



City of Kenora Committee of the Whole of Council Agenda

Tuesday, January 14, 2014
9:00 am - 1:00 pm
City Hall Council Chambers

	Pages
1. Public Information Notices N/A	
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 December 10, 2013 -Special Committee of the Whole meeting held December 10, 2013	
4. Presentations N/A	
5. Deputations N/A	
6. Business Administration Reports	
6.1 K.D.S.B. Report from Councillor Roussin	
6.2 Dedicated Gas Tax 2014	1 - 2
6.3 Homelessness Work Plan Next Steps for OGRA	3 - 4
6.4 KDMA Conference Attendance	5 - 6
6.5 November 2013 Financial Statements	7 - 25
6.6 NW Business Centre Q4 2013 Report	26 - 28
6.7 POA Court House Lease Agreements	29 - 29
6.8 Various Committee Minutes	30 - 49

7. Community Services Reports - no reports	
8. Economic Development Reports	
8.1 Brand Promise Amendment	50 - 50
9. Emergency Services Reports - no reports	
10. Operations Reports	
10.1 Water Wastewater Systems Monthly Summary November 2013	51 - 59
11. Property & Planning Reports	
11.1 2014 Food Vendor RFP	60 - 65
11.2 Canada Summer Games 2017 - Rabbit Lake	66 - 69
11.3 Assumption of Portion of Bruckenberger Road	70 - 71
11.4 Assumption of Portion of Ritchie Road	72 - 76
11.5 Lease of Sidewalk - City and Hagesy Investments	77 - 77
11.6 Transfer of Portion of Municipal Property - Marciniak	78 - 79
11.7 Transfer of Portion of Municipal Shore Allowance - Hawryluk	80 - 81
12. Proclamations	
12.1 National Alzheimer Awareness Month - January	82 - 82
13. Other	
13.1 Special Committee of the Whole Meeting Notice - January 21, 2014 @ 11:00 a.m. A Special Meeting will take place prior to Council's 12:00 noon meeting for purposes of a presentation to Council by the Heritage Kenora Committee	83 - 83
14. Date of Next Meeting Tuesday, February 11, 2014	
15. Adjourn to In-Camera Meeting 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 (2 items) ii) Labour Relations (1 item)	
16. Reconvene to Open Meeting	
17. Close Meeting	



January 6, 2014

**City Council
Committee Report**

To: Mayor Canfield & Members of Council

Fr: Charlotte Edie, Treasurer

**Re: Dedicated Gas Tax Funds for Public Transportation Program
(Interim Six Month Program)**

Recommendation:

That Council of the City of Kenora gives three readings to a by-law to authorize the execution of an agreement between the City of Kenora and the Ministry of Transportation with respect to the Dedicated Gas Tax Funds for Public Transportation Program for 2013-2014 (Interim Six Month Program); and further

That the Mayor and Clerk be authorized to enter into the agreement.

Background:

As of October 2004, the Province provided 1 cent/litre of gas tax funds to Ontario municipalities, increasing as of October 2005 to 1.5 cents/litre, and since October 2006 has consistently provided 2 cents/litre annually. In 2013 the Province made a commitment to make Gas Tax funding permanent. As a result the program year is being realigned to match the Provincial fiscal year. The agreement will run from October 1, 2013 to March 31, 2014 and will bridge the gap between the 2012-13 program and the start of the 2014-15 program. The City of Kenora will be eligible to receive an allocation of \$72,606 for this period. The City received \$146,219 for the previous full year agreement.

The purpose of the Program is to provide dedicated gas tax funds to municipalities to ensure that local public transportation services continue, and to increase overall ridership through the expansion of public transportation capital infrastructure and levels of service. To be eligible to receive dedicated gas tax funds a municipality must contribute financially towards their public transportation services. A municipality receiving dedicated gas tax funds must ensure that all funds received are used exclusively towards the provision of public transportation services and, unless otherwise approved by the Ministry, disbursement of dedicated gas tax funds must be net of any rebate, credit or refund, for which it has received, will receive, or is eligible to receive.

The Ministry is requesting a signed letter of agreement along with a by-law to authorize this program.

Budget:

There is no expected budget impact as a result of this program. Gas tax revenues are intended to support increased municipal public transportation expenditures and not to reduce or replace current levels of municipal public transportation funding.

Communication Plan/Notice By-law Requirements:

The Ministry of Transportation requires two copies of the letter of agreement. Further communication to Operations and Kenora Handi Transit.



7 January 2014

City Council Committee Report

TO: Mayor and Council

FR: Karen Brown

RE: Homelessness & Behavioural Issues Work Plan Next Steps

Recommendation:

Whereas the City of Kenora has approved the Homelessness & Behavioural Issues (H&BI) Work Plan, introducing new strategies intended to effect positive change in addressing homelessness and behavioural issues within Kenora; and

Whereas the Kenora District Services Board (KDSB) has developed and approved a Ten Year Housing and Homelessness Plan – “A Place for Everyone”; and

Whereas this plan incorporates Kenora’s H&BI Work Plan in Appendix F to that plan; and

Whereas the Kenora H&BI Work Plan identifies a Coordinator position as an important next step in working towards the implementation of the various strategies as identified within that plan; and

Whereas the KDSB has been given the mandate by the Province to address housing and homelessness within the Kenora Region; and

Whereas the best opportunity for implementing positive change would be through both the KDSB and the City of Kenora to work together on the implementation of the strategies as contained within the Kenora H&BI Work Plan;

Now therefore, let it be resolved

That the Council of the City of Kenora hereby requests the Kenora District Services Board to jointly lobby the Province for the creation of a new Coordinator position under the KDSB organization, with that Coordinator based in the City of Kenora, for the purposes of establishing a pilot project intended to implement the strategies as contained within Kenora’s H&BI Work Plan.

Background:

In 2012, Kenora City Council approved the establishment of a Task Force on Homelessness & Behavioural Issues (H&BI). This Task Force was given the mandate to develop a work plan for the implementation of strategies intended to work towards ending

these issues. The resulting Work Plan developed by this Task Force was approved by the City of Kenora in the fall of 2013.

Around the time the H&BI Work Plan was approved by Kenora Council, the Kenora District Services Board (KDSB) was performing consultations throughout the Kenora Region. The KDSB had been tasked by the Province to develop a Ten Year Housing and Homelessness Plan, and the consultations were being undertaken to ensure local input was obtained in the development of their plan. Following approval of the Kenora H&BI Work Plan, that Work Plan was submitted to the KDSB to ensure that Kenora's strategies to effecting change in this area formed part of those consultations. The KDSB recently approved their Ten Year Housing and Homelessness Plan, and they have included Kenora's entire H&BI Work Plan within their Ten Year Plan in Appendix F. This inclusion is positive news for Kenora and recognizes the strategies within the Kenora H&BI Work Plan as priorities for implementation in the Kenora region.

Included in the H&BI Work Plan under "Next Steps" is "Presentation of Plan to various Ministries, in person where possible, by Council representatives by February 2014. With the upcoming Ontario Good Roads Association (OGRA) Conference, this provides the City with a prime opportunity to meet with the various Ministers to discuss next steps. In particular, the implementation of a Coordinator position was identified in the Work Plan as a number one priority for moving forward with the strategies.

At the same time, it must be recognized that the responsibility and mandate for Homelessness has been tasked to the KDSB. It is important for Kenora to work in conjunction with the KDSB to implement successful strategies. Ultimately, the Coordinator position would be best positioned to be part of the KDSB structure. The KDSB is working to fulfill the mandate given to them by the Province, and it is in Kenora's best interests to work closely with the KDSB in lobbying the Province to recognize Kenora as a pilot project in implementing these strategies.

As such, it is recommended that the City secure the KDSB support for jointly lobbying the Province in moving forward with a pilot project for a Coordinator position in Kenora, within the KDSB structure, which would begin work towards implementing the strategies as contained within the Kenora H&BI Work Plan. The City of Kenora will present this request to the Minister at the upcoming February 2014 OGRA Conference.

Budget:

Budget impact would be dealt with through provincial funding as well as through the KDSB budget.

Communication Plan/Notice By-law Requirements:

This resolution will be brought to the KDSB by Councillor Louis Roussin, City of Kenora KDSB representative, for discussion at the KDSB level.



January 4, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Deputy Clerk

RE: 2014 Annual KDMA Conference – Pickle Lake

Recommendation:

That authorization is hereby given for the following Members of Council to attend the 2014 Annual Conference of the Kenora District Municipal Association (KDMA), taking place in Pickle Lake February 6, 7 and 8, 2014; and further

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

Background:

The 73rd annual KDMA AGM will be hosted in Pickle Lake on February 6, 7, 8, 2014. Attendance confirmation is required no later than Friday January 24, 2014. This year there will be three guest speaker panels that consist of Mining, Forestry and Tourism along with other guest speakers.

Budget:

As per Council's travel and training budget

Communication Plan/Notice By-law Requirements:

N/A

KENORA DISTRICT MUNICIPAL ASSOCIATION

73nd ANNUAL AGM 2014

FEBRUARY 6, 7, 8, 2014.

PICKLE LAKE, ONTARIO

NAME: _____

POSITION: _____

MUNICIPALITY/ORGANIZATION: _____

MAILING ADDRESS: _____

PHONE: _____

REGISTRATION FEE ENCLOSED: _____

****\$100 PER DELEGATE****

****REGISTRATION FEE MADE PAYABLE TO KDMA & RETURN TO:**

TRACEY SIMON

EXECUTIVE SECRETARY/TREASURER KDMA

PO BOX 357

EAR FALLS, ONTARIO

P0V 1T0



January 7, 2014

City Council Committee Report

TO: Mayor and Council

FR: Lauren D'Argis, Corporate Services Manager

RE: November 2013 Monthly Financial Statements

Recommendation:

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

Background:

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

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

Overall:

- All Departments are reporting better than budget results to the end of November with the exceptions of Social & Family and Health.
- Stores purchases and aggregate stockpile purchases for May – November have not yet been submitted to finance. The anticipated impact of this is just over \$40k in expenses.

Expenditures:

- At the end of November, the year is eleven twelfths finished. Assuming that expenditures are relatively level for the year, a result of (8%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government expenditures are, as a whole, under-budget with 16% of the budget remaining. IT is 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 underbudget.

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

Human Resources are 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.

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

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

- **Protection** – The Protection Department expenditures are overall under-budget. Of note is KPS Disbandment which shows \$16,063 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.

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

- **Transportation** – The Transportation Department expenditures are under-budget with 12% remaining to be spent.

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

Maintenance for Paved Roads has spent more than the entire year's budget. Maintenance for Surface Treated Roads is underspent enough to cover the Paved Roads overage.

Winter Control is over 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.

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 expenditures are also under-budget with 11% of the budget remaining. Some individual accounts are over-budget, but none enough to affect the entire department. The largest variances are in Kenora Sanitary with 15% remaining and Kenora Waterworks with 12% remaining.

At the Water Treatment Plant, all of the repairs and maintenance budget for the year has been spent 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.

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 expenditures 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. Year-to-date cemetery sales are lower than budget while expenses match budget. Cemetery sales are not seasonal and there is no way to predict if this will turn around by the end of the year.
- **Social and Family** – The transfers are on budget except for the home for the aged where the entire year of transfers have happened. 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 expenditures are under-budget with 10% of the year's expenses remaining. Expenses at the KRC Complex are overall meeting budget except for contracted services which is over due to an increase in cleaning costs and training. The MSFC Pool has had an unexpected insurance expense and additional repairs and maintenance to bring it over-budget. Some unexpected repairs are expected at the JM arena for the overhead door before the end of the year, but it is anticipated that the cost centre expense still will not exceed the budget.
- **Planning & Development** – Planning & Development expenditures are under-budget. Some individual line items are over-budget such as contracted services in Planning Operations due to recruitment agency costs. The Special Events cost centre appears to be over-budget due to airshow expenses; however there are offsetting revenues.

User Fees:

- Overall, user fees are falling slightly short of the budget projections with 11% of the budgeted annual fees remaining to be collected. When looking at the user fee statement, the variance percentage indicates the % of budget remaining to be collected. Therefore, if it shows a number less than 8%, the City has received more revenue than budgeted. If the variance percentage

shows a number greater than 8%, the City is experiencing a shortfall on that revenue budget line.

- 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 running under budget, with all areas lagging behind projections except Garbage Collection, Transfer Facility, Kenora Landfill and Recycling Facility.
- Social & Family user fees are no longer expected but remain on this report to show last year's information.
- Recreation & Cultural fees are on budget to the end of November.
- 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 - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
CITY OF KENORA								
General Government	3,187,071	2,683,508	(503,563)	(16%)	2,914,652	2,377,771	(536,881)	(18%)
Protection	9,504,394	8,046,950	(1,457,444)	(15%)	9,471,807	7,669,098	(1,802,709)	(19%)
Transportation	4,561,245	4,033,845	(527,400)	(12%)	4,562,040	3,950,622	(611,418)	(13%)
Environmental	6,860,067	6,093,288	(766,779)	(11%)	6,507,686	5,682,904	(824,782)	(13%)
Health	1,942,675	1,807,700	(134,975)	(7%)	1,871,197	1,793,469	(77,728)	(4%)
Social & Family	3,251,158	3,109,077	(142,081)	(4%)	3,539,386	3,310,573	(228,813)	(6%)
Recreation & Cultural	4,876,556	4,385,745	(490,811)	(10%)	5,058,921	4,339,133	(719,788)	(14%)
Planning & Development	1,433,478	1,079,784	(353,694)	(25%)	1,548,835	1,957,462	408,627	26%
<hr/>								
CITY OF KENORA	35,616,644	31,239,897	(4,376,747)	(12%)	35,474,524	31,081,032	(4,393,492)	(12%)
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Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
General Government								
Mayor and Council	327,086	251,213	(75,873)	(23%)	317,798	264,295	(53,503)	(17%)
Municipal Elections	1,272	1,272	0	0%	1,250	1,272	22	2%
Administrator's Office	511,272	413,054	(98,218)	(19%)	516,468	371,372	(145,096)	(28%)
City Clerk	289,878	261,118	(28,760)	(10%)	277,168	249,197	(27,971)	(10%)
Human Resources	389,294	407,194	17,900	5%	232,971	264,590	31,619	14%
Building & Grounds Mtnce.	311,184	173,476	(137,708)	(44%)	200,075	75,063	(125,012)	(62%)
Finance	917,134	765,266	(151,868)	(17%)	936,983	746,292	(190,691)	(20%)
Information Technology	413,449	380,761	(32,688)	(8%)	394,076	355,834	(38,242)	(10%)
Rentals	26,502	30,153	3,651	14%	37,863	49,855	11,992	32%
General Government	3,187,071	2,683,507	(503,564)	(16%)	2,914,652	2,377,770	(536,882)	(18%)

Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Protection								
Fire Operations	1,895,088	1,624,056	(271,032)	(14%)	1,904,669	1,569,749	(334,920)	(18%)
Fire Vehicles & Equipment	33,350	26,425	(6,925)	(21%)	39,000	32,227	(6,773)	(17%)
Police Commission	21,506	20,203	(1,303)	(6%)	20,075	19,465	(610)	(3%)
OPP	6,800,026	5,820,157	(979,869)	(14%)	6,834,699	5,554,737	(1,279,962)	(19%)
KPS Disbandment	0	16,063	16,063	0%	0	13,286	13,286	0%
Police Building	96,588	90,599	(5,989)	(6%)	91,918	80,153	(11,765)	(13%)
Animal Control	163,013	144,924	(18,089)	(11%)	159,123	137,465	(21,658)	(14%)
Animal Control Vehicles	15,842	11,684	(4,158)	(26%)	11,170	13,449	2,279	20%
Building Inspection	207,341	182,702	(24,639)	(12%)	213,205	167,388	(45,817)	(21%)
Building Vehicles	3,378	3,909	531	16%	3,207	3,117	(90)	(3%)
Facilities & Property Mgt	238,888	84,001	(154,887)	(65%)	141,774	55,563	(86,211)	(61%)
Facilities Veh & Equip	0	(3,602)	(3,602)	0%	0	109	109	0%
Emergency Measures	8,500	6,571	(1,929)	(23%)	11,758	6,365	(5,393)	(46%)
911 Emergency Access	8,860	8,234	(626)	(7%)	8,746	7,746	(1,000)	(11%)
Health & Safety Committee	12,014	11,023	(991)	(8%)	32,463	8,280	(24,183)	(74%)
Protection	9,504,394	8,046,949	(1,457,445)	(15%)	9,471,807	7,669,099	(1,802,708)	(19%)

Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Transportation								
Roads Maintenance	774,686	734,906	(39,780)	(5%)	717,962	659,902	(58,060)	(8%)
Mainten. - Bridge/Culvert	53,750	3,803	(49,947)	(93%)	126,000	22,100	(103,900)	(82%)
Maintenance-Paved Roads	375,000	412,765	37,765	10%	475,594	357,800	(117,794)	(25%)
Mainten-Surface Treated	185,250	66,946	(118,304)	(64%)	139,250	236,366	97,116	70%
Maintenance - Loosetop	228,000	177,154	(50,846)	(22%)	266,250	295,040	28,790	11%
Mainten. - Winter Control	864,250	842,875	(21,375)	(2%)	825,250	731,009	(94,241)	(11%)
Mainten.-Safety Devices	247,250	222,028	(25,222)	(10%)	239,032	241,235	2,203	1%
Conventional Transit	228,614	204,761	(23,853)	(10%)	242,673	211,155	(31,518)	(13%)
Handi Transit	81,803	74,986	(6,817)	(8%)	81,803	74,986	(6,817)	(8%)
Metered Parking	197,518	164,490	(33,028)	(17%)	226,054	199,097	(26,957)	(12%)
Parking Rentals	193,603	61,148	(132,455)	(68%)	175,082	65,627	(109,455)	(63%)
Chipman St Parking Lot	1,900	1,169	(731)	(38%)	2,000	415	(1,585)	(79%)
Metered Parking Vehicles	2,600	3,619	1,019	39%	500	1,054	554	111%
Streetlighting	350,500	299,408	(51,092)	(15%)	330,000	268,405	(61,595)	(19%)
Docks	77,879	69,485	(8,394)	(11%)	68,625	50,888	(17,737)	(26%)
Wharfs	20,208	22,396	2,188	11%	14,440	19,207	4,767	33%
PW Barsky Facility	149,992	179,459	29,467	20%	130,068	191,168	61,100	47%
Warehouse	119,983	100,128	(19,855)	(17%)	111,205	56,613	(54,592)	(49%)
Garage & Shop	201,819	207,446	5,627	3%	196,865	139,031	(57,834)	(29%)
Vehicles & Equipment	(323,382)	(272,721)	50,661	(16%)	(329,736)	(293,628)	36,108	(11%)
Engineering	415,564	358,294	(57,270)	(14%)	411,711	328,397	(83,314)	(20%)
Operations Administration	114,458	99,299	(15,159)	(13%)	111,412	94,754	(16,658)	(15%)
Transportation	4,561,245	4,033,844	(527,401)	(12%)	4,562,040	3,950,621	(611,419)	(13%)

Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Environmental								
Kenora Sanitary	1,591,020	1,354,264	(236,756)	(15%)	1,460,706	1,339,470	(121,236)	(8%)
Sewer Lift Stations	177,500	177,947	447	0%	176,000	91,661	(84,339)	(48%)
Sewage Treatment Plant	912,696	839,117	(73,579)	(8%)	892,543	752,932	(139,611)	(16%)
Water & Sewer Veh. & Eq.	(19,867)	(24,139)	(4,272)	22%	(46,020)	(79,269)	(33,249)	72%
Storm Sewers	190,500	81,820	(108,680)	(57%)	207,500	102,887	(104,613)	(50%)
Kenora Waterworks	1,254,111	1,103,099	(151,012)	(12%)	1,187,029	1,042,383	(144,646)	(12%)
Water Standpipe & Booster	58,550	24,078	(34,472)	(59%)	56,900	51,264	(5,636)	(10%)
Water Treatment Plant	997,822	899,708	(98,114)	(10%)	954,734	841,159	(113,575)	(12%)
Garbage Collection	281,809	209,740	(72,069)	(26%)	285,679	217,641	(68,038)	(24%)
Hazardous Waste Day	31,900	22,974	(8,926)	(28%)	36,800	0	(36,800)	(100%)
Transfer Facility	858,959	811,017	(47,942)	(6%)	716,906	795,287	78,381	11%
Blue Box Collection	183,766	156,244	(27,522)	(15%)	174,446	164,496	(9,950)	(6%)
Kenora Area Landfill	248,149	200,861	(47,288)	(19%)	298,677	219,906	(78,771)	(26%)
Tri-Municipal Landfill	8,325	7,594	(731)	(9%)	10,301	10,051	(250)	(2%)
SW Vehicles & Equipment	(247,646)	(74,203)	173,443	(70%)	(260,523)	(145,818)	114,705	(44%)
Recycling Facility	211,592	194,296	(17,296)	(8%)	201,532	204,503	2,971	1%
4 R Initiatives	3,500	3,120	(380)	(11%)	10,000	7,341	(2,659)	(27%)
Solid Waste Supervisor	117,381	105,749	(11,632)	(10%)	144,476	67,010	(77,466)	(54%)
Environmental	6,860,067	6,093,286	(766,781)	(11%)	6,507,686	5,682,904	(824,782)	(13%)

Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Health								
Northwest Health Unit	673,746	617,601	(56,145)	(8%)	673,746	617,601	(56,145)	(8%)
Ambulance	1,170,619	1,073,067	(97,552)	(8%)	1,107,415	1,015,130	(92,285)	(8%)
Lake Woods Cemetery	97,010	115,732	18,722	19%	88,736	159,438	70,702	80%
St. Nich. Ukr. Cemetery	1,300	1,300	0	0%	1,300	1,300	0	0%
Health	1,942,675	1,807,700	(134,975)	(7%)	1,871,197	1,793,469	(77,728)	(4%)

Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Social & Family								
Ontario Works	431,844	395,857	(35,987)	(8%)	496,776	455,378	(41,398)	(8%)
Welfare Administration	0	715	715	0%	0	4,562	4,562	0%
Home For The Aged	1,417,970	1,417,970	0	0%	1,411,017	1,390,168	(20,849)	(1%)
Kenora Day Care	0	9,971	9,971	0%	230,327	194,431	(35,896)	(16%)
After School Program	0	0	0	0%	144,029	98,254	(45,775)	(32%)
Summer Day Camp	0	0	0	0%	19,638	33,314	13,676	70%
Child Care	162,723	149,163	(13,560)	(8%)	157,303	144,194	(13,109)	(8%)
Social Housing	1,238,621	1,135,402	(103,219)	(8%)	1,080,296	990,271	(90,025)	(8%)
Social & Family	3,251,158	3,109,078	(142,080)	(4%)	3,539,386	3,310,572	(228,814)	(6%)

Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Recreation & Culture								
Parks	314,489	303,754	(10,735)	(3%)	398,188	307,150	(91,038)	(23%)
Parks Vehicles & Equip.	20,556	16,981	(3,575)	(17%)	14,102	12,046	(2,056)	(15%)
Anicinabe Park	23,186	9,835	(13,351)	(58%)	22,811	25,143	2,332	10%
Coney Island Park	25,960	18,533	(7,427)	(29%)	49,164	41,644	(7,520)	(15%)
Norman Park	4,668	4,374	(294)	(6%)	4,668	4,123	(545)	(12%)
Harbourfront	159,217	133,053	(26,164)	(16%)	156,904	158,205	1,301	1%
Ballfields	54,000	50,362	(3,638)	(7%)	74,000	66,399	(7,601)	(10%)
KAR - Street Programs	178,500	152,344	(26,156)	(15%)	160,000	137,481	(22,519)	(14%)
Kenora Assem of Resoures	151,500	138,875	(12,625)	(8%)	151,500	138,875	(12,625)	(8%)
Rec. Vehicles & Equipment	23,656	20,083	(3,573)	(15%)	23,436	13,128	(10,308)	(44%)
KRC Complex	1,783,915	1,643,668	(140,247)	(8%)	1,710,916	1,537,693	(173,223)	(10%)
Thistle Arena	66,000	51,525	(14,475)	(22%)	85,450	44,996	(40,454)	(47%)
MSFC Pool	587,723	581,892	(5,831)	(1%)	618,720	483,414	(135,306)	(22%)
KRC Concession	500	700	200	40%	1,000	828	(172)	(17%)
KRC External Facilities	21,100	18,028	(3,072)	(15%)	18,100	31,259	13,159	73%
KM - Arena & Complex	276,680	251,985	(24,695)	(9%)	251,647	246,382	(5,265)	(2%)
JM Arena	34,961	25,447	(9,514)	(27%)	19,542	43,532	23,990	123%
Recreation Programs	11,500	15,431	3,931	34%	12,500	19,865	7,365	59%
Fitness Centre	153,878	139,735	(14,143)	(9%)	143,167	135,702	(7,465)	(5%)
Community Events	3,800	1,333	(2,467)	(65%)	4,200	1,853	(2,347)	(56%)
Teams & Clubs	24,450	24,564	114	0%	24,000	26,558	2,558	11%
Heritage Kenora Committee	4,675	1,692	(2,983)	(64%)	5,200	2,295	(2,905)	(56%)
Public Library	702,582	565,621	(136,961)	(19%)	771,588	629,559	(142,029)	(18%)
Lake Of The Wood Museum	249,060	215,931	(33,129)	(13%)	338,118	231,003	(107,115)	(32%)
Recreation & Culture	4,876,556	4,385,746	(490,810)	(10%)	5,058,921	4,339,133	(719,788)	(14%)

Report to Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Planning & Development								
Planning Operations	467,326	222,859	(244,467)	(52%)	288,048	246,930	(41,118)	(14%)
Planning Advisory Comm.	12,510	5,493	(7,017)	(56%)	12,560	8,347	(4,213)	(34%)
Business Enterprise Cent.	246,505	159,744	(86,761)	(35%)	193,935	221,692	27,757	14%
Youth Intern-Bus Ent Cent	33,505	30,184	(3,321)	(10%)	0	670	670	0%
Economic Development	118,096	103,511	(14,585)	(12%)	253,880	188,982	(64,898)	(26%)
Tourism	297,526	259,093	(38,433)	(13%)	582,514	576,923	(5,591)	(1%)
Tourism-Brand Leadership	25,000	0	(25,000)	(100%)	0	0	0	0%
Special Events	125,562	204,196	78,634	63%	217,898	254,365	36,467	17%
Development Commission	77,448	64,358	(13,090)	(17%)	0	458,107	458,107	0%
Infrastructure	30,000	30,341	341	1%	0	0	0	0%
Planning & Development	1,433,478	1,079,779	(353,699)	(25%)	1,548,835	1,956,016	407,181	26%

Council Travel

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Council Travel								
Trav. & Conf. - Canfield	12,500	8,881	(3,619)	(29%)	12,500	5,574	(6,926)	(55%)
Travel & Conf. - Lunny	6,000	5,575	(425)	(7%)	5,000	2,149	(2,851)	(57%)
Travel & Conf. - McKay	6,000	3,042	(2,958)	(49%)	5,000	4,432	(568)	(11%)
Travel & Conf. - Smith	6,000	2,328	(3,672)	(61%)	5,000	4,551	(449)	(9%)
Travel & Conf. - Roussin	6,000	4,697	(1,303)	(22%)	5,000	4,494	(506)	(10%)
Travel & Conf. Drinkwalter	6,000	2,739	(3,261)	(54%)	5,000	3,031	(1,969)	(39%)
Trav. & Conf. - McMillan	6,000	2,622	(3,378)	(56%)	5,000	1,416	(3,584)	(72%)
Council Travel	48,500	29,884	(18,616)	(38%)	42,500	25,647	(16,853)	(40%)
Excess revenue over exp (Exp over revenue)	(48,500)	(29,884)	18,616	(38%)	(42,500)	(25,647)	16,853	(40%)

User Fees

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TOTAL USER FEES								
User Charges	10,569,019	9,389,158	(1,179,861)	(11%)	10,038,648	9,996,327	(42,321)	(0%)
TOTAL USER FEES	10,569,019	9,389,158	(1,179,861)	(11%)	10,038,648	9,996,327	(42,321)	(0%)
GENERAL GOVERNMENT								
City Clerk	70,465	59,688	(10,777)	(15%)	64,900	65,551	651	1%
Finance	12,990	10,601	(2,389)	(18%)	10,700	10,712	12	0%
Rentals	90,115	77,017	(13,098)	(15%)	64,839	60,820	(4,019)	(6%)
GENERAL GOVERNMENT	173,570	147,306	(26,264)	(15%)	140,439	137,083	(3,356)	(2%)
PROTECTION								
Fire Operation User Chrg.	95,990	60,709	(35,281)	(37%)	83,040	132,105	49,065	59%
OPP - User Charges	33,000	27,740	(5,260)	(16%)	28,850	28,522	(328)	(1%)
Animal Control-User Fees	11,500	11,426	(74)	(1%)	7,500	11,950	4,450	59%
Build Inspect. User Fees	80,000	81,879	1,879	2%	80,000	68,983	(11,017)	(14%)
911 Emergency Access	0	0	0	0%	5,477	0	(5,477)	(100%)
Provincial Offences	202,847	129,148	(73,699)	(36%)	267,285	168,347	(98,938)	(37%)
PROTECTION	423,337	310,902	(112,435)	(27%)	472,152	409,907	(62,245)	(13%)

User Fees

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
TRANSPORTATION								
Roads Maintenance	6,500	3,648	(2,852)	(44%)	6,500	2,792	(3,708)	(57%)
Convent Trans User Charge	112,000	103,468	(8,532)	(8%)	120,000	106,962	(13,038)	(11%)
Metered Park - User Fees	315,000	299,384	(15,616)	(5%)	302,000	298,721	(3,279)	(1%)
Parking User Fees	160,000	175,613	15,613	10%	139,810	161,415	21,605	15%
Chipman Parking User Fees	15,000	8,635	(6,365)	(42%)	14,000	8,517	(5,483)	(39%)
Docks - User Fees	47,000	49,021	2,021	4%	45,000	46,291	1,291	3%
Wharfs - User Fees	25,000	23,918	(1,082)	(4%)	23,000	24,472	1,472	6%
PW Barsky Fac-W/O Bill	119,183	83,706	(35,477)	(30%)	105,183	104,131	(1,052)	(1%)
User Fee Warehouse	15,000	12,237	(2,763)	(18%)	15,000	13,068	(1,932)	(13%)
Garage & Shop/User Charge	0	22,184	22,184	0%	0	0	0	0%
Engineering	500	494	(6)	(1%)	1,500	350	(1,150)	(77%)
TRANSPORTATION	815,183	782,308	(32,875)	(4%)	771,993	766,719	(5,274)	(1%)
ENVIRONMENTAL								
Sanitary Surcharge	2,969,007	2,474,173	(494,834)	(17%)	2,422,181	2,483,435	61,254	3%
User Fee Kenora Waterwork	3,080,136	2,575,571	(504,565)	(16%)	2,556,047	2,572,790	16,743	1%
Garbage Collect. User Chg	225,000	223,192	(1,808)	(1%)	213,000	217,885	4,885	2%
HHWD User Charges	3,200	2,370	(830)	(26%)	3,200	3,380	180	6%
Transfer Facility	1,120,000	1,056,949	(63,051)	(6%)	1,100,000	1,017,754	(82,246)	(7%)
Blue Box Collection	41,500	34,397	(7,103)	(17%)	35,700	32,711	(2,989)	(8%)
Kenora Area Landfill	420,000	452,321	32,321	8%	420,000	374,165	(45,835)	(11%)
Recycling Facility	12,000	16,560	4,560	38%	7,000	12,361	5,361	77%
ENVIRONMENTAL	7,870,843	6,835,533	(1,035,310)	(13%)	6,757,128	6,714,481	(42,647)	(1%)

User Fees

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
SOCIAL & FAMILY								
User Fees Day Care	0	0	0	0%	185,960	154,096	(31,864)	(17%)
User Fees After School Pr	0	0	0	0%	120,000	136,343	16,343	14%
User Fees Summer Day Camp	0	0	0	0%	27,000	52,746	25,746	95%
SOCIAL & FAMILY	0	0	0	0%	332,960	343,185	10,225	3%
RECREATION & CULTURAL								
Parks User Charges	1,250	1,250	0	0%	1,000	4,992	3,992	399%
Anicinabe Park	23,186	23,186	0	0%	22,511	22,511	0	0%
Ballfields	6,800	6,210	(590)	(9%)	6,500	6,737	237	4%
KAR Street Programs	22,500	24,992	2,492	11%	4,000	27,855	23,855	596%
KRC Complex	508,900	478,851	(30,049)	(6%)	492,400	478,356	(14,044)	(3%)
Thistle Arena	197,500	180,360	(17,140)	(9%)	197,500	170,043	(27,457)	(14%)
MSFC Pool User Charges	143,000	132,422	(10,578)	(7%)	144,150	131,924	(12,226)	(8%)
KRC External User Charges	7,500	10,111	2,611	35%	7,500	8,816	1,316	18%
KM - Arena & Complex	237,500	214,441	(23,059)	(10%)	231,000	212,544	(18,456)	(8%)
Recreation Programs	32,200	37,372	5,172	16%	31,000	41,018	10,018	32%
Fitness Centre	35,000	25,023	(9,977)	(29%)	30,000	30,021	21	0%
RECREATION & CULTURAL	1,215,336	1,134,218	(81,118)	(7%)	1,167,561	1,134,817	(32,744)	(3%)

User Fees

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
PLANNING & DEVELOPMENT								
Sales, Fees. Ser Charge	29,600	31,756	2,156	7%	24,600	47,460	22,860	93%
Planning Advisory Comm.	14,150	12,700	(1,450)	(10%)	14,275	15,975	1,700	12%
Tourism - User Charges	7,000	3,906	(3,094)	(44%)	211,000	261,227	50,227	24%
Special Events	20,000	57,958	37,958	190%	146,540	96,252	(50,288)	(34%)
PLANNING & DEVELOPMENT	70,750	106,320	35,570	50%	396,415	420,914	24,499	6%

Departmental Statement

111 - Mayor and Council

January - November

	Current Year				Previous Year			
	Budget	YTD Actual	Variance	% Variance	Budget	YTD Actual	Variance	% Variance
Expenses								
Wages - Canfield	33,576	31,265	(2,311)	(7%)	33,576	28,795	(4,781)	(14%)
Wages - Lunny	16,383	15,144	(1,239)	(8%)	16,383	13,272	(3,111)	(19%)
Wages - MacKay	16,383	14,822	(1,561)	(10%)	16,383	14,856	(1,527)	(9%)
Wages - Smith	16,383	14,822	(1,561)	(10%)	16,383	15,480	(903)	(6%)
Wages - Roussin	16,383	16,108	(275)	(2%)	16,383	15,925	(458)	(3%)
Wages - Drinkwalter	16,383	15,329	(1,054)	(6%)	16,383	14,389	(1,994)	(12%)
Wages - McMillan	16,383	14,456	(1,927)	(12%)	16,383	13,635	(2,748)	(17%)
Benefits	12,767	9,874	(2,893)	(23%)	10,760	9,727	(1,033)	(10%)
Advertising	25,055	11,988	(13,067)	(52%)	12,150	14,189	2,039	17%
Civic Functions	9,000	4,552	(4,448)	(49%)	9,750	8,126	(1,624)	(17%)
Donations	41,450	33,608	(7,842)	(19%)	50,640	44,284	(6,356)	(13%)
Insurance	2,615	2,768	153	6%	2,823	2,768	(55)	(2%)
Luncheons	500	757	257	51%	500	645	145	29%
Materials and Supplies	4,000	2,529	(1,471)	(37%)	10,500	8,836	(1,664)	(16%)
Meeting Expenses	0	0	0	0%	0	55	55	0%
Miscellaneous	1,500	929	(571)	(38%)	2,500	602	(1,898)	(76%)
Office and Postage	0	959	959	0%	0	26	26	0%
Promotions	15,000	1,853	(13,147)	(88%)	9,500	745	(8,755)	(92%)
Subscriptions/Memberships	18,980	18,899	(81)	(0%)	18,701	18,333	(368)	(2%)
Telephone / Internet	15,845	10,669	(5,176)	(33%)	15,600	13,868	(1,732)	(11%)
Travel & Conference	48,500	29,883	(18,617)	(38%)	42,500	25,648	(16,852)	(40%)
Recovery of Costs	0	0	0	0%	0	91	91	0%
Expenses	327,086	251,214	(75,872)	(23%)	317,798	264,295	(53,503)	(17%)
Excess revenue over exp (Exp over revenue)	(327,086)	(251,214)	75,872	(23%)	(317,798)	(264,295)	53,503	(17%)

Date: January 8, 2014

City Council Committee Report

TO: Mayor & Council

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

RE: Northwest Business Centre Q4 - 2013 Report

Recommendation:

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

Background:

NWBC Activity Report: October – December 2013

Client Usage, Traffic & Successes

- 2 new business started and 1 business expansion by NWBC clients; generating a total of 5 jobs.
- 17 new client consultations; 25 existing client consultations and 145 other client contacts, including emails, phone calls, walk-in's.
- Online engagement – total online engagement of 3,863 (including 2,349 website page views, 752 unique website visitors, 685 new website visitors, 477 new Twitter followers and 30 new Facebook followers).

Events and Initiatives

- 7 workshops with 92 participants including:
 - Mining supply & services / Exporting (25)
 - Bridges to Better Business – Branding workshop – Ignace, Kenora & Fort Frances (October 15, 16, 17) – 54 participants
 - Doing Business with Government – Kenora, Sioux Lookout & Red Lake (October 22, 23, 24) – 16 participants
 - Social Media/Google Analytics Workshop (37)
- 40 Outreach/Networking events and presentations generating 398 contacts.
- 59 video conferences offered across the district through our partnership with Lake of the Woods Business Incentive Corp. (LOWBIC), Patricia Area Community Endeavours (PACE), Rainy River Future Development Corp. and the Sioux Lookout Economic Development Office.
- Good media profile and coverage with interviews on Q104, CJRL, CKDR, CFOB, Good Morning Kenora (Shaw TV), Daily Miner & News, Fort Frances Times, Sioux

Lookout Bulletin for both all four workshops and the launch of the Real Time Advisor service.

- Judy Sander and three other representatives of the Northwestern Ontario Innovation Centre visited Kenora in November. During their visit they delivered a very informative workshop on Social Media and Google Analytics. They also met with and made presentations to the Young Professionals Network, MNM Area Team, Women's Business Network, representatives of Council and LOWDC, and individual entrepreneurs.
- Attended CYBF Partners Conference in Toronto Dec. 2-3, 2013.

Success Stories:

- Launch of Real Time Advisor service across the district with visits and info sessions in Red Lake, Ear Falls, Ignace, Dryden, Sioux Lookout, Lac Seul First Nation, Eagle Lake First Nation, Fort Frances and Rainy River.
- Development of this initiative has been underway since November 2013 and its launch allows the Northwest Business Centre to provide the same personal, face-to-face (via technology) consulting service to clients from a computer anywhere in the Kenora-Rainy River District.

Youth Programs

- Summer Company 2014 is now open for applications and the Northwest Business Centre has been allotted 6 spots, up from our 2013 allotment of 3.
- Promotion to begin the week of January 13th.

Quarterly Outlook

- Idea Forum, January 28, 2014
 - NWBC taking the lead on this and partnering with Thunder Bay SBEC and Innovation Centre
 - Focused on the Youth Jobs Strategy
 - Goal to share info and increase collaboration between groups/organizations across the Kenora-Rainy River and Thunder Bay Districts
 - To be held simultaneously in Kenora and Thunder Bay, linked by video conferencing
- Staffing Changes, January 31, 2014
 - Resignation of Manager, Diane Schwartz-Williams, effective January 31, 2014
 - Extended employment period of Monique Delorme beyond internship period to January 31, 2014.
- International Women's Day, March 6, 2014
 - 6 venues across the Kenora-Rainy River District – simultaneous and linked by video conferencing technology
 - Keynote speaker - Kelsey Ramsden
 - Canada's Top Female Entrepreneur, ranked #1 by Profit and Chatelaine Magazines in 2012 and 2013. She has founded and run businesses as diverse as construction and children's toys. As President of Belvedere Place Development, a land development and construction project, she wasn't afraid to roll up her sleeves and strap

on some work boots and get down in the dirt. Graduated with her MBA from the highly regarded Ivey School of Business.

- Aboriginal Business Day, mid-March 2014 (Date TBA)
 - 6 venues – First Nation communities – simultaneous and linked by video conferencing technology
 - Keynote speaker - Gabrielle Scrimshaw
 - Has studied international business and policy in Australasia, Asia, the Americas and Europe. Most recently Gabrielle co-founded a national not-for-profit for Aboriginal Professionals and was named the 2013 First Nations Youth Achiever by Indspire.

- Service provision requirements in French pending
 - To be in place for April 2014 for Northwest Business Centre
 - Minimal, mandatory requirements as mandated by the Province specific to phone, signage, print, social media
 - Kenora-Rainy River District is a designated bilingual district as Ignace is a designated bilingual community
 - Plans in place to meet provincial requirements

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



January 6, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk & Supervisor of Provincial Offences

RE: POA Court House Lease Agreements

Recommendation:

That Council of the City of Kenora approves the License Agreements with the Ontario Infrastructure and Land Corporation (OILC) for leasing space in the Kenora and Red Lake Court House Facilities for the Provincial Offences Court for a five (5) year term ending December 31, 2018; and further

That Council give three readings to a By-law authorizing the License Agreements.

Background:

The Provincial Offences program is required to have courtroom facilities in Kenora and Red Lake. Courtroom facilities are currently used in both the Kenora Courthouse as well as the Red Lake Court House under License Agreements with the OILC.

The previous License Agreements expired December 31, 2013. Since the last agreement was executed the OILC has partnered with CBRE Limited Global Corporate Services to act on their behalf in execution of these agreements. From the last agreement period they have been reviewing the License Agreements and have included a generous increase on our agreements from previous years. A decrease in the License fee has already been negotiated from the first proposal received from CBRE Limited. The new License agreements for the Courtroom facilities for Kenora and Red Lake have been reviewed from CBRE Limited and are for an additional five (5) year period from January 1, ending December 31, 2018.

The Provincial Offences office is not required to hold court in the Court House itself. It is, however, required to hold court in a facility that meets the specifications as set out by the Ministry of the Attorney General (MAG). At this time, the City does not have access to alternative facilities in Kenora or Red Lake that meet the requirements as set out by MAG and therefore the courtroom at the two respective court houses are the preferred location to hold court.

Budget:

The costs of these agreements are included in the Provincial Offences operating budget. The monthly cost for each location per month is \$516.66, plus applicable Sales Tax, an increase from \$434.93 per month (plus applicable Sales Tax), ending December 31, 2013. Under the new lease agreements the OILC has implemented an 18.79% increase overall for the five (5) year term with no annual rate change for the term of the contract.

Communication Plan/Notice By-law Requirements:

License agreements will be returned to CBRE Limited for final execution. The Provincial Offences partners will be advised of this recommendation and copies on this report.



7 January 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:

- December 6 – Lake of the Woods Museum Board
- December 10 – Event Centre Committee
- December 10 - Committee of the Whole and Property & Planning; and

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

- October 3 – Kenora District Services Board
- October 25 – Northwestern Health Unit Board of Health; 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

LAKE OF THE WOODS MUSEUM BOARD MEETING

MINUTES

December 5, 2013

Present: Jan Lindstrom, Charito Gallivan, Wayne Kelso, Rita Boutette, Jim Blight, Lynn Riddell, Braden Murray, Lori Nelson.

Regrets: Linsday Wenaas, Joyce Blyth.

The meeting was called to order at 4:10 pm by Jan Lindstrom.

1 Acceptance of Agenda for December 5, 2013

Motion: Moved Rita Boutette, seconded by Wayne Kelso to accept the agenda for the December 5, 2013 meeting as presented. Carried.

2 Declaration of Pecuniary Interest

None.

3 Acceptance of Minutes of Meeting held October 24, 2013

Motion: Moved by Charito Gallivan, seconded by Jim Blight to accept the minutes of the meeting held October 24, 2013. Carried.

4 Business Arising from the Minutes

a. 50th Anniversary Celebrations

Lori Nelson reported that the events, exhibits, and programs for the whole of 2014 have been scheduled, as distributed through the Anniversary Committee's meeting minutes. During the last meeting the Committee focused on the first 4 months of 2014 to get things in place for those months which will include a photo exhibit of the history of the Museum; *We Are What We Eat* cultural food and cooking demonstrations; *50 Years of Collecting* speakers' series; *Threadworks* exhibit; the Carnival promotion of *What Was Your Store in '64?*; Linde book launch and exhibit.

Board members were asked to mark Saturday, January 18th at 2:00 pm on their calendars as there will be an anniversary kick-off event presented.

b. Front Lobby Flooring

Lori reported that the one price received for the replacement of the tile flooring in the front lobby came in far over budget. The project will be deferred and worked into the Museum's five year capital plan for future replacement.

5 Committee Reports

a. Building and Finance - Charito Gallivan informed that there have been no dates set for budget presentations to Council.

b. Collection - none.

c. Exhibit, Events, Education - Lori Nelson provided a verbal report on the BIZ Lights Open House. Over 350 people attended following the Main Street tree lighting. Refreshments, music and Santa were enjoyed at the Museum. She also reported on the Festival of Trees week-long event.

- d. Gift Shop - none.
- e. Human Resources - Lori's performance appraisal is to be done either in December or early January, at the discretion of Colleen Neil. The involved board members will be contacted by Colleen to arrange a date.
- f. Policy - none.

6 Financial Reports

- a. October 2013 Financial Statements Reviewed.
- b. Approval of Expenditures for October 2013
Motion: Moved by Rita Boutette, seconded by Wayne Kelso that the expenditures for October 2013 in the amount of \$11,750.42 be approved for payment. Carried.
- c. Reinvestment of Exhibit and Collection Fund GIC
Motion: Moved by Rita Boutette, seconded by Jim Blight that \$20,000 of the GIC be transferred to the Exhibit/Collection bank account and that the remaining \$61,276.44 be re-invested in GICs and laddered in equal amounts over four years at Copperfin Credit Union. Carried.

Jim requested that when investment decisions are to be made, that a spreadsheet showing all investments be provided so that board members have a full picture of our investments and their maturity dates.

7 Correspondence of Note

None.

8 New or Other Business

None.

9 Strategic Planning - Development of Action Plans

The three-year Strategic Planning document had been distributed by e-mail prior to the meeting to the board members for their review. Lori provided a brief summary and then suggested a means of developing the Action Plans, based on her discussions with facilitator Lisa Moncrief. Since there are seven strategic objectives and seven board members, each board member was assigned (based on their earlier-expressed interest) one objective to work on with the staff members. If board members wish to participate in more than one "objective session" they are welcome to do so. A day or two in early January will be selected for the staff to meet with each board member to discuss each objective. Board members will need to commit about an hour of their time for this part of the process. These meetings will be facilitated by Lisa Moncrief. From this process, action plans will be developed which will be presented to the full board for additional input, and then priorities, timelines, and responsibilities will be assigned.

Each board member was assigned as following:

Towards Communicating Value - Charito Gallivan

Towards Encouraging Interest - Jan Lindstrom

Towards Planning for Technology - Wayne Kelso

Towards Proactive Planning - Rita Boutette, possibly Jan Lindstrom as well

Towards Fostering Relationships - Lindsay Wenaas

Towards Gathering Resources - Jim Blight
Towards Fresh Thinking - Joyce Blyth, possibly Rita Boutette as well

Lori will be in touch with board members regarding the date in the new year.

10 Next Board Meeting

Thursday, January 16, 2014 at 4:00 pm.

11 Adjournment

Jim Blight moved the adjournment of the meeting at 5:00 pm.



ACTION

**Kenora Event Centre Committee
Minutes**

**Wednesday December 10, 2013
5:30 p.m.
LOW Brew Co Meeting Room**

PRESENT: Chris Van Walleghem, Co-Chair
Mike Dietsch, Co-Chair
Rory McMillan, Councillor (arrived at 5:48 pm)
Judy Bain
Laci Dingwall
Ruth Illman
Megan Derouard, Recreation Programmer
Colleen Neil, Recreation Manager
Kerri Holder, Administrative Assistant

GUESTS: David Nelson, Nelson Architecture Inc.
Jeff Penner, Stantec
Warren Thompson, Stantec

Chris Van Walleghem called the meeting to order at 5:35 p.m.

**A. Declaration of Pecuniary Interest & the General Nature
Thereof:**

- 1) On Today's Agenda**
2) From a Meeting at which a Member was not in Attendance
There were none declared.

B. Confirmation of Minutes:

Moved by L. Dingwall, Seconded by R. McMillan & Carried:-

That the Minutes of the last meeting of the Kenora Event Centre
Committee meeting held October 31, 2013; and

Moved by J. Bain, Seconded by M. Dietsch & Carried:-

That the Minutes of the last meeting of the Kenora Event Centre
Committee held on November 6, 2013 be confirmed as written and filed.

C. Items:

1. Fundraising

Although this project is not at the fundraising stage, it was noted that including fundraising on the agenda is a reminder to continue collecting and sharing funding models ideas for future reference. There was

discussion about the fundraising information that Ruth had provided to the Committee by e-mail since the last meeting also.

Megan brought a photo of the preferred style of coin drop box to share with the group. There was discussion about the cost of the box and whether there was money to buy it. It was explained that options to have it made locally were explored however it was found that this will be difficult to construct and more expensive. It was suggested to consider asking a community partner to purchase the coin drop box and make it available for this project and other groups to use for fundraising efforts at the recreation centre. As a representative of minor hockey, Mike offered to consider this purchase.

2. Seniors Centre Presentation

Chris and Ruth attended the Seniors Centre meeting on December 2nd to present information about this project. Chris read a paragraph from the article Ruth Bowiec had written for the newspaper about the presentation and the concerns raised by the Seniors group. The concerns expressed were that the Seniors Centre felt they were not consulted in this process and that they have had space taken away. Colleen indicated that there has been more given to the Seniors Centre since the last expansion and would like to clarify what space has been take away. There was an inquiry about whether the Seniors Centre had been included in the user group consultations. It was confirmed that they were not included and neither were other Recreation Centre tenants. It was thought however that a representative from the Seniors Centre was at the public session where there was opportunity for feedback. Mike expressed concern that the tenants are missing from the collection of feedback and it was agreed that the tenants should be contacted. It was noted that other groups may come forward as major contributors, sponsoring rooms, entry ways or naming rights, and may have input also. It was noted that there are multi-use and multi-purpose spaces being proposed that would appeal to the Senior Centre. It was suggested to respond to the Seniors Centre with an invitation to be part of further consultation as the project moves along.

3. User Group Consultations

The Stantec team presented four concept designs developed from the information collected at the user group consultations and other documentation gathered previously. Warren gave an overview of the philosophy and supporting ideas for the concept designs also explaining the reasons to develop at the current facility and site as opposed to other possible sites within the City. It was identified that the purpose for the expansion is not only to add an ice surface but include other multipurpose spaces and create a meeting place in the community. The feedback gathered revealed the community wants a facility that allows access to many groups and it was noted that the concepts were developed in line with the City of Kenora's focus on tourism and economic development.

David and Jeff showed the four concept designs individually explaining the differences of each and the reasons for those differences. It was noted that the purpose of the presentation was to gather the

Committee's input to identify preferred options that will shape a refined final concept. A basic model was presented as well as one with elaborate features and two others somewhere in between. The building development budgets ranged from 12 million to 22 million however the numbers will have to be considered in detail after a final concept is selected and the project is approved to move on to the next stages. Each concept illustrated unique layouts of the main pieces to be included in the project. The orientation and location of the second ice surface in relation to the existing ice surface changed with each concept. The concepts addressed athlete and people flow through the facility, as well as position of administrative offices and service/maintenance areas. There was also consideration for development of Laurenson Creek, the Canada Trail and other green space on the site, as well as outdoor activities and courts. The existing docking and boat ramp facilities were included, as well as vehicle and boat trailer parking. Traffic flow in and around the facility, drop off areas and parking lot locations were also considered with each layout. The location and number of entrances differed with each design. Dressing rooms, training space, break out rooms, and other transitional spaces were included. A concourse level was illustrated, providing viewing areas, retail spaces, concessions and pathways through the facility. Some concepts showed a reserved location for private investor construction of a hotel to accommodate families and players attending the facility. Options for future expansion were worked into some concepts also.

There was discussion about convertibility of the spaces and about take down and set up for events. There was discussion about the size of ice rink and seating capacity for both hockey tournaments and other events or banquets. Colleen mentioned that it would be best to have the administration offices in central location to welcome the public. It was noted that a space for administration/ticket sellers for tournaments needed to be included. There was discussion about the orientation of the second ice surface, the distance to the change rooms and separate players entrances also. There were questions about programming and Jeff offered to send information about programming for the group to comment on. The Committee members expressed a need to thoroughly review the plans following the meeting. It was agreed that David would send the four concept designs to the group by e-mail and that the group can respond with comments and ideas within a week or so.

4. Next Council Update

The concept recommendation will be presented at the next Committee of the Whole meeting to be held on January 14, 2014. Kerri to prepare deputation.

5. Next Steps

The Committee will review the four concepts and provide input to the Stantec team. A final concept design will be presented by Stantec at the January Event Centre Committee meeting and recommendation for Council will be made in January.

J. Penner

D. Nelson

K. Holder

6. New Business

None

7. Communications and/or Announcements

The 2014 Meeting Schedule was planned as follows:

- January 7
- February 11
- March 18
- April 8
- May 13
- June 10
- July 8
- August 12
- September 9
- October 14
- November 18
- December 9

9. Next Meeting Dates

- Tuesday January 7, 2014 at 5:30 p.m.

Meeting adjourned at 8:30 p.m.



Minutes of the Regular Meeting of the Board held Thursday, October 3, 2013
in the Boardroom of the Kenora District Services Board in Dryden
Commencing at 10:00 a.m.

PRESENT: Barry Baltessen, Lake of the Woods North; Ray Leray, Oxdrift Unincorporated; Dennis Leney, Municipality of Sioux Lookout; Irene Kember, Lake of the Woods South; Jerry O’Leary, Township of Sioux Narrows-Nestor Falls; Phil Vinet, Municipality of Red Lake; Brian Collins, City of Dryden; Lee Kennard, Township of Ignace; Roy Hoffman, Township of Pickle Lake; Gord Dingman, Municipality of Machin; Louis Roussin, City of Kenora

AUTHORIZED ABSENCE: Vic Robinson, Township of Ear Falls
Bill Blower, Lac Seul Unincorporated

STAFF: Dan McNeill, Chief Administrative Officer; Corrine Owen, Director of Finance & Asset Management; Sarah Stevenson, Acting Director of Integrated Social Services; Andrew Tickner, Director of Emergency Medical Services; Dianne Apland, Director of Integrated Social Services; Brianne Pollock, Human Resources Advisor; Ruth McMillan, Executive Assistant

GUESTS: Mark Vermette, CAO, Municipality of Red Lake
Mike Ebbeling, CKDR Radio
Jon Thompson, The Dryden Observer
Alan Hale, Kenora Daily Miner & News
Mike Aiken - Q104 Radio

1. CALL TO ORDER

The Chair called the meeting to order at 10:00 a.m.

Phil Vinet introduced Mark Vermette, CAO for the Municipality of Red Lake.

2. APPROVAL OF AGENDA

2.1 Resolution to Approve the Agenda

MOTION NO.: 2013-111 Moved by Ray Leray
Seconded by Dennis Leney

RESOLVED THAT the Board of Directors approves the agenda, *as amended*, for a regular meeting of the Board to be held on Thursday, October 3, 2013 in the Boardroom of the Kenora District Services Board in Dryden commencing at 10:00 a.m.

CALLED; CARRIED

ACTION: File

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

The Chair called for declarations of pecuniary interest and the general nature thereof under the Municipal Conflict of Interest Act with respect to the Agenda for this meeting.

No member declared a pecuniary interest with respect to the agenda for this meeting.

The Chair called upon members present for declarations of pecuniary interest and the general nature thereof under the Municipal Conflict of Interest Act, for minutes of previous meetings at which a member was not in attendance and which had not previously been declared.

No member declared a pecuniary interest with respect to the previous minutes.

4. MINUTES OF PREVIOUS MEETING

4.1 Resolution to approve August minutes

MOTION NO.: 2013-112

Moved by Irene Kember
Seconded by Jerry O'Leary

RESOLVED THAT the Board of Directors approves the minutes of the August 15, 2013 regular meeting of the Board of Directors as presented.

CALLED; CARRIED

ACTION: Executive Assistant

There were no errors or omissions.

5. UNFINISHED BUSINESS (*Business Arising from Minutes*)

None

6. CORRESPONDENCE

6.1 A letter was received from the City of Kenora regarding a resolution adopted to establish a Regional Multi-Disciplinary Task Force.
A reply will be sent stating that we have received the letter and it will be added as input to the planning process over the next year.

7. REPORTS OF OFFICERS

7.1 Chief Administrative Officer

7.1.1 Resolution to approve 2014 Meeting Schedule

MOTION NO.: 2013-113

Moved by Phil Vinet
Seconded by Brian Collins

RESOLVED THAT the Board of Directors adopts the proposed 2014 Board and Governance Meeting Schedule as presented by the Chief Administrative Officer in Report BR2013-352.

CALLED; CARRIED

ACTION: Executive Assistant

7.1.2 Resolution to acknowledge staff service

MOTION NO.: 2013-114

Moved by Lee Kennard
Seconded by Roy Hoffman

RESOLVED THAT the Board of Directors acknowledges and applauds the dedication and services of Kenora District Services Board employees over the last year and authorizes the signature of the Chair and CAO on the certificates.

CALLED; CARRIED

ACTION: Executive Assistant

Previous certificates were signed by the CAO and Directors and did not include acknowledgement from the Board level.

7.1.3 Resolution to approve Policy Revisions

MOTION NO.: 2013-115

Moved by Gord Dingman
Seconded by Louis Roussin

RESOLVED THAT the Board of Directors approves the revisions to Policy HR-II-10: Salary Administration & Performance Review as recommended by the Human Resources Advisor in Report BR2013-351.

CALLED; CARRIED

ACTION: Executive Assistant

7.2 Director of Finance & Asset Management

7.2.1 Resolution to Approve Submission for Ministerial Consent

MOTION NO.: 2013-116

Moved by Roy Hoffman
Seconded by Dennis Leney

RESOLVED THAT the Board of Directors approves submission of the requests to the Ministry of Municipal Affairs and Housing to obtain Ministerial Consent for the disposition of the Social Housing Units identified as surplus as recommended by the Director of Finance & Asset Management in Report BR2013-350.

CALLED; CARRIED

ACTION: Director of F&AM

The Director of Finance & Asset Management informed the Board that reports which contain replacement options will be included with each letter being sent to the Ministry. Current tenants will not be forced out and plans are to grandfather them into the units or provide them with other choices such as another community.

7.3 Director of Integrated Social Services

7.3.1 Resolution to receive Report BR2013-346

MOTION NO.: 2013-117

Moved by Irene Kember
Seconded by Ray Leray

RESOLVED THAT the Board of Directors receives the following Acting Director of Integrated Social Services report as presented at the October 3, 2013 meeting of the Board, such report is attached as Schedule 'A':

BR2013-346: Ontario Early Years Framework

CALLED; CARRIED

ACTION: File

7.3.2 Resolution to approve Budget Lines

MOTION NO.: 2013-118

Moved by Lee Kennard
Seconded by Gord Dingman

RESOLVED THAT the Board of Directors accepts funding Early Learning and Care operators in three funding lines, (Fee Subsidy, Special Needs Resourcing and General Operating Grant) in the preparation of the 2014 budget as recommended by the Acting Director of Integrated Social Services in Report BR2013-347.

CALLED; CARRIED

ACTION: Director of ISS

7.3.3 Executive Summary - Housing & Homelessness Plan

Dianne Apland presented the Executive Summary on the Housing & Homelessness Public Consultations. She thanked those who participated and attended the presentations. Included in the report were comments and suggestions heard at the public consultations as well as goals for dealing with both the homelessness and housing issues facing our area.

MOTION NO.: 2013-119

Moved by Dennis Leney
Seconded by Gord Dingman

RESOLVED THAT the Board of Directors approves the Housing & Homelessness Plan Executive Summary, as presented, be submitted to the Ministry of Municipal Affairs and Housing with the final KDSB Housing & Homelessness Plan to be approved at the December 2013 Board meeting.

CALLED; CARRIED

ACTION: Director of ISS

7.4 Director of Emergency Medical Services

7.4.1 Resolution to receive Report BR2013-344

MOTION NO.: 2013-120

Moved by Irene Kember
Seconded by Louis Roussin

RESOLVED THAT the Board of Directors receives the following Director of Emergency Medical Services report as presented at the October 3, 2013 meeting of the Board, such report is attached as Schedule 'A':

BR2013-344: 2013 EMS Equipment Renewal

CALLED; CARRIED

ACTION: File

7.4.2 Resolution to receive Report BR2013-345

MOTION NO.: 2013-121

Moved by Phil Vinet
Seconded by Brian Collins

RESOLVED THAT the Board of Directors receives the final report dated September 2013 by Performance Management Concepts and titled: "Non-Emergent Patient Transportation in Kenora & Rainy River Districts: An Evidence Based 3rd Party Review". The report was funded by the NW LHIN and prepared for a consortium comprised of the following organizations and participants:

1. Dryden Regional Health Centre;
2. Lake of the Woods District Hospital;
3. Red Lake Margaret Cochenour Hospital;
4. Riverside Health Care;
5. Sioux Lookout Meno Ya Win Health Centre;
6. Atikokan General Hospital;
7. Rainy River DSSAB EMS;
8. ORNGE;
9. KDSB EMS;

Be it resolved that the primary role and regulatory obligation of Kenora District Services Board (KDSB) EMS/Land Ambulance services is to respond to pre-hospital 911/Emergency calls;

Be it resolved that the KDSB must maintain emergent resources to respond to pre-hospital 911/Emergency calls;

Be it resolved the KDSB acknowledges that Non-Emergent Land Transfers are a critical part of the PRIMARY HEALTH CARE system in NW Ontario, and, Ontario's "Hub" and "Regionalization" provision of primary health care;

Be it resolved that PRIMARY HEALTH CARE system is funded 100% by the Province of Ontario;

And, be it resolved that the KDSB undertake the following steps to further the board's efforts in attaining equitable funding and regulatory treatment regarding the provision of non-emergent land ambulance patient transfers;

1. Forward a copy of the consultant report to the Honorable Kathleen Wynne, Premier of the Province of Ontario;
2. Forward a copy of the report to the Honorable Deb Matthews, Minister of the Health & Long Term Care (MOHLTC);
3. Participate in the proposed NW LHIN Non-Emergent Patient Transportation Coordination Panel;
4. Engage Sarah Campbell MPP, to lobby the provincial government, on behalf of citizens of the Kenora District, to ensure the MOHLTC is providing equitable funding resources and applying equitable regulatory standards to all EMS services in regards to the provision of Non-Emergent Patient Transfers in the Province of Ontario;
5. Suspend the invoicing provision of KDSB LAND AMBULANCE POLICY NO.: LAS-1-02 subject to progress of the NW LHIN Non-Emergent Patient Transportation Coordination Panel. This provision of the resolution will be reviewed in March 2014.

CALLED; CARRIED

ACTION: Chair/CAO

8. IN-CAMERA

8.1 Resolution to convene to In-Camera meeting

MOTION NO.: 2013-122 Moved by Jerry O'Leary
Seconded by Roy Hoffman

RESOLVED THAT the Board of Directors convenes to an In-Camera meeting on Thursday, October 3, 2013.

CALLED; CARRIED ACTION: File

- 8.2 Resolution to approve Agenda for In-Camera meeting

MOTION NO.: 2013-123 Moved by Brian Collins
Seconded by Lee Kennard

RESOLVED THAT the Board of Directors approves the agenda for an In-Camera meeting to be held on Thursday, October 3 2013.

CALLED; CARRIED ACTION: File

- 8.3 Resolution to resume regular meeting.

MOTION NO.: 2013-124 Moved by Lee Kennard
Seconded by Irene Kember

RESOLVED THAT the Board of Directors resumes the public Board meeting on Thursday, October 3, 2013.

CALLED; CARRIED ACTION: File

- 8.4 Business Arising from In-Camera Meeting

MOTION NO.: 2013-125 Moved by Gord Dingman
Seconded by Roy Hoffman

RESOLVED THAT the Board of Directors approves the 2013/2014 KDSB Training program as presented in the In-Camera session as per the attached 2013/2014 program schedule and Business Case.

CALLED; CARRIED ACTION: CAO

9. REPORTS OF COMMITTEES/TASK FORCES

Barry Baltessen reported that the next Communication Committee meeting will be held October 15th and with the upcoming scheduled meeting, the Committee will have met three times in 2013. The May 28th Communication Day was well received and a survey was put on-line for participant comments and suggestions. Comments were received regarding the Board members making presentations on how KDSB services impact their communities. An email address has also been set up (communicationday@kdsb.on.ca) to receive ideas, comments, suggestions and/or complaints on how KDSB is doing in the areas of communication.

10. RESOLUTIONS

None

11. NEW BUSINESS

11.1 The CAO reported that one of KDSB's rental units in Minaki had been recently destroyed by fire. Estimates received for replacement costs were approximately \$200,000.00

12. COMMUNICATIONS

None

13. NOTICES OF MOTION PETITIONS

None

14. PETITIONS

15. CLOSURE

MOTION NO.: 2013-126

Moved by Ray Leray
Seconded by Gord Dingman

RESOLVED THAT the Board of Directors adjourns the October 3, 2013 meeting.

CALLED; CARRIED

ACTION: File

The meeting was adjourned at 3:25 pm.

Approved by Resolution No. 2013-128

This 12th day of December, A.D. 2013.



Chair



**BOARD OF HEALTH FOR THE
NORTHWESTERN HEALTH UNIT**

MINUTES of the Regular Board of Health Meeting
October 25, 2013
Fort Frances NWHU office boardroom

PRESENT: Julie Roy, Chair
John Albanese, Carol Baron, Jim Belluz, Dennis Brown, Shayne MacKinnon, Paul Ryan,
Sharon Smith, Doug Squires, Bill Thompson

IN ATTENDANCE:
Mark Perrault, CEO
Dawn Sauvé, Manager, Dental Health
Dorothy Strain, Secretary to MOH/BOH (Recorder)

REGRETS
Dr. Jim Arthurs, Medical Officer of Health

1. CALL TO ORDER

The Chair called the meeting to order at 8:30 a.m.

2. APPROVAL OF AGENDA

Add: Agenda #7.2, Finance Report:
7.2.1 Diabetes Prevention Project Funding, 2013-2016
7.2.2 New Position, Student Nutrition Program
Agenda #9, Non Agenda Items:
9.1. Board of Health Focus Group Teleconference Update
9.2. Ontario Children's Outdoor Charter

Motion / Resolution: 124-2013	
THAT the Agenda for the Board of Health meeting dated October 25, 2013, be approved as amended.	B. Thompson D. Brown

3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None was declared.

4. IN CAMERA SESSION

At 8:45 a.m. Board of Health members moved to an in camera session.

Motion / Resolution: 125-2013	
THAT the Board of Health moves to an in camera session to discuss: <i>Education/orientation- Dental Health program;</i> <i>All Staff Conference education planning</i> <i>Personal matters... MOH position recruitment update</i>	D. Brown B. Thompson

At 11:50 am. Board of Health members moved out of the in camera session to resume regular business.

Motion / Resolution: 126-2013	
THAT the Board of Health moves out of the in camera session to resume regular business.	P. Ryan D. Brown

5. MINUTES OF BOARD OF HEALTH MEETING, September 20, 2013

Motion / Resolution: 127-2013	
THAT the Minutes of the Board of Health meeting held September 20, 2013, be approved as written.	D. Squires J. Albanese

Board of Health members recessed at 12:00 noon.
The Chair called the meeting to order at 12:20 pm

6. PUBLIC HEALTH PROGRAMS

6.1 Medical Officer of Health Report – Interim Report provided by Mark Perrault, CEO

As Dr. Arthurs was unable to attend the meeting, Mark Perrault provided a verbal overview report on ongoing program services.

TB cases - There has been an increase in confirmed TB cases in northwestern Ontario in 2013. Program staff and the Epidemiologist are investigating to determine if the increase is an actual increase in rates or related to more efficient case reporting and follow-up.

6.2 Sexual Health & Harm Reduction Programs Report

Reference #2013-10-25-6.2 The report will be retained on file.

Appreciation was expressed for staff's efforts and commitment to deliver services associated with the sexual health and harm reduction programs.

Motion / Resolution: 128-2013	
THAT the Sexual Health and Harm Reduction programs report be received.	C. Baron D. Squires

6.3 Speech, Hearing and Vision Program Report

Reference #2013-10-25-6.3 The report will be retained on file.

Motion / Resolution: 129-2013	
THAT the Speech, Hearing and Vision program report be received.	J. Albanese S. Smith

6.4 Quality Improvement (QI) Report

Reference #2013-10-25-6.4 The report will be retained on file.

Resolution: 130-2013	
THAT the CQI Report be received.	C. Baron D. Squires

7. CORPORATE ADMINISTRATION

7.1 Chief Executive Officer Report -Mark Perrault, CEO

A verbal report was provided to the meeting.

Benefits Provision: Mark Perrault is researching different processes with consultants regarding benefits provision, to provide the most cost-effective benefits program. He will bring his findings to the Executive Committee meeting for initial review.

Motion / Resolution: 131-2013	
THAT the Report of the Chief Executive Officer be accepted as presented.	S. Smith J. Albanese

7.1.1 NWHU 2014 All Staff Conference

This agenda item was discussed during the in camera session, Agenda #4.1.2

7.2 Finance Report – provided by Mark Perrault, CEO

Reference #2013-10-25-7.2 The report will be retained on file.

Questions, Discussion

Building Costs Expenditure line, report attachment 1: A property tax increase for the Kenora City View building is expected following MPAC reassessment in fall 2013. The Health Unit will make provision for the anticipated increase in its 2014 budget.

2014 Budget: Budget submissions are due to the Ministry of Health and Long-Term Care on March 1, 2014. A preliminary budget will be brought to the November 8, 2013, Executive Committee meeting. A final draft will be submitted to the Board of Health in January 2014.

Vehicle Fleet – The prospect of a fleet of Health Unit vehicles was identified. This was referred to the Executive Committee meeting, November 8, 2013.

Motion / Resolution: 132-2013	
THAT the Finance Report be accepted as presented.	P. Ryan S. MacKinnon

7.2.1 Diabetes Prevention Project Funding

Funding for the Diabetes Prevention Project was recently confirmed for three consecutive budget years commencing April 1, 2013, and ending March 31, 2016.

Motion / Resolution: 133-2013	
<p>THAT the Board of Health for the Northwestern Health Unit approves the funding allocation for the Diabetes Prevention Project for the budget years:</p> <p>April 1, 2013 – March 31, 2014: \$218,000 April 1, 2014 – March 31, 2015: \$218,000 April 1, 2015 – March 31, 2016: \$218,000</p> <p>Full (100%) funding is provided by the Ministry of Health and Long-Term Care, Health Promotion and Implementation Branch. Program activities and services provided by the Northwestern Health Unit for years subsequent to 2013-2014 remain contingent upon ongoing funding allocations received from the Ministry.</p>	<p>S. MacKinnon P. Ryan</p>

7.2.2 New Position, Student Nutrition Program

Mark Perrault provided background for the Ministry of Children and Youth Services' recently-announced full funding for a new Food and Logistics Coordinator position.

Motion / Resolution: 134-2013	
<p>WHEREAS the Ministry of Children & Youth Services has provided annualized funding of \$71,400 commencing November 1, 2013, for the creation of a Food and Logistics Coordinator position to work with the Student Nutrition Program; and</p> <p>WHEREAS the funding is permanent, and the position falls under the Canadian Office and Professional Employees Union (COPE); and</p> <p>WHEREAS the position is equivalent to the Operations and Property Agent position;</p> <p>THEREFORE BE IT RESOLVED THAT the position be placed on the COPE group 'C' salary grid, with a starting salary of \$25.48 per hour.</p>	<p>J. Belluz B. Thompson</p>

8. ASSOCIATION OF LOCAL PUBLIC HEALTH AGENCIES (alPHa) APPOINTMENT

Chair Julie Roy notified the Board of Health of her appointment to alPHa's Board of Directors as the North West Region representative for the remainder of the term that was vacated by former Board of Health member Russ Fortier in February. The term ends June 2014.

9. NON AGENDA ITEMS

9.1 Board of Health Focus Group Teleconference Update

Chair Julie Roy reported on her participation on an Association of Local Public Health Agencies (alPHa) teleconference held October 17 for boards of health to provide input on alPHa's strategic planning process. Unfortunately, representation from health units at the teleconference was small. The consultation process is continuing.

9.2 Ontario Children’s Outdoor Charter

Shayne MacKinnon drew attention to the Ontario Children’s Outdoor Charter and suggested the Board of Health review the Charter for consideration to endorse. The matter was referred to the Executive Committee meeting, November 8, 2013, for consideration.

12. NEXT MEETING DATE

Regular Meeting

Date: Friday, November 29, 2013 Start time: 8:30 a.m.

Location: Dryden Best Western Meeting Room

13. ADJOURNMENT

The Chair adjourned the meeting at 1:20 p.m.

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS DAY OF2013

CHAIR, BOARD OF HEALTH

RECORDING SECRETARY



7 January 2014

City Council Committee Report

To: Mayor & Council

Fr: Karen Brown, CAO

Re: Brand Promise Amendment

Recommendation:

That Council hereby adopts the amended Kenora Brand Promise, as follows:

Kenora is North America's Premier Boating Destination. We are the connection to Lake of the Woods and its 14,522 Islands.

Through our events and amenities we celebrate our history and build our future.

We love our lake; we are its stewards and we nurture its pristine environment.

Background:

In early 2013, the City of Kenora officially adopted the new Brand and Brand Promise. At this time, the Brand Leadership Team (BLT) was recognized as a key partner in the implementation of the City's new brand and promise. During 2013, it was brought to the City's attention that the brand promise included the wording "live the lake life". This term is one that has been actively used and promoted by the Township of Sioux Narrows Nestor Falls to market that community as a destination. As a result, both the Lake of the Woods Development Commission (LOWDC) and the BLT met independently to discuss this matter, and both supported that the City should amend the brand promise to recognize the spirit of partnership in the North and ensure that the Township of Sioux Narrows Nestor Falls is not negatively impacted in any manner by the City's brand promise.

The BLT reviewed the brand promise, and has recommended changing the last sentence of the promise. The original promise finished with "We are stewards of the lake, nurture its pristine environment, and live the lake life." It is recommended that this final sentence be amended to read "We love our lake; we are its stewards and we nurture its pristine environment."



December 20, 2013

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 - November**

Recommendation:

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

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

November 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 November 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:

- Nov 4th
- Nov 12th
- Nov 18th
- Nov 25th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replace packing in #1 high lift pump.
- Replaced faulty cooling fan on #2 VFD at Zone 3 Booster.
- Replaced UPS's at Zone 2 Standpipe and Zone 3 Booster.
- Replaced diaphragm on #2 ammonium sulphate pump.
- Dismantled and removed old caustic soda metering system.

2.4 Training

November 20th - “Under Pressure – Working with Pressurized Equipment”.

November 21st - “Treating and Distributing Safe Drinking Water”.

2.5 Water Quality Complaints

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

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

- November 4 - Repaired water main leak at: 912 Valley Drive.
- November 6 - Dug and repaired water main at: 524 Fourth Street North.
- November 7- Installed service box at: Tourist Information Center, Highway 17 East.
- November 8 - Disconnected bleeder out of the manhole at the end of Mascot Avenue.
 - Repaired water main break at: 1111 Minto Avenue.
- November 12 - Repaired water service at: 516 Bay Street.
- November 28 - Dug curb box for the leak investigation at: Ninth Avenue South at Railway Street.

3.1.2. Wastewater Collection

- November 1 - Repaired grinder pump at: 334 Rabbit Lake Road
 - Cleared the blockage at: 217 Fifth Avenue South.
- November 5 - Rodded plugged sewer at: 112 Matheson Street (Ho Ho Restaurant).
- November 6 - Rodded plugged sewer at: 303 Minto Bay.
- November 7- Repaired grinder pump at: J and M Shop
 - Replaced pump at Railway Street and Dufrense Pump Station.
- November 8 - Repaired grinder pump at: 338 Rabbit Lake Road.
- November 9 - Repaired grinder pump at: 424 Rabbit Lake Road
 - Maintenance work performed on Tunnel Island station due to floating lake lines.

- November 10 - Rodded plugged sewer at: 1233 Valley Drive.
- November 12 - Rodded plugged sewer at: 995 Ninth Street North
 - Cleared blockage at 1400 Ninth Street North (Beaver Brae School).
- November 13 - Televised sewer line at: 1233 Valley drive
 - Televised sewer line at: 321 Veterans Drive
 - Rodded plugged sewer at: 321 Veterans Drive.
- November 14 - Televised sewers at: 127 to 201 Fifth Avenue South.
- November 17 Cleared sewer at: 721 First Street South.
- November 18 - Rodded plugged sewer at: 234 Second Street North
 - Rodded plugged sewer at: 803 Fifth Street North.
- November 19 - Rodded plugged sewer at: 810 ½ Sixth Avenue South.
- November 20 - Rodded plugged sewer at: 136 Third Street North.
- November 21- Rodded plugged sewer at: 140 Minto Crescent.
- November 22 - Rodded plugged sewer at:734 Park Street.
 - Rodded plugged sewer at: 734 Second Street South
 - Rodded plugged sewer at: 401 Seventh Avenue South
 - Flushed sewer main at Eighth Avenue South at First Street South.
- November 23 - Rodded plugged sewer at: 716 Sixth Street South.
- November 25 - Repaired grinder pump at: old JM Shop
 - Rodded plugged sewer at: 512 Third Street South.
- November 26 - Dug and replaced sewer service at: 1233 Valley Drive.
- November 28 - Flushed sewer main at: 214 Fourth Avenue North.
- November 29 - Rodded plugged sewer at: 140 Minto Crescent.
- November 30 – Flushed the plugged sewer main at: 636 Third Street South.

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

3.2 Training

- November 14 – 15: Jim Wilcox and James Bell completed First Aid and CPR training in Training Hall at Operations Building Training Hall, City of Kenora.
- November 20th: All staff from the Water & Sewer Department attended training on “Pipes under Pressure” at Operations Building Training Hall, City of Kenora.
- November 21st: All the staff from the Water & Sewer Department attended training on “Treating and Distributing Safe Drinking Water” at Operations Building Training Hall, City of Kenora.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2013

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

Date and Location:

November 8th: 19 residents at Minto Avenue.

3.5 Other Information

- 3.5.1. November 4th – James Raymond Bell started working as Meter Reader and Dave King was appointed as Water & Sewer Operator.
- 3.5.2. November 18th – Ray Lindquist was appointed as the Water & Sewer Foreman.

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 November 28, 2013 - Results:
 - a. Total B.O.D. (biological oxygen demand) Raw Sewage: 120 [mg/L]
 - b. Total B.O.D. Final Effluent: 2.0 - limit is 25.
 - c. Total Suspended Solids Raw Sewage: 180 [mg/ L]
 - d. Total Suspended Solids Final Effluent: 2.0 [mg/ L] - limit is 25
- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on November 6,13,21,27 - Results: Organisms/100 mL
 - a. Geometric Means Total of 45.2
 - b. Geometric Means Limit is 200

In summary, raw sewage enters the plant with a bacti count of approximately 3 million and leaves the plant with a count of 23.1, which is well within the limit of 200. Plant reduction of B.O.D. is 98% and the Plant reduction of suspended solids is 98%.

4.3 Maintenance

- 4.3.1. Installed new polymer machine and water hookup.
- 4.3.2. D.A. Electric wired new polymer machine for commissioning.
- 4.3.3. Received 900 kg pallet of polymer for sludge presses.
- 4.3.4. Nov. 6th : new polymer machine start up - commissioning and training held for plant staff by BASF Chemicals.
- 4.3.5. Two new mechanical seals for water booster pump in #700 building for sludge presses.
- 4.3.6. Nov. 18: Konecrane Canada serviced and inspected all cranes and chain blocks.
- 4.3.7. Nov. 15: Cummins Mid Canada did annual service of UV and Screw Pump Generators as required by the Ministry of the Environment Certificate of Approval.
- 4.3.8. Repaired 2" wash water line for south sludge press

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- 4.5.1. November 13, 2013 – Health and Safety Inspection performed.

Schedule "A"

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

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	233290	209765	227075	223118	226992	222716	247800	243657	216787	178859	168850		2398909
Maximum Daily Influent Flow	m ³ /day	9143	9258	8188	7963	8234	8646	9163	9665	8378	6473	6559		91670
Minimum Daily Influent Flow	m ³ /day	5318	6329	6840	6661	6360	6561	6997	6873	5607	4933	4589		67068
Average Daily Influent Flow	m ³ /day	7525	7492	7325	7437	7322	7424	7994	7860	7226	5770	5628		79003
Maximum Daily Instantaneous Influent Flow	m ³ /day	19239	18958	18853	18692	18924	19688	19534	19474	19403	19260	19054		211079
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	221816	199155	214741	211064	215036	211076	234798	230799	203319	167243	157843		2266890
Maximum Daily Effluent Flow	m ³ /day	8399	8992	7892	7568	7856	7980	8706	9258	7881	6174	6178		86884
Minimum Daily Effluent Flow	m ³ /day	5120	6065	6340	6173	5963	6093	6720	6685	5427	4591	4248		63425
Average Daily Effluent Flow	m ³ /day	7155	7113	6927	7035	6937	7036	7574	7445	6777	5395	5261		74655
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	4	5	4	4	5	4	5	4	4		48
Number of Treated Samples Taken		5	4	4	5	4	4	5	4	5	4	4		48
Number of Distribution Samples Taken		30	24	24	30	24	24	30	24	30	24	24		288
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		22	18	6	4	0	4	6	12	26	10	6		114
<u>Callouts</u>														
Major		0	0	0	0	0	0	0	0	0	0	0		0
Minor		1	1	2	2	4	4	4	8	16	2	1		45

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2013

		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
Wastewater Plant Flows															
<u>Influent Flow</u>															
Total Influent Flow	m ³ /mon.	177,663	156,733	181,689	244,603	346,693	283,478	289,104	236,562	249,518	248,458	185,934			2,600,435
Maximum Daily Influent Flow	m ³ /day	6,437	6,192	8,357	13,949	20,775	13,687	15,635	10,544	22,188	12,601	6,925		12,481	
Minimum Daily Influent Flow	m ³ /day	5,213	5,070	5,295	6,233	6,529	7,754	6,406	5,288	6,475	5,368	5,153		5,889	
Average Daily Influent Flow	m ³ /day	5,731	5,597	5,860	8,153	11,184	9,449	9,325	10,544	8,317	8,014	6,197		8,034	
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	198,479	177,770	204,176	263,828	364,096	301,299	307,203	263,619	230,156	230,156	204,707		249,590	
Average Daily Flow	m ³ /day	6,402	6,348	6,586	8,794	11,745	10,043	9,909	8,503	7,424	7,424	6,823		8,182	
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	4	4	4	5	4	5	4	4	5	4			48
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1			11
Number of Treated Samples Taken		6	5	5	5	6	5	5	5	5	5	5			57
Geometric Means (Bacti Samples)		17.9	7.9	26	43	2.9	2.9	45.4	4.55	4.63	23.1	45.2		20.32	
Sludge Hauled to Landfill	yds/mon.	300	330	330	330	405	210	360	300	285	420	210			3,480
<u>Callouts</u>															
Callouts		0	5	0	3	2	2	2	5	5	2	0			26
* Error in Influent / Effluent Total Flow readings - recalibration of equipment scheduled for January 2014															



January 7, 2014

**City Council
Committee Report**

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Food Vendors at Kenora Harbourfront and Discovery Centre

Recommendation:

That Council of the City of Kenora authorizes the Property & Planning Department to proceed with a Request for Proposals (RFP) for the City's 2014 Mobile Food Program to establish the following refreshment booths on municipal property between July 1 and September 3:-

- Three (3) at the Kenora Harbourfront (near Whitecap Pavilion);
- One (1) at the Lake of the Woods Discovery Centre (upper parking lot); and

That these changes be reflected in the City's new Business Licencing By-law, currently under review and which is expected to be adopted prior to July, 2014; and further

That By-law Number 81-2012 be and is hereby repealed.

Background:

In 2011, construction of the Lake of the Woods Discovery Centre and the Whitecap Pavillion was completed. In 2012, the Lake of the Woods Development Commission piloted a Request for Proposal (RFP) process whereby food vendors were invited to submit a proposal to operate at the Harbourfront and/or the Lake of the Woods Discovery Centre to add a tourism friendly and dynamic atmosphere at these locations. At that time, it was proposed that there would be three vendors on the Harbourfront and two at the Discovery Centre from May-September inclusive.

A staff report at the end of the 2012 season identified that the pilot project was very successful from both the vendor and customer perspectives.

The following is an excerpt from that staff report:

"Some of the positive impacts included the following:

- The food vendors provided a convenient, healthy and interesting service to our customers. The customers loved having the vendors present.
- The food vendors created local economic benefits (1 – 2 full time jobs for the two months for each vendor as well as the vendors purchasing their supplies locally) All food vendors reported that this was a viable operation for them
- This service encouraged a pedestrian friendly community
- The food vendors added a unique experience and value to the Harbourfront area and made it a vibrant and safer place to be
- Most Tourism Centres throughout Canada have a vendor on the property for weary travelers to get a quick and convenient snack. Visitors to the Discovery Centre were very pleased to have this service available

Food Vendors have exploded in popularity across Canada. A multiple variety of food vendors, including healthier food choices, is becoming available. The City of Vancouver currently has 103 and is expanding to 133, Toronto is expanding its food vendors, as well. Collingwood, Northumberland, Cornwall, Victoria and Aurora have all reported positive experiences with their food vendor programs. The Food Network now has a program Eat Street which promotes Cities and specific food vendors.

The Street Food Vendor Program is an integral part of the promotion and vibrancy of the Harbourfront area and adds a service which has been requested by our customers. The benefits to the City of Kenora economically and as a tourist attraction cannot be ignored”

The staff report also addressed some minor issues that had arisen during the 2012 operating season including some re-positioning of the food vendors on the Harbourfront to enable visitors to enjoy both the view and the food vendors; hours of operation and a recommendation for one vendor only at the Lake of the Woods Discovery Centre in a location at the gravel parking area north of the Discovery Centre, which would be both aesthetically pleasing and provide better availability to electrical services.

Those recommendations were accommodated in the 2013 food vendor RFP. In 2013, three vendors applied to operate at the Harbourfront: the Chip Truck, Gropps and the Twisted Perogy. One food vendor applied to operate at the Lake of the Woods Discovery Centre. Their business plan changed for 2013 and they did not open or operate at the Discovery Centre.

A staff report at the end of the 2013 season outlined a very positive season which included a meeting with the vendors prior to the season opening and daily communication between the vendors and the Special Events Coordinator located at the Harbourfront which facilitated immediate responses to any minor mechanical or other issues that arose during the season.

In 2013, the Memorandum of Understanding between the Lake of the Woods Development Commission and the City of Kenora was amended so that City facilities came back under the jurisdiction of the City, including the Whitecap Pavilion, Thistle Pavilion and Lake of the Woods Discovery Centre.

Therefore, for the 2014 operating season, the Food Vendor RFP process will be managed by the City of Kenora through the Property & Planning department. Once the successful food vendors have been identified and contracts finalized, the day to day operations of the food vendors will be overseen by the Special Events Coordinator.

Impact to Budget:

\$7,200 Revenues from the vendors for leased space and access to electrical services. Revenues will be used to offset expenses for running the related facilities.

Communication Plan/Notice By-law Requirements:

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



City of Kenora REQUEST FOR PROPOSALS

2014 Food Vendors – Kenora Harbourfront

and

Lake of the Woods Discovery Centre

1.0 INTRODUCTION

The City of Kenora invites proposals from qualified businesses to operate street food vendors at the Kenora Harbourfront (3 vendors) and the Lake of the Woods Discovery Centre (1 vendor).

2.0 SCOPE OF WORK and DELIVERABLES

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

- Must have a valid City of Kenora Business Licence
- Must be open seven (7) days per week between the hours of 11 a.m. and 4 p.m. Vendors will be permitted to set up by June 1st and will be required to operate until Monday September 1, 2014.
- Must be compliant with the Northwestern Health Unit (NWHU) Food Safety, which will include maintenance and operation. If the NWHU finds that the vendor does not comply with the requirements of the NWHU, the vendor will be shut down until it is in compliance.
- Vendors shall ensure that appropriate measures are in place to protect the municipal sidewalk and property from damage, deterioration or disrepair. Vendors will be responsible for keeping their area neat and tidy, including washing their sidewalk area with a recommended environmentally friendly cleaner to ensure that their venue does not leave a stain on the City infrastructure.
- Vendors are not permitted to set up tables and chairs.

- Vendors at the Harbourfront tent will have an opportunity to enter into an agreement with Harbourfest and/or KBI directly for the duration of those events.
- The vendor at the Discovery Centre may have to provide their own power source.
- Vendors will have access to the City Water via a hose at both locations
- Vendors are required to properly dispose of their grey water, they will not be granted access to City Sewer services for pump out.
- Vendors will be required to pay monthly rent - \$450.00 + \$150.00 (Electrical) plus applicable taxes.
- Vendors to ensure that they have their own condiments readily available for customers.
- Vendors to dispose of their garbage on a regular daily basis and not be left outside of the unit.

3.0 REPORTING REQUIREMENTS

The City of Kenora is responsible for the operations at the Whitecap Pavilion and Thistle Pavilion at the Kenora Harbourfront and the Lake of the Woods Discovery Centre. The primary point of contact for the proponent will be the Special Events Coordinator.

The Special Events Coordinator will

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

4.0 TIME FRAME

The proponent will be required to have their booth open on the Harbourfront and at the Discovery Centre from June 1, 2014 to Sept. 1, 2014. They will be required to be open 7 days a week from 11 a.m. – 4 p.m, except during the Harbourfest and KBI events, when proponents have an opportunity to develop operating agreements directly with those events.

5.0 PROPONENT PROPOSAL

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

1. The name(s) and contact information for the individual(s) who will serve as the client contact.
2. Copy of Business License

3. Northwestern Health Unit approvals
4. Size and description of food vending unit, which will include photo of unit.
5. Electrical Requirements and self-power options (Discovery Centre only).
6. Plan for maintaining a clean site
7. A detailed menu outlining the food items that will be sold in your booth
8. References for similar or related projects
9. Preferred vending location (Harbourfront or Discovery Centre)

6.0 EVALUATION CRITERIA

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

Should more proposals be received than locations available, vendors will be selected based on experience, references and product mix. Vendors selling similar food items will not be placed at the same location.

7.0 REFERENCE MATERIAL

Reference materials will be sent electronically upon request

Site Plan detailing locations

8.0 CONTRACT

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

8.1 CHANGING THE CONTRACT

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

9.0 SUBMISSION PROCEDURES

The proponents will provide five (5) copies of their proposal to the City of Kenora at City Hall by 11 a.m. Thursday, February 27, 2014. Proposals will be accepted in hard copy only. No electronic or faxed submissions will be considered.

Proposals will be placed in a sealed envelope clearly marked:

City of Kenora
Food Vendor RFP 2014
1 Main Street South
Kenora, ON P9N 3X2
Attention: Joanne McMillin, City Clerk

Questions regarding this Request for Proposal may be referred to:

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



December 19, 2013

City Council Committee Report

TO: Mayor and Council

**FR: Barbara A. Manson, Parks Supervisor
Charlotte Caron, Property & Planning Manager**

RE: 2017 Canada Summer Games Rowing Event – Rabbit Lake

Recommendation:

That Council of the City of Kenora approves, in principle, the proposal that the 2017 Canada Summer Games Rowing event be hosted at Rabbit Lake by the Kenora Rowing Club, Manitoba Rowing Association and the 2017 Host Society for the Canada Summer Games; and

That Council of the City of Kenora will supply a letter of support to the Canada Games Council for the proposal to host the 2017 Canada Summer Games Rowing event at Rabbit Lake; and further

That City Staff, with representatives from the 2017 Canada Summer Games Host Society and the Kenora Rowing Club develop an agreement between all parties (Manitoba Rowing Association, Kenora Rowing Club, 2017 Host Society and City of Kenora).

Background:

A request was received from Bob McMahon, Consultant to 2017 Canada Summer Games Transition Committee and Ursula Wehner, Director Kenora Rowing Club to submit a proposal to hold the Rowing Event portion of the 2017 Canada Summer Games at Rabbit Lake. The 2017 Games are unique as it will mark the 50th Anniversary of the Canada Games, as well as Canada's 150th birthday.

The City of Winnipeg has been offered the opportunity to hold the 2017 Canada Summer Games. The 2017 Transition Committee/Host Society partnered with the Manitoba Rowing Association with the objective of identifying a rowing venue that complies with the field-of-play standards as set out by the Canada Games Council and as approved by Rowing Canada. It was established that Rabbit Lake, Kenora met the required standards as

well as offering legacy benefits for the sport of rowing. The 2017 Transition Committee, the Manitoba Rowing Association and the Kenora Rowing Club, all have an "agreement in principle". They are looking for that same "agreement in principle" from the City of Kenora and a letter of support for this proposal.

The Rowing event would include 260 rowing athletes and mission staff. In addition, there will be major officials participating in the event as well as attendance of VIPs and government representatives. Having the Canada Games - Rowing Event on Rabbit Lake will have a major economic impact for the City of Kenora. The working assumption (though not officially approved) is that the rowing portion of the Summer Games will take place the second week of August, 2017.

The main areas the City of Kenora would be involved in would be the logistics of the event (road closures, parking permits, logistical planning, garbage, bleachers, washrooms etc.) and a staff liaison person between the Kenora Rowing Club, 2017 Summer Games Host Society and the City of Kenora. All of these details to be worked out within the agreement to be approved at a later date by the City of Kenora. There is also the potential for available funding dollars to continue the Rabbit Lake Trail.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Charlotte Caron, Manager Property & Planning

Barbara A. Manson, Parks Supervisor

Bob McMahon, Consultant, 2017 Canada Summer Games Transition Committee

Ursula Wehner, Director, Kenora Rowing Club

Jeff Reitberger, President Manitoba Rowing Association

Janet McMahon, Sport Manitoba



Barbara Manson
Parks Supervisor
City of Kenora
1 Main Street South,
Kenora, ON P9N 3X2

December 19, 2013

Dear Ms. Manson,

Thank you for taking the time to discuss the proposal to have Rabbit Lake, Kenora host the 2017 Canada Summer Games Rowing event. As part of the process to approve the Rabbit Lake venue the 2017 Host Society must make application to the Canada Games Council along with letters of support from various stakeholders.

As such, I am requesting a letter be provided by the City of Kenora to the Canada Games Council should City Council see fit to support the proposal.

The Canada Games are Canada's largest multi-sport national event. Occurring every two years, the Games rotate between summer and winter events, bringing together hundreds of aspiring athletes for two weeks of thrilling competition in several sport disciplines.

Since its inception in 1967, the Canada Games has played a major role in developing some of Canada's premier elite athletes. Some of the more notable alumni to count the Canada Games as one of their first multi-sport experiences include Bruny Surin, Lennox Lewis, Catriona Le May Doan, Hayley Wickenheiser, Bob Gainey, Sidney Crosby, Steve Nash, Marc Gagnon, Suzanne Gaudet, Nathalie Lambert, Alexandre Despatie and Cindy Klassen.

Over 50,000 athletes have directly competed in the Games and hundreds of thousands more have competed in try-outs and qualifying events. Over 100,000 volunteers from every walk of life have proudly supported the Canada Games movement since the first Games in 1967 in Quebec City.

The Canada Games movement motto "Unity through Sport" enriches the lives of young athletes and host communities with a vision that "inspires dreams, builds champions, creates lasting legacies and celebrates Canadian culture".

Through the provincial and territorial rotation for hosting the Canada Games, Winnipeg has been afforded the unique opportunity of being named the Host City for the 2017 Canada Summer Games. These Games are unique in the sense that the 2017 Games will mark the 50th Anniversary of the Canada Games movement in the same year that Canada celebrates its 150th Birthday.



The 2017 Transition Committee/Host Society partnered with the Manitoba Rowing Association with the objective of identifying a rowing venue that complies with the field-of-play standards as set out by the Canada Games Council and as approved by the Rowing Canada.

Through our due diligence it was established that Rabbit Lake, Kenora met the required standards as well as offering legacy benefits for the sport of rowing. Discussions then took place between representatives of the 2017 Transition Committee, the Manitoba Rowing Association and the Kenora Rowing Club and it is accurate to state that all parties have an “agreement in principle”.

Both the Manitoba Rowing Association and the Kenora Rowing Club will be asked to provide letters of support in respect to the Rabbit Lake venue and we are fully confident that both organizations will do so.

As was discussed during our telephone conversation there are numerous details and agreements that will have to be discussed and resolved over the next 42 months in order to host the 260 rowing athletes and mission staff that will attend the event in Kenora in 2017. In addition, there will be major officials participating in the event as well as attendance from VIPs and government representatives.

Presently, our working assumption is that the 2017 Summer Games will be held between July 28 and August 13 but the dates have not been officially submitted to the Canada Games Council and will not be until early in the New Year.

The Canada Games operates on the basis of week 1 and week 2 schedules with athletes departing after the first week and new athletes arriving. Following the schedule principles as set out by the Canada Games Council Rowing will be a week 2 event.

We look forward to a favorable response.

Yours truly,

Bob McMahon
Consultant to 2017 Canada Summer Games Transition Committee

Cc Ursula Wehner, Director Kenora Rowing Club
Dr. Peter Harland, President Kenora Rowing Club
Jeff Reitberger, President Manitoba Rowing Association
Janet McMahon, Sport Manitoba



December 9, 2013

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Transfer and Assumption of Portion of Bruckenberger Road

Recommendation:

That Council of the City of Kenora gives three readings to a by-law to accept and assume the portion of the Bruckenberger Road described as Part 5 Plan 23R 12225; and

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

That the Municipal Solicitor coordinates this process.

Background:

In May of 2013, the Kenora Planning Advisory Committee approved a consent application for Ervick with a condition that travelled portions of the Bruckenberger Road, which are privately owned, be surveyed out and transferred to the City of Kenora.

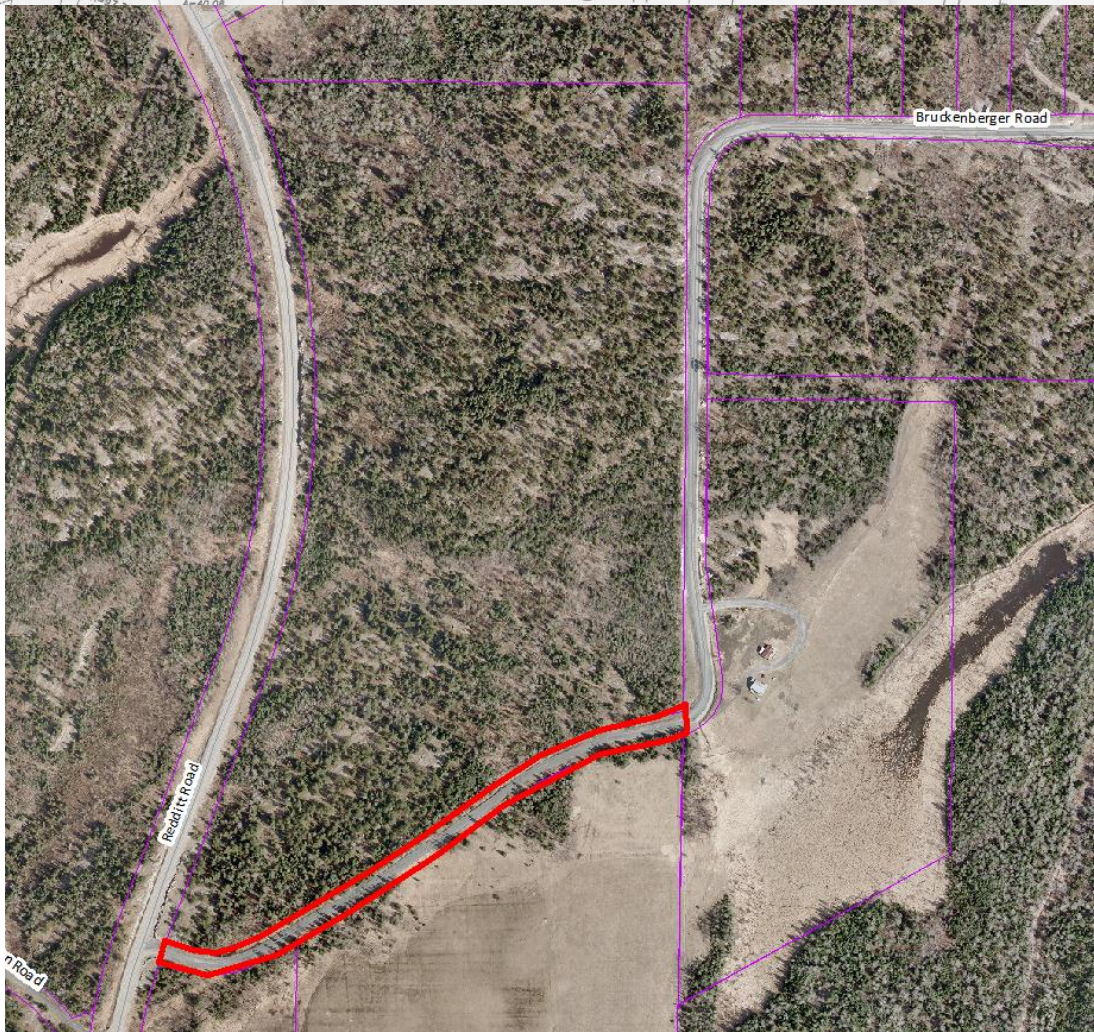
The lands were surveyed, and the survey deposited into the land registry system and the property is required to be transferred. The City now needs to accept and assume the road for municipal purposes.

Budget:

Applicant is responsible for costs

Communication Plan/Notice By-law Requirements:

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





January 6, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Assumption of a Portion of Ritchie Road

Recommendation:

That the City of Kenora gives three readings to a by-law to assume a portion of the Ritchie Road described as Parts 11, 12 and 13 Plan 23R 2469; and

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

That the Municipal Solicitor coordinates this process.

Background:

The Kenora Planning Advisory Committee approved a consent to create a new lot in July of 2012. One of the conditions of approval was:

- 4) If the City of Kenora does not own the lands currently used and known as Ritchie Road, that the applicant transfer lands to the City sufficient that the City would assume ownership of lands measured of 10m from the centerline of both sides of the travelled portion of the road. The City of Kenora would assume all related surveying and transfer costs.

The transfer has been prepared and signed.

Budget: Costs per Operations Operating budget

Communication Plan/Notice By-law Requirements: Council Agenda, Clerk, Planning Administrator, Municipal Solicitor, Engineering (GIS)

THE HYDRO-ELECTRIC POWER COMMISSION OF ONTARIO
 SURVEY DEPARTMENT
 PLAN OF SURVEY OF PART OF
 LOTS 4 and 5, CONCESSION 6
 TOWNSHIP OF JAFFRAY
 DISTRICT OF KENORA
 ONTARIO HYDRO
 1971
 SCALE: 1 INCH=100 FEET

CONCESSION 7

LOT 5

CONCESSION 6

LOT 4

LOT 5

LOT 5

PART 32
 AREA=45.342 Acs.

PART 3
 PLAN KR-1340
 PARCEL 26292 DK

CON 6

PART 26 AREA=3.380 AC.
 PART 27 AREA=2.635 Acs.
 PART 28 AREA=0.557 AC.
 PART 29 AREA=0.036 AC.
 PART 30 AREA=1.670 Acs.
 PART 31 AREA=0.557 AC.
 PART 32 AREA=45.342 Acs.

REMAINDER OF PARCEL 14341 DK

PART 24
 AREA=7.641 Acs.

PART 6 AREA=0.171 Ac.
 PART 8 AREA=4.024 Acs.
 PART 9 AREA=1.203 Acs.

PART 20 AREA=0.003 Ac.
 PART 21 AREA=0.551 Ac.
 PART 22 AREA=0.036 Ac. - WAY
 PART 23 AREA=0.563 Ac.

PART 18 AREA=2.866 Acs.
 REMAINDER OF PARCEL 14341 DK

PART 10 AREA=0.905 Ac.
 PART 13 AREA=0.689 Ac.
 PART 14 AREA=0.997 Ac.
 PART 16 AREA=2.147 Acs.

PART 17 AREA=0.196 Ac.
 PART 19 AREA=0.200 Ac.

PART 15 AREA=0.086 Ac.

DETAIL NOT TO SCALE

DETAIL NOT TO SCALE

ACKNOWLEDGMENT AND DIRECTION

TO: B. A. J. Ormiston

RE: The Corporation of the City of Kenora (the "Purchaser") p/f Margaret Mary Boucha
(the "Vendor")
Ritchie Road, Pts 11, 12, 13, Plan 23R2469, Kenora, Ontario (the "Property")
Our File No: 98,583

This will confirm that:

- The undersigned has reviewed the information set out in this Acknowledgment and Direction and in the documents described below (the "Documents"), and that this information is accurate.
- You, your agent or employee are authorized and directed to sign, deliver, and/or register electronically, on behalf of the undersigned, the Documents in the form attached subject to any minor changes or additions that may be necessary to complete the transaction described above.
- If required, the Document Registration Agreement shall designate the solicitor responsible for registering the electronic documents in clause 3 thereof and shall specify a "Release Deadline" in clause 4 b) thereof and such designation shall be as in Schedule "A" thereto.
- You are hereby authorized and directed to enter into an escrow closing arrangement substantially in the form attached hereto being a copy of the version of the Document Registration Agreement, which appears on the website of The Law Society of Upper Canada as of the date of the Agreement of Purchase and Sale herein. The undersigned hereby acknowledges the said Agreement has been reviewed by the undersigned and that the undersigned shall be bound by its terms.
- The effect of the Documents has been fully explained to the undersigned and it is understood that the undersigned are parties to and bound by the terms and provisions of these electronic Documents to the same extent as if the undersigned had signed them.
- The undersigned are in fact the parties named in the Documents and the undersigned have not misrepresented our identities to you.

DESCRIPTION OF ELECTRONIC DOCUMENTS

The Document(s) described in this Acknowledgement and Direction are the document(s) selected below which are attached hereto as "Document in Preparation".

- A transfer of the land described above.
- One or more Charges of Land described above.
- Other Documents in Preparation attached hereto.

NOTE: Document Registration Agreement, Transfer/Deed, Charge/Mortgage and Discharge of Charge/Mortgage to be attached, as applicable.

Dated at Kenora, ON this day of January, 2014

The Corporation of the City of Kenora

Per: _____
David Canfield - Mayor

Per: _____
Joanne McMillin - City Clerk

I/We have authority to bind the
corporation

This document has not been submitted and may be incomplete.

PropertiesPIN 42172 - 0006 LT Interest/Estate Fee Simple Split

Description PT LT 5 CON 6 JAFFRAY BEING PT OF E 1/2 OF NW PT BEING PTS 11, 12, 13, 23R2469; S/T PT 11, 12 & 13, 23R2469 AS IN LT102737 & LT105965; S/T LT100254, LT191507, LT157309; KENORA; SUBJECT TO AN EASEMENT IN GROSS OVER PTS 1-5 23R12028 AS IN KN45821; SUBJECT TO AN EASEMENT IN GROSS OVER PTS 1-5 23R12028 AS IN KN51074

Address KENORA

Consideration

Consideration \$ 1.00

Transferor(s)

The transferor(s) hereby transfers the land to the transferee(s).

Name BOUCHA, MARGARET MARY
Acting as an individual

Address for Service

I am at least 18 years of age.

I, Charlotte McDonald say that to the best of my knowledge and belief, the power of attorney is still in full force and effect and the principal had the capacity to give the power of attorney when giving it and was at least 18 years of age when the power of attorney was executed. The power of attorney was registered as number .

I, confirm that I have reviewed the power of attorney with the attorney, and the attorney has confirmed that 1. The attorney is the lawful party named in the power of attorney, 2. The attorney is acting within the scope of the authority granted under the power of attorney, and 3. To the best of the attorney's knowledge, information and belief the power of attorney was lawfully given and has not been revoked.

Transferee(s)

Name THE CORPORATION OF THE CITY OF KENORA
Acting as a company

Address for Service 1 Main Street South
Kenora, ON P9N 3X2

Capacity Share

Statements

Schedule: Charlotte McDonald and Charlotte J. McDonald, shown as Attorney on the General Power of Attorney, are one and the same.

Calculated Taxes

Provincial Land Transfer Tax \$0.00

File Number

Transferee Client File Number : 98,583

LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 42172 - 0006 PT LT 5 CON 6 JAFFRAY BEING PT OF E 1/2 OF NW PT BEING PTS 11, 12, 13, 23R2469; S/T PT 11, 12 & 13, 23R2469 AS IN LT102737 & LT105965; S/T LT100254, LT191507, LT57309; KENORA; SUBJECT TO AN EASEMENT IN GROSS OVER PTS 1-5 23R12028 AS IN KN45821; SUBJECT TO AN EASEMENT IN GROSS OVER PTS 1-5 23R12028 AS IN KN51074

BY: BOUCHA, MARGARET MARY
 TO: THE CORPORATION OF THE CITY OF KENORA % (all P/INs)

1. ORMISTON, BRUCE

I am

- (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- (c) A transferee named in the above-described conveyance;
- (d) The authorized agent or solicitor acting in this transaction for THE CORPORATION OF THE CITY OF KENORA described in paragraph(s) (c) above.
- (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for _____ described in paragraph(s) () above.
- (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposited to.

3. The total consideration for this transaction is allocated as follows:

- (a) Monies paid or to be paid in cash 1.00
- (b) Mortgages (i) assumed (show principal and interest to be credited against purchase price) 0.00
 (ii) Given Back to Vendor 0.00
- (c) Property transferred in exchange (detail below) 0.00
- (d) Fair market value of the land(s) 0.00
- (e) Liens, legacies, annuities and maintenance charges to which transfer is subject 0.00
- (f) Other valuable consideration subject to land transfer tax (detail below) 0.00
- (g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f)) 1.00
- (h) VALUE OF ALL CHATTELS - items of tangible personal property 0.00
- (i) Other considerations for transaction not included in (g) or (h) above 0.00
- (j) Total consideration 1.00

4.

Explanation for nominal considerations:
 s) other: Transfer to the municipality for a road

5. The land is not subject to an encumbrance

PROPERTY Information Record

A. Nature of Instrument: Transfer
 LRO 23 Registration No. Date:
 PIN 42172 - 0006 Address Assessment Roll No
 KENORA

C. Address for Service: 1 Main Street South
 Kenora, ON P9N 3X2

D. (i) Last Conveyance(s): PIN 42172 - 0006 Registration No.
 (ii) Legal Description for Property Conveyed : Same as in last conveyance? Yes No Not known



January 6, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: City and Hagesy Investments – Lease of Sidewalk

Recommendation:

That Council of the City of Kenora gives three readings to a by-law to enter into a lease of lands described as 22 square metres of property abutting the public sidewalk on Second Street South, Kenora, Ontario, being part of Lots 41-43 Block 2, Plan 3 and more particularly shown on a sketch attached to the lease; and

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

That the Municipal Solicitor will coordinate this process.

Background:

In February of 2013, Council adopted the following motion:

That the City of Kenora hereby authorizes discussions for beautification options with the owners of property on Second Street South per the draft plans for the third phase of Downtown Revitalization; and

That the options would include the City of Kenora using the following tools to encourage the partnerships:

- the Harbourtown CIP funding as its portion of funding for elements excluding trees (which will be provided as part of the contract for DTR III)
- maintenance agreements with private partners and any other agreements recommended by the Municipal Solicitor such as easement agreements.

Hagesy Investments (property which is the location of Weekend Adventure etc) has agreed to enter into a lease agreement with the City for use of a portion of their property for sidewalk purposes, with the following stipulations:

- the Lessee will not restrict access to the remaining open space;
- the Lessee will be entitled to pave the sidewalk with concrete or paving stones;
- the Lessee will be responsible for maintenance of the sidewalk and
- the Lessee does not ever acquire prescriptive rights.

Budget: Annual lease of \$1.00; legal fees to be paid from Property and Planning Operating Budget

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



December 9, 2013

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Transfer of Municipal Property - Marciniak

Recommendation:

That Council of the City of Kenora gives three readings to a by-law to transfer lands described as Parts 1, 2 and to Edward Michael Marciniak, as a consolidation with property described as PLAN M56 PT LOTS 135 TO 137 PCL 17339; and

That the Municipal Solicitor is to coordinate this process; and

That Council of the City of Kenora gives three readings to a by-law to assume lands described as Part 5 on Plan 23R, being the travelled portion of Lakeside Crescent; and further

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

Background:

In September of 2012, Council adopted the following resolution:

That the Council of the City of Kenora hereby declares the part of the road allowance abutting Plan M.56 Lot 134, in addition to a portion of property described as Plan M.56, Lot 134 as surplus to the needs of the municipality; and

That the property owner must make formal application to purchase the lands and pay the required fee; and

That the applicant will commission and pay for an appraisal, to be performed by Bill Scribilo of Century 21 – Reynard Real Estate, which appraisal will be provided to the City of Kenora; and

That the applicant will commission and pay for a survey of the lands. The survey instructions will be issued by the City of Kenora and will include a portion of lands to be transferred to the City of Kenora for municipal highway purposes; and

That in accordance with the Notice By-law, arrangements be made to advertise the sale of the subject lands for a two week period; and further;

That once the advertising process has been completed, Council give three readings to a by-law to authorize the sale of land to Edward Marciniak at the appraised value as established by Century 21 – Reynard Real Estate, plus survey and all other associated costs.

The reference plan has been finalized and deposited. In addition, the City of Kenora has negotiated that lands, which are currently utilized as Lakeside Crescent, are transferred from Marciniak, to the City of Kenora, for municipal purposes.

Budget:

All costs to be borne by Applicant/property owner.

Communication Plan/Notice By-law Requirements:

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



December 9, 2013

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Transfer of Municipal Shore Allowance Winnipeg River - Hawryluk

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 3 of Plan 23R 12226 to Michael J. Hawryluk and Jennifer D. Westbury, as a consolidation with property described as PLAN M755 LOT 10 PCL 32995; and

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

That the Municipal Solicitor is to coordinate this process.

Background:

In September of 2012, Council adopted the following resolution:

That the Council of the City of Kenora hereby declares a portion of property abutting PLAN M755 LOT 10 PCL 32995, 188 Kerr Drive, as surplus to the needs of the municipality; and

That the property owner completes the application form, including the sketch and associated fee and submits it to the City of Kenora; and

That before the transfer of the lands the applicant provides a legal survey of the subject lands to be transferred, which will establish the location and extent of the 1039 foot contour to the satisfaction of the City of Kenora and Ontario Power Generation; and that prior to transfer to the applicant, the City of Kenora will grant to OPG a registered flooding easement over the subject lands up to the 1039 foot contour, at the cost of the Applicant; and

That before the transfer of the lands, the applicant provides a legal survey of the subject lands indicating the location of the existing structure(s) associated with the property upon which final survey instructions for the transfer of lands will be provided to the surveyor, by the City of Kenora; and

That in accordance with Notice By-law #140-2007, as amended, arrangements be made to advertise the sale of the subject lands for a two week period; and further

That once the advertising process has been completed, Council give three readings to a by-law to authorize the sale of land to the property owner, subject to the conditions above, at the appraised value, as established by Century 21 – Reynard Real Estate, plus all associated costs, including survey, legal, transfer costs of the subject lands and associated flood easement.

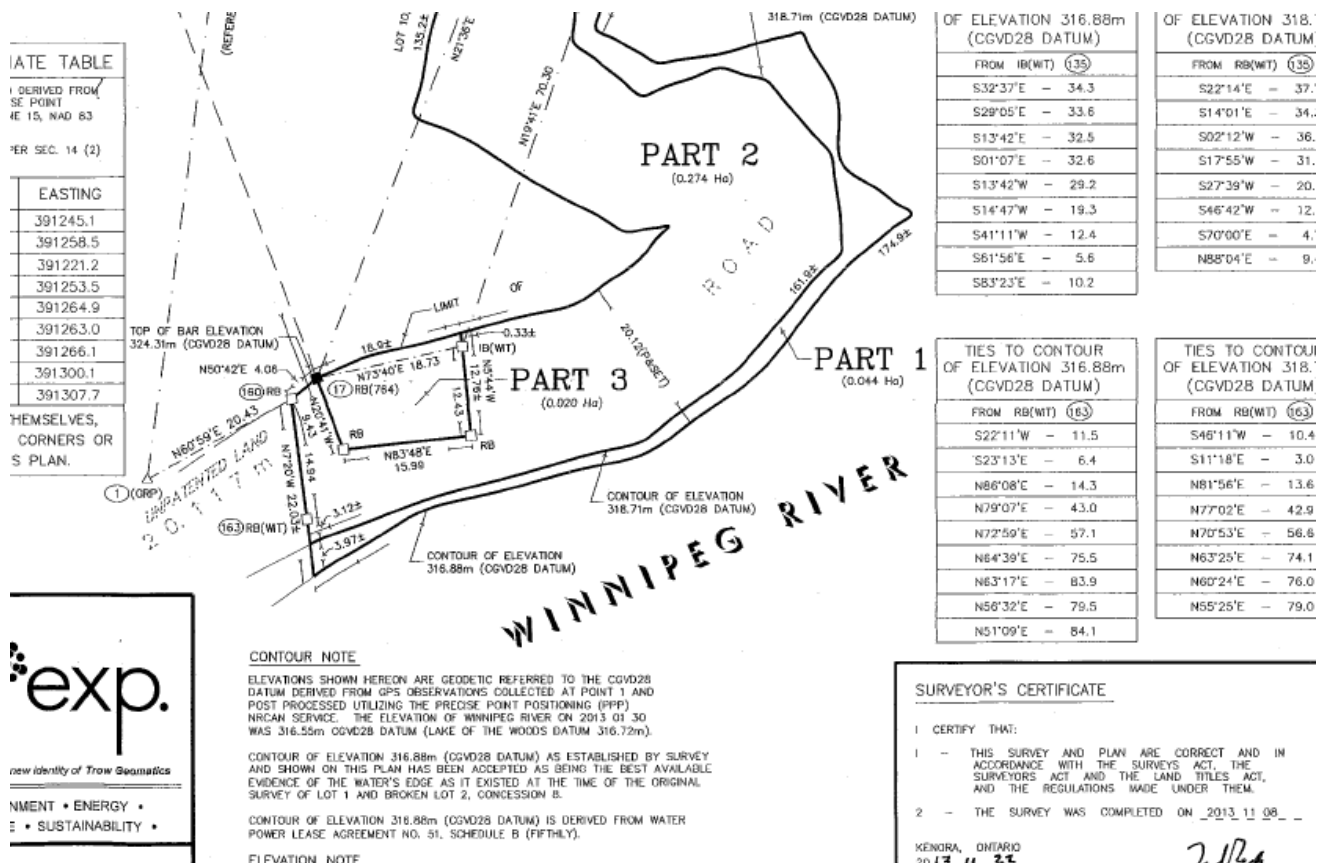
The reference plan has been finalized and deposited. Part 3 represents the lands required to satisfy an encroachment into the municipal road allowance, per Council’s approval.

Budget:

All costs to be borne by Applicant/property owner

Communication Plan/Notice By-law Requirements:

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





PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

January 2014

As National Alzheimer Awareness Month in and for the
City of Kenora and request its observance as such by our
citizens.

Proclaimed at the City of Kenora

this 2nd day of January, 2014



His Worship Mayor David S. Canfield



**Notice of Special Committee of the Whole Meeting
(prior to Council's 12:00 Noon Meeting)
Tuesday, January 21, 2014
11:00 a.m.**

Public notice is hereby given that Council will hold a Special Committee of the Whole Meeting for purposes of a presentation by the Heritage Kenora Committee on:

Tuesday, January 21, 2014 at 11:00 a.m.
City Hall Council Chambers

**Heather Lajeunesse
Deputy Clerk**

hlajeunesse@kenora.ca