



# City of Kenora Committee of the Whole of Council Agenda

Tuesday, February 11, 2014  
9:00 am - 1:00 pm  
City Hall Council Chambers

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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 February 18, 2014 meeting:-

-Council will approve \$30,000 in expenditures for Coney Island Wharf Rehabilitation

-Council will will adopt a by-law to rename Clarence Street to Round Lake Ridge and name the lane commonly known as Clarence Street as Clarence Street.

**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**

-Regular Committee of the Whole meeting held January 14, 2014

-Special Committee of the Whole meeting held January 21, 2014

-Special Committee of the Whole meeting held January 22, 2014

**4. Deputations**

4.1 Rotary Club of Kenora - Fred Wright

**5. Presentations**

5.1 Kenora District Services Board - Dan McNeill

**6. Business Administration Reports**

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| <b>9.</b>  | <b>Emergency Services Reports - no reports</b>                        |         |
| <b>10.</b> | <b>Operations Reports</b>   |         |
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| <b>12.</b> | <b>Other</b>  |         |
| <b>13.</b> | <b>Date of Next Meeting</b>   |         |
|            | Tuesday, March 11, 2014   |         |

**14. Adjourn to Closed**

That this meeting be now declared closed at \_\_\_\_\_ ; 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 (3 items)
- ii) Education & Training (1 item)
- iii) Personal Matter about an Identifiable Individual (1 item); and further

That in keeping with Section 239 (3.1) for the educational and training session, the meeting for this purpose is held, 1) to educate/train the members, and 2) no member will discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Committee during this particular session

**15. Reconvene to Open Meeting**

**16. Close Meeting**



**February 4, 2014**

**City Council  
Committee Report**

**TO: Mayor and Council**

**FR: Jennifer Findlay, Economic Development Officer**

**RE: City of Kenora Strategic Planning – Applications for Funding (FedNor)**

**Recommendation:**

That Council of the City of Kenora approves the submission of a request for funding to the Federal Economic Development Agency for Northern Ontario (FedNor) for \$30,000 for the completion of the City of Kenora's comprehensive strategic plan; and further

That the City of Kenora is committed to funding up to \$20,000 for this project and is willing to cover any project cost overruns.

**Background:**

The recommendation is specifically worded to provide the funder with the resolution they need to proceed with the funding application process.

The City of Kenora has applied to FedNor and NOHFC for a Strategic Planning project with total costs of up to \$100,000. The project has two components:

1. Strategic Plan development phase which will be completed by Urban Metrics consulting group in partnership with the City of Kenora's I-Team; and
2. Strategic Plan communication and early implementation phase which will be initiated following the adoption by Council of the Strategic Plan in June 2014. This phase of the project will ensure that the community and key stakeholder groups have a strong understanding of the Strategic Plan and their role in the successful implementation of the Plan.

**Impact to Budget:**

Up to \$20,000 City of Kenora contribution

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

I-Team



**February 4, 2014**

**City Council  
Committee Report**

**TO: Mayor and Council**

**FR: Jennifer Findlay, Economic Development Officer**

**RE: City of Kenora Strategic Planning – Applications for Funding (NOHFC)**

**Recommendation:**

That Council of the City of Kenora approves the submission of a request for funding to the Northern Ontario Heritage Fund (NOHFC) for \$50,000 for the completion of the City of Kenora's comprehensive strategic plan; and further

That the City of Kenora is committed to funding up to \$20,000 for this project and is willing to cover any project cost overruns.

**Background:**

The recommendation is specifically worded to provide the funder with the resolution they need to proceed with the funding application process.

The City of Kenora has applied to FedNor and NOHFC for a Strategic Planning project with total costs of up to \$100,000. The project has two components:

1. Strategic Plan development phase which will be completed by Urban Metrics consulting group in partnership with the City of Kenora's I-Team; and
- 2.
3. Strategic Plan communication and early implementation phase which will be initiated following the adoption by Council of the Strategic Plan in June 2014. This phase of the project will ensure that the community and key stakeholder groups have a strong understanding of the Strategic Plan and their role in the successful implementation of the Plan.

**Impact to Budget:**

Up to \$20,000 City of Kenora contribution

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

I-Team



**29 January 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Joanne L. McMillin, City Clerk**

**RE: 2014 Annual AMO Conference Attendance – London, ON**

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### **Recommendation:**

That authorization be and is hereby given for the following Members of Council to attend the 2014 Annual Conference of the Association of Municipalities of Ontario (AMO) taking place in London, August 17-20, 2014:-

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

### **Background:**

Typically various Members (and the CAO) attend the annual meeting of the Association of Municipalities of Ontario (AMO), held every year in a different municipality in southern Ontario. This year the conference will take place in London, ON and 5 rooms will be reserved for attendances.

### **Budget:**

Council's Travel and Conference budget.

### **Communication Plan/Notice By-law Requirements:**

Deputy Clerk to be advised of number/names for room reservations and registration.

AMO AGM and Annual Conference  
August 17 - 20, 2014 | London, Ontario



# Keynote Speakers



## Amanda Lang

Senior Business Correspondent, CBC News

*Back by Popular Demand!* Amanda Lang has a front-row seat to the world's daily top stories in business, politics, and economics. Join her as she shares her perspective on the opportunities and risks facing the Canadian economy.



## Dr. Greg Wells

CTV Sport Science Analyst | Human Physiologist | Athletic Coach

In high performance business situations, the human mind and body have to work together for ultimate results. Dr. Greg Wells says that athletes are not the only ones to face pressure, setbacks and performance on demand! We all need to find a way to excel. Learn how the mind and body can work together for the ultimate results.



## David Phillips

Senior Climatologist, Environment Canada

Canadians love to boast about their weather! One of the snowiest countries in the world is also home to the chosen frozen! But something seems to be happening. Ontario has seen some of the most extreme weather conditions over the past few years. Hear from David how our climate is changing and how we, as municipal leaders, can best prepare for and manage these changes.

**Registration is now open!**

Further details on the Conference including hotel and travel details are available on our website at [www.amo.on.ca](http://www.amo.on.ca)



Please send completed form to AMO Events via fax 416.971.9372 | via e-mail [events@amo.on.ca](mailto:events@amo.on.ca)  
via mail to 200 University Avenue, Suite 801, Toronto, ON., M5H 3C6 or register online at [www.amo.on.ca](http://www.amo.on.ca)

### REGISTRANT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality/Organization: \_\_\_\_\_

Full Mailing address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
 \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_  This is my first time attending the AMO Conference

Dietary needs: \_\_\_\_\_

Other needs (mobility, special requirements etc...): \_\_\_\_\_

### CAUCUS VOTING (AMO MEMBERS ONLY)

The AMO By-Law directs that each delegate who is an elected municipal official and an AMO member municipality is eligible to vote. It is up to each elected municipal official to indicate which caucus best represents his or her interests. Assignment of the Monday Lunch is also based on the identified caucus. You **MUST** declare a caucus when submitting this conference registration form. **July 18, 2014 is the last date for changing Caucus.**  
 After July 18, 2014 changes to a declared Caucus are not permitted.

Please indicate which caucus you wish to participate in:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> County   | <input type="checkbox"/> Large Urban          |
| <input type="checkbox"/> Northern | <input type="checkbox"/> Regional/Single Tier |
| <input type="checkbox"/> Rural    | <input type="checkbox"/> Small Urban          |

### REGISTRATION FEES (FEES IN BRACKETS INCLUDE HST)

| Registration Type   | AMO Member and Supporter Rates |                        |                  | Non Member Rates          |                        |                   |
|---|--------------------------------|------------------------|------------------|---------------------------|------------------------|-------------------|
|   | Early Bird<br>Ends Mar 28      | Regular<br>Ends Aug 15 | On Site          | Early Bird<br>Ends Mar 28 | Regular<br>Ends Aug 15 | On Site           |
| <input type="checkbox"/> Full with Banquet Ticket             | \$670 (\$757.10)               | \$720 (\$813.60)       | \$790 (\$892.70) | \$860 (\$971.80)          | \$920 (\$1039.60)      | \$960 (\$1084.80) |
| <input type="checkbox"/> Full, No Banquet Ticket              | \$600 (\$678.00)               | \$655 (\$740.15)       | \$720 (\$813.60) | \$720 (\$813.60)          | \$820 (\$926.60)       | \$910 (\$1028.30) |
| <input type="checkbox"/> One Day: Monday, Aug 18              | \$365 (\$412.45)               | \$365 (\$412.45)       | \$450 (\$508.50) | \$430 (\$485.90)          | \$490 (\$553.70)       | \$500 (\$565.00)  |
| <input type="checkbox"/> One Day: Tuesday, Aug 19             | \$365 (\$412.45)               | \$365 (\$412.45)       | \$450 (\$508.50) | \$430 (\$485.90)          | \$490 (\$553.70)       | \$500 (\$565.00)  |
| <input type="checkbox"/> Half Day: Wednesday, Aug 20          | \$195 (\$220.35)               | \$205 (\$231.65)       | \$205 (\$231.65) | \$235 (\$265.55)          | \$245 (\$276.85)       | \$245 (\$276.85)  |
| <input type="checkbox"/> Extra Tuesday Evening Social Tickets | \$75 (\$84.75)                 | \$75 (\$84.75)         | \$75 (\$84.75)   | \$75 (\$84.75)            | \$75 (\$84.75)         | \$75 (\$84.75)    |

### PAYMENT INFORMATION

Registration Fee including HST + I would like to order \_\_\_\_\_ extra Tuesday Evening Social tickets at \$75 plus HST each = Total Amount to be remitted

Registration will not be processed without some form of payment indicated.

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Cheque payable to:<br>Association of Municipalities of Ontario<br>200 University Avenue, Suite 801<br>Toronto, ON., M5H 3C6      | <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA<br>Credit Card # _____<br>_____<br>Name on Card: _____ | <b>Please note a 5% (plus HST) administration fee will be applied to all credit card transactions.</b> |
| <input type="checkbox"/> Please invoice me<br>(option only available to Ontario Municipalities)      Expiration Date: _____ / _____      Signature: _____ |  |  |

**Cancellation Policy:** Cancellations must be made in writing before July 11, 2014. An administration charge of \$70.00 plus HST (\$79.10) will apply. Any cancellations made after July 11, 2014, will not be refunded.





**February 3, 2013**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Lauren D'Argis, Corporate Services Manager**

**Re: Coney Island Wharf Rehabilitation Prior to 2014 Budget Approval**

### **Recommendation:**

That Council hereby approves the \$30,000 in expenditures relating to the Coney Island Wharf Rehabilitation prior to the finalization of the 2014 budget; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to include the purchase under the 2014 Capital Budget, pending approval, at its February 18th, 2014 meeting; and further

That Council hereby gives three readings to a by-law for this purpose.

### **Background:**

The work to the Coney Island Wharf is most cost-effectively done over an ice road. The only time that such work can be completed is between mid-February and mid-March.

There were two amounts in the 2013 approved budget that were not used because the budget was not approved until after the appropriate ice road season.

- 3828060 Coney Island Wharf Rehabilitation \$20k and
- 3819500 dock inventory replacement \$10k

These amounts are now on the carry forward list in the draft 2014 budget and earmarked as one project for the Coney Island Wharf Rehabilitation. The original estimate of \$20k was determined insufficient for this project.

The project will include the provision of the ice road, demolition of wharf #1, installation of a pipe foundation, new deck, the re-attachment of existing finger docks and clean up.

Given that the capital budget will not be approved in time to hire the contractor, council is being asked to approve this purchase by this resolution.

### **Budget:**

Funding for the Coney Island Wharf Rehabilitation has been included in the 2014 draft capital budget as a 2013 carry forward project.

### **Communication Plan/Notice By-law Requirements:**

None required.



**February 3, 2013**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Lauren D'Argis, Corporate Services Manager**

**Re: December 2013 Preliminary Monthly Financial Statements**

### **Recommendation:**

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

### **Background:**

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

Final results will not be available for several months. They will be presented to you in the format of the annual report as soon as they are available.

### **Overall:**

- The preliminary results for all Departments are better than budget with the exceptions of Environmental, Social & Family and Health.
- Stores purchases and aggregate stockpile purchases for May – December have not yet been submitted to finance. The anticipated impact of this is just over \$40k in expenses.
- Any invoices, VISA statements or other expenses relating to 2013 and not yet received by Finance are not in these numbers and will cause variances to change.
- Any 2013 expenses received after February 28, 2014 in finance will be charged to the 2014 budget (pending auditor approval), consequently reducing the amount available to spend in 2014. This is necessary to ensure the 2013 year end process is efficient.
- In preparation for the 2013 year end process, the GL has been rolled over. This means that the 2013 actual and budget information is included in the "previous year" column.

### **Expenditures:**

- At the end of December, the fiscal year is complete. If preliminary results are on budget, there should be 0% of the budget remaining. Any negative % variance indicates results better than budget.
- **General Government** - The General Government preliminary results are under-budget with 7% of the budget unspent.

IT preliminary results are on budget despite the purchase of required Microsoft licenses in September. \$82.5k will be funded through the IT reserve per bylaw 50-2013. The amount will continue to show in this line until the end of the year. Once it is removed, IT should finish the year under budget.

Preliminary expenses related to the city's rental buildings have already slightly exceeded the total annual budget.

Preliminary results show Human Resources as over budget due primarily to a penalty paid to the Ministry of Labour.

Finance and the Human Resources advertising budgets are over due to the number of job advertisements that have been required.

The expenses for the 2013 Financial Statement audit have not yet been posted. They should increase the expenses in Finance by about \$37k. Finance will still, however, be overall under budget. A large part of the reason for the overall underage is caused by not having a Corporate Services Manager for the entire year. Renovations of the interior of City Hall have been done that were not included in the budget. They were necessary for the move of the IT department. These overages of about \$19k have been offset by underages in other spending. The Condenser Cooling Tower project came in \$30k under budget, The Crawl Space Coverage \$30k was cancelled and exterior renovations \$35k are on the carry forward list in the 2014 draft budget.

The Mayor & Council's travel expense will most likely end the year 34% under budget.

- **Protection** – The Protection Department preliminary results are overall under-budget. Of note is KPS Disbandment which shows \$17,579 of expenses against zero budget. These are the post-employment benefit expenses for which the payable has already been created. By the end of the year, an adjustment will be made that will reduce or remove this expense.

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

- **Transportation** – The Transportation Department preliminary results are under-budget by 2%.

Maintenance for Paved Roads is over budget. Maintenance for Surface Treated Roads is underspent enough to cover the Paved Roads overage.

Winter Control is over budget in part at least due to a purchase of winter sand. The un-used portion of this sand will be moved to inventory at year end and expensed as it is used. It is anticipated that Winter Control will still be over budget once the adjustments are made.

Bridge maintenance is under budget due to the postponement of the engineering and design work for the Parson Street and Matheson Street bridges.

Parkade Rental preliminary results are under budget due to the changes in the project to rehabilitate the concrete. This project ballooned in size and is therefore in the 2014 draft capital budget.

In the Engineering cost centre, GIS maintenance is over-budget due to the timing of the ESRI annual license. Other line items are under-budget leaving the Engineering cost centre better than budget.

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

- **Environmental** – The Environmental Department preliminary results are 1% over budget.

At the Water Treatment Plant, repairs and maintenance and chemical purchases are higher than plan. This is offset, however, as very little of the materials & supplies budget has been spent.

The Solid Waste Vehicle cost centre is not contributing as expected. We expected to see a larger negative expense to date. It is likely that the impacts of not

charging out the vehicles at the rate that we expected is causing other Solid Waste departments to have fewer expenses than anticipated.

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

The Sewer Lift Stations expenses are already exceeding the full year budget with some stations costing far more than others. These budget overages are still offset in other areas in the Environmental Department.

- **Health expenditures** – Health preliminary results are over budget. The LOW Cemetery cost to the city is \$19k higher than expected. The city covers the difference between the cemetery's sales and expenses. 2013 Cemetery preliminary sales results are lower than budget while expenses match budget.
- **Social and Family** – The transfers are on budget. Of note are Welfare Administration and Kenora Day Care which show expenses against zero budget. These are the post-employment benefit expenses for which the payable has already been created. By the end of the year, an adjustment will be made that will reduce or remove this expense.
- **Recreation & Cultural** – Overall Recreation & Cultural preliminary results are on budget. Preliminary results for expenses at the KRC Complex are over budget mostly in contracted services which is over due to the new event centre consulting fees and an increase in cleaning costs and training. The MSFC Pool has had an unexpected insurance expense and additional repairs and maintenance to bring it over-budget. The improvements to the library building did not take place as planned in 2013 leaving the library \$88k under budget. Invoices for at least \$20k are still expected. So far, one of the two uncompleted projects has been added to the carry forward list in the draft 2014 budget.
- **Planning & Development** – Planning & Development preliminary results are under budget by 13%. Some individual line items are over budget such as contracted services in Planning Operations due to recruitment agency costs. The Special Events cost centre appears to be over budget due to airshow expenses; however there are offsetting revenues. Full time earnings are under budget and not all of the anticipated façade improvement matching expense occurred in 2013.

#### **User Fees:**

- Overall, preliminary results for user fees are falling 4% short of the budget projections.
- General Government is showing revenues slightly below budget in all areas.
- Protection user fees are running under the budgeted projection, this is due, at least in part, to the unrecorded POA revenues.
- Transportation user fees are exceeding budget.
- Environmental user fees are under budget, with all areas lagging behind projections except Garbage Collection, Blue Box collection, Kenora Landfill and Recycling Facility.
- Recreation & Cultural fees are better than budget to the end of December.
- Planning & Development user fees are exceeding budget to date. Some of this overage is in Special Events and is an offset to the airshow expenses.

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

# Report to Council

January - December

|                        | Current Year |                  |                  |            | DRAFT Previous Year |                   |                    |             |
|------------------------|--------------|------------------|------------------|------------|---------------------|-------------------|--------------------|-------------|
|                        | Budget       | YTD Actual       | Variance         | % Variance | Budget              | YTD Actual        | Variance           | % Variance  |
| <b>CITY OF KENORA</b>  |              | <b>2014</b>      |                  |            |                     | <b>2013</b>       |                    |             |
| General Government     | 0            | 331,854          | 331,854          | 0%         | 3,187,071           | 2,959,821         | (227,250)          | (7%)        |
| Protection             | 0            | 827,949          | 827,949          | 0%         | 9,504,394           | 8,884,008         | (620,386)          | (7%)        |
| Transportation         | 0            | 319,659          | 319,659          | 0%         | 4,561,245           | 4,487,505         | (73,740)           | (2%)        |
| Environmental          | 0            | 321,766          | 321,766          | 0%         | 6,860,067           | 6,914,702         | 54,635             | 1%          |
| Health                 | 0            | 153,697          | 153,697          | 0%         | 1,942,675           | 1,961,397         | 18,722             | 1%          |
| Social & Family        | 0            | 152,835          | 152,835          | 0%         | 3,251,158           | 3,252,572         | 1,414              | 0%          |
| Recreation & Cultural  | 0            | 247,657          | 247,657          | 0%         | 4,876,556           | 4,852,176         | (24,380)           | (0%)        |
| Planning & Development | 0            | 73,228           | 73,228           | 0%         | 1,433,478           | 1,249,645         | (183,833)          | (13%)       |
| <b>CITY OF KENORA</b>  | 0            | <b>2,428,645</b> | <b>2,428,645</b> | <b>0%</b>  | <b>35,616,644</b>   | <b>34,561,826</b> | <b>(1,054,818)</b> | <b>(3%)</b> |

# Report to Council

January - December

Current Year

~~DRAFT~~

Previous Year

|  | Budget | YTD<br>Actual | Variance | %<br>Variance | Budget | YTD<br>Actual | Variance | %<br>Variance |
|--|--------|---------------|----------|---------------|--------|---------------|----------|---------------|
|--|--------|---------------|----------|---------------|--------|---------------|----------|---------------|

**General  
Government**

2013

|                              |   |         |         |    |         |         |          |       |
|------------------------------|---|---------|---------|----|---------|---------|----------|-------|
| Mayor and Council            | 0 | 23,644  | 23,644  | 0% | 327,086 | 284,504 | (42,582) | (13%) |
| Municipal Elections          | 0 | 0       | 0       | 0% | 1,272   | 1,272   | 0        | 0%    |
| Administrator's Office       | 0 | 42,724  | 42,724  | 0% | 511,272 | 452,279 | (58,993) | (12%) |
| City Clerk                   | 0 | 24,059  | 24,059  | 0% | 289,878 | 280,332 | (9,546)  | (3%)  |
| Human Resources              | 0 | 33,430  | 33,430  | 0% | 389,294 | 434,497 | 45,203   | 12%   |
| Building & Grounds<br>Mtnce. | 0 | 10,460  | 10,460  | 0% | 311,184 | 219,051 | (92,133) | (30%) |
| Finance                      | 0 | 137,589 | 137,589 | 0% | 917,134 | 842,266 | (74,868) | (8%)  |
| Information Technology       | 0 | 47,998  | 47,998  | 0% | 413,449 | 412,546 | (903)    | (0%)  |
| Rentals                      | 0 | 11,950  | 11,950  | 0% | 26,502  | 33,074  | 6,572    | 25%   |

**General  
Government**

|  |   |         |         |    |           |           |           |      |
|--|---|---------|---------|----|-----------|-----------|-----------|------|
|  | 0 | 331,854 | 331,854 | 0% | 3,187,071 | 2,959,821 | (227,250) | (7%) |
|--|---|---------|---------|----|-----------|-----------|-----------|------|

# Report to Council

January - December

|                           | Current Year |            |          |            | DRAFT Previous Year |            |           |            |
|---------------------------|--------------|------------|----------|------------|---------------------|------------|-----------|------------|
|                           | Budget       | YTD Actual | Variance | % Variance | Budget              | YTD Actual | Variance  | % Variance |
| <b>Protection</b>         |              |            |          |            |                     |            |           |            |
| Fire Operations           | 0            | 167,337    | 167,337  | 0%         | 1,895,088           | 1,828,584  | (66,504)  | (4%)       |
| Fire Vehicles & Equipment | 0            | 573        | 573      | 0%         | 33,350              | 29,351     | (3,999)   | (12%)      |
| Police Commission         | 0            | 1,992      | 1,992    | 0%         | 21,506              | 21,105     | (401)     | (2%)       |
| OPP                       | 0            | 601,553    | 601,553  | 0%         | 6,800,026           | 6,386,750  | (413,276) | (6%)       |
| KPS Disbandment           | 0            | 1,516      | 1,516    | 0%         | 0                   | 17,579     | 17,579    | 0%         |
| Police Building           | 0            | 6,071      | 6,071    | 0%         | 96,588              | 102,212    | 5,624     | 6%         |
| Animal Control            | 0            | 13,391     | 13,391   | 0%         | 163,013             | 158,933    | (4,080)   | (3%)       |
| Animal Control Vehicles   | 0            | 269        | 269      | 0%         | 15,842              | 12,676     | (3,166)   | (20%)      |
| Building Inspection       | 0            | 16,963     | 16,963   | 0%         | 207,341             | 200,905    | (6,436)   | (3%)       |
| Building Vehicles         | 0            | 929        | 929      | 0%         | 3,378               | 4,065      | 687       | 20%        |
| Facilities & Property Mgt | 0            | 15,302     | 15,302   | 0%         | 238,888             | 96,402     | (142,486) | (60%)      |
| Facilities Veh & Equip    | 0            | 1,653      | 1,653    | 0%         | 0                   | (2,904)    | (2,904)   | 0%         |
| Emergency Measures        | 0            | 225        | 225      | 0%         | 8,500               | 6,792      | (1,708)   | (20%)      |
| 911 Emergency Access      | 0            | 0          | 0        | 0%         | 8,860               | 8,875      | 15        | 0%         |
| Health & Safety Committee | 0            | 176        | 176      | 0%         | 12,014              | 12,683     | 669       | 6%         |
| <b>Protection</b>         | 0            | 827,950    | 827,950  | 0%         | 9,504,394           | 8,884,008  | (620,386) | (7%)       |

# Report to Council

January - December

Current Year

*DRAFT*

Previous Year

|  | Budget | YTD Actual | Variance | % Variance | Budget | YTD Actual | Variance | % Variance |
|--|--------|------------|----------|------------|--------|------------|----------|------------|
|--|--------|------------|----------|------------|--------|------------|----------|------------|

*2013*

**Transportation**

|                           |   |        |        |    |           |           |           |       |
|---------------------------|---|--------|--------|----|-----------|-----------|-----------|-------|
| Roads Maintenance         | 0 | 89,323 | 89,323 | 0% | 774,686   | 804,552   | 29,866    | 4%    |
| Mainten. - Bridge/Culvert | 0 | 188    | 188    | 0% | 53,750    | 4,030     | (49,720)  | (93%) |
| Maintenance-Paved Roads   | 0 | 0      | 0      | 0% | 375,000   | 447,484   | 72,484    | 19%   |
| Mainten-Surface Treated   | 0 | 0      | 0      | 0% | 185,250   | 66,946    | (118,304) | (64%) |
| Maintenance - Loosetop    | 0 | 2,011  | 2,011  | 0% | 228,000   | 178,333   | (49,667)  | (22%) |
| Mainten. - Winter Control | 0 | 68,749 | 68,749 | 0% | 864,250   | 1,000,447 | 136,197   | 16%   |
| Mainten.-Safety Devices   | 0 | 7,394  | 7,394  | 0% | 247,250   | 235,448   | (11,802)  | (5%)  |
| Conventional Transit      | 0 | 0      | 0      | 0% | 228,614   | 243,105   | 14,491    | 6%    |
| Handi Transit             | 0 | 0      | 0      | 0% | 81,803    | 81,803    | 0         | 0%    |
| Metered Parking           | 0 | 11,639 | 11,639 | 0% | 197,518   | 177,393   | (20,125)  | (10%) |
| Parking Rentals           | 0 | 32     | 32     | 0% | 193,603   | 90,779    | (102,824) | (53%) |
| Chipman St Parking Lot    | 0 | 0      | 0      | 0% | 1,900     | 1,169     | (731)     | (38%) |
| Metered Parking Vehicles  | 0 | 40     | 40     | 0% | 2,600     | 3,846     | 1,246     | 48%   |
| Streetlighting            | 0 | 140    | 140    | 0% | 350,500   | 342,413   | (8,087)   | (2%)  |
| Docks                     | 0 | 0      | 0      | 0% | 77,879    | 69,841    | (8,038)   | (10%) |
| Wharfs                    | 0 | 3,298  | 3,298  | 0% | 20,208    | 22,698    | 2,490     | 12%   |
| PW Barsky Facility        | 0 | 9,044  | 9,044  | 0% | 149,992   | 204,450   | 54,458    | 36%   |
| Warehouse                 | 0 | 11,528 | 11,528 | 0% | 119,983   | 109,628   | (10,355)  | (9%)  |
| Garage & Shop             | 0 | 31,910 | 31,910 | 0% | 201,819   | 200,288   | (1,531)   | (1%)  |
| Vehicles & Equipment      | 0 | 21,293 | 21,293 | 0% | (323,382) | (292,345) | 31,037    | (10%) |
| Engineering               | 0 | 44,953 | 44,953 | 0% | 415,564   | 387,830   | (27,734)  | (7%)  |
| Operations Administration | 0 | 18,118 | 18,118 | 0% | 114,458   | 107,365   | (7,093)   | (6%)  |

**Transportation**

|  |   |         |         |    |           |           |          |      |
|--|---|---------|---------|----|-----------|-----------|----------|------|
|  | 0 | 319,660 | 319,660 | 0% | 4,561,245 | 4,487,503 | (73,742) | (2%) |
|--|---|---------|---------|----|-----------|-----------|----------|------|



# Report to Council

January - December

|                           | Current Year |            |          |            | DRAFT Previous Year |            |           |            |
|---------------------------|--------------|------------|----------|------------|---------------------|------------|-----------|------------|
|                           | Budget       | YTD Actual | Variance | % Variance | Budget              | YTD Actual | Variance  | % Variance |
| <b>Environmental</b>      |              |            |          |            |                     |            |           |            |
| Kenora Sanitary           | 0            | 71,650     | 71,650   | 0%         | 1,591,020           | 1,517,857  | (73,163)  | (5%)       |
| Sewer Lift Stations       | 0            | 3,567      | 3,567    | 0%         | 177,500             | 192,119    | 14,619    | 8%         |
| Sewage Treatment Plant    | 0            | 33,890     | 33,890   | 0%         | 912,696             | 928,198    | 15,502    | 2%         |
| Water & Sewer Veh. & Eq.  | 0            | 5,882      | 5,882    | 0%         | (19,867)            | 5,025      | 24,892    | (125%)     |
| Storm Sewers              | 0            | 0          | 0        | 0%         | 190,500             | 86,758     | (103,742) | (54%)      |
| Kenora Waterworks         | 0            | 74,229     | 74,229   | 0%         | 1,254,111           | 1,237,932  | (16,179)  | (1%)       |
| Water Standpipe & Booster | 0            | 583        | 583      | 0%         | 58,550              | 28,644     | (29,906)  | (51%)      |
| Water Treatment Plant     | 0            | 42,667     | 42,667   | 0%         | 997,822             | 1,009,388  | 11,566    | 1%         |
| Garbage Collection        | 0            | 4,964      | 4,964    | 0%         | 281,809             | 227,788    | (54,021)  | (19%)      |
| Hazardous Waste Day       | 0            | 0          | 0        | 0%         | 31,900              | 22,974     | (8,926)   | (28%)      |
| Transfer Facility         | 0            | 52,613     | 52,613   | 0%         | 858,959             | 882,455    | 23,496    | 3%         |
| Blue Box Collection       | 0            | 5,832      | 5,832    | 0%         | 183,766             | 177,032    | (6,734)   | (4%)       |
| Kenora Area Landfill      | 0            | 4,141      | 4,141    | 0%         | 248,149             | 333,368    | 85,219    | 34%        |
| Tri-Municipal Landfill    | 0            | 305        | 305      | 0%         | 8,325               | 7,900      | (425)     | (5%)       |
| SW Vehicles & Equipment   | 0            | 10,493     | 10,493   | 0%         | (247,646)           | (72,852)   | 174,794   | (71%)      |
| Recycling Facility        | 0            | 6,421      | 6,421    | 0%         | 211,592             | 212,208    | 616       | 0%         |
| 4 R Initiatives           | 0            | 0          | 0        | 0%         | 3,500               | 3,156      | (344)     | (10%)      |
| Solid Waste Supervisor    | 0            | 4,530      | 4,530    | 0%         | 117,381             | 114,752    | (2,629)   | (2%)       |
| <b>Environmental</b>      | 0            | 321,767    | 321,767  | 0%         | 6,860,067           | 6,914,702  | 54,635    | 1%         |

# Report to Council

January - December

|                         | Current Year |            |          |            | DRAFT Previous Year |            |          |            |
|-------------------------|--------------|------------|----------|------------|---------------------|------------|----------|------------|
|                         | Budget       | YTD Actual | Variance | % Variance | Budget              | YTD Actual | Variance | % Variance |
| <b>Health</b>           |              |            |          |            |                     |            |          |            |
| Northwest Health Unit   | 0            | 56,146     | 56,146   | 0%         | 673,746             | 673,746    | 0        | 0%         |
| Ambulance               | 0            | 97,552     | 97,552   | 0%         | 1,170,619           | 1,170,619  | 0        | 0%         |
| Lake Woods Cemetery     | 0            | 0          | 0        | 0%         | 97,010              | 115,732    | 18,722   | 19%        |
| St. Nich. Ukr. Cemetery | 0            | 0          | 0        | 0%         | 1,300               | 1,300      | 0        | 0%         |
| <b>Health</b>           | 0            | 153,698    | 153,698  | 0%         | 1,942,675           | 1,961,397  | 18,722   | 1%         |

2013

# Report to Council

January - December

|                            | Current Year |            |          |            | DRAFT Previous Year |            |          |            |
|----------------------------|--------------|------------|----------|------------|---------------------|------------|----------|------------|
|                            | Budget       | YTD Actual | Variance | % Variance | Budget              | YTD Actual | Variance | % Variance |
| <b>Social &amp; Family</b> |              |            |          |            |                     |            |          |            |
| Ontario Works              | 0            | 35,987     | 35,987   | 0%         | 431,844             | 431,844    | 0        | 0%         |
| Welfare Administration     | 0            | 0          | 0        | 0%         | 0                   | 715        | 715      | 0%         |
| Home For The Aged          | 0            | 0          | 0        | 0%         | 1,417,970           | 1,417,970  | 0        | 0%         |
| Kenora Day Care            | 0            | 69         | 69       | 0%         | 0                   | 700        | 700      | 0%         |
| Child Care                 | 0            | 13,560     | 13,560   | 0%         | 162,723             | 162,723    | 0        | 0%         |
| Social Housing             | 0            | 103,218    | 103,218  | 0%         | 1,238,621           | 1,238,620  | (1)      | (0%)       |
| <b>Social &amp; Family</b> | 0            | 152,834    | 152,834  | 0%         | 3,251,158           | 3,252,572  | 1,414    | 0%         |

# Report to Council

January - December

|                                 | Current Year |            |          |            | DRAFT Previous Year |            |          |            |
|---------------------------------|--------------|------------|----------|------------|---------------------|------------|----------|------------|
|                                 | Budget       | YTD Actual | Variance | % Variance | Budget              | YTD Actual | Variance | % Variance |
| <b>Recreation &amp; Culture</b> |              |            |          |            |                     |            |          |            |
| Parks                           | 0            | 29,092     | 29,092   | 0%         | 314,489             | 323,116    | 8,627    | 3%         |
| Parks Vehicles & Equip.         | 0            | 1,337      | 1,337    | 0%         | 20,556              | 18,028     | (2,528)  | (12%)      |
| Anicinabe Park                  | 0            | 50         | 50       | 0%         | 23,186              | 11,946     | (11,240) | (48%)      |
| Coney Island Park               | 0            | 51         | 51       | 0%         | 25,960              | 18,824     | (7,136)  | (27%)      |
| Norman Park                     | 0            | 0          | 0        | 0%         | 4,668               | 4,465      | (203)    | (4%)       |
| Harbourfront                    | 0            | 299        | 299      | 0%         | 159,217             | 137,273    | (21,944) | (14%)      |
| Ballfields                      | 0            | 0          | 0        | 0%         | 54,000              | 50,542     | (3,458)  | (6%)       |
| KAR - Street Programs           | 0            | 0          | 0        | 0%         | 178,500             | 171,762    | (6,738)  | (4%)       |
| Kenora Assem of Resoures        | 0            | 0          | 0        | 0%         | 151,500             | 151,500    | 0        | 0%         |
| Rec. Vehicles & Equipment       | 0            | 2,972      | 2,972    | 0%         | 23,656              | 26,721     | 3,065    | 13%        |
| KRC Complex                     | 0            | 131,215    | 131,215  | 0%         | 1,783,915           | 1,845,393  | 61,478   | 3%         |
| Thistle Arena                   | 0            | 4,212      | 4,212    | 0%         | 66,000              | 63,036     | (2,964)  | (4%)       |
| MSFC Pool                       | 0            | 49,169     | 49,169   | 0%         | 587,723             | 640,334    | 52,611   | 9%         |
| KRC Concession                  | 0            | 0          | 0        | 0%         | 500                 | 775        | 275      | 55%        |
| KRC External Facilities         | 0            | 0          | 0        | 0%         | 21,100              | 20,504     | (596)    | (3%)       |
| KM - Arena & Complex            | 0            | 14,154     | 14,154   | 0%         | 276,680             | 285,497    | 8,817    | 3%         |
| JM Arena                        | 0            | 6,034      | 6,034    | 0%         | 34,961              | 32,369     | (2,592)  | (7%)       |
| Recreation Programs             | 0            | 0          | 0        | 0%         | 11,500              | 15,431     | 3,931    | 34%        |
| Fitness Centre                  | 0            | 8,313      | 8,313    | 0%         | 153,878             | 154,564    | 686      | 0%         |
| Community Events                | 0            | 0          | 0        | 0%         | 3,800               | 3,857      | 57       | 2%         |
| Teams & Clubs                   | 0            | 0          | 0        | 0%         | 24,450              | 24,603     | 153      | 1%         |
| Heritage Kenora Committee       | 0            | 100        | 100      | 0%         | 4,675               | 1,692      | (2,983)  | (64%)      |
| Public Library                  | 0            | 0          | 0        | 0%         | 702,582             | 614,254    | (88,328) | (13%)      |
| Lake Of The Wood Museum         | 0            | 658        | 658      | 0%         | 249,060             | 235,688    | (13,372) | (5%)       |
| <b>Recreation &amp; Culture</b> | 0            | 247,656    | 247,656  | 0%         | 4,876,556           | 4,852,174  | (24,382) | (0%)       |

# Report to Council

January - December

|                                   | Current Year |               |               |            | <del>DRAFT</del> Previous Year |                  |                  |              |
|-----------------------------------|--------------|---------------|---------------|------------|--------------------------------|------------------|------------------|--------------|
|                                   | Budget       | YTD Actual    | Variance      | % Variance | Budget                         | YTD Actual       | Variance         | % Variance   |
| <b>Planning &amp; Development</b> |              |               |               |            |                                |                  |                  |              |
| Planning Operations               | 0            | 18,286        | 18,286        | 0%         | 467,326                        | 331,419          | (135,907)        | (29%)        |
| Planning Advisory Comm.           | 0            | 337           | 337           | 0%         | 12,510                         | 7,262            | (5,248)          | (42%)        |
| Business Enterprise Cent.         | 0            | 22,705        | 22,705        | 0%         | 246,505                        | 170,560          | (75,945)         | (31%)        |
| Youth Intern-Bus Ent Cent         | 0            | 0             | 0             | 0%         | 33,505                         | 34,349           | 844              | 3%           |
| Economic Development              | 0            | 8,965         | 8,965         | 0%         | 118,096                        | 112,066          | (6,030)          | (5%)         |
| Tourism                           | 0            | 15,357        | 15,357        | 0%         | 297,526                        | 277,729          | (19,797)         | (7%)         |
| Tourism Facilities                | 0            | 677           | 677           | 0%         | 0                              | 0                | 0                | 0%           |
| Tourism-Brand Leadership          | 0            | 0             | 0             | 0%         | 25,000                         | 0                | (25,000)         | (100%)       |
| Special Events                    | 0            | 6,901         | 6,901         | 0%         | 125,562                        | 224,263          | 98,701           | 79%          |
| Development Commission            | 0            | 0             | 0             | 0%         | 77,448                         | 63,423           | (14,025)         | (18%)        |
| Infrastructure                    | 0            | 0             | 0             | 0%         | 30,000                         | 30,341           | 341              | 1%           |
| <b>Planning &amp; Development</b> | <b>0</b>     | <b>73,228</b> | <b>73,228</b> | <b>0%</b>  | <b>1,433,478</b>               | <b>1,251,412</b> | <b>(182,066)</b> | <b>(13%)</b> |

2013

# Departmental Statement

## 111 - Mayor and Council

January - December

|   | Current Year |            |          |            | Previous Year |            |          |            |
|---|--------------|------------|----------|------------|---------------|------------|----------|------------|
|   | Budget       | YTD Actual | Variance | % Variance | Budget        | YTD Actual | Variance | % Variance |
| <b>Expenses</b>                                   |              |            |          |            |               |            |          |            |
| Wages - Canfield                                  | 0            | 2,398      | 2,398    | 0%         | 33,576        | 33,637     | 61       | 0%         |
| Wages - Lunny                                     | 0            | 1,199      | 1,199    | 0%         | 16,383        | 16,330     | (53)     | (0%)       |
| Wages - MacKay                                    | 0            | 1,199      | 1,199    | 0%         | 16,383        | 16,008     | (375)    | (2%)       |
| Wages - Smith                                     | 0            | 1,199      | 1,199    | 0%         | 16,383        | 16,008     | (375)    | (2%)       |
| Wages - Roussin                                   | 0            | 1,199      | 1,199    | 0%         | 16,383        | 17,294     | 911      | 6%         |
| Wages - Gallivan                                  | 0            | 1,199      | 1,199    | 0%         | 16,383        | 16,515     | 132      | 1%         |
| Wages - McMillan                                  | 0            | 1,199      | 1,199    | 0%         | 16,383        | 15,642     | (741)    | (5%)       |
| Benefits  | 0            | 484        | 484      | 0%         | 12,767        | 10,700     | (2,067)  | (16%)      |
| Advertising                                       | 0            | 348        | 348      | 0%         | 25,055        | 15,695     | (9,360)  | (37%)      |
| Civic Functions                                   | 0            | 500        | 500      | 0%         | 9,000         | 5,552      | (3,448)  | (38%)      |
| Donations   | 0            | 0          | 0        | 0%         | 41,450        | 33,608     | (7,842)  | (19%)      |
| Insurance   | 0            | 1,384      | 1,384    | 0%         | 2,615         | 2,768      | 153      | 6%         |
| Luncheons   | 0            | 116        | 116      | 0%         | 500           | 880        | 380      | 76%        |
| Materials and Supplies                            | 0            | 0          | 0        | 0%         | 4,000         | 3,049      | (951)    | (24%)      |
| Miscellaneous                                     | 0            | 0          | 0        | 0%         | 1,500         | 929        | (571)    | (38%)      |
| Office and Postage                                | 0            | 292        | 292      | 0%         | 0             | 1,001      | 1,001    | 0%         |
| Promotions  | 0            | 0          | 0        | 0%         | 15,000        | 15,387     | 387      | 3%         |
| Subscriptions/Memberships                         | 0            | 6,781      | 6,781    | 0%         | 18,980        | 19,013     | 33       | 0%         |
| Telephone / Internet                              | 0            | 1,169      | 1,169    | 0%         | 15,845        | 12,570     | (3,275)  | (21%)      |
| Travel & Conference                               | 0            | 2,976      | 2,976    | 0%         | 48,500        | 31,918     | (16,582) | (34%)      |
| <b>Expenses</b>                                   | 0            | 23,642     | 23,642   | 0%         | 327,086       | 284,504    | (42,582) | (13%)      |
| <b>Excess revenue over exp (Exp over revenue)</b> | 0            | (23,642)   | (23,642) | 0%         | (327,086)     | (284,504)  | 42,582   | (13%)      |

# Council Travel

January - December

|   | Current Year |                |                |               | Previous Year   |                 |                 |               |
|---|--------------|----------------|----------------|---------------|-----------------|-----------------|-----------------|---------------|
|   | Budget       | YTD<br>Actual  | Variance       | %<br>Variance | Budget          | YTD<br>Actual   | Variance        | %<br>Variance |
| <b>Council Travel</b>                                     |              |                |                |               |                 |                 |                 |               |
| Trav. & Conf. - Canfield                                  | 0            | 731            | 731            | 0%            | 12,500          | 10,432          | (2,068)         | (17%)         |
| Travel & Conf. - Lunny                                    | 0            | 0              | 0              | 0%            | 6,000           | 5,671           | (329)           | (5%)          |
| Travel & Conf. - McKay                                    | 0            | 731            | 731            | 0%            | 6,000           | 3,042           | (2,958)         | (49%)         |
| Travel & Conf. - Smith                                    | 0            | 0              | 0              | 0%            | 6,000           | 2,425           | (3,575)         | (60%)         |
| Travel & Conf. - Roussin                                  | 0            | 807            | 807            | 0%            | 6,000           | 4,793           | (1,207)         | (20%)         |
| Travel & Conf.-Gallivan                                   | 0            | 631            | 631            | 0%            | 6,000           | 2,836           | (3,164)         | (53%)         |
| Trav. & Conf. - McMillan                                  | 0            | 76             | 76             | 0%            | 6,000           | 2,719           | (3,281)         | (55%)         |
| <b>Council Travel</b>                                     | <b>0</b>     | <b>2,976</b>   | <b>2,976</b>   | <b>0%</b>     | <b>48,500</b>   | <b>31,918</b>   | <b>(16,582)</b> | <b>(34%)</b>  |
| <b>Excess revenue over<br/>exp (Exp over<br/>revenue)</b> | <b>0</b>     | <b>(2,976)</b> | <b>(2,976)</b> | <b>0%</b>     | <b>(48,500)</b> | <b>(31,918)</b> | <b>16,582</b>   | <b>(34%)</b>  |

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# User Fees

January - December

Current Year

~~DRAFT~~ Previous Year

|                           | Budget | YTD<br>Actual | Variance | %<br>Variance | Budget     | YTD<br>Actual | Variance  | %<br>Variance |
|---------------------------|--------|---------------|----------|---------------|------------|---------------|-----------|---------------|
| <b>TOTAL USER FEES</b>    |        |               |          |               |            |               |           |               |
| User Charges              | 0      | 585,908       | 585,908  | 0%            | 10,569,019 | 10,185,004    | (384,015) | (4%)          |
| <b>TOTAL USER FEES</b>    | 0      | 585,908       | 585,908  | 0%            | 10,569,019 | 10,185,004    | (384,015) | (4%)          |
| <b>GENERAL GOVERNMENT</b> |        |               |          |               |            |               |           |               |
| User Fee Election         | 0      | 200           | 200      | 0%            | 0          | 0             | 0         | 0%            |
| City Clerk                | 0      | 4,721         | 4,721    | 0%            | 70,465     | 62,786        | (7,679)   | (11%)         |
| Finance                   | 0      | 477           | 477      | 0%            | 12,990     | 11,922        | (1,068)   | (8%)          |
| Rentals                   | 0      | 7,046         | 7,046    | 0%            | 90,115     | 84,312        | (5,803)   | (6%)          |
| <b>GENERAL GOVERNMENT</b> | 0      | 12,444        | 12,444   | 0%            | 173,570    | 159,020       | (14,550)  | (8%)          |
| <b>PROTECTION</b>         |        |               |          |               |            |               |           |               |
| Fire Operation User Chrg. | 0      | 1,750         | 1,750    | 0%            | 95,990     | 62,619        | (33,371)  | (35%)         |
| OPP - User Charges        | 0      | 0             | 0        | 0%            | 33,000     | 32,207        | (793)     | (2%)          |
| Animal Control-User Fees  | 0      | 1,685         | 1,685    | 0%            | 11,500     | 11,981        | 481       | 4%            |
| Build Inspect. User Fees  | 0      | 165           | 165      | 0%            | 80,000     | 93,536        | 13,536    | 17%           |
| Provincial Offences       | 0      | 0             | 0        | 0%            | 202,847    | 129,148       | (73,699)  | (36%)         |
| <b>PROTECTION</b>         | 0      | 3,600         | 3,600    | 0%            | 423,337    | 329,491       | (93,846)  | (22%)         |



# User Fees

January - December

Current Year

~~DRAFT~~ Previous Year

|                           | Budget | YTD<br>Actual | Variance | %<br>Variance | Budget    | YTD<br>Actual | Variance  | %<br>Variance |
|---------------------------|--------|---------------|----------|---------------|-----------|---------------|-----------|---------------|
| <b>TRANSPORTATION</b>     |        |               |          |               |           |               |           |               |
| Roads Maintenance         | 0      | 0             | 0        | 0%            | 6,500     | 3,722         | (2,778)   | (43%)         |
| Convent Trans User Charge | 0      | 4,025         | 4,025    | 0%            | 112,000   | 112,191       | 191       | 0%            |
| Metered Park - User Fees  | 0      | 1,158         | 1,158    | 0%            | 315,000   | 323,901       | 8,901     | 3%            |
| Parking User Fees         | 0      | 13,704        | 13,704   | 0%            | 160,000   | 188,990       | 28,990    | 18%           |
| Chipman Parking User Fees | 0      | 1,206         | 1,206    | 0%            | 15,000    | 9,131         | (5,869)   | (39%)         |
| Docks - User Fees         | 0      | 0             | 0        | 0%            | 47,000    | 49,721        | 2,721     | 6%            |
| Wharfs - User Fees        | 0      | 0             | 0        | 0%            | 25,000    | 23,918        | (1,082)   | (4%)          |
| PW Barsky Fac-W/O Bill    | 0      | 7,510         | 7,510    | 0%            | 119,183   | 91,216        | (27,967)  | (23%)         |
| User Fee Warehouse        | 0      | 0             | 0        | 0%            | 15,000    | 13,599        | (1,401)   | (9%)          |
| Garage & Shop/User Charge | 0      | 0             | 0        | 0%            | 0         | 24,690        | 24,690    | 0%            |
| Engineering               | 0      | 9             | 9        | 0%            | 500       | 494           | (6)       | (1%)          |
| <b>TRANSPORTATION</b>     | 0      | 27,612        | 27,612   | 0%            | 815,183   | 841,573       | 26,390    | 3%            |
| <b>ENVIRONMENTAL</b>      |        |               |          |               |           |               |           |               |
| Sanitary Surcharge        | 0      | 258,550       | 258,550  | 0%            | 2,969,007 | 2,717,438     | (251,569) | (8%)          |
| User Fee Kenora Waterwork | 0      | 270,230       | 270,230  | 0%            | 3,080,136 | 2,810,300     | (269,836) | (9%)          |
| Garbage Collect. User Chg | 0      | 3,500         | 3,500    | 0%            | 225,000   | 239,880       | 14,880    | 7%            |
| HHWD User Charges         | 0      | 0             | 0        | 0%            | 3,200     | 2,370         | (830)     | (26%)         |
| Transfer Facility         | 0      | 0             | 0        | 0%            | 1,120,000 | 1,115,426     | (4,574)   | (0%)          |
| Blue Box Collection       | 0      | 0             | 0        | 0%            | 41,500    | 43,866        | 2,366     | 6%            |
| Kenora Area Landfill      | 0      | 0             | 0        | 0%            | 420,000   | 473,538       | 53,538    | 13%           |
| Recycling Facility        | 0      | 0             | 0        | 0%            | 12,000    | 16,560        | 4,560     | 38%           |
| <b>ENVIRONMENTAL</b>      | 0      | 532,280       | 532,280  | 0%            | 7,870,843 | 7,419,378     | (451,465) | (6%)          |

# User Fees

January - December

Current Year

~~DRAFT~~ Previous Year

|                                  | Budget | YTD<br>Actual | Variance | %<br>Variance | Budget    | YTD<br>Actual | Variance | %<br>Variance |
|----------------------------------|--------|---------------|----------|---------------|-----------|---------------|----------|---------------|
| <b>RECREATION &amp; CULTURAL</b> |        |               |          |               |           |               |          |               |
| Parks User Charges               | 0      | 0             | 0        | 0%            | 1,250     | 1,250         | 0        | 0%            |
| Anicinabe Park                   | 0      | 0             | 0        | 0%            | 23,186    | 23,186        | 0        | 0%            |
| Ballfields                       | 0      | 0             | 0        | 0%            | 6,800     | 6,210         | (590)    | (9%)          |
| KAR Street Programs              | 0      | 0             | 0        | 0%            | 22,500    | 24,992        | 2,492    | 11%           |
| KRC Complex                      | 0      | 3,497         | 3,497    | 0%            | 508,900   | 530,964       | 22,064   | 4%            |
| Thistle Arena                    | 0      | 0             | 0        | 0%            | 197,500   | 211,150       | 13,650   | 7%            |
| MSFC Pool User Charges           | 0      | (151)         | (151)    | 0%            | 143,000   | 142,503       | (497)    | (0%)          |
| KRC External User Charges        | 0      | 0             | 0        | 0%            | 7,500     | 10,111        | 2,611    | 35%           |
| KM - Arena & Complex             | 0      | 0             | 0        | 0%            | 237,500   | 240,059       | 2,559    | 1%            |
| Recreation Programs              | 0      | 0             | 0        | 0%            | 32,200    | 37,372        | 5,172    | 16%           |
| Fitness Centre                   | 0      | (222)         | (222)    | 0%            | 35,000    | 25,763        | (9,237)  | (26%)         |
| <hr/>                            |        |               |          |               |           |               |          |               |
| <b>RECREATION &amp; CULTURAL</b> | 0      | 3,124         | 3,124    | 0%            | 1,215,336 | 1,253,560     | 38,224   | 3%            |
| <hr/>                            |        |               |          |               |           |               |          |               |

2013

# User Fees

January - December

Current Year

~~DRAFT~~ Previous Year

|                                       | Budget | YTD<br>Actual | Variance | %<br>Variance | Budget | YTD<br>Actual | Variance | %<br>Variance |
|---------------------------------------|--------|---------------|----------|---------------|--------|---------------|----------|---------------|
| <b>PLANNING &amp;<br/>DEVELOPMENT</b> |        |               |          |               |        |               |          |               |
| Sales, Fees. Ser Charge               | 0      | 1,080         | 1,080    | 0%            | 29,600 | 33,116        | 3,516    | 12%           |
| Planning Advisory Comm.               | 0      | 425           | 425      | 0%            | 14,150 | 12,700        | (1,450)  | (10%)         |
| Tourism - User Charges                | 0      | 0             | 0        | 0%            | 7,000  | 5,636         | (1,364)  | (19%)         |
| Special Events                        | 0      | 793           | 793      | 0%            | 20,000 | 57,958        | 37,958   | 190%          |
| <b>PLANNING &amp;<br/>DEVELOPMENT</b> | 0      | 2,298         | 2,298    | 0%            | 70,750 | 109,410       | 38,660   | 55%           |

2013



February 3, 2014

## City Council Committee Report

**To: Mayor and Council**

**Fr: Lauren D'Argis, Corporate Services Manager**

**Re: Donation to 2014 International Rainy-Lake of the Woods Watershed Forum**

### **Recommendation:**

That Council of the City of Kenora hereby authorizes a donation in the amount of \$500 to the 2014 International Rainy-Lake of the Woods Watershed Forum in International Falls, MN, March 12 and 13, 2014.

### **Background:**

In prior years, the Council of the City of Kenora has supported this forum (formerly known as the "Water Quality Forum") by sending a representative and, in 2013, by also providing a \$500 donation.

In November, 2013, Council voted to send a representative to the Forum.

This forum is congruent with Kenora's Brand Promise as it gathers and supports people and organizations who care about the water quality in the Lake of the Woods. It promotes scientific research, educational and communication initiatives about the issues facing the lake.

Attached to this report is the letter of request from Tom Sellers, Executive Director, Lake of the Woods Water Sustainability Foundation.

### **Budget:**

Funds are available in the draft 2014 operating budget to support the donation.

### **Communication Plan/Notice By-law Requirements:**

Notification to Todd Sellers, Executive Director, 2014 International Rainy-Lake of the Woods Watershed Forum.



BOX 112, KENORA, ON, CANADA P9N 3X1  
TELEPHONE: 866-370-8891  
EMAIL [info@lowwsf.com](mailto:info@lowwsf.com)

BOARD OF DIRECTORS:  
Antony Stephens  
Richard Sjoberg  
Joan Richardson  
Bruce Ormiston  
Don Konantz  
Art McKenzie  
EXECUTIVE DIRECTOR:  
Todd Sellers

His Worship Mayor David Canfield  
and Council of the City of Kenora  
City of Kenora  
One Main Street South  
Kenora, ON P9N 3X2

January 24, 2014

Dear Mayor Canfield and Councilors;

I am writing to request funding support from the City of Kenora for the 2014 International Rainy-Lake of the Woods Watershed Forum (formerly known as the International Lake of the Woods Water Quality Forum). With the establishment of the new IJC watershed board this past year and the development of a Water Quality Plan of Study for Lake of the Woods beginning by the IJC, we have a particularly strong program planned.

We would greatly appreciate support of the City of Kenora and ask if the City could provide up to \$500 to help support this event, which will take place March 12-13 in International Falls. I note with thanks, your previous support and the participation of Mayors and Councilors at the Forum in previous years and their contributions as attendees in making this event a success.

The Forum is collectively funded by our Foundation and a variety of resource management agencies and other groups active in the watershed. We would be pleased to include the City of Kenora with sponsor recognition in all program materials, press releases, proceedings of the conference and on our website [www.lowwsf.com](http://www.lowwsf.com). The Forum typically receives radio and print media coverage by Kenora, Thunder Bay, Fort Frances and International Falls MN media and we would recognize the City of Kenora in interviews with these media as well.

The Forum is the primary conference for researchers and resource managers working on the bi-national water quality and ecological issues facing Lake of the Woods, the second largest inland lake in Ontario. Founded in 2004 and now entering its 11th year, this annual water quality conference attracts over 100 researchers and resource managers from Ontario, Manitoba, Minnesota and federal agencies and the university community as well. The Forum provides the primary venue for development of collaborative research projects and for showcasing the research efforts of agencies working on Lake of the Woods and its watershed. Members of the general public attend as well, which provides good educational and outreach opportunities to improve understanding of the issues facing the lake and what individuals can do.

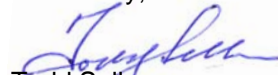
In addition to our Foundation, confirmed sponsors of this year's Forum include: the International Joint Commission, the Minnesota Pollution Control Agency, Voyageurs National Park, Rainy River Community College, Lake of the Woods District Property Owners Association, Dorset Environmental Sciences Centre (Ontario Ministry of Environment), the Rainy Lake Conservancy, and the North American Lake Management Society (NALMS). Support requests are also being made to Environment Canada, and the Manitoba Water Stewardship Department, and the Municipal Township of Sioux Narrows-Nestor Falls, which have provided support in previous years.

Organizing the Forum each year is a collective effort of key researchers in agencies working on this bi-national lake and watershed. This year's organizing committee consists of:

- Todd Sellers, Lake of the Woods Water Sustainability Foundation (Forum Lead)
- Nolan Baratono, Minnesota Pollution Control Agency
- Andrew Paterson, Ontario Ministry of Environment
- Kelli Saunders, Kenora Resource Consultants
- Anna DeSellas, Ontario Ministry of Environment
- Tim Pascoe, Environment Canada
- Matt Julius, Minnesota St. Cloud State University
- Ryan Maki, Voyageurs National Park
- Jesse Anderson, Minnesota Pollution Control Agency
- Kelly Sjerven, Rainy River Community College

On behalf of the organizing committee, we would greatly appreciate your consideration of this sponsorship opportunity in support for the upcoming International Rainy-Lake of the Woods Watershed Forum. I have attached for your reference the Draft Program for this year's Forum and the Proceedings Report from last year's Forum. I would appreciate the opportunity to discuss the upcoming Forum and the potential to feature the City of Kenora along with our other sponsors.

Yours truly,



Todd Sellers  
Executive Director

Attch.  
2014 Draft Program  
2013 Proceedings.



**5 February 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Joanne McMillin, City Clerk**

**RE: Request by Canadian Union of Postal Workers – Save Canada Post  
- Endorsation of Resolutions**

### **Background:**

The Canadian Union of Postal Workers (CUPW) has requested Council to consider endorsing two of its resolution attached to this report. One is with respect to the "Elimination of door-to-door delivery" while the other is "Save Canada Post – stop the cuts."

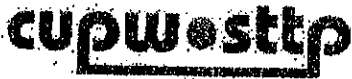
Mayor Canfield asked that these resolutions be added to the February COW Agenda for discussion by Committee. Should Committee support and endorse the two resolutions attached to this report, copies will be forwarded to the Federal Minister of Transport, CUPW, FCM, and our local Member of Parliament, Greg Rickford.

### **Budget:**

N/A

### **Communication Plan/Notice By-law Requirements:**

As noted above; notice not required.



377, rue Bank Street,  
Ottawa, Ontario, K2P 1Y3  
tel./tél. 613 236 7298 fax/téloc. 613 563 7861

## ELIMINATION OF DOOR-TO-DOOR DELIVERY

**WHEREAS** Canada Post announced on December 11, 2013 that it plans to convert all door-to-door delivery to community mailbox (CMB) delivery;

**WHEREAS** community mailboxes are susceptible to vandalism, and have additional problems in terms of safety, accessibility, litter, snow build-up and the environment;

**WHEREAS** going to CMB delivery would be especially hard on seniors and people with disabilities and could undermine their ability to live independently and their health and safety;

**WHEREAS** door-to-door delivery helps build strong communities by providing a service that supports local businesses and residents;

**WHEREAS** there has been very little consultation over this major change in mail delivery;

**BE IT RESOLVED** that the (name of municipality) send a letter to the Minister responsible for Canada Post that:

- 1) informs the Minister that the (name of municipality) wants to keep and expand door-to-door delivery
- 2) requests that the government consult with Canadians about what kind of postal service they need before allowing Canada Post to make major changes to public postal service.

### MAILING INFORMATION

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to:

Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <http://www.parl.gc.ca/common/index.asp?Language=E>.

Claude Dauphin, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/rgoape225







377, rue Bank Street,  
Ottawa, Ontario K2P 1Y3  
tél./tel: 613 236 7238 fax/télé: 613 563 7861

## SAVE CANADA POST - STOP THE CUTS

**WHEREAS** Canada Post and the Conservatives are taking an axe to long-treasured postal services – killing good jobs, eliminating door-to-door delivery, closing post offices and drastically increasing postage rates;

**WHEREAS** 6,000 to 8,000 postal jobs will be destroyed and five million households will lose door-to-door delivery over the next five years;

**WHEREAS** these cuts will hurt seniors and people with disabilities in particular;

**WHEREAS** Canada Post barely held any consultations, effectively eliminating any opportunity for input from the people who will be most affected; and

**WHEREAS** Canada Post offers a public service that needs to be protected;

**BE IT RESOLVED THAT** the (name of organization or business) write a letter to the Minister responsible for Canada Post that calls on the government to reverse the changes to services announced by Canada Post; and to look instead for ways to increase service and revenues in areas such as postal banking.

### MAILING INFORMATION

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to:

Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <http://www.parl.gc.ca/common/index.asp?Language=E>.

Claude Dauphin, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/rgcope225





**February 3, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Sharen McDowall, Human Resources Manager**

**RE: HR Recruitment Policy and HR Salary Administration Policy**

### **Recommendation:**

That Council hereby approves the amended City of Kenora Recruitment Policy #-1-1 and the amended City of Kenora Salary Administration Policy # HR-3-1; and further

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

### **Background:**

There are necessary changes required to both the Recruitment Policy and Salary Administration Policy as outlined in the attached policies. These attachments include tracked changes made to the existing policy for your review.

Recruitment Policy #HR -1-1 – Changes in this policy reflect the ability of the Human Resources Manager to make administrative decisions on advertising. Other changes are housekeeping related items only.

Salary Administration Policy #HR-3-1 - Changes in the policy to reflect the ability for the CAO to make administrative decisions on salary for non-union positions. Other changes are housekeeping related items only.

### **Communication Plan/Notice By-law Requirements:**

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



February 5, 2013

## City Council Committee Report

**To: Mayor and Council**

**Fr: Lauren D'Argis, Corporate Services Manager**

**Re: Amendment to Investments Policy**

### **Recommendation:**

That Council hereby approves the amended Investments Policy #CS-04-02; and further

That Council give three readings to a bylaw to amend the Comprehensive Policy Manual for this purpose.

### **Background:**

After review, the following changes are recommended to the Investments Policy:

1. Addition of a section titled "Legislative and Administrative Authorities". This section clearly defines under which legislation our investments are regulated.
2. Deletion of the table defining eligible investments. Rather than list the eligible investments in the policy, a sentence has been added clarifying that we can only hold investments as prescribed by the legislation. This will avoid the requirement to change our policy each time the legislation changes. For example, the ONE Equity Fund was not included in the original table despite being included in the legislation.
3. Any responsibilities that were specific to the Treasurer have been changed to the Corporate Services Manager or designate.
4. The requirement to invest in securities expressed or payable in Canadian dollars is removed as redundant with the regulated definition of eligible investments.
5. The description of the reporting requirements has been updated to more accurately reflect the information that has always been reported.
6. The paragraph about investments held that do not meet the policy is removed as we are bound by legislation to only hold investments per this policy and will not hold any otherwise.

Attached is the revised policy. Changes are highlighted in red

### **Budget:**

N/A

### **Communication Plan/Notice By-law Requirements:**

Policy will be circulated and City Policy manuals will be updated.

## Investments Policy



| Section               | Date                  | By-Law Number | Page          | Of |
|-----------------------|-----------------------|---------------|---------------|----|
| Corporate Services    | February 5, 2014      |               | 1             | 7  |
| Subsection            | Repeals By-law Number |               | Policy Number |    |
| Financial Instruments | 80-2013               |               | CS-04-02      |    |

### **Purpose**

The goal of the City investment policy shall be to set out the guiding principles and establish a statement of the City's investment policies and goals for the purpose of investing public funds, including those funds held by the Kenora Citizens' Prosperity Trust Fund, while meeting the related statutory requirements.

### **Legislative and Administrative Authorities**

- Section 418 of the Municipal Act, 2001
- Ontario Regulation 438/97, Eligible Investments and Related Financial Agreements, as amended

### **Guiding Principles**

The City shall adhere to the following guiding principles in the consideration, purchase, disposal and administration of any City held investments:

- a) Adhere to statutory requirements
- b) Preservation of capital
- c) Liquidity
- d) Diversification
- e) Yield

### ***Adhere to Statutory Requirements***

All investment activities shall be in compliance with the relevant sections of any applicable legislation and related regulations.

### ***Preservation of Capital***

Safety of principal is a primary objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

### ***Liquidity***

The investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements and limit temporary borrowing requirements. Furthermore,

since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale

**Investments Policy**

| <b>Policy Number</b> | <b>Page</b> | <b>of</b> |
|----------------------|-------------|-----------|
| CS-04-02             | 2           | 7         |

markets. A portion of the portfolio may also be placed in local government investment pools that offer liquidity for short-term funds.

***Diversification***

The portfolio shall be diversified by asset class, issuer type, credit rating and by term to the extent possible, given legal and regulatory constraints.

***Yield***

The City shall maximize the net rate of return earned on the investment portfolio, without compromising the other objectives listed previously. Investments are generally limited to relatively low risk securities in anticipation of earning a fair return relative to the assumed risk.

**Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. Authorized employees acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

**Delegation of Authority**

The Corporate Services Manager has overall responsibility for the prudent investment of the City's portfolio. Authority to manage and implement the investment program may be granted for all or a portion of the City's overall investment portfolio, to an external investment Agent, to act as an Investment Manager on behalf of the City, as determined through an independent and competitive bidding process. That Agent shall act in accordance with the established procedures and internal controls consistent with this investment policy. Those investments governed by the provisions of the "ONE – The Public Sector Group of Funds" agreement shall be deemed delegated to that Agent.

**Safekeeping & Custody**

The Custodian services are to be provided by a designated Custodian.

**Investments Policy**

| <b>Policy Number</b> | <b>Page</b> | <b>of</b> |
|----------------------|-------------|-----------|
| CS-04-02             | 3           | 7         |

**Eligible Investments**

In accordance with Ontario’s Eligible Investments and Related Financial Agreements Regulation, the City is not authorized to invest in securities other than those listed in the Regulation.

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**Investments Policy**

| <b>Policy Number</b> | <b>Page</b> | <b>of</b> |
|----------------------|-------------|-----------|
| CS-04-02             | 4           | 7         |

**Reporting**

The Corporate Services Manager or designate shall submit an annual investment report to Council, together with the annual audited City Financial Statements. The investment report should include the following:

- a) A listing of investment portfolios held at the end of the reporting period;
- b) A statement about the performance of the portfolio of investments of the City during the period covered by the report;
- c) A statement by the Corporate Services Manager or designate as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the City;

**Investments Policy**

|                      |             |           |
|----------------------|-------------|-----------|
| <b>Policy Number</b> | <b>Page</b> | <b>of</b> |
| CS-04-02             | 5           | 7         |

- d) A record of the date of each portfolio transaction;
- e) Such other information that the Council may require or that, in the opinion of the Corporate Services Manager or designate, should be included.

**Performance Benchmarks**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles that is commensurate with the investment risk constraints and cash flow needs of the City. Market yields should be higher than the rate given by the City’s bank for the various bank accounts.

**Market Value**

The market value of the portfolio shall be calculated at least annually as at December 31<sup>st</sup>.

**Signing Authority**

Transactions related to investments made by the City require staff approval by the Corporate Services Manager or designate. In the absence of that individual, staff approval may be given by the Deputy Treasurer or the CAO.

Decision making authority for investment transactions may be delegated by the City directly to an Investment Manager, following an independent and competitive bidding process, to the extent that the Corporate Services Manager provides that Investment Manager with funds to invest and manage on behalf of the City.

**Maximum Maturities**

To the extent possible, the City shall attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than ten (10) years from the date of purchase. Reserve and Trust funds with longer-term horizons

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|----------------------|-------------|-----------|
| CS-04-02             | 6           | 7         |

may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

**Securities for Subdivision and Developing Servicing**

This policy relating to securities required for subdivision and development servicing (ie, "Letters of Credit") has been designed to provide adequate protection to the City and to be fair and reasonable to developers and other interested parties. The objective is to ensure that monies that guarantee the installation of services will be available to the City when required. The City will only accept approved securities in the prescribed letter of credit form issued by Schedule I banks, Schedule II banks, loan or trust corporations with a minimum DBRS rating of R-1 middle or issued by credit unions.

**Responsibilities**

**CAO**

- Obtain adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other unscrupulous acts of fraud with respect to the City's financial assets.

**Investments Policy**

| <b>Policy Number</b> | <b>Page</b> | <b>of</b> |
|----------------------|-------------|-----------|
| CS-04-02             | 7           | 7         |

***Corporate Services Manager or designate***

- Enters into arrangements with Investment Managers;



- Executes and signs documents on behalf of the City and performs all other related acts in the day to day operation of the investment and cash management program; and
- Develops and maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the City's investments are properly managed and adequately protected.

### ***Investment Manager(s)***

- Allocates assets and selects securities or investments within such classes, in accordance with established investment policy;
- Provides regular reports (quarterly, at a minimum) to Administration, which include the performance and risk characteristics of the City's Investment Portfolio and meets with Administration and / or Council as required;
- Recommends changes to established investment policy that are deemed appropriate;
- Provides advice and counsel with respect to the Investment Portfolio; and
- May also act as Custodian.

### ***Custodian***

- Provides safekeeping of the Investment Assets;
- Processes transactions as directed by the Investment Manager(s) and / or the City;
- Collects interest, dividends and the proceeds of cash equivalent and fixed income instrument maturities;
- Deposits funds and pays expenses as directed by the City;
- Maintains a record of all transactions;
- Provides regular (monthly at a minimum) reports to the City; and
- Provides the Investment Manager(s) and the City with information required to fulfill their duties.



**February 4, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Bruce Graham, Risk Management & Loss Prevention Officer**

**RE: Resolution on Joint and Several Liability**

### **Recommendation:**

That Council of the City of Kenora hereby supports the Private Member's resolution introduced by Randy Pettapiece, MPP for Perth Wellington, calling on the Provincial Government to reform the rules of Joint and Several Liability by no later than June of 2014.

### **Background:**

Under the rules of Joint and Several Liability if a party such as a municipality is found to be as little as 1% responsible for an incident, they can be responsible for paying up to 100% of the cost of the incident if the other parties are unable to pay.

This exposes municipalities to tremendous potential risk as they are often viewed to have the "deepest pockets" and as a result they are often named in lawsuits as a matter of course.

This can result in higher insurance premiums for municipalities which will result in higher taxes for our citizens.

### **Budget:**

N/A

### **Communication Plan/Notice By-law Requirements:**

Forward a copy of the resolution to Mr. Pettapiece prior to February 27, 2014 when debate on his resolution is scheduled to begin.



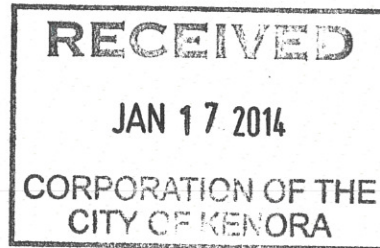
Randy Pettapiece, MPP  
Perth-Wellington

*cc  
Conrail  
B. Graham*

Queen's Park  
Toronto, Ontario

January 13, 2014

Joanne McMillin  
Clerk  
City of Kenora  
1 Main Street S  
Kenora, ON P9N 3X2



Dear Ms. McMillin:

**Re: Resolution on Joint and Several Liability**

Rising municipal insurance premiums must be reined in. For years, municipalities have asked the province to address joint and several liability, which is the primary contributor to rising premiums. Municipalities, often targeted as insurers of last resort, can be on the hook for massive damage awards even if they are deemed just one percent responsible.

We are told that 38 U.S. states have enacted some form of proportionate liability, and that other jurisdictions are also pursuing reform. Municipalities have said that we in Ontario cannot afford to wait any longer. I agree. As a former member of a municipal council, I fully appreciate the impact of rapidly rising insurance premiums. It is unfair and unrealistic for the provincial government to allow this situation to continue – especially as it affects small and rural municipalities, which can least afford to pay.

Municipalities have heard many promises for discussion, including former Premier Dalton McGuinty's commitment at the 2011 AMO conference. But the time for discussion is over. We need to impress upon the government, in a constructive way, that it must take meaningful action. Recently I introduced the following private member's resolution in the Ontario legislature:

**That, in the opinion of this House, the government should protect taxpayers from higher property taxes by implementing a comprehensive, long-term solution to reform joint and several liability insurance for municipalities by no later than June 2014, addressing the alarming rise in insurance premiums due to rising litigation and claim costs.**

Because this issue affects municipalities across the province, I believe there is good reason for all MPPs, regardless of party affiliation, to support my resolution. I also believe it is important that the government act by June, before the legislature breaks for the summer.


.../2

**If your municipality supports the intent of my resolution, I would encourage you to consider passing a formal resolution to support it.** If your Council decides to proceed in this way, I would appreciate receiving a copy of your resolution as soon as possible. Debate on this resolution is scheduled for February 27, 2014.

If you have any feedback on this issue, or if you require any additional information, please don't hesitate to contact me at 519-272-0660 or by email: [randy.pettapiececo@pc.ola.org](mailto:randy.pettapiececo@pc.ola.org).

Thank you very much for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Randy Pettapiece". The signature is written in a cursive style with a large, sweeping initial "R".

Randy Pettapiece, MPP  
Perth-Wellington

RP:sy



**February 4, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Bruce Graham, Risk Management & Loss Prevention Officer**

**RE: Policy Statement Signing**

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### **Recommendation:**

That Mayor and Council review, approve, and sign accordingly the following documents:

The City of Kenora Occupational Health and Safety Policy Statement;  
The City of Kenora Workplace Harassment Policy;  
The City of Kenora Workplace Violence Prevention Policy; and,  
The Drinking Water Quality Management System Commitment and Endorsement Page.

### **Background:**

There is a legal requirement to review the three policy document (Health and Safety, Harassment, and Violence Prevention) at least annually. By having council review and sign these statements once each year the City is complying with this legislative requirement. While an annual review and signing of the DWQMS Commitment and Endorsement page is not a legislated requirement it does indicate council's continued commitment to the program.

### **Budget:**

N/A

### **Communication Plan/Notice By-law Requirements:**

Signed documents will be returned to Bruce Graham for appropriate duplication and distribution.

## Element 3 – Commitment and Endorsement

The Mayor and Council of the City of Kenora, being the Owner and Operating Authority for the Kenora Water System are committed to the implementation, maintenance and continual improvement of the Drinking Water Quality Management System. In conjunction with senior management both parties realize the need for sufficient resources, funding and staffing to maintain and make continual improvements to the Drinking Water Quality Management System.

The Designated Quality Management Representative has read and understands the roles and responsibilities required by the Quality Management system and is committed to the appointment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

David Canfield, **Mayor – City of Kenora**

\_\_\_\_\_  
Signed

Rod McKay, **Chair – Operations Committee**

\_\_\_\_\_  
Signed

Karen Brown, **Chief Administrative Officer**

\_\_\_\_\_  
Signed

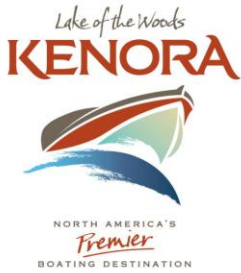
Richard Perchuk, **Manager of Operations**

\_\_\_\_\_  
Signed

Biman Paudel, **Water and Sewer Supervisor**

\_\_\_\_\_  
Signed

Bruce Graham, **Designated QMS Representative**



## The Corporation of the City of Kenora Occupational Health and Safety Policy

The Corporation of the City of Kenora is committed to preventing occupational illness and injury in the workplace.

We recognize that an effective health and safety program, as indicated by following acceptable industry practices and compliance with legislative requirements, and communication of that program to all workers, will contribute to a reduced risk of injury or illness to workers.

We further recognize that health and safety is the shared commitment and responsibility of us all. Our program is based on the concepts of the Internal Responsibility System wherein responsibilities and authority for health and safety are delegated from the top down and accountability for performance is required from the bottom up.

Senior management is responsible for establishing health and safety policy and ensuring the development of a health and safety system.

Department managers are responsible for the development and implementation of health and safety programs in their departments and for ensuring that their supervisors are performing their required health and safety responsibilities.

Supervisors are responsible to enforce health and safety rules and regulations and to ensure that their workers have the appropriate training, skills, and qualifications to perform their tasks safely.

Workers are responsible to follow employer and regulatory procedures, use their initiative to reduce risk, and to report unresolved issues to their supervisor.

It is the intention of this policy that:

**“No job is so important and no service is so urgent  
that we cannot take the time to perform our work safely”**

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Chief Administrative Officer

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Mayor

Approved by Municipal Council on February 18, 2014









**February 3, 2013**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Lauren D'Argis, Corporate Services Manager**

**Re: Kenora Citizens' Prosperity Trust Fund**

### **Recommendation:**

That Council of the City of Kenora hereby accepts the 2013 Fourth Quarter report regarding the Kenora Citizens' Prosperity Trust Fund, as prepared by and attached to the February 3, 2014 report of Lauren D'Argis, Corporate Services Manager.

### **Background:**

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

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

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

The first portfolio is with the ONE Public Sector Group of Funds and accounts for almost one quarter of the Trust Fund. The market value of this investment at December 31, 2013 is \$8,870,596. (This is a reduction of \$176,721 in market value from December 31, 2012.) All ONE Fund investments are held in a bond fund. The return on ONE fund investments for 2013 is 0.5%. This rate reflects the total return including market impact. The return on book value for 2013 is 2.77%.

The second and largest portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information from the December 31, 2013 report is attached. The market value of all investments is \$23,676,264 (\$355,248 higher than the value at the end of December 2012). Securities held in this portfolio are largely bank and federal and provincial government issues. The return on these funds for the full year of 2013 was 1.77%. The rate of return since inception is 3.72%. These returns also take the market impact into account.

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

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

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



**5 February 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:

- January 7 – Urban Trails Committee
- January 8 – Event Centre Committee
- January 14 - Committee of the Whole and Property & Planning
- January 15 – Environmental Advisory Committee
- January 16 – Lake of the Woods Museum Board
- January 21 & January 22 – Special Committee of the Whole
- January 21 – Budget Meeting of Council
- January 23 – Heritage Kenora; and

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

- November 19 & December 17 – Planning Advisory Committee
- November 27 – Kenora Police Services Board
- November 29 – Northwestern Health Unit Board of Health
- December 12 - Kenora District Services Board
- December 19 – 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



**February 4, 2014**

**City Council  
Committee Report**

**To: Mayor Canfield & Members of Council**

**Fr: Colleen Neil, Recreation Services Manager**

**Re: Application for Ontario Sport and Recreation Communities Fund**

**Recommendation:**

That Council of the City of Kenora approves the submission of an application to the Ontario Sport and Recreation Communities Fund requesting funding for the subsidization of training opportunities for the qualification of swimming instructors and life guards.

**Background:**

The Ontario Sport and Recreation Communities Fund is a short-term cost sharing funding program available for projects that address community need and promote physical activity. The goals of the program are to increase participation; implement physical literacy as a foundation for lifelong participation and to strengthen the community sport and recreation sector by building capacity.

Council has, in the past, been given reports from provincial organizations documenting the difficulty in training and keeping guards and instructors in small communities. The cost of courses and manuals to be qualified to work at the pool can cost up to \$800.00 and often students need to travel to neighboring communities such as Dryden or Fort Frances to take these courses adding additional cost and commitment. As the city competes with other employers in the city for student employees it is difficult to attract students when you need such high, costly qualifications as a pre-requisite to employment.

Over the past few years the city has seen decreasing interest in youth registering for Life Saving Society and Red Cross instructor courses and therefore diminished access to trained staff to guard and teach at the pool. The number of interested and qualified staff has impact on the number of programs that can safely be offered. With limited staff the pool is unable to offer swimming lessons at times and dates that meet the needs of young parents and in turn impacts the revenue line for the pool.

The success of this application would allow the city to offer training to willing students and alleviate the financial barrier to be qualified for a part-time job in the community and in-turn the city would be able to expand its swimming program to ensure children in our lakeside community are safe and competent in and on the water.

**Budget Implications:**

N/A

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

Finance and Administration Management, CAO, Recreation Services Manager

**Date February 4, 2014**

## **City Council Committee Report**

**To: Mayor & Council**

**Fr: Colleen Neil, Recreation Services Manager**

**Re: Community Club 2014 Grant Applications**

**Recommendation:**

That Council of the City of Kenora hereby approves the 2014 Community Club grant applications in the amount of \$8000.00 to each of the following Clubs:-

Rideout Community Club  
Central Community Club  
Evergreen Community Club

**Background:**

Rideout, Central and Evergreen Community Club's Community Club Grant Applications have been received and reviewed. It has been determined that the three Community Clubs have met the criteria for funding and a motion be passed to approve their applications for the amount of \$8000.00 per club.

**Budget:**

Included in the proposed 2014 Teams and Clubs Operating Budget

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

Finance and Administration, Recreation Services Manager, Community Clubs



**February 4, 2013**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Event Centre Committee & Colleen Neil, Recreation Services Manager**

**RE: Stantec/Nelson Report on the Proposed Event Centre**

### **Recommendation:**

That Council of the City of Kenora hereby receives the report from Stantec and Nelson Architecture regarding the proposed expansion to the Kenora Recreation Centre.

### **Background:**

On July 9, 2013 the Event Centre Committee presented their community research findings to the Council of the City of Kenora. The research illustrated that the community is statistically significantly in favour of developing the Kenora Recreation Centre in order to increase the level of service the facility can offer to the community and to attract visitors to the City. These findings are in line with the Kenora and District Chamber of Commerce study that was also recently completed in the community.

Council further supported the committee to contract professionals to develop a conceptual design, budget figures for the project, time lines and projected operating costs of such a facility. Stantec and Nelson Architecture have submitted a report to council with their design and projected capital and operating costs for such a facility.

This report is being presented to Council at its February meeting. A further report will follow in March with the Event Centre's proposal of "next steps".

### **Budget:**

N/A

### **Communication Plan/Notice By-law Requirements:**

Resolution required

Distribution: C. Neil, Event Centre Committee



**City Council  
Committee Report**

**To: Mayor & Council**

**Fr: Colleen Neil, Recreation Services Manager**

**Re: Student Wages**

**Recommendation:**

That Council of the City of Kenora authorizes the increase and implementation of the wage step level plan for the student staff in Recreation department, as outlined; and

That the change take effect June 1, 2014; and further

That the wage scale be amended with each Provincial minimum wage increase in the future.

**Background:**

With the recent announcement of minimum wage increasing in the province, staff has reviewed the wage scale for non-unionized student staff in the recreation department. As minimum wage has increased our approved student wages are no longer in line with the council approved wage scale.

Wages are a contributing factor as we compete for students to fill part time student positions in the community. In 2010 Council had approved the implementation of a wage step level plan as an incentive to keep, reward and retain our student work force. The proposed plan is keeping the same incentive rate with the base being the new provincial rate of minimum wage (student minimum wage \$10.30 and adult minimum wage \$11.00)

| Description                 | CURRENT      |  |   |
|-----------------------------|--------------|--|---|
|                             | Start Rate   | Step 1<br>(After 1 year of service & acceptable performance) | Step 2<br>(After 2 years of service & acceptable performance) |
| <b>Pool Attendant</b>       | minimum wage | minimum wage   | minimum wage  |
| <b>Assistant Instructor</b> | 10.25        | 10.65  | 11.05   |
| <b>Assistant Guard</b>      | 10.25        | 10.65  | 11.05   |
| <b>Lifeguard</b>            | 10.75        | 11.15  | 11.55   |
| <b>Instructor</b>           | 10.75        | 11.15  | 11.55   |
| <b>Instructor/Guard</b>     | 11.50        | 11.90  | 12.30   |
| <b>Skate Patrol</b>         | Minimum wage | .40 increase   | .40 increase  |
| <b>Rink Attendant</b>       | Minimum wage | .40 increase   | .40 increase  |

|                       |              |              |              |
|-----------------------|--------------|--------------|--------------|
| <b>Desk Attendant</b> | Minimum wage | .40 increase | .40 increase |
|-----------------------|--------------|--------------|--------------|

| Description                       | PROPOSED                          |  |   |
|-----------------------------------|-----------------------------------|--|---|
|                                   | Start Rate                        | Step 1<br>(After 1 year of service & acceptable performance) | Step 2<br>(After 2 years of service & acceptable performance) |
| <b>Pool Attendant</b>             | minimum wage<br>(Student \$10.30) | minimum wage   | minimum wage  |
| <b>Assistant Instructor</b>       | 11.00                             | .40 increase   | .40 increase  |
| <b>Assistant Guard</b>            | 11.00                             | .40 increase   | .40 increase  |
| <b>Lifeguard</b>                  | 11.50                             | .40 increase   | .40 increase  |
| <b>Instructor</b>                 | 11.50                             | .40 increase   | .40 increase  |
| <b>Lifeguard &amp; Instructor</b> | 12.25                             | .40 increase   | .40 increase  |
| <b>Skate Patrol</b>               | Minimum wage                      | .40 increase   | .40 increase  |
| <b>Rink Attendant</b>             | Minimum wage                      | .40 increase   | .40 increase  |
| <b>Desk Attendant</b>             | Minimum wage                      | .40 increase   | .40 increase  |

**Budget:**

Included in the 2014 proposed operating budgets

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

N/A





**February 3, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

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

**RE: Elimination of Water and Sewer Cross Connections**

### **Recommendation:**

That Council hereby accepts the report entitled "Elimination of Identified Cross Connections" as prepared by Biman Paudel, Water and Sewer Supervisor, dated January 17, 2014.

### **Background:**

Please find enclosed the Report prepared by Biman Paudel, Water and Sewer Supervisor concerning the correction of eleven (11) identified cross connections between water mains and sewer manholes within the Kenora Drinking Water System.

All works have been completed by City staff as per the work plan submitted to the Ministry of the Environment. Details of the work completed are listed in the attached report.

### **Budget:**

2013 Operating Budget

### **Communication Plan/Notice By-law Requirements:**

Resolution required.

Distribution: R. Perchuk, B. Paudel

From : Biman Paudel, Sewer and Water Supervisor  
To : Rick Perchuk, Operations Manager  
Subject : Elimination of Identified Cross Connections  
Date : 17/01/2014

Elimination of the following identified cross connections between water mains including bleeder lines and sewer manholes in Kenora Drinking Water System as per # 5 and # 6 of Provincial Officer's Order (Order #1 – ABNPU) dated 20/09/2012 is complete. The works were done before 31/12/2013 as per our submitted work plan to the Ministry of Environment.

**Locations:**

- 119 Rupert Road
- 2<sup>nd</sup> Street N at 4<sup>th</sup> Avenue N (SW Corner)
- 122 Main Street N
- 321 1<sup>st</sup> Street N
- 323 2<sup>nd</sup> Street N
- Gunne CR at Poirier Drive
- 7 Segmiller Avenue
- 200 (north end) Regina Avenue
- 200 1<sup>st</sup> Street N
- 13 Anne Crescent
- 409 5<sup>th</sup> Street N (Back Lane)

\*\*\*\* Details enclosed.

## **Description of the works done**

**119 Rupert Road** - The existing 9" clay sanitary line is terminated outside the manhole at a possible safe distance of about 2 m (vertical + horizontal) from the manhole, and about 8 m of this section is replaced with 8" new plastic sewer line. The work was executed on June 13, 2013.

**Second Street North at Fourth Avenue North**- Considering the existing gradient and very low flow (sewer service from only one house connected to the manhole) inside the manhole, the manhole installed around 1900 is permanently eliminated with direct connection between U/S and D/S sewer lines with no exposed flow. The water and sewer lines are continued to be separated with the same distance as existed in the U/S and D/S water and sewer mains. Elimination was made on August 22, 2013.

**122 Main Street North**- The existing manhole has been permanently removed with direct pipe connection between U/S and D/S sewer lines with no exposed sanitary flow. The outgoing and incoming sanitary sewer pipes in the manhole are connected with a single piece 10" plastic pipe in the existing alignment to eliminate the cross connection completely. The water and sewer mains are continued to be separated with the same distance as existed in the U/S and D/S water and sewer mains. Work was done on June 26, 2013.

**321 First Street North**- The existing 6" Cast Iron water main inside the manhole is terminated outside to relocate it around the manhole at a possible safe distance of about 2.5 m (vertical + horizontal) from the manhole. Work was accomplished on September 19, 2013.

**323 Second Street North**- The non functioning manhole installed around 1900 is fully eliminated with direct connection between U/S and D/S sewer lines with no exposed flow. The water and sewer lines are continued to be separated at the same distance as

existed in the U/S and D/S water and sewer mains. The work was completed on July 31, 2013.

**24 Gunne Crescent at Poirier Drive**- Not in service GI bleeder is cut off and taken out from the manhole on June 24, 2013. Valve for the bleeder is also permanently shut off.

**7 Seegmiller Avenue**- The existing copper bleeder is cut off and eliminated from the manhole. Valve for the bleeder is also shut off. The job was done on July 5, 2013.

**200 Regina Avenue**- Not in service copper bleeder is cut off and taken it out from the manhole. Valve for the bleeder is also shut off. The work was done on June 14, 2013.

**200 First Street North**- Not in service copper bleeder is cut off and taken out from the manhole. The work was done on June 24, 2013. Valve for the bleeder is also shut off.

**13 Anne Crescent**- Existing bleeder line is taken out of the manhole, and a new bleeder line coupled with two check valves in series is re-installed outside the manhole with new curb box and enough air gap. The work was completed on June 24, 2013.

**409 Fifth Street North**- Existing bleeder line is taken out of the manhole and a new sewer with Y hook is run into sewer main. A new bleeder line coupled with two check valves in series is permanently re-installed outside the manhole with new curb box and enough air gap. The work was done on July 8, 2013.

Biman Paudel  
Water and Sewer Supervisor  
City of Kenora



**February 4, 2014**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Richard Perchuk, Operations Manager  
Mike Mostow, Fleet Supervisor**

**Re: New Street Sweeper Purchase**

### **Recommendation:**

That Council hereby authorizes the purchase of a new Street Sweeper and spare parts, in the amount of \$204,980.03, HST extra; and

That Council hereby authorizes the purchase, as is prior to approval of the 2014 Roads Capital Budget, to be funded through the reallocation of 204,980.03, HST extra, from the Equipment Reserve Fund; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to include the purchase under the 2014 Roads Capital Budget, pending approval, at its February 18<sup>t</sup>, 2014 meeting; and

That Council hereby gives three readings to a by-law for this purpose; and

That the only tender, for the supply and delivery of a new Street Sweeper and spare parts, be received:-

Joe Johnson Equipment \$204,980.03 (HST extra); and further

That the tender submitted by Joe Johnson Equipment, Barrie, Ontario, in the amount of \$204,980.03 (HST extra) be hereby accepted.

### **Background:**

The City requires to replace a 1986 Mobile Street Sweeper as per the City of Kenora's 2014 Replacement Plan allocation of \$235,000.00. A tender for a new sweeper closed on January 30<sup>th</sup>, 2014 with one tender received from Joe Johnson Equipment for a 2014 Pelican Street Sweeper at a cost of \$199,870.00 , HST extra. A second tender was received late the following day that was returned to the bidder.

The tender received met all the specifications requested and is recommended for purchase.

The main reason for the order of the sweeper before the capital budget is approved is to accommodate the long delivery date for a new unit to allow it to be used this season.

A copy of the City of Kenora's proposed 2014 Vehicle and Equipment Ten Year Plan page 5 showing Unit 825, along with the Sweeper Tender document is attached.

The tender document included four (4) Options of which the City chose Option 1 (purchase of a Pelican NP Dual 2014 sweeper unit) and the following Spare Parts listed under Option 4:

- 3 Sets of Long Dirt Shoes, 3 Sets of Short Dirt Shoes, 1 Belt Repair Kit
- Set of Conveyor and Broom Bearings, 1 Broom Core
- 4 Spare Rear Brooms, 6 Spare Gutter Brooms
- 1 Spare Front Wheel, 1 Spare Rear Wheel (with tires)

**Budget:**

2014 Roads Capital Budget, pending approval

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

Public notice as per Notice By-law

**Distribution:**

Resolution & By-law required  
R.Perchuk, M. Mostow, K. Koralalage



**February 3, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

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

**RE: 2013 Water & Wastewater Systems Monthly Summary  
Report - December**

### **Recommendation:**

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

### **Background:**

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

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

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

### **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

December 2013

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



## **1.0 Introduction**

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

## **2.0 Water Treatment Plant**

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

### **2.2 Weekly Bacteriological Samples**

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

Sampling was conducted on the following dates:

- Dec. 4<sup>th</sup>
- Dec. 11<sup>th</sup>
- Dec. 18<sup>th</sup>
- Dec. 25<sup>th</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Installed new #1 high lift motor.
- Replaced faulty relay in generator control system.
- Repaired heater in pipe gallery.
- Troubleshooting on failed low lift VFD.
- Cleaned, calibrated and replaced bulbs in all turbidimeters.

### **2.4 Training**

- Dec 2<sup>nd</sup> – Operation and Maintenance of Valves
- Dec 3<sup>rd</sup> – Infiltration and Inflow
- Dec 9<sup>th</sup> – New Watermain Installation
- Dec 10<sup>th</sup> – Log Book Writing

## 2.5 Water Quality Complaints

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

## 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

- December 4 - Repaired watermain leak at: 611 Sixth Avenue South.  
- Repaired fire hydrant at Beatty Park.
- December 9 - Dug and repaired watermain break at: Sewage Plant Road.  
(between Sultana Pumping Station and Sewage Treatment Plant).
- December 13 - Dug and installed two service boxes at: 531 and 533 Park Street.
- December 20 - Dug and repaired water leak at: 1338 Eighth Street North.  
- Repaired curb box at: 1020 Railway Street.

#### 3.1.2. Wastewater Collection

- December 1 - Flushed sewer main at: 1185 Minto Avenue.
- December 4 - Rodded plugged sewer at: 602 Third Street North  
- Rodded plugged sewer at: 322 First Street North.
- December 9 - Rodded plugged sewer at: 608 Sixth Avenue South.
- December 12 - Flushed sewer main at: 2 Cambrian Drive.
- December 14 - Rodded plugged sewer at: 3 Main Street Rideout.
- December 17 - Rodded plugged sewer at: 136 Third Street North.  
- Flushed sewer main from: McDonald's Restaurant to Dingwall Ford.
- December 18 - Rodded plugged sewer at: 154 Main Street South (Cornerstone Restaurant).
- December 20 - Rodded plugged sewer at: 154 Main Street South (Cornerstone Restaurant).

- Installed new pump at: Gerald Street Pumping Station.
- December 25 - Replaced grinder pump at: 2 Universal Drive.
- December 26 – Flushed sewer main at: 24 Granite Court.
- December 30 – Rodded and televised sewer at: 102 Fifth Avenue South.

3.1.3. **Water Thaws:** City Property – 1 Private Property – 1

### 3.2 Training

- December 2<sup>nd</sup> - All the staff in the Water and Sewer Department attended XCG's training on "Operation and maintenance of Valves" at the Operations Building Training Hall, City of Kenora.
- December 3<sup>rd</sup> - All the staff in the Water and Sewer Department attended XCG's training on "Infiltration and Inflow" at the Operations Building Training Hall, City of Kenora.
- December 9<sup>th</sup> - Leland Parker, Craig Robinson, Ray Lunam, Dave King, James Bell and Biman Paudel attended XCG's training on the "Installation of new pipelines" at the Operations Building Training Hall, City of Kenora.
- December 10<sup>th</sup> – All the staff in the Water and Sewer Department attended XCG's training on "Log Book Writing" at the Operations Building Training Hall, City of Kenora.
- December 12-13 – Ray Lunam completed First Aid and CPR Training at the Operations Building Training Hall, City of Kenora.
- All Water and Sewer staff attended mandatory health and safety refresher training session.

### 3.3 Water Quality Complaints

There were no water quality complaints reported to the Water Treatment Plant for the month of December.

### 3.4 Boil Water Advisory(s) - 2013

There was one (1) boil water advisory issued in the month of December.

Date and Location:

December 9<sup>th</sup>: Sewage Treatment Plant.

### 3.5 Other Information

The department received MOE's 2013 Kenora Drinking Water System Inspection Report.

## 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 December 11<sup>th</sup>, 2013 - Results:
- Total B.O.D. (biological oxygen demand) Raw Sewage: 110 [mg/L]
  - Total B.O.D. Final Effluent: 5.0 - limit is 25.
  - Total Suspended Solids Raw Sewage: 160 [mg/ L]
  - Total Suspended Solids Final Effluent: 7 [mg/ L] - limit is 25
- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on November 4, 11, 18, 23 - Results: Organisms/100 mL
- Geometric Means Total of 31.99
  - 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 31.99, which is well within the limit of 200. Plant reduction of B.O.D. is 96% and the Plant reduction of suspended solids is 96%.

### 4.3 Maintenance

- 4.3.1. December 4<sup>th</sup>: Ontario Electrical Authority’s annual inspection of Plant electrical equipment - there were no issues to report at the time of the inspection.
- 4.3.2. December 16<sup>th</sup>: Cleaned and regreased upper bearing on North screw pump.
- 4.3.3. North Re-Aeration return line hoarded and heated to thaw frozen valve.
- 4.3.4. December 18<sup>th</sup> : Ministry of Labour inspection of the WWTP - Orders were issued for guard rail system around aeration tanks to be brought up to Building Code standard. Plant staff will get quotes to upgrade guard rail system. Ministry of Labour has extended the completion date to April 30<sup>th</sup>, 2014 due to weather conditions of aeration tanks location.
- 4.3.5 Plant staff reviewed all maintenance and operation manuals as required by the Ministry of the Environment Certificate of Approval (Bi-annually)

### 4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.
- 4.4.2. Log book training (8 hours) by XCG Training Incorporated, and reviewed Operating procedures (4 hours).

**4.5 Other Information**

4.5.1. December 16<sup>th</sup>, 2013 – Health and Safety Inspection performed.

**Schedule "A"**

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

| <b>Water Plant Flows</b>                          | <b>Units</b>          | <b>January</b> | <b>February</b> | <b>March</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>August</b> | <b>September</b> | <b>October</b> | <b>November</b> | <b>December</b> | <b>TOTAL</b> |
|---|-----------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|--------------|
| <b><u>Influent Flow</u></b>                       |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Total Influent Flow                               | m <sup>3</sup> /month | 233290         | 209765          | 227075       | 223118       | 226992     | 222716      | 247800      | 243657        | 216787           | 178859         | 168850          | 180770          | 2579679      |
| Maximum Daily Influent Flow                       | m <sup>3</sup> /day   | 9143           | 9258            | 8188         | 7963         | 8234       | 8646        | 9163        | 9665          | 8378             | 6473           | 6559            | 6589            | 98259        |
| Minimum Daily Influent Flow                       | m <sup>3</sup> /day   | 5318           | 6329            | 6840         | 6661         | 6360       | 6561        | 6997        | 6873          | 5607             | 4933           | 4589            | 4707            | 71775        |
| Average Daily Influent Flow                       | m <sup>3</sup> /day   | 7525           | 7492            | 7325         | 7437         | 7322       | 7424        | 7994        | 7860          | 7226             | 5770           | 5628            | 5831            | 84834        |
| Maximum Daily Instantaneous Influent Flow         | m <sup>3</sup> /day   | 19239          | 18958           | 18853        | 18692        | 18924      | 19688       | 19534       | 19474         | 19403            | 19260          | 19054           | 18831           | 229910       |
| <b><u>Effluent Flow</u></b>                       |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Total Effluent Flow                               | m <sup>3</sup> /month | 221816         | 199155          | 214741       | 211064       | 215036     | 211076      | 234798      | 230799        | 203319           | 167243         | 157843          | 168823          | 2435713      |
| Maximum Daily Effluent Flow                       | m <sup>3</sup> /day   | 8399           | 8992            | 7892         | 7568         | 7856       | 7980        | 8706        | 9258          | 7881             | 6174           | 6178            | 6135            | 93019        |
| Minimum Daily Effluent Flow                       | m <sup>3</sup> /day   | 5120           | 6065            | 6340         | 6173         | 5963       | 6093        | 6720        | 6685          | 5427             | 4591           | 4248            | 4389            | 67814        |
| Average Daily Effluent Flow                       | m <sup>3</sup> /day   | 7155           | 7113            | 6927         | 7035         | 6937       | 7036        | 7574        | 7445          | 6777             | 5395           | 5261            | 5446            | 80101        |
| <b><u>Samples</u></b>                             |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| <b><u>Weekly Bacteriological</u></b>              |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Number of Raw Samples Taken                       |                       | 5              | 4               | 4            | 5            | 4          | 4           | 5           | 4             | 5                | 4              | 4               | 4               | 52           |
| Number of Treated Samples Taken                   |                       | 5              | 4               | 4            | 5            | 4          | 4           | 5           | 4             | 5                | 4              | 4               | 4               | 52           |
| Number of Distribution Samples Taken              |                       | 30             | 24              | 24           | 30           | 24         | 24          | 30          | 24            | 30               | 24             | 24              | 24              | 312          |
| <b><u>Boil Water Advisory Bacteriological</u></b> |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Number Taken                                      |                       | 22             | 18              | 6            | 4            | 0          | 4           | 6           | 12            | 26               | 10             | 6               | 2               | 116          |
| <b><u>Callouts</u></b>                            |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
| Major   |                       | 0              | 0               | 0            | 0            | 0          | 0           | 0           | 0             | 0                | 0              | 0               | 0               | 0            |
| Minor   |                       | 1              | 1               | 2            | 2            | 4          | 4           | 4           | 8             | 16               | 2              | 1               | 6               | 51           |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |
|   |                       |                |                 |              |              |            |             |             |               |                  |                |                 |                 |              |

## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2013

| Wastewater Plant Flows            |                      | January | February | March   | April   | May     | June    | July    | August  | September | October | November | December | AVERAGE | TOTAL     |
|-----------------------------------|----------------------|---------|----------|---------|---------|---------|---------|---------|---------|-----------|---------|----------|----------|---------|-----------|
| <u>Influent Flow</u>              |                      |         |          |         |         |         |         |         |         |           |         |          |          |         |           |
| Total Influent Flow               | m <sup>3</sup> /mon. | 177,663 | 156,733  | 181,689 | 244,603 | 346,693 | 283,478 | 289,104 | 236,562 | 249,518   | 248,458 | 185,934  | 150,328  |         | 2,750,763 |
| Maximum Daily Influent Flow       | m <sup>3</sup> /day  | 6,437   | 6,192    | 8,357   | 13,949  | 20,775  | 13,687  | 15,635  | 10,544  | 22,188    | 12,601  | 6,925    | 5,838    | 11,927  |           |
| Minimum Daily Influent Flow       | m <sup>3</sup> /day  | 5,213   | 5,070    | 5,295   | 6,233   | 6,529   | 7,754   | 6,406   | 5,288   | 6,475     | 5,368   | 5,153    | 4,038    | 5,735   |           |
| Average Daily Influent Flow       | m <sup>3</sup> /day  | 5,731   | 5,597    | 5,860   | 8,153   | 11,184  | 9,449   | 9,325   | 10,544  | 8,317     | 8,014   | 6,197    | 4,849    | 7,768   |           |
| <u>Effluent Flow</u>              |                      |         |          |         |         |         |         |         |         |           |         |          |          |         |           |
| Total Effluent Flow               | m <sup>3</sup> /mon. | 198,479 | 177,770  | 204,176 | 263,828 | 364,096 | 301,299 | 307,203 | 263,619 | 230,156   | 230,156 | 204,707  | 184,352  | 244,153 |           |
| Average Daily Flow                | m <sup>3</sup> /day  | 6,402   | 6,348    | 6,586   | 8,794   | 11,745  | 10,043  | 9,909   | 8,503   | 7,424     | 7,424   | 6,823    | 5,946    | 7,996   |           |
| <u>Samples</u>                    |                      |         |          |         |         |         |         |         |         |           |         |          |          |         |           |
| Weekly Bacteriological --ALS Labs |                      | 5       | 4        | 4       | 4       | 5       | 4       | 5       | 4       | 4         | 5       | 4        | 4        |         | 52        |
| Number of Raw Samples Taken       |                      | 1       | 1        | 1       | 1       | 1       | 1       | 1       | 1       | 1         | 1       | 1        | 1        |         | 12        |
| Number of Treated Samples Taken   |                      | 6       | 5        | 5       | 5       | 6       | 5       | 5       | 5       | 5         | 5       | 5        | 5        |         | 62        |
| Geometric Means (Bacti Samples)   |                      | 17.9    | 7.9      | 26      | 43      | 2.9     | 2.9     | 45.4    | 4.55    | 4.63      | 23.1    | 45.2     | 31.99    | 21.29   |           |
| Sludge Hauled to Landfill         | yds/mon.             | 300     | 330      | 330     | 330     | 405     | 210     | 360     | 300     | 285       | 420     | 210      | 225      |         | 3,705     |
| <u>Callouts</u>                   |                      |         |          |         |         |         |         |         |         |           |         |          |          |         |           |
|                                   |                      | 0       | 5        | 0       | 3       | 2       | 2       | 2       | 5       | 5         | 2       | 0        | 2        |         | 28        |



**January 30, 2013**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Re-Naming of Street – Plan M102**

### **Recommendation:**

That the Council of the Corporation of the City of Kenora gives three readings to a by-law rename the road, shown on Plan M102 as Clarence Street to Round Lake Ridge; and

That the lane, commonly known as Clarence Street, be named Clarence Street; and

That the City of Kenora assumes the road, if it has not already been assumed; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to pass a by-law to rename these roads; and

That the Municipal Solicitor is to coordinate this process; and further

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

### **Background:**

In 1985, the owners of the property which included lots on plan of subdivision M102, requested that the lots be deemed to no longer be lots on the plan, thus merging all of the properties into one. In 1996, the former Town of Jaffray Melick assumed all of the road allowances and lanes within that plan. In the meantime, lots were developed, which technically fronted Clarence Street, but were accessed via the lane south of Clarence Street. Over time, the lane was named Clarence Street.

There are currently nine residential lots developed along the lane known as Clarence Street. In order to avoid the changing of both 911 and Canada Post addressing (and all associated personal information of the existing property owners) it is recommended that the road titled Clarence Street on Plan M102 be renamed Round Lake Ridge. The lane will be named Clarence Street.

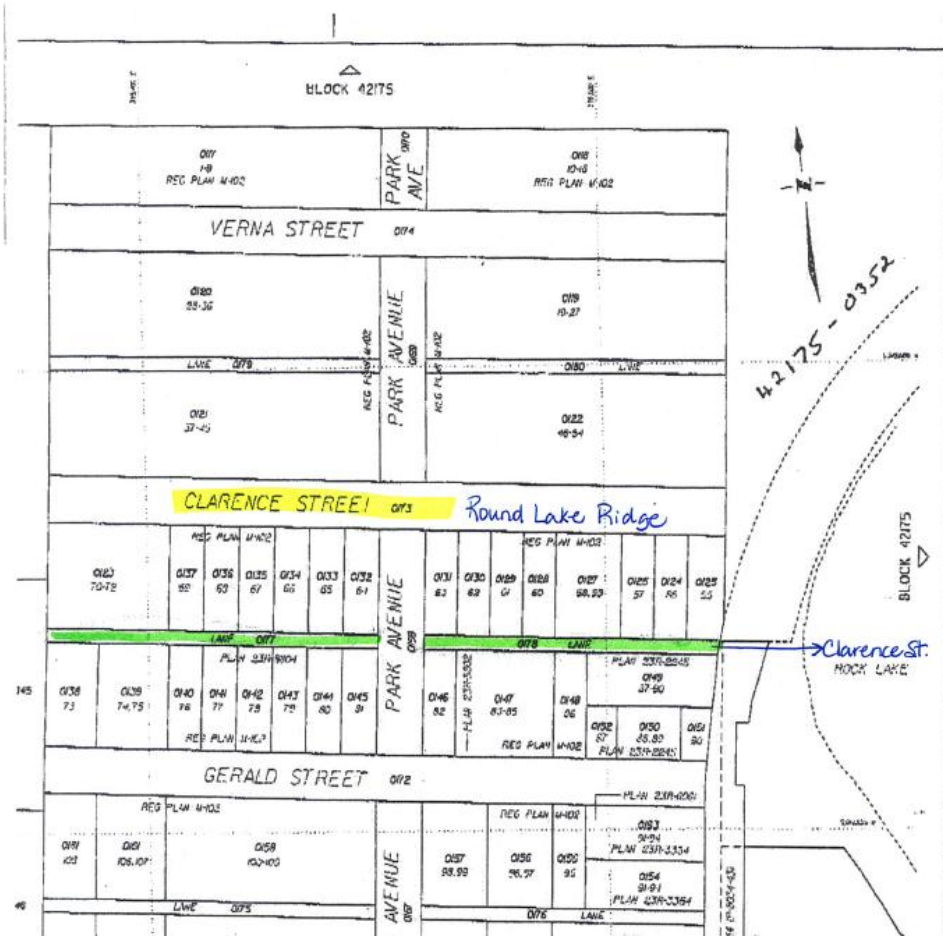
The Clerk's Office has confirmed that there is no depository for road names, and the new road, which will largely be unopened is on a ridge overlooking Round Lake. The property has been purchased and the new owner intends on constructing one single family dwelling only, at this time.



**Budget:**

Approximately \$700 – Operations - Legal

**Communication Plan/Notice By-law Requirements:** Agenda for Committee of the Whole and Council, Property Owners, Municipal Solicitor, Tax Department, Engineering (GIS), Chief Building Official (to advise 911 and Canada Post as required).





**January 30, 2013**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: 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.

### **Background:**

In 1985, the owners of the property which included lots on plan of subdivision M102, requested that the lots be deemed to no longer be lots on the plan, thus merging all of the properties into one. In 1996, the former Town of Jaffray Melick assumed all of the road allowances and lanes within that plan. In the meantime, lots were developed, which technically fronted Clarence Street, but were accessed via the lane south of Clarence Street.

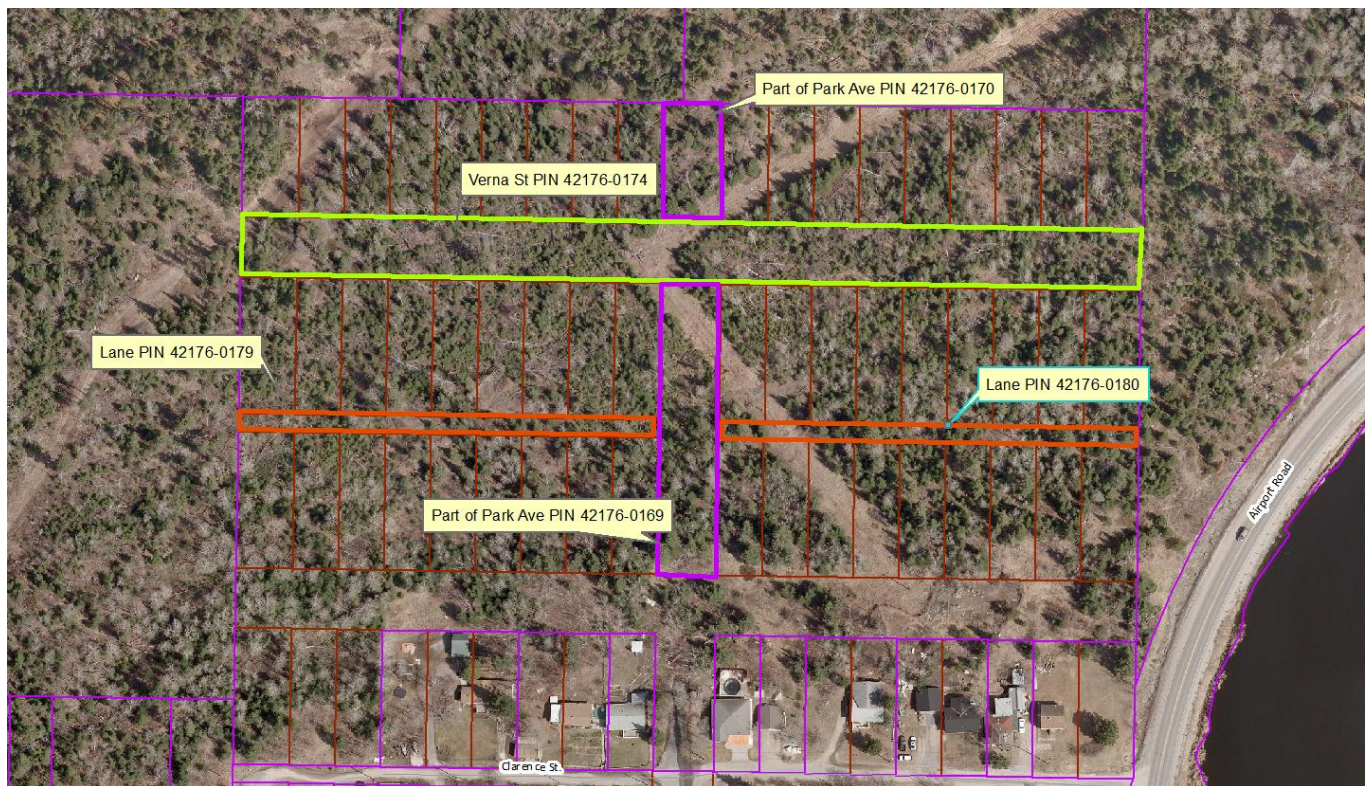
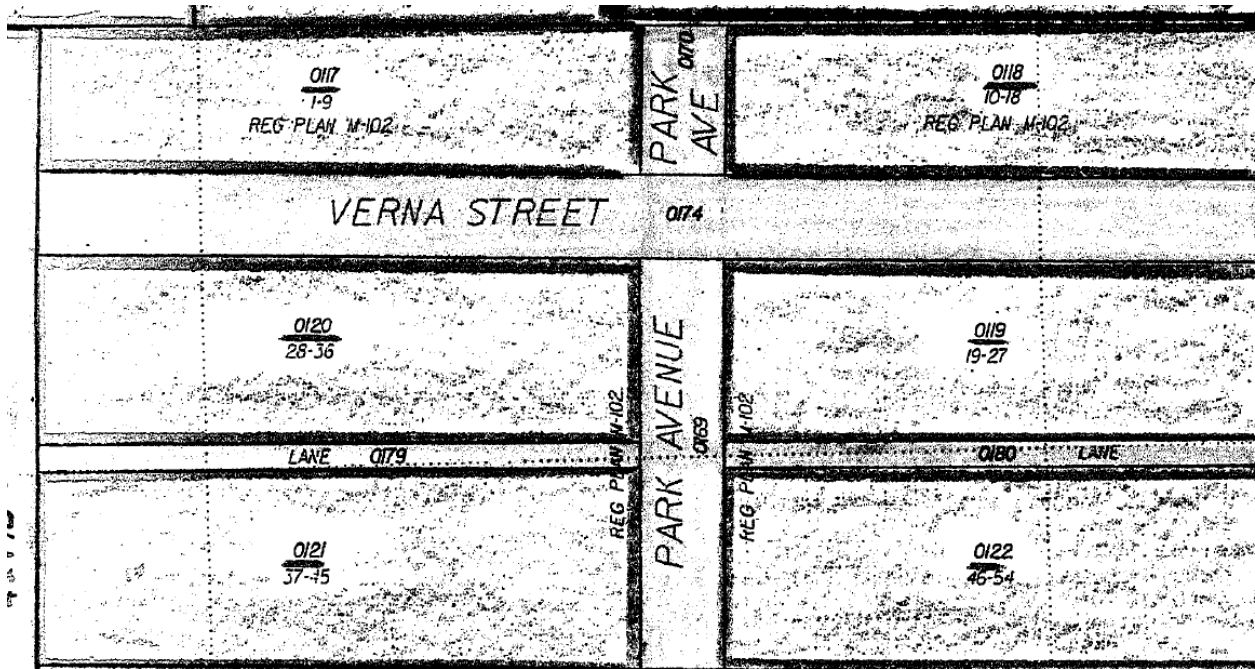
The property has been purchased and the new owner intends on constructing one single family dwelling only, at this time. In order for the property owners to be able to develop their lands, without encroaching onto City-owned lanes and streets, the lanes and streets need to be declared surplus, stopped up and closed, and sold to the abutting property owners.

If, in the future, a subdivision is contemplated, new lots (with appropriate sizes) and roads can be developed.

### **Budget:**

N/A – Costs are borne by applicant

**Communication Plan/Notice By-law Requirements:** Agenda for Property and Planning and Council, Property Owners, Municipal Solicitor, Engineering (GIS).





January 13, 2013

## City Council Committee Report

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Transfer of Municipal Property - Edison**

### **Recommendation:**

That the Council of the Corporation of the City of Kenora gives three readings to a by-law to transfer lands described as Part 2, Plan 23R 12221 to Timothy Ron Edison and Alyssa Dawn Edison, as a consolidation with property described as PLAN M31 PT LOT 61 PT LOT 62 PT LOT 63 PCL 22714; and

That the Municipal Solicitor is to coordinate this process; and further

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

### **Background:**

In February of 2013, Council adopted the following resolution:

That staff be directed to offer a portion of unopened road allowance, described as Power Street on Plan M31 to as follows: one half (running north and south, and south of the lane between First and Second Avenues) of the road allowance be offered to Edison (east side of road allowance) and Fawcett (southwest corner) and Boucha (northwest corner).

If neither of the property owners on the west side of the unopened road allowance wish to purchase, that the unopened road allowance be declared surplus and offered to Edison. If one of the neighbours on the west side wish to purchase, the City will declare the entire road allowance surplus and transfer to Edison and the interested party(ies). Any costs associated with the transfer(s) shall be borne, on a pro-rated basis, by the applicants to purchase.

The purchase/sale is subject to an opinion by the Municipal Solicitor regarding transfer of lands as the unopened road allowance is still in the name of the Rat Portage Lumber Co.

The reference plan has been finalized and deposited. In addition, the City of Kenora has assumed parts of the unopened road allowances which were previously in the name of the Rat Portage Lumber Company. There was no other interested party at this time.

### **Budget:**

All costs to be borne by Applicant/property owner; property to be sold for \$1145.28 per tariff of fees by-law.

**Communication Plan/Notice By-law Requirements:** Agenda for Property and Planning and Council, Property Owners, Municipal Solicitor, Engineering (GIS)