



City of Kenora

Committee of the Whole Agenda

Tuesday, September 8, 2020

9:00 a.m.

Electronic Attendance/City Hall Council Chambers

Due to the COVID-19 Pandemic, Council will be meeting electronically as permitted by Bill 187, Municipal Emergency Act, 2020. 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 September 15, 2020 meeting:-

- Amend the 2020 Capital and Operating Budget for the following:
 - \$12,000 to be funded through the Art Centre capital donation commitments to upgrade the heating and cooling control controllers at the Art Centre
 - \$48,800 to be funded through the Keewatin Memorial Arena reserve to replace the ice plant processor in the Keewatin Memorial Arena
 - \$30,000 to be funded through contingency reserves to construct a new office space at the entrance of the Operations Centre
 - \$15,000 to be funded through contingency reserves to repair the Whitecap Pavilion skylight
- Declare City owned lands known as a portion of Old Government Road as surplus to the requirements of the Municipality

B. Declaration of Pecuniary Interest & the General Nature Thereof

1) On Today's Agenda

2) From a Meeting at which a Member was not in Attendance.

C. Confirmation of Previous Committee Minutes

Motion:

That the Minutes from the last regular Committee of the Whole Meeting held August 11, 2020 and the Special Committee of the Whole meetings held August 7 and August 11, 2020 be confirmed as written and filed.

D. Deputations/Presentations

- Jim Bruzzese of BMA – Long Range Financial Plan
- Debra LeMaistre & Kelly Williams of Rotary Club of Kenora – Peace Park Proposal
- Susan Evenden - Anicinabe Park - The Winter Gateway to Kenora Proposal

- Wayne Beckworth – Old Chalet Lane Closure Proposal
 - Dan Carter – Canadian Hemp Farmers Alliance

E. Reports:

1. Administration & Finance

Item Subject

- 1.1. July 2020 Financial Statements
- 1.2. 2020 Capital and Unusual Spending
- 1.3. 2019 Budget Amendments Approved by Deputy Treasurer or Treasurer
- 1.4. Water and Sewer Long Range Financial Plan

2. Fire & Emergency Services

Item Subject

None

3. Operations & Infrastructure

Item Subject

None

4. Community Services

Item Subject

- 4.1 Budget Amendment – Art Centre Thermostat Controller
- 4.2 Budget Amendment – Keewatin Memorial Arena Compressor
- 4.3 Budget Amendment – Office Renovation – Operations Centre
- 4.4 Budget Amendment – Whitecap Pavilion Skylight
- 4.5 Keewatin Memorial Arena Concession Lease Agreement
- 4.6 Kenora Physiotherapy Lease Renewal Agreement

5. Development Services

Item Subject

- 5.1 Acquisition of Land – Former Jaffray Melick Office Site
- 5.2 Harbourfront Business Development Implementation Plan Funding Application

5.3 Closure of Roads and Declaration of Surplus Land – Lana Richards

Other:

Next Meeting

- Tuesday, October 13, 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 (3 matters-Plaza Development, Town Island Sale, Keewatin Medical Clinic)
- ii) Personal Matters about an Identifiable Individual (1 matter-LOWDC)
- iii) Educating & Training Members of Council (OPP Policing Costs)

Adjournment.



Aug 31, 2020

City Council Committee Report

To: Mayor and Council

Fr: Jon Ranger, Deputy Treasurer

Re: July 2020 Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the July 2020 summary expense and user fee statements for the City of Kenora and the Council department. At the end of July, the year is 58.33% complete, and therefore, not including any seasonal differences, should be 41.67% of the budget remaining.

Overall:

- Expenses at the end of July 2020 were slightly below budget with 46.29% remaining to be spent. Water & Sewer 47.53% and Solid Waste 56.18% left in the budget.
- User fee revenues to the end of July 2020 are behind the budget with 63.02% left to collect. Water & Sewer 50.80% and Solid Waste 42.77% is left to collect at the end of July.

Expenditures:

- **General Government** - The General Government expenses to date are below budget with 46.51% remaining in the budget.
 - **Mayor and Council** – Most of Council donations have been spent to date, also the new line item 1117450 related to various COVID related expenses has caused an increase in the actual spend in the amount of 31k to the end of July.
 - **Administrators Office** – Mainly under budget due to the vacant CAO position.
 - **City Clerk** – Currently over budget at the end of July due to significant legal expenses.
 - **Human Resources** – Under budget due to the vacant Human Resources Manager position. Training and travel have minimal expenses at the end of July, however there are significant contracted services that is offsetting some of the over budgeted expenses.
 - **Building and Grounds Maintenance** – Under budget at the end of July. Utilities and Repairs and maintenance make up most of this budget. Utilities are under budget with 49.59% remaining and repairs and maintenance are under budget with 56.28% remaining.
 - **Finance and Administration** – Slightly over budget at the end of July which was to be expected with 3 quarters of the City's annual MPAC billings paid to date. Also the annual billings for our accounting software have been paid.

- **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 43.64% 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 during year therefore only a portion of the year was budgeted for.
 - **Building Inspection** – Slightly under budget due to the voluntary layoff and minimal training 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** – Very few expenses recorded to date. 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 have been priced out and will be purchased shortly.
 - **Health and Safety Committee** – There are still 6 Health and safety training courses that have not been completed to date. 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 50.77% remaining in the budget.
 - **General Roads Maintenance** – Increased budget in 2020 as sidewalk work was moved from unusual spend to operating.
 - **Bridge Maintenance** – Minimal spend on bridge maintenance to date. \$25,000 in contracted services still expected. Bridge waterproofing was completed and invoice paid in August.
 - **Paved/Surface Treated** – Under budget at the end of July, materials and supplies are below budget, expected that this will increase in August/September.
 - **Loosetop Roads** – Right on budget at the end of July.
 - **Winter Control Maintenance** – Winter control maintenance is over budget at the end of July with 40.50% remaining. This is significantly better than last year at the same time there was only 13.07% remaining.
 - **Safety Devices** – The main expense in this department includes the line painting contract which was completed in June.
 - **Parking Rentals** – The majority of this budget relates to the Payment in lieu of taxes for the parking lot on Bernier Dr and the Parkade. These payment in lieu expenses have not yet been recorded.
 - **Streetlighting** – Streetlighting appears to be close to budget with the exception of debt interest which has not yet been recorded.
 - **Docks & Wharfs** – Expenses still under budget at the end of July, PIL taxes have been recorded in August.
 - **PW Barsky Facility** – Barsky facility is currently over budget. Some wages from roads employees has 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.

- **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 46.96% remaining. 47.53% left in the budget in Water & Sewer and 56.18% 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 July.

Water & Sewer – Overall Water & Sewer expenses are slightly higher than last year's overall spending at this time.

- **Sanitary System** – Wages currently under budget while more wages have been spent in waterworks than sanitary system, this should even out throughout the year.
- **Sewer & Water Treatment Plants** – Materials and supplies currently below budget, also these properties have significant taxes associated with them, these taxes have been recorded in August.

Solid Waste - Departments are in line with prior year spending at the end of July.

- **Hazardous Waste** – Hazardous Waste days expenses typically pick up in the fall when all of the contracted services invoices are in for the year.
- **Health Services** – Health Services are close to budget at this time.
 - **Cemetery** – User fees are below budget at this time which has caused an increase in city funding required. Last year user fees at the end of July totaled \$91k compared to \$51k in 2020 so far. More budget to be allocated to this department for 2021.
- **Social and Family Services** – Social and Family Services expenses are currently over budget for the year as Pinecrest Home for the Aged is paid in 3 instalments, and 2 of which have already been paid at the end of July.
- **Community Services** – Overall Community Services expenses are below budget with 53.10% remaining.
 - **Parks** – Over budget at the end of July due to relocated part time employees during COVID-19.
 - **Anicinabe/Coney/Norman departments** – These departments are all currently under budget. Anicinabe, utilities are not paid by the City during summer months. Coney is close to budget as the maintenance contract for Coney will be coming to an end for the year. Norman, with the splash park closed for some of the summer, the utilities are not as high as anticipated. Water costs are not yet in for July and August.
 - **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 and contracted services expected to be higher in August.
 - **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 July with wages being the largest factor. This was expected due to COVID.
 - **KRC Complex** – Under budget and actuals are less than prior year at this time. This was expected with the voluntary layoffs due to COVID.
 - **KRC External Facilities** – Repairs and Maintenance and wages are under budget for this department at the end of July.
 - **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. At the end of July all of the clubs have received their funding.
- **Planning & Development** – Planning & Development expenses are under budget with 57.07% 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.
 - **Planning Advisory Committee** – No expenses to date as expected. Much of this department budget relates to travel and training.
 - **Development Services** – In 2020 you will see this new department related to work from our Development Services Manager and Research and Special Projects Officer. Close to budget at this time.
 - **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** – Wages are significantly lower this year due to COVID as tourism students were not hired for the same length of time as previous years. Also, per our insurance premium breakdown, premiums for the Whitecap and Discovery Centre have gone down compared to prior year.

User Fees:

- Overall, user fees are below budget projections with 63.02% collected at the end of July.
- **General Government**
General Government is close to budget at the end of July with 40.96% 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.
 - **Rentals** – Over budget at the end of July as Medical Building Rentals have exceeded budget as the building has not yet sold.
 - **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.

- **Protection to Persons and Property**

Protection to Persons and Property is below budget at the end of July with 58.59% remaining to be collected.

- **Building Inspection** – Building inspection is higher than budget but still below last year's actuals at the end of July.
- **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 54.67% 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** – We are still down significantly from prior year at this time which is likely due to COVID-19 causing a reduction in traffic and parking. We will expect this to be significantly lower than budget with free downtown parking offered in July.
- **Docks & Wharfs** – Docks revenue has continued throughout July, however we do see less revenues than prior year which is likely due to COVID-19.

- **Environmental Services**

Environmental services user fees are under budget with 60.15% remaining to be collected. 50.80% of Water & Sewer User fees are also still to be collected and Solid Waste still have 42.77% left to collect

- **Blue box collection** – Under budget with the first and second quarter revenues posted. Less recycling than prior year likely due to many businesses being closed when COVID-19 started.

Water & Sewer

- **Water and Sewer** at the end of July there are 6 months of Water & Sewer revenue recorded. This is behind last year's actuals on the report, as last year at the end of July there was 6.5 months of Water & Sewer revenue recorded. Water & Sewer user fees are one month behind budget with 51.91% and 49.67% 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 made to correct this in our system.

Solid Waste

- **Garbage Collection** – Bag tag sales are up considerably from last year and 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 and paying for one bag. 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.
- **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. We will expect to see tipping fees increase more in August.

- **Community Services**

Community Services are below budget with 72.39% left to collect. We have seen very little change in revenues in this functional area as expected from last month with the Recreation Centre being closed due to COVID-19. We will expect to see these revenues start to move again in August as the Recreation Centre reopened July 23rd.

- **Planning and Development**

Planning and Development user fees are under budget with 73.93% 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. This budget was reduced from prior year as there were many events in 2018 that did not return in 2019, and we don't expect them again in 2020. 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.



August 26, 2020

City Council Committee Report

To: Mayor & Council

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 July 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 as well.

Budget:

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

Risk Analysis:

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

Communication Plan/Notice By-Law Requirements:

For information only.

Strategic Plan or other Guiding Document:

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



August 11, 2020

City Council Committee Report

To: Mayor & Council

Fr: Charlotte Edie, Manager of Finance/Treasurer

**Re: 2019 Budget Amendments Approved by the Manager of
Finance/Treasurer or Deputy Treasurer**

Recommendation:

That Council approve the 2019 Budget Amendments Approved by Treasurer or Deputy Treasurer from January 1 to December 31, 2019.

Background:

Under the City of Kenora Procurement Policy, where the Senior Leadership Team Member is unable to reduce a project cost to be within the budgeted amount the Senior Leadership Team Member may identify an appropriate funding source from a budgeted expenditure within the same department or function that has either been completed under budget or has been deemed of a lesser priority by that Senior Leadership Team Member, the Senior Leadership Team Member shall then present this funding option to the Manager of Finance/Treasurer or Deputy Treasurer who have the authority to transfer the budget dollars. As part of this authority, the Manager of Finance/Treasurer or Deputy Treasurer shall be required to report any such transfers to Council on an annual basis for the purpose of passing a budget amendment By-law to formally amend the budget to reflect the reallocation of funds.

The table in the attachment outlines the approvals granted between January 1 and December 31, 2019 by Charlotte Edie, Manager of Finance/Treasurer or Jon Ranger, Deputy Treasurer, which relate to the 2019 budget.

Resolution for Council:

That Council hereby approves an additional allocation of \$6,485 to the Yard Loader capital purchase, to be funded through the Single Axle Roads Truck capital purchase; and further

That Council hereby approves an additional allocation of \$40,464 to the Roads Loader capital purchase, to be funded through the GPS Equipment capital purchase; and further

That Council hereby approves an additional allocation of \$2,681 to the Refurbishment of the 1998 Tandem Tractor, to be funded through the GPS Equipment capital purchase; and further

That Council hereby approves an additional allocation of \$50,333 to the KRC Fire Alarm Replacement, to be funded through the Dectron Repair and the KRC and KMA Structural Review projects; and further

That Council hereby approves an additional allocation of \$21,557 to the Library Accessible Entrance Upgrade project, to be funded through the Library Roof Repair project; and further

That Council hereby approves an additional allocation of \$6,175 to the Anicinabe Park Accessibility Stage Upgrade, to be funded through the Anicinabe Main Building Flooring project; and further

That Council hereby approves an additional allocation of \$67,119 to the First Street Lift Station project, to be funded through the Sultana Pumping Station Electrical Upgrade project; and further

That Council hereby approves an additional allocation of \$8,385 to the WTP SCADA Upgrade project, to be funded through the WTP Energy Saving Retrofit project; and further

That Council hereby approves an additional allocation of \$1,643 to the Roll off Bin capital purchase, to be funded through the Extension of the Scale Building project; and further

That in accordance with Notice By-law Number 144-2007 notice is hereby given that Council intends to amend its 2019 Budget at its September 15, 2020 meeting; and further

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

Budget: These are reallocations within the 2019 budget therefore no additional funds are requested.

Risk Analysis: The risk assessment is low in that no additional funds are being appropriated from the 2019 budget.

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

Strategic Plan or Other Guiding Document: Per Procurement Policy CS 1-1



August 28, 2020

City Council Committee Report

To: Mayor and Council

Fr: Jonathon Ranger, Deputy Treasurer

Re: Water & Wastewater Long Range Financial Plan 2021-2026

Recommendation:

That Council hereby approves the Water and Wastewater Long Range Financial Plan Forecast as required under the Safe Drinking Water Act and Ontario Regulation 453/07.

Background:

The Safe Drinking Water Act was passed in 2002 to address some of the recommendations made by the Walkerton Inquiry report. One of the main requirements of the Act is the mandatory licensing of municipal water providers. Municipal residential systems must be licensed under the Municipal Drinking Water Licensing Program. Licenses are valid for 5 years as long as you: maintain your status as an accredited operating authority; prepare a financial plan and have it approved by your municipal council; have a valid permit to take water; operate your drinking water system according to the conditions in your license.

The substance of the financial plan includes reporting on an inventory of current infrastructure and how it will be maintained and managed going forward (a minimum of 6 years). Municipalities would then be able to report on the full cost of services and how these costs will be recovered and paid for.

The firm of BMA Consulting was hired to prepare the financial plan and it is attached in its entirety in draft form.

Report Summary:

The report identifies that there remains a funding gap for Water & Wastewater infrastructure in Kenora. The City has been proactive in working to address this gap since 2015, when this study was last done.

The report recommends price increases from 2021 to 2026 of 3.1% annually. This means that a monthly Water and Sewer bill for a family that uses 10 cubic meters of water in the month will rise from \$125.66 in 2020 to \$150.90 in 2026.

Budget:

There are no direct budget implications from this report. It will impact the Water & Wastewater budgets for 2021-2026.

Communication Plan/Notice By-law Requirements:

Once approved the financial plan and corresponding resolution must be submitted to the Ministry of Municipal Affairs and Housing.

The financial plan must also be made available to the public through publication on the internet as well as upon request at no charge.

The financial plan and corresponding resolution must also be included in our Drinking Water License Renewal submission at the Water Treatment Plant.

Strategic Plan or other Guiding Document:

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

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

September 8, 2020



City Council Committee Report

To: Mayor and Council

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

Re: Budget Amendment – Art Centre Thermostat Controller Upgrade

Recommendation:

That Council hereby approves a budget amendment in the amount of \$12,000 to be funded through capital donation commitments to upgrade the heating and cooling control controllers; 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 September 15, 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:

The accurate control of environmental conditions and in particular relative humidity is a critical factor in the Art Centre being able to achieve a Class-A standard facility. Since opening, staff, the project Architect and Mechanical Engineers have been working through a number of scenarios in an effort to balance, test and adjusting the buildings' mechanical systems through the integrated heating and cooling systems. The conclusion is that there is the need to improve existing controllers to digital controllers that will then manage the systems with the base measure as being relative humidity versus the existing controllers that manage through temperature. These new digital controllers will enable relative humidity to be maintained at levels that will allow the Art Centre to achieve and maintain a Class-A standard and therefore host exhibits to that standard.

Budget: Capital Donation Commitments funds in the amount of \$12,000.

Risk Analysis: As per the requirements of the ERM policy, there would be an operational risk of losing the Class-A status impacting future revenue opportunities of the Art Centre. The likelihood is at the highest level on the scale of almost certain and an impact of major. The risk will be eliminated with the replacement to the digital controllers as assured by the Architect and mechanical engineers.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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

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

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

September 8, 2020



City Council Committee Report

To: Mayor and Council

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

Re: Budget Amendment-Keewatin Memorial Arena Compressor

Recommendation:

That Council hereby approves a budget amendment in the amount of \$48,800 to be funded through the Keewatin Memorial Arena reserve to replace the MYCON ice plant compressor in the Keewatin Memorial Arena; 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 September 15, 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: The Keewatin Memorial Arena requires two Ice Plant Compressors to manufacture the ice playing surface. The older, 1966 vintage, six cylinder compressor had been recycled from the Kenora Recreation Center a number of years ago and was rebuilt at that time. This August, the unit was scheduled for another rebuild and while that work was being completed it was discovered had an internal bearing and cylinder wall damage rendering the compressor unusable. Due to the age of the unit and the fact that it had been previously rebuilt twice, replacement was determined to be the best option. It is also worth noting that the Keewatin Curling Club is dependent on the compressor to make ice in the Curling Club.

This project was deemed an emergency and completed under the authority of the Procurement Policy.

Budget: Project to be funded by the Keewatin Memorial Arena reserve in the amount of \$48,800.

Risk Analysis: As per the requirements of the ERM policy, there would be a certain operational risk due to the failure of the unit. Impact is seen as being major given the fact the compressor would not operational. The risk will be eliminated with the replacement of the unit.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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

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

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

September 8, 2020



City Council Committee Report

To: Mayor and Council

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

Re: Budget Amendment – Office Renovation – Operations Center

Recommendation:

That Council hereby approves a budget amendment in the amount of \$30,000 to be funded through contingency reserves to construct a new office space at the ground floor entrance of the Operations Center; 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 September 15, 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: Staff conducted a review of customer traffic flows at the Operations Centre. This issue was particularly relevant as a result of new policies and procedures related to COVID. Staff identified an underutilized area at the Operation Center main entrance that can be adapted to operate as a reception area to control access to the building and better serve the public. This area will result in a more functional central point of customer contact. A customer service position that was physically located on the Second Floor of the Operations Centre will be relocated to this area to ensure a presence at all times to greet the customers and direct to other areas of the facility.

Budget: Contingency reserve fund in the amount of \$30,000.

Risk Analysis: As per the requirements of the ERM policy, risk as it relates to COVID transmission represents an extreme risk. This project will help mitigate that risk to staff and the public.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

3-3 The City will ensure customer service excellence is understood and ingrained in the culture and fabric of our organization. The City will commit to a citizen-first approach to maintaining relations with the public

September 8, 2020



City Council Committee Report

To: Mayor and Council

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

Re: Budget Amendment – White Cap Pavilion Emergency Repair

Recommendation:

That Council hereby approves a budget amendment in the amount of \$15,000 to be funded through contingency reserves to repair the White Cap Pavilion skylight; 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 September 15, 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 a wind storm event on Saturday August 16, 2020, the lake side skylight lost one of the three ½" thick Plexiglas panels as a result of the fasteners shearing off. The airborne panel fell to the ground requiring a panel replacement. This situation had previously occurred in June 2017. Staff worked with the manufacturer to improve the previous solution in an effort to mitigate the same situation happening in the future. As a result, the replacement panel will have more fastener attachment points, the fasteners are being upgraded and a safety netting will be installed to prevent debris from striking the ground. In addition, the second skylight will have its fasteners increased and replaced and restraining mesh will be installed.

Budget: Contingency reserve fund in the amount of \$15,000.

Risk Analysis: As per the requirements of the ERM policy, there would be operational risk due to the failure of the unit. Impact is seen as being major to extreme given foot and vehicle traffic in the immediate area. The risk will be eliminated with the replacement of the fasteners and installation of the restraining mesh.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

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

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

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



August 4th, 2020

City Council Committee Report

TO: Mayor and Council

**FR: Stace Gander, Community Services Manager
Josh Nelson, Tourism & Recreation Division Lead**

RE: Keewatin Memorial Arena Concession Contract

Recommendation:

That the request for proposals for food and beverage services for the Keewatin Memorial Arena concession be received by Jennifer Schott for a three year term; and further

That Council of the City of Kenora gives three readings to a bylaw to authorize the execution of an agreement between the Corporation of the City of Kenora and Jennifer Schott for the purpose of Food and Beverages Services at the Keewatin Memorial Arena for the term of September 1, 2020 to August 31, 2023.

Background:

The City of Kenora requested proposals for the supply of food and beverage concession services for the Keewatin Memorial Arena. The purpose of the Food and Beverage Service is to ensure that the Keewatin Memorial Arena is providing quality services through food and beverage products to enhance the program delivery to the visitors of the facilities.

Proposals were to include, but not limited to, intended hours of operation, intended food and beverage menu, facility and equipment requirements, lease payments, proposed initiatives and special conditions.

Budget:

The approved lease amount be allocated into the 2021 operating budget.

Risk Analysis: As per the requirements of the City's ERM Policy, staff have identified a low positive financial risk due to rate structure proposed.

Communication Plan/Notice By-law Requirements:

Tourism & Recreation Division Lead; Finance and Administration; Jennifer Schott

Strategic Plan or Other Guiding Document:

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



September 8, 2020

City Council Committee Report

TO: Mayor and Council

FR: Stace Gander, Manager Community Services

RE: Lease Renewal – Kenora Physiotherapy and Sports Injury Clinic

Recommendation:

That the Mayor and Clerk be hereby authorized to enter into a lease renewal agreement with the Kenora Physiotherapy and Sports Injury Clinic for the use of commercial space located at 18 Mike Richards Way; and further

That the appropriate by-law be passed for this purpose.

Background:

In May 2011, The Corporation of the City of Kenora entered into a lease agreement with the Kenora Physiotherapy and Sports Injury Clinic 'The tenant' for commercial space located at 18 Mike Richards Way for a term of five (5) years. The agreement included a five (5) year renewal term. In July 2015, the tenant renewed their lease and per Section 4 of that lease, there was an option to renew for one additional five (5) years term. In June 2020, staff entered into a negotiation process with the tenant. Negotiations have resulted in an agreement on a two% (2) increase in the base rent for each year over the course of the term. Operating costs will continue to be adjusted annually in accordance with the Consumer Price Index of Thunder Bay, Ontario. The new lease will expire July 31, 2025. Under the new lease, the lease can be extended for an additional five (5) term if both parties agree to a lease extension at that time.

Budget:

Total revenues of \$26,180 will be collected annually for the term of the lease for base rent.

Risk Analysis: There is low operational and financial risk associated with the approval.

Communication Plan/Notice By-law Requirements:

Finance, Property and Planning, Filing

Strategic Plan or other Guiding Documents:

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



August 24, 2020

City Council Committee Report

To: Mayor and Council

Fr: Kevan Sumner, City Planner

Re: Acquisition of Land at Former Jaffray Melick Municipal Office Site

Recommendation:

That Council hereby directs administration to acquire property identified as "Outen Strip", legally known as Part 1 23R6322, to enable the unencumbered future transfer of property containing the former Jaffray Melick municipal office.

Background:

Development Services staff have been preparing for the future disposition of the municipal property that was the former site of the Jaffray Melick municipal office and public works garage. While researching the property title, staff identified that portions of the property identified as the "Outen Strip" were not included in the land title and a portion of the former municipal office building appear to encroach on these parcels. The subject lands are identified as Part 1 23R 6322. A map provided by Service Ontario has been attached as Exhibit 1 to this report. The transverse strip is identified in blue. Title records indicate that the last identifiable owner of this property, Mr. Colin Outen, died in 1959.

In discussions with legal counsel, it was determined that the best option was to begin the process of acquisition as set out in the *Expropriations Act*. This process will require that the City provide notice in the newspaper for three consecutive weeks. If an owner is identified as a result of the notice, or otherwise, they will have the right to request a hearing.

Acquiring this parcel through the *Expropriations Act* will facilitate the future sale of this property, as any future purchaser will have clear title to the full property.

Budget:

There will be costs associated with the process of preparation of plans, publication of notices, and legal fees. Staff anticipate the costs to be recovered via future disposition.

Risk Analysis:

There is a moderate legal risk given the possibility that a descendant of Mr. Outen or some other individual(s) may be discovered who can claim ownership of the parcel identified. If so, this process could be delayed or contested which may lead to additional costs incurred.

Communication Plan/Notice By-law Requirements:

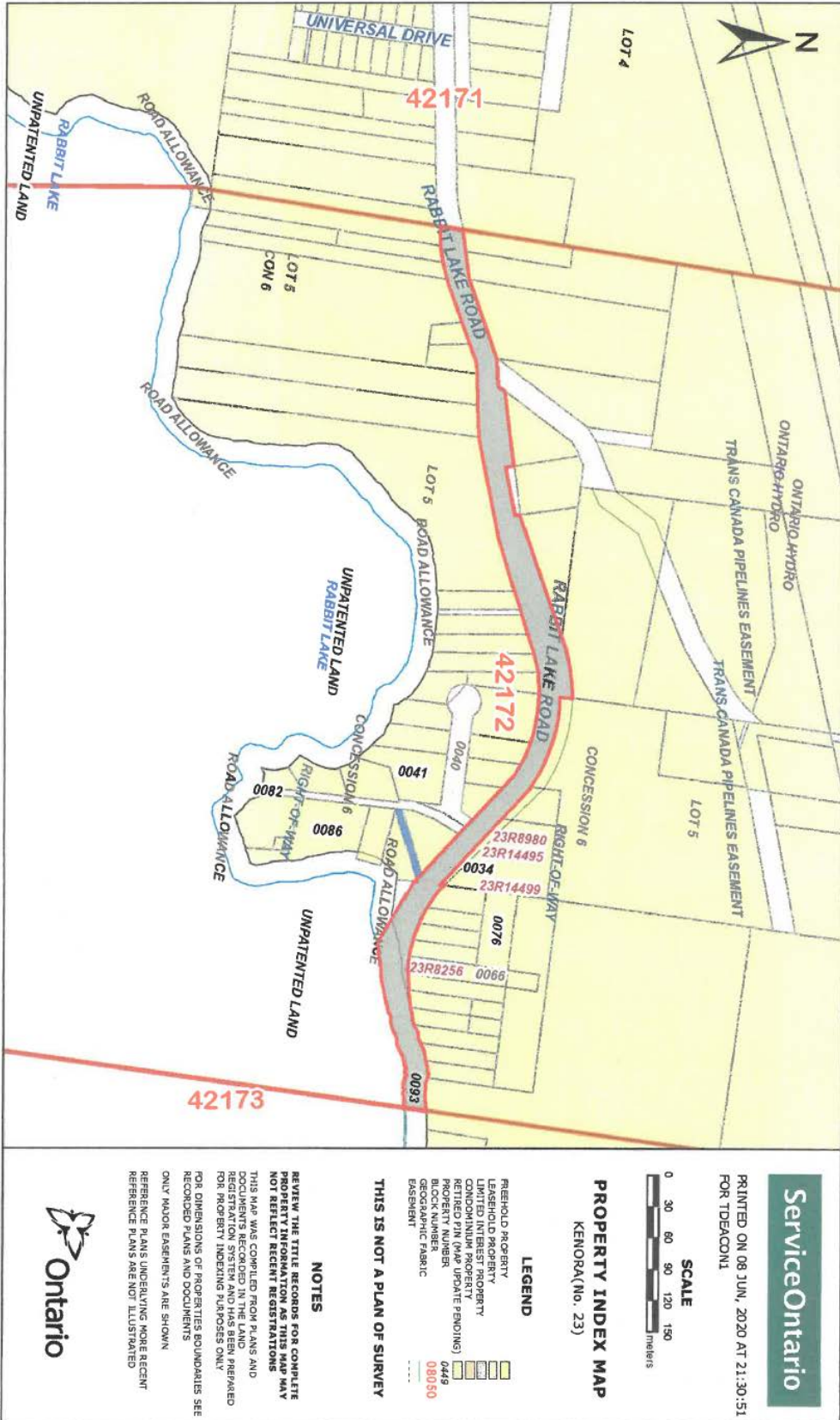
Manager of Development Services, Manager of Operations, Municipal Solicitor

Strategic Plan or other Guiding Document:

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

Exhibit 1

Service Ontario Map, Subject property identified as Part 1 23R6322. Referred to internally as the 'Outen Strip'





August 31, 2020

City Council Committee Report

To: Mayor and Council

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

**Re: Harbourfront Business Development Plan Implementation-
Application to the Tourism Economic Development Recovery
Fund**

Recommendation:

That Council of the City of Kenora approves an application to the Tourism Economic Development and Recovery Fund (TEDRF) in the amount of \$40,000 for the delivery of detailed design and tender ready drawings to implement the Harbourfront Business Development Plan; and further

That Council confirms its financial commitment of \$235,000 for the project; and further

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

Background:

This recommendation is supplementary to the report previously presented. The funding applications to FedNor and NOHFC for this project were approved by Council on July 21, 2020, and staff are seeking further funding through the TEDRF program. Application to this program is positioned to reduce the City of Kenora contribution to total project costs.

The TEDRF program aims to support projects that will increase tourism visitation and visitor spending in Ontario and matches funding to a maximum of 50 percent of total cash expenses. Activities supported by this fund typically range from \$20,000 - \$40,000 per discussion with the program officer.

Budget:

The total estimated project costs are \$975,000. This project was approved through the five year capital budget process. At its June 5, 2020 meeting, the Lake of the Woods Development Commission Board of Directors approved a \$50,000 partner contribution to this project to be funded through Municipal Accommodation Tax revenues. Council had previously approved applications to NOHFC and FedNor in the amounts of \$325,000 each. Support through TEDRF will reduce the City of Kenora contribution from \$275,000 to \$235,000. Project assistance through senior levels of government is estimated at 70.77% of total cost.

Risk Analysis: There is a critical financial risk given the magnitude of the project. Risk will be mitigated through funding applications to senior levels of government and local partnerships.

There is also a positive governance risk that is deemed to be an opportunity to support local business development and draw tourists back into Kenora as COVID-19 recovery begins.

Communication Plan/Notice By-law Requirements: By-law required when funding agreement is received from TEDRF.

Strategic Plan or other Guiding Document:

- 1-1 The City will provide clear and decisive leadership on all matters of economic growth in Kenora and the surrounding district;
- 2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems;
- 2-4 The City will act as the catalyst for continuous improvements to the public realm.



August 18, 2020

City Council Committee Report

To: Mayor and Council

**Fr: Kevan Sumner, City Planner
Melissa Shaw, Planning Analyst**

Re: Closure of Roads and Declaration of Surplus Land – Property Located described as the “Old Government Road”

Recommendation:

That the Council of the City of Kenora declares the following City owned lands as surplus to the requirements of the Municipality, and that a portion of the “Old Government Road” be closed; and further

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

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

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

That the Mayor and Clerk are authorized to give three readings to a By-law to execute an agreement between the Corporation of the City of Kenora and Lana Richards for the sale of land.

Background:

In May, 2019 the Planning Department received a request from a Lana Richards, property owner at 432 Mellick Ave to purchase a portion of City Road Allowance, generally described as the “old Government Road” for a lot addition to address a septic system replacement.

In an email received from Doug Vergunst, Tobacco Enforcement Officer and Chief Building Official, Northwestern Health Unit, on May 16, 2019, it was confirmed that a new septic system would not fit in front of the home where the present system is located. The Northwestern Health Unit recommended that the property owner look to acquire additional lands at the rear of the property to accommodate the replacement of an existing septic system. A survey sketch of the Part to be acquired is attached to this report.

In compliance with the City’s policy for land disposition, the applicant has provided a complete application. On February 21, 2020 Notice was provided to all property owners within 60m of the subject land informing the closure of a portion of unopened road allowance known as Old Government Road.

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

Risk Analysis: There is an inherent risk of moderate public disapproval for a transfer of City property; however the risk was mitigated by giving notice of the receipt of the

applications for purchase of lots, and intent to close the road, and declare the lands surplus. It is recommended that the City pursues in accordance with the City's Policy for Land Disposition.

Communication Plan/Notice By-law Requirements:

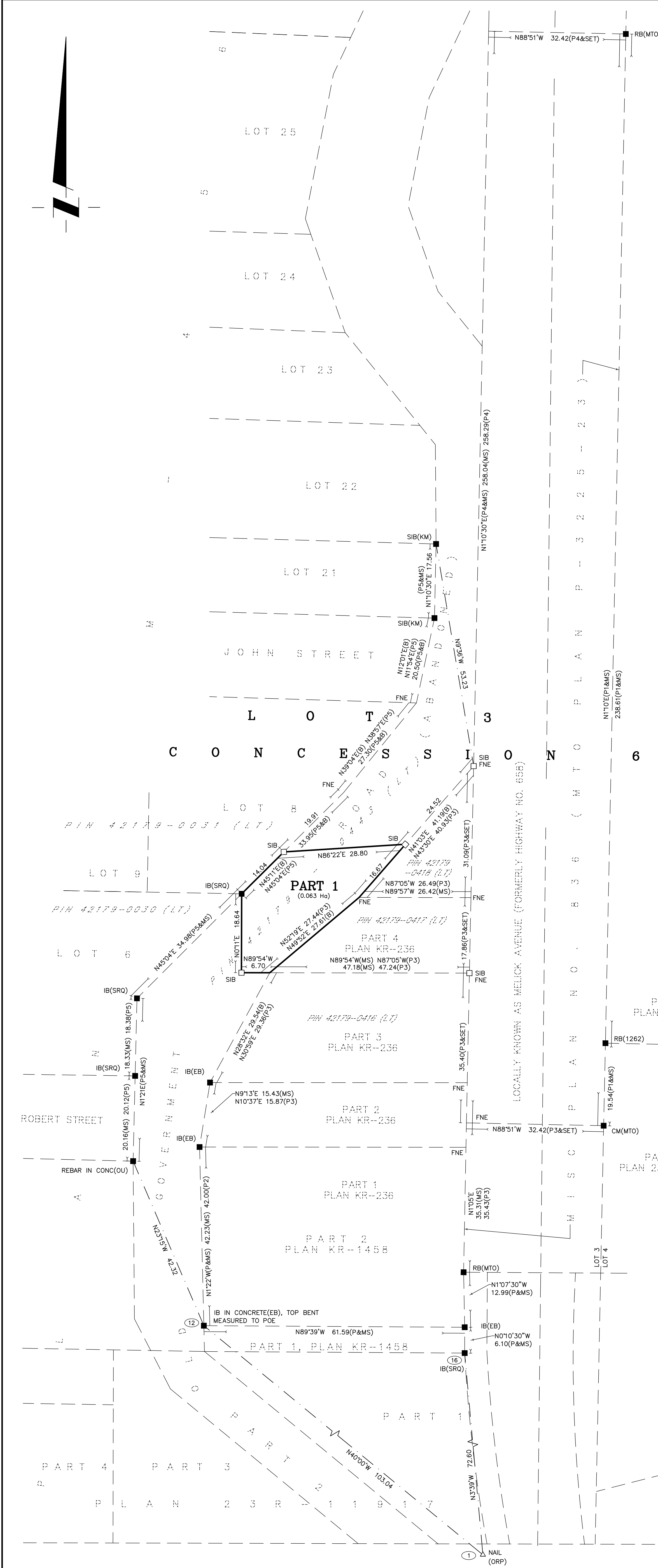
Per the City's Sale of Land Policy, Notice By-law, Committee of a Whole and Council Agendas.

Strategic Plan or Other Guiding Document:

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

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

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



PLAN 23R-

RECEIVED AND DEPOSITED
DATE: -----

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF KENORA

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

PART	LOT	CON.	PIN	AREA (ha)
1	PART OF LOT 3	CONCESSION 6	PART OF 42179-0443(LT)	0.063

PLAN OF SURVEY OF
PART OF
LOT 3, CONCESSION 6
GEOGRAPHIC TOWNSHIP OF JAFFRAY
CITY OF KENORA
DISTRICT OF KENORA
ERIC RODY, OLS

SCALE 1 : 500
10 5 0 10 20 30 METRES

METRIC: DISTANCES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471.

BEARING NOTE
BEARINGS AND COORDINATES ARE UTM GRID, DERIVED FROM STATIC GPS OBSERVATIONS PROCESSED USING NATURAL RESOURCES CANADA PRECISE POINT POSITIONING ON NAIL 1 AND MONUMENT 12 TO YIELD A GRID BEARING OF N 40°00' W, NAD 83 CSRS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 15 (93° W LONGITUDE) (2010).

ROTATION NOTE
FOR BEARING COMPARISONS, A ROTATION OF 1°06' (CLOCKWISE) WAS APPLIED TO BEARINGS ON P1, P4, AND P5, A ROTATION OF 3°07' (CLOCKWISE) WAS APPLIED TO BEARINGS ON P2, P3 TO CONVERT TO UTM BEARINGS.

SCALE FACTOR NOTE
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999688.

LEGEND

- ----- DENOTES - SURVEY MONUMENT FOUND
- ----- DENOTES - SURVEY MONUMENT PLANTED
- IB ----- DENOTES - IRON BAR
- RB ----- DENOTES - ROUND IRON BAR
- SSIB ----- DENOTES - SHORT STANDARD IRON BAR
- SIB ----- DENOTES - STANDARD IRON BAR
- CM ----- DENOTES - CONCRETE MONUMENT
- B ----- DENOTES - BALANCED PLAN INFORMATION
- FNE ----- DENOTES - FOUND NO EVIDENCE
- OU ----- DENOTES - ORIGIN UNKNOWN
- POE ----- DENOTES - POINT OF ENTRY
- MTO ----- DENOTES - MINISTRY OF TRANSPORTATION ONTARIO
- 1262 ----- DENOTES - R. M. JOHNSON, O.L.S.
- EB ----- DENOTES - E. D. SEWELL, O.L.S.
- SRO ----- DENOTES - SUTCLIFFE RODY QUESNEL INC.
- KM ----- DENOTES - MURRAY GRAHAM, O.L.S.
- MTO ----- DENOTES - MINISTRY OF TRANSPORTATION ONTARIO
- P ----- DENOTES - PLAN 23R-11917
- P1 ----- DENOTES - PLAN 23R-11479
- P2 ----- DENOTES - PLAN KR-1958
- P3 ----- DENOTES - PLAN KR-236
- P4 ----- DENOTES - PLAN P-2317-23 (LT33798)
- P5 ----- DENOTES - PLAN M-456

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. - THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
2. - THE SURVEY WAS COMPLETED ON 2020 04 20

KENORA, ONTARIO
DATE: ----- ERIC RODY
ONTARIO LAND SURVEYOR

INTEGRATION COORDINATE TABLE

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

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

POINT NO.	NORTHING	EASTING
1	5515517.18	392823.39
12	5515596.11	392757.15
16	5515589.63	392818.77

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

RUGGED GEOMATICS INC.

WWW.RUGGEDGEOMATICS.COM
ERIC.RODY@RUGGEDGEOMATICS.COM
(807) 468-8516

138 MAIN STREET SOUTH
KENORA, ONTARIO, P9N 1S9
CANADA

ONTARIO LAND SURVEYORS
CANADA LANDS SURVEYORS

PARTY CHIEF: KYLE CRESWICKE
CHECKED BY: ERIC RODY, O.L.S., C.L.S.
FILE: SK20019 DRAWN BY: TAYLOR MCBRIDE