



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

Tuesday, October 8, 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 October 15, 2013 meeting:-

-Council will amend the Operating and Capital Budgets for the Lake of the Woods Museum in the amount of \$4,224

-Council will adopt a new Tariff of Fees and Charges By-law

-Council will amend the Operating Budget in the amount of \$16,900 for the cost of a boiler for the Keewatin Memorial Arena

-Council intends to amend "Schedule D" to the Water & Sewer By-law to increase water delivery rates

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 meeting held September 10, 2013

4. Presentations

5. Deputations

5.1	LOWDC - Tourism Sector Profile	1 - 1
5.2	BIZ - Hanging Baskets	2 - 2
5.3	BIZ - Increase to Levy	3 - 3
6.	Business Administration Reports	
6.1	August Financial Statements	4 - 21
6.2	IT Service Agreement	22 - 23
6.3	Museum Budget Amendment	24 - 24
6.4	New Tariff of Fees Charges	25 - 46
6.5	NW Business Centre Q3 2013	47 - 48
6.6	Various Committee Minutes	49 - 49
7.	Community Services Reports	
7.1	KMA Boiler 2013 Budget Amendment	50 - 50
7.2	KRC Concession Agreement 2013	51 - 51
8.	Economic Development Reports	
8.1	MOU with LOW Development Commission	52 - 61
9.	Emergency Services Reports	
10.	Operations Reports	
10.1	Tank Truck Water Delivery Rate Increase 2014	62 - 64
10.2	Traffic By-Law Amendment Barrier Free Parking Bay St Main St	65 - 68
10.3	Water Wastewater Systems Monthly Summary August 2013	69 - 76
11.	Other	
11.1	Proclamation - Community Foundation Week	77 - 77
11.2	Proclamation - European Heritage Week	78 - 78
11.3	Proclamation - Local Government Week	79 - 79
12.	Date of Next Meeting	
	Tuesday, November 12, 2013 at 9:00 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):

LOTWDC/Business Development Committee

(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

Tourism Sector Profile presentation

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

I wish to appear before Committee of the Whole on October 8, 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)

Findlay, J.D.

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E-mail: jmcmillin@kenora.ca

Your Name

(AND IF APPLICABLE, ORGANIZATION):

BIZ

(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

Blooming Baskets - fall & Christmas plans

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

I wish to appear before October 8/13 on COV
(Name of Committee) (date of meeting)

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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):

Audrey Manzie (BIZ)
(please print)

Mailing Address: 210 2nd St S Telephone Number: 468-3901

Email Address: audrey@nourishkenora.ca Postal Code: _____

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

PLEASE SEE PROTOCOL NOTES ON PAGE 2

increase to levy

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

I wish to appear before COW on October 8/13
(Name of Committee) (date of meeting)

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

September 30, 2013

City Council
Committee Report



To: Mayor Canfield & Members of Council

Fr: Lauren D'Argis

Re: August 2013 Monthly Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at August 31, 2013.

Background:

Attached for your information, please find the preliminary August 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 August with the exception of Health.
- Some expenses on employee credit cards for year to date August have not yet been submitted to finance. The anticipated impact is just over \$18k in expenses.
- Stores purchases and aggregate stockpile purchases for May - August have not yet been submitted to finance. The anticipated impact of this is just over \$40k in expenses.
- Subscriptions & memberships are over-budget in the majority of the departments. This is at least partly because the expenses are incurred at the beginning of the year.
- Taxes and licenses are over-budget in the majority of the departments, due at least in part to, the Payments-in-Lieu of taxes being posted in August.

Expenditures:

- At the end of August, the year is two thirds finished. Assuming that expenditures are relatively level for the year, a result of (33%) 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 41% 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 \$13k have been offset by underages in other spending. For the Mayor and Council department, of note is that donation expenses are heavily weighted to the beginning of the year and, therefore, only 21% of the budget is remaining. The Mayor & Council's travel expense is better than budget to the end of August with some having more budget remaining than others.

- **Protection** – The Protection Department expenditures are overall slightly under-budget. Of note is KPS Disbandment which shows \$11,709 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 slightly over-budget due to spending by the board on travel and conferences. The Health & Safety Committee better than budget despite unexpected battery replacement for eight AEDs. 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. It is anticipated that by the end of 2013, cost centre 229 for the Police Building will be about \$15k over-budget due to repairs and maintenance that were not anticipated.
- **Transportation** – The Transportation Department expenditures are under-budget with 38% remaining to be spent. The largest variances are mostly explainable by seasonality. Maintenance for bridges, culverts and roads are under-budget, but this should correct itself as the maintenance season progresses and invoices are received. Winter control is over-budget with only 29% remaining for 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 Facility expenses are over-budget due to the creation of new offices following staffing changes.
- **Environmental** – The Environmental Department expenditures are also under-budget with 37% of the budget remaining. The largest variances are in Kenora Sanitary with 39% remaining, the Sewage Treatment plant at 37% remaining and Kenora Waterworks with 38% remaining. The expenses for Hazardous Waste Day have not yet been posted, so this line item shows 100% remaining. Some individual accounts are over-budget, but none enough to affect the entire department. The Water Treatment Plant appears over-budget, due to the timing of the levy charge but it will be on budget by the end of the year. Also 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 \$30k higher than expected. The city covers the difference between the cemetery's sales and expenses. Year-to-date August, 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.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are under-budget with 36% 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.
- **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 39% 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 33%, the City has received more revenue than budgeted. If the variance percentage shows a number greater than 33%, the City is experiencing a shortfall on that revenue budget line.
- General Government is showing revenues slightly below budget overall with each department showing a shortfall.
- Protection user fees are running under the budgeted projection, this is due, at least in part, to the unrecorded POA revenues. Building Inspection fees are on budget to the end of August. Fire Operations user fees have slipped to be under-budget at the end of August.
- Transportation user fees are almost meeting budget. The rental fees for the Barsky facility have not yet been entered which will improve the numbers.
- Environmental user fees are running under budget, with all areas lagging behind projections except the Recycling Facility 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 August. User fees have not yet started to come in for Kenora Assembly Resources Street Programs.
- 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 - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
CITY OF KENORA								
General Government	3,187,071	1,887,027	(1,300,044)	(41%)	2,914,652	1,809,699	(1,104,953)	(38%)
Protection	9,504,394	6,099,238	(3,405,156)	(36%)	9,471,807	5,555,173	(3,916,634)	(41%)
Transportation	4,561,245	2,810,354	(1,750,891)	(38%)	4,562,040	2,845,729	(1,716,311)	(38%)
Environmental	6,860,067	4,322,683	(2,537,384)	(37%)	6,507,686	4,225,831	(2,281,855)	(35%)
Health	1,942,675	1,333,635	(609,040)	(31%)	1,871,197	1,277,747	(593,450)	(32%)
Social & Family	3,251,158	2,175,354	(1,075,804)	(33%)	3,539,386	2,327,417	(1,211,969)	(34%)
Recreation & Cultural	4,876,556	3,117,556	(1,759,000)	(36%)	5,058,921	3,196,784	(1,862,137)	(37%)
Planning & Development	1,433,478	785,953	(647,525)	(45%)	1,548,835	1,486,632	(62,203)	(4%)
<hr/>								
CITY OF KENORA	35,616,644	22,531,800	(13,084,844)	(37%)	35,474,524	22,725,012	(12,749,512)	(36%)
<hr/>								

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
General Government								
Mayor and Council	327,086	206,237	(120,849)	(37%)	317,798	213,965	(103,833)	(33%)
Municipal Elections	1,272	1,272	0	0%	1,250	1,272	22	2%
Administrator's Office	511,272	300,088	(211,184)	(41%)	516,468	267,973	(248,495)	(48%)
City Clerk	289,878	202,902	(86,976)	(30%)	277,168	189,587	(87,581)	(32%)
Human Resources	389,294	282,683	(106,611)	(27%)	232,971	192,131	(40,840)	(18%)
Building & Grounds Mtnce.	311,184	90,714	(220,470)	(71%)	200,075	51,805	(148,270)	(74%)
Finance	917,134	547,181	(369,953)	(40%)	936,983	581,592	(355,391)	(38%)
Information Technology	413,449	229,318	(184,131)	(45%)	394,076	270,496	(123,580)	(31%)
Rentals	26,502	26,619	117	0%	37,863	40,877	3,014	8%
Carpenters Vehicles & Eq.	0	12	12	0%	0	0	0	0%
General Government	3,187,071	1,887,026	(1,300,045)	(41%)	2,914,652	1,809,698	(1,104,954)	(38%)

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Protection								
Fire Operations	1,895,088	1,199,272	(695,816)	(37%)	1,904,669	1,189,548	(715,121)	(38%)
Fire Vehicles & Equipment	33,350	20,097	(13,253)	(40%)	39,000	20,314	(18,686)	(48%)
Kenora Police Force	0	440	440	0%	0	0	0	0%
Police Commission	21,506	15,381	(6,125)	(28%)	20,075	15,092	(4,983)	(25%)
OPP	6,800,026	4,480,253	(2,319,773)	(34%)	6,834,699	3,979,594	(2,855,105)	(42%)
KPS Disbandment	0	11,709	11,709	0%	0	11,277	11,277	0%
Police Building	96,588	63,029	(33,559)	(35%)	91,918	54,422	(37,496)	(41%)
Animal Control	163,013	103,655	(59,358)	(36%)	159,123	102,064	(57,059)	(36%)
Animal Control Vehicles	15,842	8,256	(7,586)	(48%)	11,170	9,969	(1,201)	(11%)
Building Inspection	207,341	135,715	(71,626)	(35%)	213,205	122,617	(90,588)	(42%)
Building Vehicles	3,378	2,386	(992)	(29%)	3,207	2,782	(425)	(13%)
Facilities & Property Mgt	238,888	45,027	(193,861)	(81%)	141,774	34,270	(107,504)	(76%)
Facilities Veh & Equip	0	(4,213)	(4,213)	0%	0	0	0	0%
Emergency Measures	8,500	3,705	(4,795)	(56%)	11,758	5,064	(6,694)	(57%)
911 Emergency Access	8,860	8,145	(715)	(8%)	8,746	7,746	(1,000)	(11%)
Health & Safety Committee	12,014	6,381	(5,633)	(47%)	32,463	414	(32,049)	(99%)
Protection	9,504,394	6,099,238	(3,405,156)	(36%)	9,471,807	5,555,173	(3,916,634)	(41%)

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Transportation								
Roads Maintenance	774,686	538,617	(236,069)	(30%)	717,962	495,810	(222,152)	(31%)
Mainten. - Bridge/Culvert	53,750	1,000	(52,750)	(98%)	126,000	20,944	(105,056)	(83%)
Maintenance-Paved Roads	375,000	227,784	(147,216)	(39%)	475,594	228,707	(246,887)	(52%)
Mainten-Surface Treated	185,250	27,468	(157,782)	(85%)	139,250	149,389	10,139	7%
Maintenance - Loosetop	228,000	115,416	(112,584)	(49%)	266,250	180,618	(85,632)	(32%)
Mainten. - Winter Control	864,250	616,810	(247,440)	(29%)	825,250	536,864	(288,386)	(35%)
Mainten.-Safety Devices	247,250	175,351	(71,899)	(29%)	239,032	199,265	(39,767)	(17%)
Conventional Transit	228,614	143,862	(84,752)	(37%)	242,673	149,215	(93,458)	(39%)
Handi Transit	81,803	54,535	(27,268)	(33%)	81,803	54,535	(27,268)	(33%)
Metered Parking	197,518	114,569	(82,949)	(42%)	226,054	136,654	(89,400)	(40%)
Parking Rentals	193,603	59,034	(134,569)	(70%)	175,082	61,333	(113,749)	(65%)
Chipman St Parking Lot	1,900	1,094	(806)	(42%)	2,000	0	(2,000)	(100%)
Metered Parking Vehicles	2,600	2,352	(248)	(10%)	500	283	(217)	(43%)
Streetlighting	350,500	214,526	(135,974)	(39%)	330,000	172,599	(157,401)	(48%)
Docks	77,879	25,839	(52,040)	(67%)	68,625	47,795	(20,830)	(30%)
Wharfs	20,208	20,936	728	4%	14,440	17,172	2,732	19%
PW Barsky Facility	149,992	132,566	(17,426)	(12%)	130,068	143,823	13,755	11%
Warehouse	119,983	60,292	(59,691)	(50%)	111,205	38,830	(72,375)	(65%)
Garage & Shop	201,819	155,701	(46,118)	(23%)	196,865	115,238	(81,627)	(41%)
Vehicles & Equipment	(323,382)	(229,193)	94,189	(29%)	(329,736)	(224,819)	104,917	(32%)
Engineering	415,564	275,220	(140,344)	(34%)	411,711	247,145	(164,566)	(40%)
Operations Administration	114,458	76,575	(37,883)	(33%)	111,412	74,329	(37,083)	(33%)
Transportation	4,561,245	2,810,354	(1,750,891)	(38%)	4,562,040	2,845,729	(1,716,311)	(38%)

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Environmental								
Kenora Sanitary	1,591,020	972,084	(618,936)	(39%)	1,460,706	1,012,536	(448,170)	(31%)
Sewer Lift Stations	177,500	106,895	(70,605)	(40%)	176,000	76,599	(99,401)	(56%)
Sewage Treatment Plant	912,696	571,280	(341,416)	(37%)	892,543	563,675	(328,868)	(37%)
Water & Sewer Veh. & Eq.	(19,867)	(28,932)	(9,065)	46%	(46,020)	(54,996)	(8,976)	20%
Storm Sewers	190,500	60,126	(130,374)	(68%)	207,500	82,637	(124,863)	(60%)
Kenora Waterworks	1,254,111	783,476	(470,635)	(38%)	1,187,029	766,531	(420,498)	(35%)
Water Standpipe & Booster	58,550	19,677	(38,873)	(66%)	56,900	16,793	(40,107)	(70%)
Water Treatment Plant	997,822	675,734	(322,088)	(32%)	954,734	655,663	(299,071)	(31%)
Garbage Collection	281,809	152,890	(128,919)	(46%)	285,679	156,087	(129,592)	(45%)
Hazardous Waste Day	31,900	331	(31,569)	(99%)	36,800	0	(36,800)	(100%)
Transfer Facility	858,959	592,785	(266,174)	(31%)	716,906	599,216	(117,690)	(16%)
Blue Box Collection	183,766	113,597	(70,169)	(38%)	174,446	120,436	(54,010)	(31%)
Kenora Area Landfill	248,149	146,452	(101,697)	(41%)	298,677	147,143	(151,534)	(51%)
Tri-Municipal Landfill	8,325	4,295	(4,030)	(48%)	10,301	5,089	(5,212)	(51%)
SW Vehicles & Equipment	(247,646)	(72,364)	175,282	(71%)	(260,523)	(113,469)	147,054	(56%)
Recycling Facility	211,592	145,445	(66,147)	(31%)	201,532	144,634	(56,898)	(28%)
4 R Initiatives	3,500	3,095	(405)	(12%)	10,000	7,273	(2,727)	(27%)
Solid Waste Supervisor	117,381	75,816	(41,565)	(35%)	144,476	39,982	(104,494)	(72%)
Environmental	6,860,067	4,322,682	(2,537,385)	(37%)	6,507,686	4,225,829	(2,281,857)	(35%)

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Health								
Northwest Health Unit	673,746	449,164	(224,582)	(33%)	673,746	449,164	(224,582)	(33%)
Ambulance	1,170,619	780,413	(390,206)	(33%)	1,107,415	738,276	(369,139)	(33%)
Lake Woods Cemetery	97,010	102,758	5,748	6%	88,736	89,006	270	0%
St. Nich. Ukr. Cemetery	1,300	1,300	0	0%	1,300	1,300	0	0%
Health	1,942,675	1,333,635	(609,040)	(31%)	1,871,197	1,277,746	(593,451)	(32%)

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Social & Family								
Ontario Works	431,844	287,896	(143,948)	(33%)	496,776	331,184	(165,592)	(33%)
Welfare Administration	0	715	715	0%	0	3,679	3,679	0%
Home For The Aged	1,417,970	945,313	(472,657)	(33%)	1,411,017	926,779	(484,238)	(34%)
Kenora Day Care	0	7,201	7,201	0%	230,327	138,524	(91,803)	(40%)
After School Program	0	0	0	0%	144,029	69,221	(74,808)	(52%)
Summer Day Camp	0	0	0	0%	19,638	32,964	13,326	68%
Child Care	162,723	108,482	(54,241)	(33%)	157,303	104,869	(52,434)	(33%)
Social Housing	1,238,621	825,747	(412,874)	(33%)	1,080,296	720,197	(360,099)	(33%)
Social & Family	3,251,158	2,175,354	(1,075,804)	(33%)	3,539,386	2,327,417	(1,211,969)	(34%)

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Recreation & Culture								
Parks	314,489	212,641	(101,848)	(32%)	398,188	243,535	(154,653)	(39%)
Parks Vehicles & Equip.	20,556	13,450	(7,106)	(35%)	14,102	11,600	(2,502)	(18%)
Anicinabe Park	23,186	9,263	(13,923)	(60%)	22,811	23,199	388	2%
Coney Island Park	25,960	15,213	(10,747)	(41%)	49,164	37,154	(12,010)	(24%)
Norman Park	4,668	2,905	(1,763)	(38%)	4,668	3,447	(1,221)	(26%)
Harbourfront	159,217	97,607	(61,610)	(39%)	156,904	124,349	(32,555)	(21%)
Ballfields	54,000	38,224	(15,776)	(29%)	74,000	38,744	(35,256)	(48%)
KAR - Street Programs	178,500	103,748	(74,752)	(42%)	160,000	96,148	(63,852)	(40%)
Kenora Assem of Resoures	151,500	101,000	(50,500)	(33%)	151,500	101,000	(50,500)	(33%)
Rec. Vehicles & Equipment	23,656	11,822	(11,834)	(50%)	23,436	8,467	(14,969)	(64%)
KRC Complex	1,783,915	1,175,201	(608,714)	(34%)	1,710,916	1,144,328	(566,588)	(33%)
Thistle Arena	66,000	33,728	(32,272)	(49%)	85,450	24,884	(60,566)	(71%)
MSFC Pool	587,723	425,247	(162,476)	(28%)	618,720	351,514	(267,206)	(43%)
KRC Concession	500	0	(500)	(100%)	1,000	828	(172)	(17%)
KRC External Facilities	21,100	15,249	(5,851)	(28%)	18,100	25,361	7,261	40%
KM - Arena & Complex	276,680	158,482	(118,198)	(43%)	251,647	168,594	(83,053)	(33%)
JM Arena	34,961	18,008	(16,953)	(48%)	19,542	14,941	(4,601)	(24%)
Recreation Programs	11,500	13,231	1,731	15%	12,500	19,758	7,258	58%
Fitness Centre	153,878	97,732	(56,146)	(36%)	143,167	102,447	(40,720)	(28%)
Community Events	3,800	1,333	(2,467)	(65%)	4,200	1,804	(2,396)	(57%)
Teams & Clubs	24,450	27,308	2,858	12%	24,000	26,406	2,406	10%
Heritage Kenora Committee	4,675	135	(4,540)	(97%)	5,200	8	(5,192)	(100%)
Public Library	702,582	388,938	(313,644)	(45%)	771,588	462,794	(308,794)	(40%)
Lake Of The Wood Museum	249,060	157,091	(91,969)	(37%)	338,118	165,472	(172,646)	(51%)
Recreation & Culture	4,876,556	3,117,556	(1,759,000)	(36%)	5,058,921	3,196,782	(1,862,139)	(37%)

Report to Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Planning & Development								
Planning Operations	467,326	146,475	(320,851)	(69%)	288,048	196,223	(91,825)	(32%)
Planning Advisory Comm.	12,510	5,374	(7,136)	(57%)	12,560	8,032	(4,528)	(36%)
Business Enterprise Cent.	246,505	126,761	(119,744)	(49%)	193,935	136,768	(57,167)	(29%)
Youth Intern-Bus Ent Cent	33,505	22,099	(11,406)	(34%)	0	0	0	0%
Economic Development	118,096	77,697	(40,399)	(34%)	253,880	149,023	(104,857)	(41%)
Tourism	297,526	195,667	(101,859)	(34%)	582,514	460,468	(122,046)	(21%)
Tourism-Brand Leadership	25,000	0	(25,000)	(100%)	0	0	0	0%
Special Events	125,562	154,724	29,162	23%	217,898	201,595	(16,303)	(7%)
Development Commission	77,448	43,938	(33,510)	(43%)	0	333,172	333,172	0%
Infrastructure	30,000	13,219	(16,781)	(56%)	0	0	0	0%
Planning & Development	1,433,478	785,954	(647,524)	(45%)	1,548,835	1,485,281	(63,554)	(4%)

Council Travel

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Council Travel								
Trav. & Conf. - Canfield	12,500	7,710	(4,790)	(38%)	12,500	5,554	(6,946)	(56%)
Travel & Conf. - Lunny	6,000	5,575	(425)	(7%)	5,000	1,930	(3,070)	(61%)
Travel & Conf. - McKay	6,000	3,042	(2,958)	(49%)	5,000	4,117	(883)	(18%)
Travel & Conf. - Smith	6,000	2,339	(3,661)	(61%)	5,000	4,551	(449)	(9%)
Travel & Conf. - Roussin	6,000	4,079	(1,921)	(32%)	5,000	3,196	(1,804)	(36%)
Travel & Conf. Drinkwalter	6,000	2,257	(3,743)	(62%)	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	27,522	(20,978)	(43%)	42,500	23,795	(18,705)	(44%)
Excess revenue over exp (Exp over revenue)	(48,500)	(27,522)	20,978	(43%)	(42,500)	(23,795)	18,705	(44%)

Departmental Statement

111 - Mayor and Council

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Expenses								
Wages - Canfield	33,576	22,627	(10,949)	(33%)	33,576	20,685	(12,891)	(38%)
Wages - Lunny	16,383	11,586	(4,797)	(29%)	16,383	9,541	(6,842)	(42%)
Wages - MacKay	16,383	11,263	(5,120)	(31%)	16,383	11,450	(4,933)	(30%)
Wages - Smith	16,383	10,756	(5,627)	(34%)	16,383	12,073	(4,310)	(26%)
Wages - Roussin	16,383	12,043	(4,340)	(26%)	16,383	11,060	(5,323)	(32%)
Wages - Drinkwalter	16,383	11,263	(5,120)	(31%)	16,383	10,982	(5,401)	(33%)
Wages - McMillan	16,383	10,897	(5,486)	(33%)	16,383	9,580	(6,803)	(42%)
Benefits	12,767	7,275	(5,492)	(43%)	10,760	7,226	(3,534)	(33%)
Advertising	25,055	8,708	(16,347)	(65%)	12,150	6,550	(5,600)	(46%)
Civic Functions	9,000	4,450	(4,550)	(51%)	9,750	7,640	(2,110)	(22%)
Donations	41,450	32,948	(8,502)	(21%)	50,640	41,706	(8,934)	(18%)
Insurance	2,615	1,384	(1,231)	(47%)	2,823	2,768	(55)	(2%)
Luncheons	500	757	257	51%	500	410	(90)	(18%)
Materials and Supplies	4,000	2,228	(1,772)	(44%)	10,500	8,528	(1,972)	(19%)
Meeting Expenses	0	0	0	0%	0	55	55	0%
Miscellaneous	1,500	901	(599)	(40%)	2,500	531	(1,969)	(79%)
Office and Postage	0	893	893	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	8,096	(7,749)	(49%)	15,600	10,306	(5,294)	(34%)
Travel & Conference	48,500	27,522	(20,978)	(43%)	42,500	23,795	(18,705)	(44%)
Expenses	327,086	206,237	(120,849)	(37%)	317,798	213,964	(103,834)	(33%)
Excess revenue over exp (Exp over revenue)	(327,086)	(206,237)	120,849	(37%)	(317,798)	(213,964)	103,834	(33%)

User Fees

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TOTAL USER FEES								
User Charges	10,569,019	6,465,086	(4,103,933)	(39%)	10,038,648	7,372,922	(2,665,726)	(27%)
TOTAL USER FEES	10,569,019	6,465,086	(4,103,933)	(39%)	10,038,648	7,372,922	(2,665,726)	(27%)
GENERAL GOVERNMENT								
City Clerk	70,465	44,397	(26,068)	(37%)	64,900	51,822	(13,078)	(20%)
Finance	12,990	7,102	(5,888)	(45%)	10,700	8,232	(2,468)	(23%)
Rentals	90,115	55,924	(34,191)	(38%)	64,839	45,704	(19,135)	(30%)
GENERAL GOVERNMENT	173,570	107,423	(66,147)	(38%)	140,439	105,758	(34,681)	(25%)
PROTECTION								
Fire Operation User Chrg.	95,990	50,524	(45,466)	(47%)	83,040	103,273	20,233	24%
OPP - User Charges	33,000	20,877	(12,123)	(37%)	28,850	20,563	(8,287)	(29%)
Animal Control-User Fees	11,500	9,243	(2,257)	(20%)	7,500	10,200	2,700	36%
Build Inspect. User Fees	80,000	54,487	(25,513)	(32%)	80,000	49,878	(30,122)	(38%)
911 Emergency Access	0	0	0	0%	5,477	0	(5,477)	(100%)
Provincial Offences	202,847	0	(202,847)	(100%)	267,285	111,079	(156,206)	(58%)
PROTECTION	423,337	135,131	(288,206)	(68%)	472,152	294,993	(177,159)	(38%)

User Fees

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TRANSPORTATION								
Roads Maintenance	6,500	2,730	(3,770)	(58%)	6,500	1,918	(4,582)	(70%)
Convent Trans User Charge	112,000	70,687	(41,313)	(37%)	120,000	75,966	(44,034)	(37%)
Metered Park - User Fees	315,000	229,616	(85,384)	(27%)	302,000	222,042	(79,958)	(26%)
Parking User Fees	160,000	130,457	(29,543)	(18%)	139,810	117,726	(22,084)	(16%)
Chipman Parking User Fees	15,000	7,287	(7,713)	(51%)	14,000	6,839	(7,161)	(51%)
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	0	(119,183)	(100%)	105,183	68,900	(36,283)	(34%)
User Fee Warehouse	15,000	9,121	(5,879)	(39%)	15,000	8,969	(6,031)	(40%)
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	535,581	(279,602)	(34%)	771,993	573,458	(198,535)	(26%)
ENVIRONMENTAL								
Sanitary Surcharge	2,969,007	1,719,312	(1,249,695)	(42%)	2,422,181	1,810,352	(611,829)	(25%)
User Fee Kenora Waterwork	3,080,136	1,783,812	(1,296,324)	(42%)	2,556,047	1,872,208	(683,839)	(27%)
Garbage Collect. User Chg	225,000	162,815	(62,185)	(28%)	213,000	159,887	(53,113)	(25%)
HHWD User Charges	3,200	2,370	(830)	(26%)	3,200	3,380	180	6%
Transfer Facility	1,120,000	750,138	(369,862)	(33%)	1,100,000	749,793	(350,207)	(32%)
Blue Box Collection	41,500	24,318	(17,182)	(41%)	35,700	22,758	(12,942)	(36%)
Kenora Area Landfill	420,000	266,482	(153,518)	(37%)	420,000	237,942	(182,058)	(43%)
Recycling Facility	12,000	11,178	(822)	(7%)	7,000	9,160	2,160	31%
ENVIRONMENTAL	7,870,843	4,720,425	(3,150,418)	(40%)	6,757,128	4,865,480	(1,891,648)	(28%)

User Fees

January - August

	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	113,944	(72,016)	(39%)
User Fees After School Pr	0	0	0	0%	120,000	85,910	(34,090)	(28%)
User Fees Summer Day Camp	0	0	0	0%	27,000	51,946	24,946	92%
SOCIAL & FAMILY	0	0	0	0%	332,960	251,800	(81,160)	(24%)
RECREATION & CULTURAL								
Parks User Charges	1,250	950	(300)	(24%)	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	5,476	(1,324)	(19%)	6,500	5,825	(675)	(10%)
KAR Street Programs	22,500	438	(22,062)	(98%)	4,000	4,978	978	24%
KRC Complex	508,900	345,501	(163,399)	(32%)	492,400	339,895	(152,505)	(31%)
Thistle Arena	197,500	115,468	(82,032)	(42%)	197,500	106,443	(91,057)	(46%)
MSFC Pool User Charges	143,000	90,907	(52,093)	(36%)	144,150	92,720	(51,430)	(36%)
KRC External User Charges	7,500	9,546	2,046	27%	7,500	8,440	940	13%
KM - Arena & Complex	237,500	138,971	(98,529)	(41%)	231,000	149,065	(81,935)	(35%)
Recreation Programs	32,200	37,813	5,613	17%	31,000	41,051	10,051	32%
Fitness Centre	35,000	16,982	(18,018)	(51%)	30,000	21,316	(8,684)	(29%)
RECREATION & CULTURAL	1,215,336	773,645	(441,691)	(36%)	1,167,561	785,981	(381,580)	(33%)

User Fees

January - August

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
PLANNING & DEVELOPMENT								
Sales, Fees. Ser Charge	29,600	20,846	(8,754)	(30%)	24,600	36,955	12,355	50%
Planning Advisory Comm.	14,150	12,000	(2,150)	(15%)	14,275	12,475	(1,800)	(13%)
Tourism - User Charges	7,000	2,585	(4,415)	(63%)	211,000	260,060	49,060	23%
Special Events	20,000	85,428	65,428	327%	146,540	116,739	(29,801)	(20%)
PLANNING & DEVELOPMENT	70,750	120,859	50,109	71%	396,415	426,229	29,814	8%

September 30, 2013

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis

Re: IT Services Agreement

Recommendation:

That Council hereby authorizes a contract for City IT related services through Boreal Datacom for a four year period commencing January 1, 2014; and further

That three readings be given to a by-law to authorize a contract for this purpose.

Background:

In 2010, the City's IT Supervisor, Jim Carambetsos, brought forward a proposal to the City for providing IT Services while at the same time providing the City the opportunity for cost reductions commencing with the 2010 fiscal period. The proposal related to outsourcing the functions of the IT Supervisor through a Service Level Agreement (SLA) with Jim's company: Boreal Datacom. The SLA was adopted and has been in place for three years.

Currently, due to the SLA with Boreal Datacom, the City only has one IT staff member on payroll. This is down from the 2010 levels of four, one of which was a supervisor. The cost savings originally promised by Jim have been realized.

Of note, is that the City is in process of hiring a GIS Technologist. It is anticipated that this individual will provide some minor cover for the existing IT staff member. It is the intent, however, that the GIS Technologist will concentrate on improvements to the GIS system and asset management and will not be available for general IT work.

City staff is pleased with the services provided by Boreal Datacom and would like to continue the relationship and the cost savings. The challenges of attracting and retaining IT staff continue to be a significant factor for the City. Jim has provided an excellent level of expertise and knowledge of the City's systems. Over all, it is recommended that the City continue to sole source this service and not engage in an RFP process.

A copy of a draft SLA as negotiated between Boreal Datacom and City administration has been attached for your reference. This document is identical to the 2010 version except for the dates, the name of the servers and the contact information. The 2010 document was reviewed by the City solicitor.

Budget:

The current SLA is at the same rates as the one in 2010. This agreement secures these rates for the next 4 years.

Communication Plan/Notice By-law Requirements:

A copy of the signed agreement will be forwarded to Boreal Datacom.



September 30, 2013

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis

Re: Museum Budget Amendment

Recommendation:

That Council hereby approves an additional allocation to the Lake of the Woods Museum of \$4,224 to account for the increase of 1.7% in the wages of the museum staff to be funded through the savings from the OPP billing; and further

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 October 15, 2013 meeting; and further

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

Background:

Council approved a 1.7% economic adjustment to the non-union salary grid at the meeting in May, 2013. Museum staff are a part of this grid. The additional allocation of \$4224 from the City to the Museum will account for this increase in wages.

Budget:

No impact.

Communication Plan/Notice By-law Requirements:

Notice will be given to the Director of the Museum.

Cc: Charlotte Edie
Lori Nelson



24 September 2013

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Consolidated Tariff of Fees & Charges By-law

Recommendation:

That Council hereby adopts a new Tariff of Fees & Charges by-law for the City of Kenora in keeping with the amendments made to-date; and

That public notice is hereby given that Council intends to give three readings to the new by-law at its October 15, 2013 meeting; and

That the Tariff of Fees & Charges By-law no longer be amended on a forward basis, but be continually updated with a new by-law each time amendments are required in order to keep the Tariff current; and further

That this by-law shall take effect and come into force upon third and final reading, thereby repealing By-law Number 120-2011, as amended.

Background:

With about eight (8) amendments to the current Tariff of Fees By-law, it is recommended to consolidate it since the last by-law in 2011. There is however no increases or changes contained in the new by-law; it is simply a consolidation since 2011. You will note the recommendation includes this by-law should no longer be amended but rather a new by-law adopted with each amendment, this is to keep the by-law current and make it more user-friendly for staff, as well as for the public looking for fees on the Portal.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Department Managers, applicable staff, Portal.

The Corporation of the City of Kenora

By-Law Number 101 - 2013

A By-Law to Establish a General Tariff of Fees and Charges for the City of Kenora

Whereas the Municipal Act, 2001, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and

Whereas various other statutes that govern municipalities also provide similar authority; and

Whereas the Corporation, acting under these authorities, charges fees for various activities, services, property use and other matters under its control; and

Whereas these fees may be adjusted from time to time in accordance with the annual budget process, the introduction of new or different services and the evolution of existing process and services; and

Whereas the Corporation considers that the consolidation of all or most of its fees and charges into one by-law is beneficial for users of services for which fees and charges are levied;

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

1. **That** the following Schedules attached hereto and forming part of this By-law setting out the various departmental fees and charges are hereby approved:-

“A” – Business Administration

“B” – Community Services

“C” – Emergency Services

“D” – Operations

“E” – Property & Planning

2. **That** the fees and charges set out on the attached Schedules are exclusive of any applicable government taxes and such applicable taxes will be added to these fees.
3. **That** By-Law Number 120-2011 and its amendments have been duly incorporated into this by-law.
4. **That** this By-Law shall come into force and take effect on third and final reading thereby repealing By-law Number 120-2011 as amended.

By-Law Read For A First & Second Time This 15 Day of October, 2013.

By-Law Read For A Third & Final Time This 15 Day of October, 2013.

The Corporation of the City of Kenora:

.....MAYOR
David S. Canfield

.....DEPUTY CLERK
Heather L. Kasprick

Schedule 'A' – Business Administration

To By-Law Number 101 - 2013

DEPARTMENTAL SECTION	FEE DESCRIPTION	FEE
1. Tax Office	Tax Certificate	\$ 30.00
2. Tax Office	Duplicate Receipt of Taxes	5.00
3. General	Photocopy/Print Out – B & W	.25 Per page
4. General	Photocopy/Print Out - Colour	.50 Per page
5. General	Floppy Disk	15.00 Per disk
6. General	Compact Disk	25.00 Per CD
7. Clerk's Office	Freedom of Information Request	5.00 (no tax) as per O.Reg.
8. Customer Service	Utility Bill Stuffer	.05 Per page
9. General	NSF Cheque	25.00
10. Customer Service	Birth Confirmation Letter	10.00
11. Customer Service	Marriage License Admin. Fee	\$50
	After-hours surcharge to issue additional Marriage Licence	\$200.00 Plus cost of additional licence
12. Clerk's Office	Civil Marriage Solemnization Fees (per ceremony)	\$300 - Monday - Friday \$350 - Saturday & Sunday \$450 - Unincorporated Area surrounding the City of Kenora, including on a vessel for this purpose. \$300 – Flat Fee for Renewal of Vows
13. Clerk's Office	Use of Council Chambers	\$75 per (Commissioner) Marriage ceremony Monday – Friday only

14. Customer Service	Credit Search – Personal Credit Search – Commercial	25.00 60.00
15. Customer Service	Use of City Logo	20.00
16. Customer Service	Re-printing of various utility bills	In accordance with the rates for reprinting Kenora hydro bills as approved by the Ontario Energy Board.
17. Clerk's Office	Request Special Council Meeting	350.00
18. <u>TAX SALES ACT – Cost I</u>	Preliminary work, registration of Tax Arrears Certificates to the expiry of the redemption Period comprising of:	
	Preliminary Work/title searches	650.00
	Registration of tax certificate	150.00
	Notification of Interested Parties	175.00
	Statutory Declaration Rgstrtn.	100.00
	Final Notification	175.00
	Calculation of cancellation price	100.00
	Registration Cancellation certif.	150.00
	TOTAL:	1,500.00
19. <u>TAX SALES ACT – Cost II</u>	Preparation of extension agreement:	
		250.00
20. <u>TAX SALES ACT – Cost III</u>	Sale by tender/auction comprising of:	
	Advertising locally-4 wks @ \$250	1,000.00
	Advertising once, Ont. Gazette	350.00
	Tender Admin/Auctioneer Fee	300.00
	Property Appraisal	250.00
	Registration Tax Deed	200.00
	Statutory Declaration	200.00
	Legal Cost-Payment Dist. Court	200.00
	TOTAL:	2,500.00
	Survey (if required)	Actual Costs
21. <u>BY-LAW ENFORCEMENT</u>	Bagging of Parking Meters	15.00/day/double 8.25/day single

SCHEDULE 'B'- COMMUNITY SERVICES

To By-Law Number 101 - 2013

Kenora Recreation Centre Membership Rates

Admission Rates (+ applicable taxes)							
	Infants & Tots 0 - 3 yrs.	Child 4 - 13 yrs.	Youth 14 - 17 yrs.	Adult 18 yrs. & over	Post Secondary Student	Senior 60 +	Family See * below
Visit	FREE	\$3.50	\$3.77	\$5.66	\$4.71	\$3.77	\$15.57
10 Visits	FREE	\$24.75	\$29.25	\$47.25	\$38.25	\$29.25	\$148.50
25 Visits	FREE	\$51.60	\$60.95	\$98.45	\$79.70	\$60.95	\$310.00
90 Days	FREE	\$96.00	\$111.00	\$165.00	\$138.00	\$111.00	\$540.00
Annual Membership	FREE	\$320.00	\$380.00	\$600.00	\$490.00	\$380.00	\$1200.00
Student- Post Secondary					\$140.00 Summer Rate		

* **Family:** Includes 2 adult parents/guardians & unmarried children under 18 years and/or seniors living in the same household (up to 5 members).

* **Business:** \$1200.00 Annual Business Membership Fee-in addition to regular full Complex Membership

Corporate Membership Plan

- | |
|---|
| <p>1. All contracts shall be reviewed annually.</p> |
| <p>2. All contracts must be signed by a person of authority representing the business and the Recreation Coordinator before it can be offered to employees.</p> |
| <p>3. Corporations must have five (5) participating members to qualify.</p> |
| <p>4. Contributions from the City of Kenora will be contingent on a contribution by the employer and will be limited as follows:</p> <p>i) Matching subsidy by the City of Kenora up to a maximum of 20% off any annual membership.</p> |

City Of Kenora Employee Membership Rate

<p>An Annual Kenora Recreation Centre Membership purchased by a full-time City of Kenora employee shall be reduced by 30%, upon proof of their being an existing, full-time employee with the Corporation.</p>

Pool Rental Rates/hour

Minor Resident (17 yrs. & under)	Rates
1-30 people	\$ 78.50
31-100 people	\$104.75
101-180 people	\$131.00
Adult Resident (18 yrs. & over)	
1-30 people	\$ 95.75
31-100 people	\$122.60
101-180 people	\$148.25
Non-Resident	
1-30 people	\$140.50
31-100 people	\$165.50
101-180 people	\$190.50
Private Pool Rental	Resident:\$210 Non-Resident: \$262

Kenora Swim Sharks Team	Rental Rates
Minor – ½ hr. pool rate:	\$26.14
Adult – ½ hr. pool rate:	\$34.76
Minor rate:	\$52.26
Adult rate:	\$69.52
Shared Adult & Minor rate:	\$60.89

Ice Rental Per hour (+ applicable taxes)	
Resident:	
Minor Recreation (17 yrs. & under)	\$77.85
Minor Game/Tournament/Special Event (17 yrs. & under)	\$85.10
Adult Recreation (18 yrs. & over)	\$107.10
Adult Game/Tournament/Special Event (18 yrs. & over)	\$113.45
Non-Resident:	
Recreation	\$133.70
Game/Tournament/Special Event	\$140.10
Summer Ice	\$140.10

Room Rental Per Hour (+ applicable taxes)	
Party Room/Lobby /Lounge/Meeting Room/Board Room(KMA)	\$25.00
Multi-Purpose Room/Rotary Room/Community Hall (KMA)	\$35.00
Aerobics Room (KRC)	\$40.00

Instructional Program Rates			
Waterfit & Group Fitness classes	\$8.00 Drop-In	\$72.00 10 Classes	\$150.00 25 Classes
Personal Training	\$40.00 for 1 hour, \$25.00 for ½ hour By appointment only Packages Available:		
*Fitness assessment included with 8 and 12 packages	(12) ½ Hour: \$225 (8) ½ Hour: \$150 (4) ½ Hour: \$75	(12) 1 Hour: \$390 (8) 1 Hour: \$260 (4) 1 Hour: \$130	
Team Training Rates	1 Hr. Team Training Session - \$60 4 – 1 Hr. sessions \$220 - \$55/session 8 – 1 Hr. sessions \$400 - \$50/session 12 – 1 Hr. sessions \$540 - \$45/session		

Personal Training	Rates
4 – 1 Hr. sessions	\$158 (\$39.50/session savings \$10) includes 1 personalized written program
4 – ½ Hr. sessions	\$95 (\$23/75/session savings \$10) includes 1 personalized written program
8 – 1 Hr. sessions	\$280 (\$35/session) includes 1 personalized written program
8 – ½ Hr. sessions	\$180 (\$22.50/session) includes 1 personalized written program
12 – 1 Hr. sessions	\$360 (\$30/session) includes 1 personalized written program/free nutritional counseling
12 – ½ Hr. sessions	\$240 (\$20/session) includes 1 personalized written program/free nutritional counseling
24 – 1 Hr. sessions	\$600 (\$25/session) includes 2 personalized written programs/free nutritional counseling and follow-ups
24 ½ Hr. sessions	\$360 (\$15/session) includes 2 personalized written programs/free nutritional counseling and follow-ups

Kenora Recreation Centre and Keewatin Memorial Arena Dry Pad

Description	Rate		
Minor – Per Hour	\$25.00/hour		
Adult – Per Hour	\$40.00/hour		
Description	Rates		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Resident</td> <td style="width: 50%; text-align: center;">Non-Resident</td> </tr> </table>	Resident	Non-Resident
Resident	Non-Resident		
Special Event – Day with Liquor	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">\$800.00</td> <td style="width: 50%; text-align: center;">\$900.00</td> </tr> </table>	\$800.00	\$900.00
\$800.00	\$900.00		
Special Event – Day without Liquor	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">\$550.00</td> <td style="width: 50%; text-align: center;">\$650.00</td> </tr> </table>	\$550.00	\$650.00
\$550.00	\$650.00		
Special Event Set-up/Tear-down -Day	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">\$300.00</td> <td style="width: 50%; text-align: center;">\$325.00</td> </tr> </table>	\$300.00	\$325.00
\$300.00	\$325.00		

Additional Charges (Kenora Recreation Centre)

Member Card Replacement	\$5.00 Per card
Cancellation Fee	\$25.00 Per program
N.S.F. Cheque Fee	\$25.00 Per cheque
Portable P.A. System	\$25.00 Per day
Overhead Projector	\$10.00 Per day
TV/VCR/DVD	\$10.00 Per day
Office Supplies	
- Flip Chart/markers/paper	\$10.00 Per day
- Easel, white board/with markers	\$7.00 Per day
- Copies Per page	\$0.25
- Fax- (send or receive)	\$1.00 Per sheet

Kenora Recreation Centre Overnight Parking Fees:

FEE DESCRIPTION	FEE
Overnight Parking	\$ 7.00
Weekly – 7 Days	35.00
Monthly – 30 Days	130.00
Seasonal	390.00

Advertising Rates Kenora Recreation Centre And Keewatin Memorial Arena

Rink Boards/ Ice Surface Doors

	Year 1	Year 2	Year 3	Renewal
Boards	\$ 400.00	\$ 350.00	\$ 350.00	\$ 300.00
Man doors	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

Wall Advertising

Year 1	Year 2	Year 3	Renewal
\$ 200.00	\$200.00	\$ 200.00	\$ 200.00

Zamboni

Year 1	Year 2	Year 3	Renewal
\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00

Zamboni Door

Year 1	Year 2	Year 3	Renewal
\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00

Press Booth-Front & Both Sides

Year 1	Year 2	Year 3	Renewal
\$ 1000.00	\$ 1000.00	\$ 1000.00	\$ 1000.00

Ice Surface Corporate Advertising

Size	Year 1	Year 2	Year 3	Year 4
Small	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
Large	\$ 1500.00	\$ 1500.00	\$ 1500.00	\$ 1500.00

Ice Surface Non-Profit/Minor Groups Advertising

Year 1	Year 2	Year 3	Renewal
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

Banners

10% of amount invoiced by groups to advertisers

TV/Video Advertising

Monthly	Season
\$ 30.00	\$ 150.00

Bundles

Add TV/VIDEO to any other
advertising in arena for only
\$100.00 per year

Facility Rental Rates

Stage	➤ \$75.00 set up and take down
Power Hook-up	<ul style="list-style-type: none"> ➤ Minor power user (Kinsmen-Flea Market-Craft Shows) \$50.00 ➤ Medium power user (Dog Show) \$125.00 ➤ Major Power User (Trade Shows, Midway, Circus, Pow Wows etc.) \$200.00
Vendor Permit	\$500 for events over one day
Vendor Permit	\$250 for events one calendar day or shorter

Municipal Ball Fields (Season – April 30 to September 30 – 20 weeks)

Field	Youth Fee Hourly	Adult Fee Hourly
Co-op Central A & W Portage	\$3.00/hr	\$9.00/hr
KRC (lighting)	\$3.00/hr	\$10.00/hr
Field	Weekly Rates	
Co-op Central A & W	\$100.00	Per 1.5 hour/weekly block
KRC Portage	\$110.00	Per 1.5 hour/weekly block
Tournament Rates	Youth	Adult
Co-op Central A & W Portage	\$25.00 per field/day	\$100.00 per field/day
KRC	\$35.00 per field/day	\$110.00 per field/day

Concession - \$50.00 per day
(Extra charges will apply for extra hours, see rates above)

Park Rental Permit Rates (excluding Beaches)

This table applies to Appendix "A"
Of the General Terms and conditions of the Park Rental Permit
(May Long Weekend to September Long Weekend)

Fee Description	Fee
Youth Groups	\$ 50.00 per day (includes Schools & Youth Organizations)
Private Gatherings	\$100.00 per day (fewer than 50 people)
Special Events	\$200.00 per day (groups over 50 people)
Community Events	No Charge (must be free admission)
Municipal Events	No Charge

Ice Candle Fees

Fee Description	Fee
Pick-up Candle	\$ 8.00 per ice candle
Place and light Candle	10.00 per ice candle
Wax Candle Only	3.00 per candle

Bench Installation

Fee Description	Fee
Bench Installation Charge	\$ 300.00 per day (covers site preparation, concrete base and placement on site)

Lake of the Woods Museum Fees Admission Fees

Customer	Fee
Adult (aged 18-64)	\$3.54
Seniors (65+) Students (ages 6-17)	\$2.65
Children (under 6)	Free
Family (parents with children under 18)	\$10.62
Organized Group Rate per person	\$2.65

LOTWM Membership Rates

Membership Level	Rate	Note
Individual	\$26.55	+ applicable tax
Family	\$44.25	+ applicable tax
Patron	\$125.00	Free membership with this level of donation. No tax added.
Sustaining	\$150.00 - \$499.00	Free membership with this level of donation. No tax added.
Sponsor	\$500.00 - \$999.00	Free membership with this level of donation. No tax added.
Benefactor	Over \$1,000.00	Free membership with this level of donation. No tax added.

LOTWM Rental Rates

Rental Type	Rate
Lobby and Exhibit area	\$300.00
Boardroom	\$100.00
Boardroom with coffee service	\$125.00
Wedding photographs	\$100.00 (\$50.00 deposit required on booking)
Museum Punchbowls	\$25.00 (each)
Courtyard	\$30.00 (half day) \$50.00 (full day)
Parking Space	\$65.00 / month

LOTWM Photocopy and Photographic Reproduction Fees

Description	Fee
Photocopy	\$0.25
4 x 5 photographic print	\$8.00
5 x 7 photographic print	\$15.00
8 x 10 photographic print	\$25.00
11 x 14 photographic print	\$40.00
16 x 20 photographic print	\$60.00
Negative (retained by museum. Cost recovery)	\$7.00
4 x 5 archival digital print	\$12.00
5 x 7 archival digital print	\$20.00
8 x 10 archival digital print	\$35.00
11 x 14 archival digital print	\$50.00
16 x 20 archival digital print	\$70.00
digital scan	\$10.00
publication fee	\$10.00/image

SCHEDULE 'C' – EMERGENCY SERVICES

To By-Law Number 101 - 2013

DEPARTMENTAL SECTION	FEE DESCRIPTION	FEE
1. FIRE PREVENTION/PUBLIC FIRE EDUCATION		
A. Inspections/Licensing	* LLBO License Site Inspection/Compliance Letter	\$ 50.00
	* LLBO License Renewal Site Inspection/Compliance Letter	50.00
	Day Care/Group Home License Site Inspection/copy/Release of Fire Inspection Report (includes follow-up inspection)	100.00
	~ Single Family Dwelling site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	75.00
	~ Assembly Occupancies Site Inspection Copy/Release of Fire Inspection Report (includes follow-up inspection)	100.00
	~ Boarding, Lodging and Rooming Houses Site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	125.00
	~ Buildings up to and including six storeys in building height with residential occupancies Site Inspection/Copy/Release of Fire Inspection Report (includes follow-up inspection)	150.00
	~ Two-unit Residential Occupancies Site Inspection/copy/Release of Fire Inspection Report (includes follow-up inspection)	75.00
	~ Business/Personal Service/Mercantile and Industrial Occupancies Site Inspection/Copy	150.00
	Fire Inspection Service outside of City boundaries	Full Cost Recovery
	Solid Fuel/Wood Burning Appliance Fire Inspection	40.00
	Open Air Burning Permit	10.00
	Site Inspection of Open Air Burning Permit	20.00

	Fireworks Site Inspection/Copy/Release of Inspection Report	50.00
	Portable Fire Extinguisher Inspections	25.00
B. Avoidable False Alarms	→	350.00/unit for 1st hour 175.00/unit for every ½ hour or part thereof
C. Training	Portable Fire Extinguisher Training	10.00/student or full cost recovery of materials used
	Training and Lectures outside City boundaries	
D. Fire Prevention Sign Rental	Event Per 10 day sign rental	20.00
2. FIREFIGHTING/EMERGENCY RESPONSE		
A. Air Bottles	Filling of air bottles for area Fire and Emergency Services	10.00/bottle
	Filling of air bottles for Industry	15.00/bottle
	Filling of air bottles – other, i.e. Dive Teams, Private or Provincial	20.00/bottle
B. Fire Watch as Required	→	Full Cost Recovery
C. Emergency Response to Motor Vehicle Incidents of Highway 17 involving non-City Residents	→	350.00/unit for 1st hour 175.00/unit for every half hour or part thereof
2. FIREFIGHTING/EMERGENCY RESPONSE, CONTINUED:		
D. Emergency Services outside of City boundaries	→	Full Cost Recovery
E. Hazardous Materials Response	→	Full Cost Recovery
3. SERVICES		
A. Hose	Cleaning and Drying	5.00/length
	Rental	5.00/length/day
	Coupling Repair	25.00/coupling
B. Laundering of Protective Clothing	→	20.00/set of turnout gear

4. ADMINISTRATIVE:	a) Copy & Release of Standard Fire Report	40.00
	b) Copy & Release of Fire Investigation Report	40.00
	*Charitable fund-raising events excluded	
	~Real Estate Agency Request	

SCHEDULE 'D'- OPERATIONS DEPARTMENT

To By-Law Number 101 – 2013

DEPARTMENTAL SECTION	FEE DESCRIPTION	FEE
1. Roads	Encroachment Permit	\$ 75.00 Day Rate/ \$75.00 O/T Rate
2. Roads	Entrance Permit	Private Residential – 75.00 Commercial Property – 150.00 Industrial Property – 240.00
3) Roads – Chipping:	15 minutes	27.50
	30 minutes	55.00
	45 minutes	82.50
	1 hour	110.00
4. Roads	Culvert Installation	70.00/linear metre
5. Roads	Steaming/Culvert Thawing - After hours	100.00/hour 300.00/minimum 3 hours

6. Roads	Road Re-instatement Inspection	50.00
7. Solid Waste	Sale of Garbage Bag Tags	2.00 Per tag
8. Solid Waste	Blue Box Replacements	Current Market Rate (cost recovery)
9. Solid Waste	ICI Roll out containers	Current Market Rate (cost recovery)
10. Solid Waste	Per bag not exceeding 11.36 kg (1 – 7 bags)	2.00
11. Solid Waste	All approved materials up to 250 kg	15.00 minimum fee
12. Solid Waste	All approved materials over 250 kg	80.00 Per tonne
13. Solid Waste	Approved materials re-directed to Kenora Area Landfill	55.00
14. Solid Waste	Approved materials re-directed to Reuse Area	40.00 Per tonne
15. Solid Waste	Tires up to 16”	4.50 Per tire
16. Solid Waste	Tires 16.5” to 20”	6.00 per tire
17. Solid Waste	Tires over 20”	7.50 Per tire
18. Solid Waste	ICI Cooking Oil	2.00 up to 20 litre
19. Solid Waste	Approve recycle materials	No Charge
20. Solid Waste	Compost, leaf and yard waste	15.00 minimum fee – up to 250kg. 80.00 Per tonne – over 250 kg.
21. Solid Waste	Approved Contaminated Materials based on a consecutive haul from a single project location	0-50 tonnes - \$55 per tonne 51-100 tonnes - \$40 per tonne 101-500 tonnes - \$30 per tonne 501 tonnes & over - \$25 per tonne
22. Solid Waste	Weigh Scales Out of Service:	
	* Per Bag	2.00 Per bag
	Per car trunk full/utility load	24.00
	Per pick-up (1/2 ton) full load	24.00
	Per 1 tonne stake truck (6 yards) full load	42.00
	Per 3 tonne stake truck	102.00
	Per tandem truck (14 yards)	300.00
	Per packer (25 yards)	408.00
	Per packer (40 yards)	480.00
	* Bag not to exceed 46 litres filled to a gross rate of not more than 11.36 kg (25 lbs).	
	NOTE: * Transfer Facility Attendant shall have the authority to pro-rate part loads or intermediate size vehicles	

23. Solid Waste	<u>Schedule of Fees for ICI Recycling Services – tipping Fee at Kenora Area Transfer Facility:</u> See Below	
	- Bulk Corrugated Cardboard (OCC) and Paper. - Solid Waste Commercial Drop-off Charge:	5.00 minimum up to 200 kg 25.00 tonne (pro-rated)over 200 kg Roll Out Containers \$2.00/container delivered to Transfer Station
24. Solid Waste	<u>Commercial Collection of Blue Box Recyclable Materials:</u> See Below	
	Roll-out container	5.00/container/pick-up
	Large Recycle Bags	5.00/bag/pick-up
25. Solid Waste	<u>Schedule of Fees for Solid Waste Services to Municipal Buildings & Facilities – curbside Collection of Solid Waste Materials:</u> See Below	
	6 cubic yard dumpster container	60.00 Per pick-up
26. Solid Waste	Disposal of propane Tanks	2.00 each – 20# and under 20.00 each – over 20#
27. Solid Waste	Household Hazardous Waste Day	10.00 Per vehicle
28. Solid Waste	Weighing of vehicle on Scale	10.00 Per vehicle
29. Solid Waste	Industrial Solid Waste delivered to Kenora Area Landfill – Minimum 1,000 tonnes/year	30.00 Per tonne
30. Solid Waste	40 Yard Bin Rental/week	225.00/bin, plus material
31. Solid Waste	Handling of Approved Hazardous Materials that require immediate burial	Handling Surcharge - 125.00/transaction
32. Solid Waste	Commercial Garbage Pickup Surcharge:	Student Labour Rate - \$30.00 Regular Labour Rate - \$40.00

33. Seasonal Docking Fees	Proposed Seasonal Docking Fees and Rates: a) Keewatin b) Harbourfront Dock "C" c) Water Street d) Coney Island (available to owners of interior Coney Island lots only) e) Mooring Balls (based on a maximum 72 hour period per each mooring buoy.)	a) \$ 520/slip - 2012 \$ 546/slip - 2013 \$ 546/slip - 2014 b) \$ 520/slip - 2012 \$ 546/slip - 2013 \$ 546/slip - 2014 c) \$ 347/slip - 2012 \$ 365/slip - 2013 \$ 365/slip - 2014 d) \$ 347/slip - 2012 \$ 365/slip - 2013 \$ 365/slip - 2014 e) \$ 15/day 2012 \$ 18/day 2013 \$ 18/day 2014
34. Engineering – GIS Mapping External	Hard copy drawings/PDF Drawings	
Description of Service	SIZE	BASE PRICE
City Road Map	30 x 36	\$8.85
Base Topographic Vector or Ortho Photo Map	smaller than 24" x 36"	\$8.85
Base Topographic Vector or Ortho Photo Map	24" x 36"	\$13.27
Base Topographic Vector or Ortho Photo Map	larger than 24" x 36"	\$17.70
Property/Survey Lines		\$8.85
Contours		\$8.85
Sewer /Water/Storm Schematic		\$8.85
Civic Address		\$4.43
Easement		\$4.43
Custom Work by the Hour		\$44.25

GIS EXTERNAL PRICING - DIGITAL DRAWINGS

-AUTOCAD VECTORS

-TIFF ORTHO PHOTOS

DESCRIPTION OF SERVICE	BASE PRICE
City Road/Street Map	\$88.50
CUSTOM MAPPING: Topographic Features	
Areas less than or equal to 4 square km	\$ 35.40
Areas more than 4 square km	\$106.19
Survey Line & Annotation/Tex	
Areas less than or equal to 4 square km	\$44.25
Areas more than 4 square km	\$132.74
Address Numbers Areas less than or equal to 4 square km Areas more than 4 square km	\$39.82 \$119.47
Contours Areas less than or equal to 4 square km Areas more than 4 square km	\$39.82 \$119.47
Sewer Main Schematic Areas less than or equal to 4 square km Areas more than 4 square km	\$22.12 \$66.37
Water Main Schematic Areas less than or equal to 4 square km Areas more than 4 square km	\$22.12 \$66.37
Storm Sewer Schematic Areas less than or equal to 4 square km Areas more than 4 square km	\$22.12 \$66.37
Orthographic Photo Areas less than or equal to 4 square km Areas more than 4 square km	\$44.25 \$132.74
Shorelines Areas less than or equal to 4 square km Areas more than 4 square km	\$39.82 \$119.47
Road Centre Lines Areas less than or equal to 4 square km Areas more than 4 square km	\$26.55 \$79.65
City Limits Areas less than or equal to 4 square km Areas more than 4 square km	\$8.85 \$8.85
Minimum Charge	\$22.12
Custom Work by the Hour	\$44.25

SCHEDULE 'E' – PROPERTY & PLANNING

To By-Law Number 101 - 2013

Section	Fee Description		Fee
Planning	Official Plan Amendment	\$1,500.00	+ Professional fees, where applicable
Planning	Zoning By-law Amendment (including temporary use, holding and interim control bylaws)	1,100.00	+ Professional fees, where applicable
Planning	Application for Minor Variance	325.00	
Planning	Application for Consent	550.00	
Planning	Further consideration of an application upon deferral of a Planning Advisory Committee decision at request of applicant	100.00	
Planning	Amendment to any application noted above where such changes require recirculation	200.00	
Planning	Amendment to any application noted above where such changes do not require recirculation	100.00	
Planning	Special meeting of Kenora Planning Advisory Committee	375.00	
	Copy of Comprehensive Zoning By-law	55.00	
	Copy of City of Kenora Official Plan	50.00	
	Application for Plan of Subdivision/condominium description	2,000.00 4,000.00 5,000	1-19 lots/units 20-39 lots/units 40 + units
Planning Agreements			
	Site plan – minor and under 7 residential units	200.00	+legal/registration fees
	Site plan – major industrial/commercial/institutional and 7 and over residential units	800.00	+legal/registration fees
	Development agreement	800.00	+ legal/registration fees
	Subdivision/condominium agreement	900.00	+ legal/registration fees
	Amendment to subdivision/condominium or site plan agreement	400.00	+ legal/registration fees

	Agreement as a condition of consent	100.00	+ legal/registration fees
	Release from Title of any agreements noted above	300.00	+ legal fees
	Deeming by-law	250.00	+legal fees including registration
	Part Lot Control	350.00	
	Validation By-law	350.00	
	Zoning Compliance Letter	50.00	
	Building Compliance Letter	50.00	
	Zoning and Building Compliance Letter	90.00	
Planning	Application for Letter of Comfort	175.00	
	Application to purchase or lease municipal property – road/shore allowance abutting property owned by applicant(s)	500.00	+all costs including survey, legal, transfer and a minimum of either \$1000 or the established fair market value, whichever is more
	Application for purchase of lease of municipal property – property not a part of a road/shore allowance abutting property owned by applicant(s)	500.00	+ Fair market value or as established by Council
	Appeal of Order issued under Property Standards By-law	375.00	+Professional fees, where applicable
	Technical Consent	350.00	
	Costs in respect to appeals to the Ontario Municipal Board		Cost Recovery
	Processing Appeals to the Ontario Municipal Board	150.00	
	Release of Site Plan Agreement	100.00	+Professional fees, where applicable
	Amendment of Site Plan Agreement	100.00	+Professional fees, where applicable

Date: October 1, 2013



City Council Committee Report

TO: Mayor & Council

FR: Diane Schwartz-Williams, Manager of Northwest Business Centre

RE: Northwest Business Centre Q3 - 2013 Report

Recommendation:

That Council accepts the 2013 Third Quarter report for the Northwest Business Centre.

Background:

NWBC Activity Report: July – September 2013

Client Usage, Traffic & Successes

- 5 new business started and 2 business expansions by NWBC clients; generating a total of 18 jobs.
- 11 new client consultations; 19 existing client consultations and 293 other client contacts, including emails, phone calls, walk-in's.
- Online engagement – total online engagement of 6,038 (including 3,838 website page views, 1050 unique website visitors, 934 new website visitors, 187 new Twitter followers and 29 new Facebook followers).

Events and Initiatives

- 58 Outreach/Networking events and presentations generating 220 contacts.
- 34 small workshops and video conferences offered across the district, several of them through our partnership with Lake of the Woods Business Incentive Corp. (LOWBIC), Patricia Area Community Endeavours (PACE), Rainy River Future Development Corp. and the Sioux Lookout Economic Development Office.
- Good media profile and coverage with interviews on Q104, CJRL, CKDR, CFOB, Good Morning Kenora (Shaw TV), Daily Miner & News, Fort Frances Times, Sioux Lookout Bulletin for both Summer Company and BizKids programs.
- Work continues on the development of the Virtual Advisor program with launch scheduled for late October. The Virtual Advisor program will serve to deliver the NWBC consulting services to clients across the district, not restricted to the remote communities.
- The Northwest Business Centre's extensive business library has been indexed and included in the resource file at Public Library in Kenora in a partnership that expands the Library's business book selection and the profile of the NWBC. Although our books remain in our office and will be loaned out from there, they can be researched on the Library's system.

- Bridges to Better Business workshops to be held in Kenora, Ignace and Fort Frances mid-October. (Creating & Communicating your Brand Story).
- Plans pending for "Doing Business with Government" workshops to be held in Kenora, Red Lake & Sioux Lookout at the end of October.
- Kenora Business Review" biweekly newsletter launched in partnership with Chamber of Commerce, LOWBIC, LOW Economic Development Commission and Harbourtown BIZ

Success Stories:

- New partnerships in place with K-Net/K-O, Blitz Advertising and Lake of the Woods Insurance

Youth Programs

- 3 Summer Companies operated successful businesses in July and August, and returned to school in September, all with plans to continue operating their businesses on a part-time, year round basis while in school. These three companies were from across the Kenora-Rainy River District and included Charlie's Yard Service in Wabigoon, Social Torch Media in Fort Frances and Tight Line Guide Service in Kenora. The possibility of course credit for Summer Company experience is presently being sought.
- Scott Bowman, Ontario Director for CYBF visited Kenora in July. During his visit he met with and made presentations to Mayor & Council, Business Development Committee, LOWBIC, Young Professionals Network, Women's Business Network, CYBF Loan Review Committee, CYBF entrepreneurs David Caissey (Bijou) and Cindl Nabb (Little Oak Wellness) & participated in Grand Opening for CYBF Entrepreneur Jade Lorimer (Tangled Tree Framing & Gifts).
- Four BizKids Camps held - Dryden (3rd annual), Red Lake (1st annual), Kenora 9th annual) and Fort Frances (1st annual). This year we partnered with Northern Ontario Youth Entrepreneurship Initiative for all four camps and (in Red Lake) Chukuni Communities Development Corp.

Budget: N/A

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



25 September 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 20 – Planning Advisory Committee
- August 22 & September 17 – Heritage Kenora
- August 29 – Kenora Event Centre Committee
- September 3 – Kenora Urban Trails
- September 4 – Homelessness & Behavioural Issues Task Force
- September 10 - Committee of the Whole and Property & Planning; and
- September 17 – Lake of the Woods Museum Board

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

- June 12 – Kenora Police Services Board
- July 26 – Northwestern Health Unit Board of Health
- August 29 - 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



City Council Committee Report

To: Mayor and Council

Fr: Colleen Neil, Recreation Services Manager

Re: Budget Amendment - Keewatin Memorial Arena Boiler

Recommendation:

That in accordance with Notice By-law #144-2007, public notice is hereby given that Council intends to amend its 2013 Operating & Capital Budget at its October 15, 2013 meeting to withdraw funds from the Keewatin Memorial Arena Reserve in the amount of \$16,900.00 to offset the cost of a boiler for the Keewatin Memorial Arena, approved in 2012 and installed in 2013; and further

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

Background:

At the September 17, 2012 meeting of council approval was given to receive the quotation submitted by Energy Tech Services in the amount of \$16,900.00 (HST Extra) to supply and complete the installation of the new boiler and related piping for the Keewatin Memorial Arena. Council authorized an appropriation from the Keewatin Memorial Arena Reserve to offset costs related to this repair.

The boiler was scheduled to be installed in 2012 but due to issues related to sizing and installation configuration the unit was not installed until January of the 2013 and the city was not invoiced until March of 2013.

Budget:

\$16,900.00 from the Keewatin Memorial Arena Reserves

Communication Plan/Notice By-law Requirements:

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



October 1, 2013

City Council Committee Report

TO: Mayor and Council

FR: Colleen Neil, Recreation Services Manager

RE: Kenora Recreation Centre Concession Agreement

Recommendation:

That Council hereby approves an agreement between the Corporation of the City of Kenora and Jennifer Schott in the amount of \$25.00 per service day for food and beverage services for the 2013-2014 ice season for the Kenora Recreation Centre Concession; and further

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

Background:

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

Proposals were to include, but not limited to, intended hours of operation, intended food and beverage menu, facility and equipment requirements, lease payments, proposed initiatives and special conditions. There was no reply to the advertisement or to second call out for proposals.

There are two social service groups in the community that have expressed interest but were unable to provide staff and funding in time for the opening of this season. These groups are working toward submitting a social enterprise proposal for the 2014-15 season.

Jennifer Schott, who currently has the contract for food and beverage services at Coney Island on behalf of the City has agreed to provide food and beverage services for games, tournaments and special event for the 2013-14 ice season only at the Kenora Recreation Centre on a per diem rate of \$25.00.

Budget:

The approved lease amount be allocated into the 2014 proposed operating budget.

Communication Plan/Notice By-law Requirements:

Mayor and Clerk's Office; Recreation Services Manager; Finance and Administration; Jennifer Schott.



September 30, 2013

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Caron, Manager Property and Planning

**RE: Amended Memorandum of Understanding - Lake of the Woods
Development Commission**

Recommendation:

That Council adopts an amended Memorandum of Understanding (MOU) with the Lake of the Woods Development Commission; and further

That three readings be given to a by-law authorizing the Mayor and Clerk to enter into the agreement.

Background:

In April 2007, the Lake of the Woods Development Commission was incorporated and became operational. In August 2007, the City of Kenora and the Lake of the Woods Development Commission signed a Memorandum of Understanding regarding the Provision and Delivery of Development Services.

The MOU was revised in 2010 to reflect a new operating model and reporting relationship between the City and the Commission. The City of Kenora transferred responsibility for the delivery of special events to the Commission as of Jan 1, 2011, which again led to the development of a revised MOU on June 21, 2011.

The MOU was revised in 2012 to reflect the changes to the operations of the Lake of the Woods Development Commission and the addition of responsibilities for the Thistle Pavilion, Harbourfront Tent and Lake of the Woods Discovery Centre, as well as a new staffing structure.

The MOU is being revised in 2013 to reflect changes to the operations of the Lake of the Woods Development Commission and the transfer back to the City of the responsibilities of the Thistle Pavilion, Harbourfront Tent (White Cap Pavilion) and the Lake of the Woods Discovery Centre as well as changes to the staffing structure as a result of the City hiring a Manager of Property and Planning.

Budget: N/A

Communication Plan/Notice By-law Requirements: LOW Development Commission Board

MEMORANDUM OF UNDERSTANDING

Dated the day of September, 2013

BETWEEN

The City of Kenora
(Hereinafter called the "City")

AND

The Lake of the Woods Development Commission
(Hereinafter called the "Commission")

REGARDING

The Provision and Delivery of Economic Development Services

1.0 Background

In August 2006, the City Council unanimously approved the "City of Kenora Economic Development Plan". In section 6, the plan sets out the five (5) priority initiatives for implementation by City Council, and the Economic Development Committee. The top priority for 2007 was the establishment of an Economic Development Commission.

In April 2007, the Lake of the Woods Development Commission was incorporated and became operational. In August 2007, the City of Kenora and the Lake of the Woods Development Commission signed a Memorandum of Understanding regarding the Provision and Delivery of Development Services.

The MOU was revised in 2010 to reflect a new operating model and reporting relationship between the City and the Commission. The City of Kenora transferred responsibility for the delivery of special events to the Commission as of Jan. 1, 2011, which again led to the development of a revised MOU on June 21, 2011.

The MOU was revised in 2012 to reflect the changes to the operations of the Lake of the Woods Development Commission and the addition of responsibilities for the Thistle Pavilion, Harbourfront Tent and Lake of the Woods Discovery Centre, as well as a new staffing structure.

The MOU is being revised in 2013 to reflect changes to the operations of the Lake of the Woods Development Commission and the transfer back to the City of the responsibilities of the Thistle Pavilion, Harbourfront Tent and the Lake of the Woods

Discovery Centre as well as changes to the staffing structure as a result of the City hiring a Manager of Property and Planning.

2.0 Purpose

The purpose of this agreement is to establish an MOU (Memorandum of Understanding) between the City and the Commission, for the provision of economic development, business development, tourism and special events services. This agreement will provide a mechanism to clearly define the roles, responsibilities and relationship between the City and the Commission as it relates to the provision of core development services.

3.0 Roles and Responsibilities

The City and the Commission mutually agree and commit to the following:

3.1 Mandate

The Commission agrees to work towards fulfilling its mandate as defined in its By-laws and Letters Patent. The parties also acknowledge and agree that for the purposes of this agreement the Commission's general mandate is to work with the City and other community and Lake of the Woods area partners to implement the City's Economic Development Plan with the goals of job creation, increased assessment and population growth.

3.2 Governance

The Commission is wholly owned by the City, and was established to operate in partnership with the City. The Commission shall operate as an autonomous corporate body under the Corporations Act. The Commission shall follow the provisions provided in its approved By-laws which address matters relating to membership composition, appointments of members, responsibilities of members, meeting procedures, quorums, and other related matters.

The Commission Board of Directors shall have the responsibility of developing, securing approval for, and directing, the Commission's annual business plan and budget. The Commission shall also be responsible for implementing corporate policies, procedures and support service to ensure that the Commission carries out its operations in an effective and responsible manner. The Commission will carry out its corporate direction and abide by legislation affecting it.

3.3 Services to be Provided

The City agrees to provide core funding to the Commission and in return the Commission agrees to provide the City the following broadly described economic development services:

- 1) Act as the primary delivery agent for economic development, business development, tourism and special events services for the City of Kenora;
- 2) Stimulate the growth and diversification of the local and regional economy through the implementation (both directly and indirectly) of the City of Kenora's Economic Development Plan;
- 3) Sustain and support long term community economic development initiatives, as set out in the economic development plan, that achieve the following prime objectives; Job Creation, Increased Assessment and Population Growth;
- 4) Provide support services for local and regional business retention and expansion activities;
- 5) Promote available commercial, industrial and other lands for sale and development;
- 6) Promote business networking within the City and broader region;
- 7) Maintain a comprehensive community profile for the City of Kenora;
- 8) Source and promote external funding sources from both government and private sectors;
- 9) When required, assist City Departments in identifying funding sources, and collectively participate in completing funding applications, and assist in conducting research in support of key municipal projects relating to the mandate of the Commission;
- 10) Provide a leadership/coordination role in tourism development and foster the development of the tourism sector of the local and regional economy by; (i) the development and implementation of a comprehensive marketing strategy, (ii) expand and enhance tourism infrastructure, (iii) facilitate the provision of increased hospitality training and awareness, (iv) facilitate the development of year round special events throughout the City of Kenora.
- 11) Develop partnerships to promote support and sustain economic growth in the City;
- 12) Act as a liaison with Federal and Provincial development agencies;
- 13) Initiate discussions with Federal & Provincial agencies to stimulate activities such as inward investment, tourism programs, movement of government activities to Kenora;
- 14) Coordinate efforts with the City in order to effectively position the City as a preferred development location within Northern Ontario; and

- 15) Strive to maximize the leveraging potential of core funding provided by the City in support of the Commission operations through other government and non-government sources.

3.4 Working Together

The City and the Commission will work together in developing annual business and work plans. Core budget requirements may vary depending on the level of services the Commission is providing. Each entity will endeavour to support each other in their quest to move forward in a positive manner with this relationship. Final budget approval rests with the City.

3.5 Consistent and Coordinated Strategies

The Commission will ensure that planning and development programs are both consistent and coordinated with the general strategic directions established by the City.

3.6 Accountability and Reporting

The Commission shall prepare and submit an annual business plan on a mutually agreeable date, and in such a format as agreed upon by the City and Commission. It will contain details of the services contemplated by this agreement, related performance measures for evaluation purposes, and other sufficient information to enable the City to give reasonable consideration of the plan and its approval.

The City's Manager of Property and Planning shall sit at the Commission table as a City staff resource, as well as other Commission Committees as appropriate. The Commission shall communicate to the Manager of Property and Planning any planned changes in the delivery of development services or performance standards as determined in the annual business plan as these are Identified.

The following reporting and communication protocol will be implemented by the Commission:

- a) The Chair of the Commission, or designate, shall be responsible for providing regular service delivery and budget status reports to City Council on a quarterly basis, or period mutually agreeable to the City and Commission;
- b) The Chair of the Commission, or designate, together with the Manager of Property and Planning, shall be responsible for presenting an annual business plan and budget to City Council;
- c) The Chair of the Commission, or designate, shall be responsible for presenting an annual year-end report highlighting the performance of the Commission in fulfilling the goals and objectives established in its annual business plan;

d) The Commission will strive to educate the public and media of what the Commission is, what it does, and how it relates to the City's operations.

3.7 Fiscal Year and Core Financial Support

The Commission shall have a fiscal year ending December 31st. The City agrees to provide annual core funding support to the Commission in accordance with the approved annual business plan and budget as recommended by the Commission Board and approved by City Council.

In addition to the core funding provided by the City, the Commission will aggressively pursue various funding sources and strategic partnerships for the purposes of leveraging the annual funding provided by the City for projects and partners.

3.8 Corporate Support Services

The City shall make available to the Commission its economic development, tourism, special events and administrative support resources sufficient for the Commission to meet its mandate as determined by the City at no cost.

3.9 Human Resources and Staffing Support

The City and the Commission recognize that the core staffing complement constitutes City employees from the economic development, tourism and special events divisions who shall be made available to assist the Commission in realizing its mandate, goals and objectives.

The City will provide administrative staff to support the activities of the Commission Board of Directors and its Committees, including (but not limited to) preparation of agendas, attendance and recording the minutes of all meetings, report writing, research and assistance in the development of program and funding applications, and any other clerical tasks required to enable the Commission to carry out its duties. This Administrative staff member will report to the City Deputy Clerk, but will be made available to the Commission on an as required basis. The Administrative staff person will also be assigned duties in support of other City departments as required. The City will also make available financial staff to provide the Commission assistance in the review and reporting of financial and budget cash flows as appropriate.

3.10 Operational Policies and Procedures

The Commission shall establish written policies and procedures, including internal systems to ensure compliance for purchasing, procurement, and financial management which will adhere as closely as possible and shall not conflict with the City's policies and procedures. The Commission may adopt existing City policies and procedures in the absence of developing their own. In the absence

of any written policy, the Commission will adhere to the City's applicable policies and procedures.

3.11 Municipal Alcohol Policy

The Lake of the Woods Development Commission will adhere to and follow the Municipal Alcohol Policy and ensure adherence related to any events held in City facilities operated by the Commission under the terms of this Memorandum of Understanding. Commission members and City staff will adhere to and advise anyone to whom they are referring on to another municipal facility of this municipal requirement.

3.12 Annual Financial Statements

The City of Kenora and the Commission will work together to complete the auditing requirements. The City selected auditor shall provide auditing services for the Commission along with other City departments.

3.13 Financial Records and Other Documents

The City and the Commission shall keep financial records for all amounts incurred, claimed, paid and received and shall retain and preserve all documents, contracts, records, claims and accounts that relate thereto in accordance with the City's Records Retention By-law. Upon written request from the City, the Commission shall provide the City, without expense to it, any information which is available to the Commission with respect to its annual business plan or other matters affecting the Commission.

3.14 Indemnification

The Commission shall indemnify and save harmless the City and its representatives, Council, employees and agents; and their respective heirs, executors, administrators, successors and assigns from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted, in any manner arising from any willful or negligent act or attribute to anything done or omitted to be done by the Commission, its directors, officers, employees or agents arising from or pertaining to the receipt, disposition or refunding or the fee by the Commission as the case may be.

The City shall indemnify and save harmless the Commission, its board members, officers, employees and agents, and their respective heirs, executors, administrators, successors and assigns from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner arising from any willful or negligent act, or attributable to anything done or omitted to be done by the City, its officers, employees or agents, arising from or pertaining to the late payment or nonpayment of any installment of the fee or other financial

obligation of the Corporation except where such late payment or nonpayment is permitted by the Agreement.

3.15 Assignment

Except as permitted by clause 3.6, the Commission shall not assign all or any portion of its rights or obligations under this agreement to a third party without the City's prior written consent.

3.16 Review of Agreement

The City agrees, subject to Clause 3.16, to review this Agreement on an as required basis, and at a minimum once during each term of City Council.

3.17 Event of Default and Remedies of Default

The following constitutes events of default, the proof of which to the contrary lies upon the Commission:

- a) The Commission becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time being enforced relating to bankrupt or insolvent debtors;
- b) An order is made or resolution passed for winding up or for the dissolution of the Commission or it is dissolved;
- c) The Commission ceases actual bona fide operation for a period of 30 days;
- d) The Commission is in breach of the performance of or compliance with any term condition or obligation on its part to be observed or performed as contemplated under this agreement.

In the event of a default specified in (a), (b), or (c) above or an event of default specified in (d) above is not remedied within 10 business days after receipt by the Commission. Notwithstanding any of the above, the City may terminate this agreement at any time as Council may so decide.

Of notice of default, or a plan satisfactory to the City to remedy such an event of default is not implemented within such period and fully and diligently carried out, the City may exercise either or both of the following remedies, in addition to any other remedies otherwise available, namely:

- I. Terminate this agreement and terminate forthwith any obligation by the City to pay the core funding fee or to continue to pay any installment, including any unpaid installment outstanding prior to the date of such termination; and
- II. Require the Commission to pay all or part of the core funding forthwith to the City.

3.18 Termination

The City shall be entitled to terminate this agreement and terminate forthwith any obligation by the City to pay the core funding or to continue to pay any installment, including any unpaid installment outstanding prior to the date of such termination at its option with no notice. In such event, the Commission shall pay all or part of the core funding forthwith to the City.

3.19 Waiver of Breaches

In the event of a breach of any provision in this Agreement by one party, no action or failure to act by the other party shall constitute a waiver of any right or duty afforded by that party under this Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in such breach except as may be specifically agreed to in writing.

3.20 Notices

Where in this Agreement any notice request direction or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by ordinary or registered mail, or by facsimile, addressed to the other party for whom it is intended at the following addresses:

To the City

The Manager of Property and Planning
The Corporation of the City of Kenora
60 14th St N
Kenora, Ontario
P9N 4M9
Telephone (807) 467 2152
Facsimile (807) 467 2246

To the LOWDC

The Chair
Lake of the Woods Development Commission
931 Lakeview Drive
Kenora, Ontario
P9N 3P8
Telephone (807) 467-4637
Facsimile (807) 467-4644

3.21 Duration of Agreement

The term of this agreement commences August 27, 2013, for the balance of the calendar year 2013 and is automatically renewed unless Clause 3.16 is initiated.

3.22 Enurement

This agreement shall enure to the benefit of, and be binding upon, the parties hereto and their successors and assigns.

3.23 Severability of Provisions

If any of the provisions of this Agreement are to be found illegal or invalid, such illegality or invalidity shall not render the whole Agreement Illegal or invalid, but the Agreement shall be construed as if It did not contain the illegal or invalid provision(s), and the rights and obligations of the parties shall be construed and enforced accordingly.

SIGNED, SEALED AND DELIVERED On behalf of the City:

On behalf of the Lake of the Woods Development Commission:

Chair

Vice-Chair



September 23, 2013

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Biman Paudel, Water & Sewer Supervisor**

RE: 2014 Water Tank Truck Delivery Rate Increase

Recommendation:

That at the regular meeting of Council held September 17, 2012 Council approved an annual rate increase over a three year period for tank truck water delivery; and further

That Council hereby gives three readings to amend Schedule "D", Table (ii) to By-law Number 168-2004, being a By-Law to establish Water and Sewer Rates, to incorporate the following rate increase effective January 1, 2014:-

Water Delivery – 0.1 to 2.27 cubic meters	\$45.00	same day delivery
Water Delivery – 2.27 to 4.54 cubic meters	50.00	same day delivery
Water Delivery – 4.54 to 6.81 cubic meters	55.00	same day delivery

; and further

That notice is hereby given in accordance with Public Notices By-law #144-2007 that Council intends to adopt a by-law for this purpose.

Background:

A recommendation to increase the rates for tank truck water delivery over a three (3) year period starting January 1, 2013 and ending January 1, 2015 was accepted at the September 17, 2012 meeting of Council. The rate increase is necessary to bring the cost of service back in line with the revenue generated. The increase will take effect January 1st, 2014.

The 2013 rates are \$40.00 for 0.1 to 2.27 cubic meters, \$45.00 for 2.27 to 4.54 cubic meters and \$50.00 for 4.54 to 6.81 cubic meters.

The increase requires an amendment to the rates and fees schedule to By-Law 168-2004, being a By-Law to enact rules and regulations and to establish charges for the use, operation and maintenance of a system of water works and sewage works in the City of Kenora.

It is recommended that Schedule "D", Table (ii) to By-Law Number 168-2004, pertaining to rates and fees, be amended to incorporate the second rate increase, effective January 1st, 2014. A subsequent rate increase for the year 2015 will be preceded with a separate 61 report to Council prior to implementation.

Budget: N/A

Communication Plan/Notice By-law Requirements:

The City needs to provide notice in accordance with Notice By-law Number 144-2007 that the City intends to amend its water and sewer rates.

Resolution & By-law required. Distribution: R. Perchuk, B. Paudel, C. Edie

SCHEDULE 'D' - WATER & SEWER RATE CHARGES

TABLE (i)

	Meter Size	Ratio	Fixed Cost per Month	Water Cost	Sewer Cost
5/8"	15	1.0	\$24.68	\$0.84	100% water cost
3/4"	18	1.1	\$27.15	\$0.84	100% water cost
1"	25	1.4	\$34.56	\$0.84	100% water cost
1 1/2"	40	1.8	\$44.43	\$0.84	100% water cost
2"	50	2.9	\$71.59	\$0.84	100% water cost
3"	75	11.0	\$271.52	\$0.84	100% water cost
4"	100	14.0	\$345.58	\$0.84	100% water cost
6"	150	21.0	\$518.36	\$0.84	100% water cost
8"	200	40.0	\$987.36	\$0.84	100% water cost

**** Customers with approved bleeders shall receive a discount of 50% on their volumetric water consumption for the approved bleeding period as directed by the water and sewer supervisor each year. This period will be no earlier than November 1st and ending no later than April 30th of the following year.**

TABLE (ii)

Service Charges:

Connect & Disconnect - regular hours	\$50.00	per hour
Connect & Disconnect - after hours	\$160.00	2.5 hr minimum
Connect & Disconnect - after hours	\$80.00	per additional hour
W & S Line Tapping - regular hours	\$88.00	per hour
W & S Line Tapping - after hours	\$300.00	2.5 hr minimum
W & S Line Tapping - after hours - each additional hr	\$150.00	per additional hour
Service Call - regular hours	\$50.00	per hour
Service Call - after hours	\$160.00	2.5 hr minimum
W & S Pipe Locate - regular hours	\$100.00	per hour
W & S Pipe Locate - after hours	\$200.00	per hour
Water Thaw - regular hours	\$235.00	first hour
Water Thaw - regular hours - each additional hour	\$230.00	per additional hour
Water Thaw - after hours	\$667.00	2.5 hr minimum
Water Thaw - after hours - each additional hour	\$375.00	per additional hour
Sewer Steaming - regular hours	\$150.00	per hour
Sewer Steaming - after hours	\$470.00	2.5 hr minimum
Sewer Steaming - after hours - each additional hour	\$250.00	per additional hour
Sewer Rodding - regular hours	\$88.00	per hour
Sewer Rodding - after hours	\$300.00	2.5 hr minimum
Sewer Rodding - after hours - each additional hour	\$155.00	per additional hour
Sewer Service Camera Inspection	\$190.00	per hour
S & W Private Connection Permit	\$70.00	flat rate
Water Delivery - 0.1 to 2.27 cubic meters	\$45.00	same day delivery
Water Delivery - 2.27 to 4.54 cubic m.	\$50.00	same day delivery
Water Delivery - 4.54 to 6.81 cubic m.	\$55.00	same day delivery
Water Delivery - same day (after 8:00 am)	\$125.00	flat rate
W. Delivery - all OT & non-sched. del days	\$190.00	flat rate
Coin-Op Water	\$0.25	per 50 gallons



October 1, 2013

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Paul Van Wallegghem, Engineering Assistant**

**RE: Amendment to Traffic Regulation By-Law 127-2001 Schedule K
"Disabled Parking on Streets and Highways" - Bay Street and Main
Street**

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include changes to Schedule "K" – Disabled Parking on Streets and Highways for Bay Street and Main Street; and further

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

Background:

Councillor Sharon Smith was contacted by a resident concerned with the lack of pavement markings defining the disabled parking space on Ottawa Street fronting the Post Office. The space is misused and there is a perceived lack of enforcement during these occurrences.

On September 17, 2013, Paul Van Wallegghem of the Engineering Department met on sight with Councillor Smith and determined that the present disabled space in front of the Post Office, which was established by By-law in 2002, is identified by only one sign with an arrow and no pavement markings. The poor definition of the space and the demand for the limited available parking likely makes it susceptible to misuse. It was also noted that this area is subject to congestion caused by the narrow street and the parking of vehicles along both sides of the street. Drivers must enter and exit their vehicles directly into the travelled lanes of Ottawa street, which could be especially hazardous for disabled drivers who may need to use mobility aids.

As the result of the on sight meeting it was suggested that the disabled parking space be relocated around the corner to the west side of Bay Street where there is less traffic and better access to the sidewalk.

Councillor Smith also identified a need for on street disabled parking further west on Ottawa Street in the vicinity of the Keewatin Medical Centre and the new Pharmacy. There is presently one off-street space at the Medical Centre for their clients use. This area of Ottawa street presents a similar traffic and parking situation to that of the Post Office, 64

therefore the west side of Main Street would be the best location for designating a new disabled space to serve this area.

The Accessibility Advisory Committee were invited to provide comment on the proposed changes and no comments were received.

It is recommended that the Traffic Regulation By-Law No. 127-2001 be amended to include changes to Schedule "K" Disabled Parking on Streets and Highways.

Schedule "K" – Disabled Parking on Streets and Highways

Column 1 Street	Column 2 Location	Column 3 Side	Column 4 Type of Parking	Column 5 # Spaces
Delete: Ottawa Street	From 6 metres west of Bay Street westerly for 7 metres	North	Parallel	1
Add: Bay Street	From 6.5 metres north of Ottawa Street, northerly for 7 metres	West	Parallel	1
Main Street	From 6.5 metres north of Ottawa Street, northerly for 7 metres	West	Parallel	1

Budget: 2013 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, M. Vogrig, P. Van Wallegghem, K. Koralalage, O.P.P., Accessibility Advisory Committee



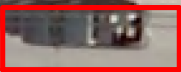
602

KEEWATIN POST OFFICE

BAY STREET

512

Proposed accessible parking



Remove existing accessible parking

OTTAWA STREET

607

605

601



BAY STREET AND OTTAWA STREET
PROPOSED ACCESSIBLE PARKING

PVW

SEP/2013



MAIN STREET

904

KEEWATIN MEDICAL CLINIC

812

221

KEEWATIN LIBRARY

Proposed accessible parking

OTTAWA STREET

MAIN STREET

901



0 5 10 15 20 Meters

MAIN STREET AND OTTAWA STREET
PROPOSED ACCESSIBLE PARKING
PVW SEP/2013



September 16, 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– August**

Recommendation:

That Council of the City of Kenora hereby accepts the August 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 August.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

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

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

August 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 August 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:

- Aug. 6th
- Aug. 12th
- Aug. 19th
- Aug. 26th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Cleaned low lift area.
- Greased high lift motors.
- Replaced bearings in motor and pump on #1 highlift.
- Installed new pump in highlift sump area.
- Replaced membrane cap on total chlorine analyzer.
- Ongoing troubleshooting highlift #1 motor with mechanics.

2.4 Training

No training took place in August.

2.5 Water Quality Complaints

There were four water quality complaints throughout the month of August.

- All four complaints were related to taste and odor. Chlorine residuals were tested at three of the residences to ensure low chlorine wasn't contributing to the taste and odor problem. The fourth resident was satisfied with an explanation of the seasonal issue and was 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

- August 1 - Replaced curb box at: 537 First Street South
 - Changed 2" blow off valve for new service at: Perch Bay Resort.
- August 2 - Repaired leak at: 662 Coney Island.
- August 5 - Repaired water main break at: 200 Coney Island.
- August 13- Replaced curb box at: 32 Mikado Avenue.
- August 15 - Repaired water main break at: 40 Nairn Avenue.
- August 19 - Replaced curb box at: 1062 Park Street.
- August 27 - Raised curb box at: 122 Minto Crescent.
- August 28 - Repaired water line at Harbourfront.
- August 29 - Repaired water main break at: multiple locations (Coney Island).

3.1.2. Wastewater Collection

- August 2 - Rodded plugged sewer at: 704 Beach Road.
 - Rodded plugged sewer at: 311 Second Street South.
- August 8 - Repaired broken service sewer line at: 500 Fourth Avenue South.
- August 9 - Rodded plugged sewer at: 1110 Valley Drive.
 - Rodded plugged sewer at: 932 Valley Drive.
 - Replaced grinder pump at: 400 Rabbit Lake Road.
- August 10 - Rodded plugged sewer at: 1233 Valley Drive.

- Flushed sewer main at: 3 Matheson Street.
- August 12 - Rodded plugged sewer at: 308 Eighth Avenue North.
- August 12 - Televised sewer main at: 8 Bayview.
 - Televised sewer main at: 1233 Valley Drive.
- August 16 - Repaired and replaced sewer main at: 40 Nairn Avenue.
- August 19 - Rodded and Repaired sewer main at: 526 Bay Street Keewatin.
 - Rodded sewer at: 352 Seventh Avenue South.
- August 20 - Rodded sewer at: 9 Mary Lou Street.
- August 22 - Dug and repaired sewer manhole at: the intersection of Second Street North.
 - Dug and repaired sewer manhole at: Fourth Avenue North.
- August 24– Rodded plugged sewer at: 9 Mascot Avenue.
- August 26– Replaced grinder pump at: 1476 Airport Road.

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

3.2 Training

There was no training scheduled for the month of August.

3.3 Water Quality Complaints

There was four water quality complaints reported to the Water Treatment Plant for the month of August.

- All four complaints were related to taste and odor. For further detail see Item 2.5.

3.4 Boil Water Advisory(s) - 2013

There were four (4) boil water advisories issued in the month of August for the following locations:

- August 1st: 5 residents at Pinewood and Darlington Drive.
- August 6th: 3 residents on Coney Island.
- August 16th: 6 residents at Heenan Place.
- August 29th: All residents on Coney Island.

3.5 Other Information

Darryl Wilson, a Class II Operator for water distribution and wastewater collection, relocated to the Wastewater Treatment Plant on August 26, 2013.

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 August 23, 2013 - Results:

- a. Total B.O.D. (biological oxygen demand) Raw Sewage: 99 [mg/L]
- b. Total B.O.D. Final Effluent: 3.0 - limit is 25.
- c. Total Suspended Solids Raw Sewage: 110 [mg/ L]
- d. Total Suspended Solids Final Effluent: 6.0 [mg/ L] - limit is 25

4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on August 7, 14, 21, 28, 2013 - Results: Organisms/100 mL

- a. Maxxam Samples Aug. 23/13
- b. Geometric Means Total of 4.55
- c. Geometric Means Limit is 200

In summary, raw sewage enters the plant with a bacti count of approximately 3 million and leaves the plant with a count of 4.55, which is well within the limit of 200. Plant reduction of B.O.D. is 97% and the Plant reduction of suspended solids is 95%.

4.3 Maintenance

- 4.3.1. Changed battery on UV generator August 30, 2013.
- 4.3.2. Collected data and electrical drawings for new scada system for Suma Engineering.
- 4.3.3. Received quotes for new bar screen (2014 budget) \$72,790 US. Quote for new grit removal conveyer \$34,000 US.
- 4.3.4. Orientation, WWTP policy and training for new OIT Operator Darryl Wilson.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- 4.5.1. August 9, 2013 – Health and Safety Inspection performed.

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						1,916,525
Maximum Daily Influent Flow	m ³ /day	6,437	6,192	8,357	13,949	20,775	13,687	15,635	10,544					11,947	
Minimum Daily Influent Flow	m ³ /day	5,213	5,070	5,295	6,233	6,529	7,754	6,406	5,288					5,974	
Average Daily Influent Flow	m ³ /day	5,731	5,597	5,860	8,153	11,184	9,449	9,325	10,544					8,230	
<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					260,059	
Average Daily Flow	m ³ /day	6,402	6,348	6,586	8,794	11,745	10,043	9,909	8,503					8,541	
Samples															
Weekly Bacteriological --ALS Labs		5	4	4	4	5	4	5	4						35
Number of Raw Samples Taken		1	1	1	1	1	1	1	1						8
Number of Treated Samples Taken		6	5	5	5	6	5	5	5						42
Geometric Means (Bacti Samples)		17.9	7.9	26	43	2.9	2.9	45.4	4.55					18.82	
Sludge Hauled to Landfill	yds/mon.	300	330	330	330	405	210	360	300						2,565
Callouts															
		0	5	0	3	2	2	2	5						19



PROCLAMATION

By Virtue of Authority Vested in me

I hereby Proclaim

November 1—8, 2013

As “**Community Foundation Week**” in and for the City
of Kenora and request its observance as such by our
citizens.

Proclaimed at the City of Kenora
this 19th day of September, 2013

David Canfield

His Worship Mayor David S. Canfield



PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

October 14—20, 2013

As “European Heritage Week”

in and for the City of Kenora and request its observance
as such by our citizens.

Proclaimed at the City of Kenora

this 8th day of October, 2013



His Worship Mayor David S. Canfield

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

Local Government Week October 20 – 26, 2013

Whereas the week of October 20 – 26 will be celebrated in Ontario as Local Government Week; and

Whereas the municipal order of government performs functions that significantly impact the day-to-day life of citizens throughout the world; and

Whereas the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), the Ontario Ministry of Municipal Affairs and Housing, and the Association of Municipalities of Ontario (AMO), acknowledge and celebrate the significant role that municipal governments play in helping to define the character, priorities, physical make up, and quality of life of communities across Ontario;

Therefore be it Resolved That October 20 - 26, 2013 be hereby proclaimed as Local Government Week in the Municipality of Kenora and do commend its thoughtful observance to all citizens of our municipality.

Proclaimed at the City of Kenora this 8th day of October, 2013



Mayor David S. Canfield