, and in order to make a proper assessment of the existing drainage system to determine the primary cause of the above surface water issue, it will be necessary to clean and camera the storm water system to determine existing conditions.

### **Budget:**

\$10,000.00 allocated from the Roads Reserves.

### **Risk Analysis:**

As per the requirements of the ERM policy, there would be a moderate operational risk if the maintenance were not completed. This risk will be mitigated through the proactive approach of completing the maintenance in a timely manner, therefore extending the life of these pipes and avoiding further degradation.

**Communication Plan/Notice By-law Requirements:** Resolution & By-law required.  
Distribution: J. Hawley, M. Vogrig, M. Good, T. Golding, C. Eddie.

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

Goal #2 Strengthen Our Foundations

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



Veterans Dr

9th St N

Veterans Dr

Area of Storm Sewers for Flushing and CCTV

- Storm Sewer Point
- Storm Sewer Line



June 18, 2019

## City Council Committee Report

**TO: Mayor and Council**

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

**RE: Kenora Drinking Water Quality Management Standards (DQWMS) - Report**

### **Recommendation:**

That Council hereby receives the Kenora Drinking Water Quality Management Standards (DQWMS) re-accreditation audit results, conducted on May 29 & 30, 2019 by SAI Global.

### **Background:**

The province has established 22 elements related to DQWMS that all Water Treatment Plants must adhere to. The Ministry of Environment, Conservation and Parks (MECP) has designated SAI Global as their auditor to ensure conformance to these elements.

SAI Global conducts audits in three (3) year cycles; years one (1) and two (2) being paper audits and the third (3<sup>rd</sup>) year being an onsite audit as well as re-accreditation. These audits form the basis of SAI Global's certification that a water plant must possess in order to operate. During May 29 & 30, 2019, SAI Global conducted an inspection and based on the results of that inspection and previous audits, SAI Global issued the attached Certificate of Accreditation.

During the inspection, three (3) minor non-conformance issues were noted by the lead auditor.

Corrective actions taken to resolve the non-conformances have since been reviewed and found to be fully satisfactory in meeting the requirements of Kenora Drinking Water Quality Management Standards for re-accreditation. As noted, the re-accreditation certificate, reflecting the new expiry date of August 4, 2022, is attached to this report for reference.

The following information are in most instances direct excerpts from the lead auditor's report.

### **Minor Non-Conformity:**

1. The Overall Responsible Operator was not identified in the water treatment plan log book for all dates.

*During the audit it was noted that water treatment plant log book entries from Jan 1, Apr 10, Apr 11 and May 3, 2019 did not identify the Overall Responsible Operator (ORO).*

*To-date: After the audit, one of the operators at the Water Treatment Plant (WTP) spoke with water inspector at the Ministry of Environment, Conservation and Parks (MECP); seeking advice on appropriate rectification on this non-conformance issue*



on June 1, 2019. MECP's water inspector advised the City of Kenora WTP to enter a statement in the log book indicating "as confirmed by Payroll, an ORO was designated for every shift however those OROs forgot to sign the log book on Jan 1, Apr 10 & 11, and May 3, 2019". To ensure this error does not occur again, on June 4, 2019, the WTP Team developed and put in place a new protocol for signing the log book.

2. Training in emergency procedures has not been provided to staff.

*Even though staff were trained on these procedures, it was not reflected in the documentation produced at the time of the audit. Possible reasons for this could be either Operator error, and/or a lack of structured and consistent record keeping.*

*To-date: All Operators at the WTP have received training on all six (6) emergency response procedures and associated Safe Operating Practices (SOPs) as of June 25, 2019. Records of this training are being maintained and have been submitted for review. The WTP team is also implementing a revision to their DWQMS Operational Plan to include scheduled refresher training on emergency procedures for all Operators.*

3. Testing of all potential emergency situations has not occurred.

*Out of DWQMS V2:0 Operational Plan Rev 16 Section 18's six (6) potential emergency situations, tests on two (2), 'Vandalism' and 'Loss of Chemical Suppliers' had not been done prior to the audit due to possible ambiguity of wording around when the tests were supposed to occur, and time constraints due to other tasks.*

*To-date: On June 24 and 25, 2019, the remaining two (2) emergency response exercises - vandalism and loss of chemical suppliers, as well as a review and refresher on the other four (4) possible situations and associated SOPs, were tested by all Operators, and documentation to this training is being maintained. At the time of the next revision to the DWQMS Operational Plan, to every extent possible, the WTP team will try to avoid potentially ambiguous terminology so that all Operators easily understand when to test, review and refresh training on potential emergency situations.*

**Budget:** N/A

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

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

N/A Informative Report Only.

**Strategic Plan or other Guiding Document:**

Goal #2 Strengthen Our Foundations

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

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



# CERTIFICATE OF ACCREDITATION

This is to certify that the following operating authority:

## The Corporation of the City of Kenora

1 Main Street Kenora, Ontario P9N 3X2 Canada

Refer to Attachment to Certificate of Accreditation dated August 8, 2019 for additional drinking water systems

operates a

## Quality Management System

which conforms with the requirements of

## DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017

for the following scope of accreditation

### Full Scope - Entire DWQMS

Certificate No.: CERT-0129189  
File No.: 1635367  
Issue Date: August 8, 2019

Original Certification Date: August 7, 2013  
Certification Effective Date: August 8, 2019  
Certification Expiry Date: August 4, 2022

Heather Mahon  
Global Head of Technical Services SAI Global Assurance



DWQMS 2017



# ATTACHMENT TO CERTIFICATE OF ACCREDITATION

These sites are accredited under Certificate No: CERT-0129189 issued on August 8, 2019

**File No.**

1635367

**The Corporation of the City of Kenora**

1 Main Street Kenora , Ontario P9N 3X2 Canada

**Effective Date**

August 8, 2019

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**Drinking Water Systems**

**Site No.**

1635371

**Site Name**

Kenora Area Drinking Water System



August 27, 2019

## City Council Committee Report

**To: Mayor and Council**

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

**Re: Rename First Street South– Downtown Revitalization Phase 4**

### **Recommendation:**

That as part of the Downtown Revitalization, Phase 4, the Council of the City of Kenora hereby re-names a portion of a road, locally known as First Street South (from Chipman Street to Park Street), as shown on the attached imagery, to Jean Street; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to adopt a by-law at its September 17 Council Meeting, re-naming the above-described portion of road to Jean Street.

### **Background Information:**

As part of Phase Four (4) of the Kenora Downtown Revitalization Project, the existing street known as First Street South (from Chipman Street to Park Street) will need to be renamed to Jean Street, as the new road constructed as part of the Downtown Revitalization will see First Street South now run from Matheson Street to Park Street. This in turn requires the renaming of the parallel remnant of First Street South to Jean Street.

The new name of Jean Street, is in recognition of the lone standing business on this street. It is the City of Kenora's goal to recognize and provide acknowledgement to those institutions that help build our community. With the renaming of this street, the City of Kenora aims to provide clarity and fluidity within this area, and to incorporate long standing parts of our Community into our new improvements.

**Budget:** 2019 approved Operating Roads Budget

**Risk Analysis:** As per the requirements in the City's ERM Policy, there is a minor operational risk in a decision to not change the name as this could result in confusion for motorists and pedestrians, as well as emergency services. This risk will be mitigated by ensuring all roads and streets in the area are named appropriately for adequate distinction.

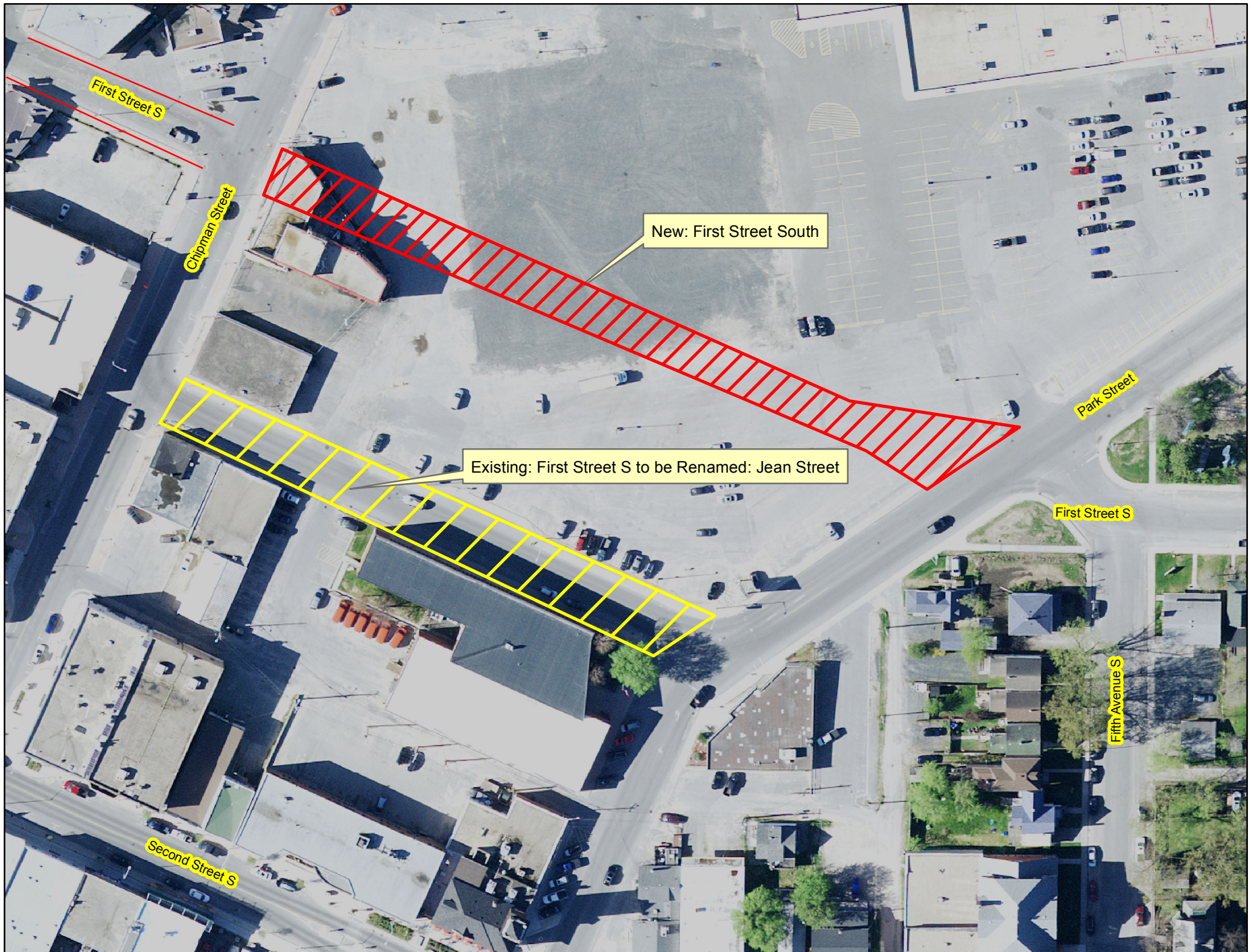
### **Communication Plan/Notice By-law Requirements:**

Resolution & By-law required. Distribution: J. Hawley, T. Golding, H. Kasprick, O.P.P., K. Robertson, Public Notice.

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

Goal #2: Strengthen Our Foundations

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



First Street S

Chipman Street

New: First Street South

Existing: First Street S to be Renamed: Jean Street

Park Street

First Street S

Fifth Avenue S

Second Street S



September 5, 2019

## City Council Committee Report

**To: Mayor and Council**

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

**Re: 2018 Unusual Spend Carry Over – Roads Reserves**

### **Recommendation:**

That Council hereby approves a reallocation of \$16,200.00 (plus applicable taxes) to be funded through the 2019 Roads Reserve for the remaining balance of a 2018 unusual spend project that is now nearing completion; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Capital Budget at its September 17, 2019 meeting to withdraw funds from the Roads Reserve in the amount of \$16,200.00 (plus applicable taxes) to offset the cost of this project; and further

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

### **Background:**

In 2018, a budget was set aside for an unusual spend project for consultant work related to an Aggregate Pit Extension on Ritchie Road. Only a small portion of funds were used in 2018, and due to staffing changes, the remaining funds were not carried over to 2019 budgets and were reintegrated into the Roads Reserves.

Now that this project is nearing completion and an invoice has been supplied by the consultant, a budget amendment from the Roads Reserves is required in the amount of \$16,200.00 (plus applicable taxes), which remains significantly under the original anticipated budget.

**Budget:** \$16,200.00 (plus applicable taxes) from the Roads Reserves for completion of a project that started in 2018.

**Risk Analysis:** As per the requirements of the City's ERM Policy, there would be a moderate financial risk with not pursuing this recommendation. To mitigate the loss of the funds already invested into this project, we are asking Council to approve access to the remaining funds available, in order to complete these works.

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

Resolution & By-law required. Notice to be placed on the Committee Agenda, Minutes and subsequent Council Agenda/Minutes. Distribution: J. Hawley, T. Golding, C. Eddie.

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

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

**August 6, 2019**

**City Council  
Committee Report**

**To: Mayor & Council**

**Fr: Troy Golding, Roads Division Lead**

**Re: 2019, 2020 and 2021 Screened Winter Sand**

**Recommendation:**

That the tender from Joe Neniska & Sons for the supply, delivery and stockpile of up to 9,000 tonnes of screened winter sand be hereby received; and further

That the tender received from Joe Neniska & Sons in the amount of \$20.00 per tonne (HST extra) for the year 2019, \$20.00 per tonne (HST extra) for the year 2020 and \$21.00 per tonne (HST extra) for the year 2021 be hereby accepted.

**Background:**

The 2019-2021 screened winter sand tender closed on Thursday August 1, 2019 with the following bid received:

Joe Neniska and Sons Ltd.	2019	\$20.00 per tonne (HST extra) \$35.00 per tonne additional sand
Joe Neniska and Sons Ltd.	2020	\$20.00 per tonne (HST extra) \$35.00 per tonne additional sand
Joe Neniska and Sons Ltd.	2021	\$21.00 per tonne (HST extra) \$36.50 per tonne additional sand

The City will supply salt to be blended by the Contractor at a ratio of 1 part salt to 25 parts sand. Prior to mixing, the sand will be given a sieve analysis test to ensure that it meets the tender specifications. Once mixed, the sand will be stockpiled inside the Winter Sand Storage Building at the Operations Centre to be used during winter road maintenance operations.

Should more sand be required, Joe Neniska and Sons Ltd. has submitted a price of \$35.00/tonne plus HST for winter delivery on an as-needed basis for the 2019 winter season, \$35.00/tonne for 2020, and \$36.50/tonne for 2021.

Last year's tender received one submission and was awarded to Joe Neniska and Sons at a price of \$18.00 per tonne (HST extra).

**Budget:**

Operating Budget 2019

**Risk Analysis:**

As per the requirements of the City's ERM policy, there would be moderate operational risk if screened winter sand were not applied. The risk will be mitigated through the

application of winter sand purchased and stockpiled through this tender. Road sanding in the winter assists in preventing accidents and providing safer roads for constituents.

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

Resolution required.

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

**Strategic Plan or other Guiding Document:**

Goal#2 Strengthen Our Foundations

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





August 26, 2019

## City Council Committee Report

**To: Mayor and Council**

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

**Re: Tariff of Fees and Charges – Schedule D Water & Wastewater Fees**

**Recommendation:**

That Council hereby approves an amendment to Schedule “D” of the Tariff of Fees and Charges By-law to include various amended water and wastewater rate charges, along with routine rate changes for 2020; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its September 15, 2019, meeting to give effect to these rates outlined in the revised Schedule “D”; and further

That By-law Number 118-2019 be hereby repealed.

**Background:**

Council passed By-law Number 101-2019 at the on June 28, 2019 Special Council meeting with respect to sewer and water service fees for multiplex units and properties serviced by one meter with multiple individual living units on a parcel of land(s). With this amendment to the Water and Wastewater By-law, the current Tariff of Fees and Charges By-law must now be amended to reflect the changes to the bylaw.

It is recommended that the items outlined in the attachments to this report be added to Schedule “D” of the Tariff of Fees and Charges By-law.

**Budget:** The increases and new rates will be reflected in the 2020 sewer and water operating budget.

**Risk Analysis:** There is no risk to include these charges in our Tariff of Fees and Charges bylaw and is administrative only.

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

Public notice is required and corresponding By-law passed.

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

## SCHEDULE 'D' - WATER & SEWER RATE CHARGES

TABLE 2020 (i)

	Meter Size	Ratio	Flat Service fee per Meter Size	Water Cost	Sewer Cost
5/8"	15	1.0	\$46.93	\$1.59	100% water cost
3/4"	18	1.1	\$51.63	\$1.59	100% water cost
1"	25	1.4	\$65.69	\$1.59	100% water cost
1 1/2"	40	1.8	\$84.44	\$1.59	100% water cost
2"	50	2.9	\$136.08	\$1.59	100% water cost
3"	75	11.0	\$516.08	\$1.59	100% water cost
4"	100	14.0	\$656.87	\$1.59	100% water cost
6"	150	21.0	\$985.26	\$1.59	100% water cost
8"	200	40.0	\$1,876.73	\$1.59	100% water cost

**\*\* Customers with approved bleeders shall receive a discount of 50% on their volumetric water consumption for the approved bleeding period as directed by the water and sewer supervisor each year. This period will be no earlier than November 1st and ending no later than April 30th of the following year.**

## WATER & SEWER RATE CHARGES – Effective January 1, 2020

<b>Multi Unit Buildings with one Water Meter in Building (4 or more units)</b>							
<b>Year</b>	<b>Fixed cost per unit per month</b>	<b>Water Cost /m3</b>	<b>Sewer Cost (100% of total water charges)</b>	<b>Total</b>	<b>50 % of Total</b>	<b>% of phase in adjustment</b>	<b>Total Monthly Per Unit Cost</b>
2020	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 33.33%	**\$15.64
2021	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 66.67%	**\$31.28
2022	**\$46.93	Based on Consumption from main water meter	\$46.93	\$93.86	\$93.86 x 50% = \$46.93	\$46.93 x 100%	**\$46.93

\*\*rates based on actual approved rates for 2020, commencing in 2021, there will be further adjustments for any overall rate increases as approved by Council for any given year, and will be based on the approved 5/8" meter rate.

Note: customers with water meter serving multi plex buildings connecting to the City's systems, either through a new build, conversion of an existing building to this category of customer that was previously connected to the City's system under a different category of customer, or a new connection to City systems regardless of the date of the build will be charged the fully phased in rate. For this class of customer, the fully phased rate would be based on the 2022 rate as reflected above.

One Water Meter Serving Multiple Individual Residences								
Year	Median Kenora Household Consumption per month	Billing Period Consumption	Equivalent Residence	Fixed cost per unit per month	Sewer Cost (100% of total water charges)	Total	% of phase in adjustment	Total Monthly Per Equivalent Residence's Rate
2020	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 16.67%	**\$15.64
2021	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 33.33%	**\$31.28
2022	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 50%	**\$46.93
2023	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 66.67%	**\$62.58
2024	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 83.33%	**\$78.21
2025	11.5 Cubic Meters	Based on Consumption from main water meter	Billing Period Water Consumption 11.5 m3	**\$46.93	\$46.93	\$93.86	\$93.86 x 100%	**\$93.86

\*\*rates based on actual approved rates for 2020, commencing in 2021, there will be further adjustments for any overall rate increases as approved by Council for any given year, and will be based on the approved 5/8" meter rate.

Example: A property with one meter, but 10 individual living units on that property (a trailer park as an example) has a billing period water consumption of 115 cubic meters. The bill in 2020, would be calculated as follows:

$$\frac{115\text{m}3}{11.5\text{m}3} = 10 \text{ equivalent residences} \times \$15.65 = \$156.50 + \text{consumption } (\$1.59 + \$1.59) \times 115\text{m}3 = \$365.70$$

$$= \$156.50 + \$365.70 = \$522.20$$

Note: customers with water meter serving multiple individual residences connecting to the City's systems, either through a new build, conversion of an existing builds to this category of customer that was previously connected to the City's system under a different category of customer, or a new connection to City systems regardless of the date of the build will be charged the fully phased in rate. For this class of customer, the fully phased rate would be based on the 2025 rate as reflected above.

August 29, 2018



## City Council Committee Report

**To: Mayor and Council**

**Fr: Lori Nelson**

**Re: Art Centre Capital Budget Amendment**

### **Recommendation:**

That Council hereby approves an additional allocation of \$779,842 to be funded through the Art Centre capital project funds which have come solely from senior levels of government and private donations for the construction of the Douglas Family Art Centre; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2019 Operating & Capital Budget at its September 17, 2019 meeting to withdraw funds from the Art Centre Capital Funds in the amount of \$779,842 to offset the cost of this construction and related capital expenses; and further

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

### **Background:**

At the May 4, 2018 Special Meeting, the Council of the City of Kenora approved a budget of \$4,029,696 for the construction of Kenora's new Art Centre, noting that total project costs were being solely funded through a combination of funding from Senior Government and donations made to project.

At the same meeting, the project was awarded to local contractor Solid Construction. Construction began in mid May of 2018 for a contract amount of \$4,029,696. Included in this amount is a \$110,000 contingency for cost over-runs.

While this amount represents the construction costs, there were other costs related to the capital project (which are reflected below) and changes to the project as it has developed.

Additional capital project costs beyond the contracted price include:

Architectural Fees	\$316,800
Change Orders beyond the \$110,000 contingency, to date (note that a 4% cost overrun, in this case \$160,000, is industry standard)	\$156,424
Change Orders, anticipated	\$175,000
Other related costs, geotechnical testing, building permit, AV system, donor recognition panel, security system, etc.	\$131,618
<b>TOTAL</b>	<b>\$779,842</b>

Approval of this additional allocation will ensure the timely payment of invoices as this project comes to completion.

**Budget:**

REVENUE

Funding for the Douglas Family Art Centre has come from the following sources:

Private Sector	\$2,907,523	(donated or pledged)
Canadian Heritage (Cultural Spaces)	\$1,000,000	
NOHFC	\$1,000,000	
Ontario Trillium Foundation	\$ 123,700	
TOTAL	\$5,031,223	

EXPENSES

Nelson Architecture	\$316,800
Solid Construction	\$4,029,696
Change Orders	\$331,424
Other Project Capital costs	\$131,618
TOTAL	\$4,809,538

NET \$221,685

Please note that from the net amount, other project costs will be covered, e.g.

Capital campaign costs	\$75,781
Furnishings	\$55,000
Utility Costs of Annex during construction	\$24,000
Website Development	\$20,000
TOTAL	\$174,781

REMAINING FUNDS \$46,904

The Muse has, as noted above, resources of \$5,031,223 for the entire project. Should there be any remaining funds, they will be directed to The Legacy Fund.

**Risk Analysis:**

As per the requirement of the City's ERM Policy, staff have identified a low risk to the City, since the funds are in place for the completion of the project.

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

Lori Nelson, The Muse Director

**Strategic Plan or Other Guiding Document:**

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



**July 23, 2019**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Lori Nelson, Museum Director**

**Re: Extension to Loan Agreement re: Douglas Family Collection of Art**

### **Recommendation:**

That Council hereby approves an extension to the loan agreement between Bryce Douglas and the Lake of the Woods Museum as established in the original Agreement authorized by By-law number 38-2019 in anticipation of adding further objects which are to be included in the Original Agreement; and further

That the Mayor & Clerk be hereby authorized to execute the extension to the loan agreement; and further

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

### **Background:**

The Original Agreement between the Lake of the Woods Museum (Borrower) and Bryce Douglas (Lender) for the loan of the Walter J. Phillips works of Lake of the Woods was authorized by By-law number 38-2019 on March 19, 2019. Since that time, an additional watercolour has been purchased by the Lender:

Lake of the Woods, c1921, watercolours, 22.86 x 25.40 cm and it is to be added to the Original Agreement. The extension to the Loan Agreement will cover this addition and all further objects that are added to the List of Loan Objects by the Lender to the Borrower.

**Budget:** There are no direct budget implications.

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

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

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

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



City of Kenora Strategic Plan 2016-2020 -

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

**THIS EXTENSION TO LOAN AGREEMENT** made this 3<sup>rd</sup> day of July 2019.

**B E T W E E N :**

Bryce Douglas  
(hereinafter called "**LENDER**" also referred to as "**DONER**")

OF THE FIRST PART

- and -

Lake of the Woods Museum, being a museum owned  
and operated by the City of Kenora, Ontario  
(hereinafter called "**BORROWER**")

OF THE SECOND PART

**WHEREAS** the Lender and the Borrower entered into a Loan Agreement dated May 14<sup>th</sup>, 2019, authorized by-law number 38-2019 on March 19<sup>th</sup>, 2019 (the "Original Agreement");

**AND WHEREAS** the Lender anticipates adding further objects which are to be included in the Original Agreement;

**AND WHEREAS** the Lender wishes to add the following under the "List of Loan Objects":

<u>No.</u>	<u>Title</u>	<u>Measurements</u>
65	Lake of the Woods c. 1921 (wc)	22.86 x 25.40 cm

**NOW THEREFORE THIS AGREEMENT WITNESSETH** the parties agree as follows:

1. The Lender hereby adds piece no. 65, titled "Lake of the Woods c.1921 (wc) measuring 22.86 x 25.40 cm to the Original Agreement;
2. It is hereby agreed that all terms set out in the Original Agreement authorized by by-law number 38-2019 on March 19<sup>th</sup> 2019 shall apply to this object and any and all further objects that are added to the List of Loan Objects by the Lender to the Borrower

**LENDER:**

**BORROWER:**

\_\_\_\_\_  
Bryce Douglas

**Lake of the Woods Museum**

Per: \_\_\_\_\_  
Lori Nelson, Museum Director

**The Corporation of the City of Kenora**

Per: \_\_\_\_\_  
Mayor:

Per: \_\_\_\_\_  
City Clerk:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



September 10, 2019

## City Council Committee Report

**To: Mayor and Council**

**Fr: Stace Gander, Community Services Manager  
Josh Nelson, Division Lead Recreation & Tourism  
Casey Pyykka, Community Program Liaison**

**Re: Ice Allocation Policy #CS-1-1 Amendment**

### **Recommendation:**

That Council hereby approves an amended Ice Allocation Policy #CS-1-1 to the City's Comprehensive Policy Manual to assist and guide administration in ensuring there is a fair, transparent and equitable process for access to prime ice time; and further

That bylaw number 95-2019 be hereby repealed; and further

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

### **Background:**

City staff brought forward recommended changes to the City's Ice Allocation Policy #CS-1-1 at Council's May 28, 2019 meeting. Since that time, Recreation staff have been working with user groups in an effort to allocate ice times that is fair and equitable and aligned with the City's Ice Allocation Policy. Given the demand for prime time ice relative to ice time supply, there will sometimes be challenges that arise in an effort to meet all user groups' requests. With ice time demand increasing amongst certain organized user group programs the Recreation Services Department is recommending an amendment to the current ice allocation policy. The updated policy will assist and guide staff and the public in ensuring there is a fair, transparent and equitable process.

The Recreation Services Department would like the following amendments to be made to the attached policy (changes tracked in policy for Council's ease of reference):

- Adding under Policy Statement – This policy is only a guiding document and does not restrict Recreation staff during the ice allocation process.
- Removing under Ice Time – Ice requests will be reviewed and allocated as per number of participants per group.

**Budget:** N/A

**Communication Plan/Notice By-law Requirements:** communicated to Recreation Staff and Customers

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

**Strategic Plan or other Guiding Document:**

3-4 The City will embrace the importance of empowering Staff to make decisions that consistently demonstrate our commitment to making prompt, efficient and courteous customer service to our residents

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

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

## Ice Allocation Policy



Section	Date	By-Law Number	Page	Of
Recreation Services	June 18, 2019	95-2019	1	4
Subsection	Repeals By-law Number		Policy No.	
	96-2017		CS-1-1	

### Purpose

To identify the process for accessing and allocating ice time at the Kenora Recreation Centre and at the Keewatin Memorial Arena.

### Policy Statement

The responsibility will be with the Community Program Liaison to make contact with the involved groups.

The City of Kenora staff may at their option schedule an annual meeting with the ice users for the purpose of reviewing the ice allocations.

[This policy is only a guiding document and does not restrict Recreation staff during the ice allocation process.](#)

### Ice Time

Individuals, groups and organizations wishing to book ice time will do so via a the standardized application form (Appendix A), indicating the desired location, times, days, tournaments, special events, the name, phone number and address of a contact person(s) who will handle ice time bookings, cancellations, etc., and submit such requests to the Kenora Recreation Centre Office by the advertised date in June of each year.

Requests will not be considered individually but will be reviewed with all received requests during the mass seasonal booking process contained within this policy.

~~Ice requests will be reviewed and allocated as per number of participants per group.~~

Groups or individuals who do not have a good payment record with the City or have outstanding balances, will be required to pay all outstanding accounts prior to their request being considered.

Groups or individuals who have had poor payment history may be required to pay in full or in part for ice time as a condition of contracting for ice time.

A deposit may be requested, at the discretion of the Community Program Liaison, equal to one month's ice time.

Groups or individuals must sign a Facility Contract and, if required, submit their deposit by the designated date each year advertised by the Community Program Liaison.

### Ice Allocation Policy

Policy Number	Page	of
CS-1-1	2	4

After 30 days of contracts being sent out, if the Community Program Liaison has not received a signed contract and a deposit, if requested, ice time will be cancelled and dealt with as per the cancellation policy stated within.

No ice time will be confirmed or used until contract and payment conditions are complied with.

#### Ice Time Allocation Priority

Consideration and priority for ice time allocation will be as follows:

1. City of Kenora public recreation and special events.
2. Local minor games, playoffs, special events and tournaments.
3. Local minor league play and regular programs (Figure Skating, etc.)
4. Local adult games, special events, and tournaments.
5. Local adult regular programs.
6. Non Resident Minor special events, tournaments and games.
7. Non Resident Adult special events, tournaments and games.

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For the purpose of this policy "minor" shall be defined using Hockey Canada's definitions and shall be considered Midget players and under.

#### Tournaments and Special Events

All applications for the hosting of a tournament or special event must be made in writing indicating the name of the group or organization, proposed dates, anticipated hours and contact person.

Successful and Returning tournaments and events will have priority over new events or new requests or one-time events.

New events or requests are defined as not having been an active participant in the previous years schedule.

The Community Program Liaison will give consideration to the Ice Time Allocation Priorities and the Economic Impacts of a tournament or special event for the community as a whole and make the final determination.

#### Conflicts

When there is a conflict with the ice time allocation prior to the schedule being distributed, the Community Program Liaison will first take into consideration the allocation policy. Best efforts will be made to accommodate new requests when possible. The Community Program Liaison will work in conjunction with the affected groups.

The Community Program Liaison will contact the group wanting the same time and inform them of the conflict and ask if they can work out an agreement. The Recreation Centre will

require a letter from both groups indicating same – an amendment to their group's original request. If there is no solution arrived at amongst the conflicting groups, then the

**Ice Allocation Policy**

Policy Number	Page	of
CS-1-1	3	4

Community Program Liaison in alliance with the Recreation Services Division Lead, will make a decision as to who will receive the requested time.

When the conflict arises **after** the ice time allocation and the distribution of the schedule, the Community Program Liaison will meet with the groups. If there is no solution arrived at amongst the conflicting groups, then the Community Program Liaison in alliance with the Recreation Services Division Lead, will make a decision as to who will receive the requested time.

**Cancellations**

All cancellations of ice time must be done in writing through the office of the Community Program Liaison at the Kenora Recreation Centre.

The following will apply:

- Cancellations must be completed and signed by a designated representative of the group.
- Fourteen working days (2 weeks) advance written notice is required on all cancellations of regular ice time.
- Tournaments or Special Events are subject to 30 days written notice.

If less than the stated time frame of written notice is given, the group cancelling will be charged for that ice time, at the current rental rate in effect.

The Community Program Liaison will attempt to fill the cancelled ice time but there are no guarantees. If the ice is able to be rented, the cancelling group will not be charged.

When ice, within the guaranteed hour's allotment, is cancelled by a Minor group and duly accepted by the City, the ice time will be offered to all other Minor Groups and then offered for open rental.

When ice is cancelled by an Adult group and duly accepted by the City, the ice time will be offered for open rental.

Any cancellations caused by storms, floods, power failures, acts of God or business interruptions caused by mechanical failure of the City of Kenora's equipment, will be considered unavoidable and the groups or individuals will not be charged for cancellations of this nature, nor will the City be held responsible for any losses, whatsoever, arising from cancellations for circumstances outlined here.

## Ice Allocation Policy

Policy Number	Page	of
CS-1-1	4	4

### Available Ice Times

Any group, individual may rent ice at the Arenas that is not regularly scheduled. However, the following conditions will apply:

- All bookings of ice or rooms will be done through the Community Program Liaison or the Customer Service Desk and subject to a signed Facilities Contract (appendixes hereto as Schedule A) prior to accessing the facility.
- The rental fee must be paid in full prior to the confirmation of the booking.
- The following will apply for any cancellations of available ice:
  - Cancellations must be completed and signed
  - Seven (7) working days advance notice is required on all cancellations of regular ice time

### Cancellation of Ice Times by Recreation Office

The Recreation Centre Office reserves the right to cancel ice times of user groups:

- if a past bill has not been paid within a reasonable time or;
- to utilize the ice surface for special events that are for the benefit of the community or;
- if it is felt that ice conditions are not safe or the arena is not safe for the Public to be allowed entry.

Every attempt shall be made to provide sufficient notice to user groups of any cancellation which may affect them.

### Ice Rental Rates

Ice rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments will be made to council for approval.

All groups or individuals renting ice shall be charged the applicable rate in the User Fees and Charges By-law as approved by Council.

### Ice Hours

Ice time will begin on the hour or half hour. The last ten (10) minutes of the rental time will consist of flood time. If the ice does not require flooding, then the ten minutes will be split as follows:

- a) Five (5) minutes to the group already using the ice
- b) Five (5) minutes to the group coming on the ice

### Maintenance

The Recreation Centre Staff shall be responsible to ensure the Arena is kept clean, and in good repair at all times. Staff have the right to refuse access based on their determination of unsafe conditions.





September 10th, 2019

## City Council Committee Report

**To: Mayor and Council**

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

**Re: City Trail Use by Horses**

### **Recommendation:**

Whereas Kenora Bed and Bale submitted an application to the City of Kenora for an Official Plan Amendment & Zoning By-law Amendment related to 66 Cambrian Drive; and

Whereas through the submission process the City became aware of the use of City property in the area of Rabbit Lake and the Rabbit Lake Trails by Kenora Bed and Bale operation which includes horses on the City lands and trails; and

Whereas in a July 30<sup>th</sup> report to Council the City Planner conveyed that the Community Services Department would provide a separate report to Council on the Bed and Bale's use of City property; and

Whereas the City Parks By-law #34-2015 prohibits certain animals including horses in and on City Parks and Trails unless authorized in writing by the Parks Supervisor;

Therefore Let it be Resolved that Council directs administration to communicate with the proprietors of the Bed and Bale operation that horses are not permitted on City parks and trails; and further

That the Trails Committee review the requirement for additional signage pertaining to the permitted use on the City trails.

### **Background:**

Kenora Bed and Bale submitted an application to City Council that would allow Kenora Bed and Bale to operate a business from 66 Cambrian Drive which was targeted towards travelers who travelled with horses. During the application process, the City became aware that owners of Kenora Bed and Bale were riding horses on portions of the Rabbit Lake trail system. City staff also became aware that owners of the Bed and Bale were promoting the use of those same trails to patrons of the Bed n' Bale.

Following the Public Meeting to hear comments and upon the delivery of Council deputations and comments submitted by citizens, Community Services was asked to evaluate and report on allowing horses on City trails.

Community Services undertook a number of activities in an effort to carefully evaluate horses being allowed on City trails and received the corresponding responses or conclusions.

These activities included:

- Meeting with Bed and Bale owners to walk the trails in question,
- Receive comments from City insurer Frank Cowan Company. Received recommendation not to allow horses on City owned trails,
- Review comments submitted by City of Kenora citizens. Overwhelming response to not allow horses on City owned trails,
- Review standards and literature on joint use trails (horses and humans). Review concluded joint use trails is not recommended unless trails are designed appropriately,
- Discuss allowing horses on City trails with Mike Scaliff, one of the co-authors of the City of Kenora's 2016 Beaches Parks and Trails report. Received recommendation not to allow horses on City owned trails,
- Meet with Kenora Urban Trails Committee. Motion passed to recommend to Council not to allow horses on City trails.

As a result of the undertaking, the Community Services Department will ensure the proprietors of the Bed and Bale company are aware that the horses are not permitted on City owned trails.

**Budget:** There will be a minor operating budget impact to purchase and install signs prohibiting horses on City owned trail systems.

**Risk Analysis:** Not allowing horses on City owned trails helps to mitigate risk of liability associated with horses being on trails with humans and dogs.

**Communication Plan/Notice By-law Requirements:** Notice required to be placed on Committee Agenda and Minutes. A letter will be sent to the owners of the Bed n' Bale.

**Strategic Plan or other Guiding Document:**

1-8 The City will promote Kenora as a 365-day lifestyle destination.

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



## City Council Committee Report

**To: Mayor and Council**

**Fr: Karen Brown, CAO**

**Re: Town Island Disposition**

### **Recommendation:**

That Council hereby reconfirms the January 2010 resolution declaring Town Island as surplus to the needs of the municipality; and further

That Council hereby directs administration to proceed with a competitive RFP process for the sale of Town Island following the receipt of an appraisal on this property.

### **Background:**

Just over 10 years now, Kenora City Council directed administration to “commence discussions that the Ministry of Natural Resources to investigate the potential transfer of Town Island in exchange for Crown land of equal value within or adjacent to the City boundaries...” The intent was to seek properties for residential and recreational land development within the City. In exchange, the Province would add the Town Island property into its Lands for Life Program, also referred to as the Lake of the Woods Conservation Reserve.

Shortly after providing this direction, in preparation for potential disposal of Town Island, Kenora City Council declared Town Island as surplus to the needs of the municipality. A copy of the 2009 report (attachment #1) together with a copy of the signed resolution (attachment #2) has been attached for Council's reference.

Since that time, the City has actively worked with the ministry on moving this matter forward. This included identification of available and/or desirable Crown properties within or adjacent to city limits, including actively lobbying Provincial Ministers on making potential sites available. This work also included consultation with an Indigenous Community on a potential property transfer to the City. As the time spent on this potential transfer extended beyond initial expectations, the decision was made to sell a portion of town Island property to B'nai B'rith that was used for their camp. This property was sold, and the net sale proceeds was placed into a reserve for future land development as per the intent of the original Council direction. At one point leader in the process, the Province and the City had identified and agreed upon a specific property, for which the Province began remediation efforts with the intent of making the property ready for future residential development so it could be swapped with the City for a portion of Town Island of equivalent value.

More recently, the Province has now advised that the former Lands for Life Program is no longer active and they no longer have any interest in acquiring the Town Island property. The Province has advised that the City may purchase surplus properties from the Province as they become available. In order to do so, however, the City needs to have the available

financial resources as the Town Island property will no longer be accepted for the purposes of a land swap.

After some consideration, administration's recommendation is that Council reconfirm the resolution declaring Town Island as surplus to the needs of the municipality, the City /, obtain a current appraisal on the value of the property and put the property up for sale through a competitive RFP process. Selling this property will provide the City with the value of that sale for the purposes of future land development within City limits.

In order to initiate this process, there has been a lot of discussion with regards to a communication plan. At the same time, it was recognized that this would be a communication and not consultation related to the sale. Ultimately, it was determined that the best course of action to get the message out was for Council to publicly reconfirm the 2010 resolution declaring Town Island as surplus to the needs of the municipality and providing administration with direction to proceed with the sale of the property through a competitive process.

**Budget / Financial Implications:**

This is an unbudgeted net revenue, with any costs related to the disposition, including the costs of the appraisal, to be funded out at the sale of this property. The net proceeds will be placed into a reserve for the purposes of future land development.

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

A press release will be prepared and available for the September Council meeting. In addition to the media, the press release will be shared with the Chair of the Lake of the Woods Properties Owners Association to share with their members.

**Strategic Plan or other Guiding Document:**

Fiscal responsibility

Act as catalyst for continuous improvements to the public realm

Support development of vacant and transitional lands

Support the development of a diverse range of housing types

**ERM Assessment:**

There is a high governance risk related to public perception resulting from the shift from transferring the Town Island property to a Lands for Life Program with the Province to choosing to sell the property on the open market through a competitive RFP process. The city strategic plan speaks to the importance of being "Stewards of the Lake" and "Stewards of Land". It must be recognized, however, that it is the Province that oversees development in the unincorporated area where Town Island is located. Ultimately, any purchaser will be subject to the restrictions placed by the Province on any proposed development.

There is an extreme financial risk related to selling the Town Island property given the anticipated value of the remainder of the island. This is a positive risk and should be pursued.

## COUNCIL REPORT

**To: Mayor & Council**

**Date: December 21, 2009**

**From: Bill Preisentanz, CAO**

**Re: Town Island**

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### **Background**

Council will recall at the August 10 2009 Council meeting a recommendation was ratified by Council with respect to Town Island

*“That Council of the City of Kenora hereby direct administration to commence discussions with the Ministry of Natural Resources to investigate the potential transfer of Town Island to the Ministry in exchange for Crown land of equal value within or adjacent to the City boundaries for municipal purposes, as well as residential and recreational land development; and further  
That in the event a successful exchange of property is negotiated, it is understood that MNR would add Town Island to the Lake of the Woods Conservation Reserve to ensure its long term protection.”*

Since that time there has been a series of meetings and correspondence between Administration and MNR concerning preferred MNR lands for consideration in exchange for Town Island and the appraisal process required to evaluate the subject properties. The appraisal process will be coordinated in 2010 with MNR on the basis that the costs be shared equally between the City and MNR.

The most recent correspondence from MNR indicates they will commence their public notification process in January 2010 advising of the MNR properties being considered for the exchange for Town Island. Ultimately, if this process proceeds to completion, the City of Kenora also has a public notification process in place when disposing of City property. The process is not as onerous and only requires a declaration by way of Council resolution in advance of any transfer of property.

For Council, the option is whether to make the declaration now or at a later date once the MNR public process is over and prior to any transfer of lands. Making the declaration now simply keeps the process moving forward in unison with the MNR process.

### **Recommendation:**

That Council of the City of Kenora hereby declares property described as Parcel 948, Island D72 unsurveyed territory situated in Lake of the Woods south of Devils Gap, more commonly known as Town Island, to be surplus to its needs; and  
That funding for appraisal services for the planned exchange of MNR lands and Town Island be included in the 2010 budget; and further  
That the appraisal costs be cost-shared on an equal basis with MNR.

# THE CORPORATION OF THE CITY OF KENORA



~ Council Resolution ~

NUMBER: ~ (31)

Moved by Andy Cuthbert

Seconded by Dave...

**18 January 2010**

**That** Council of the City of Kenora hereby declares property described as Parcel 948, Island D72 unsurveyed territory situated in Lake of the Woods south of Devils Gap, more commonly known as Town Island, to be surplus to its needs; and

**That** funding for appraisal services for the planned exchange of MNR lands and Town Island be included in the 2010 budget; and further

**That** the appraisal costs be cost-shared on an equal basis with MNR.

Defeated \_\_\_\_\_ Carried  7/2/10 MAYOR  
or A/Mayor

RECORDED VOTE:~

COUNCIL	AYE	NAY	Dec. of Interest
Councillor Cuthbert			
Councillor Drinkwalter			
Councillor McCann			
Councillor McMillan			
Councillor Parson			
Councillor Van Walleghem			
Mayor Compton			

DISTRIBUTION: Juan R. HOLD  
Bill P.



September 3, 2019

## City Council Committee Report

**To: Mayor and Council**

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

**Re: Tree Canopy and Natural Vegetation Policy**

**Recommendation:**

That Council hereby approves a new Tree Canopy and Natural Vegetation Policy #DS-7-1 which outlines the benefits of protecting and enhancing the tree canopy and natural vegetation in the municipality; and further

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

**Background:**

Section 270(1)(7) of the *Municipal Act, 2001*, SO 2001, c 25 requires the City of Kenora to adopt and maintain a policy setting out the manner in which the City will protect and enhance the tree canopy and natural vegetation in the City.

The policy outlines the benefits of protecting and enhancing both the tree canopy and natural vegetation in the municipality as well as promotes an understanding and appreciation for these assets.

The City of Kenora currently relies on one policy tool, the 2015 Official Plan, pertaining to the protection and preservation of the tree canopy within the municipality. Section 3.10.1 e) describes that the City shall promote landscaping and tree planting programs that help moderate summer and winter micro-climatic conditions. Section 6.1 b) also states that use of green infrastructure (i.e. street trees, urban forests) shall be promoted wherever possible.

The Official Plan does not prescribe specific targets for tree cover on a lot, nor how planting and re-planting is to occur. These policies are implemented on a situational basis through planning approvals process, generally in site plan agreements and subdivision agreements on private property. On public property the City uses best management policies.

Last month, staff sought Council approval of a funding application for the purpose of an urban forestry project in the downtown core. If successful, the City will ensure that the principles of this policy are applied to the project.

**Budget:** No budget impacts anticipated.

**Risk Analysis:** There is positive governance risk to implementing this policy as it allows the municipality to meet the requirements of the *Municipal Act, 2001*.

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

**Strategic Plan or other Guiding Document:**

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



**Policy Name.....**



<b>Section</b>	<b>Date</b>	<b>By-Law Number</b>	<b>Page</b>	<b>Of</b>
Development Services	September 3, 2019		1	
<b>Subsection</b>	<b>Repeals By-Law Number</b>		<b>Policy Number</b>	
Tree Canopy and Natural Vegetation			<b>DS</b>	

**1.0 Background**

1.1 Section 270(1)(7) of the *Municipal Act, 2001*, SO 2001, c 25 requires the City of Kenora (the "Municipality") to adopt and maintain a policy setting out the manner in which the Municipality will protect and enhance the tree canopy and natural vegetation in the Municipality.

**2.0 Recognition of Resource Abundance and Commercial Use**

2.1 Being in rural or northern Ontario, the Municipality has an abundance of trees and natural vegetation. These resources play a vital role in supporting and sustaining local commercial uses including, but not limited to, pulp and paper, forestry, wood fibre and wood processing. Whether for individuals harvesting firewood or large scale industrial facilities, the Municipality recognizes the need to protect and enhance its trees and natural vegetation while at the same time ensuring they continue to be available for vital economic development.

**3.0 Purpose**

- 3.1 To recognize the benefits to the City of Kenora from protecting and enhancing its tree canopy and natural vegetation;
- 3.2 To promote understanding and appreciation of the City of Kenora's tree canopy and natural vegetation;
- 3.3 To support a robust tree canopy and high quality natural vegetation in the City of Kenora and their contribution to sustainable development;

## Tree Canopy and Natural Vegetation Policy

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- 3.4 To promote biodiversity in the City of Kenora;
- 3.5 To reflect and promote awareness of current and future environmental qualities, issues and benefits;
- 3.6 To confirm the importance of the wood/fibre industry in the local economy.

### 4.0 Policy

- 4.1 This policy applies to all properties and development, on public and private lands, within the City of Kenora. It is a resource which can be referred to and utilized as establishing guiding principles for residential, commercial and public purposes.

### 5.0 Definitions

- 5.1 In this policy:
  - 5.1.1 **Municipality** means the City of Kenora;
  - 5.1.2 **Natural vegetation** means the native plant life that grows naturally without human intervention in a geographic region;
  - 5.1.3 **Shoreline buffer** means a treed or vegetated strip of land that borders a creek, river or lake;
  - 5.1.4 **Tree canopy** means the layer of tree leaves, branches and stems that cover the ground when viewed from above.

### 6.0 Planning

- 6.1 When development is considered, the Municipality will apply creative approaches to planning to protect and enhance its tree canopy and natural vegetation so as to ensure the Municipality's amenity values and identity is enhanced as it grows.

## Tree Canopy and Natural Vegetation Policy

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### 7.0 Education and Advice

7.1 The Municipality will promote understanding of the benefits of protecting and enhancing its tree canopy and natural vegetation by promoting community education programs and working with developers and community organizations.

### 8.0 Tree Canopy and Natural Vegetation Benefits

8.1 There are many benefits the Municipality stands to gain from acknowledging trees and natural vegetation as vital infrastructure and their protection/enhancement, including:

8.1.1 **Reduced heating/cooling costs:** trees and natural vegetation shield against wind and snow and can also insulate buildings in the winter reducing heating costs. Canopy shade can also reduce cooling costs;

8.1.2 **Increased property value:** studies have shown general increases of up to 37% in residential property values associated with the presence of trees and natural vegetation on a property;

8.1.3 **Improved quality of life:** time spent in greenspace improves mental health and well-being across numerous dimensions from stress reduction to physical activity;

8.1.4 **Better economy:** trees and natural vegetation are a key driver of the local economy and play an important role in economic development;

8.1.5 **Provide wildlife habitat:** trees and natural vegetation ecosystem to provide habitat and food for birds, mammals and insects;

8.1.6 **Better air quality:** trees and natural vegetation filter out many common airborne pollutants;

## Tree Canopy and Natural Vegetation Policy

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8.1.7 **Carbon sequestration:** trees can mitigate carbon emissions and help fight climate change;

8.1.8 **More privacy:** trees and vegetation provide a natural barrier that obstruct views and dampen sound between properties;

8.1.9 **Stormwater management:** trees and natural vegetation alter and slow the path of rainfall, recharge groundwater, reduce surface water contaminants and can prevent erosion along slopes.

### 9.0 The Value of Shoreline Vegetation and Buffers

9.1 Trees and natural vegetation along or adjacent to the shoreline help to stabilize shorelines and protect water quality. For instance, the roots of trees prevent erosion by keeping soil in place, while natural vegetation slows the velocity of rainfall resulting in reduced off-site movement of soil particles. Further, shoreline vegetation traps sediments and pollution, which helps to keep water clean and prevent algal blooms, excessive weed growth and loss of fish habitat.

9.2 Where the land use adjacent to a waterbody is residential, the Ontario Ministry of Natural Resources and Forestry recommends a minimum shoreline buffer width of 15 metres for water quality protection around lakes and rivers supporting warm water aquatic species and a minimum shoreline buffer width of 30 metres where the waterbody supports cold water aquatic species. Studies have shown that a range of buffer widths can be effective in promoting buffer functions such as removing sediments, nutrients and metals. Generally speaking the consensus in these studies is that under most conditions, buffer widths should be a minimum of 15 to 30 metres and variable width buffers may be more effective at addressing site-specific conditions. Variable width buffers can, however, be more costly to implement.

## Tree Canopy and Natural Vegetation Policy

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### 10.0 Disclaimer, References and Relevant Legislation

10.1 This policy does not take precedence over any by-laws, resolutions, plans or agreements of the Municipality.

10.2 When reviewing this policy reference may be made to: *Municipal Act, 2001, Planning Act, Official Plan, Provincial Policy Statement, Ministry of Natural Resources and Forestry Natural Heritage Reference Manual.*

### 11.0 Review

11.1 This policy shall be reviewed each term of Council or as required to legislative changes.



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

## Prostate Cancer Awareness Month September 2019

Whereas prostate cancer is the most common cancer among Canadian men; and

Whereas 1 in 7 Canadian men will be diagnosed with the disease in his lifetime;  
and

Whereas, an estimated 11 Canadian men will die from prostate cancer every  
day; and

Whereas the survival rate for prostate cancer can be close to 100% when  
detected early; and

Whereas those with a family history of the disease, or those of African or  
Caribbean descent, are at a greater risk of developing prostate cancer; and

Whereas, the City of Kenora supports Prostate Cancer Canada and all individuals  
committed to raising awareness about prostate cancer;

Now Therefore, I, Daniel Reynard, Mayor for the City of Kenora, do hereby  
proclaim September 2019 as **Prostate Cancer Awareness Month** in and for  
the City of Kenora.

Proclaimed at the City of Kenora this 10<sup>th</sup> day of September, 2019

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**Mayor Daniel Reynard**