



City of Kenora Committee of the Whole of Council Agenda

Tuesday, April 8, 2014
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 April 15, 2014 meeting:-

- Council will set optional taxing tools
- Council will set tax ratios and tax rates for 2014
- Council will authorize a tax exemption for the Kenora Airport Authority
- Council will amend Taxi By-law #13-2013 to approve a 3% increase to all applicable taxi 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

- Special Committee of the Whole Meeting held February 5, 2014
- Regular Committee of the Whole meeting held March 11, 2014

4. Presentations

N/A

5. Deputations

- 5.1 Kelli Saunders - LOW Water Sustainability Foundation

6. Business Administration Reports

- 6.1 K.D.S.B. Report from Councillor Roussin
- 6.2 2014 NWHU Do One Thing Conference Attendance 1 - 2
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14.	Date of Next Meeting	
	Tuesday, May 13, 2014	

15. Adjourn to Closed

That this meeting be now declared closed at _____ p.m.; and further

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following:-

i) Disposition of Land (1 item)

16. Reconvene to Open Meeting

17. Close Meeting



April 1, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk

RE: 2014 NWHU 'Do One Thing' Conference Attendance

Recommendation:

That authorization is hereby given for the following Members of Council to attend the 2014 Northwestern Health Unit (NWHU) Do One Thing Conference taking place in Kenora, May 27 & 28, 2014:-

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

Background:

The Northwestern Health Unit Do One Thing Conference will take place in Kenora on May 27 and 28 at the Whitecap Pavilion. Participants will learn, network, and engage in discussions about improving the health of our residents through the themes of the community, workplace and partnerships. Ticket price includes full conference pass, Rick Mercer LIVE and optional post-conference leadership/communication workshop with Mark Bowden on May 29th.

Budget:

Council's Travel and Conference budget

Communication Plan/Notice By-law Requirements:

N/A

March 26, 2014

Mayor Dave Canfield & Council
City of Kenora
One Main Street South
Kenora, ON P9N 3X2

Dear Mayor Canfield & Council:

I am pleased to inform you that registration is now open for the Northwestern Health Unit Do One Thing Conference, to be held May 27-28, 2014 at the Whitecap Pavilion in Kenora.

The event is your opportunity to join other professionals from diverse sectors to network with each other and learn more about what influences the health of people in our region. The Do One Thing conference will explore the relationship between the health of individuals, organizations and communities. I look forward to you joining us and contributing your knowledge to our collective discussions.

The time to register is now. You can do this online at: www.DoOneThingConference.ca. Please share this unique learning opportunity with your staff and support participation where possible. I have enclosed an insert that highlights the keynote speakers, conference price, and registration details. This information is also available electronically. Please email talkpublichealth@nwhu.on.ca to request that the online version be sent to you.

In addition to the keynotes, the conference will be our chance to introduce you to our new Medical Officer of Health, Dr. Kit Young-Hoon. Dr. Young-Hoon will be presenting you with the first glimpse of the Northwestern Health Unit 'Do One Thing' campaign. The campaign will encourage people to change their physical activity levels and healthy eating habits and help them become advocates for healthy choices.

You will have the opportunity to tailor your participation in the conference with our various breakout sessions on what makes a healthy community, a healthy workplace, and a successful partnership. Through these small group discussions, facilitated by health unit staff, you will be able to share your experiences as well as gain value from hearing that of others.

Please call or email me with any questions or to talk more about what you can expect at the conference.

Sincerely,



Mark Perrault
Chief Executive Officer



March 28, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Capping Options 2014

Recommendation:

That Council of the City of Kenora hereby approves the implementation of the following tools related to the capping process for the 2014 taxation year:

- Annualized Tax Limit of 10% for each of the commercial, industrial and multi-residential property classes.
- Prior Year's CVA Tax Limit of 5% for each of the commercial, industrial and multi-residential property classes.
- CVA Tax Threshold for Protected Properties related to increases in the amount of \$250 for each of the commercial, industrial and multi-residential property classes.
- CVA Tax Threshold for Clawed Back Properties related to decreases in the amount of \$250 for each of the commercial, industrial and multi-residential property classes.
- CVA Tax in 2013
- Cross Over CVA Tax in 2014; and further

That three readings be given to a by-law to adopt optional tools for the purposes of both administering limits for certain property classes and excluding certain properties from the capping process.

Background:

Capping was introduced by the Province in 1998 as a mandatory program for the protection of Commercial, Industrial, and Multi-Residential Properties. The objective of the program is to reduce the impacts of large increases in assessment by limiting property tax increases.

Commencing in 2005, possibly as a result of this municipal pressure, the Province introduced some changes to the capping legislation, options for each municipality to consider, that can help move the protected classes towards CVA taxation. These options must be reviewed annually and the related decisions made by Council each year.

Recently, the Province introduced a phase in of all properties over a four year period, including capped classes, which commenced with the 2009 tax year and related

reassessment. Even more significantly, they also introduced new tools, commencing in 2009, which allowed municipalities to exclude properties from the capping process.

Available Capping Tools:

Municipalities continue to have access to the tools introduced in 2005, as well as additional ones introduced in 2009, to help escalate moving properties to CVA taxation. These tools are:

- **Annualized Tax Limit (ATL)** – This represents the annual cap on changes to assessment values for the purposes of calculating taxes on protected classes. Prior to 2005, the ATL was 5%. Starting in 2005, municipalities received the ability to use any amount between 5% and 10%.
- **Prior Year's CVA Tax Limit** – Commencing in 2005, municipalities were also able to set a limit based on the prior year's CVA, from 0% to 5%. When the CVA Tax Limit (CVATL) is used for the purposes of capping, both the ATL and the CVATL are calculated, and the one that passes on the greater amount to the taxpayer is used. The CVATL would only be greater than the ATL and impact taxes when the property owner is paying less than 50% of the CVA taxes on the property.
- **CVA Tax Threshold for Protected Properties (Increases)** – Starting in 2005, the Province also allowed municipalities to set a threshold for increases on protected property class increases of up to \$250. This means that, once the other capping adjustments have been applied to the property, if the property is within \$250 of CVA taxes, then the property is moved to CVA.
- **CVA Tax Threshold for Clawed Back Properties (Decreases)** – As with the threshold for protected properties, municipalities can also set a threshold for decreases on properties subject to the claw back of up to \$250. Prior to 2005, municipalities funded the capping through clawing back a percentage of assessment related decreases applied evenly throughout decreasing properties within the class. With the CVA Tax Threshold, municipalities can move any properties within \$250 of their CVA taxes to their CVA.
- **Stay at CVA Tax**– This tool enables municipalities the option to exclude properties from the capping and claw-back calculation if they were at CVA tax in the prior year.
- **Cross CVA Tax** – This tool enables municipalities the option to exclude properties that would move from being capped in the prior year to being clawed back in the current year or from being clawed back in the prior year to being capped in current year.

The decisions Council has made with regards to implementing the capping tools to escalate moving properties to CVA taxation since these were first introduced in 2005 and 2009 has already eliminated the majority of its commercial, industrial and multi-residential properties from the capping process. Since implementation of capping in 1998, all properties are now at CVA. In order to fully eliminate the capping requirement for the City; it must continue to implement these tools annually until all properties are excluded from the cap. While all tools may no longer be required in 2014, it is recommended that the consistent application of these tools will ensure City properties are removed from the cap as quickly as possible.

Sources of Financing

The implementation of these tools will result in no net impact to the City. All three protected classes are in a revenue neutral position as a result of the capping.

Communication Plan / Notice By-law Requirements – Bylaw only



March 28, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: New Construction and New to Class Properties

Recommendation:

That Council of the City of Kenora hereby approves the implementation of the minimum tax level of 100% for new construction / new to class properties for 2014; and further

That three readings be given to a by-law to adopt optional tools for the purposes of administering limits for eligible properties within the meaning of Section 331 (new construction) for the commercial, industrial and multi-residential property classes for 2014.

Background:

Under the current property taxation system, there is a requirement relating to either new construction or new to class properties. New construction represents properties that are either new, or have performed changes to the property that resulted in an increase in their assessment in excess 50% of the existing assessment. New to class represents properties that were transferred from another property class, for example a residential property that was transferred to the commercial class.

Under this provision, municipalities are required to obtain up to six roll numbers from the Municipal Property Assessment Corporation (MPAC) that are considered to be comparable to each new construction / new to class property. The City uses these properties to determine whether or not the average comparable property receives either capping or claw backs adjustments. If the average is capped, the City is required to provide capping at the same level to the new construction / new to class property. If the average is neither capped nor in a claw back position, the property is billed at CVA taxation.

The City has the ability to reduce or eliminate this requirement by passing a by-law requiring property taxes to be based on 100% of their Current Value Assessment (CVA). The City adopted this provision in 2008. The City is required to continue to pass this by-law every year for it to remain in effect.

Budget: There is no cost related to the implementation of this new tool. Commencing in 2008, the offset resulted in the elimination of capping related to properties that are classified as new construction / new to class.

Communication Plan/Notice By-law Requirements: This by-law is housekeeping in nature. Council must pass the appropriate By-law related to the implementation of this new tool on an annual basis, despite having already adopted the 100% restriction annually since 2008.



March 28, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Revenue Neutral Tax Ratios for 2014

Recommendation:

That Council of the City of Kenora hereby adopts Revenue Neutral Tax Ratios for 2014 to mitigate reassessment impacts.

Background:

Further to budget discussions on this topic, this report is a housekeeping item as a resolution by Council is required for submission to the Ministry of Finance.

Revenue Neutral Tax Ratios

In any given year, the City has a number of tax policy decisions available. Revenue Neutral tax ratios allow the City of Kenora to retain the same distribution of taxes between property classes that existed in the prior year. The year 2014 marks the second year of the mandated reassessment of current value assessment based on the Jan. 1, 2012 property values, the four-year phase in program will continue until 2016. Typically, when a reassessment or phase in of reassessment occurs, it may (and generally does) cause shifting in the tax burden between property classes. In order to address this issue, the Province has introduced legislation that enables municipalities to restate their tax ratios to maintain the same tax burden by property class. The restatement results in what the Province refers to as "revenue neutral tax ratios". This year's reassessment is no exception; the trend in Kenora has been a shifting in tax burden to the residential class.

Council has selected to make use of this tax tool in 2014. This has caused the commercial broad class to exceed the Provincial range of fairness and therefore this class became subject to levy restrictions and 50% of the change in tax rate was adopted for the commercial class.

Budget:

Revenue Neutral Tax Ratios were used in the 2014 budget.

Communication Plan/Notice By-law Requirements:

A copy of the resolution will be provided to the Ministry of Finance.



March 28, 2013

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: 2014 Tax Ratios and Rates

Recommendation:

That Council gives three readings to the following by-laws:

- i) To set tax ratios and to set tax rate reductions for prescribed property classes and subclasses for municipal purposes for the year 2014; and
- ii) To adopt the estimates for all sums required for the year, to establish rates to be levied for same and to provide for penalty and interest in default of payment thereof for 2014; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given of Council's intention to set tax ratios and tax rates for 2014 at its April 18th, 2014 meeting.

Background:

Historically, the City was required under the Municipal Act to have its tax ratios set by April 30th of the year to which they relate. This requirement was changed in 2010 and now, tax ratios must be passed within the year to which they apply.

Generally, the City levies its final taxes in early June, The April Council meeting allows ample time for the City to set their tax rates and ensure the final levy is done on schedule.

Tax Ratio Background:

Before reviewing options related to tax ratios, it is important to have a basic understanding, for those of you who would like additional information on tax ratios; I have attached a brief explanation to this report.

Revenue Neutral Tax Ratios

In any given year, the City has a number of tax policy decisions available. Revenue Neutral tax ratios allow the City of Kenora to retain the same distribution of taxes between property classes that existed in the prior year. The year 2014 marks the second year of the mandated reassessment of current value assessment based on the Jan. 1, 2012 property values, the four-year phase in program will continue until 2016. Typically, when a reassessment or phase in of reassessment occurs, it may (and generally does) cause shifting in the tax burden between property classes. In order to address this issue, the Province has

introduced legislation that enables municipalities to restate their tax ratios to maintain the same tax burden by property class. The restatement results in what the Province refers to as "revenue neutral tax ratios". This year's reassessment is no exception; the trend in Kenora has been a shifting in tax burden to the residential class.

Council has selected to make use of this tax tool in 2014. This has caused the commercial broad class to exceed the Provincial range of fairness and therefore this class became subject to levy restrictions and 50% of the change in tax rate was adopted for the commercial class.

50% Flow-Through for Levy Restricted Classes

Another option the City has available is to pass on 50% of any tax increase to the levy restricted classes.

In 2014, the commercial class has become subject to levy restrictions due to the new rates and the revenue neutral tax ratios and 50% of the tax increase was passed on.

For the City, historically, the industrial property classes were restricted under this provision of the legislation, and the City used those restrictions under the tax legislation to help slowly draw down the industrial and large industrial tax rates. It consistently chose to not pass any increase onto the industrial taxpayers. In 2010 it was recommended that the City continue to draw down the industrial rates until the broad class ratio fell below the provincial average. In 2011, the industrial rates fell below provincial average, for that reason the industrial property classes were no longer subject to this restriction.

Sources of Financing

There is no cost related to passing these by-laws. These are the by-laws that enable the municipality to levy municipal property taxes within the City for 2014.

Communication Plan / Notice By-law Requirements

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



March 28, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Contracts & Expenditures Approved for the Fourth Quarter 2013

Recommendation:

That Council hereby receives the information report of Lauren D'Argis, Corporate Services Manager dated March 28, 2014 with respect to contracts awarded within the Manager's approved limits for the fourth quarter of 2013.

Background:

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

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

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

This report is attached.

Budget:

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

Communication Plan/Notice By-law Requirements:

N/A – Information purposes



April 1, 2014

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Charlotte Edie, Treasurer

Re: Council Remuneration - KDSB

Recommendation:

That Council receives the report prepared by Charlotte Edie, Treasurer dated March 3, 2014 as required under Section 284 of The Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #48-2013.

Background:

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statement of remuneration for the Kenora District Services Board is included.

Budget:

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

Communication Plan/Notice By-law Requirements:

The Municipal Act, 2001, requires that this information be presented to Council.

MEMORANDUM

DATE: April 1, 2014

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Kenora District Services Board

The following is a summary of Commission remuneration and expenditures for the Kenora District Services Board, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Per Diem</u>	<u>Travel & Conference</u>
Roussin	\$2,430	\$1,571

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

cc: Karen Brown, CAO



April 4, 2014

City Council Committee Report

TO: Mayor and Council

FR: Sharen McDowall, Human Resources Manager

RE: HR Health & Wellness Policy

Recommendation:

That Council hereby approves the amended City of Kenora Health & Wellness Discount Policy #HR-2-17; and further

That Council gives three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

Background:

The intent of this policy being developed was to encourage health and wellness amongst our employees and promote employees living a healthy lifestyle which in turn reflects on their work performance and personal health issues. The benefit of our employees incorporating regular exercise into their day to day lives proves to have extensive benefits to the employer.

When Council originally approved the Health & Wellness Policy in 2005 the discount was only for permanent full-time employees. To encourage and promote the health & wellness of all of our employees full-time, part-time or contract the discount rate may encourage employees to purchase memberships at the Kenora Recreation Centre.

Changes to the policy have been tracked for your review. Please see City of Kenora – Health & Wellness Discount Policy HR-2-17

Communication Plan/Notice By-law Requirements:

Policy manual will be updated and amended policy will be circulated to Managers.

CITY OF KENORA- HEALTH & WELLNESS DISCOUNT POLICY

SECTION	DATE	RESOLUTION NO.	PAGE	OF
HUMAN RESOURCES POLICY			1	3
SUBSECTION GENERAL	SUPERCEDES RESOLUTION NO.		POLICY NO.	
			HR-2-17	

PURPOSE

To encourage and promote the health & wellness of City Of Kenora employees by encouraging staff to join the Kenora Recreation Centre.

To establish a discount rate for City Employees at the Kenora Recreation Centre.

DISCOUNT

City Of Kenora Council has authorized the Kenora Recreation Centre to reduce the annual membership for all City of Kenora employees by 30%.

ELIGIBILITY

Persons who qualify for the City of Kenora discount are:

- . Permanent employees after three months of continuous employment. This excludes the Kenora Hydro, Kenora Library, Handi Transit employees
- .

CONDITIONS

1. Discount is only for the one year membership option
2. Discount is only for the employee not for spousal or family membership
3. Discount is not retroactive.
4. All eligible employees must be approved by the Human Resources Department. . Employees must present this policy signed off to the Kenora Recreation Centre when registering for the membership
5. Payment of membership is in accordance with the Kenora Recreation Centre payment policies.

CITY OF KENORA HEALTH & WELLNES DISCOUNT POLICY

POLICY NO.	PAGE	OF
	2	2

- 6. Any changes to the rate or additional charges are the responsibility of the employee.
- 7. The employee is required to notify the Kenora Recreation Centre of termination of employment for any reason with the City of Kenora.
- 8. Membership is non-transferable.

The Human Resources or Finance Department will not negotiate outside this policy for any special agreements. All decisions are final. This is not a negotiated benefit.

A signed copy of this policy shall remain on the employee’s personnel files, indicating that they have reviewed, understood, and agreed to comply with this policy.

This policy has been reviewed with me. I understand the policy and agree to abide by it.

Date

Employee Signature



March 28, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Agreement & Bylaw for Tax Exemption by Kenora Airport Authority

Recommendation:

That Council gives three readings to a by-law to authorize the exemption of municipal property taxes for the Kenora Airport Authority; and further

That authorization be hereby given for the Corporation of the City of Kenora to enter into a Municipal Capital Facility Agreement with the Kenora Airport Authority for the purposes of providing the tax exemption.

Background:

At its December 17, 2013 meeting, Council voted to provide tax relief to the Kenora Airport Authority.

The by-law and agreement (attached) pursuant to this report have since been drafted by the City's legal counsel and are required to formally institute the tax exemption.

Budget:

The 2014 operating budget includes consideration for this tax exemption.

Communication Plan/Notice By-law Requirements:

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



April 1, 2014

**City Council
Committee Report**

To: Mayor Canfield & Members of Council

Fr: Charlotte Edie, Treasurer

Re: Kenora Aeriolettes Grant

Recommendation:

That Council of the City of Kenora hereby supports the request of the Kenora Aeriolettes Gymnastics Club (the Club) to name the City of Kenora as a sponsor in their application for funding in the amount of \$500.00 from the RBC's Employee Grants Program to purchase equipment for the parent and tot, kindergym and beginner recreation groups.

Background:

Under prevailing income tax legislation the RBC Employee Grants Program is only able to provide grants to organizations that have charitable status. This means that the Club needs to find a sponsor corporation to flow grants through. The Club is looking for support to purchase equipment including a parachute, climbing tunnels and balance rocks. This equipment will promote physical fitness, improve motor skills and help build the confidence of the young athletes. A copy of their request has been attached for your reference.

The City has acted as a sponsor to the Club in the past as well as the Tri-Municipal Baseball League to encourage recreation type/fitness activities.

Budget:

The only cost to the City will result from staff time required for the administration of this process.

Communication Plan/Notice By-law Requirements:

The Club will be informed of Council's decision.

31 March 2014

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Corrective Report - Taxi By-law Amendments

Recommendation:

That further to Council adopting By-law Number 23-2014 on March 18, 2014 approving amendments to Comprehensive Taxi By-law Number 13-2013, authorization is hereby given for the rewrite of that amending by-law to correct calculations to the applicable taxi rates; and

That Council hereby amends Schedule "B" to Comprehensive Taxi By-law Number 13-2013 to reflect a 3% fare increase to all taxi rates effective May 1, 2014; and

That this amendment also include provision for two supplementary increases effective May 1, 2016 and May 1, 2018; and

That two new sections be added to the Taxi By-law by amending Section 8 to include subsection 8.24, a provision that requires Taxi Driver's to display their Photo ID in their vehicle, and by amending Section 10 to include subsection 10.10, a provision that requires Taxi Driver's to post the approved rates and fares as set out in this amendment to By-law Number 13-2013; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to adopt a by-law at its April 15, 2014 meeting, approving a 3% increase to all applicable taxi rates; and

That these amendments shall take effect and come into force on May 1, 2014; and further

That Resolution #12 dated March 18, 2014 be and is hereby rescinded while By-law Number 23-2014 is hereby repealed.

Background:

Further to my February 26 report approved with a by-law amendment to Taxi By-law #13-2013 on March 18, Mike Mostow was advised that due to a misunderstanding in calculations from the calibration company, the figures provided to the City did not accurately reflect a 3% increase, for example the "additional meter rates" were not clearly calculated as well as those relating to the required 'seconds rate' for waiting times. What this means is only an initial start-up rate of fifteen (15) cents per trip was taken into account. To realize a true 3% increase the by-law has to be amended to reflect that increase across the board. Once done, the calibrations company will be in a position to properly recalibrate the taxi meters. Therefore it is recommended that By-law Number 23-2014 be repealed, together with the applicable resolution. As this change affects timing, the rate change effective date will be as of May 1 instead of April 1. A copy of the revised by-law has been made available on SharePoint with this report.

Budget: N/A

Communication Plan/Notice By-law Requirements: Public Notice, Taxi Brokers/drivers, Licencing Clerk, Fleet Supervisor.

The Corporation of the City of Kenora

By-law Number **DRAFT** - 2014

A By-law to Amend By-law Number 13 - 2013 being a By-law to License and Regulate Taxi Cabs / Limousines and Drays Operating within and from the City of Kenora

Whereas Council adopted By-law Number 13-2013 on February 19, 2013, being a by-law to licence and regulate Taxi Cabs/Limousines and Drays operating within and from the City of Kenora; and

Whereas By-law Number 13-2013 was amended by By-law Number 23-2014 on February 18, 2014 to provide for a 3% increase in all taxi rates; and

Whereas at a Committee of the Whole meeting held April 8, 2014 a housekeeping change was recommended to correct the taxi rates due to a calculation error in amending By-law Number 23-2014; and

Whereas it is deemed necessary and expedient to amend By-law Number 13-2013 for this housekeeping purpose;

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

1. That Section 8 be hereby amended to include Subsection 8.24 to require taxi drivers to display their photo ID in their vehicle
2. That Section 10 be hereby amended to include Subsection 10.10 to require Taxi Drivers to post rates and fares in their vehicles as approved by municipal by-law
3. That Schedule "B" – Rates and Fares to By-law Number 13-2013 is hereby amended as follows for May 1, 2014, May 1, 2016 and May 1, 2018:-

Delete the following current rates below:

For trips between any point in the city by meter tax-cab for six (6) passengers or less:-

- For the first 40 meters or part thereof: \$ 4.30 (includes HST)
- For each additional 40 meters or part thereof: \$.10

For waiting times, while under engagement, for each 30 seconds, including time vehicle is stopped in traffic, and not to include a three minute grace period while waiting on a call at a private residence:

- OR hourly: \$.40 (includes HST)
\$ 48.00

And replace with the following, reflecting a 3% increase effective May 1, 2014:

For trips between any point in the city by meter tax-cab for six (6) passengers or less:-

- For the first 38.46 meters or part thereof: \$4.45 (includes HST)
- For each additional 38.46 meters or part thereof: \$.10

For waiting times, while under engagement, for each 7.28 seconds, including time vehicle is stopped in traffic, and not to include a three minute grace period while waiting on a call at a private residence:

- \$.10 (includes HST)
- OR hourly: \$49.45

Effective May 1, 2016:

For trips between any point in the city by meter tax-cab for six (6) passengers or less:-

- For the first 37.70 meters or part thereof: \$4.55 (includes HST)
- For each additional 37.70 meters or part thereof: \$.10

For waiting times, while under engagement, for each 7.07 seconds, including time vehicle is stopped in traffic, and not to include a three minute grace period while waiting on a call at a private residence:

- \$.10 (includes HST)
- OR hourly: \$50.90

Effective May 1, 2018:

For trips between any point in the city by meter tax-cab for six (6) passengers or less:-

- For the first 36.36 meters or part thereof: \$4.70 (includes HST)
- For each additional 36.36 meters or part thereof: \$.10

For waiting times, while under engagement, for each 6.86 seconds, including time vehicle is stopped in traffic, and not to include a three minute grace period while waiting on a call at a private residence:

- \$.10 (includes HST)
- OR hourly: \$52.45

4. That By-law Number 13-2013 is hereby amended and By-law Number 23-2014 is hereby repealed.
5. That this By-law shall take effect and come into force on May 1, 2014.

By-law read a First & Second time this 15 day of April 2014
By-law read a Third & Final time this 15 day of April 2014

THE CORPORATION OF THE CITY OF KENORA:

.....**MAYOR**
David S. Canfield

.....**DEPUTY CLERK**
Heather Lajeunesse



March 31, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Deputy Clerk

RE: Northern Ontario Internship Program Agreement

Recommendation:

That Council gives three readings to a bylaw to execute an agreement between the Northern Ontario Heritage Fund Corporation and the City of Kenora for a Youth Internship for the Northwest Business Centre; and further

That the Mayor and Clerk be authorized to execute this agreement.

Background:

The Northwest Business Centre is focusing on the launch of further programming to promote youth business start-up and part of this new programming is a youth intern to run the program. This intern would work under the Manager of the Northwest Business Centre and develop the programming and direction with her leadership. The program itself will also receive funding under a different program to be announced at a later date.

Budget:

This internship has been included in the 2014 operating budget for the Northwest Business Centre

Communication Plan/Notice By-law Requirements:

N/A



31 March 2014

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:

- February 5 – Special Committee of the Whole
- February 20 – Heritage Kenora
- February 27 & March 27 – Lake of the Woods Museum Board
- March 11 – Committee of the Whole and Property & Planning
- March 11 & March 18 – Budget Meeting of Council; and
- March 18 – Community Policing Committee
- March 18 – Event Centre Committee
- March 19 – Environmental Advisory Committee; and

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

- January 23 – Kenora District Services Board
- February 18 – Planning Advisory Committee
- February 27 – Northwestern Health Unit Board of Health
- February 25 – 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



March 31, 2014

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: LOWDPOA AGM & Show – April 21, 2014

Recommendation:

That authorization be and is hereby given for Mayor Canfield and Members of Council to attend the Annual General Meeting of the Lake of the Woods District Property Owners Association (LOWDPOA) taking place on Monday, April 21 in Winnipeg; and further

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

Background:

Council representatives and staff have been attending the LOWDPOA AGM and show since 2006. The City of Kenora booth has become a fixture and provides an opportunity for Mayor and Council to engage directly with summer residents.

According to a 2003 survey, summer residents are an \$85 Million part of the local economy. In late 2013, the City, through Economic Development, partnered with LOWDPOA to update the Economic Impact survey.

The City's Economic Development Plan focuses on Kenora's proximity to Winnipeg and Manitoba for business attraction, permanent residents, summer residents and visitors.

Budget:

Council Travel and per Diem
Exhibit Agreement \$787.50 (Tourism & Economic Development)

Communication Plan/Notice By-law Requirements:

N/A



April 1, 2014

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: NOHFC Agreement – Phase III Downtown Revitalization

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into an agreement between the Corporation of the City of Kenora and Northern Ontario Heritage Fund (NOHFC) for Phase III Downtown Revitalization; and further

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

Background:

In 2013, the City of Kenora received funding support NOHFC and FedNor to complete the detailed engineering design and Class C cost estimates for Phase III Downtown Revitalization.

Applications for funding for the capital costs for Second Street were completed once the Class C cost estimates for Second Street were available.

The Northern Ontario Heritage fund has approved \$2 Million for the project. The Agreement has been received and reviewed and is now ready for execution.

Budget:

\$6 Million project/\$2 Million City of Kenora portion

Communication Plan/Notice By-law Requirements:

N/A



April 1, 2014

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: 2014 Water & Wastewater Systems Monthly Summary
Report- February**

Recommendation:

That Council of the City of Kenora hereby accepts the February 2014 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 2014 Water and Wastewater Systems Monthly Summary Report for February.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

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

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

February 2014

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 February 2014 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:

- Feb 3rd
- Feb 10th
- Feb 18th
- Feb 24th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced failed cooling fan on Zone 3 #2 VFD.
- Replaced failed turbidimeter bulb on filter #4.
- Rebuilt pre chlorinator with PM kit.

2.4 Training

- There was no training in February

2.5 Water Quality Complaints

There were no water quality complaints throughout the month of February.

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

- February 3 - Dug and repaired the watermain break at: 920 Highway 17 E. (Days Inn, Kenora).
- February 8 - Dug and repaired watermain break at: 7 Bunny Street.
- February 10 - Dug and repaired watermain break at: 19 Florence Avenue.
- February 12 - Dug and repaired service leak at: 820 Fourth Avenue South.
- February 14 - Dug and repaired watermain break at: Mellick Avenue at Tenth Street North.
- February 25 - Dug and repaired watermain at: 207 First Street South.
- February 27 - Dug and repaired watermain break at: 700 Block of Second Street South.
- February 28 - Dug and repaired watermain break at: 700 Block of First Street South.

3.1.2. Wastewater Collection

- February 1 - Rodded plugged sewer at: 902 First Street South
- Steamed frozen sewer at: 6 Mascot Avenue.
- February 2 - Flushed plugged sewer at: 513 Fourth Avenue South.
- February 3 - Steamed and flushed plugged sewer at: 603 Park Street.
- February 5 - Steamed frozen sewer at: 628 Sixth Avenue South.
- February 7 - Steamed frozen sewer at: 135 Mellick Avenue.
- February 10 - Rodded plugged sewer at: 103 Minto Crescent.
- February 11- Rodded plugged sewer at: 314 Seventh Avenue South
- Steamed frozen sewer at: 817 Fourth Avenue South.
- February 12- Steamed frozen sewer at: 817 Fourth Avenue South.
- February 16 – Flushed sewer main at: First Avenue South at Seventh Street South.
- February 19 - Steamed sewer at: 1422 Highway 17 East.

- February 21- Rodded plugged sewer at: 514 Sixth Avenue South.
- February 23 - Flushed sewer main at: 806 Fourth Street North
- Steamed sewer at: 401 Seventh Avenue North.
- February 25 - Steamed frozen sewer at: 514 Sixth Avenue South
- Flushed sewer main at: First Avenue South at Seventh Street South.
- February 26 - Flushed sewer main at: North on Mikado Avenue from Tenth Street North.
- February 27 - Steamed frozen sewer at: 734 Park Street.

3.1.3. **Water Thaws:** City Property – 74 Private Property – 0

3.2 Training

- February 28 - Biman Paudel, Ray Lunam and Dave King went to Dryden to write exams for their Class II and Class I MOE Water Distribution and Wastewater Collection Certifications.

3.3 Water Quality Complaints

There was no water quality complaints reported to the Water Treatment Plant for the month of February.

3.4 Boil Water Advisory(s) - 2014

There were one (6) boil water advisories issued in the month of February.

Date and Location:

- February 7th: 10 residents at Bunny Street.
- February 10th: 18 residents at Florence Avenue, 13 residents at Doner Avenue and 13 residents at Anne Crescent.
- February 20th: 1292 Heenan Place.
- February 26th: 17 residents at Third Street North, 6 residents at Fourth Street North and 2 residents at Eighth Avenue North.
- February 27th: 51 residents at Second Street South, 2 residents at Sixth Avenue South and 3 residents at Seventh Avenue South.
- February 28th: 6 residents at First Street South, 2 residents at Eighth Avenue South, 7 residents at Railway Street and 10 residents at Park Street.

3.5 Other Information

Due to extreme cold temperatures there were seven (7) major watermain breaks and about ninety five (95) reported cases of frozen water lines for the month of

February.

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 February 26th, 2014 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 170 [mg/L]
- b. Total BOD Final Effluent: 6.0 [mg/L]- limit is 25[mg/L].
- c. Total Suspended Solids Raw Sewage: 220 [mg/ L]
- d. Total Suspended Solids Final Effluent: 5 [mg/ L] - limit is 25[mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on February 5, 12, 19, 26 2014 - Results: Organisms/100 ml

- a. Geometric Means Total of 33.1
- b. 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 33.1, which is well within the limit of 200. Plant reduction of BOD is 97% and of suspended solids is 98%.

4.3 Maintenance

- 4.3.1. Replaced belts on west sludge pump.
- 4.3.2. Removed rotors from east sludge pump. To be repaired.
- 4.3.3. Ordered spare belts for sludge pumps.
- 4.3.4. Cleaned and re soaped Bank A on UV disinfection system.
- 4.3.5. Discussed and received quotes for 2014 budgeted items.
- 4.3.6. Completed the Ministry of Labour Order for February 28th deadline.
- 4.3.7. Completed the Ministry of Environment Annual Report for the Waste Water Treatment Plant as required by the Certificate of Approval.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- 4.5.1. February 26th, 2014 – Health and Safety Inspection was performed by Gord St. Denis.

Schedule "A"

**Water Systems Flow and Operating Data
Monthly Summary Report - 2014**

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	195295	186497											381792
Maximum Daily Influent Flow	m ³ /day	7822	8775											16597
Minimum Daily Influent Flow	m ³ /day	5277	5889											11166
Average Daily Influent Flow	m ³ /day	6300	6661											12961
Maximum Daily Instantaneous Influent Flow	m ³ /day	18722	18720											37442
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	182996	173656											356652
Maximum Daily Effluent Flow	m ³ /day	7513	8199											15712
Minimum Daily Effluent Flow	m ³ /day	4996	5499											10495
Average Daily Effluent Flow	m ³ /day	5903	6202											12105
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4											9
Number of Treated Samples Taken		5	4											9
Number of Distribution Samples Taken		30	24											54
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		6	22											28
<u>Callouts</u>														
Major		0	0											0
Minor		1	1											2

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.	142,528	191,815												334,343
Maximum Daily Influent Flow	m ³ /day	5,997	8,885												14,882
Minimum Daily Influent Flow	m ³ /day	3,526	5,095												8,621
Average Daily Influent Flow	m ³ /day	4,597	6,187												10,784
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	182,301	238,125												420,426
Average Daily Flow	m ³ /day	5,880	7,937												13,817
Samples															
Weekly Bacteriological --ALS Labs		5	4												9
Number of Raw Samples Taken		1	1												2
Number of Treated Samples Taken		6	5												11
Geometric Means (Bacti Samples)		18.7	33.1												
Sludge Hauled to Landfill	yds/mon.	300	405												705
Callouts															
		9	2												11



March 30, 2014

**City Council
Committee Report**

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Vendor at Discovery Centre

Recommendation:

That Council of the City of Kenora authorizes the Property & Planning Department to proceed with a Request for Proposals (RFP) to establish a non-motorized water sport sales/rental booth on municipal property between the Friday of May Long Weekend to and including the first Monday in September at the Lake of the Woods Discovery Centre (upper parking lot); and further

That these changes be reflected in the City's new Business Licensing By-law, currently under review and which is expected to be adopted prior to July, 2014 which will thereby repeal By-law Number 81-2012.

Background:

In January of 2014 Council authorized the Property and Planning Department to proceed with a Request for Proposals (RFP) for mobile food vendors at the Discovery Centre and Kenora Harbourfront. As a result of the request for proposals the department received a proposal for the Discovery Centre for both a mobile food vendor and rentals/sales of Stand Up Paddle Boards. As the rental/sales of Stand Up Paddle Boards and/or other non-motorized boating activities were not part of the original RFP staff can not recommend this portion of the proposal be accepted. The requestor has agreed to operate the food truck whether or not the sales/rentals of Stand Up Paddle Boards is accepted. Stand Up Paddle Board yoga would also be offered.

To continue the promotion of Kenora as "North America's Premier Boating Destination" and promote healthy lifestyle choices, the Property and Planning department would like to issue an RFP to allow the sales/rentals of non-motorized water sport equipment at the Discovery Centre for the 2014 season.

Impact to Budget:

Revenues from the vendors for leased space and access to electrical services. Revenues will be used to offset expenses for running the related facilities.

Communication Plan/Notice By-law Requirements:

Clerk/Facilities/Manager, Property & Planning/Lake of the Woods Development Commission



City of Kenora REQUEST FOR PROPOSALS

2014 non-motorized water sport rentals and/or sales Vendors

Lake of the Woods Discovery Centre

1.0 INTRODUCTION

The City of Kenora invites proposals from qualified businesses to operate non-motorized water sport rentals and/or sales at the Lake of the Woods Discovery Centre.

2.0 SCOPE OF WORK and DELIVERABLES

The successful Proponent will be required to provide all the services necessary to provide a self-contained operation. All participants are required to abide by the following:

- Must have a valid City of Kenora Business License
- Must be open seven (7) days per week between the hours of 11 a.m. and 4 p.m. Vendors will be permitted to set up by June 1st and will be required to operate until Monday September 1, 2014.
- Vendors shall ensure that appropriate measures are in place to protect the municipal sidewalk and property from damage, deterioration or disrepair. Vendors will be responsible for keeping their area neat and tidy, including washing their sidewalk area with a recommended environmentally friendly cleaner to ensure that their venue does not leave a stain on the City infrastructure.
- Vendors must apply by all applicable, relevant, municipal, provincial and federal legislation.
- Vendors are not permitted to set up tables and chairs.
- The vendor may have to provide their own power source.
- Vendors will have access to the City Water via a hose
- Vendors are required to properly dispose of any grey water, they will not be granted access to City Sewer services for pump out.

- Vendors will be required to pay monthly rent as specified in their proposal plus applicable taxes.
- Vendors to dispose of their garbage on a regular daily basis and not be left outside of the unit.
- Any structures brought onto the Discovery Centre property will be a maximum of 40' x 10' and be clean, neat, tidy, and aesthetically pleasing, colour photographs must accompany the proposal.

3.0 REPORTING REQUIREMENTS

The City of Kenora is responsible for the operations at the Lake of the Woods Discovery Centre. The primary point of contact for the proponent will be the Tourism Development Officer.

The Tourism Development Officer will

1. Act as the primary contact person
2. Provide the Proponent with any assistance required to set up their operation.

4.0 TIME FRAME

The proponent will be required to have their booth open at the Discovery Centre from June 1, 2014 to Sept. 1, 2014. They will be required to be open 7 days a week from 11 a.m. – 4 p.m.

5.0 PROPONENT PROPOSAL

The proponent shall prepare a proposal which clearly indicates how the proponent will carry out its operations. The proponent's proposal must contain at least, but not be limited to:

1. The name(s) and contact information for the individual(s) who will serve as the client contact.
2. Copy of Business License
3. Size and description of vending unit, which will include photos of unit.
4. Electrical Requirements and self-power options
5. Plan for maintaining a clean site
6. A detailed description outlining the items that will be sold/rented in your booth and pricing
7. References for similar or related projects
8. Rent payable per month exclusive of applicable taxes

6.0 EVALUATION CRITERIA

The City of Kenora reserves the right to reject any or all proposals submitted.

Should more proposals be received than locations available, vendors will be selected based on experience, references and product mix.

7.0 REFERENCE MATERIAL

Reference materials will be sent electronically upon request

Site Plan detailing locations

8.0 CONTRACT

The Proponent shall enter into a contract with the City of Kenora. The contract shall include this RFP and the Proponent Proposal and for the agreed upon amount.

8.1 CHANGING THE CONTRACT

The contract may be revised during the project provided a complete analysis of the effect of any proposed change is submitted and agreed upon in writing by both parties. This analysis would include an assessment of the impact on target dates and costs.

9.0 SUBMISSION PROCEDURES

The proponents will provide one (1) printed copy of their proposal and a usb drive with the proposal in **pdf** format to the City of Kenora at City Hall by 11 a.m. Thursday, May 1, 2014. Proposals will be accepted in hard copy/usb drive format only. No emailed or faxed submissions will be considered.

Proposals will be placed in a sealed envelope clearly marked:

City of Kenora
Non-motorized water sport rentals and/or sales Vendor RFP 2014
1 Main Street South
Kenora, ON P9N 3X2
Attention: Joanne McMillin, City Clerk

Questions regarding this Request for Proposal may be referred to:

Charlotte Caron
Manager, Property & Planning
807 467 2152
ccaron@kenora.ca



March 31, 2014

**City Council
Committee Report**

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Food Vendor at the Discovery Centre

Recommendation:

That further to a call for proposals for the City's 2014 Mobile Food Program by the Property & Planning Department, Council of the City of Kenora hereby receives the following RFP submitted for the Kenora Discovery Centre:

- Boreal Paddle – Green Machine; and

That in accordance with the Request for Proposal, Council hereby accepts the above food vendor to operate at the Kenora Discovery Centre for the 2014 season; and further

That three readings be given to a by-law authorizing the Mayor and Clerk to execute the required contract for the vendor.

Background:

On January 7, 2014 the Council of the City of Kenora authorized the Property and Planning Department to proceed with a request for proposals for food vendors at the Kenora Harbourfront and Discovery Centre. Three proposals were received for the Kenora Harbourfront and all three were deemed to be acceptable as per the RFP and accepted at the March meeting of council. One RFP was also received for the Discovery Centre, the proposal received included more than a food vendor and confirmation that the vendor would proceed with only the food truck was required before bringing to council, that confirmation has now been received.

Impact to Budget:

\$1,800 Revenues from the vendor for leased space and access to electrical services. Revenues will be used to offset expenses for running the related facility.

Communication Plan/Notice By-law Requirements:

Clerk/Facilities/Manager, Property & Planning/Lake of the Woods Development Commission



March 19, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Transfer and Assumption of Portion of part of James Road and property to be named Mark's Lane

Recommendation:

That the Council of the Corporation of the City of Kenora gives three readings to a by-law to accept and assume a portion of the James Road, described as Parts 8 and 9 on Plan 23R12248; and

That the Council of the Corporation of the City of Kenora gives three readings to a by-law to accept and assume a portion of property to be named Mark's Lane and described as Parts 1, 2 and 3 Plan 23R 12248;

That the Mayor and Clerk be and are hereby authorized to execute any and all documents required to complete this transaction; and further

That the Municipal Solicitor is to coordinate this process.

Background:

In March of 2013, conditional consent was given to application B4/13 Hertz, to create one new lot, and for a lot addition to property which is the driveway for Debbie's Greenhouse. It was identified at this time that the Hertz property did not have public access to Mark's Lane, however used property, owned by the owners of Debbie's Greenhouse, to access the residence and property.

An agreement was made between the two property owners, to transfer lands to each other, to satisfy this matter. At the time, the City also requested that the owners of Debbie's Greenhouse consider transferring a portion of property which would provide a proper alignment for Mark's Lane.

During the surveying of the Hertz lands, it was discovered that a portion of the James Road was located on the property, and that there was a small corner of land, across the James Road, which could be incorporated into the road allowance.

The acknowledgement and direction to transfer the lands to the City was given on March 19, 2014 and this is a housekeeping by-law. The agreement (shown on the air photo) was in principle; the final survey was slightly different, with the same outcomes; access to a public road for Hertz, turnaround area for the City, widening of driveway for Debbie's

Greenhouse (to allow for turning movements of transports) and realignment of Mark's Lane for the City of Kenora.

Budget:

Applicant responsible for costs. City's portion of surveying costs paid from the 2013 Operations budget.

Communication Plan/Notice By-law Requirements:

Agenda for Property and Planning and Council, Property Owners, Municipal Solicitor, Engineering (GIS)



March 19, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Authorize the Mayor and Clerk to enter into agreement of purchase and sale - McKibbon

Recommendation:

That Council of the City of Kenora hereby authorizes the Mayor and Clerk to enter into an agreement of purchase and sale of property described as Park Av Plan M102 btn Clarence St and Verna St; Park Av, Plan M102 N of Verna St; Verna St, PI M102; Lane PI M102 btn Lt 28-36 & Lt 37-45; Lane PI M102 btn Lt 19-27 & Lt 46-54, City of Kenora, in the District of Kenora to Jennifer & Gary McKibbon at the price of \$ 7400 + any applicable taxes, legal and transfer fees; and further

That the purchaser be responsible for all costs associated with the purchase/sale, including fee for provision of the opinion of value and for those associated with the deeming by-law, including registration and fee.

Background:

In February of 2014, Council adopted the following resolution:

11.2. Request to Stop Up Sell and Close - Clarence Street Area

Recommendation:

That the Council of the City of Kenora declares streets and lanes shown on Plan M 102 and described as Verna Street (PIN 42176-0174), and portions of Park Avenue described as PIN 42176-0170 and 42176-0169, and lanes described as PIN 42176-0179 and 0180 as surplus to the needs of the municipality; and

That once the appraisal, surveying and advertising process have been completed, Council give three readings to a by-law to authorize the sale of land to Jennifer Elizabeth Marguerite McKibbon and Gary Morgan McKibbon, at the appraised value as established by Century 21 Reynard Real Estate, plus all associated costs; and

That the Municipal Solicitor be responsible to coordinate the agreement of purchase and sale and transfers of lands, including consolidation; and further

That the purchaser is responsible for all costs associated with the transfers.

This is a housekeeping matter. The required advertising has been completed. Proceeds will be collected upon closing.

Budget: Proceeds to be allocated to planning land sales.

Communication Plan/Notice By-law Requirements:

Manager of Property and Planning, Planning Administrator, Manager of Finance and Administration, Municipal Solicitor, Property Owner



March 24, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: City and OPG – Easement over Lands to be Transferred to Hawryluk

Recommendation:

That the Council of the Corporation of the City of Kenora gives three readings to a by-law to enter into an easement agreement with Ontario Power Generation Inc. for lands described as Part of the road allowance in front of Lot 1, Concession 8, Township of Jaffray, Now fronting Lot 10 Plan M 755, being Part 3 Plan 23R12226, City of Kenora, now PIN 42174-0316; and

That the Mayor and Clerk be and are hereby authorized to execute any and all documents required to complete these transactions; and further

That the Municipal Solicitor is to coordinate this process.

Background:

In January of 2014, Council authorized the transfer of lands (shoreline road allowance) to HAWRYLUK and WESTBURY. One of the conditions of sale was that an easement, in favour of Ontario Power Generation Inc. (OPG), for flooding purposes, be transferred to OPG.

The adoption of this by-law is for housekeeping purposes only, in order to track the transaction in the future.

Budget:

N/A – All costs borne by applicant

Communication Plan/Notice By-law Requirements:

Agenda for Property and Planning and Council, Property Owners, Municipal Solicitor, Engineering (GIS)



March 21, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Site Plan Agreement – Bell’s Point Subdivision

Recommendation:

That the Council of the City of Kenora confirms the execution of two site plan agreements between the City of Kenora and 2193259 Ontario Inc.; and further

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

Background:

In May of 2012, the Kenora Planning Advisory Committee gave conditional approval for the subdivision of land to create 23 new lots (5 backshore lots) on Black Sturgeon Lake. As the result of both an archaeological and fishery assessment, and in order to control development on lands to be used for parking associated with docking, a number of conditions had to be met.

Now that these conditions have been met, and further to the CAO signing off on the acknowledgement and direction to register the agreements, and the Planning Administrator signing the site plan control agreements (per By-law No. 189-2010), this housekeeping by-law is ready for adoption as a way to track the agreement in the future.

Budget:

All costs to be paid by Developer

Communication Plan/Notice By-law Requirements:

Agenda for Property and Planning and Council, Property and Planning, PAC, R & L Bell



1 Apr 2014

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Site Plan and Development Agreements - WSL

Recommendation:

That Council of the City of Kenora hereby authorizes the Mayor and Clerk to enter into a site plan agreement with the owner of Tall Pines Marina/Winnipeg Sports and Leisure, for works associated with the construction of a marina, future boat/personal watercraft/snowmobile sales and service and restaurant, on lands described as K 86, K85, S 7, X 110, PARTROAD ALLOWANCE REM PCL 12853; 13858, 12858, 13880 PLUS; WATER LOTS.

Background:

The owners of Winnipeg Sports and Leisure are developing a marina, future boat/personal watercraft/snowmobile sales and service and restaurant on the east side of Cameron Bay. In September of 2013, Council agreed to fund a portion of the municipal sewer and water services required, and apply for funding to extend services both to development and to the west side of Cameron Bay, for future development.

The project is subject to site plan control, and a development agreement is required for the servicing of the lands.

The agreement has been drawn up by the City's Solicitor, and has been sent for review/editing by the property owners' solicitor. It is anticipated that it will be ready for execution by the end of April. The City of Kenora cannot issue a building permit until the site plan agreement has been executed and registered on title, and it is in the best interest of both parties to proceed with a development agreement which will detail what works will be constructed, where on the property an easement in favour of the City is required, and which party will be paying for each component associated.

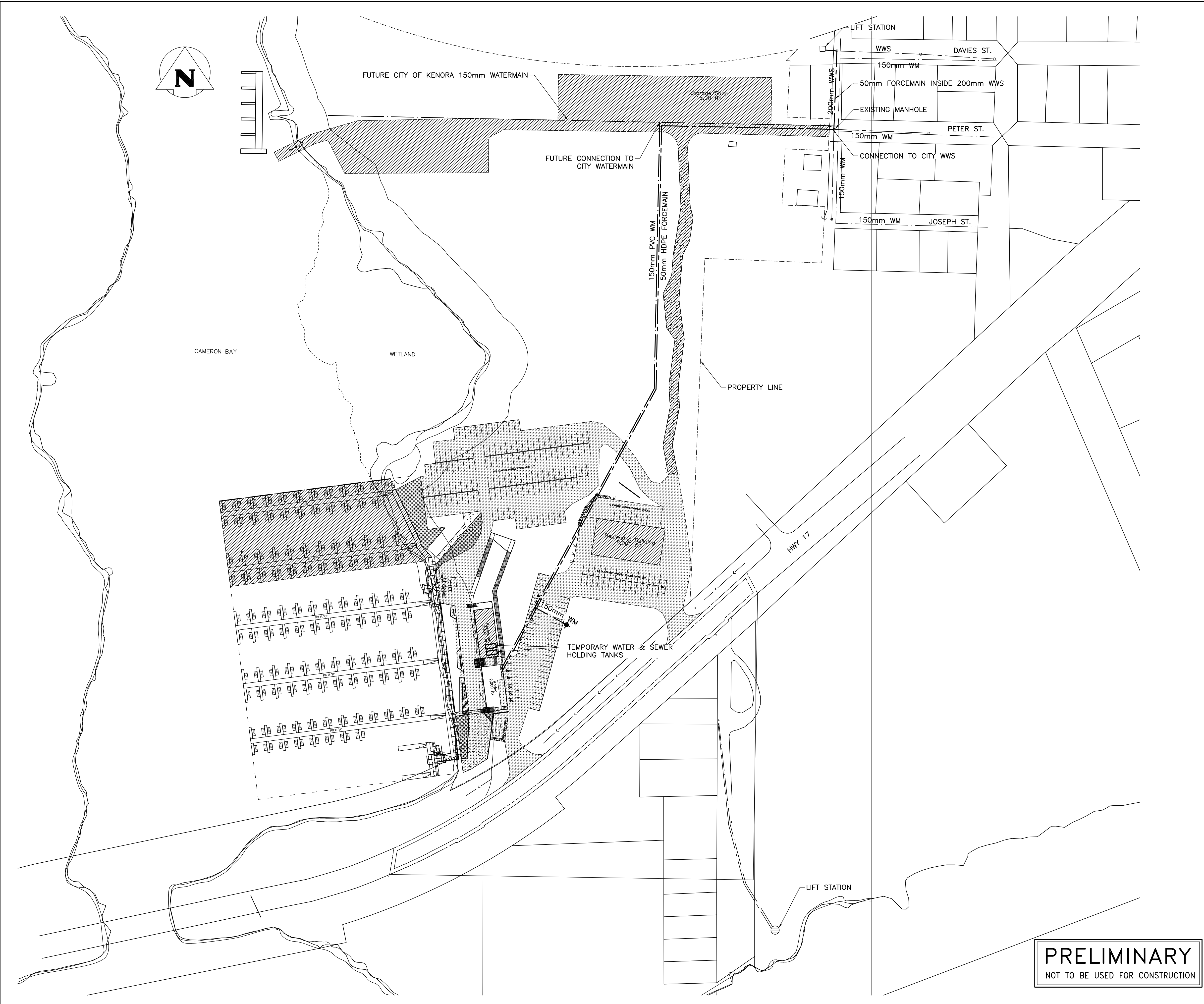
Budget:

Property owner to pay for review of documents, registration of same per Site Plan Control By-law and policy.

Communication Plan/Notice By-law Requirements:

Agenda for Property and Planning and Council, Chief Building Official, Property Owners, Municipal Solicitor, Operations.

File: \\s:\projects\glowern\FMS\14-2558-001\14-2558-001_CALL.dwg - Tab: C01 Plotted By: Glowern 14/03/18 [Tue 9:57am]
 24"x36" PLOT SCALE: 1:1



PROPERTY LIMITS DELINEATION

DELINEATION OF PROPERTY LIMITS AS SHOWN ON THIS DWG DOES NOT REPRESENT A "LEGAL SURVEY". KGS GROUP MAKES NO REPRESENTATION OR WARRANTY AS TO THE ACCURACY OF PROPERTY LIMITS DELINEATED ON THIS DWG, NOR ON THE DIMENSIONAL ACCURACY OF DWG FEATURES RELATIVE TO THOSE PROPERTY LIMITS.

NOTE:
 LOCATION OF UNDERGROUND STRUCTURES AS SHOWN ARE BASED ON THE BEST INFORMATION AVAILABLE. BUT NO GUARANTEE IS GIVEN THAT ALL EXISTING UTILITIES ARE SHOWN OR THAT THE GIVEN LOCATIONS ARE EXACT. CONFIRMATION OF EXISTENCE AND EXACT LOCATION OF ALL SERVICES MUST BE OBTAINED FROM THE INDIVIDUAL UTILITIES BEFORE PROCEEDING WITH CONSTRUCTION.

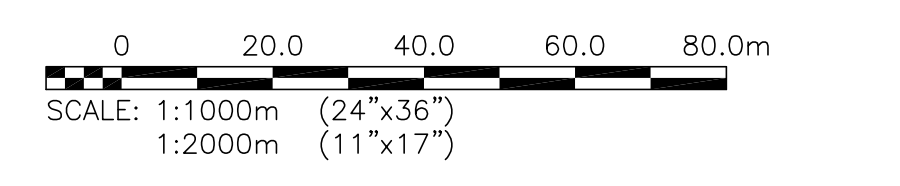
WARNING

1. NOTIFY THE GAS COMPANY OF THE PROPOSED LOCATION OF EXCAVATION.
2. TAKE PRECAUTION TO AVOID DAMAGE TO GAS COMPANY INSTALLATIONS.
3. SEE PROVINCIAL REGULATION 210/72 FOR DETAILS.

METRIC
 WHOLE NUMBERS INDICATE MILLIMETRES
 DECIMALIZED NUMBERS INDICATE METRES

LEGEND:

- NEW WATER MAIN
- NEW SEWER MAIN
- EXIST. WATER MAIN
- EXIST. WASTE WATER
- + NEW FIRE HYDRANT
- ▨ PHASE 1
- ▨ PHASE 2
- EXISTING MANHOLE



A 14/03/18 ISSUED FOR REVIEW		EMS
NO.	YY/MM/DD	DESCRIPTION BY
REVISIONS / ISSUE		
CLIENT:		
DEADHEAD DEVELOPMENTS, INC.		
PROJECT:		
TALL PINES MARINA		
DWG. DESCRIPTION:		
MUNICIPAL SERVICING SITE PLAN		
KGS GROUP CONSULTING ENGINEERS	DESIGN BY:	DATE (YY/MM/DD):
	EMS	14/03/18
	DESIGN CHECK:	DATE:
	DRAWN BY:	DATE:
	GEL	14/03/18
	DWG CHECK:	DATE:
DWG. NO. 14-2558-001 C01		REV. A

PRELIMINARY
 NOT TO BE USED FOR CONSTRUCTION

ENG. STAMP

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

Organ Donor Month April, 2014

Whereas Throughout Ontario, including citizens in Kenora, there are 1,500 Ontarians waiting for an organ transplant; and

Whereas in Ontario one person dies every three days while waiting for an organ transplant; and

Whereas one donor can save up to eight lives through organ donation and enhance as many as 75 others through tissue donation; and

Whereas to increase awareness that registered organ donors save lives and to inform Ontarians about the importance of organ donation, the Trillium Gift of Life Network is leading a campaign to encourage support for organ and tissue donation and designated the month of April as *BeADoner.ca Month*,

Therefore be it Resolved That April, 2014 be hereby proclaimed as 'BeADonor Month' in the City of Kenora and do commend observance to all citizens of our municipality.

Proclaimed at the City of Kenora this 8th day of April, 2014



Mayor David S. Canfield

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

Public Safety Telecommunications Week April 13-19, 2014

Whereas emergencies can occur at any time that require fire or emergency medical services; and

Whereas when an emergency occurs the prompt response of Firefighters and Paramedics is critical to the protection of life and preservation of property; and

Whereas the safety of our Paramedics and Firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Kenora Central Communications Centre; and

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

Whereas Public Safety Telecommunicators are the single vital link for our Paramedics and Firefighters by monitoring their activities by radio, providing them information and insuring their safety; and

Whereas Public Safety Telecommunicators of the Kenora Central Communications Centre have contributed substantially to the suppression of fires and treatment of patients; and

Whereas each Communicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year; and

Therefore be it Resolved That the Week of April 13-19, 2014 be hereby proclaimed as '**National Public Safety Telecommunications Week**' in the City of Kenora, in honour of the men and women whose diligence and professionalism keep our City and citizens safe.

Proclaimed at the City of Kenora this 8th day of April, 2014



Mayor David S. Canfield