



City of Kenora

Committee of the Whole Agenda

Wednesday, May 10, 2023

9:00 a.m.

City Hall Council Chambers

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

A. Public Information Notices

As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at its May 17, 2023 meeting:-

- Establish the 2023 tax rates & ratios
- Amend the 2023 Operating & Capital Budget for the following purposes:
 - to withdraw funds from debt financing in the amount of \$95,942 to offset the cost of the purchase of a fire tanker truck
 - to withdraw funds from the Roads Reserve in the amount of \$124,900 to offset the cost of the line painting works

Land Acknowledgement

Councillor Van Belleghem

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 April 12, 2023 be confirmed as written and filed.

D. Deputations/Presentations

- Beth Chevalier, Kenora Minor Baseball
- BEHR Integrated Solutions - Master Fire Plan Presentation
 - Prudent Investors - Investment Presentation
 - Planning 101 Presentation/Training

E. Reports:

1. Administration / Finance / Human Resources

Item Subject

- 1.1. Council Committee Work Update
- 1.2. 2023 Tax Rates & Ratios
- 1.3. 2023 BIZ Levy
- 1.4. Bail Reform Advocacy
- 1.5. Municipal Milestone and Retirement Policy #HR-2-15
- 1.6. Q1 Human Resources Risk & Insurance Department Report
- 1.7. Q1 Corporate Services Department Report

2. Fire & Emergency Services

Item Subject

- 2.1 Fire Services Master Plan
- 2.2 Budget Amendment – Fire Tanker Truck and Award of Contract
- 2.3 Q1 Fire & Emergency Services Department Report

3. Engineering & Infrastructure

Item Subject

- 3.1 Budget Amendment–2023 Municipal Line Painting Contract
- 3.2 Accessible Parking Addition-Moncrief Construction Sports Centre
- 3.3 Accessible Parking Removal-Knox United Church
- 3.4 Q1 Engineering & Infrastructure Department Report

4. Recreation & Culture

Item Subject

- 4.1 Request for User Fees to be Waived at Moncrief Construction Sports Centre
- 4.2 Q1 Recreation & Culture Department Report

5. Development Services

Item Subject

- 5.1 Development Contribution Analysis and Review
- 5.2 Amendment to the Municipal Capital Facilities By-law
- 5.3 Q1 Economic Growth & Recovery Department Report

Proclamations:

- Children's Mental Health Week – May 1-7, 2023
- Lyme Disease Awareness Month – May 2023

Other:

Next Meeting

- Tuesday, June 14, 2023

Motion - Adjourn to Closed Meeting:

Pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization will be provided for Committee to move into a Closed Session to discuss items pertaining to the following: -

- i) Personal Matters about an Identifiable Individual (1 matter-Sustainability Advisory Committee Application)
- ii) Educating & Training Members of Council (2 matter-Mayor & CAO updates)
- iii) Personal matters about an identifiable individual (1 matter-development)

Adjournment.



May 5, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Re: 2023 Tax Ratios and Rates

Recommendation:

That Council hereby adopts Revenue Neutral Tax Ratios for 2023 to mitigate assessment impacts between property classes; and

That Council hereby provides three readings to the following By-laws:

A By-law to set tax ratios and to set tax rate increases for the prescribed property classes and subclasses for municipal purposes for the year 2023; and

A By-law to adopt the estimates for all sums required for the year, to establish rates to be levied for same and to provide for penalty and interest in default of payment thereof for 2023; and further

That in accordance with Notice By-law #160-2022, public notice is hereby given of Council's intention to set tax ratios and tax rates for 2023 at its May 17th, 2023 meeting.

Background:

The City of Kenora applies Revenue Neutral Tax ratios to distribute the tax burden proportionately between the property classes. This strategy ensures that residential property owners do not shoulder the burden.

The following chart demonstrates the impact of the application of the 2023 tax ratios as compared to the residential property tax class, with the residential class being equal to one.

**CITY OF KENORA
TAX RATIOS**

Property Class	2023 Ratios	2022 Ratios
Residential	1.000000	1.000000
New Multi Residential	1.100000	1.100000
Multi-Residential	1.551067	1.551067
Commercial	2.081701	2.103936
Shopping Centre	2.957558	2.989149
Office Building	2.515621	2.542491
Parking / Vacant Land	1.711177	1.729455
Industrial	2.311719	2.197247
Large Industrial	3.006908	2.858011
Landfill	1.100000	1.100000
Pipeline	1.546957	1.546957
Farmlands	0.250000	0.250000
Managed Forest	0.250000	0.250000

Due to the COVID-19 pandemic, the Ontario government postponed the 2020 Assessment Update. They have indicated that property assessments for the 2023 property tax year will continue to be based on the January 1, 2016 current values.

The City of Kenora requires the estimated general purpose sum of \$30,079,237 for 2023 as per the adopted budget. The provincial Online Property Tax Analysis tool is used to compute tax ratios and the tax rates. The detailed tax rates by property class are included as follows.

**CITY OF KENORA
2023 TAX RATES**

	2023	2022	% change
Residential	0.01309035	0.01248131	4.88%
New Multi-Residential	0.01439939	0.01372944	4.88%
Multi-Residential	0.02030401	0.01935935	4.88%
Commercial	0.02661628	0.02598235	2.44%
New Construction	0.02661628	0.02598235	2.44%
Office Building	0.03216431	0.03139824	2.44%
Shopping Centre	0.03781484	0.03691420	2.44%
Parking Lot / Vacant Land	0.02187882	0.02135773	2.44%
Industrial	0.02955724	0.02742452	7.78%
Large Industrial	0.03844581	0.03567172	7.78%
Landfill	0.01439939	0.01372944	4.88%
Pipeline	0.02025021	0.01930805	4.88%
Farmlands	0.00327259	0.00312033	4.88%
Managed Forest	0.00327259	0.00312033	4.88%
Electrical Corridors - Ontario Hydro	122.15	122.15	0.00%
Railway Right of Ways - CPR	110.00	110.00	0.00%

Sources of Financing:

There is no cost related to passing these by-laws. These are the by-laws that enable the municipality to levy municipal property taxes within the City for 2023.

Communication Plan / Notice By-law Requirements:

Notice will be provided in accordance with the notice provisions of the City's notice by-law.

Strategic Plan or other Guiding Document:

As required by the Municipal Act.

ERM Assessment:

While the impact of a tax ratio and rate related risk has potential to be significant, likelihood is low, making it a moderate but necessary risk to be retained and monitored. This is a positive risk and should be pursued.

The Corporation of the City of Kenora

By-law Number ## - 2023

A By-law to Adopt Amended Estimates for All Sums Required for the Year To Establish Rates to be Levied for Same and to Provide for Penalty and Interest in Default of payment thereof for 2023

Whereas the Council of the Corporation of the City of Kenora (hereinafter referred to as "The Corporation") shall in each year prepare and adopt estimates of the sums it requires during the year for municipal purposes pursuant to Section 290 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (hereinafter referred to as the "Municipal Act"); and

Whereas the Council of the Corporation shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment of each property class pursuant to Section 312(2) of the Municipal Act; and

Whereas all property assessment rolls on which the 2023 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, c. A.31, as amended (hereinafter referred to as the "Assessment Act") subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court; and

Whereas the property classes and subclasses as set out in By-Law 50-2001 as defined in the Assessment Act have been determined on the basis of the aforementioned property assessment rolls; and

Whereas the Council of The Corporation shall establish tax rates in the same proportion to tax ratios pursuant to Section 307(2) of the Municipal Act; and

Whereas the tax ratios and the tax rate reductions for prescribed property subclasses on the aforementioned property for the 2023 taxation year have been set out in By-law **XX-2023** of The Corporation; and

Whereas the tax rates on the aforementioned property classes and property sub-classes have been calculated pursuant to the provisions of the Municipal Act, and the manner set out herein to the best capabilities of the Corporation with the assistance of the provincial Online Property Tax Analysis (OPTA) system; and

Whereas The Corporation may, via By-law, adjust the prior year's assessment totals for a class within the context of calculating of the current year's tax rates and/or preparing the regulated content of final tax bills so as to account for certain corrections and adjustments made under the *Assessment Act* for the prior year; and

Whereas the intent of this By-law is to maximize the corresponding general purpose levy within the existing legislation and regulations for the existing property tax system in Ontario, with the exclusion of any incremental adjustments to rates within the broad industrial property class;

Now Therefore Be It Resolved That the Council of the Corporation of the City of Kenora hereby enacts as follows:-

1. That The Corporation adopt the sum of \$30,079,237 as the estimate of the funds required during the year 2023 for general purposes of the Corporation, net of anticipated assessment related reductions and vacancy rebates, to be levied as follows:

Municipal Property Taxes	\$29,008,158
Payments in Lieu	1,003,758
Payments in Lieu – Heads & Beds	26,325
Electrical Corridors	17,956
Railway Rights of Way	23,040
Total Estimated Required Funds	\$30,079,237

2. That for the year 2023 the City of Kenora shall levy on the aforementioned property classes and subclasses in the City of Kenora the rates of taxation for general purposes as set out in Schedule "A" attached hereto and which forms part hereof;
3. That for the 2023 taxation year, the Corporation has opted to apply the adjustment provisions set out under subsections (7) to (9) of Ontario Regulation 73/03 for the purposes of calculating the tax rates set out in Schedule "A";
4. That for the 2023 taxation year, the Corporation has opted to apply the adjustment provisions set out under subsections (7) to (9) of Ontario Regulation 75/01 for the purposes of calculating certain regulated tax bill content;
5. The payment of all taxes authorized by this By-law for the General Purpose Tax Levy and of all local improvement rates and other assessments and rates shall be made into the Office of the Collector of Taxes on or before the date as set by the Treasurer within the legislated guidelines for collection of those specific taxes;
6. a) A penalty shall be imposed for non-payment of current taxes on the basis of a percentage charge of one and one-quarter percent (1¼%) on the first day of each calendar month in which default continues, but not after the end of the year in which taxes are levied.

b) Interest shall be imposed for non-payment of prior years' taxes on the basis of a percentage charge of one and one-quarter percent (1¼%) on the first day of each calendar month in which default continues.
7. Provided that nothing in this By-law shall affect or diminish the right of the Collector in any cases where it is considered necessary or expedient after demands have been made and in all cases where the Collector has the right by Statute so to do, to proceed at any time for the collection of taxes by distress or sale under the provisions of the Assessment Act or any other Statute or law relative to collection of taxes assessment and rates respecting the Collectors and their duties.
8. Where any date herein mentioned falls on a Saturday, Sunday or Legal Holiday the said date shall, for the purpose of this By-law, be construed to mean the business day next following that said day.

9. As soon as the Collector's Roll for this year has been prepared by the Clerk, it shall be the duty of the Tax Collector to give Public Notice, in a newspaper in the City of Kenora once a week for two weeks, of the provisions of this By-law.
10. This By-law shall become law and take effect on the final passing thereof.

By-law read a First and Second Time this 17th day of May, 2023

By-law read a Third and Final Time this 17th day of May, 2023

The Corporation of the City of Kenora:

Andrew Poirier, Mayor

Heather Pihulak, City Clerk

The Corporation of the City of Kenora

By-law Number ## - 2023

A By-law to Set Tax Ratios and to Set Tax Rate Increases for Prescribed Property Classes and Subclasses for Municipal Purposes for the Year 2023

Whereas it is necessary for the Council of the Corporation of the City of Kenora, pursuant to Section 308(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (hereinafter referred to as the "Municipal Act"), to establish the tax ratios for 2023; and

Whereas the tax ratios determine the relative amount of taxation to be borne by each property class; and

Whereas the property classes have been prescribed by the Minister of Finance pursuant to Section 7 of the Assessment Act, R.S.O. 1990, c. A.31, as amended (hereinafter referred to as the "Assessment Act"); and

Whereas the Corporation shall pass a by-law each year to establish the tax ratios for that year for the municipality pursuant to Section 308(4) of the Municipal Act; and

Whereas it is the intent of the Corporation to set the ratios to maximize the corresponding general purpose levy within the existing legislation and regulations for the existing property tax system in Ontario;

Now Therefore Be It Resolved That the Council of the Corporation of the City of Kenora hereby enacts as follows:

1. That for the taxation year 2023, the tax ratio for property in:

CITY OF KENORA TAX RATIOS

Property Class	2023 Ratios	2022 Ratios
Residential	1.000000	1.000000
New Multi Residential	1.100000	1.100000
Multi-Residential	1.551067	1.551067
Commercial	2.081701	2.103936
Shopping Centre	2.957558	2.989149
Office Building	2.515621	2.542491
Parking / Vacant Land	1.711177	1.729455
Industrial	2.311719	2.197247
Large Industrial	3.006908	2.858011
Landfill	1.100000	1.100000
Pipeline	1.546957	1.546957
Farmlands	0.250000	0.250000
Managed Forest	0.250000	0.250000

2. That the provisions of this By-Law be subject to review and reconsideration during 2023 for the 2023 taxation year, pending Provincial Online Property Tax Analysis (OPTA) system.
3. That this By-law shall become law and take effect on the final passing thereof.

By-law read a First and Second Time this 17th day of May, 2022

By-law read a Third and Final Time this 17th day of May, 2022

The Corporation of the City of Kenora:

Andrew Poirier, Mayor

Heather Pihulak, City Clerk



May 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance/Treasurer

Re: BIZ Levy – 2023 Request

Recommendation:

That Council hereby approves the Harbourtown Centre Business Improvement Board budget request in the amount of \$44,653.37 for 2023; and further

That Council gives three readings to a bylaw to adopt the estimates for funds to be raised for 2023 on behalf of the Harbourtown Centre Business Improvement Board; and further

That in accordance with Notice Bylaw Number 160-2022, public notice is hereby given that Council intends to formally adopt the 2023 Business Improvement Board Levy at its May 17th meeting.

Background:

In 2003, under By-Law #166-2003, the City of Kenora established an improvement area for the purposes of "the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area". In this same By-Law, the City established a Board of Management, known as the "Harbourtown Centre Business Improvement Board", in accordance with Section 204 of the Municipal Act, 2001. This Board and area are often known as the "Kenora BIZ".

The BIZ has submitted their 2023 levy request for Council approval along with their 2022 Revenue and Expense report and Annual General Meeting Minutes. The Biz has submitted their 2023 levy request for Council approval and to be included on the City's 2023 final tax bill. For 2023, this represents a BIZ request of \$44,653.37. Attached is a detailed 2023 BIZ Levy Request for Council's review.

Budget / Financial Implications:

The BIZ levy is levied on the final tax bill directly from the applicable property owners within the BIZ area. This is done in accordance with the provisions from the enabling bylaw.

Communication Plan/Notice By-law Requirements:

Notice of the approval of the BIZ levy will be given in accordance with Notice By-law #160-2022. A bylaw approving the 2023 BIZ Levy and rate is required.

Strategic Plan or other Guiding Document:

Goal 2.1(C): Implement tourism initiatives to enhance visitor rates and experiences.

ERM Assessment:

Minimal risk to the municipality. This is an annual levy as set by the BIZ in accordance with their enabling bylaw.



April 20, 2023

Michelle Saunders, Deputy Treasurer
City of Kenora

Dear Michelle,

On behalf of the Harbourtown Biz I am writing you to request \$44,653.37 for our 2023 Levy.

COMMUNITY CONTRIBUTIONS (Events & Partnerships)	\$9,000	\$14,200
Local Events & Partnerships		9,200
City of Kenora - Canada Day		5,000
ADVERTISING & MARKETING		\$8,680.07
Marketing, Website Maintenance, etc.		8,680.07
Advertising Campaigns	\$30,000	
MAINTENANCE & BEAUTIFICATION		\$14,983.30
Summer Flower Baskets		10,000
Winter Baskets		4,983.30
HARBOURTOWN BIZ EVENTS		\$6,540
Tree Lighting Event		400
Harbourtown Holiday Trail		5,740.00
AGM		400
OTHER		\$250
Office Supplies/Misc.		250
Total 2023 Levy		\$44,653.37

Previous Years' Revenue Funds

Holiday Trail 2022 Booklet Revenue		\$ 925
2021 Levy - funds in red are being reallocated to 2023 from the unspent 2022 levy.		\$ 39,000

Total Proposed Budget for 2023		\$ 84,578.37
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If you have any questions or concerns please feel free to contact the undersigned.

Sincerely,

Rob Dokuchie
Harbourtown Biz - Chair
rdokuchie@gmail.com



April 26, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: FONOM Support Resolution – Bail Reform

Recommendation:

Whereas the cost of Policing and Emergency Services in Northern Communities is harming a community's ability to support local Social and Health issues; and

Whereas a small percentage of those affected by an Addiction in the communities of Northern Ontario are committing crimes; and

Whereas many of those committing crimes are not housed in the correctional system, therefore, remain in our communities, often those that do require treatment for their addiction issue receive none; and

Whereas some committing crimes become violent, but are released back into the community, due to the negative impacts Federal Bill C75; and

Whereas the Federation of Northern Ontario Municipalities (FONOM) believes that more must be done by the Federal Government on Bail Reform;

Therefore Be It Resolved That the City of Kenora, aligned with the Federation of Northern Ontario Municipalities (FONOM) requests the Federal Government make these Legislative changes by;

1. Creating a Designation of a chronic persistent offender.
2. Allowing community impact statements at bail and at bail hearings.
3. Creating reverse onus in bail for all firearms offences.
4. All bail-related gun charges go to the superior court for bail release; and

That a copy of this resolution be sent to the Prime Minister, Federal Justice Minister, Premier of Ontario, The Attorney General, the Solicitor General, Minister of Infrastructure, Minister of Municipal Affairs, the Honourable Greg Rickford, Kenora-Rainy River MPP, Eric Melillo, Kenora MP, Leaders of the Opposition, the Association of Municipalities of Ontario, and the Federation of Northern Ontario Municipalities.

Background:

The Federation of Northern Ontario Municipalities has been working with the Chief of Police Associations in Northern Ontario on the Bail Reform issue seen in our Communities. The resolution is circulating amongst all 444 municipalities in Ontario seeking support for the reform.

Budget: N/A

Risk Analysis: There is a low risk associated with this report as it is advocacy in nature.

Communication Plan/Notice By-law Requirements: Circulation as noted in resolution.

Strategic Plan or other Guiding Document:

Goal #3.2 - Address community safety challenges and improve perceptions of safety in Kenora.



May 2, 2023

City Council Committee Report

To: Kyle Attanasio, Chief Administrative Officer

Fr: Roberta Marsh, Director of Human Resources, Risk and Insurance

Re: Policy HR-2-15 Municipal Milestone and Retirement Policy Amendment

Recommendation:

That Council hereby accepts the revised HR-2-15 Municipal Milestone and Retirement Policy; and further

That amended Policy #HR-2-15 form part of the City's Comprehensive Policy Manual; and further

That bylaw number 50-2018 be hereby repealed; and further

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

Background:

The intent of this policy is to recognize all employees for their years of continued services and to celebrate their retirement from the City of Kenora. This policy applies to all full-time and regular part-time employees who are retiring from employment with the City of Kenora and/or celebrating an anniversary.

This policy outlines the level of recognition that employees will receive for their anniversary at 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service and retirement from the City of Kenora.

This policy was rescinded September of 2022 and updated to ensure compliance with CRA.

Budget:

On average the City budgets \$5,000.00 per year to recognize staff milestones and to celebrate employee retirement, approved annually through the Council Operating Budget.

Risk Analysis: This policy has been revised to ensure compliance with CRA.

Municipal ~~Anniversary Milestone and~~ Retirement ~~and Resignation~~
Policy



Section	Date	By-Law Number	Page	of
Human Resources	May 22, 2015 May 2, 2023	50-2018	1	4
Subsection	Repeals By-Law Number		Policy Number	
General	Policy HR- 12-215		HR-1-2	

POLICY STATEMENT

The City of Kenora is dedicated to acknowledging and appreciating the work of all employees for their service to the City. The City's Leadership, on behalf of the entire workforce, wishes to recognize employees on ~~the key milestones~~ occasions of their ~~anniversary hire dates~~ and ~~on~~ their retirement from the City of Kenora.

The intent of this policy is to ensure that all ~~full-time and regular part-time~~ employees are honored and recognized for their years ~~of service and~~ as they retire ~~and celebrate their continued employment from~~ ~~with~~ the City of Kenora.

~~Council will make every effort to attend the annual City of Kenora BBQ and make every effort to attend retirement cake parties to make presentations to the employees.~~

Purpose

~~The City of Kenora values its most important resources — its employees. To ensure that the talents and skills they bring to the workplace are recognized and rewarded, an Anniversary/Retirement program has been established.~~

This policy will outline the process for corporately recognizing employee ~~anniversaries milestones~~ and retirements.

Scope

This policy applies to all ~~full-time and regular part-time~~ employees who are ~~celebrating a milestone or~~ retiring from employment with the City of Kenora ~~and celebrating an anniversary.~~

~~The corporation retirement tribute is not offered to staff who are considered to be casual/on call, temporary, or volunteers with the City.~~

RESPONSIBILITIES

Human Resources

The milestone and retirement program ~~is~~ administered by Human Resources. The Human Resource Department is ~~who are~~ responsible for ~~the purchasing and supplying of awards and the~~ maintenance of staff records and provides the confirmation for service based milestones and for processing employee retirement. ~~The Annual BBO will be organized and administered by Human Resources with the assistance from available resources.~~

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Employees

Employees are required to submit confirmation of their intention to retire in writing to their supervisor with a copy to Human Resources, a minimum of 60 days prior to their selected retirement date. The written notice should include the following information:

- Confirmation of the employee's intention to retire.
- Confirmation of the selected date of retirement

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Anniversary, Retirement and Resignation Recognitions

- Confirmation if the employee wishes to have their retirement recognized.

Supervisors and Management

Leaders are encouraged to attend and participate in the Staff BBO and retirement events for their respective staff. Supervisors are encouraged to respect the different ways that employees feel comfortable receiving public recognition and personal celebration and endeavor to recognize the employee's service in a way most appropriate for the retiree. Supervisors can consult with Human Resources as needed.

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Council

Council members are encouraged and welcome to attend the Annual Staff BBO.

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~~BBO will be organized and administered by Human Resources with the assistance from available resources.~~

~~Supervisors/Senior Leadership Member will notify Human Resources with the request for corporate retirement tribute and provide specific information, including:~~

- ~~Confirmation of an employee's intention to retire~~
- ~~Confirmation of the selected date of retirement~~
- ~~Confirmation if the employee wishes to have the corporate tribute to their retirement. Supervisors are encouraged to respect the different ways that employees feel comfortable receiving public recognition and endeavor to give the corporate tribute in a way most appropriate for the retiree. Supervisors can consult with Human Resources as needed.~~

~~Supervisors will send notification to Communications of the upcoming retirement of an employee in their department for announcement to the entire City.~~

~~It is the responsibility of the Supervisor/Senior Leadership Member of the department of the retiree to make arrangements for the cake party, which includes ordering the cake. The cost of the cake party comes from that department budget.~~

APPLICATION

Anniversary Recognition

At the annual City of Kenora Staff Recognition BBQ, Senior Leadership and Council will acknowledge employees who have attained 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service with the City of Kenora.

Application **Anniversaries**

5 Years

All employees who have attained five (5) years with the City of Kenora ~~will be invited to the annual BBQ and shall be presented with a gift valued at~~ receive a milestone award of \$50.00.

10 Years

All employees who have attained ten (10) years with the City of Kenora ~~shall receive a milestone award of~~ will be invited to the annual BBQ and shall be presented with a gift valued at \$100.00 ~~of their choice~~

15 Years

All employees who have attained fifteen (15) years with the City of Kenora ~~shall receive a milestone award of~~ will be invited to the annual BBQ and shall be presented with a gift valued at \$150.00 ~~of their choice~~

Anniversary, Retirement and Resignation Recognitions

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20 Years

All employees who have attained twenty (20) years with the City of Kenora shall receive a milestone award of~~will be invited to the annual BBQ and shall be presented with a gift valued at \$200.00_ of their choice.~~

25 Years

All employees who have attained twenty-five (25) years with the City of Kenora shall receive a milestone award of~~will be invited to the annual BBQ and shall be presented with a gift valued at \$250.00_ of their choice.~~

30 Years

All employees who have attained thirty (30) years with the City of Kenora shall receive a milestone award of~~will be invited to the annual BBQ and shall be presented with a gift valued at \$300.00_ of their choice.~~

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35 Years

All employees who have ~~attained thirty-five (35) years with the City of Kenora will be invited to the annual BBQ and shall be presented with a gift valued at \$350.00 of their choice.~~

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40 Years

All employees who have ~~attained forty (40) years with the City of Kenora will be invited to the annual BBQ and shall be presented with a gift valued at \$400.00 of their choice.~~

Anniversary, Retirement and Resignation Recognitions

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35 Years

All employees who have attained thirty-five (35) years with the City of Kenora shall receive a milestone award of \$350.00.

40 Years

All employees who have attained forty (40) years with the City of Kenora shall receive a milestone award of \$400.00.

40 Years

All employees who have attained forty (40) years with the City of Kenora shall receive a milestone award of \$400.00.

45 Years

All employees who have attained forty-five (45) years with the City of Kenora ~~shall receive a milestone award of will be invited to the annual BBQ and shall be presented with a gift valued at \$450.00_ of their choice.~~

Anniversaries

Part-Time

All part-time employees will be recognized for their service at the year of service
-when their cumulative hours reach each threshold.

Retirements Full-Time

Definition of a retiring employee is an employee who is terminating their active employment and is eligible for an immediate pension through OMERS (Ontario Municipal Employee's Retirement System)

Anniversary, Retirement and Resignation Recognitions

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~~Retiring employees will be recognized prior to their last day of employment during an afternoon cake party. Those Senior Leadership Member who have retiring employees in their department shall make every effort to attend or send a designate to make presentations to the employees. Their families and friends are invited to this presentation. The cake party will be organized and advertised by the Department in which the employee retiring.~~

A retirement ~~award of \$350.00 gift shall~~ shall be provided to ~~be presented to~~ all employees that have worked for the City of Kenora for a minimum of 10 continuous years. ~~The gift shall be at a value of \$350.00. The gift will not be a gift certificate it shall be something that the employee can keep for many years as a memento of their year's service.~~

Resignation Full-Time

~~Employees with continuous service of at least five years with the City of Kenora shall be presented with a token of appreciation from Council at the time of their resignation of employment with the City of Kenora and taken out for lunch by staff.~~

Anniversary, Retirement and Resignation Recognitions

<u>Policy Number</u>	<u>Page</u>	<u>of</u>
HR-1-2	4	4

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May 11, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Roberta Marsh, Director Human Resources, Risk and Insurance

Re: Human Resources, Risk and Insurance – Q1 Report

Recommendation:

That Council hereby receives the 2023 First Quarter Report for the Human Resources, Risk and Insurance Department.

Background:

To reinforce the interrelatedness with Charting Our Course 2027, quarterly reports provide opportunity for the department to report to Council to demonstrate alignment with the goals and vision of the Strategic plan.

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

Charting our Course 2027 – City of Kenora 2022-2027 Strategic Plan

The City of Kenora strives to provide our residents, businesses, and broader community with exceptional service that maximizes the resources provided to us by our ratepayers. The Human Resources, Risk and Insurance Department strives to continuously improve the capability and capacity of our administration to deliver efficient and effective services by investing in our staff.

The Human Resources division develops, implements and maintains programs, policies and services in the areas of recruitment, job evaluation and pay equity; management of human resources data and systems; organizational development, learning, and leadership development; and maintaining harmonious and collaborative employee and labour relations.

The Payroll & Benefits Division is committed to providing accurate, efficient and timely payroll and benefit information to current and former City employees. The division's primary function is to negotiate and secure cost effective employee benefit plans; administer pension and benefit enrollment; execute employee career events; and process payroll for employees of the City of Kenora, Council and Council Committees, including other corporate entities such as Handi Transit.

The Safety & Workplace Wellness division develops, implements and monitors corporate policies, occupational health and safety, including workplace wellness, employee assistance, and return-to-work programs. Our Team provides leadership and advice in support of injury and illness prevention promotes effective disability management and

return to work programs partnering with City departments to achieve legislative compliance.

The Risk and Insurance Division core accountability is to negotiate and secure comprehensive insurance and to work with a Managing General Agent to maintain the City's insurance portfolio and claims management process for all City Departments and entities.

The Department works together partners to ensure that City services, programs and policies are responsive to the needs of Kenora's diverse communities and provides advice and services to promote respect for human rights across the organization. The Division develops, leads and implements key corporate initiatives to foster equity, diversity and inclusion in the public service.

FOCUS AREA 4: SERVICE DELIVERY AND ORGANIZATIONAL CAPACITY

GOAL 4.2 Maximize human capacity and capability.

4.1.4 Evaluate existing City workforce data to support work planning for City departments.

Workforce Planning

Partnering with operational leadership, human resources supported the process of analyzing, forecasting, and planning workforce supply and demand, assessing gaps, and determining target recruitment and staff management interventions to ensure the divisions had the right people - with the right skills in the right places at the right time - to fulfill its mandate.

Activities in the first quarter resulted in:

- The City of Kenora contributed to the population growth in our community by six (6) employees and their families, bringing home four (4) former residents to reunite with their family and friends.
- Successful completion of 20 recruitments providing 34 opportunities to internal and external staff.
- Growing our seasonal workforce by attracting skilled equipment operators, truck drivers, and labourers from within our community to provide enhanced snow and ice control response.
- Development of Seasonal Recall and Layoff procedure that aligns with the collective agreement.
- Coordinating workforce planning meetings to better understand workforce needs in preparation for the 2023 Summer Student program.

Incident and Injury Management – StaySafe@Work Program

Ensuring that each and every worker goes home to their family and friends is our core priority. Our workplace safety management program consists of training and education, workplace inspection, hazard identification, assessment, and control, and the reporting and investigating incidents.

The following activities were undertaken this quarter:

- Joint Health and Safety Committees conducted 21 workplace inspections across the organization to identify and rectify workplace hazards.
- Three (3) general safety orientations were delivered

- Occupational Safety and Health Training
 - The Dealing with Difficult People
 - De-escalating Potentially Violent Situations
 - First Aid/CPR and AED
- 15 workplace injuries were reported and investigated

Months	Department	Division	Mechanism of Injury	Lost Time	Medical Assistance	Reported Only
Jan	Emergency Services	Fire	Slip/Trip/Fall	1		
	Engineering & Infrastructure	Water and Wastewater	Awkward posture/Over exposure	2		
Jan Total				3		
Feb	Engineering & Infrastructure	Environmental Services	Awkward posture/Over exposure	1		1
		Roads	Struck/Struck by			1
	Water and Wastewater	Awkward posture/Over exposure				2
		Foreign particle in eye		1		
Feb Total				2		4
Mar	Community Services	Recreation	Struck/Struck by			1
		Tourism	Struck/Struck by		1	
	Engineering & Infrastructure	Environmental Services	Slip/Trip/Fall			1
		Struck/Struck by				1
		Roads	Slip/Trip/Fall			1
		Water and Wastewater	Foreign particle in eye			1
Mar Total					1	5
Grand Total				5	1	9

- 9 Incidents involving a motor vehicle were reported and investigated.

Months	Department	Division	Type	Count
Jan	Engineering and Infrastructure	Roads	Backing	1
			Contact with object	2
		Water and Wastewater	Contact with object	1
Jan Total				4
Feb	Engineering and Infrastructure	Environmental Service	Backing	1
		Roads	Contact with object	2
Feb Total				3
Mar	Engineering and Infrastructure	Environmental Service	MVA	1
		Roads	Contact with object	1
Mar Total				2
Grand Total				9

4.2.1 Complete a review of Employee compensation and benefits for non-union City staff to ensure equitable, fair, and competitive compensation.

In accordance with HR-3-1 Salary Administration Policy ("Policy"), Administration performed an external salary to compare the current salary levels for City of Kenora Non-Union staff to the external market. Total compensation considers salary range, healthcare benefits, paid holidays, etc. while upholding company culture, values, and strategies.

40 Municipalities across Ontario participated in the survey. Data was collected on 22 compensation metrics such as direct salary comparison, compensation philosophy and structure, standard annual hours, health and wellness benefits, performance metrics, COVID -19 related impacts, etc. Survey participants were studied to identify "Comparator Municipalities" based on factors such as population, tier, staff complement, etc. Detailed salary information as provided by our comparators was reviewed, analyzed to establish external salary ranges reflective of +/- 10% of the midpoint, as per Policy.

Administration presented the analysis and proposed adjustment of the Management Pay Grid to Council and received direction to proceed to the 2023 Operating Budget at the

100% midpoint and to implement at the salary level closest to that of the current incumbent's salary for 2023.

Implementation and placement of all Professional and Managerial employees was successfully achieved April 28, 2023.

4.2.3 Enhance Employee learning and development by incorporating online and blended learning platforms.

LinkedIn Learning

In partnership with the Kenora Library, Human Resources implemented LinkedIn Learning – an online course catalogue that offers a large library of on-demand instructional videos and programs covering a wide range of skills. Online learning provides all staff with access to this catalogue in order to support continuous and just in time learning and development. These videos and programs are self-directed and can range from 10 minutes to a few hours depending on the course. Staff can sign in at their leisure and select topics or areas of learning that interest them. All courses are free. Most courses offer a certificate at the end, therefore if staff would like the certificate on their file please have them forward it to HR.

New Employee Orientation

Three sessions of New Employee Orientation were delivered, welcoming over thirty new employees to the organization. New Employee Orientation provides employees with the basic organizational information they need to navigate their new team, department, and role within the organization. The sessions are designed to review and communicate City policies and expectations, provide general health and safety related information, payroll and HRIS training, and to support communication.

SEADS – Supervisory Engagement and Development Sessions

SEADS provides an opportunity for leaders to participate in shared learning opportunities. Sessions include presentation topics focused on general leadership development as well as targeted organizational information to build internal communication and awareness of strategic initiatives. In this first quarter SLT delivered three sessions, topics included: updates on Strategic Alignment, Strategic Plan and the Blue Print Project, Crime Prevention Network and Community Safety and Well-being, and Marvin Washington leadership philosophy.

4.2.4 Grow and enhance collaborative relationships with community leaders, union and association partners.

Work Integrated Initiatives

The City recognizes the barriers of discrimination and disadvantage faced by human rights protected groups. To achieve access and equality of outcomes for those seeking employment with the City, administration has addressed specific requirements and qualifications that would not pass the test for bona fide requirement as defined by the Ontario Human Rights Commission.

Through these efforts and with the cooperation of CUPE Local 191, the City has increased the quality and number of successful applicants in its Heavy Equipment Operator, Truck Driver, Labourer Helper, and Janitor classifications.

The City has developed strong relationships with local agencies providing meaningful opportunities for work integration to members of our community. Together the City of

Kenora and its community partners are striving to bring equality of outcomes for all applicants and to create a workplace environment that is welcome and inviting for all.

City/CUPE Joint Job Evaluation

The parties have agreed to jointly maintain a single gender-neutral job evaluation plan to achieve Equal Pay for Work of Equal Value for all jobs within CUPE Local 191. The plan will include these four main factors:

- i. skill
- ii. effort
- iii. responsibility
- iv. working conditions

The purpose of gender neutral job evaluation is to remove the potential for inequities in the existing pay plans by ensuring that all aspects of its usage are free of gender bias in seeking the consistent application of certain values to the wage structure.

The Joint Job Evaluation Committee (J.J.E.C.) has equal representation and participation from the parties, consisting of 3 representatives from the employer and 3 representatives from the local union.

The Mandate of the (J.J.E.C.) is to maintain the CUPE Gender-Neutral Job Evaluation Program by:

- a) Evaluate all the jobs using the job evaluation plan;
- b) Maintain the integrity of the program;
- c) Recommend to the parties changes to the job evaluation plan, its procedures or methods, as may be deemed necessary from time to time.
- d) Record the results and rationale on the ratings.

Over the next couple of months, all CUPE Employees will be engaged in the process.

Labour Relations

Communication and early problem resolution is critical to successful Labour Management Relations.

Bargaining Unit	Labour Management Meetings	Grievance Filed	Arbitrations Filed
CUPE	1	0	0
KPFFA	0	5	0
IBEW	0	0	0
CUPE Library	0	0	0

Strategic Plan or other Guiding Document:

City of Kenora's Charting Our Course 2027 – 2022-2027 Strategic Plan



May 2, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: Corporate Services – Q1 Report

Recommendation:

That Council hereby receives the 2023 First Quarter Report for the Corporate Services Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals, the following report has been created.

The Corporate Services Department is comprised of the following Divisions: Bylaw Enforcement, Provincial Offences, Communications, Customer Services, and IT services.

The Corporate Services Department strives to provide our residents, businesses, and broader community with exceptional service that maximizes the resources provided to us by our ratepayers. We will continuously improve the capability and capacity of our administration to deliver efficient and effective services by investing in our staff and seeking honest feedback from our "customers" and the broader community.

We are a full service delivery department and provides customer service support to all divisions within the organization. Our service delivery is the first point of contact connecting customers to other key divisions such as roads, water and wastewater, parks and trails. The customer service team takes great pride in the services they deliver and continual improvement to modernization and streamlined service delivery is a priority.

Focus Area – 4 Service Delivery and Organizational Capacity:

Goal 4.1 – Modernize City service provision to improve "customer" experiences

Online Marriage License Pilot Program - In January the Province released an Expression of Interest to municipalities for a Marriage Licence Modernization Pilot Project. The City of Kenora was selected as one of six municipalities in the province to participate in the pilot project starting March, 2023. Marriage Licence Modernization (MLM) is an overarching initiative which aims to streamline and transform both the paper-based marriage licence application process for applicants and the issuance process for municipalities in Ontario by moving towards a digital delivery model that minimizes physical touchpoints in a phased implementation approach. Prior to the project, applicants would be required to bring the hard copy of the marriage licence application, as well as all supporting documents such as identification and court documentation (if applicable) to City Hall. The Customer Service Representative (CSR) would then review the application with the applicants and manually input the information into an internal

program to prepare the licence. With the Marriage Licence Modernization Pilot Project, applicants are able to submit their application and required documents electronically through the City of Kenora's website. The Customer Service Team receives a notification each time an application is submitted online. CSRs login into a municipal portal which enables them to retrieve, review and process application packages. The Marriage Licence Modernization pilot project has streamlined the processing time for both the issuer and customer.

CityWide Service Requests – In the first quarter of 2023 the Customer Service Team logged 776 Service Requests. Service requests are customer driven through contacting the City of Kenora via phone or walk-in.

January 1, 2023 – April 30, 2023 – Service Requests

Name	Service Requests Count
Animal Control	3
Water Quality Complaint	4
Water Meter Repairs/Replacements	5
Water On/Off	2
Flooding	1
Sewer Backup	19
Winter Maintenance	1
Parks Inquiry	5
Building Maintenance	1
Road Maintenance Issues	14
Sidewalks	2
Signs	2
Street Lights	9
Street Sweeping	2
Downtown Cleanup	5
Debris / Garage	6
Pot Hole - Paved Road	10
Signage Installation - Paved Road	1
Signage Replacement - Paved Road	3
Water Thaw	9
Sewer Steaming	6
Steaming	18
Culverts	3
Ditch Maintenance	1
Grader Request	5
Tree Inquiry	5
Sink Hole Inquiry	5
Sewer Rodding	6
Water Break	11
Inquiry	1
Grinder Pump Issue	4
Bleeder Line	5
Customer Inquiry	33

Pump Station	2
Storm Drains	8
New Signage Request	1
Manhole	2
Road Water Concerns	1
Snow Removal	69
Snow Plow Damage	3
Snow Plowing Request	82
Sanding/ Salting Request	33
Sandbox Request	1
Sidewalk Snow Plowing	10
Culvert Steaming	1
Bylaw Inquiry	1
Parking	8
Property Standards/ Tidy Yard	1
Snow & Ice	1
Electrician Request	1
Water Station	1
Water Delivery	334
Maintenance Request	3
Misc. Request	1
Repair	1
Lighting Repair	1
Missed Garbage/Recycling Pickup	2
Water Filling Station	1
Cumulative Total	776

Citizen Request Portal - On March 23rd, the City of Kenora did a soft launch of the new CityWide Citizen Request Portal. The Citizen Request Portal allows residents and visitors to log their own request for service through the City's website (<https://www.kenora.ca/en/living-here/request-for-service.aspx>). In total 29 service request types were made available for users. When a request for service is made, the manager or supervisor of the department receives a notification. Work is scheduled and assigned in priority sequence. Since the soft launch of the Citizen Request Portal we have received 31 requests for service including 6 for Bylaw, 21 for Roads, 3 for Waterworks and 1 for the Transfer Facility.

Citizen Request Portal – Request Types:

Name	Departments
Animal Control	241 - By-Law
By- Law Complaint	241 - By-Law
Bylaw Inquiry	241 - By-Law
Street Sweeping	311 - Roads Maintenance
Dust Control	311 - Roads Maintenance
Pot Hole - Paved Road	311 - Roads Maintenance
Steaming	311 - Roads Maintenance
Culverts	311 - Roads Maintenance
Ditch Maintenance	311 - Roads Maintenance
Grader Request	311 - Roads Maintenance
Storm Drains	311 - Roads Maintenance
Snow Removal	311 - Roads Maintenance
Snow Plow Damage	311 - Roads Maintenance
Snow Plowing Request	311 - Roads Maintenance
Sanding/ Salting Request	311 - Roads Maintenance
Sidewalk Snow Plowing	311 - Roads Maintenance
Water Quality Complaint	431 - Waterworks
Water On/Off	431 - Waterworks
Sewer Backup	431 - Waterworks
Water Thaw	431 - Waterworks
Sewer Rodding	431 - Waterworks
Water Break	431 - Waterworks
Grinder Pump Issue	431 - Waterworks
Water Filling Station	431 - Waterworks
Missed Garbage/Recycling Pickup	448 - Transfer Facility
Grass Cutting	711 - Parks
Cemetery	711 - Parks
Dog Waste Bag Dispenser & Disposal	711 - Parks
Garbage Can Full	711 - Parks

Water Delivery Service Improvement - As of January 3, 2023, the City changed the water delivery service from a three day a week service to a five day a week service. The customer's process to request water delivery also changed at this time. Prior to January, customers would call the water delivery phone number and leave a voicemail with their request for service. The water delivery drivers would access the voicemails on the delivery days and manually build their routes based on the number of requests received. In January customers were directed to contact City Hall to request water delivery. Orders must be placed by 4:30 the previous business day for next day delivery. The CSR team receives the call and logs the request in CityWide. The water and sewer department receives a notification when a request is made and the driver's delivery route is built accordingly for the following day. In April, the Customer Service Team worked with the Water and Sewer department to further streamline the process for the water delivery drivers and billing reps. The water delivery driver now uses the CityWide app to log the amount of water delivered, the chlorine residual, and the time they arrived and left the location. When the work order is closed out in the field, the billing reps receive a notification which is used for billing the customer. This has eliminated the paper process for the driver and billing reps which had been used previously.

Focus Area – 4 Service Delivery and Organizational Capacity:

Goal 4.1 – Modernize City service provision to improve “customer” experiences

Modernization of Calls for Service in Bylaw Enforcement - Bylaw enforcement has recently transitioned from using the internal Sharepoint system to using the Citywide reporting tool for logging of bylaw matters. Citywide is also now available as an online reporting tool of which our customers can use to directly log issues online with bylaw enforcement. The goal moving forward will be to ensure that all calls for service, including animal pick-ups, are logged in the Citywide system for accurate statistical reporting.

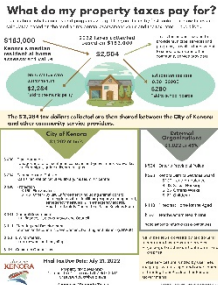
Bylaw enforcement calls for service are rather cyclical in nature based on the season. Call volumes tend to increase significantly in early Spring (April) and slow down by late Fall (November). The majority of the calls during the busy summer season are specific to yard maintenance and property standards.

January to March tends to be the slowest time each year for calls for service. Because we transitioned to using Citywide reporting tool early in the new year, the reporting statistics are not 100% reflective of the calls for service for the first quarter. In January there were 4 new logged calls for service, February was 7 new logged calls for service and March had 12 new logged calls for service. These logged calls for service are in addition to regular daily telephone inquiries that are “first call resolution” matters (inquiries, requests for information, follow up to complaints), as well as calls for pick-up of at-large or in custody animals, ongoing work and follow up on previously logged matters, and ongoing general bylaw enforcement. In addition to the logged calls for service, officers were called to pick up and impound 24 animals during the first quarter of 2023. There were 16 dogs (13 claimed, 3 surrendered to It’s a Dog’s Life, and 8 cats (2 claimed, 6 surrendered to the Kenora Cat Shelter).

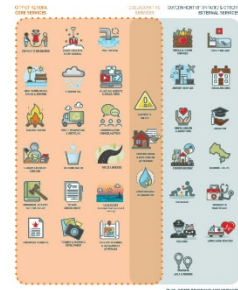
In addition to specifically responding to inquiries and calls for service there was ongoing general enforcement of common bylaws, including parking, animal control, yard maintenance, property standards, feeding of wildlife, illegal dumping, deposit of snow and ice, noise, zoning etc. A Property Standards Appeal hearing took place before the Property Standards Committee (PAC members) during March, for an ongoing property standards matter which has yet to be resolved. The officer assigned to the matter spent considerable time preparing bylaw enforcement’s case to present before the committee, compiling a summary of the ongoing work and inspections that took place prior to the filing of this appeal. The last time a property standards appeal was filed was in 2017.

There were 1,083 parking infractions issued by our officers during the first quarter of 2023. There were 7 Provincial Offence Notice fines issued from January to March, 5 were for Animal Control bylaw violations, 1 Feeding of Wildlife bylaw violation and 1 Noise bylaw violation. Officer duties also include daily animal care and cleaning of the pound, parking meter equipment maintenance as needed and parking meter coin collection.

**Focus Area 4 Service Delivery and Organizational Capacity:
Goal 4.4- Enhance City communications to the community on municipal services, developments and affairs.**



What my property taxes pay for bill stuffer – January 12, 2023 over 7,000 copies included in tax bills explaining the breakdown of property taxes paid the municipality and core services diagram from the Strategic Plan included on the reverse.



Communication Survey for the Hub at Sutherland – launched in early January on website, socials, newsletter, Q014 online banner, Blitz ad.

FoodCycler program - January 19 launch of second round, website update, newsletter, social media posts, surveys for participants from last round to purchase new conversion filter system, notice to pick up units.



Summer Student Jobs campaign – socials, video testimonials, update website, Q104 online banner



Dog Licences – socials, newsletter, Blitz ad

Council meetings now on Wednesdays – updated website, socials, blitz ad, newsletter

Potholes – socials

Digital tv's – daily updates with all similar posts for both internal and external viewing

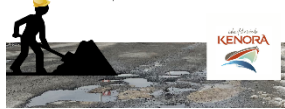
It's Freeze-Thaw season

Find out what you can do to avoid those potholes!

UPDATE

City crews have been out all week actively filling potholes.

If you find a pothole, call us at 807-467-2334 to report the location.



Naming Rights Sponsorships – media release, socials, website

“

In keeping up with the traditions of my grandfather Swan, my uncle Roger and father George, when I was presented with this wonderful opportunity of Naming Rights to the Keewatin Memorial Arena, I had to continue this tradition. I also couldn't help but think of this opportunity as a way to honour my late mother, Linda Bowman, who grew up and resided in Keewatin her whole life.

Dylan Bowman, President
Bowman Electric Limited

Congratulations to the team at Janel Contracting Ltd. on the exclusive Naming Rights Sponsorship of the Whitecap Pavilion \$100,000 for 10 years Janel Contracting Pavilion

\$375,000 Naming Rights Sponsorship
\$25,000 for 10 years
Manuel Construction Sports Centre

"Throughout Kenora, we are pleased to be given the opportunity to support the community where our family, friends, co-workers, clients and employees play and train. We are proud of our history and look forward to our future in the community as the Naming Rights Partner for the Manuel Construction Sports Centre."

—Ray Monwar, Director Administration, MCL

\$175,000 Naming Rights Sponsorship
\$17,500 for 10 years
Bowman Electric - Keewatin Memorial Arena

City Compass newsletter – March 17, 2023 Spring edition

The City Compass

HELLO FROM THE COMMUNICATIONS DESK AT THE CITY OF KENORA!

It's the spring edition! Hope you are enjoying the longer days and warmth of the sun coming around. Here are bits of news happening at the City of Kenora. Thanks for reading!

- [New Transit Notification](#)
- [Adopt a Block](#)
- [Potholes](#)
- [Host Home Program](#)
- [No Day Burning](#)
- [Dog Licenses](#)
- [More Homes Built Faster Act](#)
- [Council Meetings](#)

Freecycle days – socials and event, website event
Adopt a block campaign and Earth Day – socials and Blitz ad

May 20th - 21st & September 2nd - 3rd

Is your house or garage overflowing with good used stuff? Here's your chance to gift it to a new home and keep it out of the landfill!

2023 Kenora FREECYCLE DAYS

Mark your used but still useful goods with a "FREE" sign and place items on the curbside, front walk, or backlane over these two weekends for others to take for free!

Looking for more waste management tips? Visit www.kenora.ca in Recycling & Garbage or call 807-467-2880 and add the Recycle Coach™ app to your smart phone or tablet.

Please ensure your remaining items are removed from the curbside no later than 6:00pm on May 21st & September 2nd.

Brought to you by the City of Kenora's Sustainability Advisory Committee

Council summary provided for January, February, March meetings – e-newsletter, website, socials

Other Public Notices, Media Releases, and announcements published on website and socials (if applicable):

- Road closures – Gunne Cres, Heenan Pl, Hennepen Lane, Keewatin Channel Bridge, Main Street, Mellick Ave, McLellan Ave, Tenth St N, Railway St
- Job postings – numerous
- Transit cancellations – Jan 3, 24-25, Feb 9, 24, March 9, 14, 15, 21

- Zoning Bylaw and Official Plan proposed changes and Bill 23 More Homes Built Faster Act
- Recycling Tips and Recycle Coach App
- Fitness centre closure
- Walking track closure
- March break activities
- Winter Weekend activities
- Earth Day activities
- New Director of Engineering
- Significant weather event
- Flag raising for Alzheimer Society, Kenora District Festival of the Arts
- Flags at Half-mast for Larry Cottam, Edmonton Police
- Flooding compensation for City
- Load restriction in place
- Committee and Board Members required
- Budgets approved
- Notice of Applications and Public Meetings- various
- Policing Costs
- Crime Prevention and Community Well-Being Advisory Committee
- Council Attending ROMA
- Position Statements – hockey team, St. Mary's Indian Residential School site findings
- Water delivery schedule and process to order change
- Coker Road updates
- Coney Island floating walkway removal
- Meet the Mayor
- Winter reminders – no parking downtown, no parking zones in snow removal areas, keep snow on your own property
- Holiday hours for City buildings and facilities – Christmas, Family Day, Easter
- Tenders – snow haul, active transportation master plan and addendum, fire tanker truck, integrity commissioner, line painting, municipal paving program, operations centre renovations, vending trucks, Rotary Peace Park development, self-contained breathing apparatus, tandem u-body sand dump truck

Focus Area 5 - Relations With Treaty 3 Partners

Goal 5.2 - Foster meaningful and beneficial relationships with Treaty Partners

Makwa Patrol – Municipal partnership for the location and promotion of donations of warm clothing for Winter Warmth Drive launched October 2022

Funding Application Support - Kenora Chiefs Advisory application to Canadian Heritage – Building Communities Through Arts and Heritage, Local Festivals component to support our 3rd annual Fall Harvest in October 2023. The Local Festivals component provides funding to local groups for recurring festivals that present the work of local artists, artisans, or heritage performers. This includes the celebration of Indigenous cultural celebrations. The municipality provided a letter of support and in-kind sponsorship.

We share the Anishinaabemowin word/phrase of the day on Twitter from Seven Gens.

Audience

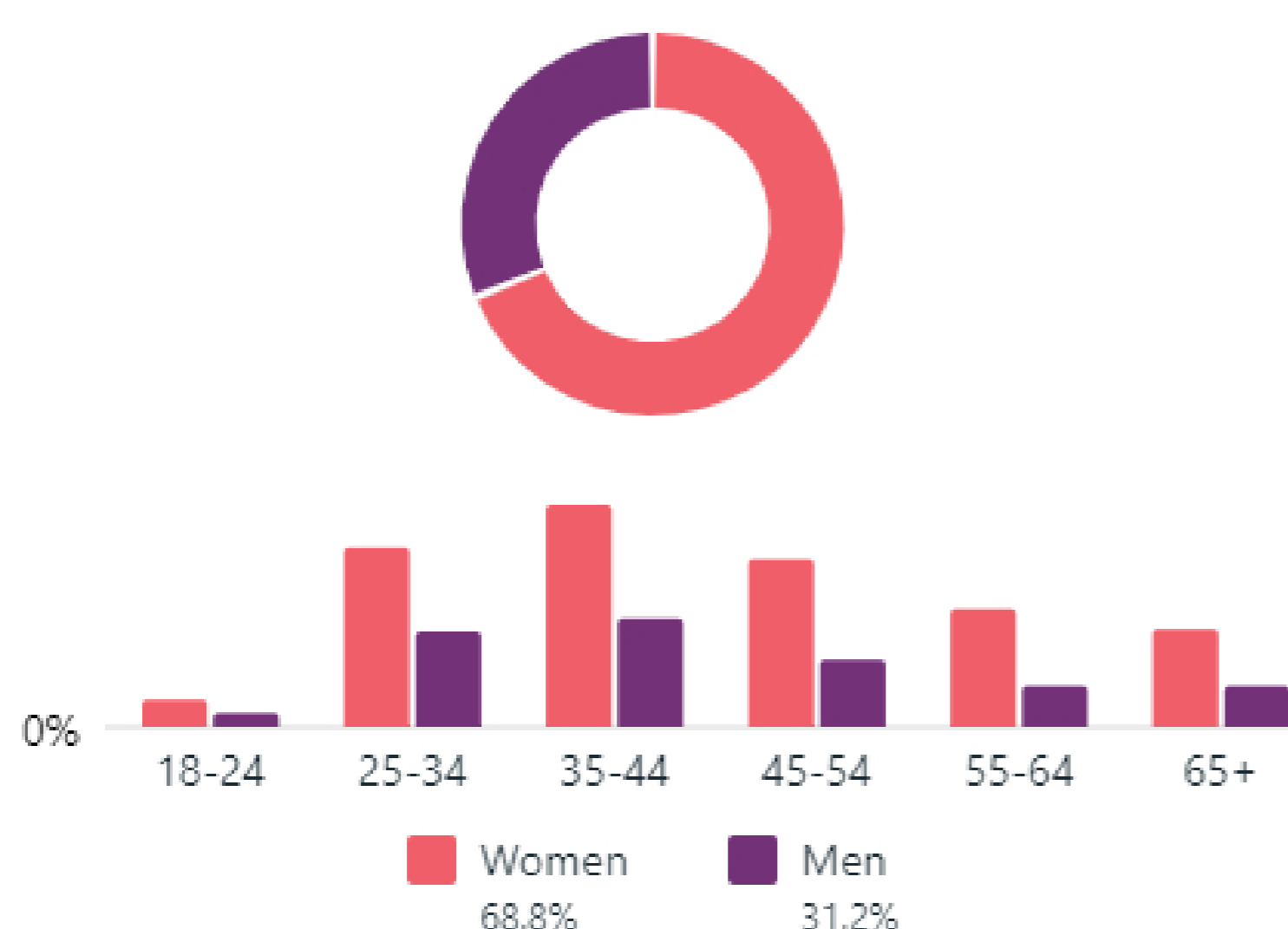
Current audience

Potential audience

Facebook Page likes ⓘ

4,808

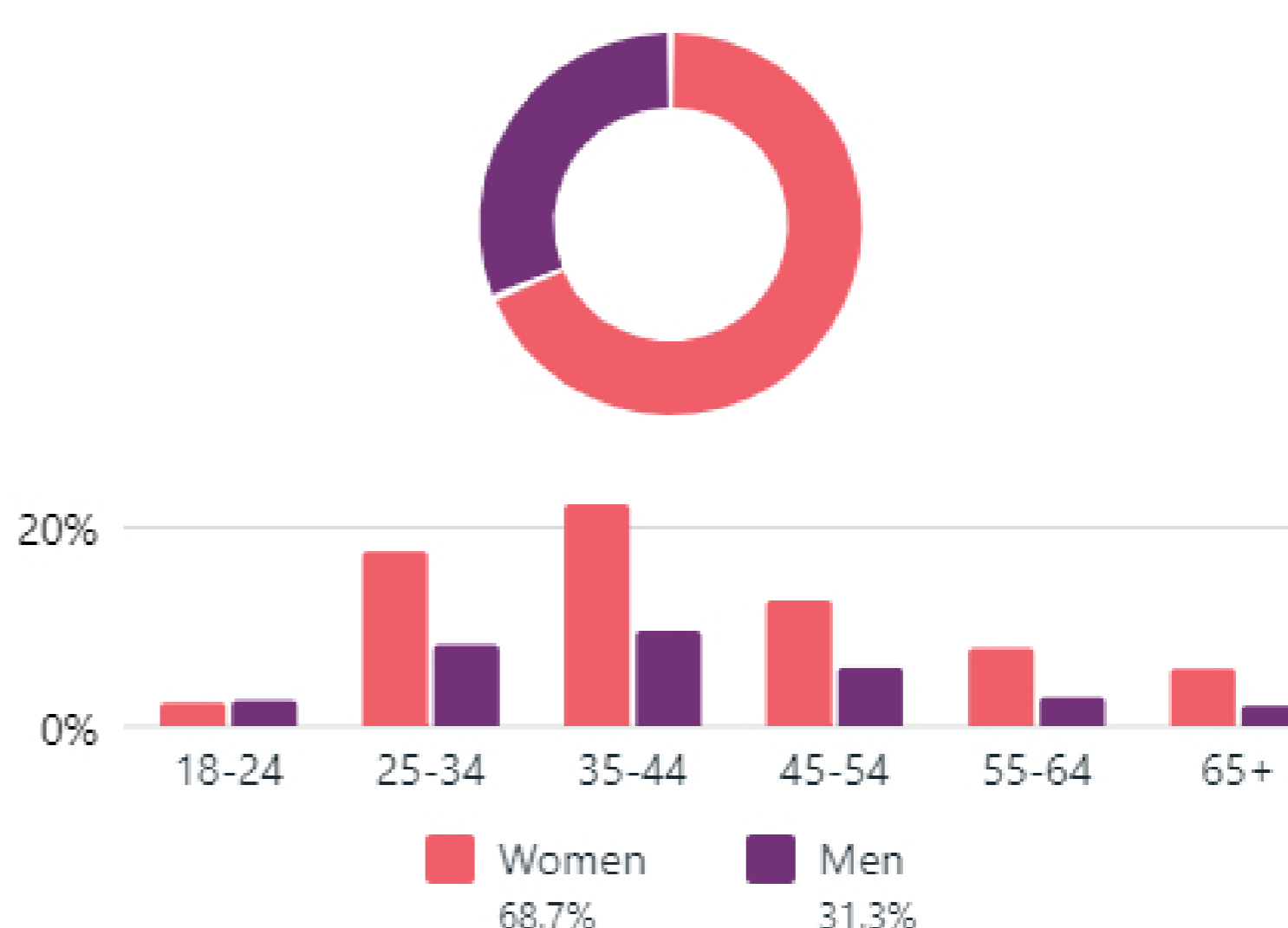
Age & gender ⓘ



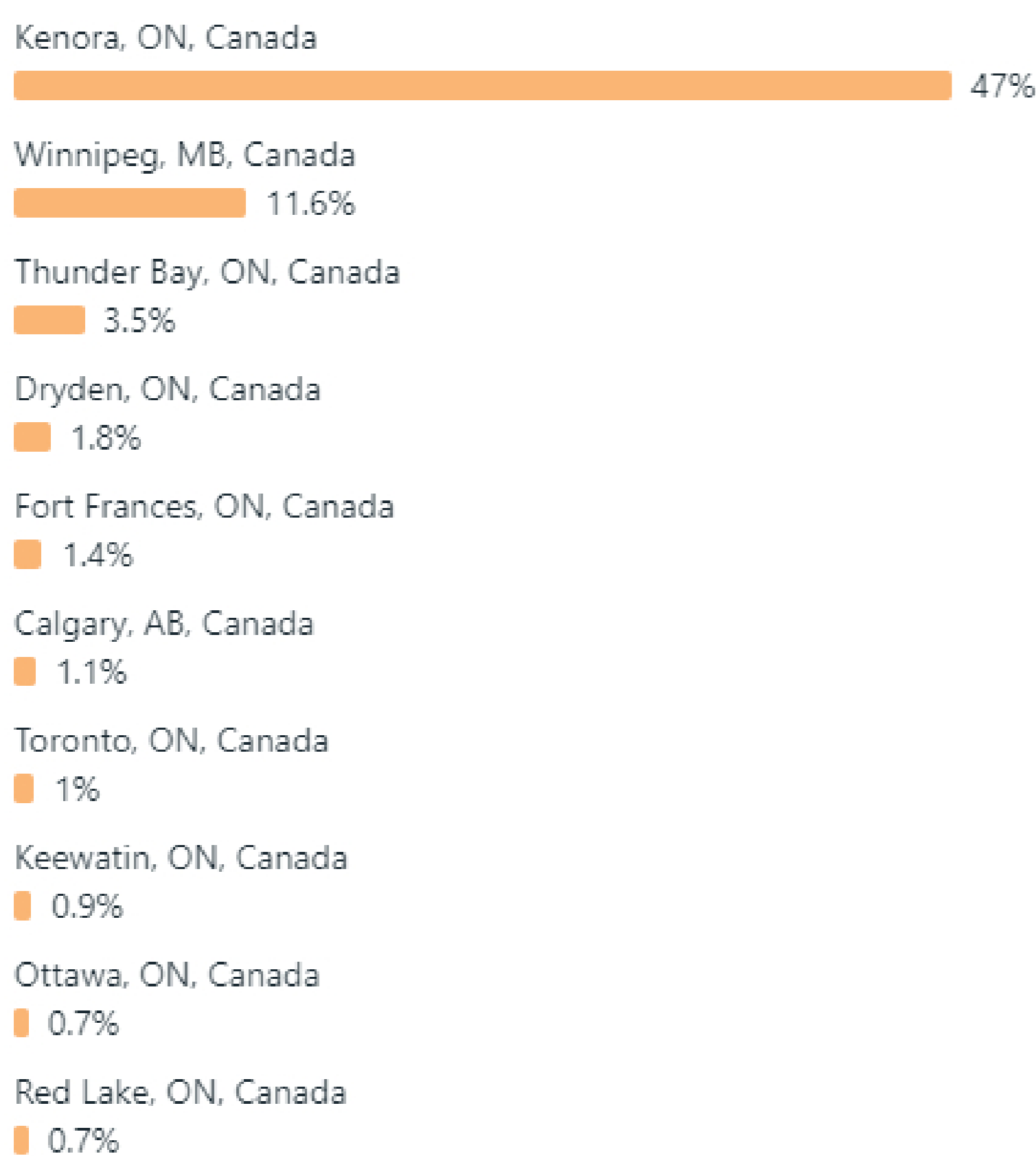
Instagram followers ⓘ

2,211

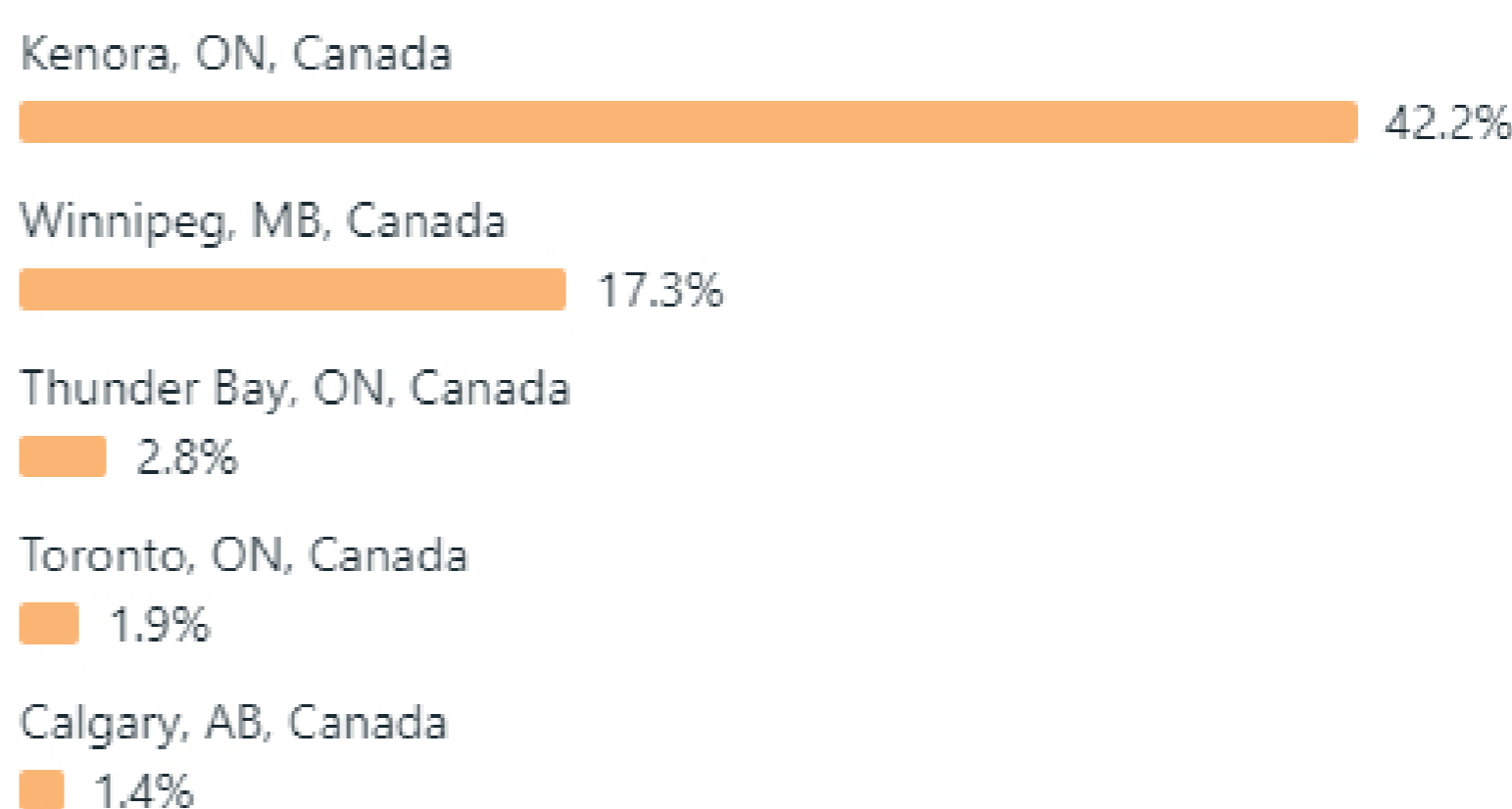
Age & gender ⓘ



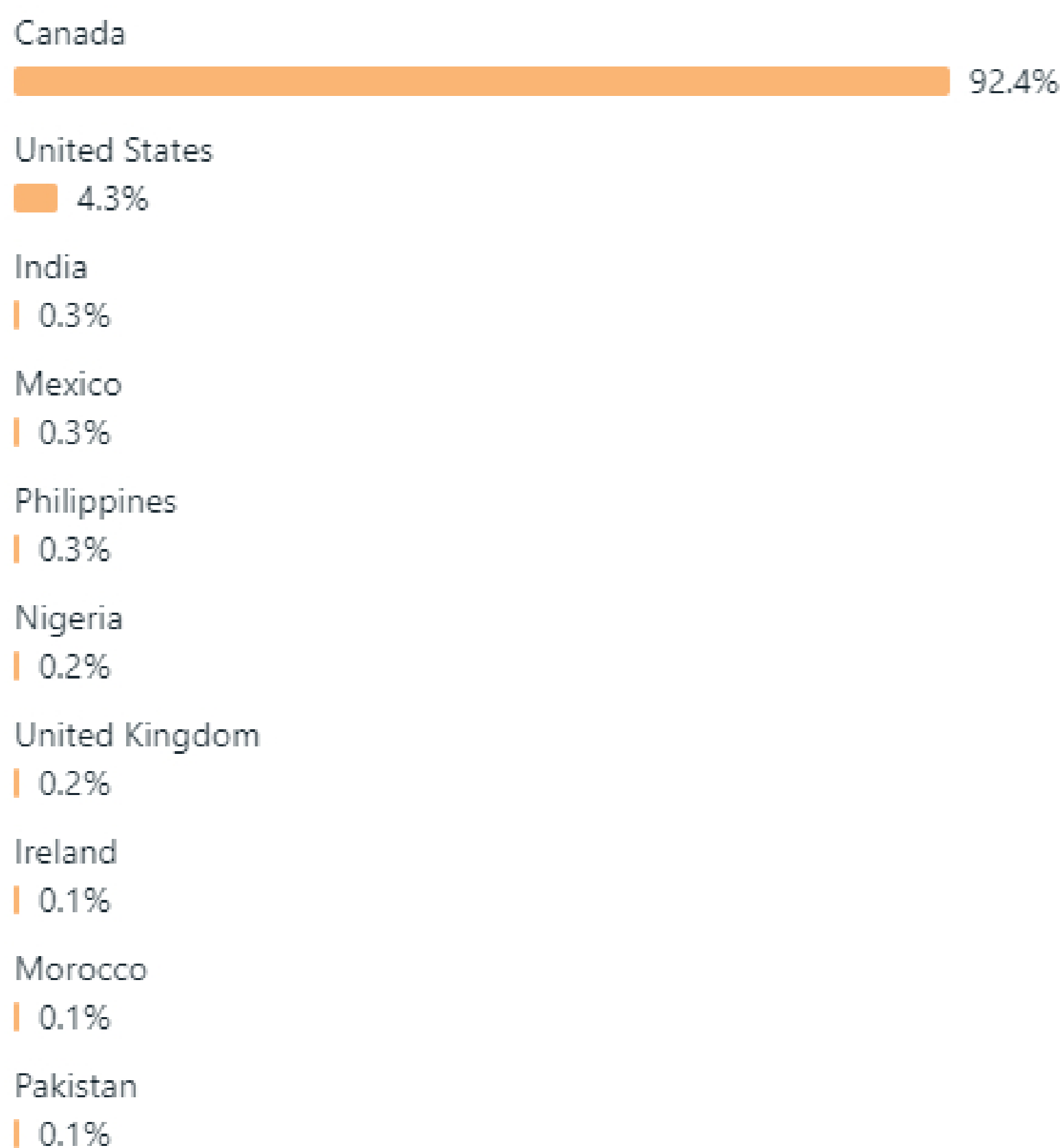
Top cities



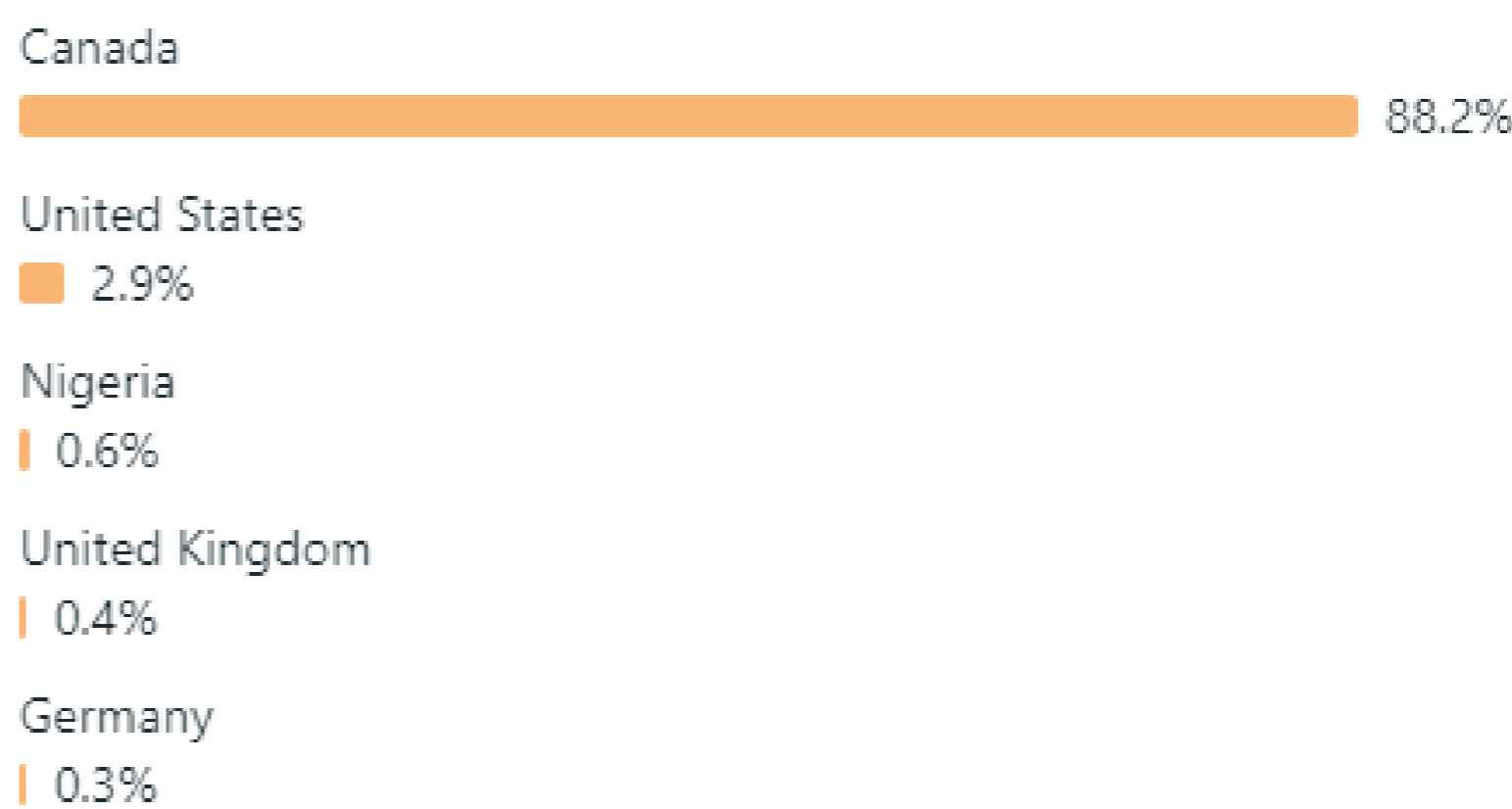
Top cities



Top countries



Top countries




Reach out to new people

The more people like your Page, the easier it is for others to discover your brand. Send invites to people who reacted to your Facebook posts to like your Page. [Learn more](#)

Send invites

Summary

Page	Reactions...	Likes and...	Comments...	Shares	Link clicks...	New followers...	Unfollow...
 City Of Kenora Government Building	8381	6142	941	1298	3484	250	37

Reach

Compare your reach from this period to the previous one.

[See more about your content performance](#)

Facebook Page reach ⓘ

55,094 ↑ 18.8%

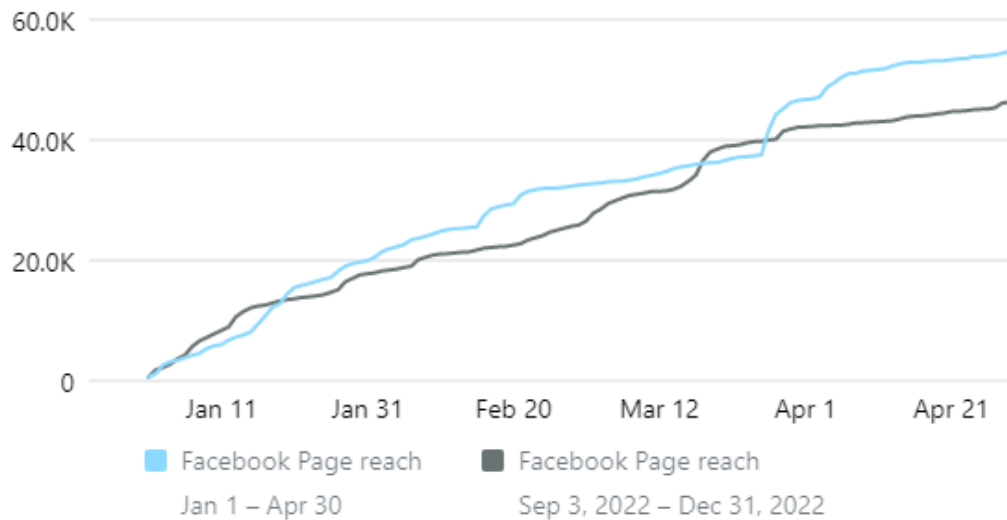
Instagram reach ⓘ

3,314 ↓ 20.9%

Paid reach ⓘ

0 0%

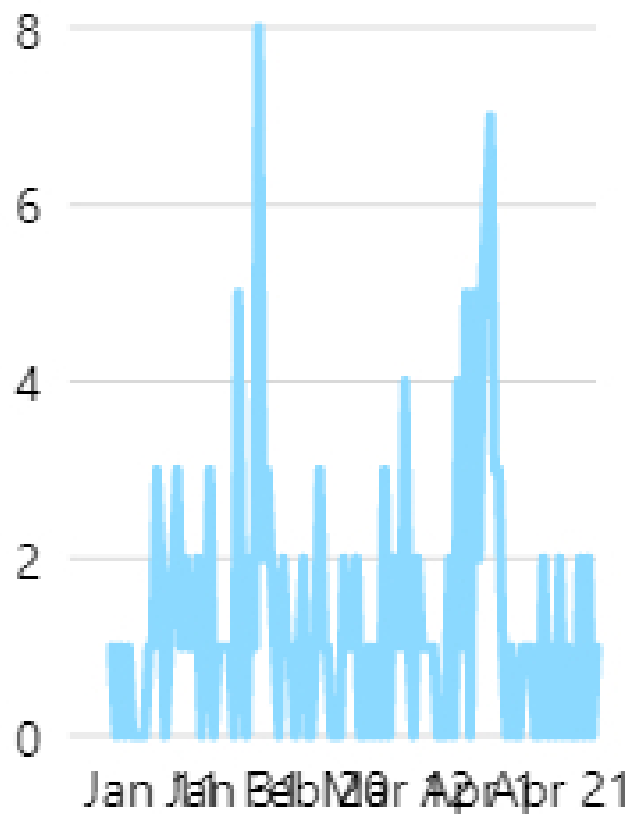
Daily Cumulative



New likes and follows

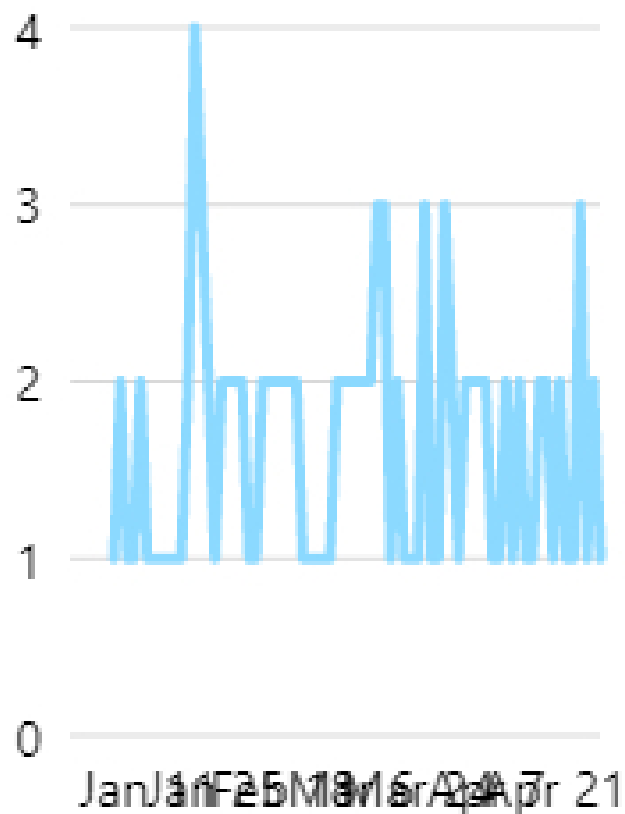
Facebook Page new likes ⓘ

153 ↑ 62.8%



New Instagram followers ⓘ

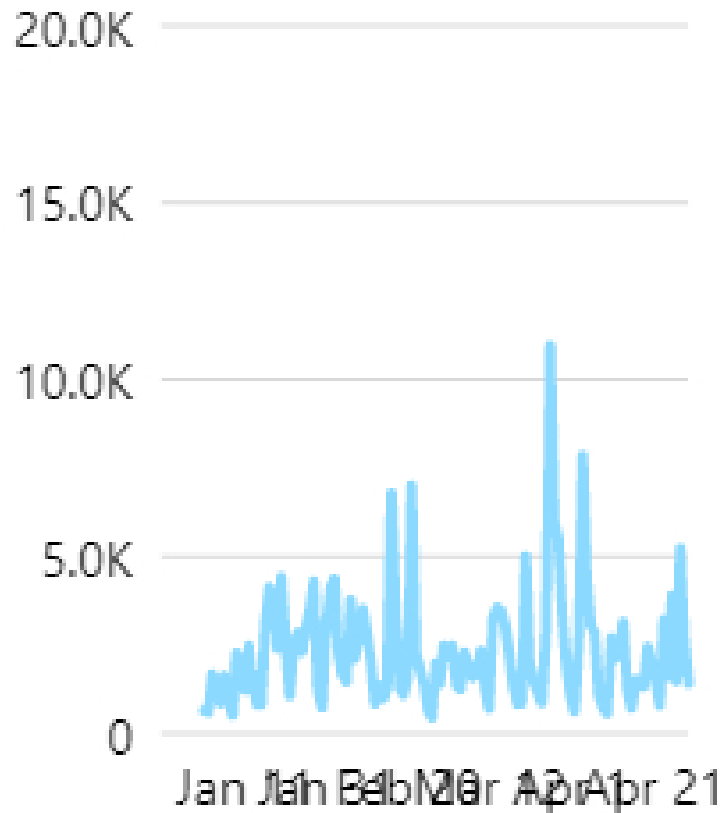
120 ↑ 18.8%



Reach

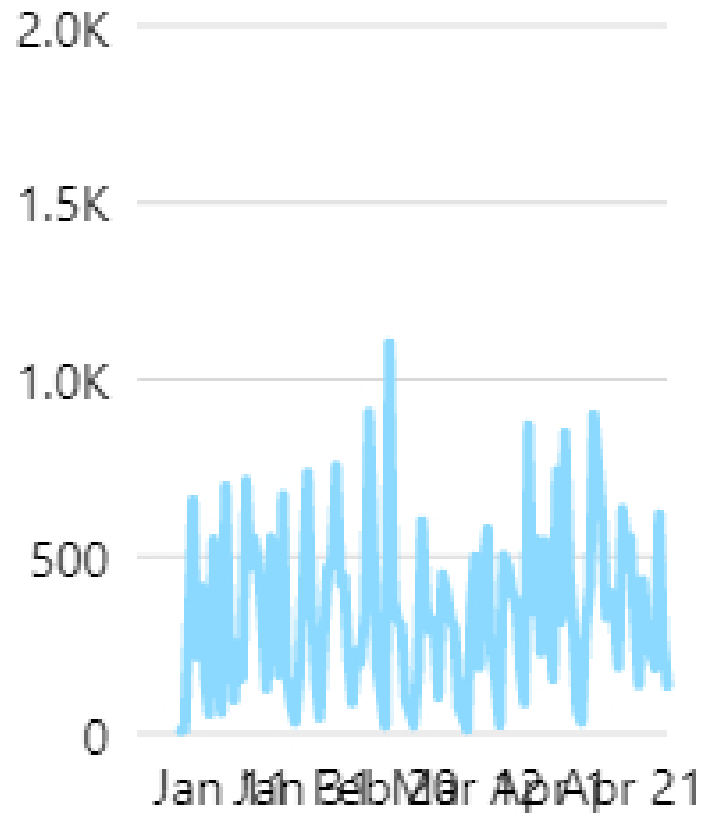
Facebook Page reach ⓘ

55,094 ↑ 18.8%



Instagram reach ⓘ

3,314 ↓ 20.9%



Apr 2023 - 30 days

TWEET HIGHLIGHTS

Top Tweet earned 7,627 impressions

So excited to announce this special event!
🤔👂
Join us on Thurs, April 6, 4 pm to 7 pm
at the Lake of the Woods Discovery Centre
for a meet and greet with **#Kenora's** Jeff
Gustafson **@GussyOutdoors**, the 2023
Academy Sports + Outdoors **@bassmaster**
Classic Champion ca!!!
pic.twitter.com/ki06y9Pqv6

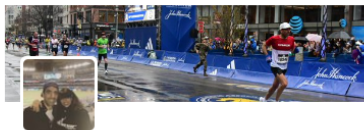


🔄 1 🗨️ 10 ❤️ 49

[View Tweet activity](#)

[View all Tweet activity](#)

Top Follower followed by 908 people



Michael Cosentino

Top mention earned 14 engagements



Celebrate Gussy's Bassmaster Classic victory this Thursday, April 6th at the Discovery Centre in Kenora. Begins at 4:00 PM **@GussyOutdoors** **@CityofKenora** twitter.com/CityofKenora/s...

❤️ 12

[View Tweet](#)

Top media Tweet earned 532 impressions

#CityofKenora flags are at half-mast in honour of retired Kenora **#FireCaptain** Larry Cottam, who passed away on April 3, 2023.

Larry's death is recognized as a Line of Duty Death **#LODD** which falls under provincial presumptive legislation.
pic.twitter.com/jtyicvkETB



ADVERTISE ON TWITTER

Get your Tweets in front of more people



Promoted Tweets and content open up your reach on Twitter to more people.

[Get started](#)

APR 2023 SUMMARY

Tweets
51

Tweet impressions
15.4K

Profile visits
1,439

Mentions
11

New followers
10

Mar 2023 · 31 days

TWEET HIGHLIGHTS

Top Tweet earned 1,300 impressions

Amazing finish! Congratulations @GussyOutdoors Jeff Gustafson on making history at the Bassmaster Classic! CA CACACACA

[bassmaster.com/tournament/202...](https://bassmaster.com/tournament/2023)

↩ 1 🗨 8 ❤️ 25

View Tweet activity

View all Tweet activity

Top Follower followed by 948 people



Patrick Hunter

@patrickHUNTER88 FOLLOWS YOU

2Spirit 🇺🇸 Woodland Ojibwe artist from Red Lake, ON living in Toronto. Entrepreneur / Collaborator / Illustrator / Smiler 😊

[View profile](#)

Top mention earned 31 engagements



Jim Montgomery

@JimMontgomeryOt · Mar 11

Just spent the week in @CityofKenora delivering and @ICSCanada I-300 course to members of an Ontario provincial Ministry IMT as they prepare for flood and fire seasons. Fantastic group of participants- extremely interactive sessions. #AHIMT #EM pic.twitter.com/gx8tSGgDLo



🗨 2 ❤️ 14

[View Tweet](#)

Top media Tweet earned 968 impressions

Congratulations to Kenora's Jeff Gustafson @gussyoutdoors - World Champion of the 2023 Academy Sports + Outdoors @bassmaster Classic!

MAR 2023 SUMMARY

Tweets

60

Tweet impressions

7,135

Profile visits

982

Mentions

18

New followers

9

Feb 2023 - 28 days

TWEET HIGHLIGHTS

Top Tweet earned 322 impressions

Exciting news! Coney Island **#footbridge** is complete! We want to thank the public, esp **#ConeyIsland** residents, for their patience during the rebuild.

Shout out to Docks and Lifts, LMD Contracting, **#CityofKenora** Parks & Facilities Department, & everyone involved.

#LakeoftheWoods
pic.twitter.com/H9AP6mDITr



🔗 3 ❤️ 3

[View Tweet activity](#)

[View all Tweet activity](#)

Top Follower followed by 120 people



Top mention earned 289 engagements



Brandon Brown

@brandon_brown83 · Feb 27

Even with the bright 42% Waxing Crescent moon, last nights (02/26/23) G2-G3 **#aurora** display was amazing. Vibrant red and pinks visible to the naked eye. Here are a few images taken from north of **#kenora #ontario** before cloud cover came in.
@TamithaSkov @CityofKenora @Q104Kenora pic.twitter.com/skZH82sHns



🔗 2 🔄 20 ❤️ 94

[View Tweet](#)

Top media Tweet earned 177 impressions

Mellick Ave between Tenth Street North and Eleventh Street North is closed to all traffic until further notice due to a watermain break.

FEB 2023 SUMMARY

Tweets
50

Tweet impressions
4,810

Profile visits
672

Mentions
62

New followers
2

Jan 2023 · 31 days

TWEET HIGHLIGHTS

Top Tweet earned 138 impressions

#CityofKenora Council announced the approval of round two of an innovative food **#composting** solution.

Kenora residents will have another opportunity to pilot the FoodCycler™ machines at a subsidized price.

Registration opens Feb 6.

kenora.ca/en/news/city-e...

#savethelandfill

↳ 1

[View Tweet activity](#)

[View all Tweet activity](#)

Top Follower followed by 933 people



Dawn Gallagher Murphy

@MurphyGallagher · FOLLOWS YOU

Top mention earned 2 engagements



Patty Letourneau

@ThreeKindWords · Jan 31

@CityofKenora #Kenora #UnhousedHaveRightsToo
twitter.com/CBCNews/status...

↳ 1 ❤️ 3

[View Tweet](#)

Top media Tweet earned 90 impressions

Drafting a new **#CityofKenora #OfficialPlan** is underway, proceeding slower than expected.

In Sept 2021, a draft was submitted to the Province of Ontario for review. The project is paused as we wait for a response. We are focusing on other priorities.

kenora.ca/en/build-inves...
pic.twitter.com/7vbEJ7kSQx

PROJECT UPDATE

City of Kenora Official Plan
and Zoning By-law Review

JAN 2023 SUMMARY

Tweet impressions

4,803

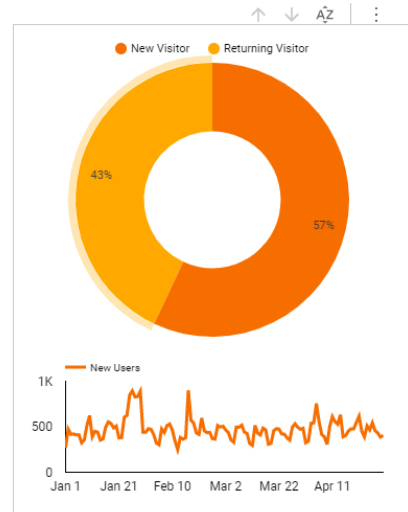
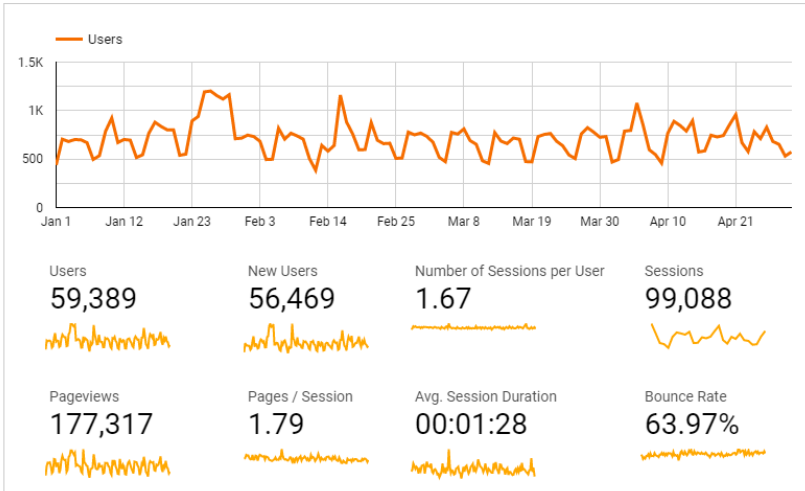
New followers

13

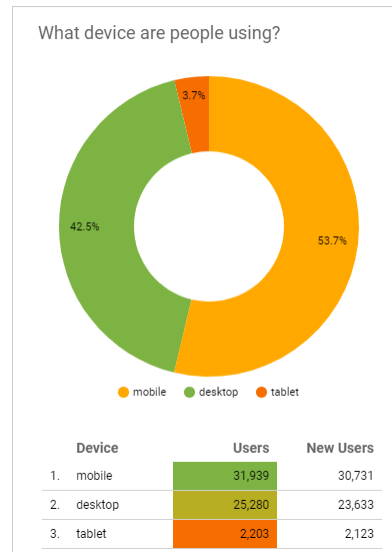
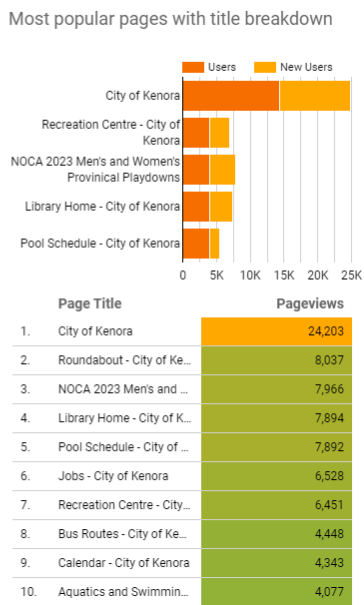
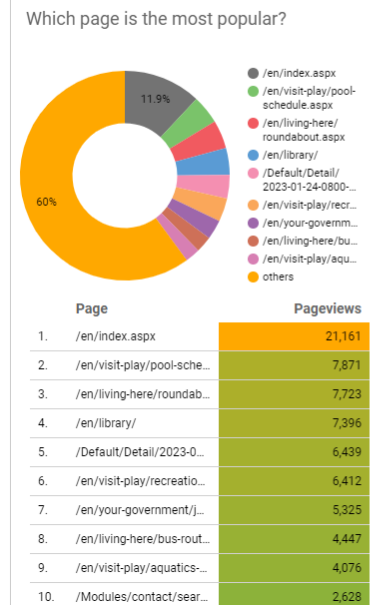
Google Analytics Audience Overview

Continent ▼ |
 Region ▼ |
 Channel ▼ |
 Device ▼ |
 Jan 1, 2023 - Apr 30, 2023 ▼

Your audience at a glance



What do users see when they are in your website?





May 10, 2023

City Council Committee Report

To: Kyle Attanasio, Chief Administrative Officer

Fr: Dave Pratt, Director of Fire & Emergency Services / Fire Chief

Re: Fire Services Master Plan

Recommendation:

That Council receives the Fire Services Master Plan as completed by BEHR Integrated Solutions; and further

That the Fire Services Master Plan be used as a guiding reference document for Council and staff to develop a strategic approach to the delivery of fire services for the City of Kenora over the next five to ten years.

Background:

The most recent Fire Services Master Plan (FSMP) was developed in 2008.

In 2022 the City of Kenora approved a capital budget to complete a FSMP. In June 2022, BEHR Integrated Solutions from Kitchener, Ontario was awarded the tender to complete the Fire Services Master Plan.

BEHR Consulting was retained to develop a ten-year FSMP as part of the City's strategic planning process to ensure Fire Protection Services align with community growth and change. The recommendations presented within the FSMP will be referenced to guide and establish strategic priorities supporting effective decision making, sustainability, efficiency, and effectiveness of Fire Protection Services to the community.

Each division currently within the CKFES was reviewed, along with emergency response, fire station locations, staffing resourcing, procedures, programs, apparatus and related equipment, legislation, industry standards and best practices, fire marshal safety guidelines, and existing service agreements. The FMP process included an assessment of compliance with applicable legislation, review of related reports and plans, current operations, and knowledge of industry practices.

The FSMP focused strategic efforts in consideration of the Three Lines of Defense (TLoD). The TLoD model is established on the premise that steps can be taken to reduce the probability of a fire occurring and the consequence to residents and businesses. The Three Lines of Defense model includes:

1. Public Education and Prevention
2. Fire Safety Standards and Enforcement
3. Emergency Response

Historically the fire service has focused efforts on fire suppression. This has changed in recent years with more emphasis being placed on the importance and value of preventing a fire. It is important from both an economic and public safety perspective.

Strategic Priorities and Implementation of Recommendations:

The RFP indicated that the FSMP outcome must establish strategic priorities complete with actions. The FSMP provides strategic priorities for staff and council to provide a framework for informative decision-making for the overall delivery of Fire Protection Services within the City. The proposed strategic priorities include:

- Prioritize strategies that support the sustainability of a 'composite fire department' and the delivery of Fire Protection Services to provide the most effective and efficient level of service resulting in the best value to the community.
- Optimize the first two lines of defense, including public education and prevention, fire safety standards and fire code enforcement as the foundation of providing a comprehensive fire protection program.
- Utilize Community Risk Assessments (CRA) (O. Reg. 378/18) analysis to inform decisions associated with the delivery of Fire Protection Service.
- Recommend future fire protection needs to meet the needs of the city.

It is recognized that over the next ten years during the FSMP implementation strategy, there may be competing corporate priorities and fiscal constraints. While some recommendations will have an immediate priority and be incorporated into operating and capital budget based on prioritization of funding, others will form part of a refined long-term community investment plan. It is also understood that following a pandemic and economic uncertainty staff must be responsible and focus recommendations on priority items. An ongoing review of all recommendations, community needs, and circumstances, evaluation, and prioritization will ensure recommendations are brought forward at the applicable time to support department, corporate and councils' objectives in perspective with other corporate priorities.

As previously mentioned, any fiscal needs will be submitted to council as part of the annual budget process for consideration. Staff will continue to progress FSMP recommendations to council as part of a long-term implementation strategy, and the FSMP will inform a future multi-year community investment plan, as other plans and strategies come to completion.

The final report, which was to include specific and actionable recommendations by BEHR Integrated Solutions, was to be delivered to Council in early 2023.

Council received the report in April and the consultants provided an overview of the document. Council has now had an opportunity to thoroughly review and analyze the document which contains several recommendations. BEHR Integrated Solutions is presenting at today's meeting providing an overview of the report and answer any further questions Council may have prior to receiving the document by resolution.

Budget:

This project was approved as part of the 2022 Capital Plan. There are several financial implications with the Fire Services Master Plan that will be brought forward to Council for approval as part of the Capital and Operating Budget process. These were not included in the 2023 budget.

Risk Analysis:

There is low risk of adopting 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:

Strategic Plan

Goal 3.2(b) Enhance emergency management, protective services and social services provided by City partners.

Goal 4.4 Enhance City communications to the community on municipal services, developments, and affairs.

Fire Protection and Prevention Act, 1997

Responsibility to council

(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

May 10, 2023



City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Dave Pratt, Director of Fire & Emergency Services / Fire Chief

Re: Budget Amendment – Fire Tanker Truck and Award of Contract

Recommendation:

That Council hereby accepts the tender submission from Fort Garry Fire Trucks for the purchase of a Fire Tanker Truck in the amount of \$545,942; and further

That Council hereby approves an additional allocation of \$95,942 to be funded through internal debt financing for the purchase of a Fire Tanker Truck; and

That in accordance with Notice By-law Number 160-2022, public notice is hereby given that Council intends to amend its 2023 Operating & Capital Budget at its May 17, 2023 meeting to withdraw funds from the debt financing in the amount of \$95,942 to offset the cost of this purchase; and further

That Council gives three readings to a by-law to amend the 2023 budget for this purpose.

Background:

As part of the 2022 Capital Budget, the Kenora Fire & Emergency Services moved forward to replace Pumper 8, a 1990 Ford F800, with a new 2,000-gallon Fire Tanker Truck with a budget of \$450,000, which was subsequently approved. In January of 2023 a Request for Proposal was posted for the supply and delivery of a single axle Fire Tanker Truck. Three submissions were received, one of which was withdrawn immediately after closing (apparatus sold). Fort Garry Fire Trucks bid \$545,942 and Twin City Industrial bid \$556,670.87.

The low bid exceeded the current approved budget. Impacts on the market are attributable to supply chain disruptions and increases in material costs worldwide over the past year. This left Fort Garry Fire Trucks as the lowest bid with a cost of \$545,942.

Budget:

The cost of the project is anticipated to be \$545,942 and will be funded through the issuance of debt. The recommended debt increase falls within the City's allowable Annual Debt Repayment Limit as outlined by the Province of Ontario Regulation 403/02.

Risk Analysis:

There is a medium risk associated with not funding this project. A Fire Tanker Truck is required to provide adequate water supply to areas of the municipality that are not covered by hydrants. Additionally, the uncertainty of the market conditions poses a further risk to rising prices and increasing costs of materials.

Communication Plan/Notice By-law Requirements: Bylaw and public notice

Strategic Plan or Other Guiding Document:

Strategic Plan

Goal 3.2(b) Enhance emergency management, protective services and social services provided by City partners.

May 10, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Dave Pratt, Director of Fire & Emergency Services / Fire Chief

Re: Kenora Fire & Emergency Services – Q1 Report

Recommendation:

That Council hereby receives the 2023 First Quarter Report for Fire & Emergency Services.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. To provide Council with an update on progress towards achieving these goals, the following report has been created.

The City of Kenora Fire and Emergency Services (CKFES) produces quarterly updates for Council that provide information and statistics on staffing levels, call volumes, response times, significant incidents, fire prevention and training initiatives.

Focus Area 3 – Community Recreation, Well-Being, and Safety

Goal 3.2A – Address Community Safety Challenges and Improve Perceptions of Safety in Kenora:



CKFES and the Healthy Workplace Team hosted the Hope, Resilience and Recovery Tour presented by the O.P.P. and Boots on the Ground. The event was open to any active or retired first responders from fire, police, EMS, corrections, nursing, and the military, to raise awareness and start the conversation about mental health, recovery, and the value of peer support to reduce stigma in the first responder community.

Presenters John Tsentouros and Sharon Bak

The department offered the Before Operational Stress (BOS), mental health program to staff. Delivered by Wayfound Mental Health Group, this program is sponsored through government funding from the Public Health Agency of Canada. BOS provides education and strategies to help identify and manage operational stress.

Goal 3.2B – Enhance Emergency Management, Protective Services and Social Services provided by City Partners

CKFES Career continued a trial tiered response to critical medical incidents (cardiac arrest, respiratory arrest). From January 1st to the end of March staff responded to 11

incidents assisting medics with patient care. In association with NWHU, staff received Naloxone training and now carry in medical kits on fire apparatus.

Focus Area 4 – Service Delivery and Organizational Capacity

Goal 4.4 – Enhance City communications to the community on municipal services, developments, and affairs

Deputy Mayor Bob Bernie accepted a credit in the amount of \$5,000 from Enbridge Gas’ Bill Taylor, Northern Region Operations Supervisor. Enbridge Gas is helping City of Kenora Fire and Emergency Services purchase firefighting training materials, through Safe Community Project Assist—a program with the Fire Marshal’s Public Fire Safety Council (FMPFSC) that supplements existing training for Ontario volunteer and composite fire departments in the communities where Enbridge Gas operates.



Chief Pratt, Deputy Mayor Bob Bernie, Bill Taylor

Staffing Levels

The current CKFES staffing levels are outlined in the below table:

	2022 (4 th Quarter)	2023 (1 st Quarter)	Target
Full Time Staff	13	13	14
Live-in Paid-On-Call Firefighters	1	1	4
Paid-per-Call Firefighters	12	11	55
Recruit Paid-per-Call Firefighters	12	11	-
Total Paid-per-Call Firefighters	24	22	-
Total Personnel (Full Time & Paid-per-Call)	37	35	73

Call Volume (First Quarter 2023)

In the first quarter of 2023, Kenora Fire and Emergency Services responded to a total of 87 calls (80 in Kenora and 7 outside the municipal boundary), broken down as follows:

- 26 Fire Alarm Activations (30%)
- 14 Motor Vehicle Collisions (16%)
- 5 Carbon Monoxide Alarm Activations (6%)
- 3 Structure Fires (3%)
- 11 Medical First Response (13%)
- 12 Other (14%)
- 8 Human Perceived Emergencies (9%)
- 3 Rescues (3%)
- 0 Hazardous Materials Emergencies (0%)
- 4 Outdoor Fires (5%)
- 1 Vehicle Fires (1%)

Firefighter Turnout & Response Times

The below table outlines information related to firefighter turnout and response times for the 87 calls that occurred in the 1st quarter of 2023.

	2022 (4 th Quarter)	2023 (1 st Quarter)	Target
Total Calls for Service	104	87	N/A
Average number of firefighters per call	3	3	4
Average Turnout time of first apparatus to all calls	2:02	2:10	1:20 (NFPA 1710)
Average travel time of first apparatus to all calls	6:25	6:35	4:00 (NFPA 1710)
Average total response time of first apparatus to all calls	8:28	9:25	5:20 (NFPA 1710)
Time of first defibrillator to patient (medical calls)	6:23	6:02	4:00 (NFPA 1710)

Emergency Response (Q1 - 2023)

Emergency Response Summary - Total incidents – 87

- Total Incidents mitigated by 3 On Duty Career Staff – 35
- Total Incident mitigated by 2 On Duty Career Staff – 38
- Total Incidents mitigated by On Duty Career & Paid per Call Staff – 10
- Total Incidents mitigated by All Staff (Career, PPC & Career Call Back) – 4
- Total Incidents Career Staff called back to 'cover the hall' – 4

Paid per Call Response Summary

- Q1 Incidents – 10 Average # of responders – 5.5
- Q1 Training Sessions - 15 Average # of attendees - 11

Significant Incidents

- On January 8th Kenora Fire and Emergency Services responded to male in distress walking on the ice towards Coney Island. Four apparatus and 13 firefighters responded, setting up for an ice rescue situation, which was not required.
- On January 11th Kenora Fire and Emergency Services responded to the report of a coach bus rollover. The bus transporting evacuees from Wabaseemoong had slid off the road but all were safe.
- On January 21st Kenora Fire and Emergency Services responded to the report of an ice shack / trailer fire in Darlington Bay. Staff were able to drill through the ice and extinguish the fire using portable pumps.
- On February 17th Kenora Fire and Emergency Services responded to the report of heavy smoke inside a Heenan Place address. On staff's arrival they discovered someone had discharged a fire extinguisher, which was mistaken for smoke.
- On March 16th a person in distress incident had Kenora Fire and Emergency Services responding to a female on the hospital bridge. Again, crews set up for ice water rescue situation, which was not required.

Training Initiatives

The first quarter of 2023 saw CKFES complete a variety of training. Firefighters completed approximately 544 hours towards training covering the following content:

- Self-Contained Breathing Apparatus Air Consumption

- Personal Protective Equipment donning, doffing and inspections
- Electrical Safety
- Cold Weather Ops
- Naloxone Training
- Firefighter Safety
- Ice Water Rescue
- Response Scenarios
- Hoses & Appliances
- WHMIS
- Assistant to the OFM Training



Ice Water Rescue Training

Fire Prevention Activities

During the 1st quarter of 2023, CKFES completed 4 Occupancy Inspections including 1 Vulnerable Occupancy Fire Drill.

CKFES also completed Public and Life Safety Education events including:

- Ignite Your Future – Beaver Brae Secondary School
- Literacy Reading- various schools

Other Activities

- In support of the Rotary Club CKFES hosted a Kids Birthday Party as part of the Online Line Auction Prize, with proceeds going to the Club.
- In February St. Thomas Aquinas High School student Makayla Vanderbroere, joined the department as a Co-op placement for Semester 2.
- CKFES hosted the Beaver / Scouts Tour.
- The Kenora Thistles Under 9 Hockey Team visited the fire hall.
- Supported the Wabaseemoong evacuation from community water disruption.

Focus Area 5 – Relations with Treaty 3 Partners

Goal 5.2 Foster Meaningful and Beneficial Relationships with Treaty Partners:



Opening ceremonies

related to structural and wildland firefighting, search and rescue and the daily routines of both fire and police staff. The event was open and closed by First Nation Cultural ceremonies, and teaching from Elders to assist the youth with life skills.

CKFES partnered with Treaty Three Police, Northwest EMS, MNRF and KCA to provide a March Break Fire/Search & Rescue program for youths ages 16-20. The weeklong training provided the group learning opportunities; how to work as a team through various challenges



Group with Chief of Police Kai Liu



CKFES staff watch as EMS staff remove patient

CKFES staff spent a morning with students from the Paramedic Program at Seven Generations Education Institute. Participants were able to see and use the “jaws of life” and other auto extrication tools and provided real-life experience as a paramedic assisting the patient, but also as the patient in the vehicle being methodically extricated.

Strategic Plan or other Guiding Document:

Strategic Plan

Goal 3.2(b) Enhance emergency management, protective services, and social services provided by City partners.

Goal 4.4 Enhance City communications to the community on municipal services, developments, and affairs

Fire Protection and Prevention Act, 1997

Responsibility to council

(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.



May 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: David Mellor, General Manager of Engineering

Re: Operating Budget Amendment – 2023 Municipal Line Painting and Marking Contract

Recommendation:

That Council hereby accepts the tender submission from North West Lines to complete the municipal street line painting contract in the amount of \$350,000 (excl. HST); and further

That Council hereby approves an additional allocation of \$124,900 to be funded from the Roads Reserve to complete the 2023 Municipal Line Painting and Marking Contract; and further

That in accordance with Notice By-law Number 160-2022, public notice is hereby given that Council intends to amend its 2023 Operating & Capital Budget at its May 17, 2023 meeting to withdraw funds from the Roads Reserve in the amount of \$124,900 to offset the cost of this purchase; and further

That Council give three readings to a by-law to amend the 2023 budget for this purpose.

Background:

The Municipal line painting and marking contract is an annual undertaking that is typically carried out during the spring or early summer of each year. The project entails the line painting of all roadways, crosswalks, intersections, parking stalls, and parking lots owned by the City. The purpose of this work is to comply with relevant regulations and to ensure the safety of both pedestrians and vehicular traffic when using the infrastructure.

In 2022, in order to minimize the annual spend on line painting, the painting of parking lots was moved to a biennial schedule and some intersection scope was removed from the project entirely. There are currently no further cost reduction opportunities.

In early April 2023, the tender for the 2023 Municipal Paving Program closed under budget. The savings from this program exceed the additional budget needed to award the line painting contract and would therefore be reallocated to the roads reserve prior to being reallocated to the Operating Budget.

Budget (incl. Contingency):

Operating 2023 - \$238,600

Roads Reserves - \$124,900

Risk Analysis:

As per the requirements of the ERM policy, the City will mitigate and reduce the risk and liability to Corporation and those motorists utilizing the City's road system related to vehicle and or pedestrian accidents and conflicts, in which the line painting is intended

to supplement other controlled forms of roadway regulation such as signs, medians and traffic signals.

Communication Plan/Notice By-law Requirements: By-Law & Public notice required

Strategic Plan or Other Guiding Document:

Strategic Plan Focus Area 1 – Infrastructure and Environment

Goal 1.2 Ensure Well Maintained and Sustainably Financed City Infrastructure



May 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: David Mellor, General Manager of Engineering

Re: Traffic Bylaw Amendment – Accessible Parking on Municipal or Private Property - Moncrief Construction Sports Centre

Recommendation:

That Council hereby approves an amendment to the Traffic Regulation By-law Number 180-2015, Schedule "L" – Accessible Parking Spaces on Municipal or Private Property to add two additional accessible parking spaces; and further

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

Background:

The Moncrief Construction Sports Centre is an all-inclusive facility with services for all people. Administration has identified that during normal operations the five accessible spaces currently fronting the facility are typically occupied. To ensure accessible parking is available two additional spaces for a total of seven accessible spaces is recommended to better serve the users of the facility. The proposed accessible parking stalls will be resized to comply with the Accessibility for Ontarians with Disabilities Act.

Schedule "L" – Accessible Parking Spaces on Municipal or Private Property

Remove:

ESTABLISHMENT	STREET/ADDRESS/LOCATION	#SPACES
City of Kenora Recreation Centre	18 Mike Richards Way	5

Schedule "L" – Accessible Parking Spaces on Municipal or Private Property

ADD:

ESTABLISHMENT	STREET/ADDRESS/LOCATION	#SPACES
Moncrief Construction Sports Centre	18 Mike Richards Way	7

Budget: N/A

Risk Analysis: Based on the City's ERM policy, it has been determined that there is a low risk as it impacts parking only and significant accessible parking is in close proximity to the area.

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

Strategic Plan or other Guiding Document:

Goal 1.1 – Position Kenora for growth through proactive infrastructure planning



Proposed two new Accessible Off Street Parking spaces



May 10, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: David Mellor, General Manager of Engineering

Re: Traffic Bylaw Amendment – Accessible Parking on Municipal Streets

Recommendation:

That Council hereby approves an amendment to the Traffic Regulation By-law Number 180-2015, Schedule "K" – Accessible Parking on Municipal Streets and Schedule "C" – Limited/Restricted parking on Municipal Streets to remove a designated accessible parking spot outside the Knox United Church located on 2nd Street S and be replaced with a 15-Minute Waiting-Anytime parking space; and further

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

Background:

In 2019 the Knox United Church requested additional accessible parking spaces to better serve their user base. The City obliged with the addition of two accessible parking spaces.

The Knox United Church Administration has requested the removal of one space fronting 2nd Street S to better serve their operations. An unforeseen consequence of adding accessible parking was the limitation of deliveries and other 'drop and go' services. The accessible parking designation prevents the use of these spaces by agencies delivering goods or services directly adjacent to the Church's main entrance.

One accessible parking space fronting the west bound lane of 2nd Street S approximately 11m west of the 5th Ave S intersection is proposed to be changed from an accessible designation to a 15-Minute Waiting-Anytime designation under the Traffic and Parking By-Law.

Schedule K – Accessible Parking on Municipal Streets

Remove:

STREET	LOCATION	SIDE	TYPE OF PARKING	# SPACES
Second Street S	From 11m west of Fifth Ave S, Westerly for 8 m	West	Parallel	1

Schedule C – Limited/Restricted Parking on Municipal Streets

ADD:

STREET	LOCATION	SIDE	RESTRICTION	# SPACES
Second Street S	From 11m west of Fifth Ave S, Westerly for 8 m	West	15 Minutes Anytime	1


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 impacts parking only and significant accessible parking is in close proximity to the area.

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

Strategic Plan or other Guiding Document:

Goal 1.2 – Ensure well maintained and financed City Infrastructure.



Proposed Section of Limited/Restricted Parking
with removal of Accessible Parking space

2nd St S

5th-Ave S



May 10, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Greg Breen, Director of Engineering & Infrastructure

Re: Engineering & Infrastructure – 2023 Q1 Report

Recommendation:

That Council hereby receives the 2023 First Quarter Report for the Engineering and Infrastructure Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals, the following report has been created.

Engineering and Infrastructure is comprised of the following Departments: Engineering (Engineering, Fleet, Facilities and GIS), Public Works (Roads, Water Distribution and Wastewater Collection, Parks and Cemetery), and Utilities (Solid Waste, Water and Wastewater Treatment Plants),

Strategic Plan Focus Area 1 – Infrastructure and Environment

Goal 1.1 Position Kenora for Growth through Proactive infrastructure Planning

Fleet:

Fleet completed the purchase of an asphalt recycler and hot box, which is scheduled to arrive to the first week of May 2023. This recycler will allow the Roads Department to recycle asphalt removed as part of the annual municipal paving projects for the creation of new hot-mix for asphalt repairs.

The Roads department is currently commencing the planning of a revised pothole repair strategy involving the sawcutting and removal, base repair and hot placement and sealing of asphalt in areas where deterioration of the asphalt would have led to future pot holes.

These repairs are planned to occur during summer weather conditions as preventative maintenance ahead of the damaging winter.

Goal 1.2 Ensure Well Maintained and Sustainably Financed City Infrastructure

Engineering / Capital and Operating Projects Update:

Sewer and Water Rehabilitation:

The Sewer and Water rehabilitation project is the reconstruction of sanitary, water and surface features and includes three locations:

- 5th Street South from 6th Ave S to the A & W Ball Fields
- A major storm crossing along Gould
- A portion of a marine sanitary force main running from the Hospital to Downtown through safety bay.

The project has been awarded to Moncrief Construction Ltd. and is currently on budget and on schedule with mobilization to occur the first week of May on 5th Street S. Staff are currently in negotiations with the contractor to expand the scope to include additional surface restoration on the West end of 5th Street S.

Municipal Paving Program:

The Municipal Paving Program is the reconstruction and rehabilitation of paved roads and associated surface and storm collection features as required. The 2023 program includes five locations:

- Railway Street from the Gould Road Intersection to beyond the 16th Ave N Railway Crossing
- Ninth Street North from Houghton Road to Scramble Ave
- Mellick Ave from 10th Street N to 14th Street N
- 6th Ave S from 8th Street S to Golf Course Road
- Laneway East of 8th Ave N between 3rd Street N and 4th Street N

The project has been awarded to Titan Contractors and is currently on budget and on schedule. Construction began at 6th Ave S on April 28th. Staff are currently in negotiations with the contractor to expand the scope to include 1st Ave S from the Bannister Centre to 4th Ave S.

Storm Sewer Program:

The Storm Sewer program is the reconstruction and rehabilitation of storm water collection assets within the City. The 2023 program includes two locations:

- Houghton Road Storm Crossing
- Trenchless relining of stormwater assets in the 6th Street N area.

The Houghton Road Storm crossing is included in Titan Contractors scope of work under the 2023 Municipal Paving Program Contract and the trenchless relining is currently in design phases with anticipated award in early August.

Keewatin Channel Bridge – Design Services:

The request for proposals for consulting services to assess and design rehabilitation work planned for 2024 closes on May 11. Award is anticipated to occur by the end of the month. The current schedule indicates deliverables to be received in early November.

Coker Road Geotechnical Analysis;

The contract was awarded in December of 2022 to Stantec Engineering. A pre-design report is anticipated to be received in early May. The pre-design report will include remediation recommendations and associated costing to reopen the road for Councils consideration. The City is currently keeping the road closed while monitoring the water levels and roadway condition.

Kenora Area Landfill Peripheral Road Construction – Phase 2:

The Kenora Area Landfill Peripheral road construction is currently in the design stage with anticipated completion by the end of June 2023 and award in August 2023. The

project includes ditch line improvements and a settling basin required as part of the development plan issued by the provincial government.

Operations Centre 2nd Floor Renovation:

The request for proposal closed in April and the tendered scope resulted in significant budget shortfalls. The scope of the project has been reduced through multiple value engineering sessions and currently the consulting team is working with contractors to identify additional savings.

The City will be reissuing the work through an invitation to tender procurement process once value engineering exercises have completed.

CCTV Cleaning and Inspection Services:

The closed circuit TV cleaning and inspection services contract is an annual contract to clean and assess the storm water and sanitary sewer collection mains throughout the City. The work is currently out for tender with anticipated award to occur in late May/early June.

Municipal Line Painting and Marking:

Tenders closed in early April, 2023 for the annual line painting and marking contract. There is a budget shortfall of \$124,900 related to this project. A report is being presented to Council in the May Committee of the Whole meeting to seek direction to reallocating funding that would allow the award of the work in May.

Moncrief Construction Sports Centre Parking Lot and Boat Launch Improvements:

The Moncrief Construction Sports Centre parking lot and boat launch improvements includes significant hard and granular surface upgrades, stormwater drainage improvements, lighting upgrades, the addition of one boat launch, replacement of a water main and repair of a failed retaining wall.

The work is currently designed and awaiting pricing via a competitive tender process with anticipated construction start in early June.

Moncrief Construction Sports Centre – Interior Projects:

The Moncrief Construction Sports Centre has significant interior upgrades planned including the relocation of the reception area and west dressing room upgrades which are currently in planning and design stage. Construction may commence in 2023 pending completion of that stage. Currently design work is underway for the rink slab and board replacement. Construction of this project will not commence until 2024.

Baseball Field Upgrades:

Multiple baseball fields will undergo a variety of different upgrades including the addition of infield mix, lighting upgrades where required and replacement and/or improvement of fencing. The majority of the project has been tendered and is scheduled to be completed this summer.

Bowman Electric Keewatin Memorial Area – Various Projects:

The project is currently in the design stage and the scope of work includes the replacement of flooring in the lobby and second floor viewing area, replacement and upgrade of the accessible lift and potential upgrade of the 2nd floor viewing area to allow for accessible viewing.

McLeod Park Phase 1:

Phase 1 of the McLeod Park project is 98% complete with minor electrical upgrades, vegetative plantings and deficiencies to be addressed. The park now features a log themed play area and seating areas that permit accessible use.

Phase 2 of the project is currently on hold as applications for funding are being reviewed by external funding agencies.



Water and Wastewater Distribution and Collection:

Underground Services completed the following repairs and maintenance on the water distribution system:

- Dug and repaired two (2) water main breaks
- Dug and replaced three (3) main valves
- Dug and repaired Three (3) copper services
- Dug and replaced two (2) service boxes
- Dug and installed two (2) new fire hydrants
- Repaired three (3) fire hydrants
- Flushing of fire hydrants
- Repaired evergreen booster station
- Completed monthly water reads and repairs
- Maintained water bleeders
- Three (3) water turn on/off for season
- Seven (7) water turn off/on for repairs
- Three (3) frozen waters lines
- One (1) water turn on for new construction
- One (1) water turn off for demolition
- Two hundred and sixty-six (266) water deliveries
- Fifty-two (52) locates for Ontario one call
- Five (5) precautionary Boil-Water Advisories

Underground Services completed the following repairs and maintenance on the wastewater collection system:

- o Twenty-one (21) calls for sewer rodding
- o Five (5) grinder pump replacements
- o Sixteen (16) calls for grinder pumps
- o Nine (9) calls for sewer steaming
- o Fifty two (52) Ontario one locates
- o Installed new heat trace on first street south
- o Sewer lift station Maintenance (cleaning of snow and wet wells)
- o Flushing of sewer mains
- o Responded to various station alarms

Mellick Ave Repair



Seventh Ave Repair



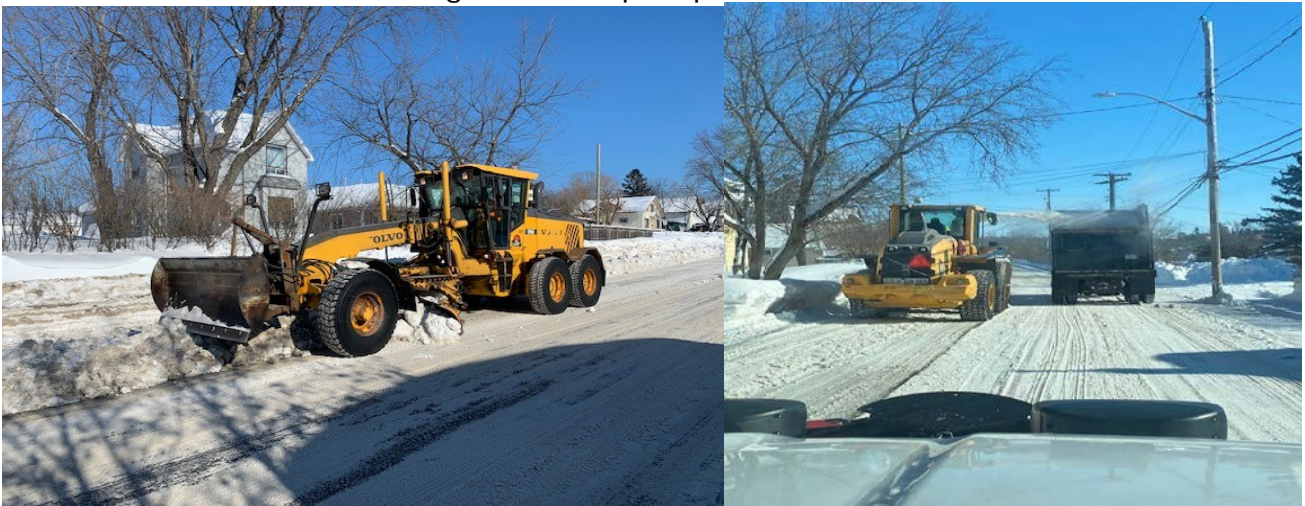
Rupert Road Valve Replacement



Roads:

The Roads Department continued winter maintenance following the Minimum Maintenance Standards O/Reg 239/02. Day shift work was bolstered by the addition of the 11:30pm to 8:00 night shift of 6 staff. Plowing and sanding was completed as required on MMS Class 3 and 4 Collector Roads as the first priority, followed by MMS Class 5 and 6 roads, streets and lanes.

City crews were also supplemented by local Contractors during the month of February to maximize snow removal during the lower precipitation month.



Roads Crews completed the following repairs and maintenance on the road, and drainage systems:

- o Eighteen (18) Culverts and Storm Lines required steaming and blockage removal
- o Nine (9) locations required Ice Ditching for flood prevention.

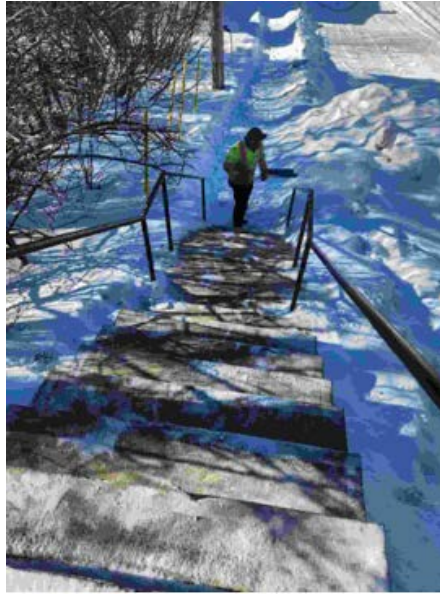


Roads Crews began potholing filling in March as weather conditions permitted. As asphalt cracks form, water ingresses into the cracks during warmer temperatures, and then freezes, expanding and weakening the asphalt. Vehicular traffic then accelerates the damage caused by the ice forming within the asphalt. Cold weather concrete repairs are currently completed using cold asphalt mix and Da-Lee permanent pot hold repair materials.



Parks and Cemetery:

The Parks crews supported the winter maintenance and snow removal efforts with a focus on City Facilities and the Harbourfront. Additional scope was added this year including pedestrian staircases and walkways, crosswalk location and supporting Sewer and Water with snow removal around fire hydrants. Seasonal Labourers added to the staffing complement.

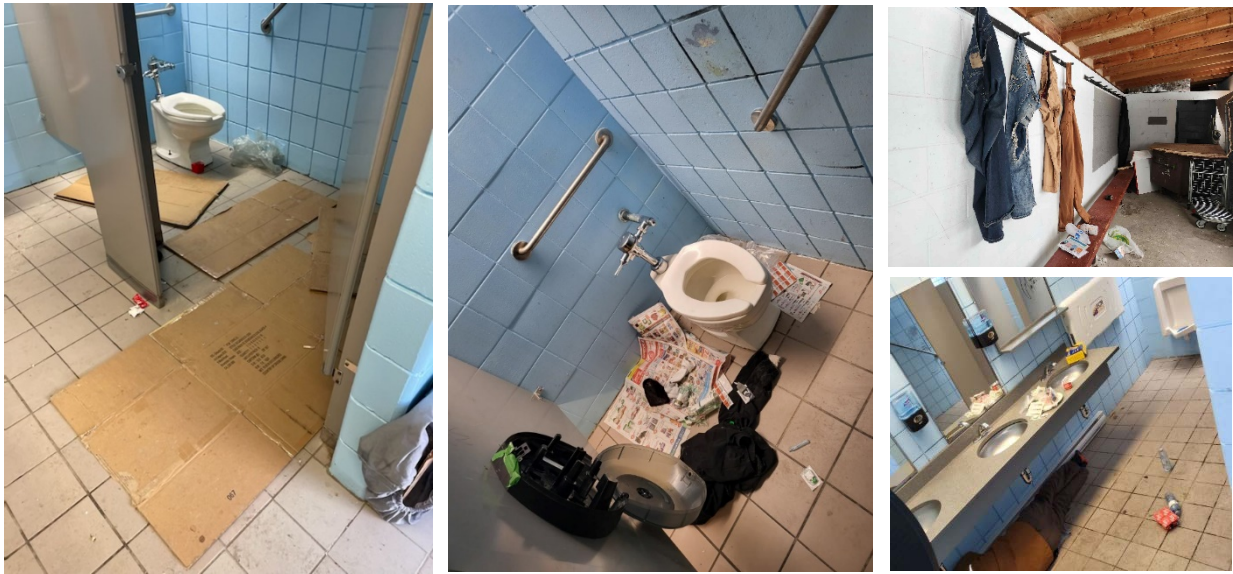


The Parks team continues to address multiple vagrancy clean ups in various locations such as dugouts, the Museum courtyard, and the Thistle Pavilion washrooms. Clean up and repairs of asset damage and vandalism is an ongoing effort.

Vandalism



Large Cleanups



The Parks Team also repaired and refurbished 80 tables; replaced damaged/rotten boards, stained and completed the removal of the Christmas tree light display in the downtown core.



At the Cemetery, there were 33 internments. Maintenance of dead and hazardous trees was also complete with (4) removals.

Fleet:

Delivery of the new 2022 Chevrolet Silverado was taken and will be shared between the Roads and Parks Depts. This truck was originally ordered in September of 2021, but was delayed due to Covid impacts and supply chain shortages.



Fleet has tendered and awarded the Tandem U-body Sander Dump Truck that was a 2023 Capital project, this truck is slotted for build at the end of this year. Fleet has also purchased the asphalt recycler and hot box, which is scheduled to arrive to the first week of May 2023.

The Fleet Divisions 3 vehicle hoists for daily use all passed their yearly inspection, as well as our 2 forklifts and 3 genie lifts. Fleet has registered with Resource Productivity & Recovery Authority (RPRA) to replace our membership with HWIN (Hazardous Waste Information Network) which allows the transfer of used oil, diesel, gas and coolant. Our 2-way radio license/authorization was renewed during this quarter.

During this quarter, Fleet also looked ahead to spring and ensured that the sweepers and sweeper attachments are ready to go for spring. All trimmers are ready and the lawn mowers have been inspected and now they are just cycling back through the shop to have the defects repaired.

The Fleet staff worked a total of 2057.50 hours on 205 vehicles and pieces of equipment for almost every division. The team completed 13 annual safety inspections and regular preventative maintenance on all equipment, with 400 hours spent on PM and 400 hours spent on diagnostics for repairs.

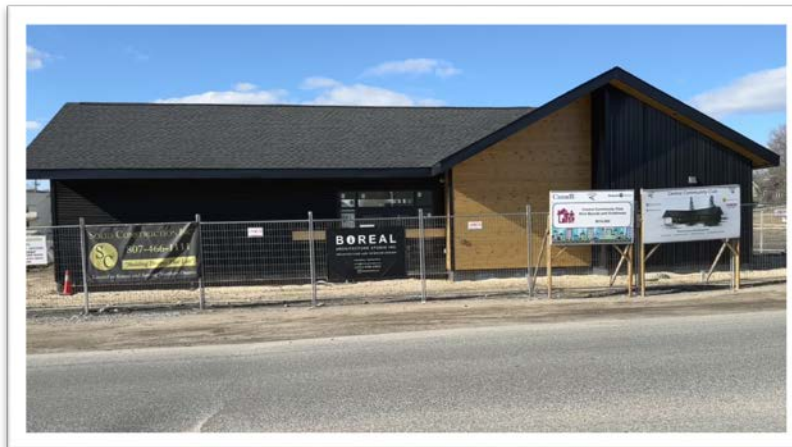
Facilities:

The Facilities Department completed the following repairs and maintenance the City's Buildings.

- Emergency repair to damaged stairs at the WWTP
- Installation of time clock for hot water circulation system at the Library to assist in lower power consumption
- Lighting repairs at the Museum
- Completed the installation of the City Hall HRV in the Coin Room for the back offices on the main floor.
- Lighting upgrades at Fire Hall #3 to the office space
- Repairs to the dog and cat kennels

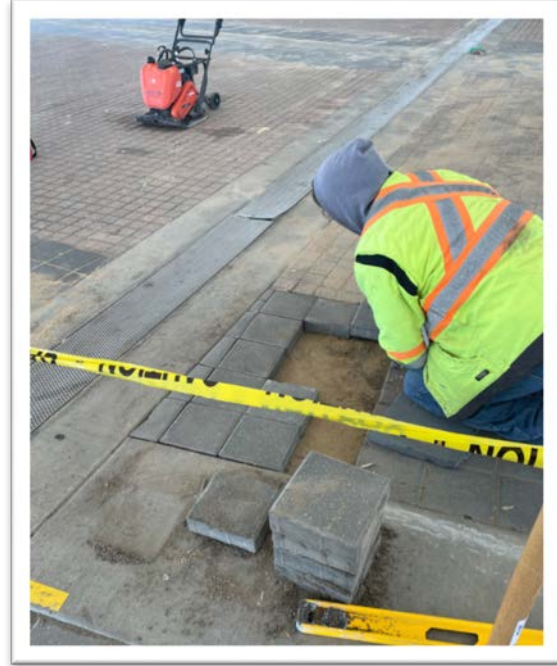
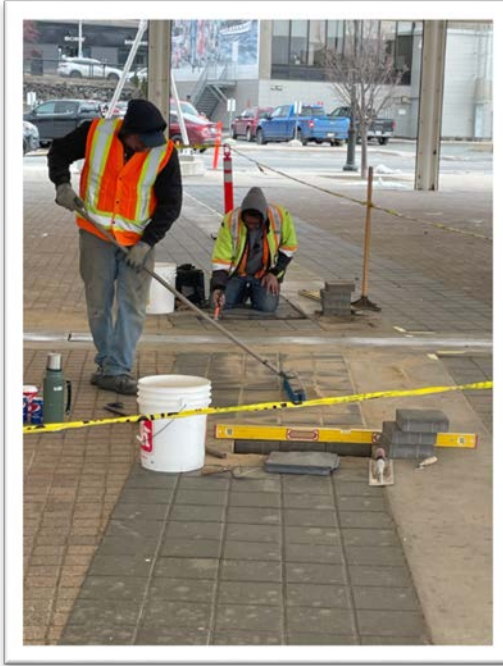
Central Community Club

Construction continued into the first quarter of 2023 with the completion of the rink boards and near complete construction of the building itself. Flooring is currently being installed and once the snow melts groundwork will start for the exterior sidewalks, pathways and the new playground.



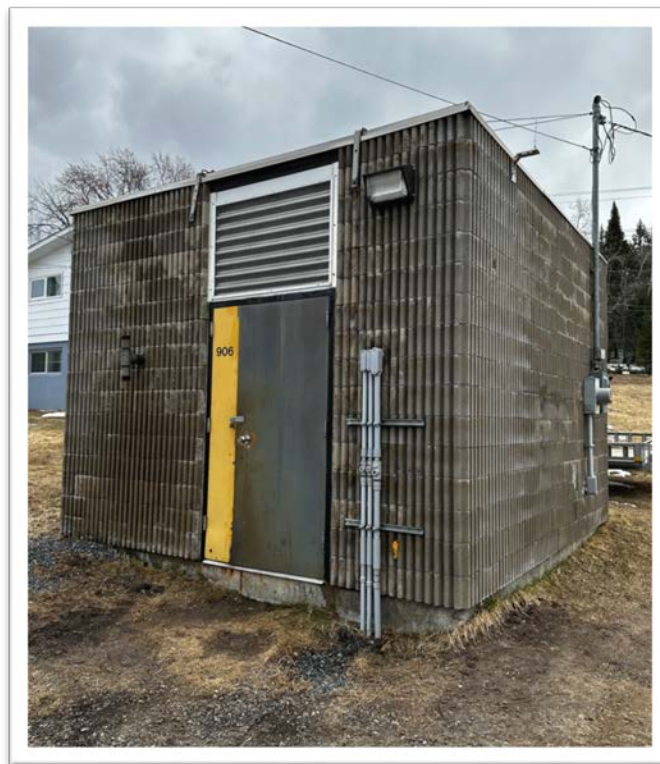
Whitecap Pavilion

Paving stones inside of the Whitecap were pulled up and leveled in preparation of the summer event season.



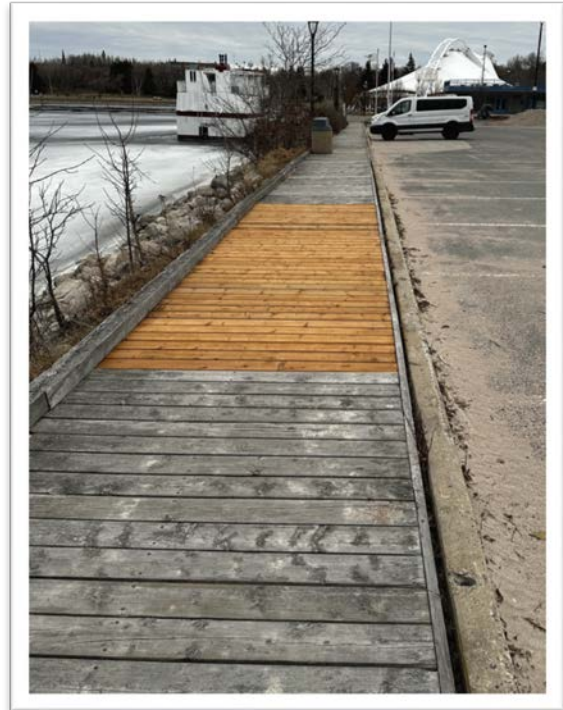
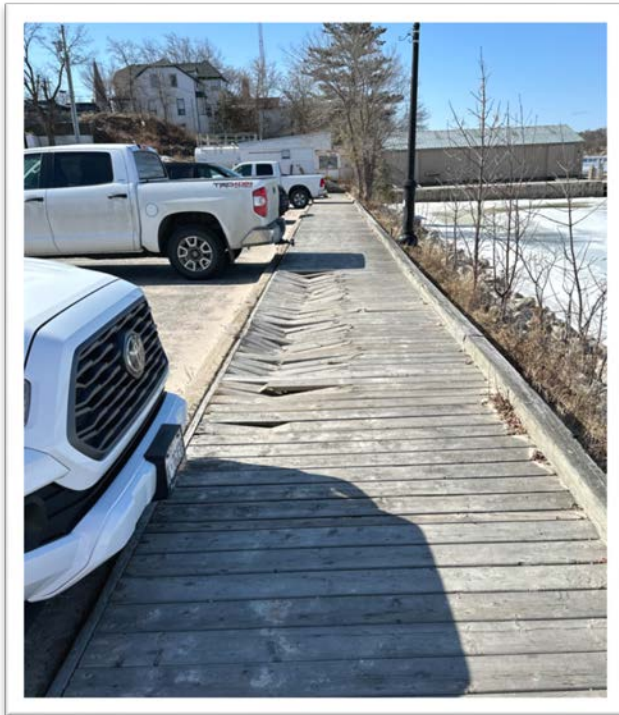
Pumping Stations

Six pumping stations have been identified and are currently getting new hip style green metal roofs along with pressure washing of exteriors and painting of doors to match the roof. The six stations getting new roofs were identified in our roof assessment of all 28 pumping stations.



Sidewalk / Boardwalk repairs

The melting snow revealed damage to the Harbourfront boardwalk. Structural frame and boardwalk repairs were required to remedy.



Dock Systems

Due to the high-water flooding of last year several docks sustained damage. Remedial work is ongoing at multiple location to ensure a smooth opening for spring 2023



Operations Center

Installation of twelve new large ceiling fans in the vehicle storage area at the Operations Centre have been added. The new fans provide better air circulation by bringing down the heated air from the ceiling and assisting in drying off the snow cleaning equipment much faster improving crew efficiency. Servicing of the main disconnect and generator switch also occurred at the same time.



Coney Island Floating Walkway

Coordination of the supply and installation of new handrailing on the Coney Island Floating Walkway



Rentals

Assisted in the kitchen upgrade at the Creighton Youth Detention Office complex on Rabbit Lake Road. Repairs to exterior lighting for Sunset Trail Riders.



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

Risk Analysis: There is no expected risk as a result of this report.

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



May 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Heather Pihulak, Director of Corporate Services
Andrew Smith, General Manager of Recreation & Culture**

Re: Request for User Fees to be Waived at Moncrief Construction Sports Centre

Recommendation:

That Council hereby supports a reduction in user fees for use of the Moncrief Construction Sports Centre for It's a Dogs Life rental August 10, 11 and 12, 2023 and the Kenora Minor Baseball League rental May 13, 2023 in the amount of 30% of the established rental rates for the facility.

Background:

The Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided for various activities, services, property use and other matters of the municipality. All fees and charges are authorized by Council and Administration does not have the authority to alter those fees and charges without Council approval.

From time to time, Administration receives requests for a reduction or waiving of fees charged for various reasons. These range from recreation fees (ice rental, pool rental, room rentals), parks fees, use of other facility fees, transfer station fees, and more. At this time, there is no administrative process for discretion for staff to manage these requests and they must be brought to Council for decision.

Administration will be considering a draft policy that would come to Council for consideration that could help address these types of request. This policy, at minimum could establish a set of guidelines to ensure there is consistency when approving these types of requests.

Until such time, we have two immediate requests for Council consideration. Administration is not recommending granting the full requests, but suggesting a reduction in the fees be considered at 30%.

Request #1

On April 25th, 2023 I received a request from It's A Dog's Life regarding waiving of fees at the Moncrief Construction Sports Centre for their upcoming fundraising event.

The group is hosting a fundraising event (garage sale) at the complex on August 12th with set up August 10th and 11th. The total cost to the group will be approximately \$1,300. They have submitted their non-refundable \$500.00 deposit and are now requesting the City to consider waiving the remaining cost to rent the facility. This cost would be approximately \$800.00.

Since 2021 to to date, It's a Dogs Life have taken 31 dogs into care directly from the City pound. They also manage the Pet Lost and Found page on Facebook for the community where they are contacted daily with pictures of lost and found dogs that are shared. Dogs normally are returned to their owners fairly quickly rather than ending up at the pound. After hours they are often contacted by community members when there is a found dog in the City. In many of these cases they find a temporary foster home until animal control can pick up the dog.

This fundraising event is significant to the organization to help with ongoing costs associated with running the not-for-profit group.

Request #2

On April 26, 2023 I received a second request for fees to be waived at the Multipurpose Room at the Moncrief Constuction Sports Centre.

The Kenora Minor Baseball League is holding a Tag Day Fundraiser on May 13, 2023. They are requesting that the Mayor and Council waive the fee at the Moncrief Construction Sports Centre Multipurpose Room of \$175/day. They will use the room from 9:00 a.m. until 4:00 p.m. on May 13th. Currently, they have the room booked for this purpose.

Budget: If a full reduction was provided, the first request would be a negative impact to the Thistle Arena revenue of \$800 and the second request would be a negative impact to the KRC complex revenue of \$175. If a 30% reduction was considered, this would see impacts of \$184.62 and \$40.38 to the respective budgets.

Risk Analysis: There is a low risk associated with this report and is financial in nature. Should Council choose to approve these requests, it will impact revenue for the Moncrief Construction Sports Centre.

Communication Plan/Notice By-law Requirements: Resolution only



May 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Andrew Smith, General Manager of Recreation and Culture

Re: Kenora Recreation and Culture Department – Q1 Report

Recommendation:

That Council hereby receives the 2023 First Quarter Report for the Recreation and Culture Department.

Background:

As part of the planning process, administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals, the following report has been created.

The City of Kenora Recreation and Culture Department produces quarterly updates for Council that provides information and statistics on facility usage, programs, and events.

Strategic Plan Focus Area 3 – Community Recreation, Well-Being, and Safety

Goal 3.1.1 - Complete the City of Kenora "Parks and Recreation Master Plan".

Goal 3.1.2 – Undertake a review to create an engaging suite of recreational, tourism and cultural programming.

Parks and Recreation Plan (PRP) Section 8 - Implementation and Monitoring

The following fields directly relate to the City of Kenora's Parks and Recreation Master Plan section 8, following recommendations and service enhancements.

Baseball Diamonds

The Recreation and Culture team had a community user group meeting in regards to programming, field enhancements, club goals and club capacity, which gave the department a strong understanding of community user groups field desires. In general, the user groups are pleased with scheduling, even though we had been through a severe flood in 2022, where field time was drastically cut.

The groups voiced their desires for infield and outfield playing surface enhancements. These concerns are being worked on through work completed in 2022 and continuing in the summer of 2023, with continued work to bring up to the fields up to desired standards past the 2023 season.

The user groups had all voiced their best case scenarios for field enhancements, and were all routed in the main goal of hosting inter-communal games and tournaments, which directly connects to the City of Kenora's Parks and Recreation Plan. Enticing teams

from outside the community to come and experience the great sporting atmosphere Kenora fosters is important to the community, and by fulfilling regulations set out by sport governing bodies, is a key to hosting larger events in the future. Key enhancements include the following:

Field Size

Lighting

Infield Mix and Grading.

Outfield Grading.

The baseball/Slo-pitch season will begin in early May which is weather dependant.

Sport Tourism and Event Hosting

Special Events

Lake of the Woods Girls Bantam/Midget Hockey Tournament	AA Bantam Thistle Hockey Tournament
NOCA Curling Event	Kenora Men's Hockey Tournament
Lake of the Woods Minor Novice Hockey Tournament	Lake of the Woods Minor PeeWee Hockey Tournament
Lake of the Woods Minor Atom Hockey Tournament	Kenora Skating Academy Ice Show

Recreation Programs and Services

Please see Appendix A for statistics and usage.

Marketing and Communications

The naming rights for the Kenora Recreation Centre and Keewatin Memorial Arena were purchased, replacing the previous names with the MCL Sports Centre and Bowman Keewatin Memorial Arena. This resulted in changes in operating and social media communications, and with numerous media avenues, it was a slow process transitioning all publications over, but the staff have all done an amazing job in being diligent with the new names.

Signage will be installed throughout the summer months for both locations.

Facebook Page Stats	January – March 2023	January – March 2022	Percentage Increase
Overall Page Reach	46,734	28,478	+164%
Page Visits	14,162	3846	+368%
New Likes	111	115	-4%

Micheal Smith Fitness Centre

New fitness equipment is set to arrive May 8th, with the gym opening up again May 13th. All memberships will have an additional week added to their current Old equipment, through the buyer group, is being removed and liquidated from the instalation company where the price of the equipment will be reflected on resale price, labour, and shipping.

Please see Appendix A for statistics and usage.

Aquatics

The Aqua Centre welcomed a new Head Life Guard, with Eryn Platt moving to the community to join the lifeguard team. Eryn brings over 20 years of aquatics experience

and we are looking forward to the new and exciting opportunities and ideas she will be bringing in.

New lockers were installed and we implemented our “Lock It Up” campaign where we have sold over 500 locks and have experienced a drastic improvement in cases of theft.

Please see Appendix A for statistics and usage.

Kenora Public Library

2023 Kenora Library Strategic Direction – Community Connection and Collaboration, Inclusive and Welcoming, Innovative and Responsive Services.

The Library continues to be a valuable asset to our community, by providing numerous programming options, services which include information access, communication through ipads and iphone, and multiple avenues for literature and educational opportunities.

Stats

Statistics	January – March 2023	January – March 2022
Inter Library Loans	370	371
Computer Usage	13,313	5318
Memberships Added/Deleted	184	60
Electronic Resources	62,221	57,855
Total Circulation(E-resources not included)	44,796	32476

Programming and New Opportunities

Kanopy - an on-demand streaming video platform for public and academic libraries that offers films, TV shows and documentaries.

New Webpage Update - Be sure to check out our new Library website that went live in mid-December.

Tiny Art Show – This program has had an amazing response with 283 canvases distributed in the community! This all age’s opportunity provides each participant with a 4x4 inch canvas to create masterpieces in the medium of their choosing. Two in person Tiny Art events were held over the March Break where patrons could use our art supplies to create their canvas.

March Break - The library offered a full slate of activities for the March Break. There were Storytime’s, Tiny Art, Memento Making, Giant Connect 4, Family Game Day, Storywalk at the Moncrief Construction Sports Centre, and STEM Saturday! Friday we had a special guest performance by Jada Siwak of Jada’s Children’s Music and Books. Those in attendance had a great time listening to the guitar and singing, and many were dancing along!

City of Kenora Spring Break Scavenger Hunt – the library once again partnered with the MUSE, Moncrief Construction Sports Centre, and the Discovery Centre to offer a fun scavenger hunt at all of the facilities. Participants who completed the hunt were entered into a draw for a prize.



Goal 3.1.3 – Complete “Active Transportation Plan”. ***Trails***

The Recreation and Culture Department is currently working cross-departmentally and with Urban Systems from Winnipeg, Mb to create an Active Transportation Master Plan, which will provide direction in current and future trail enhancements.

Focus Area 5 – Relations With Treaty 3 Partners

The Muse | Lake of the Woods Museum and Douglas Arts Centre

The Muse Strategic Plan 2021 to 2023 – Vitality, Partnerships, Impact and Engagement

The Museum and Art Centre continue to be cultural leaders in the community, by not only providing programming and entertainment, but also through education and their engagement within the Indigenous Advisory Committee, this gem continues to provide an immeasurable service to the community.

Exhibits

Art Centre

- Piitwewetam: Making is Medicine - Sept. 24/22 - January 14
- Exquisite Miniatures - Richardson Family Gallery - January 15 - March 21
- Among Wigwags Beam - Susan and Jim Hill Gallery - February - April 8
- Beyond the Bars – January 20 – March 31

The Muse

- Tell Me A Story: Youth Literature and the Holocaust - a travelling exhibit from the Montreal Holocaust Museum – January 24 – March 31

Class A Designation

The Muse staff have started the process to receive Class A Designation for the Douglas Family Art Centre, which directly impacts the exhibitions the Muse is able to borrow from other institutions, and has a tax receipt implication for donors.

Programming and events

- Piitwewetam: Making is Medicine - January 19th - Held in partnership with Ne-Chee Friendship Centre

- 55+ and Free: Adventures in Culture – A series of 12 arts/heritage programs for seniors.
- We Are What We Eat – Mexican, Middle Eastern, East Indian, Taiwanese – January to March
- Afterschool art classes for children ages 5 - 14
- Various school presentations and group visits



Appendix A – Facility Usage and Stats

This report has been generated based on the activities and data collected during the period of January – March 2023

Participant Visits by Activity

ACTIVITY	January – March 2022	January – March 2023
Lane Swim	1243	2123
Tot Swim	615	842
WaterFit	974	1555
GentleFit	107	208
Schools	3980	5251
Public Swims	5418	6843
Weekend Leisure Swims	815	1072
Rentals	1091	1671
Swim Lessons	1474	1650
Life Saving Society Programs	459	52
Special Olympics	71	88
Kenora Swimming Sharks/Kenora Borealis	645	1541
Other (Special Programming)	258	571
Hot Tub	3395	5622
Pool Totals	20,545	29,089
Walking Track	2136	4319
Open Ice	740	745
Fitness Centre	8266	14,389
Group Fitness	795	1944
Facility Total	32,482	50,486

*** The batherload for the pools are sporadically tallied by lifeguards throughout the day. During a swim, a bather can utilize all 4 pools and be counted each time they enter a pool. These numbers are utilized so the operators can properly calculate the chemistry of the pool for adding fresh water/chemicals.

The MCL Sports Centre and Bowman Keewatin Memorial Arena were closed due to Ontario Government COVID closure January 2 – 31, 2022.

Programs / Activities

January Group Fitness	26 classes
Winter Swim Registration – January 5th	Swim & Play 3 – 12 months: 6 enrolled Swim & Play 12 – 36 months: 6 enrolled Preschool Swim for Life Sunday Lessons: 32 enrolled Swimmer 1 – 6 Swim For Life Sunday Lessons: 16 enrolled Preschool Swim for Life Tues/Thurs Lessons: 25 enrolled Swimmer 1 – 6 Swim for Life Tues/Thurs Lessons: 31 enrolled LSS Bronze Medallion/EFA: 3 enrolled Bronze Cross: 4 enrolled
February Group Fitness	23 classes Spin & Strong Pop Up Class
Free Wednesday Public Skates	Beginning February 1st
PD Day – February 3 rd	\$3 Public Skate \$3 Family Swim \$3 Public Swim
Valentine's Day Promo	February 14 th 2 – 4 – 1 special
Family Day	Family TaiChi \$3 Family Open Hockey \$3 Tot & Me Skate \$3 Family Swim Family BOGA FREE Sponsored Swim & Skate – Royal LePage Landry's Real Estate
March Group Fitness	23 classes Pop Up Classes – Body Balance
Intro to Pilates - March	6 participants enrolled
March Break Awesome Adventures Day Camp	20 participants enrolled
March Break Mexican Fiesta	\$3 Swim & Skates Dive In Movie Sponsored Swims by: Ne-Chee, Triple PLAY/Kenora Youth Wellness Hub & Kenora Anishinaabe-Kweg Sponsored Skates by: Ne-Chee and Triple PLAY/Kenora Youth Wellness Hub
Spring Swim Registration	Preschool Swim for Life Sunday Lessons: 15 enrolled Swimmer 1 – 6 Swim For Life Sunday Lessons: 20 enrolled Preschool Swim for Life Tues/Thurs Lessons: 30 enrolled Swimmer 1 – 6 Swim for Life Tues/Thurs Lessons: 44 enrolled

Extra \$3 Public Skates	January 14 th February 25 th March 11 th
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Facility Rental Hours

Facility Booking in Hours	January – March 2022	January – March 2023
Thistle Rink	776.5 hours	1105 hours
Keewatin Memorial Arena	466.75 hours	778 hours
Recreation Facility Rooms	437.75 Hours	675.5 hours

The MCL Sports Centre and Bowman Keewatin Memorial Arena were closed due to Ontario Government COVID closure January 2 – 31, 2022.

Membership and Package Sales

Membership Type	January – March 2022	January – March 2023
Annual	40	45
Post-Secondary	28	23
3 Month	82	120
6 Month	12	20
1 Month	124	200
10 Visit Passes	179	244
25 Visit Passes	172	283
Instructional Program 10 and 25 Visit Passes	30	56

Appendix B – Publications to note

Kenora Recreation Centre

Monday February 20, 2023

Family Day

Kenora Recreation Centre

Hours:

7 am — 3 pm

Group Fitness Classes:

A Touch of the Orient (Family TaiChi)

10—10:45 am

Thistles Arena:

\$3 Family Open Hockey 9—10:30 am

\$3 Tot & Me Skate 10:30 am—12 pm

Aquatic Centre:

Lane Swim 7 am—12 pm

WaterFit 8:30—9:15 am

GentleFit 8:30—9 am

\$3 Family Swim 9:30—11 am

Family BOGA 11—11:45 am

**FREE Public Skate
& Swim
12-3 pm**

Sponsored by

ROYAL LEPAGE

LANDRY'S FOR REAL ESTATE

Kenora - Brokerage
Independently Owned and Operated

Waterslide! Tarzan Rope! Sauna! Hot Tub! Tot Pool!

Pool Admission: Children who are between the ages of 9 and 10 years must complete a facility swim test to enter unaccompanied. Children who do not meet this requirement must be under the direct supervision (within arm's reach) of a responsible person 16 years of age or older. No more than 2 children under the direct supervision of one adult. Children who are 8 years and younger must be accompanied by a parent/guardian.

Phone 467-2087 for more information



In keeping up with the traditions of my grandfather Swen, my uncle Roger and father Gregg, when I was presented with this wonderful opportunity of Naming Rights to the Keewatin Memorial Arena, I had to continue this tradition. I also couldn't help but think of this opportunity as a way to honour my late mother, Linda Bowman, who grew up and resided in Keewatin her whole life.

-Dylan Bowman, President
Bowman Electric Limited



\$175,000 Naming Rights Sponsorship
\$17,500 for 10 years
Bowman Electric - Keewatin Memorial Arena



\$375,000 Naming Rights Sponsorship
\$25,000 for 15 years
Moncrief Construction Sports Centre

"Founded in Kenora, we are pleased to be given the opportunity to support the community where our family, friends, customers, clients, and employees play and work. We are proud of our history and look forward to our future in the community as the Naming Rights partner for the Moncrief Construction Sports Centre."

-Hilary Moncrief, Contracts Administrator at MCL





May 10, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Director of Economic Growth and Recovery

Re: Development Contribution Analysis and Review

Recommendation:

That Council hereby directs Administration to proceed with the creation of a Development Contribution by-law for certain developments that provide public benefit to the City of Kenora from private sector development.

Background:

The COVID-19 global pandemic greatly impacted the momentum of planned development in the City of Kenora. Lasting supply chain and building material pricing challenges still linger. In addition, interest rates have increased drastically since 2019. These pressures, combined with municipalities competing for development investment, has trigger the need for the City to evaluate options related to the potential to incent certain types of development activities.

To understand the potential for incenting development, one first has to understand limitations of certain municipal actions under the Municipal Act (2001).

Section 106 of the Municipal Act prohibits a municipality from directly or indirectly assisting “any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose”. However, Section 107 allows a municipality to “make grants...to any person, group or body... for any purpose that council considers to be in the interests of the municipality”.

Outside of the Municipal Act, 2021, Part V of the Planning Act provides municipalities with the power to “make grants or loans” to owners within a designated Community Improvement Area, provided the municipality’s Official Plan contains provisions relating to community improvement and Council has, by by-law, designated the whole or part of an area covered by the Official Plan as a community improvement project area. The Planning Act goes on to define the eligible costs of a community improvement plan. The City of Kenora does have three area (Harbourtown Centre, Keewatin Business Centre, Former Abitibi Mill site) as being community improvement zones.

In circumstances where a community improvement area doesn’t exist, Council does have the ability to provide support if certain tests are met.

What does Section 107 of the Municipal Act, 2001 allow?

Section 107 (1) Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to Section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the

municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1).

A municipality is, subject to the bonusing limitations of Section 106, empowered to make grants to persons or entities both within and outside the municipality for any purpose council considers to be in the interest of the municipality. The power to make grants includes guaranteeing loans, charging interest on loans, selling or leasing municipal land or personal property for nominal consideration, making donations of food and merchandise which the municipality has purchased for that purpose and allowing the use of municipal personal property and officers, employees or agents of the municipality.

The language of Section 107 is expansive and is to be broadly interpreted although it does not authorize the granting of tax rebates. The term "grant" is not defined but it generally means a bestowing or conferring of a benefit, which may be monetary in nature.

In *Nowak v. Fort Erie (Town)* it was found that "s.107 of the Act allowed the town to make grants for any purpose that town council considered to be in the interests of the town" although in this instance the "overall contractual arrangement between the town and the developer did not result in an obvious or undue advantage being conferred upon the developer by the town."

City Administration's engagement of legal counsel identified several instances where "in the interest of the municipality" could be satisfied.

These would include:

- Employment creation
- A tourist attraction
- Creation of a venue that would promote the sale of local goods and services
- Infrastructure that provides benefit beyond the particular project which results in benefits and use by the broader community.

Orders of magnitude of the three criteria noted above are important considerations.

The key consideration is to not bestow an "obvious or undue advantage" to the developer.

In an effort to mitigate the risk of obvious or undue advantage, administration recommends the creation of a Development Contribution By-law. This by-law is intended to stand outside of the Capital Facilities By-Law (affordable housing) and a community improvement zone (within a certain area of the City). The new by-law would outline how applications for development contribution support would be evaluated and approved. The ultimate goal is to increase investment activity and generate new tax levy or improved economic conditions for the City and its residents.

Budget: Any financial contribution made to a particular development will have a short term financial impact to the City. These investments will be offset by future increased tax levy being generated by a particular new development or project. Sources of funding for these will be projects will be determined by Council on a case-by-case basis.

Risk Analysis: This report has the potential to significantly increase investment attraction and reduce pressure on the existing tax base to fund future initiatives and costs.

Communication Plan/Notice By-law Requirements: Once a new by-law is adopted, Economic Development will utilize this tool to help accelerate financial investment into the City of Kenora.

Strategic Plan or other Guiding Document:

2022-2027 City of Kenora Strategic Plan

2.1.5 Activate the City of Kenora 5-Year Tourism and Economic Development Strategy.

2021 Five Year Tourism and Economic Development Strategy

TACTIC – Position Kenora to take advantage of specific strategic sector opportunities

1. Explore strategies to capture economic spinoffs resulting from major industrial and resource development projects tentatively planned or being assessed in the region.



May 10, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Director of Economic Growth and Recovery
Megan Dokuchie, Economic Development Officer

Re: Amendment to the Municipal Capital Facilities By-law

Recommendation:

That Council authorizes an amendment to the City of Kenora Municipal Capital Facilities By-law number 84-2022 for Municipal Housing Project Facilities to reflect alignment with the most recent Ministry of Municipal Affairs housing tables and other administrative revisions; and further

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

Background:

The "Enabling Affordable Housing Action Plan 2018" identified a number of tools that could be implemented to assist in the development of affordable housing within the City of Kenora in the areas of financial incentives, policies and procedures, regulatory, communication, education and advocacy. One specific tool identified is the development of a Municipal Capital Facilities By-law.

Municipalities are authorized to enter into agreements for the provision of municipal capital facilities under the *Municipal Act 2001*, as amended. Municipal housing project facilities are a class of capital facilities. Agreements can only be entered into if a municipality has enacted a Municipal Housing Facilities By-law.

Council approved the adoption of a Municipal Capital Facilities By-law for Municipal Housing Project Facilities in July 2019, which was subsequently amended in June 2022. This by-law allows the municipality to provide support for affordable housing projects in the City of Kenora in the form of a conditional grant to offset a portion of or the full cost of development or as an exemption from all or part of the taxes levied for municipal and school purposes.

This amendment will reflect alignment to the most recent Ministry of Municipal Affairs housing tables and includes administrative revisions to the by-law. In addition, as future housing tables change, administration will have the ability to utilize the most recent tables without the need to go back to Council on an annual basis.

Budget: As previously approved, Council will consider requests to enter into a Municipal Capital Facilities Agreement on a case-by-case basis.

Risk Analysis:

There is low risk to approving these amendments as they are administrative in nature, provide clarity to the application of the by-law and create alignment with the most current Ministry of Municipal Affairs housing table.

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

Strategic Plan or other Guiding Document:

Facilitate opportunities for more and diverse housing development across the housing spectrum.

The Corporation of the City of Kenora

By Law Number ~~84-2022~~

A Municipal Capital Facilities Bylaw for Municipal Housing Project Facilities

Whereas Section 110 of the *Municipal Act 2001*, as amended, (the "Act"), authorizes municipalities to enter into agreements for the provision of municipal capital facilities by any person, including another municipality; and

Whereas under Section 2 of Ontario Regulation 603/06 made under the *Municipal Act*, "Municipal Housing Project Facilities" is a class of municipal capital facilities for the provision of which Municipalities may enter into such agreements and for which assistance may be provided under Section 3 of the said Regulation; and

Whereas under Section 7 of the said Regulation 603/06 a municipality may enter into agreements respecting Municipal Housing Project Facilities if only it has enacted a Municipal Housing Facilities By-law and otherwise complied with the requirements of the said Section 7; and

Whereas Council wishes to encourage, promote and assist in the provision of Affordable Housing in Kenora; and

Whereas Council is desirous of enacting a Municipal Housing Facilities By-law to authorize the City to enter into agreements for the provision of Municipal Housing Project Facilities; and

Whereas a Housing Project may contain both Affordable Housing which is eligible for assistance hereunder and Market Housing, which is not;

Now Therefore the Council of The Corporation of the City of Kenora Enacts as follows:

1. **Definitions:** In this By-law,

"Act" means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and the Regulations thereunder;

"Affordable Housing" means municipal housing which would have a market sales price that would be affordable to those households with incomes in the 60th household income percentile or below or rent that would be affordable to those households with incomes in the 60th household income percentile or below for the City of Kenora as determined by the Ministry of Municipal Affairs and Housing Provincial Policy Statement - Housing Tables, ~~2020~~[as amended and updated from time to time](#);

~~"Affordable Rental Housing" means: Housing where monthly rental costs (excluding utilities) do not exceed 30 percent of the tenant gross monthly Household Income and is rented at or below the average market rent for a rental unit in the City of Kenora;~~

"City" means The Corporation of the City of Kenora;

"Clerk" means the Clerk of The Corporation of the City of Kenora;

~~“CHMC” means the Canada Mortgage and Housing Corporation;~~

“Council” means the Council of The Corporation of the City of Kenora;

“Household Income” means the gross annual income from all sources of all persons who reside in a housing unit, or intend to reside in a housing unit;

“Market Housing” means housing units other than Affordable Housing;

“Municipal Housing Project Facilities” means the class of municipal capital facilities, as prescribed by paragraph 18 of Subsection 2(1) of Ontario Regulation 603/06, as amended;

“Municipal Housing Facilities Agreement” means an agreement authorized under Section 2 of Ontario Regulation 603/06, as amended;

“Municipal Housing Facilities By-law” means a by-law enacted by Council pursuant to Section 7 of Ontario Regulation 603/06, as amended, and includes this by-law;

“Proponent” means a person or corporation (private or non-profit) including another municipality with whom the City has entered into or may enter into a Municipal Housing Facilities Agreement under Section 2 of this by-law;

“Rent” means the amount charged for accommodation in a housing unit and is used in this by-law to mean the same thing as a housing charge under the *Co-operative Corporations Act*.

2. Council may pass by-laws authorizing the City to enter into Municipal Housing Project Facilities Agreements with any person, including another Municipality, pursuant to subsection 110(1) of the *Act*, as amended, for the provision of the Municipal Housing Project Facilities.

3. The City shall not enter into an agreement under Section 2 of this by-law unless it has determined that the housing units to be provided as part of the Municipal Housing Project Facilities constitute Affordable Housing ~~or Affordable Rental Housing.~~

4. ~~Eligibility for Affordable Housing to be provided under a Municipal Housing Project Facilities Agreement shall be determined in accordance with the following:~~

~~a) For geared to income units, or for units with rents at or below 80 percent of Average Market Rent, tenants will be selected in accordance with the *Housing Services Act* if applicable, and otherwise in accordance with any local policies adopted by Council;~~

~~b) For Average Market Rent Affordable Housing units, eligible tenants will be selected by the landlord through a non-discriminatory process and in accordance with all application legislation.~~

45. Under no circumstances shall a housing unit be made available to a household any member of which at the time of the commencement of the term of the proposed lease, already owns a residential property, as determined by the Proponent after making all reasonable inquiries, provided that the City may waive this requirement at its discretion.

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56. With respect to the provision, lease, operation or maintenance of the Municipal Housing Project Facilities that are subject to the agreement, Council may provide financial assistance or other assistance at less than fair market value or at no cost to the Proponent. Such assistance may include:

- a) Giving financial assistance to Private and Not-for-Profit Proponents in the form of a conditional grant to offset part of or the full cost of development;
- b) Exemption from all of part of the taxes levied for municipal and school purposes as provided in Subsection 110(6) of the *Act*.

67. A Municipal Housing Project Facilities Agreement shall contain, but not be limited to, the following provisions:

- a) a requirement that all housing units to be provided as part of the Municipal Capital Facilities fall within the definition of Affordable Housing, so that no assistance is provided in respect of Market Housing within the Housing Project;
- b) The term of the agreement, which, in the case of rental housing, shall not be less than ten years;
- c) the number of housing units being provided;
- d) provisions regarding increases to Rent;
- e) that, subject to Section 8 of this by-law, units subject to the agreement shall not be rented to the Proponent or shareholders, officers, employees or directors of the Proponent, or any individual not at arm's length to the Proponent or shareholders, officers or directors of the Proponent;
- f) a registrable description of the property and a provision that the City may register the agreement on title;
- g) a list of the benefits being conferred on the Proponent under Section 110 of the *Act*;
- h) the conditions to the financial or other assistance provided to the Proponent;
- i) that if the Proponent does not comply with the terms and conditions of the agreement, the Proponent shall, if demanded, re-pay to the City the entire amount of benefits conferred under the agreement, together with any costs incurred by the City;
- j) such provisions and limitations respecting the sale, transfer, mortgage or assignment of the Municipal Housing Project Facilities or any part thereof as the Council may require;
- k) that the Proponent shall be required to submit to the City and an annual report and such further reports and information as the City may require from time to time;

- l) that the Agreement shall be binding on the Proponents, and the Proponent's successors and permitted assigns;
- m) that during the period in which the Municipal Housing Facilities Agreement is in force, the Proponent shall, as a condition precedent to a sale or other disposition of the Municipal Housing Project Facilities or any portion thereof, require the Transferee or Lessee to agree to be bound by the terms hereof in a form satisfactory to the City;
- n) other terms and conditions satisfactory to the City including without limitation, any and all forms of required property transactions together with any general or and specific security as the City considers necessary and desirable.

78. Despite Clause 7(e), units subject to a Municipal Housing Project Facilities Agreement may be rented to directors, officers, or members of the Proponent or individuals not at arm's length from its directors, officers, or members if:

- a) the Proponent is a non-profit housing co-operative as defined in the *Co-operative Corporations Act*, R.S.O. 1990, c.C.35, as amended, or a not-for-profit corporation; or
- b) the Proponent is at arm's length from any individual or private for-profit corporation with which the director or individual not at arm's length from the director or, as the case may be, has a non-arms length relationship.

89. This by-law may be cited as the Municipal Housing Project Facilities By-law.

940. This by-law shall come into force and take effect upon its passing.

104. That bylaw number 109-2019 be hereby repealed.

By-law read a first and second time this 17²¹th day of ~~June~~May, 202~~32~~

By-law read a third and final time this 17²¹th day of ~~June~~May, 202~~32~~

The Corporation of the City of Kenora:-

Andrew Poirier, Sharon Smith, Acting Deputy Mayor

Heather Pihulak, City Clerk

May 10, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander , Director of Economic Growth and Recovery

Re: Economic Growth and Recovery – Q1 Report 2023

Recommendation:

That Council hereby receives the 2023 First Quarter Report for the Economic Growth and Recovery Department.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals, the following report has been created.

The Economic Growth and Recovery Department is comprised of the Economic Development and Tourism Department. Strategic guidance to actions taken by the Department are provided through the Five Year – Tourism and Economic Development Plan and the 2022-2027 "Charting Our Course" strategic plan.

Focus Area - 1 Tourism Development – Develop Kenora into a four-season destination:

NOCA-Northern Ontario Provincial Play downs



In collaboration with the Curling Kenora Committee, the Keewatin Curling Club and Recreation Department, hosted 10 men's and 7 women's teams at the Moncrief Construction Sports Centre to compete for a spot in the Tim Horton's Brier and Scottie's Tournament of Hearts respectively.

- Livestream audience averaged 500-800 viewers for events

- 2 commercials were created highlighting Kenora as a destination during the livestream programming.
- Attendance during the event was approximately 3900.
- With the new dehumidifier in the Rec Centre and the successful event, we are poised to undertake future events in Kenora.

Rabbit Lake Winter Wonderland-Kroppy Cup Pond Hockey Tournament

In collaboration with the Kenora Hospitality Alliance, Green Adventures, Lake of the Woods Brewco, and Triple Play held a 4-on-4 pond hockey tournament on Family Day Weekend at the Rabbit Lake Winter Wonderland. The event featured music, a beer garden with a fire pit with all proceeds being donated to Triple Play Kenora. Tourism Kenora assisted with preparations and livestreamed the fireworks display that received over 1000 views online.

Winter Weekend of Wonder

In collaboration with Science North, TD Bank, Kenora Hospitality Alliance, Bob’s Burgers, Mosswood Adventures and Rentals and Keewatin Skate, delivered and facilitated a number of community events and activities March 2 – March 5.

Events included; a trivia night, scavenger hunt (that took families on outdoor adventures in our area to complete tasks), the TD Super Skills Skating Race and obstacle course in conjunction with Keewatin Skate club. Additional events included fun for all sponsored the Mosswood Adventures which included ice bike demos throughout the day. The event was hosted at Rabbit Lake.



Matiowski Winter Markets

Tourism Kenora held two markets at the LOW Discovery Centre on February 11th and March 4th. Each market was well attended and hosted local/regional vendors.



Attendance Totals:
 February - Approximately 450
 March – Approximately 300

Spring Break Scavenger Hunt

In collaboration with the Community Services team undertook a ‘Spring Break with the City of Kenora’ scavenger hunt which involved over 70 scavenger hunt participants.

Further during the week the Lake of the Woods District Stewardship Association ran a booth at the Discovery Centre between March 14th and 16th from 11:00 am - 2:00 pm with activity packages that included experiments and crafts.

Discovery Centre Stats

	2022			2023	
	Count	YTD		Count	YTD
January		0	January	342	342
February	144	144	February	1088	1430
March	312	456	March	1831	3261
Total		456	Total		3,261

Winter Adventure Guide – Marketing Campaign



Budget - \$25,000
 City of Kenora Contribution - \$25,000
 Target Market – Manitoba
 Media – Booklet, Social Media & Digital

This campaign focused on all the amazing activities to do in Kenora throughout the winter including but not limited to skiing, ice fishing, snowmobiling, hiking, ice bikes, the Muse and our amazing restaurants. The campaign included:

- 15,000 adventure booklets printed which 14,100 were direct mailed to small communities surrounding Winnipeg - Steinbach, Stonewall, Niverville, Ste. Anne; plus Whiteshell and Falcon
- 14,100 direct mail to small cities surrounding Winnipeg: Steinbach, Stonewall, Niverville, Ste.
- 900 booklets for local distribution through the Discovery Centre
- Campaign splash page launched on visitkenora.ca
- Social media & Digital ads pushing the individual to visitkenora.ca

What a Ride – Winter Content Creation



Budget - \$20,000
 City of Kenora Contribution - \$2000
 Partners – SNNF, Destination Northern Ontario, Destination Ontario

Deliverables – 1 long form video, 5-10 short form videos, photography & blog post
Tourism Kenora in partnership with Sioux Narrows/Nestor Falls hosted a video production company from March 3rd to 5th to film winter activities. The videography focus is snowmobiling but includes a variety of other activities in the region such as skiing, ice bikes, ice fishing, etc.

This project would not of been possible without community partners such as Sunset Trail Riders, Mount Evergreen, Mosswood Adventures, Hardwater Café, LOW Brew Co., and Yellowbird Resort.

Focus Area - 2 Economic Development – 2.2 Support the growth and retention of local businesses and emerging sectors.

- Business Engagement Outreach - Visited over 50 businesses to discuss community social issues and to share City of Kenora initiatives.
- Substantial completion of construction at McLeod Park – grand opening celebration to be announced and hosted this summer. Total project cost: \$941,280 – the City of Kenora received \$847,152 (90 percent) in external funding from senior levels of government to deliver this project.



- Evaluated 13 Community Improvement Plan applications for 2023 – announcement of successful applications in Spring 2023. Requests for funding totaled over \$235,000, total awarded was \$124,927.12. Projects will get underway this year.
- Kenora Business Partners meeting hosted January 11, 2023 – representatives include the City of Kenora, Northwest Business Centre, Harbourtown BIZ, Lake of the Woods Business Incentive Corporation, Kenora and District Chamber of Commerce and Northwestern Ontario Innovation Centre.
- February 14: Co-chaired Regional Economic Development Organization meeting in Dryden. This organization is comprised of business and economic development professionals from the Kenora and Rainy River Districts who meet to share information and connect on issues of mutual significance.
- Prepared for “Turning the Lights Back On with Dr. Marvin Washington” event on April 5th – breakfast session with guest speaker hosted in partnership with Copperfin Credit Union – despite the blizzard conditions, there were approximately 30 participants that attended.

Strategic Plan or other Guiding Document:

City of Kenora’s Charting Our Course 2027 – 2022-2027 Strategic Plan
Five Year Tourism and Economic Development Strategy



PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

May 1-7, 2023

As Children's Mental Health Week in and for the City of
Kenora and request its observance as
such by our citizens.

Proclaimed at the City of Kenora this 10th Day of
May, 2023



His Worship Mayor Andrew Poirier





PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

May, 2023

As Lyme Disease Awareness Month in and for the City of
Kenora and request its observance as
such by our citizens.

Proclaimed at the City of Kenora this 10th Day of

May, 2023



His Worship Mayor Andrew Poirier

