



# City of Kenora Committee of the Whole Agenda

Monday, October 3, 2022

9:00 a.m.

City Hall Council Chambers

Live Stream Access: <https://kenora.civicweb.net/Portal/>

## 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 October 7, 2022 meeting:-

- Council will amend their December meeting schedule to reflect the December Committee of the Whole date being December 6 at 9 a.m.

**Blessing & Land Acknowledgement** – Councillor Smith

## 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 September 13, 2022 be confirmed as written and filed.

## D. Deputations/Presentations

- Randy Nickle – A&W Kenora – Rural & Northern Immigration Program
  - Michael Roma, RC Strategies – Parks & Recreation Master Plan

## E. Reports:

### 1. Corporate Services & Finance

Item Subject

- 1.1. August 2022 Financial Statements
- 1.2. Budget Amendments Approved by Director of Finance/Deputy Treasurer
- 1.3. December Meeting Series Date Change

## 2. Fire & Emergency Services

Item Subject

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No Reports

## 3. Engineering & Infrastructure

Item Subject

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No Reports

## 4. Community Services

Item Subject

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4.1 Operation & Maintenance of Coney Island Park Agreement

4.2 Parks & Recreation Master Plan

## 5. Development Services

Item Subject

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5.1 Application to NOHFC & FedNor – McLeod Park Phase II

5.2 Advocacy for Rural & Northern Immigration Pilot

### Other:

#### Next Meeting

- Tuesday, December 6, 2022

#### 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) Educating & Training Members of Council (1 matter-CAO update)

**Adjournment.**



September 27, 2022

## City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Re: August 2022 Financial Statements

### Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora at August 31, 2022.

### Background:

Attached for your information, please find the August 2022 summary expense by department and user fee statements for the City of Kenora including the Council department. At the end of August, if expenditures were uniform, 66% of the budget should be used with 33% of the budget remaining.

### Overall: General Operations

There are significant differences in several departments between 2022 and 2021. Often both the revenues and expenditures are less in 2021, however 2021 was impacted by COVID.

- Expenses at the end of August 2022 were under budget with 39% remaining to be spent.
- User fee revenues to the end of August 2022 are under budget with 45% left to collect.

Significant differences in the general operations are as follows:

- Police commission – expenses appear to be over budget however \$23,772 for the Strategic Plan was not included in the original budget and was approved as a budget amendment.
- Roads departments – are under budget as a result of costs being allocated to the disaster relief accounts.
- Docks and wharfs – maintenance on these is under budget. Many docks were under water in the spring/early summer so they could not be maintained. Major repair work due to the flooding will be included in the flood relief claim.
- Winter Control Maintenance – balance is considerably higher than 2021 due to several significant winter events. Shortfalls will come out of the winter maintenance reserve. This will be determined once all 2022 expenditures have been recorded.
- General vehicles and equipment – the insurance allocation was posted in January this year, fuel costs are higher than usual due to the winter control activity.
- Operations Administration – department is under budget due to a vacancy in the Director position.
- Recycling Facility – contracted services is under budget as we are receiving better cardboard prices from Cascades. We are receiving \$85/ton in 2022 as opposed to \$25/ton historically.

- Development Services – department is under budget due to vacancies mainly the Director position.
- Starter Company – new programs initiated; increase in corresponding funding.

**Overall: Sewer and water**

- Expenses at the end of August 2022 were under budget with 48% remaining to be spent.
- User fee revenues to the end of August 2022 are under the budget target with 38% left to collect. Revenues will catch up with the accrual of the month of December at year end.

**Overall: Solid Waste**

- Expenses at the end of August 2022 were under budget with 39% remaining to be spent.
- User fee revenues to the end of August 2022 are at budget with 34% to be collected. Garbage collection revenues (31% remaining) are over budget due to the surge in bag tag sales prior to the rate increase in July. Transfer station revenues appear to be under budget however the budget reflects the July increase in tipping fees, revenues are expected to be caught up in the remainder of the year.

**Emergency Measures**

Flood related expenditures to the date of this report are as follows:

- |                      |                 |
|----------------------|-----------------|
| • Emergency measures | \$47,872        |
| • Roads              | \$634,108       |
| • Parks              | <u>\$28,444</u> |
|                      | \$710,424       |

This represents the actual invoices posted.

**Strategic Plan or other Guiding Document:**

Our Mission: To be an accountable, collaborative, and informed team that takes pride in delivering value-added municipal services.

Corporate value: We administer municipal finances in a prudent, accountable, and transparent manner that is mindful of the financial implications of our daily decisions.

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



September 23, 2022

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: 2021 Budget Amendments Approved by the Director of Finance or Deputy Treasurer**

### **Recommendation:**

That Council approve the 2021 Budget Amendments Approved by the Director of Finance or Deputy Treasurer from January 1 to December 31, 2021.

### **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 Director of Finance or Deputy Treasurer who have the authority to transfer the budget dollars. As part of this authority, the Director of Finance 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, 2021 by Charlotte Edie, Director of Finance which relate to the 2021 budget.

### **Resolution for Council:**

That Council hereby approves an additional allocation of \$6,590 to the Network Upgrade capital project and \$3,173 to the Operations DVR project, to be funded through the City Hall DVR capital project; and further

That Council hereby approves an additional allocation of \$5,145 to the Sidewalk Plow capital purchase, to be funded through another Sidewalk Plow capital purchase; and further

That Council hereby approves an additional allocation of \$6,988 to the Sidewalk Sander capital purchase, to be funded through the Sidewalk Plow capital purchase; and further

That Council hereby approves an additional allocation of \$1,852 to the Tandem Sander/Plow capital purchase, to be funded through the Sidewalk Plow capital purchase; and further

That Council hereby approves an additional allocation of \$1,852 to the Tandem Sander capital purchase, to be funded through the Sidewalk Plow capital purchase; and further

That Council hereby approves an additional allocation of \$11,107 to the MPV3 plow purchase, to be funded through the Sidewalk Plow purchase; and further

That Council hereby approves an additional allocation of \$15,000 to the Norman Park Ramp project, to be funded through the Washroom Retrofit project; and further

That Council hereby approves an additional allocation of \$2,775 to the KRC Ammonia Room Exhaust project, to be funded through the Arena Lighting project; and further

That Council hereby approves an additional allocation of \$276,629 to the North Hamilton pumping station upgrade project, to be funded through the Replacement of Wastewater Pumps, the Delta to Wye Conversion and the Generator Replacement; and further

That Council hereby approves an additional allocation of \$18,790 to the Replacement of the Leaking Roof at the Wastewater Treatment Plant, to be funded through the Sand Extractor Upgrade project; and further

That Council hereby approves an additional allocation of \$313,972 to the Watermain Program, to be funded through the Wastewater Collection Program; and further

That in accordance with Notice By-law Number 144-2007 notice is hereby given that Council intends to amend its 2021 Budget at its October 7, 2022 meeting; and further

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

**Budget:** These are reallocations within the 2021 budget therefore no additional funds are requested.

**Risk Analysis:** The risk assessment is low in that no additional funds are being appropriated from the 2021 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 AF 1-1, Paragraph 16.1.



The following table outlines the approvals granted between January 1 and December 31, 2021 by Charlotte Edie, Director of Finance which relate to the 2021 budget.

Item	From	To	Amount	Notes
Network upgrades	DVR-City Hall 21.125.01	Network upgrades 21.134.01 DVR-Operations 21.390.01	\$6,590 \$3,173	Both projects were to come from the same reserve.
Sidewalk plow	Sidewalk plow 21.393.01	Sidewalk plow 21.393.02	\$5,145	Purchase of one plow over budget and one under budget.
Sidewalk sander	Sidewalk plow 21.393.01	Sidewalk sander 21.393.03	\$6,988	Sidewalk plow under budget; extra funds used for sander.
Tandem sander/plow	Sidewalk plow 21.393.01	Tandem sander/plow 21.393.08	\$1,852	Sidewalk plow under budget; extra funds used for sander/plow.
Tandem sander	Sidewalk plow 21.393.01	Tandem sander 21.393.09	\$1,852	Tandem sander over budget; extra funds used for tandem sander.
MPV3 plow	Sidewalk plow 21.393.01	MPV3 plow	\$11,107	Excess funds from sidewalk plow used to purchase MPV3 plow.
Norman Park ramp	Washroom retrofit 21.714.01	Norman Park ramp and pathway	\$15,000	Per by-law #52-2021. Funding used for ramp instead of washroom.
KRC ammonia room exhaust	New lights for arena 21.732.01	Ammonia room exhaust 21.732.02	\$2,775	Over budget amount for exhaust covered by under spending for arena lights.
North Hamilton pumping station upgrade	Replacement of wastewater pumps 21.412.01 Delta to Wye conversion	North Hamilton pumping station upgrade 21.412.02	\$276,629	More work than anticipated at North Hamilton pumping station; overage covered by 3 other

	21.412.03 Standby generator replacement 21.412.04			pumping station projects.
Replacement of leaking roof wastewater treatment plant	Upgrade sand extractor 21.413.03	Replacement of leaking roof wastewater treatment plant 21.413.04	\$18,790	Sand extractor project not as involved as anticipated; excess funds used for roof repair.
Watermain program	Wastewater collection program 21.411.01	Watermain program 21.431.01	\$313,972	Wastewater program underspent; portion of the excess used for the watermain program.





September 28, 2022

## City Council Committee Report

**To:** Kyle Attanasio, CAO

**Fr:** Heather Pihulak, Director of Corporate Services/City Clerk

**Re:** December Meeting Series

**Recommendation:**

That Council hereby amends the 2022 Council meeting calendar to reflect the December Committee of the Whole meeting date be rescheduled to Tuesday, December 6, 2022.

**Background:**

There is an administrative conflict on the December 13<sup>th</sup> regular Committee of the Whole meeting date. Administration is requesting the meeting date change from December 13<sup>th</sup> to December 6<sup>th</sup> with the Regular Council meeting remaining on December 20<sup>th</sup>.

**Budget:** There is no budget impact to this request.

**Risk Analysis:** There is a low risk associated with this report.

**Communication Plan/Notice By-law Requirements:** public notice required

**Strategic Plan or other Guiding Document:** administrative only



October 3, 2022

## City Council Committee Report

**To: Kyle Attanasio, CAO**

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

**Re: Coney Island Beach – Operation and Maintenance of Coney Island Park**

### **Recommendation:**

That Council of the City of Kenora gives three readings to a bylaw authorizing an agreement between the City of Kenora and Jennifer Schott for the purpose of providing operations and maintenance of Coney Island Park for a three year term including 2023, 2024 and 2025.

### **Background:**

The City of Kenora undertook an expressions of interest for the operation and maintenance of Coney Island Park.

The expression of interest included a number of deliverables necessary to successfully fulfill the agreement which included, but not limited to; daily cleaning, weekly garbage removal, lawn and park maintenance, dock oversight, operation of the concession, facility cleaning and oversight.

Staff received two proposal and the successful proponent was Jennifer Schott. Financial details of the Agreement are as follows:

<b>YEAR</b>	<b>REVENUE</b>
2023	\$14,500
2024	\$14,500
2025	\$14,500

### **Budget:**

The approved lease amount will be included in future operating budgets.

### **Risk Analysis:**

There is minimal risk associated with this lease agreement. The proponent has operated the concession for the past four years without any issues.

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

Tourism & Recreation Manager; Finance and Administration; Jennifer Schott

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

Goal 3.1 – Deliver coordinated four-season cultural and recreational infrastructure, programs, and events.



October 3, 2022

## City Council Committee Report

**To:** Kyle Attanasio, Chief Administrative Officer

**Fr:** Stace Gander, Director of Community Services  
Josh Nelson, Tourism & Recreation Manager

**Re:** Parks and Recreation Master Plan

### **Recommendation:**

That Council hereby accepts the Parks and Recreation Master Plan.

### **Background:**

At a Regular Council meeting held April 20, 2021 Council approved a budget amendment in the amount of \$100,000 funded through Contingency Reserves for a Parks and Recreation Master Plan.

Following budget approval, Administration conducted a thorough request for proposal process with RC Strategies being the successful proponent. The plan is to provide the municipality with a breakdown of the recreational and parks assets that the City has and benchmark those assets by category to other municipalities from a best practices standpoint.

This project also involved extensive community and user engagement. It also included a thorough review of previous guiding reports and plans that had sunsetted.

Through the benchmarking and engagement exercises, the plan sets out a series of recommendations across the short, medium and long term. The Plan will help provide direction to staff and Council in the coming years as we develop annual departmental work plans, budgets, capital projects, and apply for funding to help further Parks and Recreation assets and programming in Kenora.

**Budget:** This project was built into the 2021 and 2022 Capital Plan.

**Risk Analysis:** There is low risk to accepting the final strategy as it will allow staff to proceed with implementation of future activities.

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

**Strategic Plan or other Guiding Document:** This document provides the new direction for the City of Kenora from 2023 and beyond.



October 3, 2022

## City Council Committee Report

**To:** Kyle Attanasio, CAO

**Fr:** Stace Gander, Director of Community Services  
Megan Dokuchie, Economic Development Officer

**Re:** Applications to the Northern Ontario Heritage Fund Corporation  
and FedNor – McLeod Park Phase 2

### **Recommendation:**

That Council approves an application to the Northern Ontario Heritage Fund Corporation (NOHFC) in the amount of \$558,123 for the second phase rehabilitation and renovation of McLeod Park; and further

That Council approves an application to FedNor in the amount of \$558,123 for the second phase rehabilitation and renovation of McLeod Park; and further

That Council confirms its financial commitment of up to \$124,026 for the project to be funded through Municipal Accommodation Tax revenues and the Future Land Development Reserve; and further

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

### **Background:**

The City of Kenora 2022-2027 Strategic Plan, 2021 Five Year Economic Development and Tourism Strategy and 2020 Economic Recovery Plan prioritize the implementation of the 2019 Harbourfront Business Development Plan – specifically, the delivery of capital work in the McLeod Park and Husky the Muskie zones.

Through workshop sessions with both internal staff and Council, the consulting team had identified the opportunity to include additional elements at McLeod Park that were not initially contemplated during the Harbourfront master planning process. Potential amenities that were considered include, but are not limited to: additional picnic areas, playground elements, improved accessibility components, fishing pier/stage area, tiered seating, washroom rehabilitation, site feature signage, enhanced lighting and pergola. This resulted in an increased project cost due to the addition of other amenities.

The City of Kenora was successful in receiving 90 percent funding to refurbish Husky the Muskie and commence the Phase 1 renovation at McLeod Park in 2022. The City contribution to the project was funded through the Municipal Accommodation Tax.

Staff have identified an opportunity to seek additional funding for this project through NOHFC and FedNor to undertake the second phase of improvements at McLeod Park. This specific project will include, but not be limited to: refurbishment of the tugboat decking, accessibility improvements to the ramp, log terrace seating, landscaping, interpretive elements, and construction of pier/stage area. Several scopes of work

anticipated to be completed in 2022 have been moved to this phase of the project including enhanced lighting, construction of the fall log seating area and development of the pergola shade structure.

Delivery of this project will complete Zones 1 and 2 of the Harbourfront Business Development Plan.

**Budget:** Total budget based on 2022 tender results and detailed estimates is approximately \$1,240,272. Funding assistance from senior levels of government will be requested at 90 percent of total costs. The municipal contribution of \$124,026 will be supported through Municipal Accommodation Tax revenues (\$50,000) and the Future Land Development Reserve (\$74,026).

**Risk Analysis:** This application has the potential to significantly reduce financial risk to the City as it endeavours to complete this project. There is risk to not apply. If applications are approved, the project will be supported at 90 percent funding.

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

**Strategic Plan or other Guiding Document:**

2022-2027 Strategic Plan

Complete the Harbourfront Business Development Plan Detailed Design and begin implementation with a focus on McLeod Park and Husky the Muskie.

2021 Five Year Economic Development and Tourism Strategy

Implement recommendations of the Harbourfront Business Development Plan.

Kenora's Economic Recovery Plan

Prioritize investment into Kenora's Harbourfront to stimulate the local economy and attract both local residents and tourists.



October 3, 2022

## City Council Committee Report

**To: Kyle Attanasio, CAO**

**Fr: Stace Gander, Director of Community Services  
Megan Dokuchie, Economic Development Officer  
Allyson Pele, Manager of the Northwest Business Centre**

**Re: Rural and Northern Immigration Pilot**

### **Recommendation:**

Whereas the Government of Canada announced the Rural and Northern Immigration Pilot in 2019 to assist in attracting and retaining skilled immigrants in Canada's rural and northern communities in response to labour market challenges; and

Whereas the City of Kenora had supported an application to be a host community under the Rural and Northern Immigration Pilot in partnership with the Lake of the Woods Business Incentive Corporation; and

Whereas the City of Kenora was not selected as a host community; and

Whereas the City of Kenora, local businesses and other community partners have, since that time, advocated for the Rural and Northern Immigration Pilot to be expanded to include additional communities; and

Whereas the recent geographic expansion of the Thunder Bay catchment area for the Rural and Northern Immigration Pilot announced in August 2022 did not include the City of Kenora;

Therefore Be It Resolved That Council hereby petitions the Government of Canada and the Thunder Bay Community Economic Development Commission to include the City of Kenora in the Thunder Bay catchment area for the Rural and Northern Immigration Pilot or as a standalone community.

### **Background:**

The City of Kenora had previously supported an application to the Rural and Northern Immigration Pilot (RNIP) in 2019. This pilot was aimed at attracting and retaining skilled immigrants in Canada's rural and northern communities in response to labour market challenges. Ultimately, the City of Kenora was not successful in being selected a host community in Northern Ontario, however, has advocated over the past few years to senior levels of government to expand the pilot beyond the current communities of Thunder Bay, Sudbury, North Bay, Sault Ste. Marie and Timmins.

The Government of Canada recently announced a geographic expansion of the catchment area for the Thunder Bay pilot in August 2022. The expanded catchment area now includes the following communities:

- City of Thunder Bay
- Town of Atikokan
- Town of Fort Frances
- Town of Rainy River
- City of Dryden
- Town of Emo
- Municipality of Greenstone
- Town of Marathon
- Township of Dorion
- Township of Manitouwadge
- Township of Nipigon
- Township of Schreiber
- Township of Terrace Bay
- Township of Red Rock
- Municipality of Sioux Lookout
- Township of Ignace

While other communities in the Kenora District have been included, the City of Kenora was omitted in this geographic expansion. Staff have continued to support employers in the attraction and retention of newcomers to assist in alleviating the labour shortage in the community wherever possible.

**Budget:** No impact to budget.

**Risk Analysis:** There is moderate governance risk associated with this report that should be accepted.

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

**Strategic Plan or other Guiding Document:**

**Five Year Tourism and Economic Development Strategy**

Objective 2.2 – Support the growth and retention of local businesses and emerging sectors.