



City of Kenora

Committee of the Whole Agenda

Tuesday, November 10, 2020

9:00 a.m.

City Hall Council Chambers / Virtual

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/>

A. Public Information Notices

As required under Notice By-law #144 -2007, the public is advised of Council's intention to adopt the following at its November 17, 2020 meeting:-

- Amend the 2020 Operating and Capital budget in the amount of \$10,000 to be funded through contingency reserves to perform a new comprehensive strategic planning process
- Amend the 2020 Operating and Capital budget in the amount of \$6,000 to be funded through the Accessibility Reserve to install an accessibility ramp and deck extension at the rear of the main concession building

B. Declaration of Pecuniary Interest & the General Nature Thereof

- 1) On Today's Agenda
- 2) From a Meeting at which a Member was not in Attendance.

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held October 13, 2020 be confirmed as written and filed.

D. Deputations/Presentations

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. Capital and Unusual Spending
- 1.2. 2020 Q3 Contracts
- 1.3. September 2020 Financial Statements

1.4. Request to Defer Multi Unit Water Rate Increases

1.5. Budget Amendment – Strategic Planning Process

2. Fire & Emergency Services

Item Subject

No Reports

3. Operations & Infrastructure

Item Subject

3.1 Traffic Amendment – Rate of Speed Veterans Drive

3.2 Traffic Amendment – First St S & Thistle Drive Stop Signs

4. Community Services

Item Subject

4.1 Budget Amendment – Anicinabe Park Project

5. Development Services

Item Subject

5.1 Sustainability Advisory Committee

Other:

Next Meeting

- Tuesday, December 8, 2020

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-Town Island sale)
- ii) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value (1 matter- tax base)
- iii) Personal Matter about an Identifiable Individual (1 matter-Ec Dev-Tourism Committee Appointments)
- iv) Labour Relations (1 matter-CUPE Negotiations)
- v) Educating & Training Members of Council (1 matter-CAO update)

Adjournment.



November 3, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: 2020 Capital and Unusual Spending

Recommendation:

That Council hereby accepts the 2020 Capital and Unusual Spending report.

Background:

Attached for your information, please find the summary expenses for Capital and Unusual spending by project to the end of September 2020. Actual outcomes are compared to the Capital and Unusual Spending budget for 2020. Budget amendments have also been recorded in the report. The funding of the budget overages have been explained in the report notes.

Budget:

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

Risk Analysis:

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

Communication Plan/Notice By-Law Requirements:

For information only.

Strategic Plan or other Guiding Document:

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



November 3, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: **Contracts & Expenditures Approved July – September 2020**

Recommendation:

That Council hereby accepts the 2020 July – September Contracts & Expenditures Approved report.

Background:

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

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

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

Budget:

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

Risk Analysis:

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

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

Strategic Plan or other Guiding Document:

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



November 2, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jon Ranger, Deputy Treasurer

Re: September 2020 Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at September 30, 2020.

Background:

Attached for your information, please find the September 2020 summary expense and user fee statements for the City of Kenora and the Council department. At the end of September, the year is 75% complete, and therefore, not including any seasonal differences, should be 25% of the budget remaining.

Overall:

- Expenses at the end of September 2020 were slightly below budget with 29.73% remaining to be spent. Water & Sewer 28.85% and Solid Waste 38.79% left in the budget.
- User fee revenues to the end of September 2020 are behind the budget with 52.05% left to collect. Water & Sewer 34.20% and Solid Waste 22.51% is left to collect at the end of September.

Expenditures:

- **General Government** - The General Government expenses to date are below budget with 35.29% remaining in the budget.
 - **Mayor and Council** – A new line item 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 40.6k to the end of September.
 - **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 September, while some line items such as legal are over budget, other line items such as advertising and training are currently under budget.
 - **Human Resources** – Under budget due to the vacant Human Resources Manager position. Training and travel have minimal expenses at the end of September 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 September. Utilities and Repairs and maintenance make up most of this budget. Utilities are under budget with 36.10% remaining and repairs and maintenance are under budget with 36.93% remaining.

- **Finance and Administration** – Overall under budget at the end of September. Contracted services slightly over budget with the annual post-employment benefit report coming in higher than anticipated. Computer maintenance also over budget at the end of September, however all of the annual subscriptions have been paid at this time.
 - **IT** – Wages under budget due to the voluntary layoffs related to COVID.
 - **Rentals** – Over budget as the sale of the Medical Centre has not yet been completed. 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 27.67% 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.
 - **Building Inspection** – Slightly 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.
 - **911 Emergency Access** – Consists of the 911 contract paid for entire year.
 - **Health and Safety Committee** – There are still Health and safety training courses that have not been completed to date. It has been more challenging to book these courses with COVID-19 and physical distancing. Also, a Ministry of Labour Ergonomic Initiative was budgeted for that is still to be completed.
 - **Transportation** – The Transportation Department expenses to date are under budget with 34.25% 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 summer students were budgeted to this department however there were less summer students this year and much of the summer students tasks were completed under the parks department. This is to be adjusted in the 2021 operating budget.
 - **Bridge Maintenance** – Bridge maintenance is on track for the year. Bridge waterproofing was completed in August and additional contracted services work completed in September. Most of this budget has now been spent.
 - **Paved/Surface Treated** – Under budget at the end of September, wages slightly below budget. 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 right on budget.
 - **Loosetop Roads** – Loosetop roads are over budget at the end of September with resurfacing materials and patch/washout materials being over budget. Less expenditures expected moving into the fall and winter months.

- **Winter Control Maintenance** – Winter control maintenance is under budget at the end of September with 39.32% remaining. This is significantly better than last year at the same time there was only 13.07% remaining. We will see this budget used again coming into November and December.
 - **Safety Devices** – The main expense in this department includes the line painting contract which was completed in June. 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 September but this department is in line with last years spending.
 - **Streetlighting** – Streetlighting appears to be below budget with materials & supplies and repairs & maintenance under budget at the end of September. 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 September, 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. Wage allocation needs to be made in 2021 to account for this work. Contracted services is currently over budget as there was work done for mechanical optimization. Funding for this work is expected to offset these costs.
 - **Warehouse** – Utilities under budget at this time, but comparable to prior year spending at this time. Materials and supplies spending is also under budget at the end of September.
 - **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.
- **Environmental** – The Environmental Department expenditures is under budget with 30.74% remaining. 28.85% left in the budget in Water & Sewer and 38.79% 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 September. 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 slightly under budget at the end of September. 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 September.

Solid Waste - Departments are a little behind last years spending at the end of September.

- **Hazardous Waste** – Hazardous Waste days expenses typically pick up in the fall when all of the contracted services invoices are in for the year.
- **General Solid Waste Vehicles & Equipment** – Recovery higher than anticipated. To be adjusted in 2021.
- **Health Services** – Health Services are slightly over budget at the end of September.
 - **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 September 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 October and November.
- **Social and Family Services** – Social and Family Services is right on budget at the end of September. 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. Also we budgeted for a 2.2% increase to Pinecrest, however the actual increase came in at 4.04%.
- **Community Services** – Overall Community Services expenses are below budget with 37.93% remaining.
 - **Parks** – Over budget at the end of September 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. To be adjusted in the 2021 budget.
 - **Anicinabe/Norman departments** – These departments are currently under budget. Anicinabe, utilities are not paid by the City during summer months, utilities should increase coming into the fall. Norman, with the splash park closed for some of the summer, the utilities are not as high as anticipated. Water costs for July and August were recorded in September. Expenses will not be as high as anticipated due to the reduced time that the splash park was open.
 - **Coney Island** – Over budget at the end of September as there was an unexpected washroom and concession plumbing repair.
 - **Harbourfront** – Department in line with prior year spending due to the flower maintenance contract.
 - **Ballfields** – Currently 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.
 - **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.
 - **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 September with wages being the largest factor. This was expected due to COVID. Repairs and maintenance under budget at the end of September, it is expected that this budget will be spent.

- **KRC External Facilities** –Wages are under budget for this department at the end of September.
- **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 41.36% left in the budget.
 - **Planning Operations** – Planning Operations is under budget at this time as a City planner was budgeted for the full year however 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 September.
 - **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 September 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 52.05% remaining to be collected at the end of September.
- **General Government**
General Government overall is close to budget at the end of September with 21.98% 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 September 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 September with 45.77% remaining to be collected.
 - **Fire Department** – User fees are over budget with 8.31% remaining to be collected at the end of September. Fire Marque revenues have exceeded the annual expectations, with \$43k in revenues to the end of September.
 - **Building Inspection** – Building inspection is exceeding budget at the end of September with only 19.89% left to collect.

- **Provincial Offences** revenue is dependent on the fines assessed in this area. First quarter & second quarter revenues were calculated and expenses exceeded revenues, therefore at this time there are no revenues to the surrounding municipalities.
- **Transportation Services**
Transportation user fees are under budget with 40.69% left to collect.
 - **Conventional Transit** – Transit user fees are below last year at the same time likely due to less ridership during COVID-19.
 - **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 September. 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 is still behind last year's numbers at the end of September 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 36.81% remaining to be collected. 34.20% of Water & Sewer User fees are also still to be collected and Solid Waste still have 22.51% left to collect
 - **Blue box collection** – Under budget with the first and second quarter revenues posted. Quarter 3 was posted at the end of September. Less recycling then prior year likely due to many businesses being closed when COVID-19 started.

Water & Sewer

- **Water and Sewer** at the end of September there are 8 months of Water & Sewer revenue recorded. This is behind last year's actuals on the report, as last year at the end of September there was 8.5 months of Water & Sewer revenue recorded. Water & Sewer user fees are one month behind budget with 35.29% and 33.08% 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 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 as a couple fires last year increased transfer facility revenues for the tipping fees associated with cleanup.

- **Community Services**

Community Services are below budget with 65.42% 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. Anicinabe park revenues currently under budget, these revenues were billed out on October 1st and will show in October's statement.

- **Planning and Development**

Planning and Development user fees are under budget with 65.08% 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-19.

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 4, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Charlotte Edie, Manager of Finance/Treasurer

Re: Request to defer 2021 increase to multi-unit buildings water rates

Recommendation:

That Council hereby maintains the existing phased in rates for multi-unit buildings in accordance with Schedule "D" of the Tariff of Fees and Charges By-law to include the next phased in increase effective January 1, 2021.

Background:

At a Special Meeting of Council held June 28, 2019, Council passed resolution #1a which required all multiplex buildings to be charged a per living unit service fee equivalent to fifty percent of the sewer and water service fee for individual homes, times the number of living units within the building. This change was to reflect the need for a balanced approach whereby all recipients of sewer and water services must pay the same amount for these services. The discounted rate was applied to all existing and future multiplex buildings of four or more units and phased in over a three year period effective January 1, 2020. As part of the change, the discounted rate was to be reviewed in early 2022 following the implementation of the third year of the phase in of the increases to existing multiplex buildings related to the 50% service fee.

As part of this direction, Council passed By-law Number 101-2019, an amendment to the Municipal Water Supply-Sanitary Sewage Services bylaw, and subsequently bylaw number #119-2019 of the Tariff of Fees and Charges to approve the phased in rates.

The current rates for multi-unit buildings with one water meter in the building (4 or more units) are:

Multi Unit Buildings with one Water Meter in Building (4 or more units)							
Year	Fixed cost per unit per month	Water Cost /m3	Sewer Cost (100% of total water charges)	Total	50 % of Total	% of phase in adjustment	Total Monthly Per Unit Cost
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, any further adjustments/increases for any overall rate increases as approved by Council for any given year, and will be based on the approved 5/8" meter rate.

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, is calculated as follows:

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

$$11.5\text{m}^3 = \$156.50 + \$365.70 = \$522.20$$

The City has received requests from multi-unit building owners to defer the rate increase for 2021 citing the inability to pass increases on to tenants due to rent increase restrictions resulting from Provincial freezes due to the pandemic. You will note from the above chart the increase that is scheduled to be implemented effective January 1, 2021.

As noted previously, the multi-unit phase in rate was intended to address the inadequacies in rates and within three years have all users paying a fair and equal rate

regardless of the residential type dwelling. Deferring this next phase of equalization is a prolonged deferred period to ensure that equality is achieved for our user pay utility.

At the October 20th Council meeting, Council defeated the recommended 3.1% water rate increase which all users will benefit from. This will result in a reduction of revenues of approximately \$316,000 and will be an additional burden on our user pay system. A further deferral of reaching equality for multi-unit buildings would further reduce the ability of the sewer and water system to finance the maintenance of the system independently.

Budget: Any deferral of the multi-unit rates will negatively impact the 2021 sewer and water operating budget.

Risk Analysis: The risk of this deferral in addition to the 3.1% deferral in 2021 will negatively impact the operating and capital budgets of the sewer and water department.

Communication Plan/Notice By-law Requirements: Response to letter from multi-unit building owners.

Strategic Plan or other Guiding Document: Administrative only.



November 10, 2020

City Council Committee Report

To: Mayor and Council

Fr: Kyle Attanasio, CAO

Re: Budget Amendment –Comprehensive Strategic Plan

Recommendation:

That Council hereby approves a budget amendment in the amount of \$10,000 to be funded through contingency reserves to perform a new comprehensive strategic planning process; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2020 capital budget at its November 17, 2020 meeting for this purpose; and further

That Council approves an application to the Federal Economic Development Initiative for Northern Ontario (FedNor) in the amount of \$90,000 for the delivery of a comprehensive strategic planning process; and further

That Council confirms its financial commitment of up to \$10,000 for the project; and further

That Council hereby approves any cost overruns associated with the project; and further

That Council give three readings to a By-law to amend the 2020 operating and capital budget for this purpose.

Background:

As the new CAO for the City, it is a high priority to pursue a new comprehensive strategic planning exercise given the sunseting of our current plan. The City's current plan was developed in 2014 and released in 2015 as the City of Kenora Strategic Plan - Our Vision is 20/20. City staff have reported on the progress of the existing plan annually to Council and staff have made a number of decisions related to the strategic directions and goals.

With a new term of Council, a new CAO, and several new senior leaders within the organization, it is recommended that the City now proceed through a comprehensive strategic planning process, to ensure that the City, its staff, boards, committees and other stakeholders are all working in alignment with Kenora's collectively established strategic priorities.

The purpose of the City's Strategic Plan is twofold. First, it is to clearly define a common vision for the municipality that will provide a path to achieving those priorities for the City. Secondly, the Plan is intended to provide Council and staff with a framework, or roadmap for planning and decision making.

The intent will be to proceed immediately with issuing an RFP for a strategic planning consultant to lead Kenora through this exercise in early 2021 and Administration is recommending that Council authorize a budget amendment to allow administration to proceed with an RFP in late 2020 and to award an RFP for this purpose.

Budget: \$10,000 from contingency reserves. Should the funding application not be successful, Council would need to confirm the financial commitment through a further budget amendment for the full amount.

Risk Analysis: A strategic plan is a key governing document for the municipality. The strategic plan ties to all aspects of the City and is a powerful process that catalyzes the municipal organization, bringing together the public, staff, and management in the development of a common vision, direction and goals. Not having an modernized strategic plan poses a risk to the municipality as the organization does not have clearly identified visions and goals. The strategic plan will provide the key framework for leadership to focus on achieving the goals and visions of the plan and the priorities established by Council and administration.

Communication Plan/Notice By-law Requirements: Bylaw



October 27, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jeff Hawley, Operations & Infrastructure Manager

Re: Traffic Amendment – Rate of Speed – Veterans Drive

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include changes to Schedule "T" – Rate of Speed - 60 Kilometres Per Hour Zone for Veterans Drive from 290 metres west of Regina Avenue to Highway 17A; and further

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

Background Information:

With construction of a new condominium development west of Regina Avenue on Veterans Drive nearing completion, the Operations and Infrastructure Division is recommending that the current 60km/hr zone from Regina Avenue to Hwy 17A be changed to start 290 metres west of Regina Avenue to Hwy17A. Reducing the rate of speed in this area will improve safety for drivers and residents of the condominium whose driveway will exit onto Veterans Drive.

Schedule "T" Rate of Speed 60 Kilometres Per Hour Zone

<u>Column 1</u> STREET	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED Kilometers per Hour
<u>Remove:</u> Veterans Dr	From Regina Av to Hwy 17A	60
<u>Add:</u> Veterans Dr	From 290 m west of Regina Av to Hwy 17A	60

Budget: N/A

Risk Analysis: It is the intention to create an incident free environment by reducing the travel speed on a portion Veterans Drive to 50 kms per hour. This is in compliance with ERM goals of the City of Kenora to mitigate risk.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or other Guiding Document:

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

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



October 26, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Jeff Hawley, Manager of Operations & Infrastructure

Re: Traffic Bylaw Amendment – Stop Signs Intersections First Street South and Thistle Drive

Recommendation:

That Council hereby approves an amendment to the Traffic Regulation By-law Number 180-2015, Schedule "O" – Stop Signs Intersections to install stop signs at the north and south intersections of the laneway from First Street South and Thistle Drive between Chipman Street and Park Street; and further

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

Background:

A request was made to the Operations and Infrastructure Department to install a stop sign at the intersection of the laneway between First Street South and Thistle Drive to improve the safety of traffic exiting the laneway onto Thistle Drive. After reviewing the request it is recommended that stop signs be installed on both the north intersection of the laneway exiting onto First Street South and the south intersection exiting onto Thistle Drive.

Schedule "O" – Stop Signs at Intersections

Add:

INTERSECTION	FACING TRAFFIC
First St S and Laneway from First St S to Thistle Dr between Chipman St and Park St	North Bound on Laneway from First St S to Thistle Dr between Chipman St and Park St
Thistle Dr and Laneway from First St S to Thistle Dr between Chipman St and Park St	South Bound on Laneway from First St S to Thistle Dr between Chipman St and Park St

Budget: N/A

Risk Analysis: Based on the City's ERM policy, it has been determined that there is a low risk as the change will not have significant impact on current traffic flow.

Communication Plan/Notice By-law Requirements: Resolution and By-law required. J. Hawley, R. Wilcott, H. Lajeunesse, T. Garbachevski, O.P.P.

Strategic Plan or other Guiding Document:

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

November 10, 2020



City Council Committee Report

To: Kyle Attanasio, Chief Administrative Officer

**Fr: Stace Gander, Community Services Manager
Shaun Clifford, Parks and Facilities Division Lead**

Re: Budget Amendment – Anicinabe Park Concession Accessibility

Recommendation:

That Council hereby approves a budget amendment in the amount of \$6,000 to be funded through the Accessibility Reserve to install an accessibility ramp and deck extension at the rear of the main concession building; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2020 Capital Budget at its November 17, 2020 meeting for this purpose; and further

That Council give three readings to a By-law to amend the 2020 capital budget for this purpose.

Background:

During the COVID Pandemic the flow of traffic in the main concession building was changed to a single entrance door and a separate exit door to maintain social distancing and provide better traffic control.

One of the challenges is that the exit door presents mobility and accessibility issues and limits access to a key sitting area. With an increase in park attendees having mobility challenges and an aging population, this project will assist patrons and residents with mobility limitations. In addition, the project will connect two decks that currently have no accessible access from the exterior and include an accessible ramp to facilitate improved entrance and egress.

This project is planned for the slower period of the operator.

Budget:

This would be funded through the Accessibility Reserve and does not put pressure on that reserve. The cost of the project is \$6,000.

Communication Plan/Notice By-law Requirements: Bylaw and public notice of budget amendment.

ERM Assessment:

As per the requirement of the City's ERM Policy, staff have identified a low risk to the City, since the Accessibility Fund Reserve has adequate reserves and was set up for funding similar type projects.

Strategic Plan or other Guiding Document:

Accessibility Standards for Customer Service, The City of Kenora is committed to ensuring its services are provided in an accessible manner. The City recognizes the diverse needs of all residents and strives to provide services and facilities that are accessible to all.

Accessibility Policy Principles, The City of Kenora is committed to treating all people in a way that allows them to maintain their dignity and independence.

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

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

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



November 2, 2020

City Council Committee Report

To: Kyle Attanasio, CAO

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

Re: Sustainability Advisory Committee

Recommendation:

That the Council hereby repeals By-law #16-2009, being a by-law to establish terms of reference for the Environmental Advisory Committee (EAC); and further

That the appointments of the existing membership of the EAC be hereby repealed; and further

That the Council hereby establishes a new Sustainable Advisory Committee to support the development and implementation of the Sustainability Action Plan in accordance with the actions and responsibilities identified in the Plan; and further

That three readings be given to a bylaw to adopt the terms and reference for a new Sustainable Advisory Committee of Council.

Background:

As part of the City's ongoing 2020 review of boards and committees, staff are recommending to have a new advisory committee to support project development of the Sustainable Action Plan, of which engagement activities will be taking place over 2020-2021. A component of the Plan is to have a Technical Advisory Committee that is responsible for collectively, collaboratively and strategically developing a minimum of 10 projects that represent an opportunity to take climate action across multiple sectors (e.g. transportation, economy, land-use, etc.).

Staff feel that this project is an opportunity to reframe the City's EAC Terms of Reference and composition to focus the committee on assisting with the development of a range of applied projects.

The mandate for the current EAC is very broad. While it could be refined to align with the objectives of the Sustainable Action Plan project, there is concern that if the advisory committee for the project is framed as an "environmental" committee, it may discourage participation from some sectors that we would like to have on board. In discussion with the consultant for this project, they suggested that the committee's mandate and name should strive to incorporate and highlight the need to explore and implement opportunities that dovetail economic, social and environmental well-being in ways that are locally relevant.

In conjunction with the recommendation to proceed with repealing the TOR and membership of the existing Environmental Advisory Committee (EAC), staff have

prepared a Terms of Reference for the creation of a new Sustainability Advisory Committee.

In the immediate term, this committee will be actively engaged in the development of the City's Sustainable Action Plan, which is characterized as being a community led and municipally supported, multi-sectoral Plan. Once completed, the committee will participate in the creation of annual work plans to advance actions of the Plan.

Budget: N/A

Risk Analysis:

The risk to governance is deemed low, as the new committee will be replacing the EAC and has a similar yet re-branded mandate. This is an opportunity to broaden engagement among community leaders and strengthen accountability in efforts to reduce environmental impacts at a community level.

Communication Plan/Notice By-law Requirements: Bylaw

Strategic Plan or other Guiding Document:

- 2-4 The City will act as the catalyst for continuous improvements to the public realm.
- 2-10 The City will continue to explore opportunities to develop and improve our beaches, parks & trails.
- 2-11 The City will consider the impacts of climate change in both rehabilitating existing and designing future infrastructure requirements, as well as work to mitigate the impacts of climate change in relation to City operations.
- 2-14 The City will continue to advance our leadership position as "Stewards of the Lake" and "Stewards of the Land" by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements.

The Corporation of the City of Kenora

By-law Number – 2020

A By-law to Establish a Terms of Reference for the City of Kenora Sustainability Advisory Committee

Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the Council of the City of Kenora deems it necessary and expedient to establish a Terms of Reference for the Sustainability Advisory Committee;

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

1. Purpose

- 1.1 The City of Kenora Sustainability Advisory Committee will support the development and implementation (including monitoring / tracking) of the Sustainability Action Plan in accordance with the actions and responsibilities identified in the Plan. This Plan is to be:
 - a. community led and municipally supported;
 - b. include best practices, strategies and actions that will guide the City and its partners in the right direction as it advances a multi-sector approach to long-term sustainability; and
 - c. implemented collaboratively, in a step-wise process.

2. Mandate

- 2.1 The mandate of the City of Kenora Sustainability Advisory Committee is to:
 - a. Provide advisory input to the development of Kenora's Sustainability Action Plan over the next year;
 - b. Monitor and support the implementation of Kenora's Sustainability Action Plan in accordance with the final approved Plan;
 - c. Provide local perspectives on matters related to the Plan development and implementation while giving due consideration to identifying and supporting actions that strive to achieve social, environmental, and economic benefits in an integrated way;
 - d. Assist in developing annual work plans to advance actions of the City's Sustainability Action Plan;
 - e. Raise community awareness and support education related to Kenora's Sustainability Action Plan;
 - f. Have particular regard and commitment to the long-term economic, social and environmental well-being of the community and its partners;
 - g. Provide a forum for the exchange of ideas on programs and initiatives of other Council committees and entities relating to community-based sustainability actions; and

- h. Other related sustainability-related matters as referred to the Committee by Council.

3. Membership and Voting

3.1 At the discretion of Council, the Committee can be comprised of up to fourteen (14) members representing various sectors. This membership may include:

Voting Members:

- One (1) member representing the Lake of the Woods District Stewardship Owners Association
- Two (2) members representing the health-care sector
- Two (2) members representing educational institutions
- Two (2) members representing local Indigenous communities
- Two (2) members representing the community at large
- Two (2) representatives from the local business community (that are not members of City Council);
- One (1) members representing youth;
- One (1) member representing utilities services and providers;
- One (1) Council representative to be selected by Council;

3.2 Members are selected by resolution of Council. The term of the Committee is at the pleasure of Council, up to four years, and is concurrent with the term of Council. The Committee shall, from amongst its members, choose a Chair and a Vice Chair.

3.3 Unless Council provides otherwise, the Committee appointments and re-appointments shall be in accordance with the City's Boards & Committees Policy, subject to any modification, to the extent necessary, required in order to comply with the appointment restrictions established in section 196 of the Municipal Act, 2001 and this By-law.

3.4 Any member of the Committee may terminate his or her term on the Sustainability Advisory Committee by submitting his or her resignation in writing to the Chair and the Vice-Chair of the Board. Within seven (7) days of receipt of such resignation, shall be forwarded to the City Clerk.

3.5 Unless Council provides otherwise, meeting attendance requirements for the Committee Members and consequences for absences from such meetings shall be in accordance with the City's Boards & Committees Policy.

3.6 Vacancies on the Committee shall be filled in accordance with the City of Kenora's Boards and Committees Policy and this By-law. For greater certainty, decisions respecting the filling of vacancies rest solely with Council.

3.7 The Committee shall not meet without at least one non-voting member in attendance.

Non-Voting Members:

- i. Special Projects & Research Officer
- ii. Environmental Services Division Lead
- iii. Other external organizations and/or regional partners, as required.

Members will:

- i. Have demonstrated expertise in their affiliation(s);
- ii. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- iii. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- iv. Participate as a team member, capable of a community ambassador role;
- v. Be committed to advance sustainability in Kenora.

3.10 Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

4. Remuneration

4.1 All Committee Members shall act in all of their capacities with the Committee without remuneration.

4.2 Committee Members may be reimbursed for reasonable expenses incurred by them on behalf of the Committee, provided that such expenses were incurred in good faith for the purposes of the Committee and such expenses are authorized in the budget of the Committee.

5. Chair

5.1 The Committee shall elect a chairperson from its members at the first meeting of each year and hold the office for one year. In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.

6. Meetings and Administration

6.1 Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee, however, not less than five (5) meetings shall be held in one calendar year.

6.2 Special or emergency Committee meetings may be called by the Chair, on his or her own initiative, at the request of any Committee member, or at the request of the non-voting members and notice of the meeting shall be telephoned or electronically sent to each Committee Member, including non-voting, not less than three (3) days before the requested meeting.

6.3 A Committee meeting must be called if a requisition is signed by at least three (3) members of the Committee.

6.4 Reasons for the calling of the special or emergency meeting, including why it is being called on short notice, if applicable, shall be provided by the Chair with the notice of the calling of the meeting.

6.5 Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the chairperson will result in the termination of membership from the committee, in accordance with the City's Board and Committee's policy.

6.6 The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the chairperson in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

6.7 The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

6.8 Unless otherwise provided in this By-law, meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.

7. Quorum

7.1 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business.

7.2 Subject to section 7 of the Municipal Conflict of Interest Act, a majority of the members shall constitute a quorum.

7.3 Meetings may be held and motions may be voted upon in person or by electronic means. With respect to an electronic vote, such vote must be approved by the Committee in advance of the vote.

8. Board Member Conduct

8.1 Members of the Committee shall carry out their duties in good faith and with the best interests of The Committee in mind.

8.2 With regards to their conduct, Committee Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, Part V.1 of the *Municipal Act, 2001* and the Code of Conduct of the City for members of council and local boards.

9. Limits on Authority

9.1 Notwithstanding any other provision in this By-law, the Committee is not authorized to do any of the following, all such authority remains solely with Council:

- a) incur any debts, liabilities or obligations that have not been approved by Council through its budget process;
- b) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- c) subject to the limits established by Council from time to time, sell or otherwise dispose of any personal property that is acquired through Committee recommendations.

9.2 The Committee acts as a whole and no member of the Committee has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of the Committee or the City.

10. Reporting to Council

10.1 The Committee shall present an annual highlight report to Council. The presentation will highlight the focus of the Committee and accomplishments for that year along with the goals for the following year.

11. Committee Minutes

11.1 The City shall designate a person to be responsible for the recording of the Committee minutes.

11.2 The official copy of the minutes shall be forwarded to the City Clerk for safekeeping and shall be stored at City Hall, 1 Main Street South, Kenora, ON, or at such other location as Council may require.

12. Effective Date

This By-law shall come into force and take effect on the final passing hereof.

By-law read a First & Second Time this 17th day of November, 2020

By-law read a Third & Final Time this 17th day of November, 2020

The Corporation of the City of Kenora:-

Daniel Reynard, Mayor

Heather L. Pihulak, City Clerk