



City of Kenora Committee of the Whole of Council Agenda

Tuesday, June 17, 2014
9:00 am - 1:00 pm
City Hall Council Chambers

Pages

1. Public Information Notices

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at its June 24, 2014 meeting:-

-Council will amend the 2014 Capital Budget to authorize \$150,000 additional allocation to be funded through the Water and Sewer Reserve for purchase and installation of generators

-Council will amend the 2014 Operating Budget to authorize \$60,120 additional allocation to be funded through the Roads Reserve for guide rail repair/replacement

-Cemetery Rules and Regulations shall be amended

2. Declaration of Pecuniary Interest & the General Nature Thereof

i) On today's agenda; ii) From a meeting at which a Member was not in attendance.

3. Confirmation of Previous Committee Minutes - Motion Required

-Regular Committee of the Whole Meeting held May 13, 2014

4. Presentations

4.1 2014 Ontario Senior of the Year Award - Ruth Bowiec

4.2 Kenora Urban Trails Committee

5. Deputations

N/A

6.	Business Administration Reports	
6.1	1,000 Officers Partnership Program Agreement	1 - 1
6.2	Additional GIS Aerial Photo Services	2 - 2
6.3	April 2014 Financial Statements	3 - 4
6.4	Community Policing Partnership Program Agreement	5 - 5
6.5	Election Signs By-Law	6 - 11
6.6	Attendance Support Program Policy	12 - 14
6.7	NWBC Starter Company Agreement	15 - 16
6.8	Ontario Regulation 284/09: 2014 Budget Matters	17 - 17
6.9	Ottawa W Generators Budget Amendment	18 - 18
6.10	Corporate Policy for Reserves	19 - 21
6.11	Kenora Canada Day Committee Support	22 - 22
6.12	Coney Island Music Festival Support	23 - 23
6.13	Kenora Rowing Club Support	24 - 24
6.14	Section 357 Cancellation and Refund of Taxes	25 - 25
6.15	Various Committee Minutes	26 - 26
7.	Community Services Reports	
7.1	Keewatin Curling Club Lease/Agreement	27 - 27
7.2	Kenora Recreation Centre & Keewatin Memorial Arena Concession Agreements	28 - 29
7.3	Northwest International Association & Kenora Rowing Club Regattas	30 - 31
8.	Economic Development Reports	
8.1	Brand Leadership Team Advertising Spending	32 - 33
9.	Emergency Services Reports - no reports	
10.	Operations Reports	
10.1	Municipal Road Guide Repair or Replacement	34 - 35
10.2	Traffic By-law Amendment - No Parking Tow Away Zone - Ottawa St	36 - 37
10.3	Traffic By-law Amendment - Four Way Stop - 1st St S & 6th Ave S	38 - 39
10.4	Traffic By-law Amendment - Lakeview Dr - Farmer's Market Days	40 - 42

10.5	Traffic By-law Amendment - Rate of Speed - Carlton Rd	43 - 45
10.6	Traffic By-law Amendment - Stop Sign - Sweeney Rd & Herbacz Rd	46 - 47
10.7	Water Wastewater Systems Monthly Summary April 2014	48 - 55
11.	Property & Planning Reports	
11.1	Cemetery Rules and Regulations Revisions	56 - 69
11.2	Agreement of Purchase and Sale - Stevenson Construction	70 - 70
11.3	Kenora Energy Conservation and Demand Management Plan	71 - 86
11.4	Canadian Red Cross Lease Renewal - 1008 Ottawa St	87 - 87
11.5	Traffic By-law Amendment - No Parking/Meter Zones - Wolsley St/Ocean Ave	88 - 90
11.6	Traffic By-law Amendment - No Parking - Third Ave S & Lakeside Cr	91 - 92
12.	Proclamations	
12.1	Seniors' Week - June 15-21	93 - 93
13.	Other	
14.	Date of Next Meeting	
	Tuesday, July 8, 2014	
15.	Adjourn to Closed	
	That this meeting be now declared closed at _____ p.m.; and further	
	That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following:-	
	i) Disposition of Land (4 items)	
	ii) Personal Matter about an Identifiable Individual (2 items)	
16.	Reconvene to Open Meeting	
17.	Close Meeting	



May 19, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, City Clerk

RE: 1,000 Officers Partnership Program Agreement

Recommendation:

That Council gives three readings to a by-law to authorize the execution of an agreement between the Minister of Community Safety and Correctional Services, the City of Kenora, and the Kenora Police Services Board with respect to the Safer Communities – 1,000 Officers Partnership Program; and further

That the CAO be authorized to execute the agreement for this purpose.

Background:

The Ministry has established the Safer Communities – 1,000 Officers Partnership Program as part of the government's commitment to make Ontario communities safer and stronger.

The Ministry of Community and Safety and Correctional Services established the Community Policing Partnerships (CPP) Program in 2003 as part of the government's commitment to make Ontario communities safer by enhancing police visibility. The Ministry provides funding to cost share 3 police officers and provide the funding for visible front line policing activities and shall be used solely for the purposes of maintaining the increased complement of front-line, uniformed police officers.

The term of the contract is April 1, 2014 and shall expire on March 31, 2016 according to Schedule "A" of the Agreement.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Public Notice shall be given for the passing of the by-law to execute the agreement.



June 9, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Purchase of Additional Services from Aeroquest Mapcon

Recommendation:

That Council approves the additional purchase of services totaling \$26,728 from Aeroquest Mapcon by way of contract extension.

Background:

Aeroquest Mapcon was hired to update the GIS aerial photography. Their bid in response to the April RFP was: \$46,614 + HST. The original PO was the same amount.

Since then, additional work has been identified as required because of the state of the City's existing GIS information. The GIS information was not shared with the bidders at the time of RFP, so the additional work was not identified at that time. The options presented by Aeroquest Mapcon and an analysis by Marco Vogrig, City Engineer are attached.

It is recommended that a contract extension is used rather than another RFP for this additional work because Aeroquest Mapcon has already begun the updating. This additional work must be approved by Council as it exceeds the 15% contingency allowance and the 20% additional cost allowance and therefore exceeds the approval limit of the Corporate Services Manager.

The two additional scopes of work that will best suit the City are the \$24,866 DEM/Contour scope of work and the \$1,400 3D building updating. With the non-refundable portion of HST, they total \$26,728.

To show good faith, Aeroquest Mapcon have offered to absorb the increase in the cost of extra work related to the planimetric vector update that deals with bogus elevations and they have offered a \$2,000 discount on the Contour Quality DEM as their contribution to moving the project forward.

Budget:

There is no budget impact as the GIS aerial update project in the 2014 budget includes enough funds to cover this additional expense.

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



May 23, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: April 2014 Monthly Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as of April 30, 2014.

Background:

Attached for your information, please find the April 2014 summary expenditure statements for the City of Kenora, the Council department, travel statements for Council and a schedule of user fees.

Overall:

- The April results for all Departments are at or better than budget.

Expenditures:

- At the end of April, the year is one third finished. Assuming that expenditures are relatively level for the year, a result of (66%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government preliminary results are under-budget with 69% of the budget unspent.
The Mayor and Council's travel expense is slightly exceeding budget. Assessment office charges appear to be over budget but this is due to the timing of the expenses and they should be on budget by the end of the year. Building Rentals are currently over budget. This is partly due to the timing of the property tax expenses which is a large portion of this budget.
- **Protection** - The Protection Department expenditures are overall under-budget. Of note is KPS Disbandment which shows \$433 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.
911 Emergency Access appears to be over budget, but should come in line with the budget by the end of the year. This is due to the timing of the payment to the Minister of Finance.

Facility Vehicles are currently over budget due to an engine repair that was required.

- **Transportation** – The Transportation Department overall expenditures are meeting budget.

Winter Control is substantially over budget due to the extreme quantities of snow experienced in the first part of 2014. Equipment rentals are very high this year. Engineering computer maintenance is over budget due to the timing of the license purchases. It should be in line with the budget by year end.

- **Environmental** – The Environmental Department expenditures are trending to be slightly under budget.

Kenora Waterworks expenses are higher than budget due primarily to the amount of overtime that has been worked and materials used in combating the Water & Sewer issues caused by the extreme temperatures during the first part of 2014.

- **Health expenditures** – Health results are on budget.

- **Social and Family** – The transfers are on budget.

- **Recreation & Cultural** – Overall Recreation & Cultural results are better than budget.

The JM arena is over budget on materials & supplies and repairs & maintenance. We had increased the budget for these items from last year in anticipation of an increase in expenses, but not enough. The cost centre is still overall under budget, however, because utilities are so far under budget.

- **Planning & Development** – Planning & Development expenditures are under budget.

User Fees:

- Overall, user fees are falling short of the budget projections. We have 73% of the budget left to collect. At this time in 2013, we also had 73% remaining to collect.
- General Government is showing revenues below budget.
- Protection user fees are running under the budgeted projection. There are several reasons that they are under budget including unrecorded POA revenues.
- Transportation user fees are exceeding budget.
- Environmental user fees are under budget, with all areas lagging behind projections.
- Recreation & Cultural fees are better than budget.
- Planning & Development user fees are lower than budget.

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



May 19, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, City Clerk

RE: Community Policing Partnerships (CPP) Program Agreement

Recommendation:

That Council gives three readings to a by-law to authorize the execution of an agreement between the Minister of Community Safety and Correctional Services and the City of Kenora with respect to the Community Policing Partnerships (CPP) Program; and further That the CAO be authorized to execute this agreement.

Background:

The Ministry has established the Community Policing Partnerships (CPP) Program as part of the government's commitment to make Ontario communities safer by enhancing police visibility.

The Ministry wishes to continue to fund the Board by granting to the Municipality for the purpose of maintaining the increased number of sworn officers of the OPP Kenora for enhanced police visibility through policing activities such as increased community patrols, enhanced traffic enforcement, school outreach programs, and drug and street crime enforcement.

The term of the contract is April 1, 2014 and shall expire on March 31, 2016 according to Schedule "A" of the Agreement.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Public Notice shall be given for the passing of the by-law to execute the agreement.



June 5, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, City Clerk

RE: By-Law to Regulate Election Signs

Recommendation:

That Council gives three readings to a by-law to regulate election signs in the City of Kenora.

Background:

The regulation of election signs was previously contained within the City's comprehensive sign bylaw and was separated in 2010 prior to the last election.

The terms of the by-law are in keeping with many other election sign by-laws in the province, including one sample provided by the AMCTO Election's Team. The by-law addresses municipal election signs as well as signs for federal and provincial election.

Ultimately this by-law encourages the use of private property for the display of signs rather than public property as you will note in the general prohibitions and the 'timing' section. It also regulates the size of the signs.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

To all candidates

The Corporation of the City of Kenora

By-law Number - 2014

A By-law to Regulate Election Signs in the City of Kenora

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

Whereas Section 9 of the Municipal Act, 2001 provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to a) enable municipalities to govern their affairs as they consider appropriate and, b) enhance their ability to respond to municipal issues; and

Whereas Section 11 of the Municipal Act, 2001, provides that a single tier municipality may pass by-laws within the spheres of jurisdiction set out therein, such as structures, fences and signs; and

Whereas Section 99 of the Municipal Act, 2001 provides the rules which apply to a by-law of a municipality respecting advertising devices, including signs; and

Whereas in accordance with Notice By-law Number 144-2007, public notice of the intention to pass a by-law for this purpose was published;

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

1. Definitions

1.1 In this By-law, the following terms shall have the meanings indicated:

- a) **“By-law Enforcement Officer”** means a person employed by the City of Kenora for the purpose of enforcing Municipal By-laws
- a) **“Campaign Office”** means a building or portion of a building which is used by a Candidate or an agent of a candidate as part of an election campaign and where a Candidate’s campaign staff is normally present and the public may enter to obtain information about the candidate.
- b) **“Candidate”** means a person who is running or has expressed an intention to run in a municipal, provincial or federal election and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question or by-law submitted to the electors under the Municipal Elections Act.
- c) **“City”** means the Corporation of the City of Kenora.
- d) **“Election Sign”** means any sign:
 - i) advertising or promoting a candidate in a municipal, provincial or federal election including an election of a local board or commission;
 - ii) intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors under the Municipal Elections Act.
- e) **“Highway”** means a common and public walkway, lane, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by the general public for the passage of vehicles and pedestrians and includes the untraveled portion of a road allowance.

Page Two

- f) **“Official Sign”** means a sign placed by the City of control and regulate the movement of vehicles and pedestrians, signs posted by the City under the provisions of the Sign By-law, including a sign approved by the Ministry of Transportation of Ontario, and signs described in the Highway Traffic Act.
- g) **“Permit”** means written permission issued by, and a fee paid to the City to locate, erect or display a sign or signs.
- h) **“Piece of Land”** means a lot or remnant of a lot on a plan of subdivision or land otherwise being capable of being conveyed pursuant to the provisions of the Planning Act.
- i) **“Public Property”** means property with or without a structure owned by or under the control of the City or any of its agencies, boards or commissions, including highways, boulevards and road allowances owned by or under the control of the City and shall also be deemed to include buses, bus shelters, containers or structures owned by the City. Property owned by the City and leased to another person or entity shall be deemed to be public property.
- j) **“Public Utility Facility”** means a pole, transformer box, service container, equipment or other such structure owned or controlled by an entity which provides a municipal or public utility service, including the City, Bell Canada, Union Gas Limited, Kenora Hydro, Hydro One, and any subsidiaries thereof.
- k) **“Premises”** includes the parking lot, adjoining fences and road allowances.
- l) **“Vehicle”** includes any means of transportation powered by any type of motor or human power.
- m) **“Voting Place”** means the entire property and all the boundaries associated with it, when such voting place is located within public premises and shall mean all of the common elements when the voting place is located on private premises.

2. Title

This by-law may be cited as the “Election Sign By-law.”

3. General Prohibitions

- 3.1 No candidate or his/her agent or any other person shall affix, erect or otherwise display an election sign except as permitted by this By-law.
- 3.2 No person shall deface or willfully cause damage to a lawfully erected election sign.
- 3.3 No person shall place an election sign in such a position that such sign would contravene any other applicable legislation.
- 3.4 No person shall display on any election sign a logo, trademark or official mark, in whole or in part, owned or licensed by the City.
- 3.5 No more than two (2) election signs per candidate are permitted on any one piece of land zoned residential.
- 3.6 No more than three (3) election signs per candidate are permitted on any one piece of land zoned other than residential.

Page Three

- 3.7 No candidate or his/her agent or any other person shall affix, erect or otherwise display an election sign:-
- a) On a tree
 - b) In a city park, including the Harbourfront/Greenbelt area
 - c) On any official sign or structure
 - d) On a utility pole or light standard
 - e) Within 10 ft. of any other existing sign, including an election sign
 - f) Within a sight triangle
 - g) On any centre median, centre boulevard or traffic island, and shall not interfere with, obstruct the view of, or mimic any traffic or pedestrian sign, signal or device
 - h) Within 5 ft. of a fire hydrant
 - i) Within 5 ft. of a driveway
 - j) Which constitutes a danger or hazard to the general public (pedestrian or vehicular)
 - k) At any voting location/polling place, including on a vehicle parked within 100 ft. of such location.
- 3.8 Notwithstanding Section 7, no person shall pull down or remove a lawfully erected election sign on any property without the consent of the candidate to whom the sign relates or the owner of the property on which the sign is placed.

4. Size, Display of Signs, and Permits

- 4.1 The candidate to whom the election sign relates shall be responsible for the erection, maintenance and/or display of the sign and shall ensure that all requirements of this by-law are met.
- 4.2 Election signs shall be no larger than 4 ft. x 4 ft. (or 1.22 metres by 1.22 metres).
- 4.3 No election sign shall consist of an electronic display that incorporates in any manner, any flashing or moving illumination.
- 4.4 There shall be no fee required to be paid to the City for the display of election signs, except where a sign is to be displayed on a portable or mobile sign. The candidate or his/her agent shall purchase a permit from the City for such sign in accordance with the City's Comprehensive Sign By-law.

5. Election Signs on Public Property & Timing

- 5.1 Election signs are permitted to be erected or otherwise displayed on public vacant property in accordance with the regulations contained in this by-law.
- 5.2 In the case of a municipal election, no signs shall be erected, located or otherwise displayed until after 4:00 p.m. on the Monday following Nomination Day.

- 5.3 In the case of a federal or provincial election, no person shall erect, locate or otherwise display an election sign or permit or cause an election sign to be erected or otherwise displayed on **public vacant property** prior to the issuance of writs for such election.

6. Election Signs on Private Property & Timing

- 6.1 For a municipal election, election signs are permitted to be affixed, erected or otherwise displayed on private property in accordance with this by-law, provided the candidate has already filed his or her Nomination Paper with the Clerk's Office and paid the required election filing fee.
- 6.2 In the case of a federal or provincial election, no person shall erect, locate or otherwise display an election sign or permit or cause an election sign to be erected, affixed, or otherwise displayed on **private property** prior to the issuance of writs for such election.
- 6.3 Election signs on private property shall only be erected with the consent of the owner or tenant of the property.

7. Timing to Remove Signage & Removal of unlawful Election Signs

- 7.1 All signs erected or otherwise displayed are to be removed within seven (7) days of voting day. Failure to do so will result in a By-law Enforcement Officer removing the signs and destroying them without compensation to the candidate. Costs associated with the removal/disposal of the signs will be charged to the applicable candidate.
- 7.2 If an election sign is located, erected or displayed in violation of this by-law, a By-law Enforcement Officer shall cause the sign to be removed immediately without notice.

8. Penalties and Offences

- 8.1 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine or penalty as provided for in the *Provincial Offences Act*.
- 8.2 When a person has been convicted of an offence under this by-law:
- a) The Ontario Court of Justice; or
 - b) Any court of competent jurisdiction thereafter, may,

in addition to any other penalty imposed on the person convicted issue an order prohibiting the continuation or repetition of the offence of the doing of any act or thing by the person convicted directed toward the continuation or repetition of the offence.

9. Liability

The provisions of this by-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or willful acts of such person, or his or her agents or employees, in the construction, erection, maintenance, repair or removal of any such signs. Likewise, the provisions of this section shall not be construed as imposing on the City, its officers, employees, servants, agents and contractors any responsibility or liability (whatsoever) by reason of the removal of any sign.

10. Conflicts

In the event of a conflict between the provisions of this by-law and the provisions of another by-law of the City regulating signage, the provisions or the more restrictive enactment shall prevail.

11. Other Laws

Nothing in this by-law relieves any person of the responsibility for adhering to other applicable laws which regulate signs or for obtaining the approval of the Federal and Provincial governments or agencies thereof as required, or for obtaining the approval of the property owner.

12. Validity

In the event any provision or part thereof of this by-law is found by a court of competent jurisdiction to be *ultra vires*, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all provisions of this by-law shall remain in full force and effect.

13. Force and Effect

This by-law shall come into force upon third and final reading thereof.

By-law read a First and Second Time this 24th day of June, 2014

By-law read a Third and Final Time this 24th day of June, 2014

The Corporation of the City of Kenora:

.....David S. Canfield, Mayor

.....Heather Lajeunesse, Deputy Clerk



June 11, 2014

City Council Committee Report

TO: Mayor and Council

FR: Sharen McDowall, Human Resources Manager

RE: Attendance Support Program Policy

Recommendation:

That Council hereby approves the new City of Kenora Attendance Support Program Policy # HR-2-24; and further

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

Background:

The intent of this policy being developed was to assist employees experiencing absences from work due to illness or injury. The focus of this program is to understand and offer support to employees with non-culpable absences.

We want to foster an environment that encourages support of our employees and promoting healthy workplace. This program should also improve the quality of service to our customers through consistent and regular attendance. The Attendance Support Program does not affect existing benefits accorded under the various agreements. Instead, it reinforces that sick leave is a benefit to provide wage loss replacement in the event of a personal illness or injury. All employees have a responsibility for maintaining their health to ensure their regular and prompt attendance at work.

The program is intended to extend to employees the internal and/or external support and assistance that may be required to overcome issues that impact on their ability to regularly attend work or return to work. The program is also intended to recognize staff who demonstrates exemplary attendance.

Communication Plan/Notice By-law Requirements:

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

CITY OF KENORA- ATTENDANCE SUPPORT PROGRAM

SECTION	DATE	RESOLUTION NO.	PAGE	OF
HUMAN RESOURCES POLICY			1	3
SUBSECTION GENERAL	SUPERCEDES RESOLUTION NO.		POLICY NO.	
			HR-2-24	

PURPOSE

The purpose of this policy is to enable management and employees to correct absenteeism problems in a positive and caring manner.

POLICY STATEMENT

The Corporation of the City of Kenora is dedicated to the delivery of high quality services and facilities at best value to our community. Without the leadership and support of the City’s staff, providing the high level of service that is expected from the City this would not be possible. The City values its employees and is committed to providing a healthy, safe workplace in which they can work.

It is an expectation of employment that employees of the Corporation are responsible for their prompt and regular attendance at work. The Attendance Support Program is in place to ensure that employees are given the resources they require to attend work on a regular basis. The Program is to help and support employees by enabling them to regularly attend work through positive non-disciplinary intervention strategies.

The Program is intended to extend to employees the internal and/or external support and assistance that may be required to overcome issues that impact on their ability to regularly attend work or return to work. It is also intended to recognize staff who demonstrate exemplary attendance.

PROGRAM

See attachment for Attendance Support Program

CITY OF KENORA – ATTENDANCE SUPPORT PORGRAM

POLICY NO.	PAGE	OF
	2	2

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

Date

Employee Signature

Print Name



May 19, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, City Clerk

RE: Starter Company Program Agreement

Recommendation:

That Council gives three readings to a by-law to authorize the execution of an agreement between the Minister of Economic, Development Trade and Employment and the Northwest Business Centre for the provision of a Starter Company Program; and further That the CAO be authorized to execute this agreement.

Background:

This new program called the "Starter Company program" will provide mentoring, training and capital for youth to start, grow or buy a small business in the Kenora area. For the purposes of the Program, "youth" are defined as those between 18 and 29 years of age.

The NWBC is responsible for the day-to-day operations and is ultimately responsible for the functioning of the program. This program provides training and business skills development to help youth prepare to run their own business; advice and mentorship from local business leaders to help get the business up and running; experience running a business that will better position youth to obtain more traditional financing, such as a bank loan, if required; and where applicable/eligible, a micro-grant to kick-off a new business or expand an existing business.

This program will provide further opportunities for youth in Kenora and surrounding areas to access assistance in starting a business, in turn adding to our local economy.

Part of Ontario's Youth Jobs Strategy, the program will support 18- to 29-year-old entrepreneurs across the province by partnering them with experts to help develop the skills needed to launch successful businesses. The program will include outreach to those facing multiple barriers or living in high-needs communities.

Through a program called Starter Company, you can get:

- one-on-one guidance from a Small Business Enterprise Centre advisor
- mentoring with a local successful entrepreneur

- access to business workshops on topics from writing a business plan and budgeting, to executing a marketing campaign
- funding of up to \$5,000
- experience running a business that will better position you to obtain more traditional financing, such as a bank loan

You can apply if you are:

- an Ontario resident aged 18 to 29
- not attending school full time
-

To qualify for funding of up to \$5,000, you need to be able to contribute at least 25% (in cash or in kind) of the grant amount.

Recruitment has started for an intern position to work with the Manager of the Northwest Business Centre on this program.

The term of the program is a two year program and funding shall end June 30, 2016.

Budget:

The Starter Company budget was developed and has been included in the 2014 operating budget with funding included. There are no additional direct costs to the NWBC.

Communication Plan/Notice By-law Requirements:

N/A



June 6, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Ontario Regulation 284/09: 2014 Budget Matters

Recommendation:

That Council hereby adopts the report dated June 6, 2014 related to the 2014 Budget Matters as required under the Municipal Act, 2001, Ontario Regulation 284/09.

Background:

On June 5, 2009, the Province approved legislation which changed the financial reporting and budget requirements of municipalities. As a result of the new requirements, municipalities were to prepare annual Financial Statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA). These accounting principles included accounting for employment liabilities, landfill costs and tangible capital assets.

The new PSAB accounting standards adopted for municipalities do not require that budgets be prepared on the same basis. This report is to summarize the differences between the financial statement reporting and the budget.

Budget:

The result of changes to accounting standards is that the City's surplus for budgeting purposes differs from the surplus on the City's financial statements. The estimated effect on the 2014 budgeted ending surplus is as follows:

Acquisition of tangible capital assets	\$15,395,686
Amortization expense of tangible capital assets	<u>(\$6,250,702)</u>
	<u>\$9,144,984</u>

The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. This difference is one of financial statement presentation only.

Communication Plan/Notice By-law Requirements:

Resolution required.



June 6, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Ottawa W Generators 2014 Budget Amendment

Recommendation:

That Council hereby approves an additional allocation of \$150,000 to be funded through the Water & Sewer Reserve for the purchase and installation of four Ottawa W Generators; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Capital Budget at its June 24, 2014 meeting to withdraw funds from the Water & Sewer Reserve in the amount of \$150,000 to offset the cost of this purchase; and further

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

Background:

This project was originally approved in the 2013 capital budget. The funds should have been carried forward and re-requested in the 2014 budget.

The four generators were supplied and on city property in 2013, however, the city was deemed (for accounting purposes) to not *own* the generators because of a dispute with the supplier. Therefore, the city did not take ownership (for accounting purposes) of the generators until 2014. This means that the entire expense for the supply and install belongs in 2014. Thus, the project should have been included in the original 2014 budget request to Council.

The Water & Sewer reserve as presented to Council in the 2014 budget process was understated by this same \$150,000.

Budget:

There is sufficient room in the Water & Sewer reserves to cover the \$150,000.

Communication Plan/Notice By-law Requirements:

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



June 9, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Corporate Policy for Reserves

Recommendation:

That Council hereby approves the newly created Reserve Policy #CS-4-4; and further

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

Background:

The goal of the City reserve policy shall be to establish consistent principles, standards and guidelines for the management and accounting for reserves and reserve funds.

By adopting a formal policy, more transparency will be provided to Council and the citizens of Kenora of the processes surrounding reserves and reserve funds.

Key items in the policy are:

- The delineation of the Water & Sewer and Solid Waste reserves from the property tax reserves.
- If a project is under-budget, only the amount spent will be taken from the reserves.
- If overall budget considerations are met, surpluses in the winter control budget will be transferred to the winter control reserve and deficits in the winter control budget will be transferred from the reserve.
- Once all other transfers are complete and if overall budget considerations are met, the city's ending surplus will be transferred to the contingency reserve.

Budget:

There is no budget impact to the report.

Communication Plan/Notice By-law Requirements:

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

Reserves Policy



Section	Date	By-law Number	Page	Of
Corporate Services	June 24, 2014		1	2
Subsection	Repeals By-law Number		Policy Number	
Financial Instruments			CS-4-1	

Purpose

The goal of the City reserve policy shall be to establish consistent principles, standards and guidelines for the management and accounting for reserves and reserve funds.

Guiding Principles

The City shall adhere to the following guiding principles in the consideration, approval, issuance and administration of any City reserve or reserve fund:

- a) Adhere to statutory requirements;
- b) Promotion of financial stability and flexibility;
- c) Provision for major capital expenditures; and
- d) Smoothing of expenditures which would otherwise cause fluctuation in the operating budget.

Reserve funds are segregated and restricted to meet a specified purpose. These funds are accounted for separately and are maintained in a separate investment or bank account.

Reserves, while earmarked for a specific purpose, can be established, used or changed by council on the recommendation of the CAO or the Corporate Services Manager.

The Water & Sewer Reserves and the Solid Waste Reserves are funded solely by applicable user fees. These reserves shall not be used for any purpose other than the programs that they support. For clarification, the net income from these operations will be transferred to (or from, in the case of a deficit) the applicable reserve only.

Transactions to and from Reserves

Council can authorize transactions to and from reserves and reserve funds during the budget process or by subsequent budget amendment.

Reserve Policy

Policy Number	Page	Of
CS-4-4	2	2

The Corporate Services Manager may authorize the amalgamation of any reserves provided that they remain within the original intent of the reserves.

The Treasurer will perform the authorized transfers to and from reserves during the year end process.

Should an amount less than the amount budgeted be required to transfer from the reserve, the Treasurer will transfer the lower amount.

Should a capital project funded by net tax levy cost less than the budgeted amount, the Treasurer may transfer the remaining funds to the appropriate reserve provided the transfer does not result in a deficit position.

Should the Winter Control department have less expenditure than budgeted at year end, the surplus will be transferred by the Treasurer into the Winter Control Reserve, provided that the transfer does not result in a deficit position. Should the Winter Control department have more expenditures than budgeted and should there be reserve money available in the Winter Control Reserve and should the municipal operations be in a deficit position, available funds will be transferred by the Treasurer from the Winter Control Reserve in order to eliminate, or reduce, that deficit to the extent possible.

Should funds arise from the corporation's overall actual results when compared to budget, the Treasurer shall transfer the surplus into the contingency reserve. In general, precedence shall be to transfer project surpluses to the related reserves, followed by reserve adjustments related to winter control if needed before transferring a general surplus to the contingency reserve.

All references made herein to actual operating results and / or deficit positions relate to the results from municipal operations for the year, excluding the water and sewer and solid waste utilities activity, and prior to the impact of amortization expense resulting from municipal tangible capital assets.

Annual Review/Reporting

Council, in conjunction with the Corporate Services Manager, shall review the City's reserve and reserve fund balances in conjunction with the annual budget process.



June 9, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Sponsorship 2014 Kenora Canada Day Committee

Recommendation:

That Council of the City of Kenora hereby supports the 2014 Kenora Canada Day Committee's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result the 2014 Kenora Canada Day Committee (Committee) must have a sponsor to apply for grants through the Community Foundation since it does not have charitable status.

The City has provided sponsorship to many such organizations in the past.

The grant that the Committee has requested is for \$1,500 to support family entertainment on Canada Day. The Committee has planned free-of-charge family entertainment, along the Kenora Harbourfront from 10 a.m. until the fireworks at 10:45 p.m.

Budget:

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

Communication Plan/Notice By-law Requirements:

The 2014 Kenora Canada Day Committee is to be informed of Council's decision.



May 23, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Sponsorship of Coney Island Music Festival

Recommendation:

That Council of the City of Kenora hereby supports the Coney Island Music Festival's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation for support of the 2014 festival.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result The Coney Island Music Festival must have a sponsor to apply for grants through the Community Foundation since the Festival does not have charitable status.

The City has provided sponsorship to many such organizations in the past.

Ferg Devins, Co-Chair Communications and Community, The Coney Island Music Festival provided the following synopsis of the application to the Community Foundation:

The request will be for \$5000 to provide support in the areas of stage facade construction, talent/performer support, four wheeled carts for performers, equipment and promotional support for the festival.

Budget:

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

Communication Plan/Notice By-law Requirements:

Ferg Devins, The Coney Island Music Festival, is to be informed of Council's decision.



May 23, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Sponsorship of Kenora Rowing Club

Recommendation:

That Council of the City of Kenora supports the Kenora Rowing Club's request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation for equipment replacement to encourage youth introductory rowing and to increase the club's visibility.

Background:

Under prevailing income tax legislation the Kenora & Lake of the Woods Regional Community Foundation (aka Community Foundation) is restricted to providing grants to organizations that have charitable status. As a result the Kenora Rowing Club must have a sponsor to apply for grants through the Community Foundation since the Rowing Club does not have charitable status.

The City has provided sponsorship to many such organizations in the past.

Tim Wehner, President, Kenora Rowing Club provided the following synopsis of the application to the Community Foundation:

1. \$910 to replace four sets of shoes in two boats used by youth learning to row. The shoes need to be replaced due to a safety regulatory change.
2. \$5000 to develop a website and electronic presence so that youth and adult rowers from across the rowing community can find the club, keep up to date with club programs and activities and have links to other rowing organizations that will be of assistance to their pursuit of the sport.

Budget:

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

Communication Plan/Notice By-law Requirements:

The Kenora Rowing Club is to be informed of Council's decision.

June 10, 2014



City Council Committee Report

To: Mayor and Council

Fr: Michelle Saunders, Tax Collector

Re: Section 357 – Cancellation and Refund of Taxes

Recommendation:

That Council hereby approves the Section 357 tax adjustments with potential refunds totaling \$5,494.33.

Background:

The cancellation and refund of taxes are dealt with by Council under Section 357 of the Municipal Act. These applications are for 2013 and 2014 tax year, and relate to properties that have had assessment reduction due to a change in assessment classification, fire, demolition, substantially damaged or repair preventing normal use.

The cancellations for Section 357 applications resulted in potential repayment of \$5,494.33. The credits will be applied to the accounts to reduce the 2014 Final Billing.

Budget:

The municipal share of the tax reductions relating to the Section 357 adjustments is \$4,077.87, the remaining \$1,416.46 is attributed back to the related school boards.

Communication Plan/Notice By-law Requirements:

Property owners receiving a Section 357 adjustment will be notified in writing of the applicable refund amount.



10 June 2014

City Council Committee Report

To: Mayor and Council

Fr: Heather Lajeunesse, Deputy Clerk

Re: Receipt and Approval of Various Committee Minutes

Recommendation:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- January 22, February 19, April 2 & 28 – Kenora Public Library Board
- March 20 & April 17 – Heritage Kenora
- April 17 & May 21 – Environmental Advisory Committee
- May 5 – Event Centre Committee
- May 6 – Kenora Urban Trails Committee
- May 13 – Committee of the Whole
- May 20 – Community Policing Committee
- May 22 – Lake of the Woods Museum Board; and

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

- April 15 – Planning Advisory Committee
- April 30 – 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



June 3, 2014

City Council Committee Report

TO: Mayor and Council

FR: Colleen Neil, Recreation Services Manager

RE: Keewatin Curling Club Leases/Agreements

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into an agreement between the Corporation of the City of Kenora and Keewatin Curling Club, effective June 24, 2014; and further

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

Background:

The Keewatin Memorial Arena and The Keewatin Curling Club have entered into a partnership in the efforts to be more efficient with their shared operation of refrigeration plants for a similar purpose. The Keewatin Curling Club has taken their plant off line and has tied into the Keewatin Memorial Arena's refrigeration system. All cost associated with this transition were covered by a Trillium grant awarded to the Keewatin Curling Club. The City is now seeking authorization for an agreement to allow for invoicing of all shared operational costs.

The Finance Department will be sending out the invoice to the Keewatin Curling Club.

The attached agreement has been reviewed by both parties and legal, and in the absence of a full joint use agreement, both parties would like to move forward with agreed upon items contained within this agreement so that invoicing and other daily operations can continue.

It should be noted that further work is being done to review the potential for a party wall agreement, an updated survey and options for repairs, maintenance and capital projects affecting this building and property as a whole that would be satisfactory to both organizations.

Budget: Revenue to be allocated the Keewatin Memorial Arena.

Communication Plan/Notice By-law Requirements:

Finance and Administration, Recreation Services, Clerks



June 2, 2014

City Council Committee Report

TO: Mayor and Council

FR: Colleen Neil, Recreation Services Manager

**RE: Kenora Recreation Centre and Keewatin Memorial Arena Concessions -
Food and Beverage Service Contract**

Recommendation:

That the following responses to the request for proposals for food and beverage services for the Kenora Recreation Centre be received:

Jennifer Schott \$25.00 per operational day
One year term

Kyla Garrow \$500.00 per month for ice season
\$45.00 per operational day beyond ice season
Three year term; and

That Council of the City of Kenora gives three readings to a bylaw authorizing an agreement between the City of Kenora and Kyla Garrow for the purpose of Food and Beverages Services at the Kenora Recreation Centre for the term of October 1, 2014 to April 30, 2017; and

That the sole respondent to the request for proposal for food and beverage services for the Keewatin Memorial Arena be received:

Wendy Brolly Andersen
\$150.00 (132.74+17.26 HST) per month for ice season
\$25.00 per operational day beyond ice season
Three Year Term; and

That Council of the City of Kenora gives three readings to a bylaw authorizing an agreement between the City of Kenora and Wendy Brolly Andersen for the purpose of Food and Beverages Services at the Keewatin Memorial Arena for the term of September 1, 2014 to April 30, 2017; and further

That the Mayor and City Clerk be hereby authorized to execute the agreements.

Background:

The City of Kenora requested proposals for the supply of food and beverage concession services for the Kenora Recreation Centre and the Keewatin Memorial Arena. The purpose of the Food

and Beverage Service is to ensure that both facilities are providing quality services through food and beverage products to enhance the program delivery to the visitors of the facilities. Proposals were to include, but not limited to, intended hours of operation, intended food and beverage menu, facility and equipment requirements, lease payments, proposed initiatives and special conditions. Finance and Administration Staff, Recreation Staff and the Risk Management and Loss Prevention Officer all had an opportunity to evaluate the submissions.

Budget:

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

Communication Plan/Notice By-law Requirements:

Mayor and Clerks Office; Recreation Services Manager; Finance and Administration; Kyla Garrow; Wendy Brolly Andersen.

May 12, 2014

City Council Committee Report

To: Mayor & Council

Fr: Megan Derouard, Recreation Programmer

Re: Northwest International Rowing Association Regatta and Kenora Rowing Club (mini-two) Regatta – 2014

Recommendation:

That Council of the City of Kenora hereby acknowledges the following events scheduled on Rabbit Lake in 2014:

- The Mantario Rowdown to be held July 5 & 6
- The Kenora Rowing Club Tops & Bottoms Regatta to be held July 26, 2014; and further
- The Northwest International Rowing Association Regatta to be held August 8 & 9; and further

That the following approvals be granted as outlined below in conjunction with these events:

1. A variance be granted for the motor size on Rabbit Lake as set out by By-law Number 153-2005 (as there is a need to operate 25-50 h.p. motors to keep up to the racing boats to ensure their safety on the water for some of the events).
2. The event buoys to be placed in the water two to three (2-3) days prior to the event, to be removed the following week by the Kenora Rowing Club

Background:

The Kenora Rowing Club is hosting the Northwest International Rowing Association Regatta on Friday and Saturday, August 8 & 9, 2014.

Also planned is a one day event, hosted by the Kenora Rowing Club Tops & Bottoms Regatta to be held on July 26, 2014.

New this year is the Mantario Rowdown being held July 5 and 6th. It is a 3 club regatta with a modified bouy system and few motor boats are required for this event.

The following approvals are being requested for both events:

1. Request to grant a variance for the boat motor size on Rabbit Lake, set by Jaffray Melick By-Law No. 833, passed 17 November 1981. The official boats need to be 25-50 h.p. to keep up to the racing boats to ensure their safety on the water.

2. Permission to place course lanes in the water two to three (2-3) days prior to the event and to remove in the following week. The buoys float, allowing swimmers, canoeists, kayakers & motorboats safe access to the lake.

Budget:

No direct cost to the City of Kenora.

Communication Plan/Notice By-law Requirements:

Barb Manson, Parks Supervisor

Heather Kasprick, City Clerk

Megan Derouard, Recreation Programmer



June 9, 2014

City Council Committee Report

To: Mayor and Council

Fr: Heather Gropp, Tourism Development Officer

Re: Brand Leadership Team Advertising Spending

Recommendation:

That Council of the City of Kenora hereby approves the Brand Leadership Team's request to spend \$6,310.00 in unmatched dollars to promote the Brand within Kenora to highlight the activities of the community in relation to the Brand and to encourage greater local buy-in.

Background:

At the April 29, 2014 meeting the BLT discussed some concern about the lack of community awareness for the activities and advancements that have happened since we have become North America's Premier Boating Destination, possibly resulting in a lack of buy in for the brand. It was suggested that a community awareness campaign would assist in improving community awareness and creating buy in.

Currently there is a requirement on all BLT spending that matching funds must be obtained in order for a project to proceed. With this type of community awareness campaign it is unlikely that it will be possible to obtain the necessary matching funds. Therefore the BLT is requesting that Council remove the matching funds requirement for the \$6,310.00 necessary for the awareness campaign. This campaign is expected to run throughout the month of September. September has been chosen as people are less busy and more inclined to hear the message then, as opposed to the summertime. These funds will be spent as follows:

Direct mail postcards: Includes the design print and shipping of 7,000 postcards to local residents.	\$2,610
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Big Belly Poster	No charge
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Radio Includes ads on 89.5 and Q104 FM	\$1,500
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Enterprise Newspaper \$2,200
Includes 2 2/3 page ads in 2 editions of the DMN Enterprise
and design of the ad.

Online button and information sheet on Kenora.ca no charge.

Total: \$6310.00

Budget:

That \$6,310.00 of the BLT's budget will not meet the matching funds requirement.

Communication Plan/Notice By-law Requirements:

The Brand Leadership Team be informed of the decision



June 13, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Marco Vogrig, Municipal Engineer**

RE: Municipal Road Guide Rail Repair or Replacement

Recommendation:

That Council hereby approves an additional allocation of \$60,120.00, plus HST, to be funded through the Road Reserve for the repair or replacement of sections of steel beam guide rail at five (5) locations on municipal roads; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Operating Budget at its June 17, 2014 meeting to withdraw funds from the Road Reserve in the amount of \$60,120.00, plus HST to offset the cost of this purchase; and

That Council give three readings to a by-law to amend the 2014 budget for this purpose; and

That the only quotation submitted by Moncrief Construction Ltd. , Kenora, Ontario, in the amount of \$60,120.00 (HST extra), be received;

Moncrief Construction Ltd \$ 60,120.00; and further

That the quotation submitted by Moncrief Construction Ltd., Kenora, Ontario, to complete the works, be accepted.

Background:

The Engineering Department completed a review of guide rails on municipal roads and identified five (5) locations that require repair or replacement of sections of steel beam guide rail. A tender for the works received one (1) quote from Moncrief Construction Ltd. This work was not included in the 2014 Operating Budget and is necessary to meet minimum roadway standards. It is recommended that this work be completed and funded from the City of Kenora Road Reserve Fund. This work would be charged to the General Road Maintenance budget for contracted services #3136702.

Budget: Road Reserve Fund - \$60,120.00 + HST
2014 Roads Operating Budget Account - GL 3136702

Communication Plan/Notice By-law Requirements:

In accordance with Notice by-law 144-2007, public notice will be given at its June 17th , 2014 meeting of Committee of the Whole.

Resolution & By-law required.
Distribution: R. Perchuk, M. Vogrig





May 30, 2014

City Council Committee Report

TO: Mayor and Council

FR: Richard Perchuk, Operations Manager

RE: Traffic Regulation By-Law Amendment - Schedule "B" No Parking Tow Away Zones – Ottawa Street to Rockcliffe Road at West Bay Road

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include changes to Schedule "B" No Parking -Tow Away Zones for Ottawa Street to Rockcliffe Road at West Bay Road, as set out in Richard Perchuk's May 30th , 2014 Committee Report; and further

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

Background:

The City of Kenora has received several complaints regarding the parking along Ottawa Street near the Portage Bay Ball Diamonds. During special events some cars are parking on both sides of the road, on the travelled portion, restricting the width of road for vehicles to pass safely.

The Portage Bay Recreational area was designed with a parking plan. There is available parking at the ball diamonds, south of the CPR tracks and at the Keewatin Arena with a walkway to the ball diamonds via the McDonald Bridge. At the present time there is only no parking on the north side of Ottawa Street 22 m east of Sixth Street, westerly to Rockcliffe Road.

It is recommended that Schedule "B" No Parking-Tow Away Zones of Traffic Regulation By-Law Number 127-2001 be amended to add no parking along the south side of Ottawa Street, from 90 metres west of Sixth Street to Rockcliffe Road as follows:

Schedule "B" No Parking –Tow Away Zones

Column 1 Street / Highway	Column 2 Location	Column 3 Side	Column 4 Time
Add: Ottawa Street	From 90 m. west of 6 th Street, westerly to Rockcliffe Road	South	Anytime

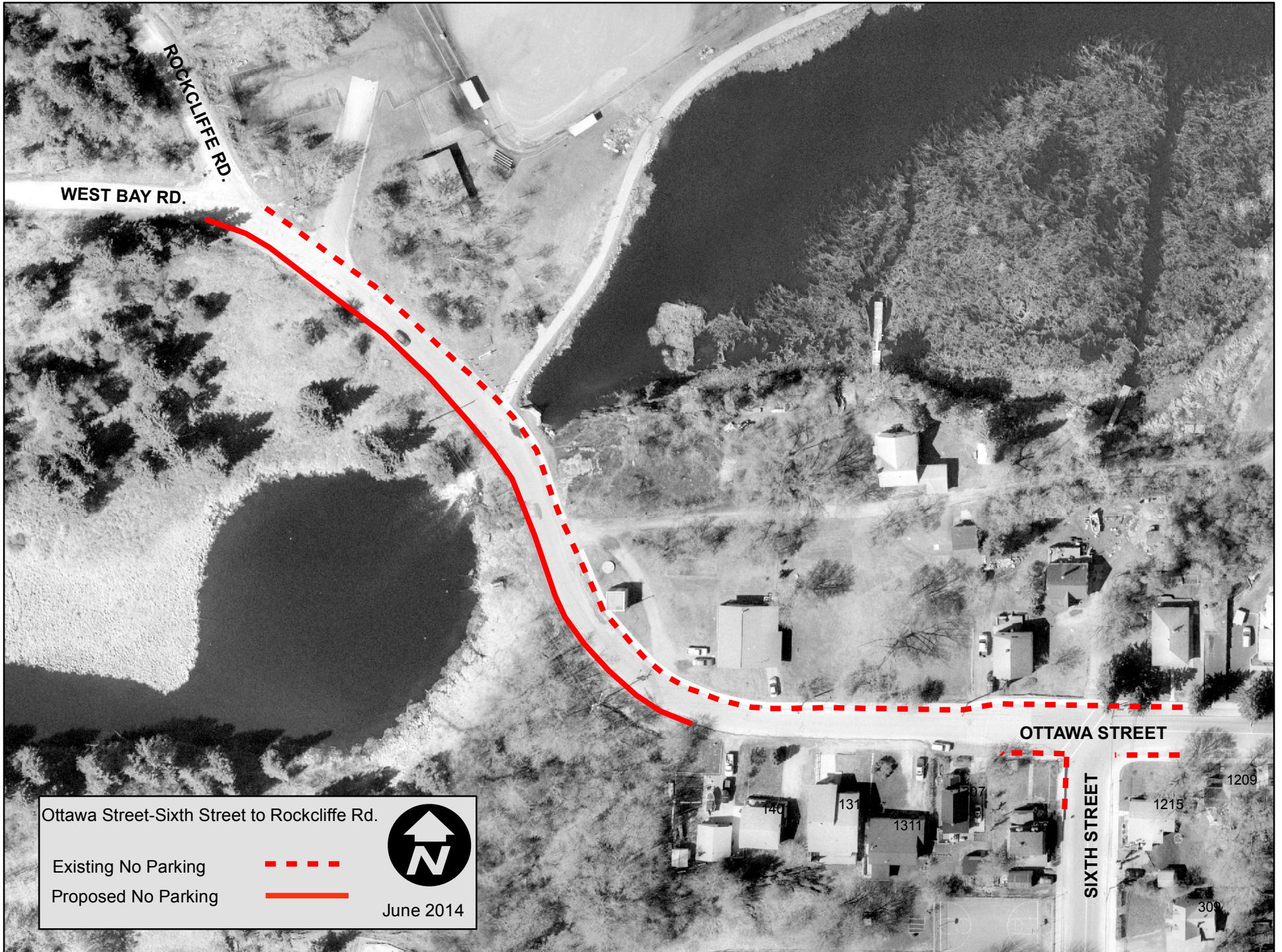
Budget:

2014 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, P. Van Wallegghem, K. Korallalage, O.P.P.





May 26, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Marco Vogrig, Municipal Engineer**

RE: Traffic Regulation By-Law Amendment – Schedule O “Stop Signs at Intersections ” - First Street South at Sixth Avenue South

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include changes to Schedule “O” – Stop Signs at Intersections for First Street South at Sixth Avenue South, as set out in Richard Perchuk’s May 26, 2014 Committee Report; and further

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

Background:

A resident living on First Street South has submitted a Petition containing 31 signatures in favour of a four way stop at the intersection of First Street South at Sixth Avenue South. Presently, there are stop signs erected on Sixth Avenue South to control northbound and southbound traffic. In order to make the intersection a four way stop two (2) additional stop signs would need to be erected on First Street South to control eastbound and westbound traffic. The reasons for the request, as outlined in the cover letter of the Petition are summarized as follows: It’s the faster route than Park Street due to the Shoppers Mall congestion on Park Street, it would reduce speeding, it would provide a safe place for pedestrians to cross, it would prevent motor vehicle accidents and it would increase safety for the increase in traffic expected due to the temporary closure of Second Street South as the result of the DTR Phase III Project.

Comments were received from both the O.P.P., who are in agreement with the four way stop and from the Engineering Department, who prefer enforcement to control speed violations, see attached. It is recommended that Schedule “O” Stop Signs at Intersections of Traffic Regulation By-Law #127-2001 be amended to add two (2) additional Stop signs at the intersection of First Street South at Sixth Avenue South, as per the following:

Schedule “O” – Stop Signs at Intersections

Column 1 Intersection	Column 2 Facing Traffic
Add: First Street South and Sixth Avenue South	East bound on First Street South
	West bound on First Street South

Budget: 2014 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required. Distribution: R. Perchuk, M. Vogrig, P. Van Wallegghem, K. Koralalage, O.P.P. Page38



Existing stop sign facing traffic south bound on Sixth Avenue South to remain

Proposed stop sign facing traffic east bound on First Street South at Sixth Avenue South

Proposed stop sign facing traffic west bound on First Street South at Sixth Avenue South



Existing stop sign facing traffic north bound on Sixth Avenue South to remain

First St. S

Sixth Ave. S



FIRST STREET S. AND SIXTH AVENUE S.

-  Existing Stop Sign
-  Proposed Stop Sign

June 2014



May 30, 2014

City Council Committee Report

TO: Mayor and Council

FR: Richard Perchuk, Operations Manager

RE: Lakeview Drive Parking – Farmers Market Days 2014

Recommendation:

That Council hereby approves an amendment to the City of Kenora Traffic Regulation By-law to allow parking along the south side of Lakeview Drive on the paved shoulder along the greenbelt from 190 metres west of the Roundabout, westerly for 160 metres; and

That the City of Kenora Traffic Regulation By-law Number 127-2001 be amended to include changes to Schedule "C" Limited/Restricted Parking and to Schedule "B" No Parking-Tow Away Zones, as set out in Richard Perchuk's May 30, 2014 Committee Report; and

That three readings be given to an amending by-law for this purpose; and further

That this amendment be implemented on a "summer only basis" on Wednesdays only for the period starting June 18th, 2014 up to and including October 1st, 2014.

Background:

In following with the past practice of the previous year Council has granted permission to allow parking along Lakeview Drive on Wednesdays 'only' during market hours for people to access the market. Permitting parking along the green belt will assist with traffic volume, parking and increased congestion expected due to the Downtown Revitalization Phase III construction. The area will be a free parking zone, provided users remain within the two (2) hour limit and will be monitored by by-law enforcement for compliance. An amendment to the Traffic Regulation By-Law No. 127-2001 Schedule "C" Limited/Restricted Parking is required as follows:

Schedule "B" No Parking-Tow Away Zones

Column 1 Street / Highway	Column 2 Location	Column 3 Side	Column 4 Time
Delete: Lakeview Drive	From Main Street South to 14 th Street	Both	Anytime
Add: Lakeview Drive	From the Roundabout to 14 th Street	North	Anytime
Lakeview Drive	From the Roundabout to 190 metres westerly	South	Anytime
Lakeview Drive	From 190 metres west of the Roundabout westerly for 160 metres	South	Sunday-Tuesday Thursday-Saturday
Lakeview Drive	From 350 metres west of the Roundabout to 14 th Street	South	Anytime

Schedule "C" Limited/Restricted Parking

Column 1 Street / Highway	Column 2 Location	Column 3 Side	Column 4 Time
Add: Lakview Drive	From 190 metres west of the Roundabout westerly for 160 metres	South	2 hours Wednesdays

Budget: Minimal staff time to erect signage

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, Paul Van Wallegghem, K. Koralalage, O.P.P.



PROPOSED 2HR PARKING ON WEDNESDAYS ONLY
160 METRES (APPROX. 24 VEHICLE CAPACITY)

Lakeview Drive



0 10 20 30 40 Meters

PROPOSED TEMPORARY RESTRICTED
PARKING AREA ON LAKEVIEW DRIVE
PVW APRIL 2011



May 28, 2014

City Council Committee Report

TO: Mayor and Council

FR: Richard Perchuk, Operations Manager

**RE: Traffic Regulation By-Law Amendment – Schedule “T” Rate of Speed –
Carlton Road**

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include changes to Schedule “T” – Rate of Speed for Carlton Road, as set out in Richard Perchuk’s May 28, 2014 Committee Report; and further

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

Background:

The Operations Department received a request from a resident on the Carlton Road to lower the speed limit to 40 kms starting 1.3 kms west of the Redditt Road to Silver Ghost Drive. The present speed limit is 60 kms per hour from the Redditt Road to Anderson Road. The reason for the request is to increase the safety for pedestrians, motorists and school age children who walk 250 metres to the Goss Road for school bus pickup. The section of road has a very sharp, dangerous blind corner, which is narrowed by snow banks in the winter. Comments were received from the O.P.P. in support of the speed reduction, see attached.

Also proposed is the lowering of the speed limit from 60 kms per hour to 50 kms per hour from Silver Ghost Drive west to Anderson Road. The Northwestern Ontario Student Services Consortium procedure 119 requires at least 185 metres of visibility in order to safely stop on roads with speed limits above 50 kms per hour.

It is recommended that Schedule “T” Rate of Speed of Traffic Regulation By-Law #127-2001 be amended to include changes to the Carlton Road 1.3 kms west of the Redditt Road to Silver Ghost Drive from 60 kms per hour to 40 kms per hour and from Silver Ghost Drive to Anderson Road from 60 kms per hour to 50 kms per hour, as per the following: Note: The municipal speed limit is 50 kms per hour unless otherwise posted.

Schedule “T” – Rate of Speed

60 Kilometres Per Hour Zone

Column 1 Street	Column 2 Location	Column 3 Maximum Speed
Delete: Carlton Road	From Anderson Road to Redditt Road	60 kilometres per hour
Add: Carlton Road	From Redditt Road, westerly for 1.3 kms	60 kilometres per hour

40 Kilometres Per Hour Zone

Column 1 Street	Column 2 Location	Column 3 Maximum Speed
<u>Add:</u> Carlton Road	From 1.3 kms west of Redditt Road to Silver Ghost Drive	40 kilometres per hour

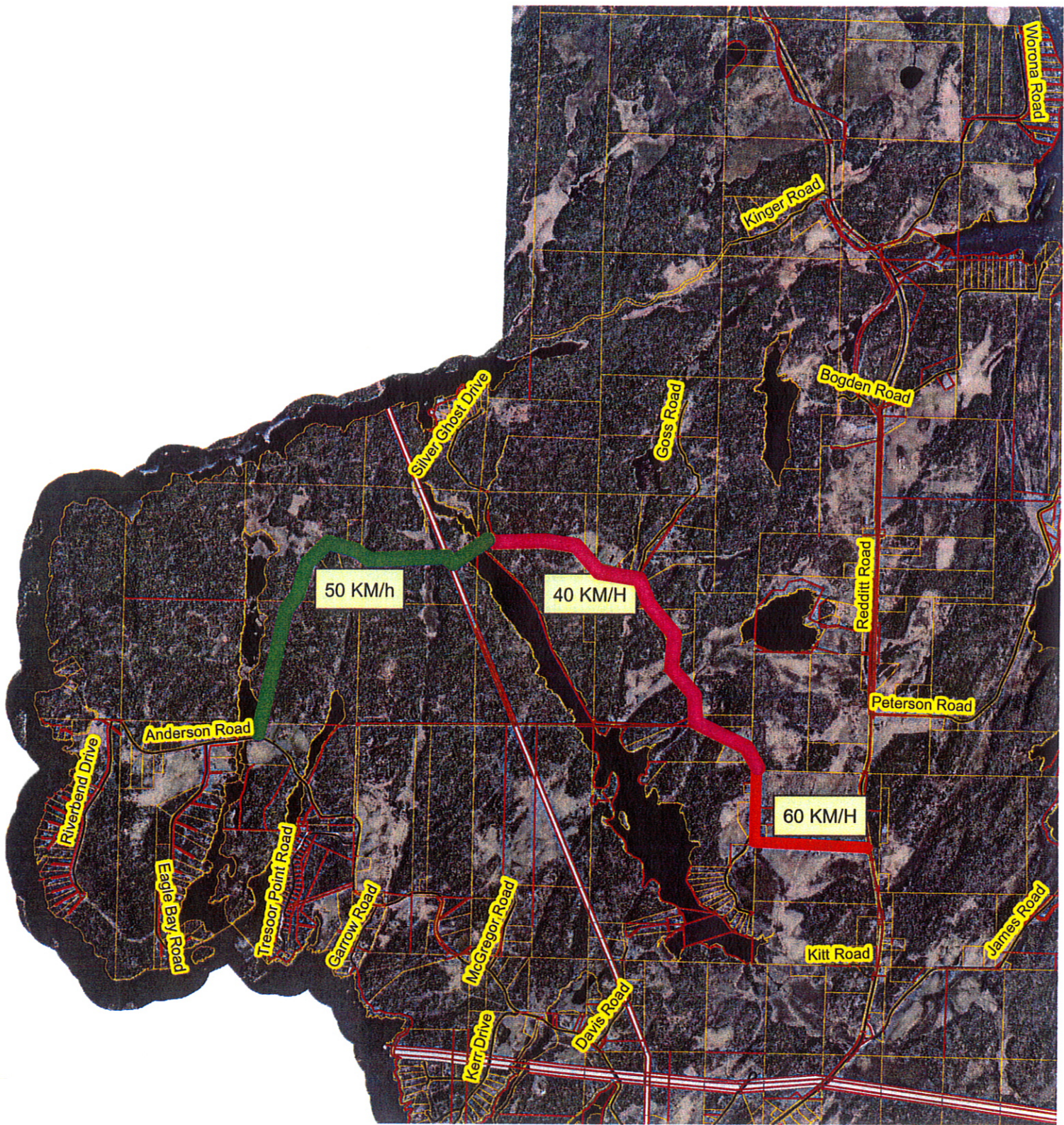
Budget:

2014 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, P. Van Wallegghem, K. Koralalage, O.P.P.





May 27, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Marco Vogrig, Municipal Engineer**

RE: Traffic Regulation By-Law Amendment – Schedule O “Stop Signs at Intersections ” – Sweeney Road at Herbacz Road

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include changes to Schedule “O” – Stop Signs at Intersections for Sweeney Road at Herbacz Road, as set out in Richard Perchuk’s May 27, 2014 Committee Report; and further

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

Background:

A resident living on Herbacz Road is requesting that either a Stop sign or Yield sign be installed at the intersection of Herbacz Road and Sweeney Road. The intersection is an unregulated intersection with no traffic control signage. The request has been brought forth due to new home development along both roads, an increase in vehicular traffic and several alleged near misses requiring tow truck service.

Comments were received from the O.P.P. and the Engineering Department and both recommend that a Stop sign be erected on Sweeney Road at the Herbacz Road intersection to control traffic entering onto the Herbacz Road.

It is recommended that Schedule “O” Stop Signs at Intersections of Traffic Regulation By-Law #127-2001 be amended to add a Stop sign on Sweeney Road at the Herbacz Road intersection, as per the following:

Schedule “O” – Stop Signs at Intersections

Column 1 Intersection	Column 2 Facing Traffic
Add: Sweeney Road and Herbacz Road	East bound on Sweeney Road

Budget: 2014 Operating Budget


Communication Plan/Notice By-law Requirements:

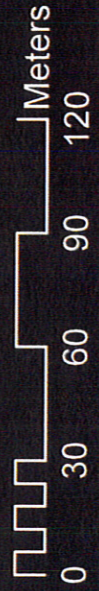
Resolution & By-Law required.

Distribution: R. Perchuk, M. Vogrig, Paul Van Wallegghem, K. Koralalage, O.P.P.



Proposed stop sign facing traffic east bound on Sweeney Road at Herbacz Road.

SWEENEY RD. AND HERBACZ RD.
 Proposed Stop Sign
June 2014





May 23, 2014

City Council Committee Report

To: Mayor & Council

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

**Re: 2014 Water & Wastewater Systems Monthly Summary
Report- April**

Recommendation:

That Council of the City of Kenora hereby accepts the April 2014 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by Biman Paudel, Water and Sewer Supervisor, Ryan Peterson, Water Treatment Plant Operator and Gord St. Denis, Wastewater Treatment Plant Operator.

Background:

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

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

The Operations Department recommends that Council accept the 2014 Water and Wastewater Systems Monthly Summary Report for April.

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

April 2014

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

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of April 2014 at the Kenora Area Water Treatment Plant, Water Distribution System and Wastewater System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

2.0 Water Treatment Plant

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

2.2 Weekly Bacteriological Samples

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

Sampling was conducted on the following dates:

- Apr 7th
- Apr 14th
- Apr 22nd
- Apr 28th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Rebuilt highlift #2 electric check valve.
- Installed ultrasonic level transmitters on bulk chemical tanks.
- Replaced generator battery at Zone 3 booster station.
- Preventative Maintenance Kit installed in post chlorinator.

2.4 Training

- There was no training in April.

2.5 Water Quality Complaints

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

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

- April 3 - Dug the watermain for thawing at: 309 Front Street, Keewatin.
- April 10 - Flushed watermain at: OPP City Office, Wharf Street.
- April 11- Replaced and installed broken hydrant at: Superior Street in front of
• Park Street Apartment.
- April 15 - Dug and repaired service break at: 25 Scramble Avenue.
- April 16 - Dug and repaired watermain break at: Houghton Road @ Ninth Street North.
- April 25 - Dug and repaired watermain break at: 210 First Street North.
- April 29 - Dug and repaired watermain break at: 709 First Street South.
- March 30 – Replaced and installed broken hydrant at: Lakeview Drive across Husky Gas Station, Norman.

3.1.2. Wastewater Collection

- April 1 - Flushed plugged sewer at: Rideout Rink.
- Thawed sewer at: 518 Eleventh Street North.
- April 4 - Flushed plugged sewer main at: 517 Eleventh Street North.
- April 5 - Rodded plugged sewer at: 823 Third Street North.
- Steamed sewer at: 316 Lake Street.
- Flushed Sewer at: 217 Third Street North.
- April 6 - Flushed sewers at: 823 Fourth Street North and 14 Amethyst Street.
- April 7 - Flushed sewer main at: 627 Seventh Avenue South.
- April 8 - Rodded and steamed plugged sewer at: 518 Fourth Avenue South.
- April 9 - Steamed sewer at: 630 Seventh Avenue South.
- April 10 - Flushed sewer main at: 908 Park Street.
- April 12 - Steamed sewer at: 812 Park Street.
- Steamed and rodded sewer at: 27 Mascot Avenue.
- Rodded sewer main at: Seventh Avenue South at Bridge.

- April 14 - Flushed sewers at: 902 First Street South and at the intersection of Mike Richards Way and Second Avenue South.
 - Steamed sewers at: 400 Fifth Street South
 - Steamed sewers at: 508 Third Street South.
- April 16 - Installed new pump at Gerald Street Pumping Station.
- April 21 - Flushed sewer main at: 203 Main Street Rideout.
- April 24 - Replaced Grinder Pump at: 231 Rabbit Lake Road.
- April 25 - Flushed storm drains from Preston Pond along CPR.
- April 28 - Installed pump at: Preston Street Pumping Station
 - Repaired sewer at: First Street South in between Ninth Avenue South and Tenth Avenue South.
- April 29 - Repaired and replaced 15' of sewer main at: First Street South in between Ninth Avenue South and Tenth Avenue South.
- April 30 - Flushed sewer main at: 15 Scramble Avenue.

3.1.3. **Water Thaws:** City Property – 42 Private Property – 0

3.2 Training

- April 30 - Biman Paudel and Ray Lindquist attended Manager/Supervisor training held in the Training Room at the Operations Centre.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2014

Date and Location:

- April 3rd- 13 residents at: Front Street and 12th Street.
- April 7th- 13 residents at: 12th Street, 2 residents at: May Avenue, 3 residents at: Erie Street, and 2 residents at: Superior Street.
- April 9th- 7 residents at: Portage Street, 1 resident each at: Erie, Bay and Saint Clair Streets.
- April 16th- 4 residents at: Ninth Street North and 5 residents at: Valley Drive.
- April 24th- 28 residents at: First Street North, 3 residents at: Second Street North, 1 resident at: Third Street North and 6 residents at: Matheson Street.

3.5 Other Information

Only one call of frozen water was reported for the month of April. In total nine residents; three at Fourth Street North and seven at Lake Street are getting water through temporary services.

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 April 28th, 2014 - Results:
- Total BOD (biological oxygen demand) Raw Sewage: 32 [mg/L]
 - Total BOD Final Effluent: Non Detectable - limit is 25[mg/L].
 - Total Suspended Solids Raw Sewage: 87 [mg/ L]
 - Total Suspended Solids Final Effluent: 7 [mg/ L] - limit is 25[mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on April 2,9,16,23,30 - Results: Organisms/100 ml
- Geometric Means Total of 85.1
 - 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 85.1, which is well within the limit of 200. Plant reduction of BOD is more than 99% and of suspended solids is 92%.

4.3 Maintenance

- Installed new air dryer for filter press compressors.
- Sent 100 horsepower motor in for repairs and ordered new motor.
- Rewired east blower 400 building.
- Installed new 100 horsepower motor for south screw pump.
- Rewiring of south screw pump by D.A. Electric (Kenora).
- Fixed underground 2 inch sump pump line from 300 building to 100 building.

4.4 Training

- Health and Safety Policy reviewed with staff.

4.5 Other Information

- April 24th, 2014 – Health and Safety Inspection was performed.

Schedule "A"

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

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	195295	186497	248794	270818									901404
Maximum Daily Influent Flow	m ³ /day	7822	8775	10059	11671									38327
Minimum Daily Influent Flow	m ³ /day	5277	5889	6532	7655									25353
Average Daily Influent Flow	m ³ /day	6300	6661	8026	9027									30014
Maximum Daily Instantaneous Influent Flow	m ³ /day	18722	18720	18437	18654									74533
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	182996	173656	233343	254575									844570
Maximum Daily Effluent Flow	m ³ /day	7513	8199	9418	10903									36033
Minimum Daily Effluent Flow	m ³ /day	4996	5499	6072	7255									23822
Average Daily Effluent Flow	m ³ /day	5903	6202	7527	8486									28118
<u>Samples</u>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5	4	5	4									18
Number of Treated Samples Taken		5	4	5	4									18
Number of Distribution Samples Taken		30	24	30	24									108
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		6	22	23	43									94
<u>Callouts</u>														
Major		0	0	0	0									0
Minor		1	1	2	5									9



June 4, 2014

City Council Committee Report

TO: Mayor and Council

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

RE: Lake of the Woods Cemetery – Rules & Regulations - Revisions

Recommendation:

That Council of the City of Kenora gives three readings to a by-law to approve the revised Rules and Regulations for the Care and Control of the Lake of the Woods Cemetery; and

That the by-law will come into effect and come into force upon approval of the Ministry of Consumer Services; and further

That By-law Number 206-2010 be hereby repealed.

Background:

The Lake of the Woods Cemetery in the City of Kenora is owned by the Corporation of the City of Kenora.

The Funeral, Burial & Cremation Services Act, 2002 (FBCSA) O. Reg. 30/11, s. 150 (1) provides that an owner of a cemetery may make by-laws for regulating the operation of a cemetery.

Requesting to rescind By-law #206-2010 with a new bylaw created to incorporate the proposed revisions to the Cemetery Rules and Regulations.

The current rules and regulations for the Care and Control of the Lake of the Woods Cemetery were updated in 2010. Since that date the Cemetery Act has been revised, passed by Parliament and renamed the Funeral, Burial and Cremation Services Act, 2002 (FBCSA). Changes in the Act needed to be incorporated into the Lake of the Woods Cemetery's Rules and Regulations. Also other additions needed to be made and wording changes incorporated. All changes are highlighted in red ink.

To comply with the Act, this request will be published in the local newspaper, postings at the Lake of the Woods Cemetery for four weeks and a copy will be sent to each monument dealer. It will then be sent to the Ministry of Consumer Services for final approval.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Charlotte Caron, Property & Planning Manager
Charlotte Edie, Treasurer
Heather Kasprick, Deputy Clerk
Barb Manson, Parks Supervisor

RULES AND REGULATIONS
for the Care and Control of
THE LAKE OF THE WOODS
CEMETERY

Kenora, Ontario

Approved by the
Ministry of **Consumer Services**

and Filed effective _____.

Lake of the Woods
KENORA



THE CORPORATION OF THE CITY OF KENORA

The Corporation of the City Of Kenora

By-law Number

A By-Law to Establish Rules & Regulations to be used in connection with the Lake of The Woods Cemetery.

Whereas the Lake of the Woods Cemetery in the City of Kenora is owned by the Corporation of the City of Kenora; and

Whereas the **Funeral, Burial & Cremation Services Act (2002) (FBCSA)**, provides that an owner of a cemetery may make by-laws for regulating the operation of the cemetery;

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

PART I. Interpretation and Definitions

IN this By-law unless the context shall otherwise require:

(A) "adult grave" shall mean any burial space of 8' x 3' minimum to 10' x 4' maximum and intended for the burial of one full size casket and/or up to four cremated remains.

(B) "burial" shall mean **the opening and closing of an in ground grave for the disposition of human remains or cremated human remains.**

(C) "by-laws" shall mean **the rules and regulations under which the Cemetery operates.**

(D) "care and maintenance fund" shall mean **that a percentage of the purchase price of all Interment Rights, and set amounts for marker and monument installations is contributed into the Care and Maintenance fund. Interest earned from this fund is used to provide care and maintenance of plots, lots, markers and monuments at the Cemetery.**

(E) "Cemetery" shall mean the Lake of the Woods Cemetery (which includes the Roman Catholic portion of the Lake of the Woods Cemetery).

(F) "Cemetery employee" shall mean an employee of the Corporation, employed at the Cemetery.

(G) "Cemetery Plan" shall mean a Plan of the Cemetery approved by the City of Kenora and the Ministry of Consumer Services.

(H) "Certificate of Interment Rights" shall mean a Certificate issued by the owner of the Cemetery to an Interment Rights Holder.

(I) "children's grave" shall mean any burial space of less than 8' x 3' and intended for the burial of only those persons younger than 10 years of age.

(J) "Clerk" shall mean the City Clerk or Deputy Clerk of the Corporation

(K) "Committee shall mean the Cemetery Committee in which, for the time being, has vested jurisdiction over the Cemetery.

(L) "corner stone" shall mean any stone or other land mark set flush with the surface of the ground and used to identify and mark the boundaries or location of a grave or lot.

(M) "Corporation" shall mean the Corporation of the City of Kenora.

(N) "Council" shall mean the Municipal Council of the City of Kenora.

(O) "Cremation Grave" shall mean a burial space of 3' x 3 and intended for the interment of up to one or two cremated remains.

(P) "inter" (see burial) means the burial of human remains and includes the placing of human remains in a lot.

(Q) "interment rights" includes the right to require or direct the interment of human remains or cremated human remains in a grave, lot, niche or crypt and to direct the associated memorialisation.

(R) "Interment Rights Holder" means any person designated to hold the right to inter human remains in a specified lot.

(S) "lot" shall mean an area of land in the Cemetery containing, or set aside to contain, human remains.

(T) "marker" shall mean any stone, bronze, metal, granite or marble set flush with the surface of the ground and used to identify and mark the location of a grave or lot but shall not mean a "corner stone".

(U) Ministry shall mean the Ministry of Consumer Services.

(V) "monument" shall mean any permanent memorial projecting above the ground installed within the designated space to mark the location of a burial or lot.

(W) "price list" shall mean the tariff of fees and charges for interment rights and Cemetery services and supplies, as revised from time to time, duly filed with the Registrar and not disallowed.

(X) "Registrar" shall mean the Registrar appointed under the Cemeteries Act.

(Y) "Treasurer" shall mean the Treasurer of the Corporation of the City of Kenora.

(Z) "vault" shall mean a sealed shell made of pre-cast concrete or equal material (metal, copper etc.) as approved by the Cemetery Office Staff placed entirely below the surface of the ground. A vault may be refused where there is insufficient space.

(AA) "Cemetery Office Staff" shall mean an employee of the Corporation, employed at the Cemetery as administrator.

(BB) "Columbarium" shall mean an above-ground structure designed for the purpose of interring cremated human remains in compartments or niches.

(CC) "Niche" shall mean an individual compartment in a Columbarium for the entombment of cremated human remains (14" x 10"x 10" – niche size in existing Columbaria)

(DD) "Columbarium Inscriptions" shall mean an engraved sunken lettering placed on the outside of the Columbarium to designate each niche with the occupant's name and year of birth and death.

(EE) "War Veteran" shall mean Canadian Armed Forces members and Reserve Force Members who meet Military Occupation Classification requirements. (MOC qualified – Officer, Warrant Officer & Enlisted Personnel), who have served in a war. Included in this definition, is a War Veteran who has given their life or for those who have been released from the forces with an honourable discharge.

(FF) Above-Ground Crypt - A granite above-ground crypt is an external free-standing building constructed as a monument enclosing the interment space for one or more full burials. This alternate means of disposition will supply an above-ground entombment. A single crypt is 50"W x 105"L x 40"H with 4" (inch) walls. A double crypt is 85"W x 105"L x 40" with 4"H walls.

PART II – Cemetery Plan

1. The Cemetery Plan shall remain on file at the office of the Clerk.
2. No alterations shall be made to the Cemetery Plan without the approval of the Council, expressed by resolution thereof, and the approval of the Ministry.
3. No portion of the Cemetery not subdivided into lots or single graves according to the Cemetery Plan shall be sold or disposed of for the purpose of a burial or burials.
4. All dealings with respect to any lot or grave shall be by reference to the Cemetery Plan.

PART III – Hours of Operation

5. Visitation Hours: 8 a.m. – 8 p.m. (Lake of the Woods Cemetery)
Office Hours: 8 a.m. – Noon and 12:30 – 4:30 p.m. (Monday – Friday)
(Office located at Operations Building – 60 14th St. N.)
Burial Hours: Monday – Friday – 8 a.m. – 4:30 p.m. and
Saturdays – 8 a.m. – 4:30 p.m. (overtime charges apply)

PART IV – General Conduct

6. During a burial service all work in the immediate vicinity shall cease.
7. Children under the age of twelve years shall not be admitted to the Cemetery except in charge of an adult, who shall be responsible for their good conduct.
8. No vehicle shall be driven at a rate of speed greater than fifteen kilometres per hour, nor parked or left in or upon any portion of the Cemetery except upon driveways thereof.
9. No vehicle shall be parked or left on any driveway so as to obstruct traffic and whenever required the person in charge thereof shall remove the same.
10. No snowmobiling, skiing, snow sliding, golfing, roller blading or skate boarding allowed in any part of the Cemetery.
11. The owner of any vehicle as well as any person in charge thereof shall be liable for any damage or injury caused or sustained by or through the same in the Cemetery in violation of any of the provisions of this By-law or of the Regulations.
12. No commercial vehicle except a hearse shall be allowed in the Cemetery unless making deliveries of materials required for Cemetery purposes.
13. No parties shall be held in the Cemetery.
14. Pets or other animals, including cremated animal remains are not allowed to be buried on cemetery grounds. No live pets permitted in Cemetery.
15. No person shall write upon, deface, mark or injure any monument, fence or other structure or any tree.
16. No person shall break, injure or interfere with any tree or shrub, or pick, injure or remove any flower, wild or cultivated.
17. No person shall carry or bring any firearms within the Cemetery or discharge the same therein, except in connection with a Military funeral.
18. No person shall pay any money to any Cemetery employee in reward for any personal services or attention.
19. Any person disturbing the quiet or good order of the Cemetery by noise or other improper conduct, or who shall violate any of the By-laws or Regulations shall be compelled to leave the grounds forthwith.
29. The City of Kenora will not allow the rental of any Cemetery equipment (which includes graveside greens and lowering device) to anyone.
21. Any unusual circumstances not dealt with in the Cemetery Rules and Regulations, must receive approval in writing from the **Property & Planning Manager**.
22. The following procedures shall ensure both consumers and businesses of fair treatment. These procedures include funeral homes, memorial companies and/or any other business that consumers may use for the purpose of services regarding the funeral industry. These services may include funeral arrangements, marker purchases, floral arrangements etc. Cemetery Staff shall not promote any funeral home, memorial company, and/or any other business for any services they may offer.

PART V – By Law Amendment:

23. The cemetery shall be governed by these bylaws, and all procedures will comply with the Funeral Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11, which may be amended periodically.
24. All by-law amendments must be:
a) published once in a newspaper with general circulation in the locality in which the

cemetery is located;
b) conspicuously posted on a sign at the entrance of the cemetery; and
c) delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

25. All by-laws and by-law amendments are subject to the approval of the Registrar, Cemeteries Regulation Unit, and Ministry of Consumer Services.

PART VI – Liability

26. The Corporation assumes no responsibility for damages should an interment be made in a wrong location due to wrong or insufficient information and any extra expense in connection with an error of this kind shall be paid by the parties ordering the interment.
27. The Corporation reserves, and shall have the right to correct any errors that may be made by it either in making interments, disinterments or removals, or in the description, transfer or conveyance of any interment property, either by cancelling such conveyance and substituting any conveying in lieu thereof other interment property of equal value and similar location as far as possible, or by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of the remains of any person in such property, the Cemetery reserves, and shall have the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof, and all charges incurred shall be borne by the Corporation.
28. The Corporation disclaims all responsibility for loss or damage from causes beyond its control, and especially from damage caused by the elements, Acts of God, common enemy, thieves, vandals, malicious mischief makers, explosions, accidents, invasions, and insurrections, whether damage be direct or collateral. Except for direct loss or damage caused by gross negligence of the cemetery.
29. The Corporation may take reasonable precautions to protect the property of the Interment Rights Holder, but it assumes no liability or responsibility for loss of, damage to, any article of any type that is placed on any lot or plot.

PART VII – Public Register

15. Provincial legislation – Section 110 of Ontario Regulation 30/11 requires all cemeteries to maintain a public register that is available to the public during regular working hours.

PART VIII – General Administration

30. Subject to the jurisdiction of Council, the Finance Department and the Property & Planning Department has complete control and management of the land, buildings, planning, roads, utilities, books and records of the Lake of the Woods Cemetery and complete authority to administer this bylaw.
31. A Committee may be appointed by the Council of the Corporation, and if so appointed, may be made up of seven (7) members, one being a member of Council. The Committee may provide advice and/or recommendations to the City in respect of any matter in connection with the administration, the budget or rate changes related to the Cemetery, updating of rules and regulations and/or with any major projects in connection with the Cemetery. The Committee shall meet no less than 4 (four) times per year.
32. In addition to the Regulations set forth in this By-law, the Cemetery Committee, may with the approval of Council, make further regulations and may vary, alter, amend, or

- rescind any Regulations, but these shall only come into effect when approved by the Ministry.
33. The Cemetery Office Staff shall keep such Registers, Records and Books as are necessary for properly recording all matters, acts, deeds and things pertaining to the Cemetery, and as may be prescribed.
 34. The Treasurer shall keep such books, accounts and records as are necessary for properly recording and exhibiting all financial matters pertaining to the Cemetery, and as may be prescribed.
 35. All revenue and other monies belonging or pertaining to the Cemetery shall be paid and received by the Treasurer.
 36. The Clerk shall make and render such reports as may be prescribed or as the Council or Committee may require.
 37. All fees and charges shall be in accordance with the price list filed with the Ministry which shall govern in all matters pertaining thereto.

PART IX – Sales & Transfer of Interment Rights

38. The Cemetery Office Staff shall have charge of the sale of Interment Rights and all sales shall be for cash and at the prescribed fees and charges as set forth in the Price List filed with the **City of Kenora**.
39. In order to facilitate the orderly and economic development of the Cemetery Interment Rights locations, immediate need single graves shall be sold in rotation and no selection thereof shall be permitted.
40. Upon the sale of an Interment Right and on payment of the required tariff, the Cemetery Office Staff shall record the particulars thereof in his Register and deliver to the purchaser a receipt and Certificate of Interment Rights and a copy of the Cemetery Operating By-law. The receipt and Certificate of Interment Rights shall indicate the lot or grave number as shown on the Cemetery Plan.
41. **A purchaser has the right to cancel an interment rights contract within thirty (30) days of signing the interment or scattering rights contract, by providing written notice of the cancellation to the Cemetery staff. The cemetery staff will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation.**
42. **After the 30 day Cooling-Off Period: Upon receiving written notice from the purchaser of the interment rights, the Cemetery staff will cancel the contract and issue a refund to the purchaser for the amount paid for the interment rights less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder are not entitled to re-sell the interment rights.**
43. The Corporation shall have the right to repurchase any Interment Rights sold or conveyed or any part of an interment Right in which no interment has been made pursuant to the provision of the Cemeteries Act (revised) and Regulations there under. **The Corporation must buy the rights from you at market value (the price on the cemetery's current price list, less any payments that were made to the cemetery's care and maintenance fund).**
44. The sale by the Cemetery Office Staff of an Interment Right shall be deemed cancelled unless within 10 days thereafter the purchaser makes payment to the **City of Kenora for** the prescribed sale price.
45. Any Interment Right Holder may transmit or transfer same, subject to the provisions of the Cemeteries Act (revised) Regulations, and otherwise no transmission or transfer shall be binding upon or be recognized by the Corporation or its Officers.
46. A transfer shall be recorded by production and delivery to the Cemetery Office Staff of a duly executed Certificate.
47. To ensure the correctness of records of Interment Rights Holder and interments, no sale or other transfer of any Interment Rights or any interest therein, shall be binding

- upon the Corporation until the prescribed transfer fee, as set forth in the Price List, has been paid and a new Certificate of Interment Rights has been issued.
48. No transfer or transmission of an Interment Right which prior thereto has not been placed under the Care and Maintenance Fund, shall be recorded by the Cemetery Office Staff unless and until it is placed under such Fund.
 49. No sale or transfer of any Interment Rights shall be made or recognized by the Corporation until all arrears due for upkeep or purchase have been paid.
 50. The Corporation agrees to buy back pre-purchased Interment Rights on written request from the Interment Rights Holder. The amount to be paid by the Corporation to buy back the aforementioned Interment Rights shall be **the amount listed on the current price list** less the portion of that amount paid into the Care and Maintenance Fund.
 51. Any holder of Interment Rights which has not heretofore had the required payment made to the Care and Maintenance Fund may pay to the Treasurer the amount specified in the Price List on the classification of his Interment Right, and the money so paid shall be set aside for the Care and Maintenance Fund.
 52. In the case of application being made by an Interment Rights Holder for a Monument Permit or Burial Permit for an Interment Right which has not heretofore been placed under the Care and Maintenance Fund, there shall be paid to the **City of Kenora** the amount specified in the Price List for care and maintenance calculated on the classification of the Interment Right, of which the whole amount shall be set aside for Perpetual Care, and no such Monument Permit or Burial Permit shall be granted until such sum has been paid.
 53. The purchase price of Interment Rights shall be set forth in the Price List and shall include care and maintenance.

PART X – Interments & Removals

54. No burial other than that of the body or remains of a human being shall be permitted in those specific areas designated, as such, within the Lake of the Woods Cemetery. A full adult grave can hold up to one full burial and four cremated remains. Designated cremation graves can hold up to two cremated remains and the Columbarium can hold up to two cremated remains. Double depth full burials will not be permitted.
55. A **certified** Burial Permit or cremation certificate must be presented to the Cemetery Office Staff before an interment will be permitted. All interments, including cremated remains must receive approval by the Cemetery Office Staff and all proper forms and contracts must be filled out prior to any interment.
56. No Burial containers, wooden rough boxes or concrete liners are to be stored on the Cemetery grounds to be used for interment purposes by Funeral Homes. The burial containers are to be dropped off at the gravesite at the time of preparation of the site for interment.
57. Interment Rights Holders shall not allow interments to be made in any lot or grave for remuneration.
58. No interment shall be permitted unless the death has been duly registered as required by law. Exception to the rule: No burial permits are issued by the Registrar for infants under 20 weeks. The Cemetery can accept these infants on compassionate grounds if there is a release paper from the hospital. This is not considered an interment under the Cemetery Act but is to be treated as one.
59. No burial shall be permitted unless and until the lot or grave wherein the same is to take place, is placed under the Care and Maintenance Fund.
60. No interment shall be made unless it is made a sufficient depth to give a covering of at least 2' (feet) of earth over the outside cover or shell of the coffin or other receptacle. The total depth of a cremation plot is to be 2' (feet).
61. No person other than an employee of the Cemetery shall open any grave for the purpose of burial or removal of a body.

62. No interment shall be made on a Sunday or Public Holiday except on a doctor's certificate that burial must be made within twenty-four hours of death in accordance with the regulations of the Ministry of Health for the control of communicable diseases, or unless prior arrangements have been made with the Corporation.
63. No interment shall be made unless two working days notice of application of interment has been made to the Cemetery Office.
64. All interments (full burial and cremation) are permitted at any time Monday through to Saturday. BUT, overtime charges will apply to any services or grave closures which are conducted from Noon – 12:30 or after 4:30 p.m., Monday to Friday. Overtime charges will also apply to any interments requested for Saturday. All interments require written approval from the Cemetery Office Staff. Due to extenuating circumstances, any other requested times must be pre-arranged with written approval from the Parks Supervisor. No interments shall be conducted on Sundays or statutory holidays or any other holiday observed by employees of the Corporation.
65. No full burial disinterment shall be made without the written consent of the local Medical Officer of Health and the owner of the lot or grave, except on an order from the Court or as provided with the requirements of the **Funeral, Burial and Cremation Services Act, 2002 (FBCSA)** and the regulations and the disinterment shall be conducted under the supervision of the Medical Officer of Health. For the disinterment of cremated remains the presence of a Medical Officer of Health is not required but all other rules and regulations apply. The members of the public, friends, family and relatives shall not be allowed at the cemetery during disinterment. Family members and friends may be present when the remains are again interred.
66. Prior to every burial there shall be a duly executed contract and the person signing such contract shall be responsible for all charges in connection therewith. These contracts are to be filled out at the Cemetery Office by the Cemetery Office Staff.
67. No interments in a grave shall be permitted without the encasement of the casket in a wooden rough box or other approved vault. Cremated remains may be interred in a cardboard container, urn, bag or other suitable container approved by the Cemetery Office Staff. Only one full body allowed in each casket or coffin. Cremated remains may be interred on top of the casket or coffin with approval from the Cemetery Office Staff. A double interment of a full burial and cremated remains inside the casket/coffin shall be allowed at the time of the full burial. Cremated remains will not be put inside the coffin or casket after a full burial has taken place. The Interment Rights Holder shall be responsible for the purchase of such vaults or rough boxes.

PART XI – Columbarium

68. All interments in the Columbarium must be approved by the Cemetery Office Staff. All proper forms and contracts must be filled out. No niches will be held in reserve for customers, unless proper contracts are filled out and payment received.
69. All cremated remains containers must be approved by the Cemetery Office Staff. They are to be within the decorum of the Cemetery. Each columbarium niche shall hold two containers of cremains, or one double container. Containers must adhere to the size specifications of the niche. Storage of urn(s) until time of interment will not be allowed at the Cemetery Office.
70. Cemetery Staff have access to the interior of the Columbarium. The cremated remains must be placed in their appropriate niche/compartment by Cemetery Staff or by family members with Cemetery Staff approval and presence.
71. No mementos of monetary value are to be left in the niches/compartment. Only Cemetery Staff can place personal, non-monetary, mementos in the appropriate niche/compartment.
72. Opening up of the urn for any reason, can only be done by an established Funeral

- Home or family member before interment takes place. Cemetery staff will not open an urn of cremated remains for any reason. Requests for opening up of the urn after the interment has taken place will be treated as a disinterment and subsequent disinterment and interment fees will be charged accordingly. All paper work must be filled out at the Cemetery Office for the requested disinterment and interment.
73. All inscriptions are to be of uniform in character as per the Inscription Contract's direction. Inscription Fees as per Lake of the Woods Cemetery Price List.
 74. Flowers/wreaths may be laid at base of Columbarium on the date of interment only. They will be removed one week after interment. No flowers or other paraphernalia to be placed on the walls of the Columbaria.
 75. Approval for the inscription of a poppy must be granted in writing from the Interments Rights Holder. Written proof to be supplied to the Cemetery Staff verifying that the interred person in the Columbaria is a War Veteran (see definitions).

PART XII – Above-Ground Crypts

77. All interments in the Above-Ground Crypt section must be approved by the Cemetery Office Staff. All proper forms and contracts must be filled out. No above-ground crypts will be held in reserve for customers, unless proper contracts are filled out and payment received.
78. Only one full burial allowed per crypt and one cremated remains.
79. To ensure that body fluids and gases do not escape from the crypt the following precautions will be incorporated into the structure of the crypt:
 - o Floors of crypt should have a 1% slope
 - o A channel or groove in floor for fluids to drain
 - o Multiple drain holes (minimum 2) at least 8" in width for fluids to drain
 - o All internal walls to be sealed
 - o Adjustment of crypt front opening so they are raised to prevent fluid flow
 - o Recommend use of a seal-casket enclosure.
80. The City of Kenora will prepare a foundation to hold four above-ground crypts. The fee for this to be incorporated into the fee structure to purchase a crypt grave(s) and will be the Purchaser's responsibility. The foundation will consist of 12" of compacted gravel and 12" of concrete for the placement of four crypts.
81. Opening and closing of the above-ground crypt will be done by Cemetery Staff only, in conjunction with a Funeral Home.
82. All inscriptions on the Above-Ground Crypt must be approved by the Cemetery Office Staff. Inscription Fees are the responsibility of the purchaser.

PART XIII – Maintenance & Improvement

83. The Parks Supervisor or designate, in the management, maintenance and improvement of the Cemetery, shall have the power at all times to enter in and upon every part of the Cemetery, without permission, let or hindrance, and to do, perform and execute such work as may be necessary, desirable or expedient for any such purpose, and without in any way rendering the Corporation or themselves liable in damages or otherwise whatsoever.
84. For the aforesaid purposes trees, shrubs, bushes and plants or sod may be planted, maintained or moved on or from any part of the Cemetery, including a grave or lot.
85. No Interment Rights Holder or person shall do any work upon a lot or grave without the written permission of the Cemetery Office Staff.
86. Any flowers, plants, shrubs or trees planted in the Cemetery become the property of

- the Cemetery.
87. All lots and graves shall be kept properly graded, sodded, mown, and flowers, plants, shrubs and trees kept trimmed.
 88. No Interment Rights Holder or person shall change the grading of his lot, and in case of any such change, the Corporation may restore the lot or grave to its original grade at the expense of the Interment Rights Holder.
 89. Where the required care and maintenance has been paid, the Corporation undertakes the grading, seeding, grass cutting and general care of the lot or grave.
 90. Where the required care and maintenance has not been paid, this work shall be done by the Corporation, notwithstanding that provision for such work has not been made for under the Care and Maintenance Fund.
 91. Trees, shrubs, and flowering or other plants may be permitted on lots or graves, but only such varieties as are in keeping with the general plan of the grounds and subject to the approval of the Cemetery Office Staff. No tree or shrub growing within any lot or grave may be removed or altered without the consent of the Cemetery Office Staff. All flowers (artificial or real), trees, shrubs, borders etc. are PROHIBITED in the designated Cremation Section, known as Treasure Hill (Part locations in 60 East, 61 East, 62 East & 63 East.
 92. If any trees or shrubs situated in any lot or grave shall have become, by means of their roots, or branches, or in any other way detrimental prejudicial to the general appearance of the grounds or inconvenient to the public, the Cemetery staff may remove such trees, or shrubs, or parts thereof. The Cemetery staff may trim any trees or shrubs, at any time, if it interferes with any interment, encroaches on another grave or if it is deemed unsafe or has been abandoned.
 93. Flower beds are not to exceed 18" in width. They shall be permitted in front of and to a maximum length of the base of a monument and where there is no monument, can only be made by permission of the Cemetery Office Staff. Planting of borders around lots or graves is prohibited. No flower beds, trees, shrubs, borders etc. are to be placed behind any monument or marker.
 94. Interment Rights Holders desiring outside gardeners to do work on their lot or grave must furnish the Cemetery Office Staff with written authority for the same. Gardeners or florists or their employees shall not enter the Cemetery on Sunday for business purposes.
 95. Vases, urns and flower stands not properly cared for may be removed from the lot or grave; and any stand, holder, vase or other receptacle for flowers which are unsightly or unsuitable may be prohibited or removed by the Cemetery Staff. Glass or ceramic vases are prohibited. Shepherd's hooks may be put on the side of the memorial stone or in front of the memorial stone at the head of the grave or at the back of the memorial stone.
 96. Borders, fences, railings, walls, cut-stone copings, concrete or stone borders and hedges in or upon any lot or grave are prohibited. Existing enclosures which by reason of neglect or age have become unsightly may be removed.
 97. Rubbish shall not be thrown out on roads, walks or any part of the Cemetery and shall be disposed of under the directions of the Cemetery Staff.
 98. Implements or materials used in doing any work within the Cemetery shall be removed without delay and if this is not done, the Cemetery Staff may remove the same.
 99. The installation of solar lights is allowed on gravesites within the Lake of the Woods Cemetery. The solar lights can be placed on either side of the memorial stone at the head of the grave, if room allows, or in front of the memorial stone at the head of the grave. Solar lights may be placed on shepherd's hooks. Solar lights are not to be placed on the grave proper. Solar lights must be removed by owner when inoperable.
 100. The Corporation shall not be responsible for loss of or damage to any portable articles left upon any lot or grave.
 101. Benches and memorial benches will be allowed within specific designated open space areas of the Lake of the Woods Cemetery. Written permission shall be required to install a bench at the Lake of the Woods Cemetery by the Cemetery Office Staff

and/or the Parks Supervisor or designate. The Cemetery Office Staff and Parks Supervisor must pre-approve the design, colour, size and the inscription(s) (if any) on the bench. The purchase, delivery and installation of the bench shall be the sole responsibility of the customer. All benches shall be constructed of granite or other material approved by the Parks Supervisor. All benches are to be installed on a granite base. The base is the sole responsibility of the customer, at their expense. The base size for the bench is to be pre-approved by the Cemetery Office Staff. At the expense of the customer, the Cemetery staff will be responsible for the foundation preparation that the base and bench will be placed on. At the expense of the City of Kenora, benches may have to be moved due to future cemetery development. The family will be notified whenever possible.

102. If a bench is placed on an individual gravesite, upon approval, the following rules shall apply:
- Permission, in writing, from the Interment Rights Holder **if placed on a gravesite.**
 - Size of grave, determines size of bench – must have a minimum of 1 (one) inch from edge of bench to edge of gravesite on each side
 - Benches at individual gravesites to be placed at head of the grave
 - The bench can be used in place of a headstone at the head of grave OR
 - The bench can be used as part of headstone at head of grave
 - Benches are prohibited in pathways, below existing headstones and at the foot of the grave
 - Benches are prohibited in gravesites small than 3 (three) feet in width or where only flat markers are allowed.

PART XIV – Monuments, Markers & Corner Stones

103. No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full.
104. No monument, footstone, marker or memorial of any description shall be placed, moved, altered or removed without permission from the Cemetery Staff.
105. No Monument, Marker or Corner-Stone shall be permitted in the Cemetery without a Cemetery contract approved by the Cemetery Office Staff. Work orders to complete the foundation preparation will be done each week on Mondays and Fridays, after all paperwork has been completed and payment received. To ensure that the site has been prepared, the funeral home or memorial company is to inform the Cemetery Office two days in advance as to which stones they will be installing and on what date. Within 4 days after installation, the Cemetery Staff will inspect the site, make sure the stone is level and in line with the other stones and landscape the area (black top and seed).
106. All Markers shall be constructed of granite, bronze or marble or other material approved by the Cemetery Office Staff. All flat markers shall be set flush with the surface of the ground. All monuments/markers are to be attached to the base by a pin(s) and/or sealant.
107. Only flat markers constructed of granite or marble or other material approved by the Cemetery Office Staff shall be permitted in the cremation lot known as Treasure Hill. Cremation markers are to be 10" x 20" in size, in the Treasure Hill section. Any pre-existing flat markers shall be grandfathered in. Confirmation of size of marker in other areas of the Cemetery shall be approved by Cemetery Office Staff.
108. The foundations for Monuments, Markers and Corner-Stones shall be constructed to specifications as approved by the Cemetery Office Staff.
109. Any Interment Rights Holder of any lot or grave having authorized the erection or construction of any Monument, Marker or Corner-Stone which interferes with or prevents the interment of any body in the Cemetery shall remove said Monument, Marker or Corner-Stone at his own expense and on failure to do so at the request of

the Cemetery Office Staff, the Cemetery Office Staff shall do so forthwith and charge the cost of removal of said Monument, Marker or Corner-Stone to the Interment Rights Holder.

110. The Corporation shall be responsible for keeping all Monuments, Markers & Corner-Stones level and upright or put in a safe position.
111. Any Monument or other structure, or an inscription on a monument or structure upon any lot shall be in keeping with the dignity and decorum of the Cemetery.
112. Only one upright monument and one flat marker are allowed per adult grave. **The upright marker will be placed at the head of the grave. The flat marker can be placed flush to the ground, at the head of the grave (if there is no upright), directly below the upright or at the foot of the grave.** Cremation graves are allowed one flat marker. Children's graves will be judged individually depending on location of remains in grave, with final approval from the Cemetery Office Staff.
113. **The width of any marker or base shall not exceed 30" (inches). This size incorporates 12" for the base of the headstone or headstone and 18" for a garden. If the marker or base exceeds 12" (inches), then a garden shall not be allowed.**

PART XV – Rules for Monument Dealers, Contractors & Workers

114. Every contractor employed to erect Monuments, Markers or Corner-Stones or to do any other work in the Cemetery shall first present an application to the Cemetery Office Staff signed by the Interment Rights Holder of the lot or grave, requesting permission to employ such contractor to do the work therein specified. This application shall designate the lot or grave.
115. Any contractor or company doing work in the Cemetery shall provide proof of a valid certification and a business licence. **Also supply evidence of liability insurance of not less than \$5 million and follow the pertinent City of Kenora Health & Safety policies.**
116. The demeanour and behaviour of all workmen employed by others in the Cemetery shall be subject to the control of the Parks Supervisor or designate.
117. Contractors, masons and stone-cutters or other workmen who have received permission to do any work in the Cemetery shall lay planks on the lots and paths over which heavy materials are to be moved, in order to protect the surface from injury or damage and shall leave the area in which work was carried out in a neat and orderly condition.
118. Workmen shall cease work in the immediate vicinity of a funeral, until the conclusion of the service.
119. All work must be carried out during regular Cemetery hours unless by written permission of the Parks Supervisor or designate.
120. No work shall be carried out on a Saturday, Sunday or a Holiday observed by employees of the Corporation, unless by written permission of the Parks Supervisor or designate.
121. No Monuments, Markers or Corner-Stones shall be erected from October 15th to May 15th, unless weather permits otherwise. Written approval is required from the Parks Supervisor or designate for any monument, marker or corner stone that is requested to be installed after the Oct 15th deadline.
122. Heavy loads shall not be permitted in the Cemetery when roads are in an unfit condition to permit their use without damage.
123. No Monument, Marker or Corner-Stone shall be delivered at the Cemetery until the foundation is completed and the contractor is ready to proceed with the work of erection.
124. All implements and materials used in the performance of any work by outside contractors shall be placed where the Cemetery Staff may direct, and all rubbish and surplus earth shall be removed in such a manner and at such time and to such place as the Cemetery Staff may order. Failure to comply will result in any obstruction being removed and the expense charged to the Interment Rights Holder of the lot.
125. Any workman who damages any lot, Monument, Marker or Corner-Stone or other structure, or

otherwise does any injury in the Cemetery, shall be personally responsible for such damage or injury and in addition thereto, his Employer shall also be liable therefore.

PART XVI - Implementation:

- 126. By-law Number 206-2010, as amended, of the City of Kenora is hereby repealed.
- 127. This By-law shall take effect and come into force upon approval of the Ministry of Small Business & Consumer Services for the Province of Ontario.

By-Law Read A First & Second Time this Day of , 2014.
By-Law Read A Third & Final Time this Day of , 2014.

THE CORPORATION OF THE CITY OF KENORA:-

per:_____David S. Canfield MAYOR.

per:_____Heather Kasprick CLERK.



June 9, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Agreement of Purchase and Sale – Stevenson Construction

Recommendation:

That Council of the Corporation of the City of Kenora gives three readings to a by-law to authorize the Mayor and Clerk to enter into an agreement of purchase and sale of property described as Parts 1-5 on Plan 23R – for purchase at the price of \$160,749.00 (\$117,312.75 cash + property at Mount Evergreen \$43,436.85) + any applicable taxes, with Shaun D. Stevenson Construction Ltd.; and

That the sale be conditional upon the purchaser providing a financial security, in the amount of \$10,000, repayable upon completion of a structure to house a light industrial use being constructed on the lands, on or before August 31, 2015; and

That the City of Kenora agrees to lease the lands/building described as 114 Mt. Evergreen Road, CON 6J PT LOC 263 PLAN EB1298 DES RP 23R3408 PART 2 for \$1, for a one year period, with the lessee being responsible for all hydro/telephone/utility costs; and further

That the City and the purchaser will jointly share all costs associated with the purchase/sale including survey and registration and fees.

Background:

The City of Kenora agreed, in January and February of 2014, to sell portions of the lands known as the "Kenora Industrial Park", to Shaun D. Stevenson Construction Ltd., in return for lands located in close proximity to Mount Evergreen Ski Club.

Shaun Stevenson approached the City in order to purchase all of the lands in May of 2014. The survey has been completed, and public notice of the transaction provided, per the Notice By-law.

Budget:

Proceeds to be allocated to planning land sales.

Communication Plan/Notice By-law Requirements:

By Agenda of Property and Planning and of Council; Manager of Property and Planning, Planning Administrator, Facilities Coordinator, Manager of Finance and Administration, Municipal Solicitor, Property Owner



June 2, 2014

City Council Committee Report

TO: Mayor and Council

FR: John Nabb, Facilities Supervisor

RE: Energy Conversation and Demand Plan Policy Statement Signing

Recommendation:

That Council of the City of Kenora supports the Energy Conservation and Demand Management Plan; and further

That a declaration of commitment to the Plan be hereby signed by the Mayor and CAO on behalf of the City's commitment to responsible Energy Conservation and Demand Management

Background:

Energy conservation is important to all persons of Ontario and the municipality intends to continue to incorporate energy efficiency into all areas of our activity including organizational and human resources management procedures, procurement practices, financial management and investment decisions, and facility operations and maintenance.

As a major component of the operating costs of municipal facilities and equipment, energy costs will be factored into the lifecycle cost analysis and asset management analyses and policies of the municipality. All departments have clear links to some or all of the goals and objectives of the Energy Conservation and Demand Management Plan.

The goals of the plan are to help achieve the following:

1. Maximize fiscal resources and avoid cost increases through direct and direct energy savings
2. Reduce the environmental impact of the municipality's operations
3. Increase the comfort and safety of staff and patrons of the municipality's facilities
4. To create a culture of conservation within the municipality
5. To improve the reliability of the municipality's equipment and reduce maintenance

There is a requirement for Council to approve and sign accordingly under regulation 397/11 of the Green Energy Act a Municipal a Five Year Energy Conservation and Demand Plan. The review and signing of the Statement provides Commitment and Endorsement to the Five year Energy Conservation and Demand Plan and that Council indicates their continued commitment to the program.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Council, H. Kasprick, J. Nabb, C. Caron

The Corporation of the City of Kenora

Energy Conservation and Demand Management Plan

Objectives

To meet the strategic goals of the Energy Conservation and Demand Management Plan, there are a number of objectives that align with its development and implementation:

1. Ensure energy efficiency consistency across municipal facilities.
2. Monitor and report on energy consumption in quarterly intervals. Staff will monitor and verify Return on Investment (ROI) to enable reinvestment in energy projects and report on energy consumption four times per year.
3. Staff will analyze energy costs and look for savings opportunities. This will include looking at energy commodity procurement options and taking advantage of all available resources and funding for energy projects.
4. Raise staff and Council awareness around energy efficiency. This will include communicating successes to both internal and external stakeholders.
5. Strengthen partnerships with external stakeholders such as electric and gas utilities.
6. Identify and seize renewable energy generation opportunities.

Organizational Understanding

Our Municipal Energy Needs: The Corporation of the City of Kenora requires reliable, low-cost, sustainable energy sources delivering energy to the most efficient facilities and energy-consuming technology feasible. The municipality applies a triple bottom line approach to energy management. Triple bottom line (TBL) accounting expands the traditional reporting framework to take into account social and environmental performance in addition to financial performance. A TBL municipality conceives a reciprocal social structure in which the well-being of corporate, labour and other stakeholder interests are interdependent. A triple bottom line municipality does not produce harmful or destructive products such as weapons, toxic chemicals or batteries containing dangerous heavy metals. A triple bottom line municipality derives economic value after deducting the cost of all inputs, including the capital costs. The triple bottom line approach prioritizes a lifecycle cost analysis of products and services procured by the municipality wherever possible.

Stakeholder Needs: Internal stakeholders (Council, CAO, and Staff) need to be able to clearly communicate the corporate commitment to energy efficiency, and to develop the skills and knowledge required to implement energy management practices and measures. External stakeholders (the Province, community groups and citizens) need the municipality to be accountable for energy performance and to minimize the energy component of the costs of municipal services.

Municipal Energy Situation: Our assessment of organizational capacity for energy management with respect to energy policy; organizational structure; employee awareness, skills and knowledge; energy information management; communications; and investment practices indicates the following issues:

- Energy use and costs continue to increase and are forecast to increase further.
- Energy is not visible to municipal decision makers such as council, senior management, front-line staff, and members of the public. This leads to a lack of understanding of the costs of energy and the opportunities for energy efficiency.
- Occasional efforts are made to raise general staff awareness about energy.
- The requirement for this Energy Conservation and Demand Management Plan provides an opportunity to build upon current initiatives such as the Asset Management Plan, Official Plan, and the Downtown Revitalization.

How We Manage Energy Today: The management of our energy is a combination of energy data management, energy supply management, and energy use management.

Energy Data Management: Our municipal energy data is managed through the Facilities Supervisor. The data is received via supplier invoices, analyzed, and reports are generated.

Energy Supply Management: Our municipal energy is supplied two suppliers; electricity is supplied by Hydro One and natural gas is supplied by Union Gas on an as needed basis and is priced at the standard rates offered by the provider.

Energy Use Management: Day to day management of energy has historically happened in an ad-hoc manner. To aid in our efforts to track and reduce energy use the City of Kenora have investigated a hedging strategy for purchasing electricity and natural gas through Local Authority Services (LAS) to provide energy purchases.

Summary of Current Energy Consumption, Cost and GHGs: The current energy usage by building is detailed in Appendix A. Our energy usage is reviewed and reported annually to the Ministry of Energy.

Summary of Current Technical Practices: Our assessment of operations and maintenance practices, facility and equipment condition, and energy performance indicators establishes the following priorities:

- Development of standard operating procedures incorporating energy efficiency optimization.
- Enhancement of preventative maintenance procedures.

Renewable Energy Utilized or Planned: Renewable energy is energy which comes from natural sources such as sunlight, wind, and geothermal heat. The City of Kenora aspires to show leadership in the promotion and development of renewable energy systems that are compatible with our asset management and land use planning objectives. As a result, we will ensure that any new facilities are constructed incorporate energy from natural sources such as sunlight and geothermal where practicable.

Strategic Planning

Links with other municipal plans: The City of Kenora will develop and implement energy policies, organize for energy management, develop the required skills and knowledge, manage energy information, communicate with our stakeholders, and invest in energy management measures. As an integral component of the management structure, the Energy Conservation and Demand Management Plan is to be coordinated with the municipality's budget planning, strategic plan, purchasing policy, preventative maintenance plans, environmental management plan, asset management plan, and the policy development process.

Structure

Staffing requirements and duties: The City of Kenora will incorporate energy budget accountability into our corporate responsibilities. We will incorporate energy efficiency into standard operating procedures and the knowledge requirement for operational jobs.

Consideration of energy efficiency for all projects: The City of Kenora will incorporate life cycle cost analysis into the design procedures for all capital projects. Typically equipment to be considered for this process includes:

- HVAC equipment (e.g. boilers, chillers, pumps, motors etc.)
- Lighting and controls
- Building envelope (e.g. roofs, insulation, windows and doors etc.)
- Water use (e.g. pools, toilets, water reclaim etc.)
- BAS (building automation system) controls,
- Process improvements
- Back-up generators
- Any other energy consuming device

These types of projects generally follow 4 steps:

1. Project Identification & Feasibility
2. Energy Audits, Feasibility Analysis or detailed Condition Assessments
3. Planning & Budgeting - Project Financing, Incentives, Business Case & Approvals
4. Implementation: Tender, Project Execution, Project Management, Commissioning

Resources

Internal Resources: We will develop criteria for determining whether internal resources can be utilized for the implementation of energy projects.

External Consultants and Suppliers: We will establish criteria in our Procurement Policy based on our energy goals and objectives for the selection of external consultants and energy suppliers. These criteria will employ triple bottom line principles and ultimately include a lifecycle cost analysis of desired products and services whenever possible.

Energy Training: The City of Kenora will develop and deliver energy training for relevant staff and Council members. This training will not be limited to operators and maintainers with "hands-on" involvement with energy consuming equipment but will also include others since they also make energy consumption decisions in their daily work. Training focused on the energy use and conservation opportunities associated with employees' job functions will be utilized whenever possible. Energy management training will be incorporated into employee orientation and future training opportunities. All such energy management training opportunities are integrated into ongoing staff training and designed to allow for the internal capacity building necessary to ensure that staff are making informed decision and reducing the need for costly external assistance. The City of Kenora will utilize both internal and external resources to provide this training as resources allow.

Procurement

Energy Purchasing: In addition to the conservation of energy, the procurement of energy is equally as important. Proper energy procurement includes: rate optimization, utility account management, supplier choice and evaluation, supply reliability and quality, demand/supply optimization and risk management.

Consideration of energy efficiency of acquired equipment: Our purchasing procedures will be modified as required to incorporate energy efficiency into the criteria for selection of materials and equipment.

Implementation

Building Standards: City of Kenora staff will develop criteria for the design and/or acquisition of new buildings that include energy performance factors and that use as appropriate the principles embedded in performance standards such as LEED (Leadership in Energy and Environmental Design) and the Model National Energy Code for Buildings. LEED is a green building certification tool administered by CaGBC (Canada Green Building Council), which provides a framework for constructing green / energy efficient buildings. The LEED rating system addresses the performance of commercial and institutional buildings. Many municipalities have adopted standards such as minimum LEED Silver rating for all new municipally owned new construction projects. Considering LEED for new construction and major renovations makes good business sense, in that a high performance green building vs. conventional inefficient buildings can reduce energy consumption by 25% to 75%, can reduce water use by 20% to 50% and reduce environmental greenhouse gas (GHG) emissions by as much as 60%. The City of Kenora will investigate adopting such a standard for new buildings and will incorporate any such standard into our revised Energy Conservation and Demand Management Plan.

Communication Programs: City of Kenora staff will develop a communication strategy that creates and sustains awareness of energy efficiency as a corporate priority among all employees, and conveys our commitment and progress to our stakeholders. Activities could include circulating reminder stickers to turn lights off, putting up energy conservation displays, promoting home energy audits, and hosting lunch and learns.

Investment

Internal Funding Sources: We will develop and/or clarify as necessary the financial indicators that are applied to investment analysis and prioritization of proposed energy projects, taking due consideration of the priority given to energy efficiency projects versus other investment needs (life cycle versus simple payback). Energy and operating costs savings, physical asset renewal, improved employee comfort and service delivery, and enhanced environmental protection are all quantifiable benefits of energy conservation and demand management and will be factored in accordingly.

Creative Approaches: City of Kenora staff will investigate, document, and communicate funding sources for energy projects, including government and utility grants and incentives.

Implementation

Business Procedures: City staff will review processes and modify them as necessary in order to incorporate energy efficiency considerations. The City of Kenora will include depreciation of all assets as part of its Asset Management and Capital Planning and will undertake a Lifecycle Cost Analysis of potential new products and services to ensure operating costs are factored into our plans and analyses. Municipal governments apply Lifecycle Cost Analysis as a basis for policy and regulatory development. Current applications include:

1. Helping to prioritize programs based on life cycle information

2. Making policies consistent among material suppliers, service contractors, and internal departments
3. Reducing the impact that government operations have on the environment
4. Promoting pricing products and services to accurately reflect 'true' costs

Project Execution

Municipal Level: The administration and implementation of this Energy Conservation and Demand Management Plan will be the responsibility of the Facilities Supervisor. Since we all use energy in our daily activities, it will also be the responsibility of all staff to be aware of their energy use and work towards a culture of conservation.

Asset Level: In order to sustain a corporate culture of conservation, staff must be engaged in an effective awareness program. Although facilities staff members have the lead responsibility in ensuring facilities operate efficiently, all municipal staff should be familiar with and utilize energy efficient measures where possible. Another important component of an energy management program is re-commissioning. Over the life cycle of a facility, the mechanical building automation and distribution systems are adjusted from day-to-day to suit user room temperature requirements. Moreover, mechanical distribution or building controls instrumentation is sometime over-looked when renovations take place. Re-commissioning involves examining the original mechanical design and operating specification against any building renovations and recalibrates the settings to suit today's energy efficient standard practices. It also ensures that mechanical operating practices are current and appropriate to maximize building system efficiencies. The use of renewable energy measures can also help reduce overall corporate greenhouse gas emissions by lessening our demand for fossil fuel generated energy (oil, gas or coal). The investment for these types of measures can be significantly greater than conservation initiatives and therefore, should be considered on a case-by-case basis through a cost and environmental benefits analysis. However, it is acknowledged that the use of technologies such as wind, solar and geothermal can show community leadership and help raise awareness of the benefits of utilizing renewable energy.

Review

Energy Plan Review: As part of any energy management strategy, continuous monitoring, verification, and reporting is an essential tool to track consumption and dollar savings and/or avoidance as the result of implemented initiatives. City of Kenora staff will develop an annual progress report with energy consumption data and initiatives undertaken within the calendar year and will report to Council on progress. As part of the Energy Plan, the implemented processes improvements, program implementation and projects will continue to be documented and reviewed annually to update consumption savings. By regularly monitoring and reporting consumption and dollar savings and/or avoidance to departments, the outcomes of their participation in energy management initiatives can be demonstrated, and feedback can be obtained for any new ideas. This monitoring and reporting will also align with the requirements of Regulation 397/11 under the Green Energy Act and/or any subsequent legislation related to energy management.

Evaluation Progress

Energy Consumption: We will review and evaluate our energy plan, revising and updating it as necessary, on an annual basis as based on the Energy Consumption Reports that are submitted to the Ministry of Energy on an annual basis as required under Regulation 397/11.

Green House Gas Emission: Governments at all levels are moving to address emissions of greenhouse gases (GHGs), in light of scientific evidence on how human activities are affecting the world's climate. For more information on the science, see <http://www.ipcc.ch/>. The combustion of fossil fuels in buildings is a major source of GHG emissions that fall under local government influence. Municipalities can lower emissions by improving energy efficiency of buildings and using more renewable energy. The City of Kenora is committed to

both objectives through the development and implementation of this Energy Conservation and Demand Management Plan (CDM). We will continue to track and report on GHGs as part of our regular reporting on energy consumption and will evaluate progress in this area against our overall reduction target.

Programs, Process, and Projects

Programs

Description	Facility	Contact	Date	Status
Add energy awareness to New Employee Orientation	All	Managers Supervisors		
Details	As part of Orientation Program: provide new staff with energy management training. Appropriate training vehicles include but are not limited to the following: <ul style="list-style-type: none"> • building systems 			
Energy Leader	All	Karen Brown		Active
Details	The CAO has been designated as the Energy Champion within the City of Kenora. The Energy Champion is responsible for: <ul style="list-style-type: none"> • instilling a culture of energy conservation within their respective workplaces and developing conservation strategies with facility staff for implementation within each given facility • sharing best practices, lessons learned, and innovative energy practices with other team members • monitor progress towards energy conservation goals and ensuring that there is no backsliding 			

Processes

Description	Facility	Contact	Start	End	Status	Cost	Save (ekWh/yr)	Save (\$)	ROI
Life Cycle Costing	All	Lauren D'Argis							0
Details	<p>The City of Kenora should update its current purchasing policy to include sections on green procurement. Green procurement shall be viewed in the context of achieving value for money based on the total life-cycle costs. It requires the inclusion of environmental impact considerations into the procurement process, including planning, acquisition, and disposal. All suppliers and vendors will be required to provide the life-cycle analysis of their products and/or provide those details for the municipal procurement team to complete this analysis.</p>								
Appliance Usage	All	All							
Details	<p>Since there is no equipment required to turn appliances off, there are no environmental impacts from product manufacture, shipping or disposal. Appliances are often left on in municipal offices because staff feels their individual impact is insignificant, however, when totaled across the City for a given year the impact can run in the hundreds of dollars for a City the size of Kenora.</p> <p>Turn off all electronic devices such as coffee makers, printers, calculators, phone chargers, etc. at night and on weekends. Reduce phantom power wherever possible. Phantom energy draws extra energy from the grid when you aren't looking and you don't need it. Many gadgets, electronic devices and appliances draw power even when they're switched off or not in use, just by being plugged in, and though it may seem trivial, it can add up over time. Chargers for cell phones, digital cameras, power tools and other gadgets draw energy even when they're not in use. Appliances like televisions, computer monitors, and DVD players can also draw power whenever they're plugged into an outlet.</p> <p>All together, phantom energy can account for about 10 percent of an individual home's electricity use. Staff will identify unnecessary plug loads and eliminate phantom power.</p> <p>Reduce the usage of portable electric heaters. While this will need to occur concurrently with recommended energy projects to tackle employee comfort issues, this should be a priority issue given the large number of these appliances in use in every municipal facility. For example, a single 1500 watt heater would cost \$300-500 per year to operate if used during working hours and more if they are left on in off hours.</p>								

Procurement	All	Finance							
Details	<p>Poor energy procurement decisions can be expensive. Energy prices fluctuate constantly, which can significantly affect your energy bill and performance against budget. By taking a proactive approach to buying energy, you can better control your costs. With the Corporation of the City of Kenora utilizing the LAS Electricity Program.</p> <p>The LAS Electricity Program provides an easy way for Ontario municipalities to ensure predictable electricity commodity costs through a professionally administered program that leverages both aggregated purchasing and spot market exposure. As a licensed electricity retailer in Ontario, LAS is able to remove municipal accounts, including streetlights, from high-cost RPP and time-of-use rates, and enter them into a hedge/spot market billing scenario under the LAS Electricity Program. For both small and large volume municipal electricity accounts, a hedge purchase offers a way to realize significant budget stability, and commodity cost savings in many instances.</p> <p>2012 program savings for a typical member:</p> <p>4% (or 0.3 cents/kWh) savings compared to RPP rates, for accounts enrolled in LAS hedge purchase 15% (1.5 cents/kWh) savings for streetlight accounts enrolled with LAS and similar savings are expected for 2013. 104 municipalities, urban and rural, large and small, participate in LAS current electricity hedge purchase. In addition, other municipalities leverage LAS' role as an electricity retailer to achieve spot market billing for select accounts that would otherwise bill at higher cost time-of-use rates. In addition, 3 municipalities leverage LAS role as an electricity retailer.</p> <p>This hedging program provides a consistent natural gas price throughout the year, and offers budget stability from year to year, through the use of aggregated program tenders and a combination of fixed and indexed pricing contracts. The LAS Program has been in operation for 20 years, and represents an impressive daily purchase volume of 255,000m3 of natural gas, and more than 3,500 enrolled accounts.</p>								
Enhance Procurement Policies	All	Lauren D'Argis	2014	2016	Pending [0%]	0.00	0	0.00	0
Details	<p>Municipalities purchase a large number of products, all of which require energy and resources to produce, package, transport, use, and dispose. Choosing products with minimal life-cycle impacts can save energy, reduce operating costs, reduce emissions, and increase the market for high performance products.</p>								

Projects

Description	Facility	Contact	Start	End	Status	Cost	Save (ekWh/yr)	Save (\$)	ROI
Use Setbacks on Programmable Thermostat	City Hall	John Nabb	2014-01-05	2014-01-05	completed				
Details	The furnace is controlled by a programmable thermostat located in the chambers area, which allows for adequate set-points to be maintained depending upon whether the space is occupied or not. Setting back temperatures by 0.5C results in a 2% savings of the heating utility.								
Replace rooftop HVAC units servicing the Library	Library	John Nabb	2014	2016					
Details	Replacements of the HVAC units servicing the Library are being addressed over a 3 year period.								
Replace T12/LED Lighting in office space/storage	all	John Nabb	2014	2016	Pending [60%]				
Details	All existing lighting in rooms and office space consists of T 8 & T12 fixtures. These will be replaced with, at minimum, LED fluorescent fixtures.								
Install Occupancy Sensor	Kenora Rec Centre	John Nabb	2014	2016	Pending [30%]				
Details	Install occupancy sensors within viewing area, change rooms and office space. Replacement Cost: approximately \$260/sensor (includes \$40 incentive) Energy Cost Savings: approximately 30-50%								
Upgrade Museum Heating System	Lake of the Woods Museum	John Nabb	2014-06	2014-09	Pending [10%]				

Details	The Museum consists of an open hall type facility, replacement of the HVAC unit and electric VAV which are at end of life.								
HVAC System Upgrade	Administration Bldg. / City Hall	John Nabb	2013-09	2014-10	Pending [100%]				
Details	Replacement of gas fired boilers, end of life cycle to high efficiency condensing (96% efficiency)								
Replace LED Lighting	Administration Bldg. / Operations	John Nabb	2014	2016	Pending [2%]				
Details	Some of the existing fluorescent fixtures have been retrofitted to T8 lamps, however, it would be recommended to further retrofit any existing to LED								
Washroom Lighting	Administration Bldg. / City Hall	John Nabb	2014	2014-	Pending [0%]				
Details	Both washrooms utilize (6) 60W incandescent fixtures. It would be recommended to replace these with 13W CFL fixtures. Replacement Cost: approximately \$90-\$105 (no incentive) Energy Cost Savings: approximately \$150-\$200 annually								
Retrofit Exit Signs	Administration Bldg. / City Hall	John Nabb	2014	2014	Pending [0%]				
Details	Currently the exit signs use Incandescent Bulbs. Savings can be realized by retrofitting to LED. Replacement Cost: approximately \$12-\$15 per sign (includes \$8/sign incentive) Energy Cost Savings: approximately \$30/sign annually								
Install Occupancy Sensors	Administration Bldg. / City Hall	John Nabb	2014	2016	Pending [0%]	0.00	0	0.00	0
Details	All Bathrooms and storage space within the administration building should be equipped with occupancy sensors. Replacement Cost: approximately \$260/sensor (includes \$40/sensor incentive) Energy Cost Savings: approximately 30-50% annual savings								
Install Programmable Thermostat in IT Room	Administration Bldg. / City Hall	John Nabb	2014	2014	Pending [0%]	7000.00	0	0.00	8
Details	Install programmable thermostat in sever / equipment room area in an effort to take advantage of energy savings when the space is unoccupied. Replacement Cost: \$75-\$100 (no incentive) Energy Cost Savings: approximately 1% annually for every degree of set back								

Upgrade Streetlights to LED		Marco Vogrig	2014	2016	Pending [0%]	0.00	178034	0.00	4
Details	The City of Kenora has the potential to reduce the energy consumed by its streetlights by upgrading its network to LEDs. The City of Kenora currently has a proposal to upgrade its streetlights to LED from Kenora Hydro.								
Upgrade Water Treatment Plant Heating system	Water Treatment Plant	John Nabb	2014	2014	Pending [0%]	0.00	0	0.00	0
Details	Current facility is completely heated electrically, conversion to natural gas will increase efficiency and reduce cost significantly.								

Appendix A

Energy Consumption and Greenhouse Gas Emissions Reporting - for 2012

Operation Name	Annual Flow (Mega Litres)					Total (calculated in webform)		
		Electricity		Natural Gas		GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litre)
		Quantity	Unit	Quantity	Unit			
City Hall	0	186388	kWh	20738	Cubic Meter	57108.53	33.60208	0
Kenora Library	0	141406	kWh	11648	Cubic Meter	35602.66	53.68388	0
Pavillion	0	58045	kWh	0	Cubic Meter	5574.642	35.98574	0
Keewatin Library (Seniors)	0	21412	kWh	2297	Cubic Meter	6399.179	10.02275	0
Lake Of the Woods Museum	0	154574	kWh	7478	Cubic Meter	28983.4	16.84287	0
Harbourfront Tent	0	38640	kWh	0	Cubic Meter	3710.986	2.237406	0
Kenora Police Station	0	135258	kWh	26032	Cubic Meter	62206.98	42.47477	0
Kenora Recreation administrative area	0	314840	kWh	8058	Cubic Meter	45471.91	31.80421	0
Kenora Recreation Wellness Centre	0	657000	kWh	16819	Cubic Meter	94896.74	31.8017	0
Kenora Recreation Thistle Arena	0	812100	kWh	20789	Cubic Meter	117298.3	31.80153	0
Kenora Recreation Swimming Pool	0	361125	kWh	9244	Cubic Meter	52159.4	31.80119	0
Keewatin ice rink	0	525420	kWh	61401	Cubic Meter	166547.7	43.29203	0
Jaffray Mellick Administrative wing	0	9372	kWh	4125	Cubic Meter	8698.923	8.062361	0
Jaffray Mellick Arena	0	32802	kWh	14437	Cubic Meter	30445.29	8.062131	0
Transfer station	0	45669	kWh	0	Cubic Meter	4386.051	39	0
Lake of the wood Cemetery office	0	23400	kWh	0	Cubic Meter	2247.336	39	0
Operation Building (Administrative)	0	259000	kWh	25555	Cubic Meter	73189.33	14.34035	0
Operation building Storage Garage	0	224000	kWh	22080	Cubic Meter	63258	14.33317	0
Operation Building Maintenance	0	89565	kWh	8828	Cubic Meter	25292.28	14.33271	0
Water Treatment Plant	2386993	1846000	kWh	0	Cubic Meter	177289.8	97.15789	0.773358
Sewage Treatment Plant	2517668	2844000	kWh	2517668	Cubic Meter	5033109	2691.019	11.75739
Jaffray Mellick Office Building	0	16437	kWh	0	Cubic Meter	1578.609	8.165425	0
Keewatin Fire Hall	0	62843	kWh	11516	Cubic Meter	27807.9	102.3384	0
Jaffray Mellick Garage (Sunset trail riders)	0	9764	kWh	9071	Cubic Meter	18087.61	17.78368	0
Discovery Center	0	10277	kWh	0	Cubic Meter	987.0031	3.425667	0
Parkade	0	70877	kWh	0	Cubic Meter	6807.027	4.169235	0
Museum annex	0	2972	kWh	0	Cubic Meter	285.4309	1.981333	0



The Corporation of the City of Kenora Energy Conservation and Demand Management Statement

Declaration of Commitment:

The Corporation of the City of Kenora will allocate the necessary resources to develop and implement an Energy Conservation and Demand Management Plan as required under Regulation 397/11 of the Green Energy Act. Council supports energy planning because it will help avoid cost increases, improve service delivery, and support local industry while protecting human health and the environment. Our Energy Conservation and Demand Management Plan will reduce our energy consumption and its related environmental impact as outlined in our overall target. Staff and council will ensure that the objectives presented in this plan are achieved and that progress towards those objectives is monitored on an ongoing basis. Staff and council will update the plan as required under Regulation 397/11 of the Green Energy Act or any subsequent legislation.

Vision:

We will strive to continually reduce our total energy consumption and associated greenhouse gases (GHGs) through wise and efficient use of energy and resources while still maintaining an efficient and effective level of service for our clients and the general public. This will involve a collaborative effort to increase the education, awareness, and understanding of energy management within the municipality. Total energy consumption includes electricity, natural gas, and oil. This vision can be achieved through the integration of energy efficiency facility infrastructure, operational efficiencies, and building the foundation for a culture of energy awareness and knowledge within the municipality. While commitment from Council and Senior Management is crucial, everyone has a role in the wise use of energy and to showcase appropriate leadership within corporate facilities and operations.

Policy:

The Corporation of the City of Kenora will incorporate energy efficiency into all areas of our activity including our organizational and human resources management procedures, procurement practices, financial management and investment decisions, and facility operations and maintenance. As a major component of the operating costs of municipal facilities and equipment, energy costs will be factored into the lifecycle cost analysis and asset management analyses and policies of the municipality. All departments have clear links to some or all of the goals and objectives of the Energy Conservation and Demand Management Plan.

Goals:

The Corporation of the City of Kenora Energy Conservation and Demand Management Plan was completed to help achieve the following goals:

1. Maximize fiscal resources and avoid cost increases through direct and indirect energy savings
2. Reduce the environmental impact of the municipality's operations
3. Increase the comfort and safety of staff and patrons of the municipality's facilities
4. To create a culture of conservation within the municipality
5. To improve the reliability of the municipality's equipment and reduce maintenance

Overall Target:

We will reduce our overall municipal energy consumption (from all facilities and streetlights) by 5% from 2014 (based on baseline data) to 2019.

Chief Administrative Officer
Karen Brown

Mayor
David Canfield



June 10th , 2014

City Council Committee Report

To: Mayor & Council

Fr: John Nabb, Facilities Supervisor

Re: Lease Renewal – Canadian Red Cross – 1008 Ottawa Street

Recommendation:

That Council give three readings to a by-law to authorize the execution of a two year lease agreement with the Canadian Red Cross for municipal property located 1008 Ottawa Street (Unit A); and further

That the Mayor and City Clerk be hereby authorized to execute the agreement.

Background:

The lease agreement with the Canadian Red Cross will expire at the end of June this year and they have indicated an interest to renew the lease agreement for a further two year term and the lease agreement.

The lease renewal (2013 \$8513.52 net amount) provides for an annual 3% escalation annually for the term of the lease, (2014 \$8768.39) (2015 \$9031.43).

Budget:

N/A

Communication Plan/Notice By-law Requirements:

City Clerk, Accounts Receivables, Facilities



June 10, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Charlotte Caron, Manager of Property and Planning
Paul VanWalleghem, Engineering Assistant**

RE: No Parking Area and Parking Meter Zones – Wolsley St and Ocean Ave

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include changes to Schedule "B" – No Parking Area – Tow Away Zones for Ocean Avenue and Schedule "G" Parking Meter Zones on Wolsley St and Ocean Ave as set out in this Report; and further

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

Background:

The President and CEO of the Lake of the Woods District Hospital contacted staff to review parking and associated issues in the vicinity of the Lake of the Woods District Hospital. City Staff and Hospital Staff met on site and reviewed the area. The identified issues are:

1. Hospital staff are parking along Ocean Avenue for free and reducing the hospital's ability to fund their parking infrastructure
2. The parking along Ocean Ave makes it difficult and congested for the residents of the area. It is particularly unsafe in the winter when snow accumulates. This was confirmed by a resident on site, who also indicated there had been an accident earlier in the week and that she had also been involved in an incident trying to get out of her driveway.
3. Cars park / stop along Wolsley St rather than going into the visitor parking lot.

To keep the area safe it is recommended that the area as per the attached map be designated as a No Parking – Tow Away Zone and that the two areas as per the attached map on Wolsley St. and Ocean Ave. have parallel metered parking installed. The Lake of the Woods District Hospital are in agreement with this proposal and the Paterson Medical Centre have no objections to the proposal. An onsite meeting was also held with Warren Spencer of the Paterson Medical Centre.

Hospital Staff have confirmed they have enough on site parking to accommodate their staff.

As such, the following changes are recommended:

Schedule "B" – No Parking Tow-Away Zones

Column 1 Street / Highway	Column 2 Location	Column 3 Side	Column 4 Time
Amend: Wolsley Street	From Sylvan Street westerly to Ocean Avenue	South	Anytime
To Read: Wolsley Street	From Ocean Avenue to 11 meters east of Nethercutt Drive	South	Anytime
And: Wolsley Street	From 45 meters east of Nethercutt Drive to Sylvan Street	South	Anytime
Amend: Ocean Avenue	From 166 meters west of Suyvan Street to Wolsley Street	North	Anytime
To Read: Ocean Avenue	From 126 meters west of Sylvan Street to Wolsley Street	North	Anytime

Schedule "G" – Parking Meter Zones

Column 1 Street / Highway	Column 2 Part of Street	Column 3 Side
Add: Wolsley Street	From 11 meters east of Nethercutt Drive easterly for 34 meters	South
Add: Ocean Ave	From 92 meters west of Sylvan Street westerly for 34 meters	North

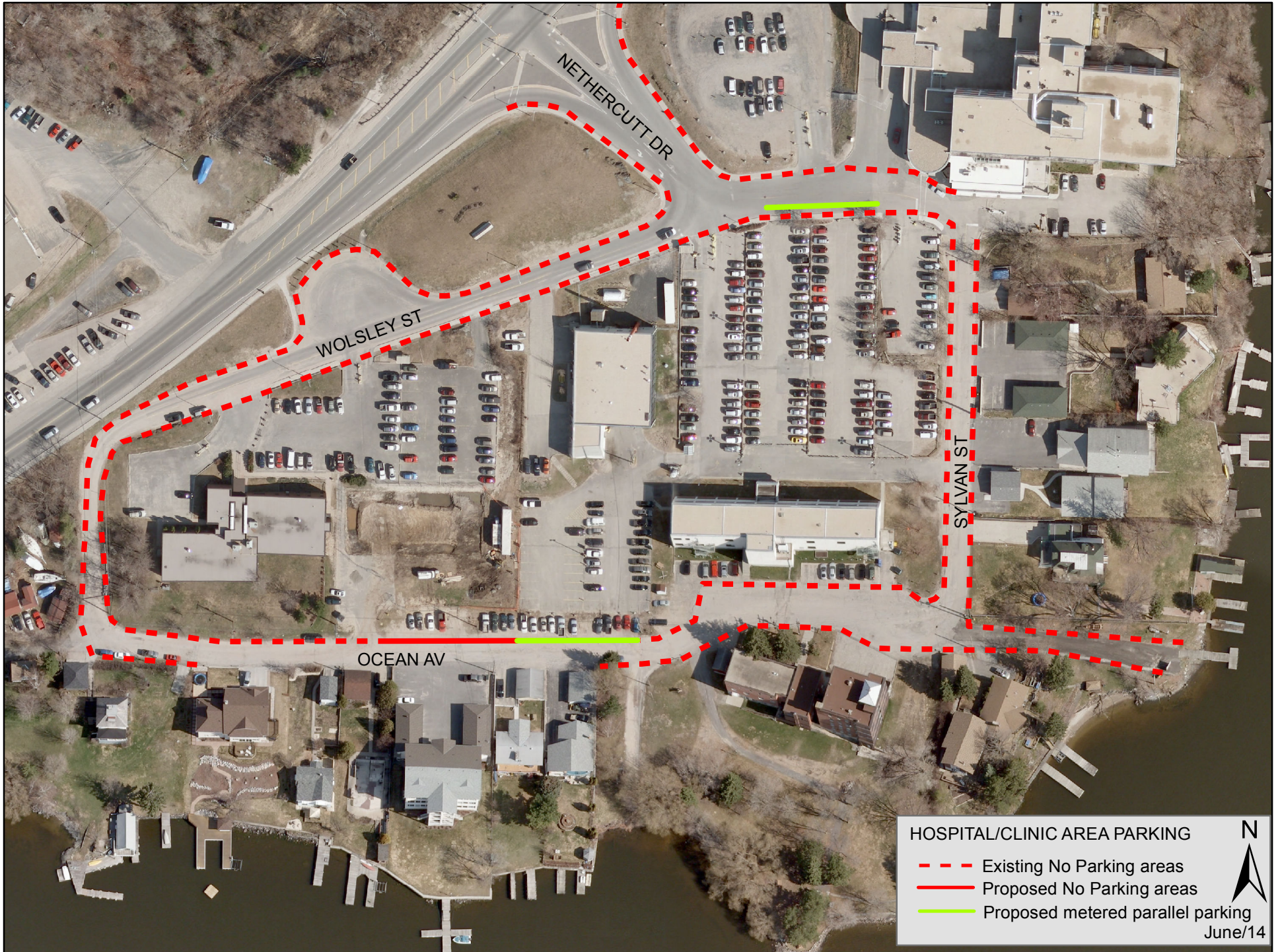
Budget:

2014 Operating Budget for signage and meter installation. Meters in stock.

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, P. Van Wallegghem, K. Koralalage, City Bylaw Enforcement, O.P.P.



HOSPITAL/CLINIC AREA PARKING

- - - Existing No Parking areas
- Proposed No Parking areas
- Proposed metered parallel parking June/14





June 10, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Charlotte Caron, Manager of Property and Planning
Paul VanWalleghem, Engineering Assistant**

RE: No Parking Area – Third Ave S and Lakeside Crescent

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include changes to Schedule "B" – No Parking Area – Tow Away Zones for Third Ave S and Lakeside Crescent as set out in this Report; and further

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

Background:

A resident of Lakeside Crescent invited the City to meet on site to discuss various issues. One of the issues brought forward and confirmed by others is that there are people that park on the corner of Lakeside Crescent and Third Ave S while they are at their properties on the lake. With the new subdivision under development on Third Ave S there is currently increased traffic and as more lots are developed it is expected that traffic will further increase. To keep the area safe it is recommended that the area as per the attached map be designated as a No Parking – Tow Away Zone. As such, the following changes are recommended:

Schedule "B" – No Parking Tow-Away Zones

Column 1 Street / Highway	Column 2 Location	Column 3 Side	Column 4 Time
Add: Third Ave S	From 130 meters south of Lakeside Crescent southerly for 50 meters	West	Anytime

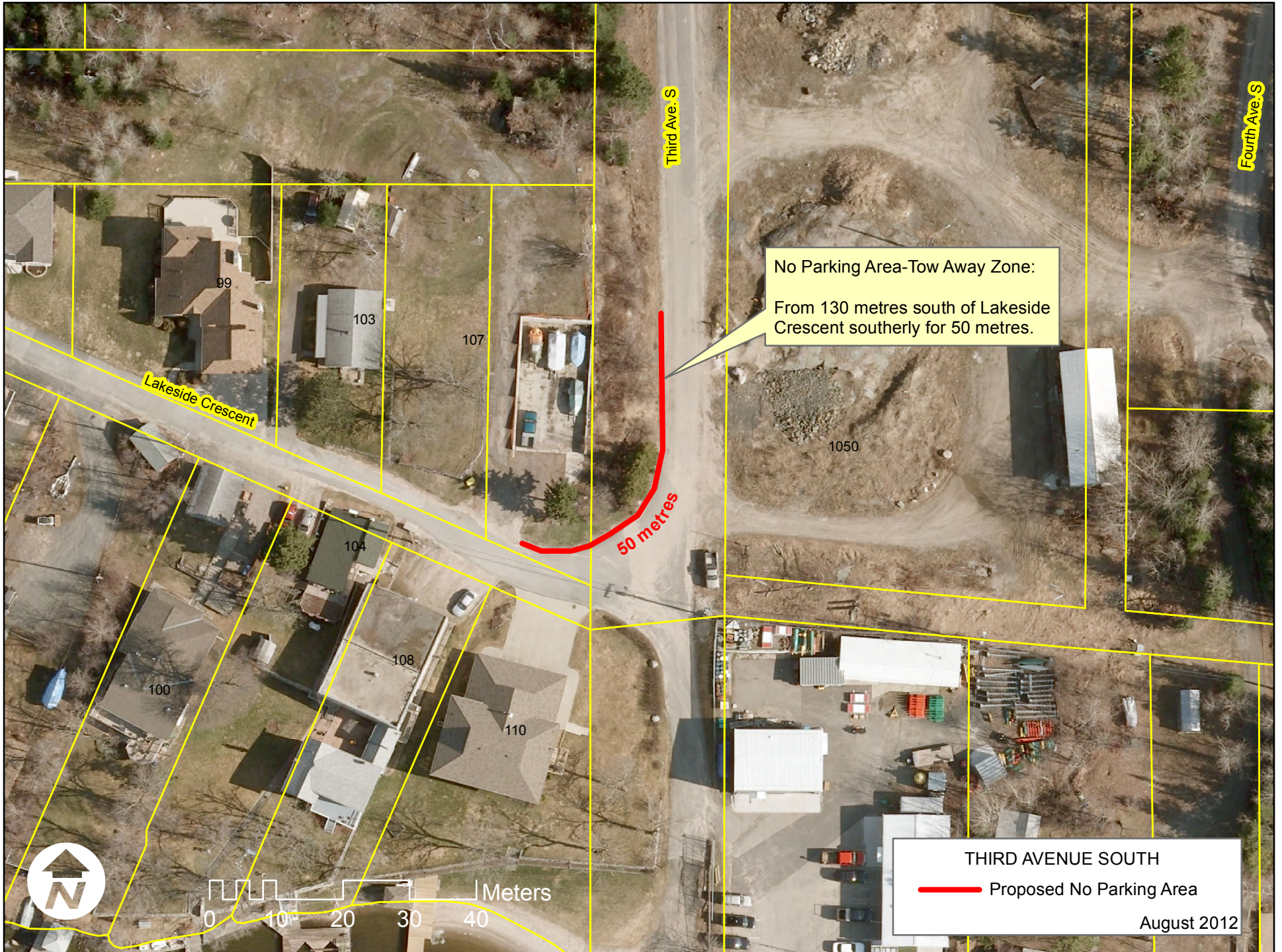
Budget:

2014 Operating Budget for signage

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, P. Van Walleghem, K. Koralalage, City Bylaw Enforcement, O.P.P.



THIRD AVENUE SOUTH
— Proposed No Parking Area
August 2012



PROCLAMATION

By Virtue of Authority

Vested in me

I Hereby Proclaim

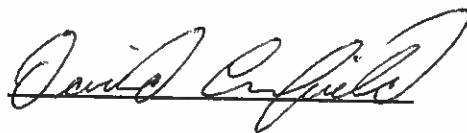
June 15 — 21 , 2014

As **“Seniors Week”**

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

Proclaimed at the City of Kenora

this 20th day of February, 2014



His Worship Mayor David S. Canfield