



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

**Tuesday, April 8, 2014**  
**9:00 am**  
**City Hall Council Chambers**

- Present:** Deputy Mayor L. Roussin  
Councillor C. Gallivan  
Councillor R. Lunny  
Councillor R. McKay  
Councillor R. McMillan
- Regrets:** Mayor D. Canfield  
Councillor S. Smith  
Karen Brown, CAO  
Lauren D'Argis, Corporate Services Manager  
Rick Perchuk, Operations Manager
- Staff:** Warren Brinkman, Emergency Services Manager  
Sharen McDowall, HR Manager  
Colleen Neil, Recreation Services Manager  
Charlotte Caron, Property & Planning Manager  
Heather Kasprick, Deputy Clerk  
Heather Lajeunesse, Deputy Clerk

**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.

**There were none declared.**

## **3. Confirmation of Previous Committee Minutes**

**Moved by R. McMillan, Seconded by R. McKay & Carried:-**

That the following Meeting Minutes be confirmed as written and ordered filed:-

**Special Committee of the Whole - February 5, 2014  
Committee of the Whole - March 11, 2014**

## **4. Presentations**

N/A

## **5. Deputations**

### **5.1. Kelli Saunders - LOW Water Sustainability Foundation**

Kelli Saunders, International Watershed Coordinator for the Lake of the Woods Water Sustainability Foundation (LOWWSF) was invited to present to Council and provide an update on involvement in the Rainy-Lake of the Woods Watershed. The boundaries of the watershed are shared and therefore governed by Canada and the United States. Kelli gave an overview of activities to date, which originated ten years ago when the City wrote a letter supporting the concept to become more involved in the watershed as there were concerns about water quality of Lake of the Woods. Kelli showed a timeline of activities since, which began with a visit in 2004 by the International Joint Commission (IJC).

Kelli shared that since the last meeting with Kenora City Council, which occurred four years ago in 2010, much has happened. The Task Force was appointed by the IJC in 2010 to go around the watershed to define the water quality issues, in which it was determined that there are many. In August 2012, Minister Baird, Canada's Minister of Foreign Affairs made an announcement to establish an International water quality Board for the Lake of the Woods and Rainy River watershed. In October 2012 the International Watershed Coordinator for LOWWSF position was established and Kelli was hired for the position. In April 2013 the IJC appointed the International Rainy-Lake of the Woods Watershed Board. Since the establishment of the Board other accomplishments such as the Lake of the Woods Basin Water Quality

Plan of Study and the International Watershed Coordination Programs are underway.

The Watershed Board has the mandate for the entire watershed and have been very proactive. The Board consists of 20 members across the basin and is meant to be the eyes and ears of the IJC. It includes one seat for First Nation, one seat for U.S. Tribe, one seat for Metis, 6 local members and are a community and industry advisory group. An overview of the Board duties was provided which includes recommending water quality and/or aquatic ecosystem health objectives for the boundary waters of the Watershed and they maintain continuous surveillance over the quality of the water and health of the Lake of the Woods and Rainy River boundary waters aquatic ecosystem, with particular focus on priority issues within the basin such as water quality, aquatic invasive species, climate change indicators and adaptation, and ground and surface water contamination.

The Water Quality Plan of Study is a process that began with an Expert Assessment Workshop/Webinar that took place in March 2014 with the goal of reviewing what the gaps are and identifying ways to fill those gaps. The Plan of Study process was put together by the Board as directed by the IJC. The final draft of the Plan is due to the IJC in October and they will then analyze the data before making recommendations to the governments. The goal is to have emergency plans in place should an emergency happen (eg. zebra mussels). There will be meetings held in the summer for public review and comment on the Plan prior to its submission to the IJC.

Kelli provided an overview of the International Watershed Coordination Program and her role as International Watershed Coordinator. She works with the IJC/Watershed Board, IMA working group and with other Local Groups, noting that these working groups have been quite successful. The purpose of the Program is to build relationships and provide coordination between local, regional and international partners and to streamline stewardship in the basin with sister projects and educational opportunities.

Kelli concluded with an update on upcoming activities. The Kenora local meeting for community input into the Water Quality Plan of Study will take place in mid-August. The International Watershed Program will be promoted to ensure that all who share the water are working together to protect it. Plans are to continue to promote stewardship through the City Brand and future planning. Kelli encouraged the City to keep up with promotion of the City brand and stewardship as it will prove to be successful. Kelli inquired if the municipalities have regional meetings and if there are opportunities to present information at these meetings to get the word out to ensure understanding by all. It was confirmed

that there are regional meetings. (eg. NOMA, KDMA) Kelli indicated she would be happy to attend and present at any of these meetings.

*Kelli was thanked for her presentation and left the meeting at 9:30 a.m.*

## **6. Business Administration Reports**

### **6.1. K.D.S.B. Report from Councillor Roussin**

Councillor Roussin reported that KDSB is finalizing their 2013 Fourth Quarter report and the detailed report will be sent to Council once it is complete. KDSB is also participating in a strategic planning process which is being completed by their staff and governance committee.

### **6.2. 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.

#### **Recommendation Approved.**

It was agreed that approval be given for up to five Members of Council to attend.

### **6.3. 2014 Capping Options**

#### **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.

**Recommendation Approved.** (resolution and by-law)

#### **6.4. 2014 New Construction New to Class**

**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.

**Recommendation Approved.** (resolution and by-law)

#### **6.5. 2014 Revenue Neutral Tax Ratios**

**Recommendation:**

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

**Recommendation Approved.**

#### **6.6. 2014 Tax Rates and Ratios**

**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.

**Recommendation Approved.** (resolution and by-law)

## **6.7. 2013 Fourth Quarter Contracts**

### **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.

**Recommendation Approved.**

## **6.8. 2013 Council Remuneration Report - 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.

**Recommendation Approved.**

## **6.9. HR Policy Amendments**

### **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.

**Recommendation Approved.** (resolution and by-law)

Corporate matching discounts were explained, whereas if a corporation contributes an amount to a recreation centre membership discount program for their employees, the City will match up to 20% in matching funds, which can provide up to a maximum of 40% off memberships for the corporation's employees. For example if a corporation contributes 10% the City will match the 10% which will provide a 20% discount on the membership for the employee.

## **6.10. Kenora Airport Authority Tax Exemption - By-law & Agreement**

### **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.

**Recommendation Approved.** (resolution and by-law)

It was noted that the tax exemption does not have a time limit, it is a full tax exemption.

#### **6.11. Kenora Aeriales Gymnastics Club Support**

**Recommendation:**

That Council of the City of Kenora hereby supports the request of the Kenora Aeriales 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.

**Recommendation Approved.**

#### **6.12. 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.

**Recommendation Approved.** (resolution and by-law)

It was noted that municipalities are not mandated to regulate taxis. Discussions took place prior to the decision to increase the rates and remain status quo with taxi licensing. There are several illegal taxis operating in the City and it is anticipated that this will become bigger problem if the City did not regulate cabs. The OPP are currently working on addressing the illegal cabs.

### **6.13. Youth Internship 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.

**Recommendation Approved.** (resolution and by-law)

It was confirmed that this position is for services throughout the Northwest Business Centre's jurisdiction.

### **6.14. 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
- 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.

**Recommendation Approved.**

**7. Community Services Reports - no reports**

**8. Economic Development Reports**

**8.1. 2014 LOWDPOA Show Attendance**

**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.

**Recommendation Approved.**

It was noted that the booth at the show has been arranged by the Lake of the Woods Development Commission.

**8.2. Phase III Downtown Revitalization - NOHFC Agreement**

**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.

**Recommendation Approved.** (resolution and by-law)

It was noted that details of funding will come out in a media release at a future date.

**9. Emergency Services Reports - no reports**

**10. Operations Reports**

Councillor McKay reported that in the month of February there were eight water main breaks, 19 frozen sewage lines and 95 homes with frozen water lines.

Deputy Mayor Roussin inquired if the City will be looking at prevention control, whether or not the Operations department is looking at this as a bad winter and frost year or if it is lack of funding for infrastructure, as a contributor to the problem. It is believed it is a combination of factors and an analysis will be completed by the department to make some determinations. The remaining life expectancy of the infrastructure will also be reviewed as part of the analysis.

It was suggested by Councillor McMillan that it is key for Council to meet with staff in the upcoming months to review the specifics of the issues which were dealt with during this winter.

#### **10.1. Water Wastewater Systems Monthly Summary February 2014**

**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.

**Recommendation Approved.**

### **11. Property & Planning Reports**

#### **11.1. Discovery Centre Vendor RFP**

**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.

**Recommendation Approved.**

#### **11.2. 2014 Food Vendor Contracts - 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.

**Recommendation Approved.** (resolution and by-law)

**11.3. Assumption of Portion of Mark's Lane and James Road**

**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.

**Recommendation Approved.** (resolution and by-law)

**11.4. 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, Pl M102; Lane Pl M102 btn Lt 28-36 & Lt 37-45; Lane Pl 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.

**Recommendation Approved.**

**11.5. Easement over Lands to be Transferred - 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.

**Recommendation Approved.** (resolution and by-law)

**11.6. Site Plan Agreements - 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.

**Recommendation Approved.** (resolution and by-law)

**11.7. Site Plan and Development Agreement - 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.

**Amended 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; and further

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

**Recommendation Approved.** (resolution and by-law)

Amended recommendation reflects that a by-law is required to authorize the agreement.

## **12. Proclamations**

**Deputy Mayor Roussin read the following Proclamations:-**

- i) Organ Doner Month – April 2014
- ii) Public Safety Telecommunications Week - April 13-19

## **13. Other**

**There were two new items introduced:-**

### **a) Leadercast Seminar Attendance**

**Recommendation:**

That authorization is hereby given for the following Members of Council to attend the 2014 Leadercast seminar taking place in Kenora on May 9, 2014:-

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

**Recommendation Approved.**

Council will advise by the end of the day today if they would like to attend.

### **b) Rail Safety Week Resolution**

**Recommendation:**

Whereas *Public - Rail Safety Week* is to be held across Canada from April 28 to May 4, 2014; and

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens; and

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness; and

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

Therefore be it resolved that the Council of the Corporation of the City of Kenora supports national *Public – Rail Safety Week*, to be held from April 28 to May 4, 2014

**Recommendation Approved.**

Warren Brinkman will look into Operation Lifesaver prior to Council approval to ensure validity of organization.

**14. Date of Next Meeting**

Tuesday, May 13, 2014

**15. Adjourn to Closed**

**Moved by R. McMillan, Seconded by R. McKay and Carried:-**

That this meeting now be adjourned at 10:36 a.m.; and further  
That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Council to move into a Closed Session to discuss items pertaining to the following matters:-

**i) Disposition of Land (1 item); and further**

That in accordance with Section 13.11 of Procedural By-law #90-2013, Committee hereby gives unanimous consent of the members present to continue meeting, if required, beyond the three hour curfew of 12:00 p.m. until the established agenda is completed.

**16. Reconvene to Open Meeting**

**Moved by R. Lunny, Seconded by C. Gallivan & Carried:-**

That this meeting be now declared closed at 10:55 a.m.; and further

That Committee reconvenes to the Open Meeting with the following direction/reports from its Closed Session:

-to discuss a transfer of a portion of the Industrial Park Lands

**Disposition of Land:-**

**a) Transfer of Municipal Property – Industrial Park**

**Recommendation:**

That the Council of the City of Kenora directs staff to proceed with a transfer of a portion of municipal property, known as the Kenora Industrial Park and notionally described as Lot 3.

**Recommendation Approved.**

**17. Close Meeting**

Meeting closed at 10:56 a.m.