



City of Kenora

Committee of the Whole Agenda

Tuesday, December 8, 2020

9:00 a.m.

Council will be meeting electronically as permitted by the City of Kenora Procedural bylaw. Citizens and our Media Partners are encouraged to attend the virtual meeting via the Public Live Stream Event at:

<https://video.isilive.ca/kenora/>

Blessing & Land Acknowledgement

Councillor Goss

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 December 15, 2020 meeting:-

- None

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 November 10, 2020, Special Committee of the Whole November 25 & November 26, 2020 be confirmed as written and filed.

D. Deputations/Presentations

- CIP Program Presentation
- OPP Policing Costs Presentation

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. October Financial Statements
- 1.2. 2018 Write Off's
- 1.3. Amendment to HR Policy #2-7-2 Business Travel, Seminars & Conferences
- 1.4. 2021 Capital Budget Approval

2. Fire & Emergency Services

Item Subject

No Reports

3. Operations & Infrastructure

Item Subject

No Reports

4. Community Services

Item Subject

4.1 Norman Park Application Under the Inclusive Community Grant Program

5. Development Services

Item Subject

5.1 Submission to Ontario Rebuilding and Recovery Act: Accelerating Infrastructure Initiatives—Municipal Engagement

5.2 Investing in Canada Infrastructure Program—COVID-19 Resilience Infrastructure Stream Project Submission

5.3 City of Kenora Request for a Reduction in Policing Costs

Zoning Bylaw Amendment Public Meetings:

12:00 p.m. – D14-20-02 – River Street, Keewatin

12:30 p.m. – D14-20-03 – 323 Peterson Drive

Other:

Next Meeting

- Tuesday, January 12, 2021

Motion - Adjourn to Closed Meeting:

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

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

- i) Disposition of Land (1 matter-recreation property)
- ii) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (1 matter-planning procedures)
- iii) Educating & Training Members of Council (1 matter-Team Kenora update)
- iv) Labour Relations (1 matter – CUPE Negotiations update)

Adjournment.



November 27, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: October 2020 Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at October 31, 2020.

Background:

Attached for your information, please find the October 2020 summary expense and user fee statements for the City of Kenora and the Council department. At the end of October, the year is 83.33% complete, and therefore, not including any seasonal differences, should be 16.67% of the budget remaining.

Overall:

- Expenses at the end of October 2020 were below budget with 21.32% remaining to be spent. Water & Sewer 19.87% and Solid Waste 30.25% left in the budget.
- User fee revenues to the end of October 2020 are behind the budget with 45.76% left to collect. Water & Sewer 25.46% and Solid Waste 12.86% is left to collect at the end of October.

Expenditures:

- **General Government** - The General Government expenses to date are below budget with 24.75% remaining in the budget.
 - **Mayor and Council** – A new line item in 2020, 1117450 related to various COVID related expenses has caused an increase in the actual spend in the Mayor and Council department in the amount of \$58.1k to the end of October. Overall still close to budget as travel and conference budgets were not utilized in 2020.
 - **Administrators Office** – Contracted services currently over budget, however department overall is under budget as the CAO position was vacant until October 5th.
 - **City Clerk** – Close to budget at the end of October, while some line items such as legal are over budget, other line items such as advertising and training are currently under budget.
 - **Human Resources** – Human Resources Manager position remained vacant until Nov 16th. Training and travel have minimal expenses at the end of October and legal expenses are below budget, however there are significant contracted services expenses that have gone over budget.

- **Building and Grounds Maintenance** – Under budget at the end of October. Utilities and Repairs and maintenance make up most of this budget. Utilities are under budget with 29.15% remaining and repairs and maintenance are under budget with 31.55% remaining.
- **Finance and Administration** – Overall close to budget at the end of October. Contracted services slightly over budget with the annual post-employment benefit report coming in higher than anticipated. Audit expenses will not be recorded until year end.
- **IT** – Wages under budget due to the voluntary layoffs related to COVID.
- **Rentals** – Medical centre materials and supplies and contracted services are over budget. Rental revenue for the Medical Centre is over budget to cover these expenses.
- **Protection** – The Protection Segment expenses to date are close to budget with 18.50% remaining in the budget.
 - **Police Commission** – Expenses below budget as most travel was cancelled due to COVID.
 - **Police Building** – Over budget as expected, building expected to be disposed of earlier in the year therefore only a portion of the year was budgeted for.
 - **By-law** – Currently expenditures are below budget, mainly due to a gap in time where the department was down a by-law officer. Training dollars not spent this year as expected due to COVID.
 - **Building Inspection** – Under budget due to the voluntary layoff and minimal training and office expenses that have occurred to date.
 - **Facilities & Property Management** – Slightly under budget due to wages, a small portion of the electricians wages were budgeted here however actuals do not get coded to this department. This will change with next year's budget.
 - **Emergency Measures** – The Emergency Control Group has decided not to renew the Everbridge program in 2020 which was due to low subscriber rates to the program. Sandbags purchased in 2020, and no travel due to COVID.
 - **911 Emergency Access** – Consists of the 911 contract paid for entire year.
 - **Health and Safety Committee** – Several Health and Safety courses not completed to date as it has been more challenging to book these courses with COVID-19 and physical distancing. Ministry of Labour Ergonomic Initiative currently in progress but the final bill has not yet been received.
- **Transportation** – The Transportation Department expenses to date are under budget with 26.02% remaining in the budget.
 - **General Roads Maintenance** – Increased budget in 2020 as sidewalk work was moved from unusual spend to operating. Materials and supplies for sidewalks are currently under budget. Part time wages under budget as much of the summer student's actual wages were coded to parks this year. Summer student wages budget to change in 2021.
 - **Bridge Maintenance** – Bridge maintenance is over budget for the year. Bridge waterproofing was completed in August and contracted services work completed in September. This budget has now all been spent for the year.
 - **Paved/Surface Treated** – Under budget at the end of October. The new DTR interest has been budgeted to the paved roads department, however actual has not yet been recorded. With this recorded, the paved roads department would be higher than budget at the end of October.

- **Loosetop Roads** – Loosetop roads are over budget at the end of October with only 4.58% left in the budget. Resurfacing materials and patch/washout materials are over budget.
 - **Winter Control Maintenance** – Winter control maintenance is under budget at the end of October with 35.90% remaining. This is significantly better than last year at the same time there was only 10.70% remaining. This budget will be used significantly in November and December.
 - **Safety Devices** – The main expense in this department includes the line painting contract which came in over budget. However we also see the crossing guard expenses below budget in this department as schools were closed from mid-march in 2020.
 - **Parking Rentals** – Over budget at the end of October but this department is in line with last years spending.
 - **Streetlighting** – Streetlighting appears to be below budget with materials & supplies under budget at the end of October. Debt interest has not yet been recorded, and spending slightly higher when compared to prior year.
 - **Docks & Wharfs** – Expenses over budget at the end of October. This is expected as most of the work on docks would have ended at this time. Some budget still available under repairs and maintenance.
 - **PW Barsky Facility** – Barsky facility is currently over budget. Some wages from roads employees have been coded to this department for work at the building. A wage allocation will be made to budget for employee time starting in 2021. Contracted services is currently over budget as there was work done for mechanical optimization. Funding for this work is expected to offset some of these costs.
 - **Warehouse** – Utilities under budget at this time, but comparable to prior year spending at this time.
 - **Garage and Shop** – The garage and shop has been charging out inventory & materials and supplies at a markup to other departments to better represent the costs associated with the work being completed. This has not been done in past years and will need to be factored in to the 2021 budget. Subscriptions and memberships currently under budget as CVOR expenses have been pushed to 2021 due to COVID.
- **Environmental** – The Environmental Department expenditures is under budget with 22.58% remaining. 19.87% left in the budget in Water & Sewer and 30.25% remaining in Solid Waste.
 - **Storm Sewers** – Because there was significant storm sewer work completed in 2019, more budget was allocated to storm sewers in 2020. Storm sewer work is currently under budget at the end of October. This budget is mainly made up of an allocation of our roads wages.

Water & Sewer – Overall Water & Sewer expenses are comparable to last year's overall spending at this time.

- **Sanitary System/Waterworks** – Sanitary system wages are under budget and waterworks is currently over budget. This is in line with prior year spending. More wages are required in Waterworks than in Sanitary system based on past spending.
- **Sewer & Water Treatment Plants** – Sewer treatment plant wages are currently under budget, wages were budgeted too high in 2020, to be adjusted in 2021 budget. Water treatment plant chemicals are under budget at the end of October with 30.32% of the chemicals budget remaining. Contracted services, materials and supplies, and lab tests are currently under

- budget at the end of October. A summer student was budgeted for at the water treatment plant in 2020 however no student was hired.
- **Water & Sewer General Vehicles** – recovery is higher than budgeted, this is to be adjusted in the 2021 operating budget.
 - **General Water Standpipe & Booster Stations** – Materials and supplies under budget at the end of October.
- Solid Waste** – Overall solid waste is pretty close to prior year spending.
- **Hazardous Waste** – Hazardous Waste days expenses typically pick up in the fall when all of the contracted services invoices are in for the year. \$23.8k in invoices received in November.
 - **General Solid Waste Vehicles & Equipment** – Recovery higher than anticipated. Budget to be adjusted in 2021.
- **Health Services** – Health Services are over budget at the end of October.
 - **Cemetery** – User fees are below budget at this time which has caused an increase in city funding required. Excavations expenses are higher than budget in 2020, more budget will be allocated here in 2021. Wages over budget at the end of October as during the voluntary layoff period some employees were reallocated to the cemetery department but were budgeted for in other departments. We do anticipate a significant amount of ice candle sales to come in November that will offset some of these expenses.
 - **Social and Family Services** – Social and Family Services is over budget at the end of October because Pinecrest's annual allocation has been fully expensed. Pinecrest's allocation was over budget by \$30.8k, as the allocation was budgeted at a 2.2% increase but the actual request came in after the budget process at a 4.04% increase over 2019. We do expect Social and Family Services to be slightly over budget at the end of the year as the KDSB 2020 requisition came in slightly higher than what was budgeted as well.
 - **Community Services** – Overall Community Services expenses are below budget with 28.93% remaining.
 - **Parks** – Over budget at the end of October due to relocated part time employees during COVID-19. Also, summer students report to this department however the majority of summer students are budgeted in roads. This has caused an under budget in roads and over budget in parks. The summer students will be budgeted more in parks for the 2021 budget.
 - **Anicinabe Park** – Anicinabe, utilities are not paid by the City during summer months, utilities should increase coming into the fall.
 - **Norman Park** – Utilities close to annual budget. Also a new insurance expense related to the splash park.
 - **Coney Island** – Over budget at the end of October. There was an unexpected washroom and concession plumbing repair that put contracted services over budget.
 - **Harbourfront** – Department in line with prior year spending due to the flower maintenance contract.
 - **Ballfields** – Under budget and below spending at the same time last year. Wages lower than budget, less time was required to maintain ball fields with the shortened season. Contracted services is right on budget and relates to the washrooms cleaning contract.
 - **KRC Complex** – Under budget and actuals are less than prior year at this time. This was expected with the voluntary layoffs due to COVID. Some

- employees were also reallocated to the parks department. Contracted services below budget as some expenses were not required with the COVID shutdown.
 - **Thistle & KM Arena** – Expenses are below budget as expected for this seasonal department. Below last year’s spending as expected with the earlier shutdown due to COVID.
 - **MSFC Pool** – Expenses are below budget and below last year’s spending at the end of October with wages being the largest factor. This was expected due to COVID. Repairs and maintenance under budget at the end of October, however it is expected that this budget will be spent.
 - **KRC External Facilities** – Wages are under budget for this department at the end of October.
 - **Recreation programs** – Wages for these programs to be allocated to this department. These programs will be under budget for the year due to less programming than last year.
 - **Teams & Clubs** – The outdoor rink Community clubs submit their forms to receive the \$8,000 funding every year to the City. All of the clubs have received their funding.
- **Planning & Development** – Planning & Development expenses are under budget with 31.28% left in the budget.
 - **Planning Operations** – Planning Operations wages are under budget. The City’s new planner started in May. No travel or training expenses spent to date.
 - **Planning Advisory Committee** – No travel or training expenses spent to date as expected with COVID-19
 - **Development Services** – In 2020 you will see this new department related to work from our Development Services Manager and Research and Special Projects Officer. Slightly under budget at the end of October as training and travel are lower than anticipated with COVID.
 - **Labour Action Centre** – With the Labour action centre started you will see expenses under department 826. These expenditures are fully funded.
 - **Tourism/Tourism Facilities/Special Events** – Tourism activities were lower than in previous years due to COVID 19. Several expenses are under budget at the end of October with wages being the majority. Tourism students were not hired for the same length of time as previous years.

User Fees:

- Overall, user fees are below budget projections with 45.76% remaining to be collected at the end of October.
- **General Government**
 General Government overall is close to budget at the end of October with 13.69% left to be collected.
 - **City Clerk** – Under budget at this time and less revenues than prior year as lottery license fees, business licenses and civil marriage revenues are down this year. This is expected at this time with COVID-19.
 - **Finance and Administration** – Merchandise sales are significantly lower than prior year at this time likely due to COVID and City Hall not being open to the public during summer months.
 - **Rentals** – Over budget at the end of October as the Medical Building Rent has continued when it was only budgeted for a few months in 2020. Rent revenue will continue until the building is sold.

- **Protection to Persons and Property**

Protection to Persons and Property is below budget at the end of October with 33.56% remaining to be collected.

- **Fire Department** – User fees are over budget with only 4.26% remaining to be collected at the end of October. Fire Marque revenues have exceeded the annual expectations, with \$43k in revenues to the end of October. Rescue calls currently lagging behind budget with only \$5.3k collected to the end of October with a \$20k budget.
- **OPP** – Revenue currently under budget as the OPP municipal revenue report has not been received since March. This should catch up when OPP sends out their quarterly reports. These reports used to come monthly.
- **Building Inspection** – Building inspection is exceeding budget at the end of October with \$8.3k collected over the year's budget. Significant building inspection revenue received in October and more still expected in November.
- **Provincial Offences** revenue is dependent on the fines assessed in this area. First quarter & second quarter revenues were calculated and expenses exceeded revenues. Third quarter revenues were calculated at \$16,771 for Kenora but had not been posted prior to printing the user fees statement.

- **Transportation Services**

Transportation user fees are under budget with 35.86% left to collect.

- **Conventional Transit** – Transit user fees are significantly below last year at the same time likely due to less ridership during COVID. Revenues are 22k behind prior year.
- **Metered parking/Parking rentals** – the largest revenues in transportation services comes from metered parking and parking rentals. While parking rentals is closer to budget, it is still down from prior year actuals at the end of October. COVID-19 caused reduction in traffic and parking. Free parking that was offered in July will account for some of the lower revenues as well.
- **Docks & Wharfs** – Docks revenues are behind last year's numbers and below budget which was expected with the slow start to the tourist season due to COVID. Wharf revenue was also affected by COVID.

- **Environmental Services**

Environmental services user fees are under budget with 35.33% remaining to be collected. 25.46% of Water & Sewer User fees are also still to be collected and Solid Waste still have 12.86% left to collect

- **Blue box collection** – Still under budget with the third quarter now posted. Less commercial recycling than prior year likely due to many businesses being closed when COVID-19 started.

Water & Sewer

- **Water and Sewer** at the end of October there are 9 months of Water & Sewer revenue recorded. This is behind last year's actuals on the report, as last year at the end of October there was 9.5 months of Water & Sewer revenue recorded. Water & Sewer user fees are one month behind budget with 26.43% and 24.46% not yet collected respectively. Sanitary system revenues are currently greater than Water system revenues due to a coding error where bleeder discounts and the multi residential adjustments were being coded against only water instead of water and sewer. An adjustment is being calculated by billing to correct this in our system and will be recorded at year end.

Solid Waste

- **Garbage Collection** – Bag tag sales are up considerably from last year and from discussion with the environmental division lead this is due to the transfer station encouraging people to purchase full sheets of bag tags instead of coming to the transfer station and dropping off one bag at a time. This was encouraged during COVID to lessen the need for contact at the transfer station for single bag purchases. The City's Solid Waste supervisor believes this has caused an increase in bag tag sales from previous years.
- **Transfer Facility** – Tipping fees are below budget at this time, and below last year's actuals at this time. A couple fires last year increased transfer facility revenues for the tipping fees associated with cleanup.

- **Community Services**
Community Services are below budget with 59.44% left to collect. Community services was the most affected by COVID with the fitness centre, arena, pool, ballfields and recreation program revenues all down. We have seen KRC complex revenues and pool revenues start again after the closure due to COVID as the Recreation Centre reopened July 23rd.

- **Planning and Development**
Planning and Development user fees are under budget with 58.49% remaining to be collected. User fees in planning and development vary from year to year and depend on activities and developments in the community.
 - **Tourism/Tourism Facilities/Events** – This includes all of the rentals of the white cap pavilion, food truck rentals, and MS Kenora Pavilion rental. We are expecting whitecap Pavilion rental fees to be nil this year due to COVID. We are also expecting food truck rentals to be minimal due to the shortened season due to COVID.

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

Strategic Plan or other Guiding Document:

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

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



November 28, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: Receivables Write Offs

Recommendation:

That Council hereby approves the write off of accounts totalling \$1,803.94 in 2018 including applicable taxes; and further

That City staff be directed to continue collection efforts on these accounts.

Background:

This report summarizes a listing of inactive accounts that are eligible for write off under City policy currently before Council, which states:

"Accounts shall be written off on a calendar year basis. Accounts deemed to become inactive during one calendar year shall be held on the records for the entire following calendar year. Write off shall occur in the second year following the year the account is deemed to become inactive."

The write off list relates to accounts currently on the City's records that are considered to be uncollectible which became inactive in the 2018 calendar year. The last write off of City receivables was performed in 2019, and related to 2017 inactive accounts. For comparison purposes, attached to this report is a table which provides information on the amounts written off by the City, for the last 10 years.

Account write offs can fluctuate each year. The 2018 write offs are lower than in past years as we no longer hold the hydro accounts. The write off balances recommended continue to be reasonable, largely due to the aggressive collection procedures actively performed through the City's Finance and Clerks departments. Most water/wastewater receivables are collected by transferring to property taxes, however, there are some instances when we cannot transfer water/wastewater to property taxes. In 2020 there are no water/wastewater to be written off, however we do expect some in 2021 as there are 2019 inactive balances that would not be transferred to property taxes.

It is recommended that these accounts be written off as per City policy. Despite the write off, City staff will continue to aggressively pursue these accounts, and in some cases these accounts have already gone to a collections agency. The write off, however, will enable the City to reclaim any GST, PST or HST remitted that was ultimately not

collected. In the event that an account is still collected upon, the appropriate adjustments to PST, GST or HST collected would be made. A detailed list is available upon request.

Budget:

These accounts are expensed as they become doubtful, which is after they have been outstanding for ninety days. There will be no incremental expense to the City, and the City will be able to recover uncollectible taxes that were previously remitted.

Risk Analysis: N/A

Communication Plan/Notice By-law Requirements:

This item is housekeeping in nature. No further communication is required.

Strategic Plan or other Guiding Document:

Administration & Finance Write Off Policy #AF-5-1.



November 28, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Charlotte Edie, Manager of Finance/Treasurer

Re: Amendment to Business Travel, Seminars & Conferences Policy

Recommendation:

That Council hereby approves an amendment to Human Resources Policy #HR-2-7-2 Business Travel, Seminars & Conferences Policy which forms part of the City of Kenora Comprehensive Policy Manual; and further

That by-law number 46-2018 be hereby repealed; and further

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

Background:

The request for the amendment relates to the per kilometre rate for the use of personal vehicles. The rate has not been reviewed for some time and is currently \$.47 per kilometre. The proposed rate as recommended by CRA is \$.59 per kilometre. The CRA states that if an employee is paid a "rate that we do not consider reasonable because it is either too high or too low, it is a taxable benefit and has to be included in the employee's income".

Budget: The rate increase will have a negligible impact on the operating budget.

Risk Analysis: There is a risk that in the event of a CRA audit, allowances received by employees will be included in their incomes for tax purposes.

Communication Plan/Notice By-law Requirements:

Policy amendments to be communicated to the Senior Leadership Team and Supervisors.

Strategic Plan or other Guiding Document:

Administrative only.

Business Travel, Seminars & Conferences Policy



Section	Date	By-Law Number	Page	of
Human Resources	May 22, 2018 <u>December 15, 2020</u>	46-2018	1	9
Subsection	Repeals By-Law Number		Policy Number	
Employee Conduct	N/A 46-2018		HR-2-7-2	

Purpose

This policy governs the reimbursement of travel, hospitality and other business expenses incurred during the conduct of approved City of Kenora business. It is the City of Kenora's policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of approved City of Kenora business.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the City of Kenora, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of hospitality, there is a clear business purpose.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the Senior Leadership Member.

Scope

This policy applies to all employees of the City of Kenora.

Where any provision of this policy conflicts with the terms of the collective agreement, the collective agreement will prevail.

This policy also applies to all facets of performing their duties and responsibilities for the City, including but not limited to duties which are performed;

- In the workplace;
- During work-related travel;
- At restaurants, hotels or meeting facilities that are being used for business purposes;
- In company owned or leased facilities;
- During telephone, email or other communications; and,
- At any company-organized social event.

Business Travel, Seminars & Conferences Policy

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Authorizations and Regulations

Requests for reimbursement of business expenses must be approved and submitted using the following documentation and regulations.

Section 1–Business Travel for Conferences, Seminars, Special Events

This section provides the guidelines for travel for attendance at Conferences, Seminars and Special Events. A Travel Expenses Form must be completed and authorized.

1. Attendance Authorization

Employee travel to attend conferences, seminars or other business travel requires the following approvals:

- a) Travel within Ontario and Manitoba must be approved by the immediate supervisor and the Senior Leadership Member.
- b) Travel outside of Ontario and Manitoba but within Canada must be approved by the Senior Leadership Member or above.
- c) Travel outside of Canada must be approved by the Senior Leadership Team Member and the CAO and or designate. The CAO travel outside of Canada must be approved by the Mayor.

Note: Page 1 of the *Travel Request/Evaluation Form* must be completed and approved for all Employee travel to attend conferences, seminars or other business travel that requires an overnight stay. Approval is required prior to incurring costs.

The immediate Supervisor and or Senior Leadership Member is responsible to communicate what is authorize acceptable costs prior to travel. Supervisor is responsible to ensure the expenditures are within approved budgets.

2. Guidelines

- a) A Travel Expense Form must be submitted for approval, as outlined in Section 1, prior to any travel expenses being incurred or committed to. Payment for travel expenses incurred or committed to prior to obtaining documented approval will be the sole financial responsibility of the employee if the travel request is denied.

Note: A Travel Request/Evaluation form must also be completed for all travel that requires an overnight stay.

Business Travel, Seminars & Conferences Policy

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- b) Supporting documentation must be attached to the Travel Expense Form and must clearly identify the event attended, date of the event and purpose of the event. A copy of the conference, seminar or event agenda is required providing information on cost, location, dates and meals. Printed estimates for airfare, airport transportation and other costs must be provided.
- c) An approved Travel Expense Form, with the supporting documentation, must be submitted to Accounts Payable with any request for payment of a travel advance, registration fee or other travel expenses in advance of the trip.
- d) Travel advances will not be made for less than \$100. If the estimated cost of out of pocket expenses is less than \$100, the employee will be reimbursed upon submission of the final Travel Expense Form. Requests for cash advances are not mandatory and discretion should be used when determining the requirement for each trip.
- e) Application for travel advances will be signed by the claimant indicating authority for the City to recover through the Payroll system any advances unaccounted for.
- f) All fees paid prior to the conference, referred to as prepaid expenses, must be reflected on the Travel Expense Form that is submitted for reimbursement. All costs related to the travel must be included on the form so the approver is aware of the final costs for the employee's attendance.
- g) In exceptional circumstances, the CAO may approve staff expenses over or outside the limits of this policy.

3. Transportation

The most economical and efficient mode of transportation must be used as follows:

- a) Economy airfare including all applicable taxes, surcharges and cancellation insurance:
 - The cost of basic seat selection will be reimbursed.

Business Travel, Seminars & Conferences Policy

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- Expenses incurred to change travel plans are allowable provided the changes are a result of City Business. Only charges relating to the employee are reimbursable.

Reasonable exceptions may be made based on approval by Human Resources

- Luggage cost charged by airlines is reimbursable.
 - The cost of passports **will not be** reimbursed.
- b) Train/bus fare when applicable.
- c) Transfer fees to and from transportation terminals at points of departure and arrival must be the most economically feasible method available as circumstances warrant. Parking expenses must be included in this cost decision. Parking shall be only reimbursed for standard parking rates.
- d) Car rental, including fuel purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. A reputable rental company must be used to ensure adequate insurance coverage is secured. A national rental chain is considered to be a reputable company as opposed to a local operation. First option should always be taking a corporate vehicle.
- e) Where an individual uses his/her own car for business travel to attend Conferences, Seminars or Special Events, mileage from home to the event or from their regular place of work to the event, whichever is less may be claimed. Employees are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles on City business will be reimbursed. This rate is determined by the current [CRA recommended corporate](#) rate. While operating a personal automobile on City business, the individual is responsible for all vehicular costs, for example, repairs, fines, fuel insurance, deductibles, etc. Use of a City vehicle shall be the first option when traveling.
- f) Unless exceptional circumstances apply (see note below), the charges for the use of a personal automobile shall not exceed the equivalent cost of economy airfare, plus airport parking and transfers.

Business Travel, Seminars & Conferences Policy

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- g) Handling charges for bulky items such as exhibits are permissible provided they are indicated separately on the advance form and pre-approved. Receipts should be obtained where at all possible; however, expenses without receipts will be reimbursed if they were pre-approved and are reasonable (in the opinion of the Senior Leadership Member) and equal to or less than the pre-approved amount.
- h) Use of personal automobile may be appropriate when traveling with bulky displays or traveling in groups. Written justification (supported cost comparison) for use of personal automobile when air or train travel appears to be the most appropriate means of transportation must be obtained at the time of initial authorization to attend.
- i) Shared transportation is encouraged when appropriate.
- j) All time spent traveling to and from meetings and training request by the Employer shall be paid for at the employee's regular straight time rate of pay. Traveling time shall be considered to include traveling from point A to point B, any time including overnight delays accrued as a result of delayed flights are not compensated. At the request to of the employer, travel arrangements will be scheduled in the most effective manner. If require to use own vehicle reimbursement will be in accordance with this policy.
- k) The current mileage allowance rate payable to employees who use their vehicle is \$.[4759](#) per km.

4. Accommodation

Reasonable accommodation expenses where overnight accommodation is required are allowable as follows:

- a) The accommodation chosen must be the most economical and advantageous to the conduct of City business.

Business Travel, Seminars & Conferences Policy

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- b) Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for single occupancy.
- c) Internet charges for business use on hotel bills will be reimbursed. Other incidental expenses detailed on the hotel bill such as movies or meals **will not be** reimbursed because they are covered by the per diem reimbursement.

5. Meal Allowance/Telephone Allowance

A meal allowance represents the maximum that will be paid without receipts. The meal allowance covers the cost of meals and gratuities. Personal telephone charges for calls to family at home which is not to exceed one per day. If an employee has an issued City cellular phone they are to use that phone was calling home and not charge to hotels.

- a) Where some meals are provided by the event registration, these **will** be deducted from the applicable meal allowance as follows:

(CDN) \$15 breakfast, \$20 lunch, \$30 dinner

Breakfast may only be claimed if departure is before 8:00 am and dinner may not be claimed on the day of return unless return is after 5:00 pm.

Itemized receipts, not debit or visa receipts, should show the name of the other persons for whom a meal was purchased.

- b) Staff traveling under this policy may be reimbursed for meals upon submission of receipts even if the meal is supplied by the conference. In this circumstance, there must be a valid reason for the person not being able to attend the meal as supplied by the conference.
- c) When overnight accommodation is **not** required, reasonable meal expenses, that are not included with registrations, will be reimbursed based upon submitted receipts.
- d) When it is necessary to entertain clients while traveling, detailed receipts must be submitted indicating what was purchased, who was entertained and the reason. The applicable meal allowance will be reduced by the employee's meal claimed as part of this hospitality receipt.

Business Travel, Seminars & Conferences Policy

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- e) While this policy addresses the maximum that the City will pay for travel, the individual may choose to upgrade at his/her own expense. If paid directly by the City, reimbursement must be received at time of claim submission.
Examples include additional accommodation expenses for an accompanying spouse or extended stays.

6. Extended Stays

- a) Sometimes employees pay for extended stays themselves. This is allowable as long as it can be proved ahead of time that there is no cost to the City for this extended stay, and the employee uses their vacation, overtime bank or lieu day entitlement time.
- b) If a stay has been extended due to uncontrollable circumstances, such as delayed/cancelled flights due to bad weather, the employee will be reimbursed for reasonable meal and hotel costs. Receipts are required.

7. Items Not Allowable

Claims for reimbursement will **not** be allowed for:

- a) Personal Effects and Services – Claims for loss of personal effects, for medical and hospital treatment, for purchase of trunks, hand luggage, clothing and other personal equipment, or for personal services such as, shoe shines, valet services and other personal expenses.
- b) Items not substantiated by receipts, except for meal allowance, will not be reimbursed.
- c) Gratuities are covered by the meal allowance. They are to be excluded from reimbursement unless justifiable circumstances.
- d) Long distance phone calls are to be excluded from reimbursement as appropriate **unless** these calls were made for City business and in consideration of being out-of-town on City business, one call per day to family at home will be allowed. These must be properly identified on the hotel and/or cell bill.

Business Travel, Seminars & Conferences Policy

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8. Reporting

- a) All expense claims/reimbursements must be submitted to the Payables in the Finance Department within 30 working days of the event. Claims without travel advances are subject to the same deadlines. Receipts for the refund of unused advanced funds must be attached to the final Travel Expense form that is submitted to Accounts Payable.
- b) If an employee's expense claim "actual" is overdue under this policy, the individual will be notified in writing with a copy to the Senior Leadership Member. Additional expense claims/advance requests including mileage claims and all other reimbursements will not be processed until the past due and has been received.
- c) Expenses unsubstantiated by proper receipts are not allowable. Travel expenses which have been submitted without receipts will automatically be processed in Accounts Payable by deducting the unsubstantiated amount. If this action causes the advance to exceed the adjusted claim, the employee will be notified and required to pay the difference. Should the payment not be made within a reasonable time period, the city reserves the right to deduct the amount owing to the City from the employee's pay.
- d) Completed Travel Request/Evaluation forms are required for all travel that requires an overnight stay.
 1. Page 1 must be completed and approved for all conferences, seminars or trips that required overnight accommodation prior to registration/booking.
 2. Page 2 must be completed upon employees return.
 3. Completed forms are retained within the Finance Department and will be accessible for future review if required.

Business Meeting/Entertainment

- (a) Entertainment expenses will only be allowed for the CAO and Senior Leadership Team or designate when deemed to be in the best interest of the City.
- (b) Entertainment charges incurred for legitimate purposes will be permitted. The expense must be supported by an itemized receipt. The reimbursement documentation shall indicate the names, position, and

organization of individuals being entertained as well as the purpose of the entertainment.

Business Travel, Seminars & Conferences Policy

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- (a) Personal expenditures for hospitality will be considered entertainment in nature when incurred:
 - (i) upon completion of the regular business activity; and
 - (ii) for meals, beverages, refreshments, receptions, shows and/or performances and other related costs.
 - (iii) Any claim for entertainment expenses up to and including \$200.00 must be approved by the department Senior Leadership Member.
 - (iv) any claim for entertainment expenses in excess of \$200.00 must be approved by the CAO.

- (b) Expense accounts shall be submitted to the appropriate authority within ten (10) days of the last expense incurred.

Section 2 - Mileage and Other Expenses

This section provides guidelines for reimbursement of expenses incurred while an employee is attending meetings or performing activities necessary to the performance of the employee's job duties. Some examples are, site inspections and training. A Mileage and Other Expenses form must be completed and authorized.

I have read and understand this policy _____

Signature of employee

Date: _____



November 30, 2020

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: 2021 Capital Budget Approval

Recommendation:

That Council hereby approves the 2021 Municipal Capital Budget, including Unusual Spending, as amended; and further

That Council hereby directs staff to actively proceed with the projects included in that budget in accordance with the provisions of the City procurement bylaw; and further

That in accordance with Notice Bylaw 144-2007, public notice is hereby given that Council intends to adopt its 2021 Municipal Capital and Unusual Spending Budget at its December 15, 2020 Council meeting; and further

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

Background:

Council met on November 25, 2020 to review and amend the 2021 draft capital budget. The following provides a summary of the changes made both during Council's review, together with any final amendments made by staff.

2021 Capital Budget Updates:

- 1) 21.312.02 Bridge construction was split into two projects. Beggs Arch Culvert and Lajeunesse Bridge.
- 2) 21.313.03 Railway Street phase 2 was moved from 2021 to 2022 and 22.313.03 Railway Street phase 3 was moved from 2022 to 2023.
- 3) 21.421.01 now funded through a new infrastructure deficit reserve instead of net tax levy.
- 4) New project 21.134.04 Printer/Scanner/Copier for City hall second floor added to the capital budget for \$10,000 to be funded through IT reserves.

2021 Unusual Spend Budget Updates:

- 1) A library carryforward from 2020 was added as an unusual spend project to 2021 as U21.771.01 Entrance painting \$8,700.
- 2) Sidewalk grinding in each of the 5 year unusual spend budget was moved to the operating budget.
- 3) U21.124.01 Pay Equity Review CF for \$30,000 removed from the unusual spend budget.
- 4) U21.124.02 Compensation Review for \$30,000 removed from the unusual spend budget.
- 5) New project U21.121.02 Podcasts added to unusual spend budget for \$30,000 to be funded through contingency reserves.

- 6) U21.421.01 Storm Sewer CCTV was increased from \$30,000 to \$60,000 and the additional \$30,000 to be funded through contingency reserves.
- 7) U21.811.06 Added climate change carryforward project to the 2021 unusual spend budget for \$72,000 as it will not be completed in 2020.

Budget / Financial Implications:

There is no expected budget impact as a result of this report. As discussed during the budget meeting the net tax levy allocation for 2021 was reduced by \$230,000 from 2020 levels. It is noted that a more robust discussion will occur in conjunction with the 2021 municipal operating budget on the net tax levy allocation to capital projects and unusual spending.

Risk Analysis:

Financial – the risk related to ongoing capital requirements has been assessed as high to critical, mitigated through the operating budget deliberations.

Operations – the infrastructure deficit and need to ensure reliable infrastructure and ongoing capital programs has been assessed as critical, mitigated through the operating budget deliberations. Failure to approve the capital budget in a timely manner will provide further risk with regards to ensuring capital works move forward in 2021.

Communication Plan/Notice By-law Requirements: Notice will be given in accordance with the provisions of the Notice Bylaw - #144-2007.

Strategic Plan or other Guiding Document:

Strategic Plan Corporate Actions 2-1 and 2-2.



November 30, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Manager of Community Services
Adam Smith, Manager of Development Services

Re: Norman Park Application Under the Inclusive Community Grant Program

Recommendation:

That Council hereby approves an application to Ministry of Seniors and Accessibility's Inclusive Community Grants Program up to the amount of \$60,000 to make accessibility and age-friendly improvements to Norman Park.

Background:

Through the Ontario Government's Inclusive Community grant, municipalities and local organizations can receive up to \$60,000 for projects. The aim of the program is to provide financial support for projects that strengthen communities and provide local opportunities for older adults and people with disabilities, using the province's age-friendly community planning guide.

A number of accessible upgrades have already taken place at Norman Park over the last few years. This includes the completion of the splash pad, which was in partnership with the Rotary Club of Kenora, accessible washrooms, and a paved pathway from the parking lot to the washrooms. A mobi mat for wheel chair access from the beach into the water has also been installed.

The existing pathway needs to be extended from the washrooms to the beach in order for it to be accessible to all ages and abilities. Currently, the unpaved trail to the beach is too steep and rugged for many with mobility challenges. Some type of switchback will need to be incorporated into the design of the new paved pathway. Staff also intend on incorporating additional features that would enhance the project, such as additional accessible tables and benches.

If successful, completion of this work would have a significant impact on the community, as it would bring the outdoor space to a fully accessible level. The project also addresses gaps identified in the City of Kenora Age Friendly Strategic Plan (i.e. steep slopes).

Budget:

The total estimated project cost is \$60,000.

Risk Analysis: There is a low level of risk as the Ministry of Seniors and Accessibility would be funding the entirety of the project, up to \$60,000. There is also a positive risk to be assumed through this submission as outcomes will lead to an accessible outdoor space that is inclusive to all ages and abilities and will strengthen existing partnerships with the Rotary Club of Kenora.

Communication Plan/Notice By-law Requirements:

Resolution required.

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 recreational and leisure amenities, particularly those that support the quality of life.



November 20, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Adam Smith, Manager of Development Services

Re: **Submission to Ontario Rebuilding and Recovery Act: Accelerating Infrastructure Initiatives—Municipal Engagement**

Recommendation:

That Council hereby approves the attached submission to the Government of Ontario's Municipal Engagement on Ontario's Rebuilding and Recovery Initiative.

Background:

As part of the Ontario Rebuilding and Recovery Initiative, the Ministry of Municipal Affairs and Housing is working together with the Ministry of Transportation, Ministry of Infrastructure and other partner ministries to consult with municipalities to better understand the challenges and barriers they are facing in delivering local linear infrastructure projects. The Province is also exploring what new authorities municipalities may need to accelerate the delivery of these projects, considering the accelerating measures recently included in the Building Transit Faster Act, the COVID-19 Economic Recovery Act, 2020, the proposed Ontario Rebuilding and Recovery legislative package, and other potential authorities and tools.

The anticipated outcomes of the proposed municipal consultation for accelerated delivery of municipal infrastructure projects include, but are not limited to:

1. Improving our understanding of the challenges and barriers to expediting municipal infrastructure delivery;
2. Determining whether the authorities in the Building Transit Faster Act, 2020 (BTFA) could offer potential solutions if made available to municipalities;
3. Exploring potential additional accelerating authorities that may be of benefit to municipalities;
4. Considering how municipal infrastructure projects could be designated by the province as priorities to support economic recovery.

To summarize the City's proposed submission, the municipality is faced with numerous challenges in relation to moving key infrastructure projects forward. This includes a short construction season, availability of contractors, land suitability, property ownership and servicing constraints. All of these challenges/barriers create higher development costs and impact project scope.

From a legislative standpoint, there are limited options available to address these issues. Generally, where change can be made is in the creation of funding programs that mitigate the associated costs stemming from Kenora's development context. However, the City does encounter situations where the ownership of land abutting and/or encroaching on major right of ways significantly, alters project direction or creates situations where expected outcomes cannot be achieved. This is where the municipality may benefit from greater flexibility under the Expropriations Act.

Further, that more delegated authority under the Environmental Protection Act be given to municipal governments with respect to the Environmental Compliance Approvals. The City has previously proposed and continues to maintain that new waste-water and storm sewer extensions by the municipality be subject to the same process to that of additions to water services. Reforming the program will align the regulatory environment governing water service extensions with that of waste-water and storm sewer, creating a simplified development process that is easy to navigate for both the municipality and prospective developers.

Budget:

There are no budgetary implications associated with this report.

Risk Analysis:

There is a high external risk with this recommendation however it is assessed as an opportunity. This consultation offers an opportunity to advocate for additional tools that will support the municipality in reducing the infrastructure deficit.

Communication Plan/Notice By-law Requirements:

Formal letter to be submitted to the Ministry of Municipal Affairs and Housing.

Strategic Plan or other Guiding Document:

2-1 The City will ensure that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process, with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems

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



NORTH AMERICA'S
Premier
BOATING DESTINATION

City of Kenora

Office of the Mayor

Daniel Reynard

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December 15, 2020

The Honourable Steve Clark
Ministry of Municipal Affairs and
Housing
Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

Re: City of Kenora's Submission to Ontario's Rebuilding and Recovery Initiative

Minister Clark,

On behalf of the City of Kenora, thank you for the opportunity to provide comment on Ontario's Rebuilding and Recovery Initiative. The COVID-19 pandemic has exacerbated the problems facing the municipality in addressing the infrastructure deficit and we support any legislative reform which will enhance local decision-making authority and reduce costs for the delivery of core services. Such measures will inevitably lead to a significant impact on closing this deficit.

Provided below is the City's response to the questions articulated within the discussion guide sent by the Ministry of Municipal Affairs and Housing.

Part 1. Problem Identification

Q1: What are the challenges/barriers that your municipality is facing in moving funded and planned priority infrastructure forward?

The City of Kenora is faced with numerous challenges in relation to moving key infrastructure projects forward. This includes a short construction season, availability of contractors, land suitability, property ownership and servicing constraints.

Q2: Which of these challenges/barriers are best addressed municipally through existing functions?

All of these challenges/barriers create higher development costs and impact project scope. From a legislative standpoint, there are limited options available to address

these issues. Generally, where change can be made is in the creation of funding programs that mitigate the associated costs stemming from Kenora's development context. However, the City does encounter situations where the ownership of land abutting and/or encroaching on major right of ways significantly alters project direction or creates situations where expected outcomes cannot be achieved. This is where the municipality may benefit from greater flexibility under the Expropriations Act.

Part 2. Building Transit Faster Act, 2020 Authorities

Q3: Can or should the authorities included in the BFTA be made available to support municipal infrastructure?

The spirit and intent of the BFTA should be applied to support municipal infrastructure beyond 'priority transit' projects as this legislation does not affect communities outside of the Greater Toronto Area.

Q4: Which authorities should be scoped for municipal application? Are there any limitations to municipal application?

Part III being that of Expropriation under the BFTA should be scoped for municipal application. Such authority would apply to priority infrastructure projects as determined by the municipality.

Q5: Which authorities should/could be used in partnership with the Province?

The application of additional authority under the Expropriations Act could entail a provincial verification that an expedited acquisition is indeed a major priority.

Part 3. How to Use/Apply Potential New Authorities

Q6: What types or categories of infrastructure projects should we consider for any new authorities?

All linear assets such as roads, sanitary lines, water mains and storm sewer should be considered within the scope of new authorities.

Q7: What key considerations or criteria should be used to assess any proposed new municipal authorities?

The key criteria for evaluation should be the ability of municipalities to promptly deliver infrastructure services that support economic growth and protect the health and safety of residents.

Q8: How might an infrastructure project be identified or designated as being eligible to benefit from the accelerating authorities?

An infrastructure project should be identified based on it being a corridor for the travelling public in the community and/or identified as a high risk under the municipality's Asset Management Plan.

Q9: What obligations should run with any delegated/granted new authorities (e.g. public consultation)?

Any new authority provided to the municipality to acquire land for the purpose of infrastructure development should entail a public meeting with appropriate notice.

Part 4. Other Considerations

Q10: What other authorities beyond the BTFA would be helpful to meet municipal infrastructure challenges?

Greater delegated authority through the Environmental Protection Act would be beneficial in the context of infrastructure. The City believes that the current Environmental Compliance Approval (ECA) program administered by the Ministry of Environment, Conservation and Parks (MOECP) is in need of significant improvements. Specifically, the City is proposing that new waste-water and storm sewer extensions by the municipality be subject to the same process to that of additions to water servicing.

Administratively, this could be done through the completion of a "Form 1 - Record of Watermains Authorized as a Future Alteration" application rather than an ECA. This does not eliminate the onus on the municipality in mitigating any risks posed by an extension of municipal services. The project would still require verification by a certified engineer and the Form would be retained by the municipality to be made available to the Ministry for auditing purposes. Reforming the program will align the regulatory environment governing water service extensions with that of waste-water and storm sewer, creating a simplified development process that is easy to navigate for both the municipality and prospective developers.

Q11: Can you foresee any challenges or obstacles with potential new authorities for municipalities?

Such actions may be perceived to further deregulate environmental protections and intrude on property rights among the public and business interests.

Q12: With what other parties and/or stakeholders should the province engage on this topic?

Developers associations, Ontario Good Roads Association, Rural Ontario Municipal Association, Northwestern Ontario Municipal Association, Kenora District Municipal Association.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Reynard". The signature is fluid and cursive, with the first name "Daniel" being more prominent and the last name "Reynard" following in a similar style.

Mayor Dan Reynard

CC Minister Greg Rickford, Ministry of Energy, Northern Development and Mines,
Ministry of Indigenous Affairs



November 27, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

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

**Re: Investing in Canada Infrastructure Program—COVID-19 Resilience
Infrastructure Stream Project Submission**

Recommendation:

That through the Investing in Canada Infrastructure Program—COVID Stream, municipalities may submit a project application and have 100% of costs covered with a maximum contribution of \$227,771; and further

That Council hereby directs staff to apply for funding under the Investing in Canada Infrastructure Program—COVID-19 Resilience Infrastructure Stream to proceed with the purchase and installation of a dehumidifier at the Kenora Recreation Centre.

Background:

To address the challenges faced by communities as a result of the COVID-19 pandemic, the over \$30 billion ICIP now includes the COVID-19 Resilience Infrastructure stream, which is designed to deliver more infrastructure projects during the pandemic by increasing the types of eligible projects and accelerating project approvals and timelines. The expanded program takes steps to address the current health crisis and support economic stability with existing funds and programs. It is important to note that funding for the new stream is to be drawn from existing funding streams.

The federal government has indicated that investments under the COVID-19 Resilience Infrastructure Stream are to support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit.

Submissions must comply with the following project categories:

- Category 1: Retrofits, Repairs and Upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
- Category 2: COVID-19 Response Infrastructure, including building or modifying infrastructure to support physical distancing, safety retrofits and expansions;
- Category 3: Active Transportation Infrastructure, including parks and, trails, foot bridges, bike lanes and multi-use paths;
- Category 4: Disaster Mitigation and Adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

The City of Kenora is eligible to receive a maximum of \$227,771 under this new ICIP stream and given the amount is able to proceed with 2 project submissions. However, total funding for these projects cannot exceed the amount that has been allocated to the municipality.

Staff have identified two potential projects that would be eligible under this stream and a detailed analysis of each option is provided below:

Option #1: Kenora Recreation Centre (KRC) Dehumidifier

The proposed project is to install a dehumidifier in the KRC. A dehumidifier will align with both Category 1: Retrofits, Repairs and Upgrades as well as Category 2: COVID-19 Response Infrastructure and will have two primary goals; create better control of relative humidity to reduce the spread of air borne droplets from infected individuals and extend the ice season to offer more opportunities for both revenue generation and recreation.

Recent research demonstrates conclusively that a controlled environment particularly relative humidity drastically reduces the volume and distance that air borne droplets can travel. A dehumidifier will help to mitigate the risk of air borne transfer.

This project will also potentially allow for the creation of operational efficiencies and expansion of summer ice opportunities. At present (without a dehumidifier), the period of time that the arena can be open is severely limited by weather conditions outside the building. This is becoming particularly challenging in light of climate change. Over the years, steadily warmer temperatures have created situations of extreme humidity in the arena resulting in fogging of glass and ice conditions that are unfavourable. A dehumidifier will eliminate any environmental conditions inhibiting play and allow for additional tournaments to be hosted at the facility.

Option #2: Chipman Street Lot Redevelopment

This project entails the construction of a new public washroom and greenspace at the corner of First Street and Chipman Street. For the purpose of the grant application, it would fit within Category 3: Active Transportation Infrastructure and support the continuation of the improvements made in the area as part of Downtown Revitalization (DTR) Phase IV. There are three primary goals as part of this initiative. First, it will expand safe access to washroom facilities in the downtown. This includes identifying a facility that has self-cleaning and vandal-proof features. Second, the space will encourage pedestrian activity in this area through landscaping and amenities. Finally, it will further redevelopment in the area through planned design linkages with a neighbouring business and offer beautification that is key to the intent of DTR.

Budget:

Total cost for the project is \$408,426. Currently, \$100,000 of the Municipal Accommodation Tax (MAT) and \$140,926 from the Land Planning Reserve has been earmarked for this project in 2021. The City is seeking a further \$167,500 to cover the remaining from partner agencies. Under this option, the \$227,771 would be sought to mitigate the risk in being reliant on other funding partners and reduce the burden on City reserves to cover the remaining amount.

Risk Analysis:

The recommended option carries more of an operational risk than Option #2 however, this is deemed to be an opportunity given Option #2 has a higher probability of proceeding in the absence of funding from ICIP whereas the recommended project is not identified in the 2021 Capital Budget. With all costs being shared between the Province and the Federal Government coupled with very limited funding programs for recreation, the recommended project is an opportunity to proceed with a project that may otherwise not be practical.

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

Strategic Plan or other Guiding Document:

2-1 The City will ensure that our municipal infrastructure assets are managed and maintained using available resources through a robust asset management plan and process, with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems

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



November 30, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Adam Smith, Manager of Development Services
Kylie Hissa, Special Projects and Research Officer**

Re: City of Kenora Request for a Reduction in Policing Costs

Recommendation:

Whereas the City of Kenora has a history of high policing costs, as the municipality is one of the six communities in all of Ontario where the cost of policing is over \$600 per household; and

Whereas the Municipality has been working with the Kenora OPP Detachment and partner agencies such as the KDSB on programs that reduce the burden of policing costs; and

Whereas the provision of a 35% "discount" on OPP policing costs has been implemented to support those communities with very high costs provided that they enter into a Contract with the Ministry of the Solicitor General; and

Whereas Kenora does not currently meet the threshold for regulatory discounts, but current trends necessitate a cap or subsidy program for billing on calls for service; and

Whereas the City of Kenora cannot continue to fund policing at the escalating current trend which is clearly driven by a systemic failures in provincial and federal policy relating to criminal justice; and

Whereas a 35% discount on the grand total billing that has been applied elsewhere in the province where the burden of policing costs is similar, the City would benefit by saving over \$2.1 million in policing costs which can then be used to reduce the tax burden faced by residents and support critical services provided by the municipality;

Now Therefore Be it Resolved That the City of Kenora requests a meeting with the Solicitor General to begin negotiations on a contract with the Ministry that will provide a cap or subsidy on OPP billing.

Background:

The City of Kenora is mandated to financially contribute to many services that are essential in fostering a safe and healthy community. This includes transfers to the Northwestern Health Unit, the Kenora District Services Board and the OPP. However, the costs borne by policing are higher than all of the other transfers combined.

Table 1: Actual and Budgeted Transfers to External Agencies 2016-2020

External Agencies	Cost - Actual				
	2016	2017	2018	2019 (budgeted)	2020 (budgeted)
NWHU	\$688,308	\$688,308	\$688,308	\$697,830	\$754,508
Land Ambulance	\$1,184,316	\$1,293,012	\$1,455,688	\$1,489,856	\$1,556,208
Ontario Works	\$342,602	\$325,992	\$302,240	\$293,123	\$307,756
District of Kenora					
Home for the Aged	\$1,510,628	\$1,580,813	\$1,631,462	\$1,664,091	\$1,712,173
Child Care	\$162,300	\$158,400	\$159,245	\$160,405	\$179,608
Social Housing	\$1,476,312	\$1,520,053	\$1,431,598	\$1,498,644	\$1,435,214
Total	\$5,364,466	\$5,566,578	\$5,668,541	\$5,803,949	\$5,945,467

Note: Taken from "City of Kenora Program Net Cost Summary" Under Tab 6 of Operating Budget (2020)

In 2020, transfers solely budgeted for Protection amounted to 30% of all City expenditures. Of that 30%, 65% of costs were related to OPP Police Services, not including revenues generated (Figure 2).

Table 2: OPP Expenditures vs. Other Protection Expenditures

Protection Expenditures	Budget
225-Ontario Provincial Police	\$6,005,353
Other Protection Expenditures (total)	\$3,285,109
Total	\$9,290,462

Note: Formulated from "City of Kenora Protection Expenditure Summary 2020" Tab 8 of Operating Budget

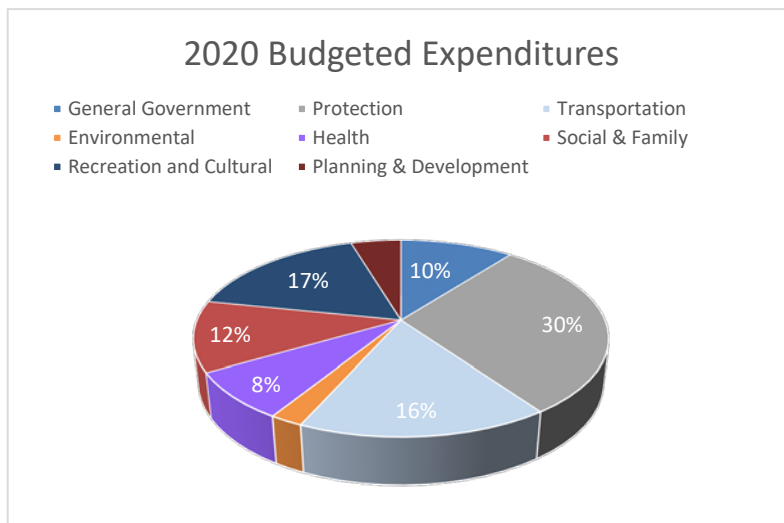


Figure 1: 2020 Budgeted Expenditures

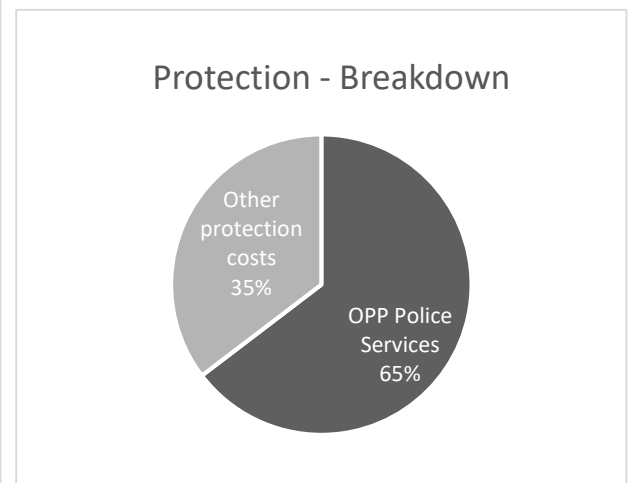


Figure 2: OPP Police Services Expenditures. Formulated from Tab 8 of Operating Budget 2020

When you review the City’s expenditure summary over the last four years, it is evident that Protection is the highest expenditure and has been increasing over the years (Table 3).

Table 3: Expenditure Summary 2017 - 2020

Expenditure Summary Over the Last Four Years				
	2017 - actual	2018 -actual	2019 - budgeted	2020- budgeted
General Government	\$3,189,407	\$3,677,332	\$3,347,184	\$3,297,396
Protection	\$8,872,350	\$8,856,656	\$9,261,596	\$9,290,462
Transportation	\$7,057,649	\$4,676,995	\$4,973,560	\$5,186,483
Environmental	\$671,311	\$765,176	\$559,153	\$688,671
Health	\$2,155,237	\$2,317,033	\$2,290,860	\$2,429,057
Social & Family	\$3,585,797	\$3,525,013	\$3,616,263	\$3,634,751
Recreation and Cultural Planning & Development	\$5,198,298	\$5,156,768	\$5,245,492	\$5,364,681
Total	\$32,094,659	\$30,413,405	\$30,556,331	\$31,351,768

Note: Taken from “City of Kenora Expenditure Summary 2020” Tab 8 of Operating Budget 2020

In 2019, Kenora’s policing costs increased by 7% while the provincial average was only 1.1%. To provide context, average costs per household in 2019 were \$789 compared to \$359 per household provincially. In 2020, grand total billing was estimated at \$6,076,558 (after 2018 year-end adjustment) (\$749/household), which is a total reduction in policing costs from 2019 of approximately \$59,391. Although this reflects a reduction in policing costs, Kenora still pays significantly more than most municipalities.

How the City of Kenora Compares to Other Ontario Municipalities

City staff have conducted a small benchmarking exercise, comparing policing costs in Ontario municipalities with the City of Kenora. Municipalities that have been included within this report were selected based the following criteria:

- Population size
- Policed by the Ontario Provincial Police (OPP)
- Availability of OPP 2020 Annual Billing Statement

Not all billing statements of interest were posted on the respective municipality’s website, which is why the list of comparable municipalities is not as exhaustive.

An initial look at the 2020 grand total billing amounts makes it very evident that the City of Kenora is paying substantially more than other municipalities – those smaller in population and larger. For instance, the Municipality of Brant has a population size more than double that of Kenora’s, yet is paying over \$1 million dollars less in their 2020 grand total billing amount (Table 4).

Table 4: 2020 Grand Total OPP Billing Comparison

Municipality	Population	Property Count (total)	2020 Grand Total Billing
Town on Mono	8,609	3,500	\$1,243,532
Grey Highlands	9,804	5,880	\$1,960,900
Norwich Township	11,001	4,263	\$1,431,551
Pembroke	13,882	7,000	\$4,216,185
City of Kenora	15,096	8,000	\$6,598,217
Prince Edward County	24,735	14,489	\$4,953,598
Municipality of Brant	36,707	14,916	\$5,388,363
Haldimand County	45,608	21,672	\$7,702,729
Muskoka District	60,599	52,003	\$16,435,046

Base services is the cost to each municipality across OPP in Ontario. In 2020, that base services cost is \$183.23 per property (see Table 5). Calls for service, however, is specific to each municipality and the cost is dictated by the municipality’s use of those services. Calls for service is also reactive, such as when an officer responds to an investigation. When comparing the City to these other municipalities in Ontario, Kenora has the highest cost of calls for service.

Table 5: 2020 OPP Base Service and Calls for Service Comparison

Municipality	Population	Property Count (total)	Base Service (per property)	Calls for Service (per property)
Town on Mono	8,609	3,500	\$183.23	\$119.03
Grey Highlands	9,804	5,880	\$183.23	\$125.28
Norwich Township	11,001	4,263	\$183.23	\$141.36
Pembroke	13,882	7,000	\$183.23	\$326.18
City of Kenora	15,096	8,000	\$183.23	\$520.65
Prince Edward County	24,735	14,489	\$183.23	\$136.68
Municipality of Brant	36,707	14,916	\$183.23	\$157.13
Haldimand County	45,608	21,672	\$183.23	\$143.08
Muskoka District	60,599	52,003	\$183.23	\$99.74

It should be noted that Table 5 focuses on base service and calls for service cost per property and does not include overtime, court security, and prisoner transportation costs. Total cost per property with those costs included amounts to \$748.93.

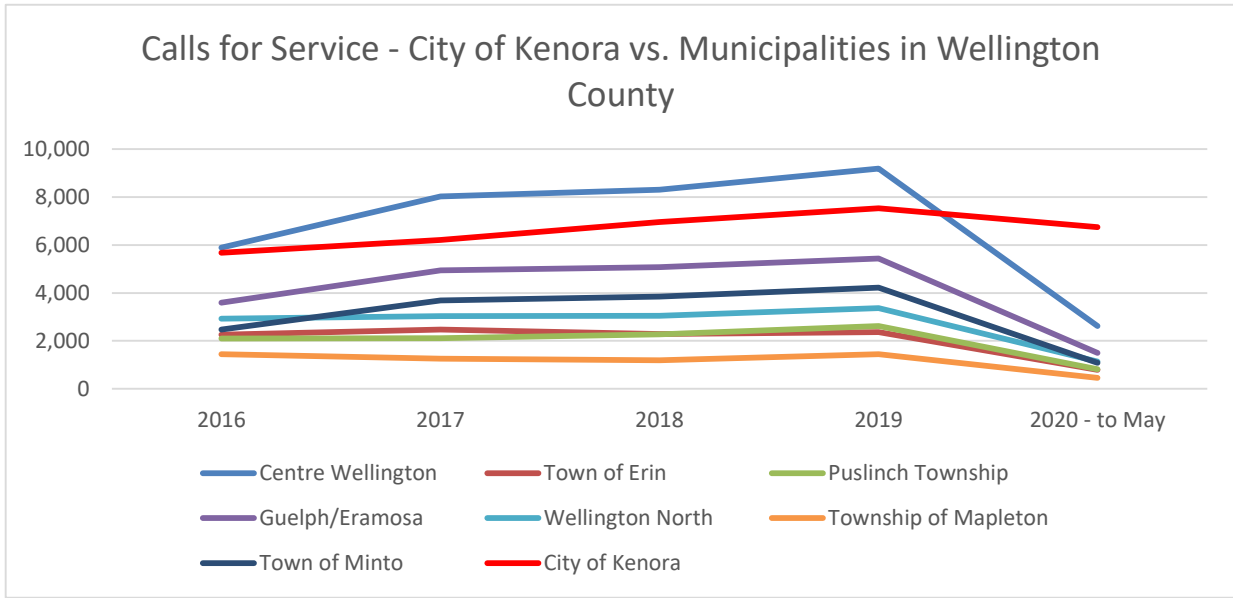


Figure 3.

Number of Calls for Service: Kenora vs. Municipalities in Wellington County (2016-May 2020)

Figure 3 showcases the number of calls for service in municipalities within Wellington County from 2016 – May 2020. This can be used to compare with the City of Kenora, as similar historical data had been shared within a Police Services Board Meeting Report. The Centre of Wellington has the closest number of calls for service comparable to the City of Kenora, despite having a population size of 28,191.

Table 6: Population Sizes – City of Kenora vs. Municipalities in Wellington County

Municipality	Population Size
City of Kenora	15,096
Centre Wellington	28,191
Town of Erin	3,815
Puslinch Township	7,336
Guelph/Eramosa	12,854
Wellington North	11,914
Township of Mapleton	10,527
Town of Minto	8,671

In review of the number of calls for service from 2016, we can see a peak increase in 2019. In 2020, the number of calls has decreased, likely attributed to the COVID-19 pandemic.

What Makes Kenora Unique:

The base service and calls for service are calculated costs of OPP municipal policing services across the province. The OPP billing model does not change from municipality to municipality, despite different local circumstances and community needs. The City of Kenora is the judicial hub of the District. Despite this status being a product of provincial decision-making, it is the municipality that is directly impacted by the failures of upper levels of government. For example, when individuals are required to travel in for the judicial system, they are not provided with adequate supports to return to their home community or avoid re-offending while on bail.

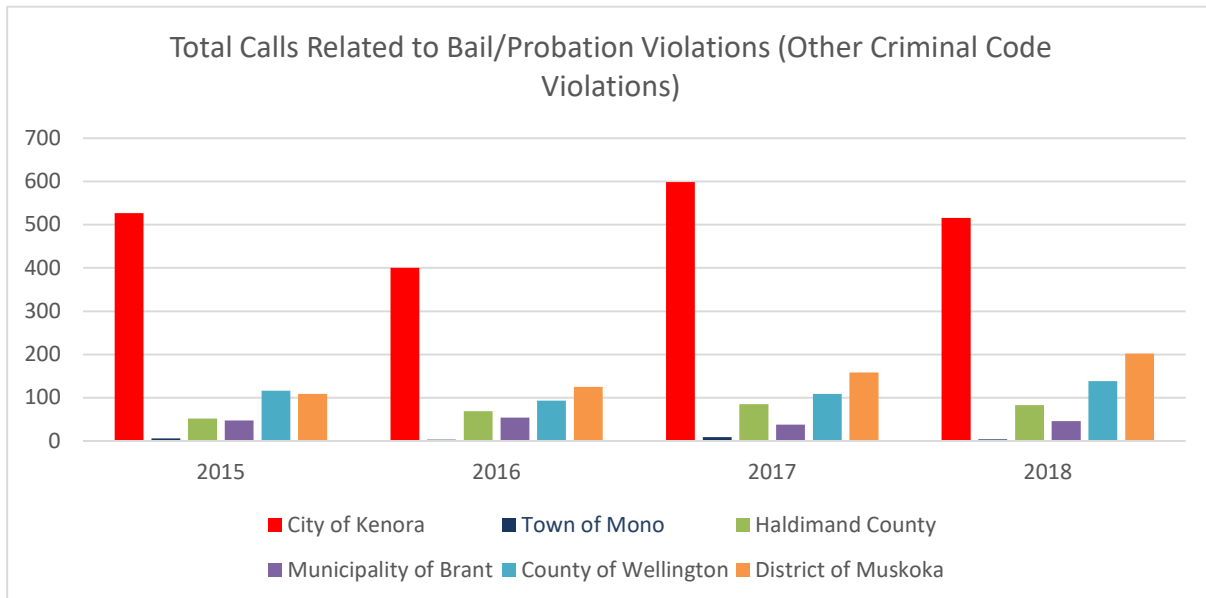


Figure 4. Total Calls Related to Bail/Probation Violations

Number of calls for these categories were taken from each respective municipality's 2020 OPP Annual Billing Statement under the breakdown of calls for service section. Not all municipalities had identical subcategories related to bail/probation/missing persons. For example, some municipalities (e.g. Town of Mono) did not have the subcategory "breach of probation – in relation to children." However, the information can be used to visualize general trends of these specific calls for service.

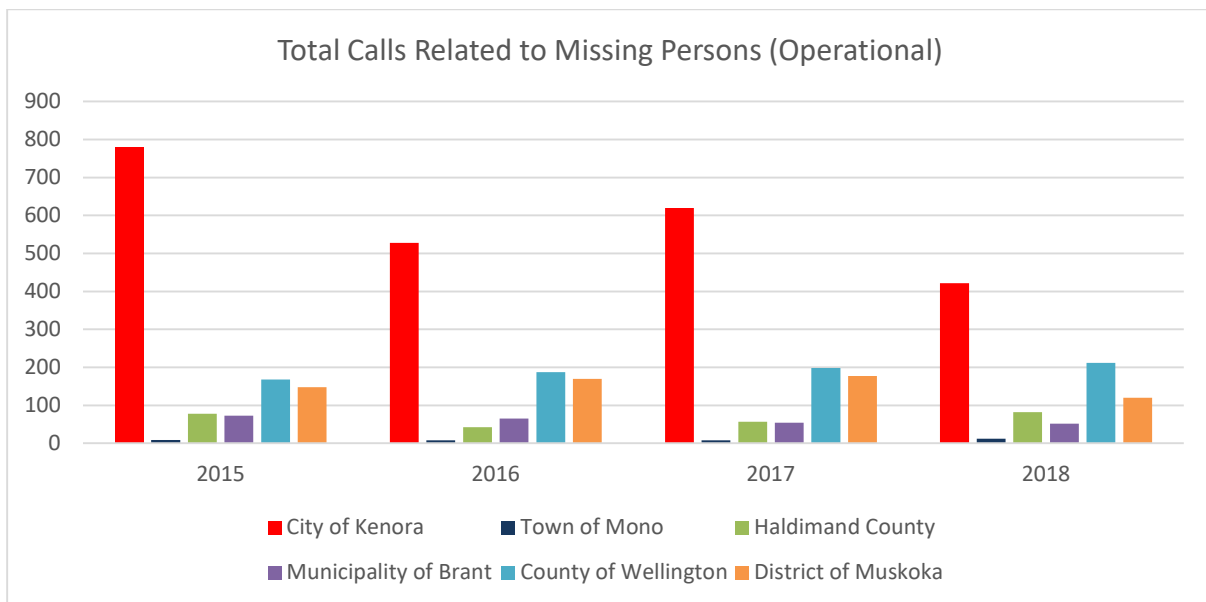


Figure 5. Total Calls Related to Missing Persons

Another regional trend that in turn affects the City's call volume is the staggering number of youth in crisis. The Kenora District is the fastest growing census division in Ontario yet this burgeoning youth population is facing severe mental health challenges. This is most apparent in the suicide rate of individuals aged 15-24 in the Kenora District which is a staggering 57 per 100,000 population, compared to 8 per 100,000 provincially. In the City, the number of youth in crisis is reflected in the number of calls the OPP receives in relation to missing persons which is primarily tied to youth running away from care. According to the Kenora OPP detachment, majority of these children are originally from First Nations communities in the north despite them going missing from child care facilities in Kenora.

Over the last four years, 12% of all operational calls for service have been related to missing persons.

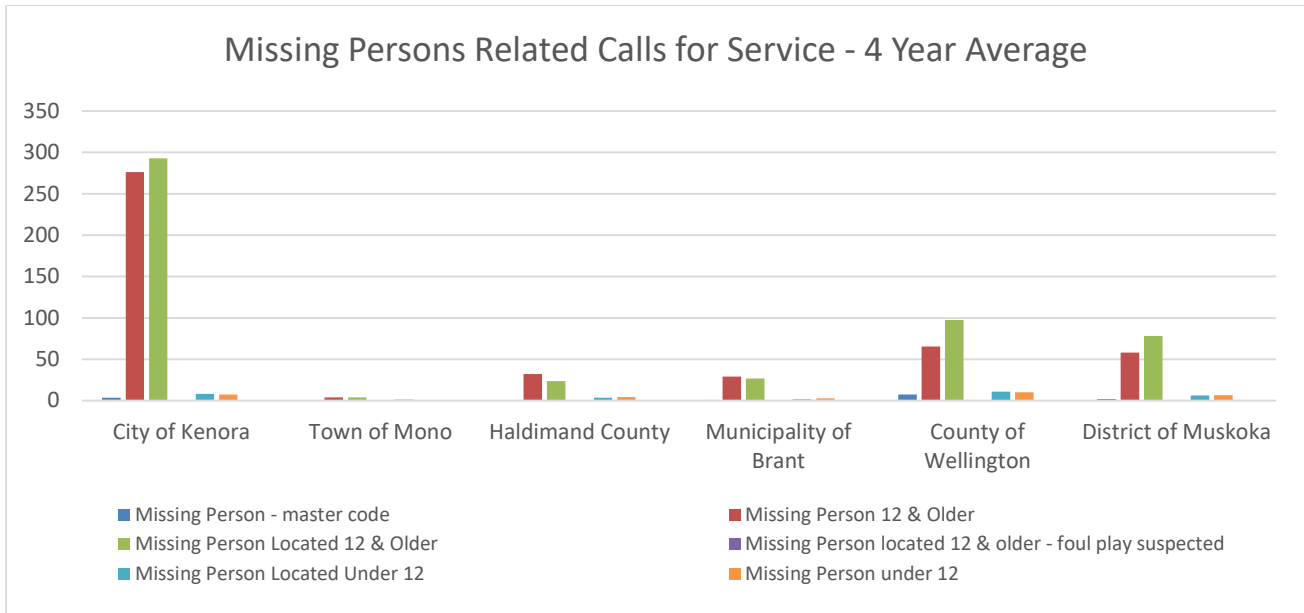


Figure 6. Missing Persons Related Calls for Service – 4 Year Average

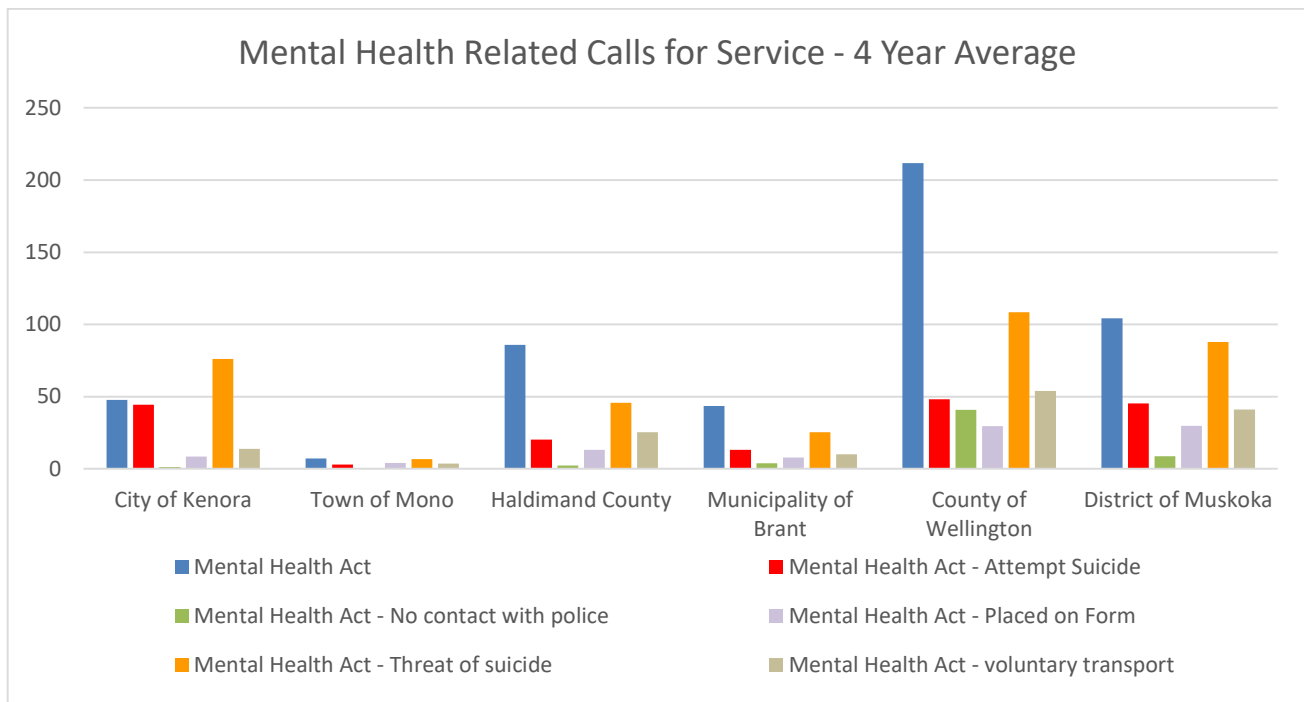


Figure 7. Mental Health Related Calls for Service – 4 Year Average

Figure 7 highlights the number of attempted suicides and threat of suicides in our community, relative to other larger areas such as the District of Muskoka.

There are a number of risk factors that influence the presence of harm, victimization and crime, which also relate to the number of calls for service our local OPP detachment attends. Many of which have been captured in the draft Community Safety and Well-Being Plan 2.0. For instance, the Kenora District has the highest child poverty rate in Northern Ontario at 34.7 percent.

The issues facing our community are complex and root causes have to be addressed in order to develop upstream solutions. The City of Kenora needs sustained funding as well as support and engagement. It is imperative that Council continues to lobby and work with upper levels of government to ensure that our costs become in line with the Provincial average per household.

Initiatives to Reduce Costs and Address Challenges

The City is committed to finding upstream solutions that can impact calls for services. In fact, the initiatives pursued by the City are all identified as best practices by the Ministry of Municipal Affairs and Housing. Principally, they revolve around making it easier for private and public agencies to invest in affordable housing within the community. In the previous year, the City enacted a Municipal Capital Facilities By-law which enables the City to provide a range of financial support to affordable housing projects being pursued by both private and public organizations. Another policy shift involved doing an amendment to the Official Plan and Zoning By-law which recognized supportive housing uses and allowed for public agencies to do such projects in most zones and designations. Finally, all three of the City's Community Improvement Plans offer grants to facilitate housing development.

This new policy environment has resulted in the City contributing over \$200,000 to extend water servicing to a 30 unit supportive housing project led by the KDSB. More recently, the City has agreed to provide \$250,000 towards servicing for a 54 unit seniors' housing project that the KDSB is aiming to undertake in 2021. Complementary to these investments have been subsidized land sales for both the seniors' housing project and the bail-after care facility off of Pine Portage Rd. in the amount of \$83,200.

While the City's efforts are also complementary to the Province's investments into housing and social services, the impact of these initiatives will not be in the short-term. Recognizing this reality, over the last 4 years the City has also made a concerted effort to seek relief from the burden of policing costs which has been steadily rising as the issues described above have become more complex.

The following is a summary of the meetings, letters and delegations that have occurred since 2016 in an attempt to address the rising costs of police services in Kenora:

Year	Method	Minister
2016	Delegation meeting at the 2016 AMO Conference	Parliamentary Assistant Soo Wong
2017	Delegation meeting at 2017 OGRA Conference	Minister Marie-France Lalonde
2017	Delegation meeting at 2017 AMO Conference	Minister Marie-France Lalonde
2018	Delegation Meeting at 2018 OGRA Conference	Minister Marie-France Lalonde
2018	Minister's visit to Kenora	Minister Marie-France Lalonde
2018	Delegation Meeting at 2018 AMO Conference	Parliamentary Assistant Prabmeet Sarkaria
2020	Delegation Meeting at 2020 ROMA Conference	Minister Sylvia Jones
2020	Submission made as part of Ontario Budget Consultation	Minister Rod Phillips

Summary

When comparing the expenditures dedicated to policing in Kenora to other municipalities across the Province, it is clear that the City is facing a unique fiscal burden that is born from systemic failures in provincial and federal policy relating to criminal justice. This is further compounded by the challenges faced in delivering core services including an infrastructure deficit that requires a 1.3% annual tax increase to fully fund. In negotiating a 35% discount on grand total billing that has been applied elsewhere, the City would benefit by saving over \$2.1 million in policing costs which can then be used to reduce the tax burden faced by residents and support critical services provided by the municipality.

Budget:

There are no budgetary implications associated with this report.

Risk Analysis:

There is a high external risk with this recommendation however it is assessed as an opportunity. The resolution and data within the report reinforce the need for reform to the policing cost model as it affects Kenora. If successful, such reform could lead to significant savings for the City.

Communication Plan/Notice By-law Requirements:

Resolution and letter to be sent to the Ministry of the Solicitor General, Ministry of the Attorney General, Office of MPP Greg Rickford, and Office of Premier Doug Ford.

Strategic Plan or other Guiding Document:

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