



**City of Kenora
Committee of the Whole of Council
Revised Agenda**

Tuesday, November 12, 2013

9:00 am - 1:00 pm

City Hall Council Chambers

Pages

1. Public Information Notices

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at its November 19, 2013 meeting:-

-Council will amend the Operating and Capital Budgets for the Kenora Public Library in the amount of \$7,428 for staff wage increases

2. Declaration of Pecuniary Interest & the General Nature Thereof

i) On today's agenda; ii) From a meeting at which a Member was not in attendance.

3. Confirmation of Previous Committee Minutes - Motion Required

- Regular Committee of the Whole meeting held October 8, 2013

- Special Committee of the Whole meeting held October 23, 2013

4. Presentations

5. Deputations

5.1 Event Centre Committee

1 - 1

5.2 Co-ot Taxi - Eric Lovas

2 - 2

6. Business Administration Reports

6.1 2014 Meeting Schedule

3 - 15

6.2	Appointment of Auditor	16 - 17
6.3	Appointment of Tax Collector	18 - 18
6.4	Contracts Third Quarter 2013	19 - 20
6.5	FCM Conference Attendance	21 - 21
6.6	FCM Housing Crunch Campaign	22 - 23
6.7	International Watershed Conference Attendance	24 - 24
6.8	Library Budget Wage Increase	25 - 25
6.9	Minister of Rural Affairs Agreement - Winnipeg River West Branch Bridge	26 - 26
6.10	Prosperity Trust Fund September 2013	27 - 27
6.11	Receivable Write Off 2013	28 - 30
6.12	ROMA-OGRA Conference Attendance	31 - 31
6.13	September 2013 Financial Statements	32 - 49
6.14	Time Change for December 10 Committee Meeting	50 - 51
6.15	Various Committee Minutes	52 - 52
7.	Community Services Reports - no reports	
8.	Economic Development Reports - no reports	
9.	Emergency Services Reports - no reports	
10.	Operations Reports	
10.1	Snow Plow Municipal Streets 2013/2014	53 - 54
10.2	Snow Removal Kenora Parkade & Chipman Street Parking Lot	55 - 56
10.3	Water Wastewater Systems Monthly Summary September 2013	57 - 64
11.	Other	
11.1	Proclamation - Lung Month	65 - 65
12.	Date of Next Meeting	
	Tuesday, December 10, 2013 at 9:30 a.m.	
13.	Adjourn to Property and Planning Meeting	

DEPUTATION REQUEST FORM



BEFORE KENORA CITY COUNCIL OR COMMITTEE OF COUNCIL

HOW TO MAKE A DEPUTATION:

1. Determine date and time of Council or Committee meeting you wish to attend.
2. Submit this completed and signed form to the City Clerk (deliver/mail/fax/e-mail)
 - at least seven (7) days in advance of a Committee meeting
 - before 10:00 a.m. on the date of a Council meeting;
3. State your name prior to speaking, and
4. Provide a copy of materials used in your presentation, if any, to the City Clerk for the official record (either in advance of, or at the time of the deputation).

City Clerk's Contact Information:

By Mail: One Main Street South, Kenora, ON P9N 3X2

By FAX: 807-467-2009

E-mail: jmcmillin@kenora.ca

Your Name

(AND IF APPLICABLE, ORGANIZATION):

Event Centre Committee - Chris Van Walleggem and Mike Dietsch

(please print)

Mailing Address: _____ Telephone Number: _____

Email Address: _____ Postal Code: _____

TOPIC – include brief statement of issue or purpose for Deputation:

PLEASE SEE PROTOCOL NOTES ON PAGE 2

Committee update on Concept Design RFP selection

I wish to appear before Council on _____
(date of meeting)

I wish to appear before Committee of the Whole on November 12, 2013
(Name of Committee) (date of meeting)

PLEASE NOTE:

TYPICALLY MOST MEETINGS ARE VIDEO-TAPED BY THE LOCAL CABLE COMPANY AND REPORTED ON BY BOTH THE LOCAL NEWSPAPER AND RADIO STATION. SUBSEQUENTLY YOUR DEPUTATION WILL FORM PART OF THE PUBLIC RECORD IN THE MINUTES WHICH ARE CIRCULATED WIDELY AND POSTED ON THE CITY'S PORTAL ON THE INTERNET.

BY APPEARING BEFORE COUNCIL/COMMITTEE AND SIGNING THIS FORM, YOU HEREBY UNDERSTAND THAT INFORMATION PERTAINING TO YOU AND YOUR DEPUTATION WILL BE PUBLICIZED.

Signature Required: _____

(Must be signed by applicant to go forward)

RECEIVED
OCT 17 2013

DEPUTATION REQUEST FORM

#2



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By Mail: One Main Street South, Kenora, ON P9N 3X2

By FAX: 807-467-2009

E-mail: jmcmillin@kenora.ca

Your Name

(AND IF APPLICABLE, ORGANIZATION):

Eric Louas (CO-OP TAXI)

(please print)

Mailing Address: 76 Carlbourd Telephone Number: 807-407-3325

Email Address: eric.louas@gmail.com Postal Code: P9N-0B7

TOPIC – include brief statement of issue or purpose for Deputation:

PLEASE SEE PROTOCOL NOTES ON PAGE 2

age of Vehicles - TAXI Cabs

I wish to appear before Council on _____
(date of meeting)

I wish to appear before Committee of the Whole on November 12/2013.
(Name of Committee) (date of meeting)

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Signature Required: 
(Must be signed by applicant to go forward)



October 27, 2013

City Council Committee Report

TO: Mayor and Council

FR: Heather L. Kasprick, Deputy Clerk

RE: 2014 Meeting Schedule

Recommendation:

That in accordance with the Procedural Bylaw of Council of the City of Kenora, Council hereby approves the 2014 Schedule of Committee and Council Meetings as attached to the October 27 report of the Deputy Clerk.

Background:

The annual schedule of meetings is adopted for the year in accordance with the Procedural By-law; as usual due to conference scheduling dates some adjustments have been made as required.

The 2014 schedule adheres to the new times and days for meetings with being the second and Third Tuesdays of each month. Some months have been amended slightly to accommodate various conferences.

You will note also that this is an election year and therefore no meetings will take place in October or November and the Inaugural meeting of the new Council takes place on December 1st with the regular meeting schedule resuming then in December.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Managers, applicable staff, media, public notice on the Portal.



January 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 CLOSED – New Year's Day	2 Election Nomination Period Starts	3	4
5	6	7	8 10:00 a.m. Staff Report Deadline	9 4 p.m. Draft Agenda to Council	10 Committee Agenda Day	11
12	13	14 9:00 Committee of the Whole	15	16	17 Council Agenda Day	18
19	20	21 12:00 noon Council	22	23	24	25
26	27	28	29	30	31	



February 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 10:00 a.m. Staff Report Deadline	6 4 p.m. Draft Agenda to Council KDMA Convention	7 Committee Agenda Day KDMA Convention	8 KDMA Convention
9	10	11 9:00 Committee of the Whole	12 Chamber of Commerce AGM & Awards Banquet	13	14 Council Agenda Day	15
16	17 CLOSED – Family Day	18 12:00 noon Council	19	20	21	22
23 ROMA/OGRA Conference Toronto	24 ROMA/OGRA Conference Toronto	25 ROMA/OGRA Conference Toronto	26 ROMA/OGRA Conference Toronto	27	28	



March 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 10:00 a.m. Staff Report Deadline	6 4 p.m. Draft Agenda to Council	7 Committee Agenda Day	8
9	10	11 9:00 Committee of the Whole	12	13	14 Council Agenda Day	15
16	17	18 12:00 noon Council	19	20	21	22
23	24	25	26	27	28	29
30	31					



April 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 10:00 a.m. Staff Report Deadline	3 4 p.m. Draft Agenda to Council	4 Committee Agenda Day	5
6	7	8 9:00 Committee of the Whole	9	10	11 Council Agenda Day	12
13	14	15 12:00 noon Council	16	17	18 Closed – Good Friday	19
20 Easter Sunday	21 Closed – Easter Monday LOWPOA Show-Winnipeg	22	23 NOMA Annual Meeting - Fort Frances	24 NOMA Annual Meeting - Fort Frances	25 NOMA Annual Meeting - Fort Frances	26
27	28	29	30			



May 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Kenora Home Show	3 Kenora Home Show
4 Kenora Home Show	5	6	7 10:00 a.m. Staff Report Deadline	8 4 p.m. Draft Agenda to Council	9 Committee Agenda Day	10
11	12	13 9:00 Committee of the Whole	14	15	16 Council Agenda Day	17
18	19 Closed – Victoria Day	20 12:00 noon Council	21	22	23	24
25	26	27	28	29	30 FCM Conference Niagara Falls	31 FCM Conference Niagara Falls



June 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 FCM Conference Niagara Falls	2 FCM Conference Niagara Falls	3	4	5	6	7
8 AMCTO Conference	9 AMCTO Conference	10 AMCTO Conference	11 AMCTO Conference 10:00 a.m. Staff Report Deadline	12 4 p.m. Draft Agenda to Council	13 Committee Agenda Day	14
15	16	17 9:00 Committee of the Whole	18	19	20 Council Agenda Day	21
22	23	24 12:00 noon Council	25	26	27	28
29	30					



July 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Closed – Canada Day	2 10:00 a.m. Staff Report Deadline	3 4 p.m. Draft Agenda to Council	4 Committee Agenda Day	5
6	7	8 9:00 Committee of the Whole	9	10	11 Council Agenda Day	12
13	14	15 12:00 noon Council	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 10:00 a.m. August Staff Report Deadline	31 4 p.m. Draft Agenda to Council		



August 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Committee Agenda Day	2
3	4 Closed – Civic Holiday	5 9:00 Committee of the Whole	6	7	8 Council Agenda Day	9
10	11	12 12:00 noon Council	13	14	15	16
17 AMO Conference - London	18 AMO Conference - London	19 AMO Conference - London	20 AMO Conference - London	21	22	23
24	25	26	27	28	29	30
31						



September 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Closed – Labour Day	2	3 10:00 a.m. August Staff Report Deadline	4 4 p.m. Draft Agenda to Council	5 Committee Agenda Day	6
7	8	9 9:00 Committee of the Whole	10	11	12 Council Agenda Day *Last day to file nomination papers	13
14	15	16 12:00 noon Council	17	18	19	20
21	22 AMCTO Zone 9 Meeting	23 AMCTO Zone 9 Meeting	24 NOMA Fall Conference Thunder Bay	25 NOMA Fall Conference Thunder Bay	26 NOMA Fall Conference Thunder Bay	27
28	29	30				



October 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13 Closed – Thanksgiving	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Election Day	28	29	30	31	



November 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11 Closed – Remembrance Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



December 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Inaugural Meeting of New Council 11:00 a.m.	2	3 10:00 a.m. August Staff Report Deadline	4 4 p.m. Draft Agenda to Council	5 Committee Agenda Day	6
7	8	9 9:00 Committee of the Whole	10	11	12 Council Agenda Day	13
14	15	16 12:00 noon Council	17	18	19	20
21	22	23	24 Closed @ noon Christmas Eve	25 Closed – Christmas Day	26 Closed – Boxing Day	27
28	29	30	31 Closed @ noon New Years Eve			



November 4, 2013

City Council Committee Report

TO: Mayor and Council

**FR: Lauren D'Argis, Corporate Services Manager and Charlotte Edie,
Treasurer**

RE: Audit Tender

Recommendation:

That in response to a Request for Proposal for Audit Services for a five year period and the subsequent receipt of three (3) proposals for this purpose, Council hereby authorizes the appointment of MNP LLP as the City's external auditor for a five year period commencing January 1, 2013; and further

That three readings be given to a by-law to appoint an Auditor for the Corporation of the City of Kenora.

Background:

The City's audit tender expired with the 2012 audit. Before tender documents were prepared, representatives from the Northwestern Health Unit (NWHU), the Home for the Aged (Home), the Harbourtown BIZ (BIZ), Kenora Hydro (Hydro) and the Non-Profit Housing Corporations were approached to participate in the tender process. The NWHU and BIZ are required, under Provincial legislation, to retain the same auditor as the City along with Kenora Handi Transit, the Kenora Public Library, the Lake of the Woods Museum, the Lake of the Woods Cemetery and the Provincial Offences Fund. The Home, Hydro and the Keewatin Non-Profit Housing Corporation chose to use our tender documents for their purposes as well.

City Staff (Lauren and Charlotte E.) prepared a request for proposal for audit services for the next 5 years commencing in 2013 and forwarded this request to 5 public accounting firms in Kenora and Winnipeg. We received expressions of interest from all 5 firms. All 5 firms attended a preliminary information meeting on September 12 at City Hall. In the end we received 3 proposals, BDO and MNP (Kenora offices) and Kevin Houghton CPA, CA. Kevin's proposal was restricted to the Home and Keewatin Non-Profit Housing due to the size of his firm.

City staff reviewed the 2 proposals pertaining to the City and discussed each proposal within the context of the evaluation matrix. The matrix was the tool used to present the results in an objective manner while taking all the important aspects of audit services into consideration. 45% of the matrix is based on experience and the ability of each firm to service our needs. The remaining 55% is based on total fees. The number of hours proposed by each firm was not taken into account so as not to penalize firms for their audit approach and staff mix. The firm with the lower fees was given a full mark of 55.

The firm with the higher fees had a reduction in their mark by the percentage that their fees were higher than that of the lower firm.

The focus of our analysis is the City audit plus the local boards that we provide accounting services to. We understand that the BIZ and the NWHU must select the same auditors however the recommendation is based on the City entities. In the final analysis MNP had a higher score on the matrix as a result of having the lower fees. Even though the City's entities were the focus, the matrix was also completed to include the BIZ and the NWHU. MNP scored higher in this scenario as well.

The City staff analysis was then shared their analysis with Councillor Lunny and Councillor McMillan prior to the submission of a Report to Council along with a request for comments. Both Councillors indicated their agreement with the analysis.

Overall both firms are extremely qualified and both would do a commendable job of completing our audit. We have worked successfully with members of both firms in the past and would be happy to engage either one. The deciding factor in determining the successful candidate in this case was the audit fees.

In an effort to provide full disclosure, the MNP tender included a reference to the fact that the Treasurer, the Customer Service and Collections Supervisor and the Library Board Chair are related to 2 employees of MNP. These 2 employees will not be part of the engagement team and working paper files will be password protected to prevent access to the City's audit. This is done to ensure professional independence.

Further, the Corporate Services Manager is a former employee of MNP. The Chief Administrative Officer and the Treasurer are former employees of BDO.

Budget:

The fees for audit services have been included in the Budget.

Communication Plan/Notice By-law Requirements:

The audit firms will be notified once Council has approved the recommendation.



November 5, 2013

City Council Committee Report

TO: Mayor and Council

FR: Lauren D'Argis, Corporate Services Manager

RE: Appointment of Michelle Saunders as Tax Collector

Recommendation:

That Council give three readings to a by-law to appoint Michelle Saunders to the position of Tax Collector in and for the City of Kenora, effective January 6, 2014; and further

That By-law Number 63-2012 be hereby repealed at that time.

Background:

In preparation for the move of the current tax collector, Melissa Shaw to Property and Planning, Michelle Saunders will eventually take over the duties of Tax Collector. In the meantime and over the coming months Michelle will be in training mode and it is necessary to appoint her to the Tax Collector position in preparation to undertake these duties and responsibilities, effective January 6, 2014.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



November 5, 2013

City Council Committee Report

TO: Mayor and Council

FR: Lauren D'Argis, Corporate Services Manager

RE: Contracts Awarded & Expenditures Approved for the Period of July 1, 2013 to September 30, 2013

Recommendation:

That Council hereby receives the information report of Lauren D'Argis, Corporate Services Manager dated November 5, 2013 with respect to contracts awarded within the Manager's approved limits for the period July 1, 2013 to September 30, 2013.

Background:

In the Procurement Policy, the Corporate Services Manager may award a tender, contract or purchase for greater than \$20,000 provided that:

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

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

This report is attached.

Budget:

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

Communication Plan/Notice By-law Requirements:

N/A – Information purposes

**Approvals >\$20k
January 1 to September 30, 2013**

Department	Supplier	Description	GL Account Number	Project #	Amount approved Jan-Jun 2013	Approved Jul-Sept	Notes
11515	Moncrief Construction	Granular A gravel	11515	inventory	66,350		
125 City Hall	KC Refridgeration	Chambers HVAC	1259510	13.125.06		29,979	
125 City Hall	AK Contracting	Boiler	1259510	13.125.02		27,475	
125 City Hall	Empire Restoration	City Hall Roof Replacement	1258112	13.125.01	574,944	-	approved by council Bylaw 64-2013
134 Information Technology	Dell	SAN upgrades	1348991	13.134.02	46,449		
312 Bridge Maintenance	Stantec Consulting Ltd.	Winnipeg River West Bridge	3128102	13.312.01	134,578		
312 Bridge Maintenance	Innovative Civil Contractors	Winnipeg River West Bridge	3128102	13.312.01	313,869	2,876,374	approved by council Bylaw 57-2013
313 Paved Roads	Moncrief Construction	Paving at various locations	3138002	13.313.01		490,287	
314 Maintenance - Surface Treated Roads	MSO	Surface Treated Roads Program	3148002	13.314.01	158,049		
317 Maintenance Safety Devices	North West Lines	Urban Street and Highway Line Marking	3176802	operating	92,500		
341 Conventional Transit	City View Bus	New Transit Bus	3418980	13.341.01	356,736		
342 Handi Transit	Overland Custom Coach	Handi Transit Bus	3438980	13.343.01	101,066		
352 Parking Rentals	Lake of the Woods Electric	LED Lighting	3529513	13.352.01		25,355	
390 Barsky Facility	Wallace & Wallace	gate	3908010	13.390.03		50,609	
393 Vehicles and Equipment	Durham Hino Truck & Equip	Single Axle Truck	3938987	13.393.03	89,754		
393 Vehicles and Equipment	Western Star Connections	Replace Single Axle Plow	3938007	13.393.02	218,284		
393 Vehicles and Equipment	Kantola	Dump truck	3938984 & 5718980	13.393.07		52,663	
411 Sanitary System	Cambrain Vacuum Group	Valley Drive - clean & televise	4118053	13.411.01	34,019		
412 Sewer Lift Stations	Cummins Western Canada	Ottawa W Generators	4128143	13.412.03	148,515		
412 Sewer Lift Stations	Natpro	Sultana Lift Station Pump	4128130	13.412.02	94,047		
412 Sewer Lift Stations	MLW Contractors	Replace 8th Ave Lift Station	4128120	13.412.04	22,374		
412 Sewer Lift Stations	MLW Contractors	Replace 8th Ave Lift Station	4128120	13.412.04	64,348		
412 Sewer Lift Stations	Wilo Canada	Replace 8th Ave Lift Station	4128120	13.412.04	44,721		
413 Sewage Treatment Plant	BASF Canada Inc	Slidge Dewatering System	4138040	13.413.02	77,414		
414 Water & Sewer Vehicles & Equipment	Dingwall Ford	Sewer Service Vehicle	4148976	13.414.04		43,259	
414 Water & Sewer Vehicles & Equipment	Dingwall Ford	Pick up truck	4148979	13.414.03	29,558		
414 Water & Sewer Vehicles & Equipment	Mercedes	Sewer Van	4148978	13.414.01		56,535	
433 WTP	807 Refridgeration	Dehumidifier	4338073	13.433.04		28,488	
445 Household Hazardous Waste Day	Miller Environmental Corporation	2013 Hazardous Waste Day	4457110	operating	20,505		
448 Transfer Facility	Big Belly Solar	Downtown Recepticles	4488994	13.448.02	79,464		
450 Jones Road Landfill	Titan Contractors	Grinding of construction and demolition waste	4507110	operating	26,916		approved by council Bylaw 55-2013
451 Tri-Municipal Landfill	Solid Construction	Garage floor	4518022	13.450.03		23,354	
453 Solid Waste Vehicles & Equipment	Custom Truck Sales	Roll Off Truck	4538951	13.453.01	150,177		
453 Solid Waste Vehicles & Equipment	Toromont Cat	Repairs to Bull Dozer 411	4534113	operating	26,877		
711 Kenora Library	Kenora Flooring	flooring	7719503	13.771.02		29,390	
712 Parks Vehicles & Equipment	Dingwall Ford	Pick up truck	7118993	13.712.02	29,558		
730 KRC	Sierra Construction	Accessibility Lift	7308003	13.730.03		38,160	
730 KRC	Sierra Construction	Deck lift	7308033	13.730.05		64,618	
736 KMA	Dorsey Contracting	concrete stairs	7368002	13.736.02		25,135	



November 1, 2013

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Deputy Clerk

RE: 2014 Annual FCM Conference

Recommendation:

That authorization is hereby given for the following two (2) Members of Council to attend the 2014 Annual Conference of the Federation of Canadian Municipalities (FCM), taking place at the Scotiabank Convention Centre in Niagara Falls, ON, May 30 to June 2, 2013:-

And further that all eligible expenses in accordance with Council's Travel & Per Diem Policy be hereby authorized.

Background:

In preparation for the Annual FCM Conference in 2014, it is recommended this item come forward for approval so hotel arrangements can be made. This is a very large conference and accommodations will likely sell out quite early.

Budget:

Council Travel budget

Communication Plan/Notice By-law Requirements:

N/A



29 October 2013

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Fixing Canada's Housing Crunch – FCM Campaign

Recommendation:

Whereas a stable and secure housing system that creates and maintains jobs and allows for a range of living options is essential to attracting new workers, meeting the needs of young families and supporting seniors and our most vulnerable citizens; and

Whereas the high cost of housing is the most urgent financial issue facing Canadians with one in four people paying more than they can afford for housing, and mortgage debt held by Canadians now standing at just over \$1.1 trillion; and

Whereas housing costs and, as the Bank of Canada notes, household debt, are undermining Canadians' personal financial security, while putting our national economy at risk; and

Whereas those who cannot afford to purchase a home rely on the short supply of rental units, which is driving up rental costs and making it hard to house workers in regions experiencing strong economic activity; and

Whereas an inadequate supply of subsidized housing for those in need is pushing some of the most vulnerable Canadians on to the street, while \$1.7 billion annually in federal investments in social housing have begun to expire; and,

Whereas the stakes are especially high for Ontario's municipal governments as housing responsibilities have already been downloaded (unlike other provinces and territories) and this is not sustainable on the property tax base; and

Whereas the Federation of Canadian Municipalities (FCM) has launched a housing campaign, "Fixing Canada's Housing Crunch," calling on the federal government to increase housing options for Canadians and to work with all orders of government to develop a long-term plan for Canada's housing future; and

Whereas FCM has asked its member municipalities to pass a council resolution supporting the campaign; and

...2

Whereas our community has continuing housing needs, such as the lack of affordable housing as outlined in the Housing First Philosophy that can only be met through the kind of long-term planning and investment made possible by federal leadership;

Therefore Be It Resolved that the Council of the Corporation of the City of Kenora endorses the FCM housing campaign and urges the Minister of Employment and Social Development to develop a long-term plan for housing that puts core investments on solid ground, increases predictability, protects Canadians from the planned expiry of \$1.7 billion in social housing agreements and ensures a healthy stock of affordable rental housing for Canadians; and further

Be It Resolved that a copy of this resolution be sent to the Honourable Jason Kenney, Federal Minister of Employment and Social Development, the Honourable Linda Jeffrey, Provincial Minister of Municipal Affairs and Housing, Greg Rickford, MP, the Federation of Canadian Municipalities and to the Association of Municipalities of Ontario.

Background:

The Federation of Canadian Municipalities (FCM) launched their campaign, "Fixing Canada's Housing Crunch," to urge the Federal government to work with provincial, territorial and municipal leaders to develop a long-term, coordinated plan for housing.

AMO supports this campaign -"The stakes are especially high for Ontario's municipal governments," said AMO President Russ Powers. Unlike other provinces, responsibility for housing in Ontario is downloaded to municipal governments and represents a significant cost on the property tax base.

The FCM is suggesting a number of ways for municipal governments to join the advocacy campaign. One of the suggested methods is for municipal councils to pass a resolution of support and AMO supports this suggested action.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Copies of resolution forwarded as set out in resolution, K.D.S.B.



November 1, 2013

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Deputy Clerk

RE: 2014 International Rainy-Lake of the Woods Watershed Forum

Recommendation:

That authorization be hereby given for the attendance of one (1) member of Council to attend the 2014 International Rainy-Lake of the Woods Watershed Forum taking place in International Falls, MN March 12-14, 2014; and further

That all eligible expenses in accordance with Council's Travel & Per Diem Policy be hereby authorized.

Background:

This annual professional symposium is intended for researchers and resource managers working and/or interested in research and management activities related to the International Rainy-Lake of the Woods Watershed.

Presentations include:

- Nutrients, modeling and harmful algal blooms
- Aquatic invasive species
- Climate change impacts and adaptation measures
- Surface and groundwater contamination
- Hydrology, hydrologic modeling and effects of hydrologic regulation

We have typically had one member of Council attend representing the City of Kenora.

Budget: In accordance with Council's Travel & Per Diem Policy

Communication Plan/Notice By-law Requirements:

N/A



November 5, 2013

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Library Budget Amendment

Recommendation:

That Council hereby approves an additional allocation to the Kenora Public Libraries of \$7,428 to account for the increase of 1.7% in the wages of the library staff to be funded through the savings from the OPP billing; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2013 Operating & Capital Budget at its November 19, 2013 meeting; and further

That Council gives three readings to a by-law to amend the 2013 budget for this purpose.

Background:

The Library board has reached an agreement with CUPE 191 that includes an annual wage increase of 1.7% for the next three years. This 1.7% mirrors the increase in the CUPE 191 agreement for most other unionized City staff.

The majority of the library staff is part of this agreement with CUPE 191. The rest are on the non-union salary grid and also have been given the 1.7% increase by Council at the May 2013 Council meeting. This budget amendment covers both union and non-union staff.

Budget:

Since the passing of the 2013 budget, the City has received notice from the OPP that they are reducing the City's 2013 budget estimate and billing by \$114,217. It is recommended that this reduction be used to fund the cost of the 1.7% increase in wages for the Museum, Library, Council and the City's non-union pay grid.

The 2014 cost for the wage increases will be built into the City's 2014 operating budget.

Communication Plan/Notice By-law Requirements:

Notice will be given to the Head Librarian.

Cc: Charlotte Edie
Cathy Peacock



October 21, 2013

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Edie, Treasurer

**RE: Minister of Rural Affairs Agreement for Winnipeg River West Branch
Bridge under the Municipal Infrastructure Investment Initiative
Capital Program (MIII)**

Recommendation:

That Council authorizes the Mayor and Clerk to execute an agreement with the Minister of Rural Affairs for the Winnipeg River West Branch Bridge project; and further

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

Background:

In May 2013 the City of Kenora was selected for funding under the Municipal Infrastructure Investment Initiative – Capital Program (MIII) for the Winnipeg River West Branch Bridge Project.

The agreement is now available for execution. The contribution from the MIII program is \$2 million towards a project expected to cost the City \$4.2 million.

Budget:

The City's contribution of approximately \$2.2 million is expected to come out of the Federal Gas Tax program.

Communication Plan/Notice By-law Requirements:

A copy of the by-law as well as three copies of the signed contribution agreement are to be submitted to the Ministry of Agriculture and Food and the Ministry of Rural Affairs.



November 5, 2013

City Council Committee Report

TO: Mayor and Council

FR: Lauren D'Argis, Corporate Services Manager

RE: Kenora Citizens' Prosperity Trust Fund

Recommendation:

That Council of the City of Kenora hereby accepts the 2013 Third Quarter report regarding the Kenora Citizens' Prosperity Trust Fund, as prepared by and attached to the November 5, 2013 report of Lauren D'Argis, Corporate Services Manager.

Background:

In 2008, City Council approved the establishment of the Kenora Citizens' Prosperity Trust Fund. The proceeds of disposition from the sale of the KMTS entities of \$40,896,446 were transferred to this Fund.

In order to offset lost net revenues as a result of the sale of the KMTS entities, the City requires an annual return of \$1,100,000 in income from the Trust, in addition to the elimination of long term debt payments which occurred in 2007. This transfer has not been deducted from the investment values below. Any erosion of the balance of the Trust will result in an additional burden on City taxpayers.

The Trust Fund assets are held in two portfolios and City of Kenora debentures.

The first portfolio is with the ONE Public Sector Group of Funds and accounts for almost one quarter of the Trust Fund. The market value of this investment at September 30, 2013 is \$8,813,935. All ONE Fund investments are held in a bond fund. The return on ONE fund investments for the first 9 months of 2013 is 0.7%. This rate reflects the total return including market impact. The return on book value for the first nine months of 2013 is 3.05%.

The second and largest portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information from the September 30, 2013 report is attached. The market value of all investments is \$23,281,034 (\$21,589 lower than the value at the end of June 2013). Securities held in this portfolio are largely bank and federal and provincial government issues. The return on these funds for the full year of 2013 is forecasted at 1.26%. The rate of return since inception is 3.31%. These returns also take the market impact into account.

In addition, the Citizens' Trust Fund now holds \$8,327,044 in debentures from the City of Kenora. The rate of return on these debentures is 3%.

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

Communication Plan/Notice By-law Requirements: For information only



October 10, 2013

City Council Committee Report

To: Mayor and Council

Fr: Bill Ranger, Customer Service & Collections Supervisor

Re: Receivable Write Off

Recommendation:

That Council hereby approves the write off of receivable accounts totalling \$22,766.71 including applicable taxes; and further

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

Background:

Attached is a report from Bill Ranger, Customer Service & Collections Supervisor, which summarizes a listing of inactive accounts that are eligible for write off under City policy currently before Council, which states:

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

The write off list relates to accounts currently on the City's records that are considered to be uncollectible which became inactive in the 2011 calendar year. The last write off of City receivables was performed in October 2012, and related to 2010 inactive accounts. For comparison purposes, attached to this report is a table which provides information on the amounts written off by the City, including taxes, since the annual write off of accounts was first implemented by the City.

Account write offs can fluctuate each year. The 2013 write offs are lower than the previous year as last year's write offs did contain 2 Bankruptcy's that accounted for \$33,367.23 of the total, leaving the balance of write-offs at \$22,413.01. This year's balance of \$22,766.71 is a very respectable total as compared to previous years. There is no question that the current economic climate has made it difficult to deal with but one which the City has been working against for several years now. Despite this, the write off balances recommended continue to be reasonable, largely due to the

aggressive collection procedures actively performed through the City's Collections Department.

It is recommended that these accounts be written off as per City policy. Despite the write off, City staff will continue to aggressively pursue these accounts. The write off, however, will enable the City to reclaim any GST, PST or HST remitted that was ultimately not collected. This combined represents a total of \$2303.95 that the City will recover. In the event that an account is still collected upon, the appropriate adjustments to PST, GST or HST collected would be made. A detailed list is available upon request.

A copy of the hydro portion of this list will be forwarded to the Kenora Hydro Electric Corporation Ltd. for their review and independent write off.

Budget:

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

Communication Plan/Notice By-law Requirements:

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

Cc: Lauren D'Argis
Charlotte Edie

City Receivables Write Off History:

	2004 Write-Offs in 2006	2005 Write-Offs in 2007	2006 Write-Offs in 2008	2007 Write-Offs in 2009	2008 Write-Offs in 2010	2009 Write-Offs in 2011	2010 Write-offs in 2012	2011 Write-offs in 2013
Department:								
Daycare	100.00	-	1,068.00	1,555.00	584.00	367.36	1,538.74	2,471.71
Recreation Centre	374.50	428.00	1,893.47	66.80	-	-	869.90	42.38
ARS Sundry	1,761.51	1,483.04	-	634.01	1,912.02	2,970.11	5,478.58	-
Emergency Services	0.00	32,556.35	-	-	-	-	-	-
Parking	0.00	-	-	-	-	73.27	20.54	347.43
Cemetery *	0.00	-	4,704.03	3,448.61	8,370.84	3,366.75	1,145.50	5,030.90
Transfer Station	0.00	-	-	314.20	-	5,500.30	339.40	-
Hydro	11,695.84	11,371.32	10,571.91	16,742.70	14,559.70	17,607.13	43,104.48	13,763.83
Water / Sewer	8,467.37	7,447.42	4,958.48	5,300.89	5,045.27	2,125.83	3,230.37	1,110.46
KMTS **								
Directory	2,492.44	1,546.87						
Telephone	18,691.46	17,753.59						
Internet	24,698.55	8,834.22						
Sundry	0.00	-						
	68,281.67	81,420.81	23,195.89	28,062.21	30,471.83	32,010.75	55,727.51	22,766.71

* Cemetery accounts were first written off by the City since amalgamation occurred on January 1, 2000 in 2008. For the 2010 write offs, the City continues to play a bit of catch up. Some of these accounts are old accounts that the City continued to receive payments on, but payments were discontinued in 2008.

** With the sale of the KMTS entities, and resulting sale of all KMTS receivables, there will be no write off related to any KMTS entities' receivables on a forward basis.



November 1, 2013

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Deputy Clerk

RE: 2014 ROMA/OGRA Conference

Recommendation:

That authorization be hereby given for the following Members of Council to attend the ROMA/OGRA 2014 Annual Conference taking place February 23 to 26, 2014, in Toronto, ON:-

; and further

That all eligible expenses in accordance with Council's Travel & Per Diem Policy be hereby authorized.

Background:

Council typically attends the Annual ROMA/OGRA Conference annually along with several key staff members.

This year the conference is taking place at the Royal York in Toronto. The Travel Policy sets out a maximum of up to four (4) Members may be authorized to attend. It is necessary to know who is wishing to attend in order to make arrangements to guarantee room reservations, and for this we need to reserve by individual name and not by municipality. An Early-bird reservation for the Conference will take place and room reservations will begin on November 19th.

Budget:

Council Travel budget

Communication Plan/Notice By-law Requirements:

N/A



November 5, 2013

City Council Committee Report

TO: Mayor and Council

FR: Lauren D'Argis, Corporate Services Manager

RE: September 2013 Monthly Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at September 30, 2013.

Background:

Attached for your information, please find the preliminary September 2013 summary expenditure statements for the City of Kenora, the Council department, travel statements for Council and a schedule of user fees.

With regards to the statements attached, the following points should be brought to your attention:

Overall:

- All Departments are reporting better than budget results to the end of September with the exception of Social & Family and Health.
- Some old expenses on employee credit cards for year to date September have not yet been submitted to finance. The anticipated impact is just over \$15k in expenses.
- Stores purchases and aggregate stockpile purchases for May – September have not yet been submitted to finance. The anticipated impact of this is just over \$40k in expenses.

Expenditures:

- At the end of September, the year is three quarters finished. Assuming that expenditures are relatively level for the year, a result of (25%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** The General Government expenditures are, as a whole, under-budget with 33% of the budget remaining. While Finance remains under-budget, some specific items are over-budget such as contracted services. The City Clerk and Human Resources departments are slightly over-budget. The Finance and the Human Resources advertising budgets are over due to the number of job advertisements that have been required.

Renovations of the interior of City Hall have been done that were not included in the budget. They were necessary for the move of the IT department. These overages of about \$19k have been offset by underages in other spending.

The Mayor & Council's travel expense is better than budget to the end of September with some having more budget remaining than others.

The IT department paid for the required Microsoft licenses in September. \$82.5k will be funded through the IT reserve per bylaw 50-2013. The amount will continue to show in this line until the end of the year. Without this expenditure, the IT department has only spent 38% of its annual budget.

Expenses related to the city's rental buildings have already slightly exceeded the total annual budget. Barring an unforeseen emergency, spending on the rentals will cease.

- **Protection** – The Protection Department expenditures are overall slightly under-budget. Of note is KPS Disbandment which shows \$13,226 of expenses against zero budget. These are the post-employment benefit expenses for which the payable has already been created. By the end of the year, an adjustment will be made that will reduce or remove this expense.

The Police Commission is on budget despite over-spending by the board on travel and conferences.

Employees have been transferred mid-year into Facilities and Property Management, but were budgeted there for the full year. Therefore, it shows as substantially under-budget.

911 Emergency Access is showing expenses as almost reaching the total annual budget. This is due to the timing of the Minister of Finance invoices. It is expected to be on budget at the end of the year.

It is anticipated that by the end of 2013, cost centre 229 for the Police Building will be about \$20k over-budget due to repairs and maintenance that were not anticipated.

- **Transportation** – The Transportation Department expenditures are under-budget with 31% remaining to be spent.

The department has some cost centres over-budget and some under. We are working to ensure that as a whole, the department will be on budget at the end of the year.

Maintenance of Safety Devices appears over-budget at this point due to the large annual invoice for line-painting. The cost centre should be within budget again by the end of the year.

In the Engineering cost centre, GIS maintenance is over-budget due to the timing of the ESRI annual license. Other line items are under-budget leaving the Engineering cost centre on-budget at 34% remaining.

The Public Works Barsky Facility expenses are over-budget due to the creation of new offices following staffing changes and other unforeseen repairs.

- **Environmental** – The Environmental Department expenditures are also under-budget with 29% of the budget remaining. Some individual accounts are over-budget, but none enough to affect the entire department. The largest variances are in Kenora Sanitary with 31% remaining, the Sewage Treatment plant at 27% remaining and Kenora Waterworks with 30% remaining.

The expenses for Hazardous Waste Day have not yet been posted, so this line item shows 100% remaining.

At the Water Treatment Plant, all of the repairs and maintenance budget for the year has been spent. This is offset, however, as very little of the contracted services or materials & supplies budgets have been spent.

The Solid Waste Vehicle cost centre is not contributing as expected. We expected to see a larger negative expense to date.

The expense approved by council with resolution #25 on May 21, 2013 for the grinding of construction and demolition waste has posted to cost centre 450 Jones Road Landfill in June. The total expense of was \$26,916 and per the resolution, will be covered by the Solid Waste Reserve Fund.

- **Health expenditures** – Health expenditures are over-budget. The LOW Cemetery cost to the city is \$35k higher than expected. The city covers the difference between the cemetery's sales and expenses. Year-to-date cemetery sales are lower than budget while expenses match budget. Cemetery sales are not seasonal and there is no way to predict if this will turn around by the end of the year.
- **Social and Family** – The transfers are on budget except for the home for the aged where the entire year of transfers have happened.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are under-budget with 28% of the year's expenses remaining. Expenses at the KRC Complex are overall under-budget except for contracted services which is over due to an increase in cleaning costs and training. The MSFC Pool has had an unexpected insurance expense which brings them slightly over-budget. Some unexpected repairs are expected at the JM arena for the overhead door before the end of the year, but it is anticipated that the cost centre expense still will not exceed the budget.
- **Planning & Development** – Planning & Development expenditures are under-budget. Some individual line items are over-budget such as contracted services in Planning Operations due to recruitment agency costs. The Special Events cost centre appears to be over-budget due to airshow expenses; however there are offsetting revenues.

User Fees:

- Overall, user fees are falling short of the budget projections with 29% of the budgeted annual fees remaining to be collected. When looking at the user fee statement, the variance percentage indicates the % of budget remaining to be collected. Therefore, if it shows a number less than 25%, the City has received more revenue than budgeted. If the variance percentage shows a number greater than 25%, the City is experiencing a shortfall on that revenue budget line.
- General Government is showing revenues slightly below budget overall with Finance and Rental departments showing a shortfall.
- Protection user fees are running under the budgeted projection, this is due, at least in part, to the unrecorded POA revenues.
- Transportation user fees are exceeding budget.
- Environmental user fees are running under budget, with all areas lagging behind projections except the Recycling Facility, Blue Box Collection and Garbage Collection fees.
- Social & Family user fees are no longer expected but remain on this report to show last year's information.
- Recreation & Cultural fees are just below budget to the end of September.
- Planning & Development user fees are exceeding budget to date. Some of this overage is in Special Events and is an offset to the airshow expenses.

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

cc: Karen Brown
Colleen Neil
Warren Brinkman

Rick Perchuk
Charlotte Edie
Sharen McDowall

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
CITY OF KENORA								
General Government	3,187,071	2,144,843	(1,042,228)	(33%)	2,914,652	1,991,126	(923,526)	(32%)
Protection	9,504,394	6,832,701	(2,671,693)	(28%)	9,471,807	6,302,083	(3,169,724)	(33%)
Transportation	4,561,245	3,150,964	(1,410,281)	(31%)	4,562,040	3,180,794	(1,381,246)	(30%)
Environmental	6,860,067	4,904,640	(1,955,427)	(29%)	6,507,686	4,712,724	(1,794,962)	(28%)
Health	1,942,675	1,500,306	(442,369)	(23%)	1,871,197	1,433,788	(437,409)	(23%)
Social & Family	3,251,158	2,801,772	(449,386)	(14%)	3,539,386	2,962,020	(577,366)	(16%)
Recreation & Cultural	4,876,556	3,526,895	(1,349,661)	(28%)	5,058,921	3,609,719	(1,449,202)	(29%)
Planning & Development	1,433,478	883,082	(550,396)	(38%)	1,548,835	1,636,741	87,906	6%
<hr/>								
CITY OF KENORA	35,616,644	25,745,203	(9,871,441)	(28%)	35,474,524	25,828,995	(9,645,529)	(27%)
<hr/>								

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
General Government								
Mayor and Council	327,086	219,635	(107,451)	(33%)	317,798	232,393	(85,405)	(27%)
Municipal Elections	1,272	1,272	0	0%	1,250	1,272	22	2%
Administrator's Office	511,272	335,608	(175,664)	(34%)	516,468	304,434	(212,034)	(41%)
City Clerk	289,878	223,296	(66,582)	(23%)	277,168	208,955	(68,213)	(25%)
Human Resources	389,294	310,185	(79,109)	(20%)	232,971	216,073	(16,898)	(7%)
Building & Grounds Mtnce.	311,184	97,511	(213,673)	(69%)	200,075	63,741	(136,334)	(68%)
Finance	917,134	592,974	(324,160)	(35%)	936,983	624,015	(312,968)	(33%)
Information Technology	413,449	337,750	(75,699)	(18%)	394,076	298,311	(95,765)	(24%)
Rentals	26,502	26,599	97	0%	37,863	41,933	4,070	11%
Carpenters Vehicles & Eq.	0	12	12	0%	0	0	0	0%
General Government	3,187,071	2,144,842	(1,042,229)	(33%)	2,914,652	1,991,127	(923,525)	(32%)

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Protection								
Fire Operations	1,895,088	1,323,099	(571,989)	(30%)	1,904,669	1,318,339	(586,330)	(31%)
Fire Vehicles & Equipment	33,350	21,464	(11,886)	(36%)	39,000	25,459	(13,541)	(35%)
Kenora Police Force	0	440	440	0%	0	0	0	0%
Police Commission	21,506	16,127	(5,379)	(25%)	20,075	16,237	(3,838)	(19%)
OPP	6,800,026	5,035,987	(1,764,039)	(26%)	6,834,699	4,547,830	(2,286,869)	(33%)
KPS Disbandment	0	13,226	13,226	0%	0	11,947	11,947	0%
Police Building	96,588	66,647	(29,941)	(31%)	91,918	62,424	(29,494)	(32%)
Animal Control	163,013	117,054	(45,959)	(28%)	159,123	114,101	(45,022)	(28%)
Animal Control Vehicles	15,842	8,971	(6,871)	(43%)	11,170	10,652	(518)	(5%)
Building Inspection	207,341	152,431	(54,910)	(26%)	213,205	136,635	(76,570)	(36%)
Building Vehicles	3,378	2,551	(827)	(24%)	3,207	2,876	(331)	(10%)
Facilities & Property Mgt	238,888	57,345	(181,543)	(76%)	141,774	41,623	(100,151)	(71%)
Facilities Veh & Equip	0	(5,023)	(5,023)	0%	0	0	0	0%
Emergency Measures	8,500	4,014	(4,486)	(53%)	11,758	5,421	(6,337)	(54%)
911 Emergency Access	8,860	8,234	(626)	(7%)	8,746	7,746	(1,000)	(11%)
Health & Safety Committee	12,014	10,135	(1,879)	(16%)	32,463	794	(31,669)	(98%)
Protection	9,504,394	6,832,702	(2,671,692)	(28%)	9,471,807	6,302,084	(3,169,723)	(33%)

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Transportation								
Roads Maintenance	774,686	597,794	(176,892)	(23%)	717,962	548,643	(169,319)	(24%)
Mainten. - Bridge/Culvert	53,750	1,188	(52,562)	(98%)	126,000	20,966	(105,034)	(83%)
Maintenance-Paved Roads	375,000	316,185	(58,815)	(16%)	475,594	287,044	(188,550)	(40%)
Mainten-Surface Treated	185,250	46,541	(138,709)	(75%)	139,250	182,098	42,848	31%
Maintenance - Loosetop	228,000	134,394	(93,606)	(41%)	266,250	255,412	(10,838)	(4%)
Mainten. - Winter Control	864,250	632,710	(231,540)	(27%)	825,250	536,864	(288,386)	(35%)
Mainten.-Safety Devices	247,250	190,641	(56,609)	(23%)	239,032	210,937	(28,095)	(12%)
Conventional Transit	228,614	164,294	(64,320)	(28%)	242,673	150,409	(92,264)	(38%)
Handi Transit	81,803	61,352	(20,451)	(25%)	81,803	61,352	(20,451)	(25%)
Metered Parking	197,518	137,528	(59,990)	(30%)	226,054	151,021	(75,033)	(33%)
Parking Rentals	193,603	59,963	(133,640)	(69%)	175,082	61,678	(113,404)	(65%)
Chipman St Parking Lot	1,900	1,094	(806)	(42%)	2,000	0	(2,000)	(100%)
Metered Parking Vehicles	2,600	2,534	(66)	(3%)	500	454	(46)	(9%)
Streetlighting	350,500	233,844	(116,656)	(33%)	330,000	219,830	(110,170)	(33%)
Docks	77,879	26,425	(51,454)	(66%)	68,625	47,854	(20,771)	(30%)
Wharfs	20,208	21,257	1,049	5%	14,440	19,207	4,767	33%
PW Barsky Facility	149,992	133,530	(16,462)	(11%)	130,068	150,947	20,879	16%
Warehouse	119,983	79,376	(40,607)	(34%)	111,205	45,714	(65,491)	(59%)
Garage & Shop	201,819	183,020	(18,799)	(9%)	196,865	134,001	(62,864)	(32%)
Vehicles & Equipment	(323,382)	(259,040)	64,342	(20%)	(329,736)	(258,759)	70,977	(22%)
Engineering	415,564	302,476	(113,088)	(27%)	411,711	273,945	(137,766)	(33%)
Operations Administration	114,458	83,858	(30,600)	(27%)	111,412	81,174	(30,238)	(27%)
Transportation	4,561,245	3,150,964	(1,410,281)	(31%)	4,562,040	3,180,791	(1,381,249)	(30%)

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Environmental								
Kenora Sanitary	1,591,020	1,105,927	(485,093)	(30%)	1,460,706	1,135,762	(324,944)	(22%)
Sewer Lift Stations	177,500	126,717	(50,783)	(29%)	176,000	82,881	(93,119)	(53%)
Sewage Treatment Plant	912,696	668,094	(244,602)	(27%)	892,543	635,236	(257,307)	(29%)
Water & Sewer Veh. & Eq.	(19,867)	(30,988)	(11,121)	56%	(46,020)	(63,193)	(17,173)	37%
Storm Sewers	190,500	66,286	(124,214)	(65%)	207,500	88,554	(118,946)	(57%)
Kenora Waterworks	1,254,111	882,552	(371,559)	(30%)	1,187,029	856,981	(330,048)	(28%)
Water Standpipe & Booster	58,550	20,855	(37,695)	(64%)	56,900	18,375	(38,525)	(68%)
Water Treatment Plant	997,822	758,947	(238,875)	(24%)	954,734	712,390	(242,344)	(25%)
Garbage Collection	281,809	172,083	(109,726)	(39%)	285,679	176,184	(109,495)	(38%)
Hazardous Waste Day	31,900	331	(31,569)	(99%)	36,800	0	(36,800)	(100%)
Transfer Facility	858,959	656,676	(202,283)	(24%)	716,906	667,085	(49,821)	(7%)
Blue Box Collection	183,766	128,507	(55,259)	(30%)	174,446	134,050	(40,396)	(23%)
Kenora Area Landfill	248,149	164,296	(83,853)	(34%)	298,677	164,806	(133,871)	(45%)
Tri-Municipal Landfill	8,325	5,318	(3,007)	(36%)	10,301	5,587	(4,714)	(46%)
SW Vehicles & Equipment	(247,646)	(71,522)	176,124	(71%)	(260,523)	(124,703)	135,820	(52%)
Recycling Facility	211,592	162,570	(49,022)	(23%)	201,532	167,518	(34,014)	(17%)
4 R Initiatives	3,500	3,095	(405)	(12%)	10,000	7,273	(2,727)	(27%)
Solid Waste Supervisor	117,381	84,896	(32,485)	(28%)	144,476	47,938	(96,538)	(67%)
Environmental	6,860,067	4,904,640	(1,955,427)	(29%)	6,507,686	4,712,724	(1,794,962)	(28%)

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Health								
Northwest Health Unit	673,746	505,310	(168,436)	(25%)	673,746	505,310	(168,436)	(25%)
Ambulance	1,170,619	877,964	(292,655)	(25%)	1,107,415	830,560	(276,855)	(25%)
Lake Woods Cemetery	97,010	115,732	18,722	19%	88,736	96,618	7,882	9%
St. Nich. Ukr. Cemetery	1,300	1,300	0	0%	1,300	1,300	0	0%
Health	1,942,675	1,500,306	(442,369)	(23%)	1,871,197	1,433,788	(437,409)	(23%)

Report to Council

January - September

	Current Year				Previous Year			
	Budget YTD	Actual	Variance	% Variance	Budget YTD	Actual	Variance	% Variance
Social & Family								
Ontario Works	431,844	323,883	(107,961)	(25%)	496,776	372,582	(124,194)	(25%)
Welfare Administration	0	715	715	0%	0	3,974	3,974	0%
Home For The Aged	1,417,970	1,417,970	0	0%	1,411,017	1,390,168	(20,849)	(1%)
Kenora Day Care	0	8,197	8,197	0%	230,327	156,004	(74,323)	(32%)
After School Program	0	0	0	0%	144,029	77,937	(66,092)	(46%)
Summer Day Camp	0	0	0	0%	19,638	33,156	13,518	69%
Child Care	162,723	122,042	(40,681)	(25%)	157,303	117,977	(39,326)	(25%)
Social Housing	1,238,621	928,965	(309,656)	(25%)	1,080,296	810,222	(270,074)	(25%)
Social & Family	3,251,158	2,801,772	(449,386)	(14%)	3,539,386	2,962,020	(577,366)	(16%)

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Recreation & Culture								
Parks	314,489	238,333	(76,156)	(24%)	398,188	265,141	(133,047)	(33%)
Parks Vehicles & Equip.	20,556	13,411	(7,145)	(35%)	14,102	12,397	(1,705)	(12%)
Anicinabe Park	23,186	6,278	(16,908)	(73%)	22,811	24,407	1,596	7%
Coney Island Park	25,960	17,763	(8,197)	(32%)	49,164	39,996	(9,168)	(19%)
Norman Park	4,668	3,499	(1,169)	(25%)	4,668	3,799	(869)	(19%)
Harbourfront	159,217	115,294	(43,923)	(28%)	156,904	141,063	(15,841)	(10%)
Ballfields	54,000	44,708	(9,292)	(17%)	74,000	61,350	(12,650)	(17%)
KAR - Street Programs	178,500	127,252	(51,248)	(29%)	160,000	111,775	(48,225)	(30%)
Kenora Assem of Resoures	151,500	113,625	(37,875)	(25%)	151,500	113,625	(37,875)	(25%)
Rec. Vehicles & Equipment	23,656	12,762	(10,894)	(46%)	23,436	9,741	(13,695)	(58%)
KRC Complex	1,783,915	1,320,536	(463,379)	(26%)	1,710,916	1,279,298	(431,618)	(25%)
Thistle Arena	66,000	40,398	(25,602)	(39%)	85,450	27,002	(58,448)	(68%)
MSFC Pool	587,723	472,021	(115,702)	(20%)	618,720	410,327	(208,393)	(34%)
KRC Concession	500	0	(500)	(100%)	1,000	828	(172)	(17%)
KRC External Facilities	21,100	17,068	(4,032)	(19%)	18,100	27,265	9,165	51%
KM - Arena & Complex	276,680	196,662	(80,018)	(29%)	251,647	204,449	(47,198)	(19%)
JM Arena	34,961	18,335	(16,626)	(48%)	19,542	15,308	(4,234)	(22%)
Recreation Programs	11,500	13,231	1,731	15%	12,500	19,865	7,365	59%
Fitness Centre	153,878	112,332	(41,546)	(27%)	143,167	112,795	(30,372)	(21%)
Community Events	3,800	1,333	(2,467)	(65%)	4,200	1,804	(2,396)	(57%)
Teams & Clubs	24,450	27,372	2,922	12%	24,000	26,468	2,468	10%
Heritage Kenora Committee	4,675	339	(4,336)	(93%)	5,200	8	(5,192)	(100%)
Public Library	702,582	437,748	(264,834)	(38%)	771,588	514,666	(256,922)	(33%)
Lake Of The Wood Museum	249,060	176,596	(72,464)	(29%)	338,118	186,340	(151,778)	(45%)
Recreation & Culture	4,876,556	3,526,896	(1,349,660)	(28%)	5,058,921	3,609,717	(1,449,204)	(29%)

Report to Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Planning & Development								
Planning Operations	467,326	166,102	(301,224)	(64%)	288,048	209,225	(78,823)	(27%)
Planning Advisory Comm.	12,510	5,493	(7,017)	(56%)	12,560	8,347	(4,213)	(34%)
Business Enterprise Cent.	246,505	134,479	(112,026)	(45%)	193,935	150,159	(43,776)	(23%)
Starter Comp-Bus Ent Cent	33,505	24,794	(8,711)	(26%)	0	0	0	0%
Economic Development	118,096	86,110	(31,986)	(27%)	253,880	159,895	(93,985)	(37%)
Tourism	297,526	216,571	(80,955)	(27%)	582,514	504,149	(78,365)	(13%)
Tourism-Brand Leadership	25,000	0	(25,000)	(100%)	0	0	0	0%
Special Events	125,562	186,048	60,486	48%	217,898	228,703	10,805	5%
Development Commission	77,448	50,177	(27,271)	(35%)	0	374,817	374,817	0%
Infrastructure	30,000	13,303	(16,697)	(56%)	0	0	0	0%
Planning & Development	1,433,478	883,077	(550,401)	(38%)	1,548,835	1,635,295	86,460	6%

Council Travel

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Council Travel								
Trav. & Conf. - Canfield	12,500	7,758	(4,742)	(38%)	12,500	5,243	(7,257)	(58%)
Travel & Conf. - Lunny	6,000	5,575	(425)	(7%)	5,000	1,560	(3,440)	(69%)
Travel & Conf. - McKay	6,000	3,042	(2,958)	(49%)	5,000	4,307	(693)	(14%)
Travel & Conf. - Smith	6,000	1,928	(4,072)	(68%)	5,000	4,551	(449)	(9%)
Travel & Conf. - Roussin	6,000	4,254	(1,746)	(29%)	5,000	4,120	(880)	(18%)
Travel & Conf. Drinkwalter	6,000	2,432	(3,568)	(59%)	5,000	3,031	(1,969)	(39%)
Trav. & Conf. - McMillan	6,000	2,520	(3,480)	(58%)	5,000	1,416	(3,584)	(72%)
Council Travel	48,500	27,509	(20,991)	(43%)	42,500	24,228	(18,272)	(43%)
Excess revenue over exp (Exp over revenue)	(48,500)	(27,509)	20,991	(43%)	(42,500)	(24,228)	18,272	(43%)

Departmental Statement

111 - Mayor and Council

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Expenses								
Wages - Canfield	33,576	25,844	(7,732)	(23%)	33,576	23,766	(9,810)	(29%)
Wages - Lunny	16,383	12,772	(3,611)	(22%)	16,383	10,677	(5,706)	(35%)
Wages - MacKay	16,383	12,449	(3,934)	(24%)	16,383	12,585	(3,798)	(23%)
Wages - Smith	16,383	11,942	(4,441)	(27%)	16,383	13,208	(3,175)	(19%)
Wages - Roussin	16,383	13,229	(3,154)	(19%)	16,383	13,168	(3,215)	(20%)
Wages - Drinkwalter	16,383	12,449	(3,934)	(24%)	16,383	12,118	(4,265)	(26%)
Wages - McMillan	16,383	12,083	(4,300)	(26%)	16,383	11,364	(5,019)	(31%)
Benefits	12,767	8,139	(4,628)	(36%)	10,760	8,083	(2,677)	(25%)
Advertising	25,055	9,835	(15,220)	(61%)	12,150	9,065	(3,085)	(25%)
Civic Functions	9,000	4,450	(4,550)	(51%)	9,750	7,776	(1,974)	(20%)
Donations	41,450	32,948	(8,502)	(21%)	50,640	43,156	(7,484)	(15%)
Insurance	2,615	1,384	(1,231)	(47%)	2,823	2,768	(55)	(2%)
Luncheons	500	757	257	51%	500	504	4	1%
Materials and Supplies	4,000	2,283	(1,717)	(43%)	10,500	8,630	(1,870)	(18%)
Meeting Expenses	0	0	0	0%	0	55	55	0%
Miscellaneous	1,500	929	(571)	(38%)	2,500	535	(1,965)	(79%)
Office and Postage	0	915	915	0%	0	0	0	0%
Promotions	15,000	1,741	(13,259)	(88%)	9,500	745	(8,755)	(92%)
Subscriptions/Memberships	18,980	18,899	(81)	(0%)	18,701	18,333	(368)	(2%)
Telephone / Internet	15,845	9,076	(6,769)	(43%)	15,600	11,628	(3,972)	(25%)
Travel & Conference	48,500	27,509	(20,991)	(43%)	42,500	24,228	(18,272)	(43%)
Expenses	327,086	219,633	(107,453)	(33%)	317,798	232,392	(85,406)	(27%)
Excess revenue over exp (Exp over revenue)	(327,086)	(219,633)	107,453	(33%)	(317,798)	(232,392)	85,406	(27%)

User Fees

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TOTAL USER FEES								
User Charges	10,569,019	7,501,112	(3,067,907)	(29%)	10,038,648	8,209,009	(1,829,639)	(18%)
TOTAL USER FEES	10,569,019	7,501,112	(3,067,907)	(29%)	10,038,648	8,209,009	(1,829,639)	(18%)
GENERAL GOVERNMENT								
City Clerk	70,465	53,055	(17,410)	(25%)	64,900	56,942	(7,958)	(12%)
Finance	12,990	8,178	(4,812)	(37%)	10,700	8,772	(1,928)	(18%)
Rentals	90,115	62,959	(27,156)	(30%)	64,839	51,436	(13,403)	(21%)
GENERAL GOVERNMENT	173,570	124,192	(49,378)	(28%)	140,439	117,150	(23,289)	(17%)
PROTECTION								
Fire Operation User Chrg.	95,990	54,654	(41,336)	(43%)	83,040	116,497	33,457	40%
OPP - User Charges	33,000	25,172	(7,828)	(24%)	28,850	23,686	(5,164)	(18%)
Animal Control-User Fees	11,500	10,283	(1,217)	(11%)	7,500	10,570	3,070	41%
Build Inspect. User Fees	80,000	67,018	(12,982)	(16%)	80,000	49,878	(30,122)	(38%)
911 Emergency Access	0	0	0	0%	5,477	0	(5,477)	(100%)
Provincial Offences	202,847	129,148	(73,699)	(36%)	267,285	168,347	(98,938)	(37%)
PROTECTION	423,337	286,275	(137,062)	(32%)	472,152	368,978	(103,174)	(22%)

User Fees

January - September

Current Year

Previous Year

	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TRANSPORTATION								
Roads Maintenance	6,500	3,415	(3,085)	(47%)	6,500	2,218	(4,282)	(66%)
Convent Trans User Charge	112,000	83,981	(28,019)	(25%)	120,000	83,872	(36,128)	(30%)
Metered Park - User Fees	315,000	254,535	(60,465)	(19%)	302,000	245,428	(56,572)	(19%)
Parking User Fees	160,000	145,818	(14,182)	(9%)	139,810	130,644	(9,166)	(7%)
Chipman Parking User Fees	15,000	7,932	(7,068)	(47%)	14,000	7,290	(6,710)	(48%)
Docks - User Fees	47,000	49,021	2,021	4%	45,000	46,276	1,276	3%
Wharfs - User Fees	25,000	23,918	(1,082)	(4%)	23,000	24,472	1,472	6%
PW Barsky Fac-W/O Bill	119,183	68,686	(50,497)	(42%)	105,183	76,332	(28,851)	(27%)
User Fee Warehouse	15,000	10,659	(4,341)	(29%)	15,000	10,355	(4,645)	(31%)
Garage & Shop/User Charge	0	12,250	12,250	0%	0	0	0	0%
Engineering	500	494	(6)	(1%)	1,500	350	(1,150)	(77%)
TRANSPORTATION	815,183	660,709	(154,474)	(19%)	771,993	627,237	(144,756)	(19%)

ENVIRONMENTAL

Sanitary Surcharge	2,969,007	1,967,065	(1,001,942)	(34%)	2,422,181	2,007,061	(415,120)	(17%)
User Fee Kenora Waterwork	3,080,136	2,042,251	(1,037,885)	(34%)	2,556,047	2,073,806	(482,241)	(19%)
Garbage Collect. User Chg	225,000	182,928	(42,072)	(19%)	213,000	179,804	(33,196)	(16%)
HHWD User Charges	3,200	2,370	(830)	(26%)	3,200	3,380	180	6%
Transfer Facility	1,120,000	846,859	(273,141)	(24%)	1,100,000	848,546	(251,454)	(23%)
Blue Box Collection	41,500	33,958	(7,542)	(18%)	35,700	32,159	(3,541)	(10%)
Kenora Area Landfill	420,000	309,841	(110,159)	(26%)	420,000	275,236	(144,764)	(34%)
Recycling Facility	12,000	11,178	(822)	(7%)	7,000	10,273	3,273	47%
ENVIRONMENTAL	7,870,843	5,396,450	(2,474,393)	(31%)	6,757,128	5,430,265	(1,326,863)	(20%)

User Fees

January - September

Current Year

Previous Year

	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
SOCIAL & FAMILY								
User Fees Day Care	0	0	0	0%	185,960	126,125	(59,835)	(32%)
User Fees After School Pr	0	0	0	0%	120,000	100,155	(19,845)	(17%)
User Fees Summer Day Camp	0	0	0	0%	27,000	52,746	25,746	95%
SOCIAL & FAMILY	0	0	0	0%	332,960	279,026	(53,934)	(16%)
RECREATION & CULTURAL								
Parks User Charges	1,250	1,250	0	0%	1,000	4,992	3,992	399%
Anicinabe Park	23,186	11,593	(11,593)	(50%)	22,511	11,256	(11,255)	(50%)
Ballfields	6,800	6,210	(590)	(9%)	6,500	6,737	237	4%
KAR Street Programs	22,500	13,700	(8,800)	(39%)	4,000	21,433	17,433	436%
KRC Complex	508,900	387,310	(121,590)	(24%)	492,400	383,070	(109,330)	(22%)
Thistle Arena	197,500	121,274	(76,226)	(39%)	197,500	114,998	(82,502)	(42%)
MSFC Pool User Charges	143,000	99,795	(43,205)	(30%)	144,150	103,168	(40,982)	(28%)
KRC External User Charges	7,500	10,111	2,611	35%	7,500	8,706	1,206	16%
KM - Arena & Complex	237,500	156,984	(80,516)	(34%)	231,000	162,677	(68,323)	(30%)
Recreation Programs	32,200	37,426	5,226	16%	31,000	41,051	10,051	32%
Fitness Centre	35,000	18,662	(16,338)	(47%)	30,000	25,011	(4,989)	(17%)
RECREATION & CULTURAL	1,215,336	864,315	(351,021)	(29%)	1,167,561	883,099	(284,462)	(24%)

User Fees

January - September

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
PLANNING & DEVELOPMENT								
Sales, Fees, Ser Charge	29,600	25,916	(3,684)	(12%)	24,600	39,045	14,445	59%
Planning Advisory Comm.	14,150	12,050	(2,100)	(15%)	14,275	12,800	(1,475)	(10%)
Tourism - User Charges	7,000	3,069	(3,931)	(56%)	211,000	260,072	49,072	23%
Special Events	20,000	56,115	36,115	181%	146,540	122,117	(24,423)	(17%)
PLANNING & DEVELOPMENT	70,750	97,150	26,400	37%	396,415	434,034	37,619	9%



1 November 2013

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Time change for December 10 Committee Meeting

Recommendation:

That in keeping with Section 3.15 of Council's Rules of Order and Procedures By-law #90-2013, authorization and notice is hereby given that the Tuesday, December 10, 2013 Committee of the Whole meeting will commence at 9:30 a.m. rather than the usual 9:00 a.m. to accommodate an education and training session for Council; and further

That this notice be circulated to applicable staff and posted on the City's Portal.

Background:

In order to accommodate a Closed Meeting for Council for purposes of Education and Training on the morning of December 10, it is necessary to give notice of the change in the start time for the December Committee of the Whole meeting. Rather than starting at 9:00 a.m., the meeting will have to start at 9:30 a.m. to accommodate the training.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Managers/Supervisors/Reception/Portal



**Public Notice
Change in Start Time
December 10, 2013
December Committee of the Whole Meeting**

Public notice is hereby given that in accordance with Section 3.15 of Council's Rules of Order & Procedures, the Tuesday, December 10, 2013 Committee of the Whole Meeting will commence at:

9:30 a.m.
City Hall Council Chambers

**Joanne L. McMillin
City Clerk**

jmcmillin@kenora.ca



29 October 2013

City Council Committee Report

To: Mayor and Council

Fr: Joanne L. McMillin, City Clerk

Re: Receipt and Approval of Various Committee Minutes

Recommendation:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- August 28 & October 16– Environmental Advisory Committee
- September 24 & October 22 - Community Policing Committee
- October 7 & October 21 – Event Centre Committee
- October 8 - Committee of the Whole and Property & Planning
- October 24 – Lake of the Woods Museum Board
- October 24 – Heritage Kenora; and

That Council hereby receives the following Minutes from other various Committees:

- August 15 – Kenora District Services Board
- September 4– Kenora Police Services Board
- September 20 – NWHU Board of Health
- October 10 - District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Background:

This static monthly report appears on the Committee of the Whole Agenda (Business Administration-BA) for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

The Minutes being received are typically from local Boards or Corporations for information only (and cannot be 'approved' by Council).

The various Minutes will appear under separate cover as an attachment on SharePoint to this report.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



November 4, 2013

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Marco Vogrig, Municipal Engineer**

RE: Snow Plow Municipal Streets 2013 and 2014

Recommendation:

That the one and only quotation for a grader for snow plowing of Municipal Streets for the 2013 – 2014 season, be received:-

Grader	Pioneer Construction Inc.	\$160.00/hr HST extra
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and further;

That the quotation from Pioneer Construction Inc., in the amount of \$160.00 per hour (HST extra), be hereby accepted.

Background:

The City of Kenora requires the hiring of equipment to perform snow plowing operations on municipal streets, on an as-required basis, throughout the 2013 – 2014 winter season.

Requests for Quotations were advertised in the local newspaper and posted on the Kenora website and closed on October 31st, 2013. One quotation was received for a grader, but no quotations for a loader:

Grader	Pioneer Construction Inc.	\$160.00/hr HST extra
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In 2012 the accepted quotations for graders was shared by the following 2 companies: Laurence Derouard Trucking at \$90.00 per hour (HST extra) and Pioneer Construction at \$160.00 per hour (HST extra). Loader operations for Snow Plowing Municipal Streets was supplied by: Laurence Derouard Trucking at \$75.00 per hour (HST extra).

Budget:

2013/2014 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, M. Vogrig, K. Koralalage

City of Kenora Quotation – Snowplowing Municipal Streets 2013 - 2014

6.0 CONTRACTOR INFORMATION:

Name: PIONEER CONSTRUCTION INC
 Address: PO BOX 1150, KENORA, ONT
 Postal Code: P9N 3X7 email jeerola@pioneerconstruction.ca
 Telephone: 807-548-7191 Fax: 807-548-5872

7.0 EXPERIENCE & REFERENCES:

SAFEMAX GROCERY STORE SNOWPLOWING + REMOVAL
2010-2011 KENORA SNOWPLOWING MUNICIPAL STREETS

8.0 EQUIPMENT AND HOURLY RATES

GRADER 1		GRADER 2		LOADER 1		LOADER 2	
Make:	<u>CAT</u>	Make:		Make:		Make:	
Model:	<u>140 H</u>	Model:		Model:		Model:	
Year:	<u>2003</u>	Year:		Year:		Year:	
Serial No.:	<u>CAT0140 HCAPM00408</u>	Serial No.:		Serial No.:		Serial No.:	
Horse Power:	<u>185</u>	Horse Power:		Horse Power:		Horse Power:	
GVW:	<u>13,552 kg</u>	GVW:		GVW:		GVW:	
Mould board Width:	<u>12'</u>	Mould board Width:		Blade Width:		Blade Width:	
Front Pusher Blade:	<u>N/A</u>	Front Pusher Blade:					
Side Wing:	<u>12'5"</u>	Side Wing:					
HOURLY RATE	<u>\$ 160.00</u>	HOURLY RATE		HOURLY RATE		HOURLY RATE	
HST 13%	<u>20.08</u>	HST 13%		HST 13%		HST 13%	
TOTAL HOURLY RATE:	<u>180.80</u>	TOTAL HOURLY RATE:		TOTAL HOURLY RATE:		TOTAL HOURLY RATE:	

9.0 The Contractor hereby agrees to provide snowplowing services as requested and required by the City of Kenora using the above listed equipment and at the Total Hourly Rate as provided.

Name of Company Official: JASON JEEROLA
 (please print)

SIGNATURE: [Signature] DATE: OCT 31/13



November 4, 2013

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Marco Vogrig, Municipal Engineer**

RE: Snow Removal at Kenora Parkade & Chipman Street Parking Lot 2013/2014

Recommendation:

That the one and only quotation for a skid steer loader for snow removal at the Kenora Parkade and Chipman Street Parking Lot for the 2013 – 2014 season, be received:-

Skid Steer Loader	Mike Wilcox	\$60.00/hr HST extra
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and further;

That the quotation from Mike Wilcox, in the amount of \$60.00 per hour (HST extra), be hereby accepted.

Background:

The City of Kenora requires the hiring of equipment to perform snow removal operations at the Kenora Parkade and Chipman Street Parking Lot, on an as-required basis, throughout the 2013 – 2014 winter season.

Requests for Quotations were advertised in the local newspaper and posted on the Kenora website and closed on October 31st, 2013. One quotation for a skid steer was received:

Skid Steer Loader	Mike Wilcox	\$60.00/hr HST extra
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In 2012, as there were no quotations received for skid steer loaders for Snow Removal at the Kenora Parkade and Chipman Street Parking Lot, the City Roads Department hired Dunit Contracting on an as-required basis at an hourly rate of \$75.00.

Budget:

2013/2014 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, M. Vogrig, K. Koralalage



October 28, 2013

City Council Committee Report

To: Mayor & Council

**Fr: Richard Perchuk, Operations Manager
Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, Water Treatment Plant
Gord St. Denis, Wastewater Treatment Plant**

Re: 2013 Water & Wastewater Systems Monthly Summary Report-September

Recommendation:

That Council of the City of Kenora hereby accepts the September 2013 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by Biman Paudel, Water and Sewer Supervisor, Ryan Peterson, Water Treatment Plant Operator and Gord St. Denis, Wastewater Treatment Plant Operator.

Background:

The Water and Sewer Department will be providing Council with Water and Wastewater Systems Summary Reports, on a monthly basis.

The purpose of the Report is to provide Council with an understanding on how the water and wastewater systems they own and operate are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

The Operations Department recommends that Council accept the 2013 Water and Wastewater Systems Monthly Summary Report for September.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, B. Paudel, R. Peterson, G. St. Denis

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

September 2013

Prepared by: Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, ORO, Water Treatment Plant
Gord St. Denis, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of September 2013 at the Kenora Area Water Treatment Plant, Water Distribution System and Wastewater System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

2.0 Water Treatment Plant

2.1 Monthly Flow and Operating Data – See Schedule “A”

2.2 Weekly Bacteriological Samples

1 Raw, 1 Treated and 6 Distribution for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- Sept 3rd
- Sept 9th
- Sept 16th
- Sept 23rd
- Sept 30th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Repaired leaking fuel line on plant generator.
- Greased sludge pump.
- Reinstalled caustic pumps sent away for reprogramming.
- Replaced breaker on highlift sump pump.
- Installed vent piping on #1 dewatering pump.
- Sent away #1 highlift motor for further diagnosis after onsite inspection.

2.4 Training

No training took place in September.

2.5 Water Quality Complaints

There were 24 water quality complaints throughout the month of September.

- All complaints were related to taste and odor. Chlorine residuals were tested at some of the residences to ensure low chlorine wasn't contributing to the taste and odor problem. Other resident was satisfied with an explanation of the seasonal issue and were not interested in any further testing.

2.6 Other Information

- Distribution system chlorine levels were sampled at three locations weekly throughout the month in addition to the chlorine levels being sampled along with regular weekly bacteriological samples.
- Work continuing on the Drinking Water Quality Management Standards (DWQMS) documents and organization.

3.0 Water Distribution System

3.1 Maintenance

3.1.1. Water Distribution

- September 16 - Exercised main water valve in lane between First Street North and Second Street North.
- September 18 - Removed water main from sewer manhole at: 321 First Street North.

3.1.2. Wastewater Collection

- September 2 - Flushed plugged sewer at: 5 Mary Lou Street.
- Flushed 200 Block of 4th Street North.
- September 3 - Flushed 200 Block between Third and Fourth Street North
- Rodded plugged sewer at: 1119 Minto Avenue.
- September 5 - Repaired Grinder Pump at: 368 Rabbit Lake Road.
- September 6 - Rodded sewer at: 825 Railway Street.
- September 10 - Dug and repaired sewer main at: 16 Mikado Avenue.
- September 16 - Rodded sewer at: 821 Fourth Street North.
- September 19 - Rodded sewer at: 512 Third Street South.
- September 23 - Cleared roots (roto root) at: 633 Sixth Avenue South.
- September 24 - Cleared roots (roto root) at: 628 ½ Third Street South.
- September 25 - Cleared roots (roto root) at: 924 Ninth Street North.

- September 28 - Flushed sewer manhole at: 1011 Twelveth Avenue North.
- September 30 - Repaired and reinstalled Grinder Pump at: 338 Rabbit lake Road.

3.1.3. **Water Thaws:** City Property – 0 Private Property – 0

3.2 Training

Biman Paudel and Randy Polischuk attended the half day presentation “Risk Management for Municipalities” held at the Operations Centre.

3.3 Water Quality Complaints

There were 24 water quality complaints reported to the Water Treatment Plant for the month of September.

- All 24 complaints were related to taste and odour. For further detail see Item 2.5.

3.4 Boil Water Advisory(s) - 2013

There were three (3) boil water advisories issued in the month of September for the following locations:

- September 3rd : 26 residents on Drewry Drive.
- September 19th : 38 residents on First Street North, Second Street North, Third Street North and Matheson Street.
- September 26th : 6 installations at the Harbourfront, and 35 residents on the northern side of Coney Island.

3.5 Other Information

There was no additional information for the month of September.

4.0 Wastewater System

4.1 Monthly Flows & Operating Data – See Schedule “B”

4.2 Weekly Bacteriological Samples

4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out September 25, 2013 - Results:

- a. Total B.O.D. (biological oxygen demand) Raw Sewage: 130 [mg/L]
- b. Total B.O.D. Final Effluent: 4.0 - limit is 25.
- c. Total Suspended Solids Raw Sewage: 160 [mg/ L]
- d. Total Suspended Solids Final Effluent: 3.0 [mg/ L] - limit is 25

- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on September 4, 11, 18, 25, 2013 - Results: Organisms/100 mL
- a. Maxxam Samples Sept. 25, 2013
 - b. Geometric Means Total of 4.63
 - c. Geometric Means Limit is 200
 - d. Government of Canada WSER quarterly report has been submitted.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million and leaves the plant with a count of 4.63, which is well within the limit of 200. Plant reduction of B.O.D. is 97% and the Plant reduction of suspended solids is 98%.

4.3 Maintenance

- 4.3.1. Changed battery charger and alternator on UV generator (lightning strike).
- 4.3.2. Changed battery screw pump generator in #200 building.
- 4.3.3. New polymer machine delivered to the Wastewater Treatment Plant.
- 4.4.4. Cummins Mid Canada installed a new computer mother board for UV generator (lightning strike).
- 4.4.5. Ordered a new 30 amp breaker for new polymer machine.
- 4.4.6. Repaired DC drive in west sludge pump in #400 building.
- 4.4.7. New sludge pump for #400 building was delivered to the Wastewater Treatment Plant.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- 4.5.1. September 10, 2013 – Health and Safety Inspection performed.

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2013**

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	233290	209765	227075	223118	226992	222716	247800	243657	216787				2051200
Maximum Daily Influent Flow	m ³ /day	9143	9258	8188	7963	8234	8646	9163	9665	8378				78638
Minimum Daily Influent Flow	m ³ /day	5318	6329	6840	6661	6360	6561	6997	6873	5607				57546
Average Daily Influent Flow	m ³ /day	7525	7492	7325	7437	7322	7424	7994	7860	7226				67605
Maximum Daily Instantaneous Influent Flow	m ³ /day	19239	18958	18853	18692	18924	19688	19534	19474	19403				172765
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	221816	199155	214741	211064	215036	211076	234798	230799	203319				1941804
Maximum Daily Effluent Flow	m ³ /day	8399	8992	7892	7568	7856	7980	8706	9258	7881				74532
Minimum Daily Effluent Flow	m ³ /day	5120	6065	6340	6173	5963	6093	6720	6685	5427				54586
Average Daily Effluent Flow	m ³ /day	7155	7113	6927	7035	6937	7036	7574	7445	6777				63999
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	5	4	4	5	4	5				40
Number of Treated Samples Taken		5	4	4	5	4	4	5	4	5				40
Number of Distribution Samples Taken		30	24	24	30	24	24	30	24	30				240
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		22	18	6	4	0	4	6	12	26				98
<u>Callouts</u>														
Major		0	0	0	0	0	0	0	0	0				0
Minor		1	1	2	2	4	4	4	8	16				42

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2013

		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
Wastewater Plant Flows															
<u>Influent Flow</u>															
Total Influent Flow	m ³ /mon.	177,663	156,733	181,689	244,603	346,693	283,478	289,104	236,562	249,518					2,166,043
Maximum Daily Influent Flow	m ³ /day	6,437	6,192	8,357	13,949	20,775	13,687	15,635	10,544	22,188				13,085	
Minimum Daily Influent Flow	m ³ /day	5,213	5,070	5,295	6,233	6,529	7,754	6,406	5,288	6,475				6,029	
Average Daily Influent Flow	m ³ /day	5,731	5,597	5,860	8,153	11,184	9,449	9,325	10,544	8,317				8,240	
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	198,479	177,770	204,176	263,828	364,096	301,299	307,203	263,619	230,156				256,736	
Average Daily Flow	m ³ /day	6,402	6,348	6,586	8,794	11,745	10,043	9,909	8,503	7,424				8,417	
Samples															
Weekly Bacteriological --ALS Labs		5	4	4	4	5	4	5	4	4					39
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1					9
Number of Treated Samples Taken		6	5	5	5	6	5	5	5	5					47
Geometric Means (Bacti Samples)		17.9	7.9	26	43	2.9	2.9	45.4	4.55	4.63				17.24	
Sludge Hauled to Landfill	yds./mon.	300	330	330	330	405	210	360	300	285					2,850
Callouts															
		0	5	0	3	2	2	2	5	5					24

P R O C L A M A T I O N

Lung Month November, 2013

Whereas in the City of Kenora and throughout Ontario, one in five residents lives with lung disease; and

Whereas lung disease is one of the most prevalent, deadly and costly chronic diseases; and

Whereas the City of Kenora supports all measures designed to advance and protect the health of its citizens and of Ontarians; and

Whereas to increase awareness of lung health issues and to inform Ontarians about the importance of their lung health, the Ontario Lung Association has designated the month of November *Lung Month*,

Therefore be it Resolved That November, 2013 be hereby proclaimed as '**Lung Month**' in the City of Kenora and do commend observance to all citizens of our municipality.

Proclaimed at the City of Kenora this 12th day of November, 2013



Mayor David S. Canfield