



City of Kenora Committee of the Whole of Council Agenda

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

	Pages
1. 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.	
2. Confirmation of Previous Committee Minutes -Regular Committee of the Whole meeting held February 11, 2014	
3. Presentations N/A	
4. Deputations N/A	
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11. Other	
12. Date of Next Meeting	
Tuesday, April 8, 2014	
13. Adjourn to Closed	
That this meeting now adjourns at _____ p.m.; and further	
That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following:-	
i) Disposition of Land (1 item)	
ii) Personal Matter about an Identifiable Individual (2 items)	

14. Reconvene to Open Meeting

15. Close Meeting



March 3, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk

RE: 2014 NOMA Annual General Meeting

Recommendation:

That authorization is hereby given for the following Members of Council to attend the 2014 Northwestern Ontario Municipal Association (NOMA) Annual General Meeting taking place in Fort Frances, April 23, 24 & 25, 2014:-

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

Background:

The Annual General Meeting of NOMA will take place in Fort Frances on April 24, 25 and 26 at the Memorial Sports Centre. Four rooms have been reserved at La Place Rendezvous Hotel for Council's attendance along with two staff members. The welcome reception starts Wednesday at 6:00 p.m. with the meeting wrapping up Friday at 4:00 p.m. following the Ministers' Forum

Budget:

Council's Travel and Conference budget

Communication Plan/Notice By-law Requirements:

N/A

Annual General Meeting

April 23, 24 & 25, 2014

Memorial Sports Centre, Fort Frances, ON

Agenda at a Glance

Wednesday, April 23:

6:00 pm-8:00 pm

Welcome Reception &
Exhibits

Thursday, April 24:

8:00 am-4:00 pm

Presentations & Exhibits

5:00 pm-8:00 pm

Banquet & Entertainment

Friday, April 25:

8:00 am-4:00 pm

Presentations & Ministers'
Forum

Accommodation, sponsor and
exhibitor information available at:
www.noma.on.ca

REGISTRATION FORM	FEE SCHEDULE
Contact Name:	Full Conference Member/Ministry: \$225 <input type="checkbox"/> Non-member: \$450 <input type="checkbox"/> (includes all meals: Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)
Municipality/Ministry/Company:	
Address:	Sponsor \$ _____ <input type="checkbox"/> Exhibit booth \$500 <input type="checkbox"/> (See exhibitor package for more information)
City/Province/Postal Code:	
Phone:	Requirements: Power Yes No Indicates special requirements on signed waiver.
Email:	Add'l Exhibit Staff \$225 <input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)	
	Thursday Dinner Only <input type="checkbox"/> Member/Ministry: \$60
	Total Fee \$
Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662 Email: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to April 10, cancellations after that date will not be refunded. Please advise of any dietary restrictions.	Cheque attached OR VISA/MC #:
	Expiry date:



03 March 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk

RE: Appointment to Kenora Community Policing Committee

Recommendation:

That Council of the City of Kenora hereby appoints OPP Constable Laurie Harkof to the Kenora Community Policing Committee to replace Constable Dave Cain as the one voting Member representing the Ontario Provincial Police in keeping with the Committee's Terms of Reference By-law Number 68-2011; and further

That the term of this appointment shall be at the pleasure of Council but not to exceed November 30, 2014.

Background:

Constable Dave Cain is currently the Ontario Provincial Police representative member appointed to the Community Policing Committee. Community Services/Media Relations OPP officers have been attending the meetings regularly to update the Committee in his absence. The Committee was informed at their last regular meeting that OPP Constable Laurie Harkof will be the representing officer to attend meetings regularly to give the Community Services Officers' Reports.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



24 February 2014

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Extension of Contract – Closed Meeting Investigator

Recommendation:

That Council give three readings to a by-law to authorize an extension to the contract agreement between the City of Kenora and Paul S. Heayn for Closed Meeting Investigator Services; and further

That this extension shall be in effect as of January 1, 2014 to and including December 31, 2014 under the same terms and conditions as set out in the contract authorized by Kenora's By-law Number 69-2011.

Background:

It has come to my attention the 2011 contract with Paul Heayn, Closed Meeting Investigator approved by By-law #69-2011 expired on December 31, 2013. The agreement between Mr. Heayn and Kenora also includes the following municipalities: Atikokan, Dryden, Fort Frances, Thunder Bay, Oliver Paipooonge, O'Connor, Ear Falls, Machin and Red Lake.

When the lead municipality had the agreement prepared it was to have been in effect for the full term of the current Council at least or basically until December 31, 2014, however that date was overlooked.

In order to fulfill this year's requirements which have been budgeted for, the various municipalities are approving the extension of Mr. Heayn's contract under the same terms set out in the 2011 contract for this year, including the required \$500 retainer and that amount will also hold for the next term to 2018. It is expected a new contract will be prepared for that upcoming term and will be in effect from January 1, 2015 to December 31, 2018.

Budget:

The \$500 retainer has been included in the 2014 budget together with an additional expense line for any associated costs in the event of an investigation. The \$500 retainer should be flagged for inclusion in future budgets based on above reference to a further contract with Mr. Heayn for the next term of Council.

Communication Plan/Notice By-law Requirements:

L. D'Argis, City of Thunder Bay, Accounts Payable



March 3, 2014

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Charlotte Edie, Treasurer

Re: Council Remuneration

Recommendation:

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

Background:

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statements of remuneration are included for the following: City of Kenora Council, City of Kenora Police Board, and the Kenora Hydro Electric Corporation Ltd. Board and the Northwestern Health Unit.

Budget:

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

Communication Plan/Notice By-law Requirements:

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

MEMORANDUM

DATE: March 3, 2014

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures

The following is a summary of Council remuneration and expenditures, excluding Boards and Commissions, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel & Conference</u>
Canfield	\$ 30,810	4,056	10,432
Lunny	15,405	1,518	5,671
McKay	15,405	1,183	3,139
Smith	15,405	1,183	2,425
Roussin	15,405	2,535	4,983
McMillan	15,405	842	2,719
Gallivan	15,405	1,690	2,836

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: March 3, 2014

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Kenora Hydro Electric Corporation Ltd. Board

The following is a summary of Board remuneration and expenditures for the Kenora Hydro Electric Corporation Ltd. Board, in accordance with the Municipal Act:

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel & Conference</u>
Lucas	2,040	250	2,126
McDougall	2,040	0	0
Carlson	2,040	0	0
Lunny	2,040	0	0

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: March 3, 2014

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Northwestern Health Unit

The following is a summary of Commission remuneration and expenditures for the Northwestern Health Unit, provided in accordance with the Municipal Act:

	<u>Member</u>	<u>Stipend</u>	<u>Travel & Conference</u>
	Canfield	\$ 891	\$ 617
Smith	\$ 729		\$ 637

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

cc: Karen Brown, CAO

MEMORANDUM

DATE: March 3, 2014

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the City of Kenora Police Board

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

<u>Member</u>	<u>Stipend</u>	<u>Per Diem Allowance</u>	<u>Travel & Conference</u>
Wasacase	2,040	845	2142
Canfield	2,040	486	0
McMillan, G.	2,040	845	2,784

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

cc: Karen Brown , CAO



February 28, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Deputy Clerk

RE: Various Municipal Election Bylaws

Recommendation:

That Council gives three readings to the following by-laws in preparation for the upcoming Municipal Elections:

- i) To authorize the execution of an Addendum to the existing Memorandum of Understanding with Comprint Systems Incorporated (Datafix) for Municipal VoterView Services in conjunction with the 2014 Municipal Election;
- ii) To authorize the execution of a contract with ScytI Canada Inc. for services of telephone/internet voting provider for the 2014 Municipal Election.

Background:

Use of Telephone/Internet Voting:

In December 2013, I made a presentation to Council to use an alternate voting method for the upcoming 2014 Municipal Elections and Council was in support of this change. As such, a bylaw was adopted in December to authorize the use of telephone/internet voting in the municipal election. Other municipalities who have used telephone/internet voting services in past elections have experienced increased voter turn-out and this is the expectation for Kenora with the change in voting method.

Agreement for Voter Management Services:

In conjunction with the telephone/internet voting system and on an ongoing maintenance basis, the City has had a contract with DataFix for a variety of items associated with the election process for a number of years. This agreement is a continuation of that contract with the addition of various enhancements required during an election year, along with optional modules to enhance voter accessibility to their information. For example, DataFix will provide the necessary tools for the City to manage the voter database, such as: web hosting platforms; voter list management; internet voter look up and internet voter registration. These additional platforms will allow a voter to review on-line if they are on the voter list as well as register to vote.

The DataFix contract cost includes the following:

- \$1,250 for list management services
- \$1,125 for internet voter lookup access
- \$1,250 for internet voter registration
 - Total DataFix contract = 3,625.00 plus applicable taxes

Agreement for Voting Method Services:

In January 2014 I created an RFP for telephone/internet voting services and emailed out to 5 service providers in Canada. After extensive review by Joanne McMillin, myself and Jim Carambetsos (IT Services), Scytl Canada Inc. was the selected tender applicant. Scytl provides a certified global solution that is recognized as the worldwide leader in secure election management and electronic voting systems. Specializing in election support and modernization technologies, Scytl offers the first end-to-end election preparation, management and electronic voting platform, providing the highest security and transparency standards currently available. They have capitalized on their more than 18 years of research to develop election-specific cryptographic security technology protected by more than forty international patents and patent applications, making Scytl the largest patent portfolio holder in the industry and having in excess of 75% of the worldwide market in internet voting systems.

Since moving into the market in Canada in 2011, Scytl Canada has been successful in securing several projects nation-wide including but not limited to, Municipality of Halifax, Elections Ontario, City of Toronto, City of Calgary, City of Edmonton, Directors Guild, BC Nurses Union, ACTRA, Nipissing First Nations, Union of Ontario Indians, Saskatchewan NDP and National NDP leadership elections. Scytl Canada is currently engaged with various levels of governments and Universities to initiate research and development projects to help standardize internet voting processes in Canada.

To date Scytl had already been selected as the provider of internet/telephone voting services for the 2014 Municipal Elections by the following Ontario municipalities: City of Toronto, Greater Sudbury, Northern Bruce Peninsula, Leamington, North Glengarry, South Glengarry, North Dundas, South Dundas, North Stormont and South Stormont. At the time of the RFP submission they were expected to grow much bigger as other municipalities make their recommendations to their Councils.

As noted above, we have had a long standing agreement with DataFix for voter management systems and Scytl understands the integrity of elector data is integral to running a successful election. Scytl is fully integrated with DataFix and the modules will work together from the beginning of the process until the completion of the election. The integration will allow ensuring that the 2014 elector list meets and exceeds the highest standard of merge/purging/duplication file identification to identify and eliminate duplicate elector files. The full advantage to using both DataFix for management services along with Scytl is the systems allow for capabilities over and above the required data cleansing which will accommodate real time voter strike off, real time additions, deletions and updates to the voters list as well as a full featured set of management tools to assist in the election process.

Upon review by Jim Carambetsos from our IT Services, they are quite satisfied with the technical aspects of the proposal and feel that Scytl has a proven record along with exceptional security and platforms in place to ensure reliable election results.

The Scytl price breakdown includes:

- \$14,365 total price for telephone/internet voting
- \$11,375 total price for voter notification letters
- \$2,780 price for help desk level 1 support

This pricing includes:

- ✓ An integrated internet and telephone voting solution
- ✓ Complete integrated data base to record voting from both internet and telephone voting and convey results to the City in the format required to count and report on the internet and telephone voting results
- ✓ Software, hardware, telephone solution
- ✓ Data migration to/from City data sources
- ✓ Software configuration to meet Municipal Elections Act
- ✓ Training for Elections officials
- ✓ On-going support through entire process
- ✓ Election website for electors to access the on-line voting application and any information related to on-line voting
- ✓ Voter help agent that assists all voters with any problems accessing the site
- ✓ Assignment of all PIN numbers to electors and included on a voter instruction letter to be mailed out to each eligible voter
- ✓ Training to technical and election staff, candidates and voters (when required)

Budget:

Total budget for both of these contracts to run the municipal elections is \$32,145 plus applicable taxes. This has been included in the 2014 operating budget for Council consideration.

Communication Plan/Notice By-law Requirements:

N/A



March 4, 2014

**City Council
Committee Report**

To: Mayor Canfield & Members of Council

Fr: Charlotte Edie, Treasurer

Re: Kenora Substance Abuse Mental Health (KSAMH) Task Force

Recommendation:

That Council of the City of Kenora hereby supports the request of the Kenora Substance Abuse Mental Health Task Force (the Task Force) to name the City of Kenora as a sponsor in their application for funding in the amount of \$3,500.00 from the Kenora and Lake of the Woods Regional Community Foundation to purchase communications materials.

Background:

Under prevailing income tax legislation the Kenora and Lake of the Woods Regional Community Foundation is only able to provide grants to organizations that have charitable status. This means that the Task Force needs to find a sponsor corporation to flow grants through. The Task Force is looking for support to purchase communications materials to support the Kenora Drug Strategy. The strategy is aimed at preventing and reducing the incidence of substance abuse in the City. A copy of their request has been attached for your reference.

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

Budget:

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

Communication Plan/Notice By-law Requirements:

The Task Force will be informed of Council's decision.

03 March 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk

RE: Long Term Funding for Social Housing – Letter of Support

Recommendation:

That further to the Council of the City of Kenora being advised that federal funding for housing is declining and the government currently appears to be exiting the long term commitment to address the housing needs in Canada, authorization is hereby given for Mayor Canfield to forward a letter to the Honourable Jason Kenney, Minister of Employment and Social Development imploring the federal government to work on a long term plan immediately with provincial/territorial Housing Ministers to address the need for housing across the country; and further

That a copy of the Mayor's letter be forwarded to the Honourable Linda Jeffrey, Minister of Municipal Affairs and Housing, Greg Rickford, MP, Sarah Campbell, MPP and the Kenora District Services Board.

Background:

As stakeholders the City of Kenora is concerned that the federal funding for housing is declining and the Federal government appears to be exiting the long term commitment to address the housing needs of the country. If things do not change, it is anticipated that social housing providers will see a \$1.3 billion decrease in federal funding over the next ten years. The funding shortfall was not addressed in the recent federal budget and municipalities and provinces will be left footing the bill.

Evidence already shows that Ontario does not receive its fair share of funding for housing and homelessness either on the basis of population or core housing need. Ontario should receive just over 38 percent of federal funding on the bases of populations but only receives approximately 33 percent.

With the decline of long-term federal support for social housing, there is a risk that tenants will lose their housing. The cuts will make it more difficult to continue to help over 260,000 Ontario families that currently live in social housing and make it increasingly challenging to help the 627,000 families that are in danger of losing their housing. There is a need to ensure that these tenants' homes are protected and that we remain able to help Ontarians in need of affordable housing. Canadians deserve a national housing strategy that includes the creation of new affordable housing and maintains our existing social housing units. Municipalities are being urged to forward a letter to the federal government advising that it is imperative they return to the table to work on a long term plan (the letter template is attached to this report for your reference).

Budget: N/A

Communication Plan/Notice By-law Requirements: As per recommendation.

STAKEHOLDER TEMPLATE LETTER: LONG-TERM FUNDING

Dear Minister Kenney:

On behalf of the Municipality of _____, I am writing to impress upon the federal government the urgent need to come back to the table as a partner with the Provinces and Territories in funding long term social and affordable housing for our most vulnerable residents.

We are very concerned that the federal funding for housing is declining and your government currently appears to be exiting the long term commitment to address the housing needs of the country.

If Ottawa does not change course, social housing providers across Ontario will see a \$1.3 billion decrease in federal funding over the next ten years. It was disheartening to see that this serious funding shortfall was not addressed in the recent federal budget. Municipalities and provinces will be left footing the bill.

This situation is made worse because the evidence shows that Ontario does not receive its fair share of federal funding for housing and homelessness either on the basis of population or core housing need. Ontario should receive just over 38 per cent of federal funding on the basis of population but only receives approximately 33 per cent.

With long-term federal support for social housing declining, there is a real risk that these tenants will lose their housing. These cuts will make it more difficult to continue to help the over 260,000 Ontario families that currently live in social housing and make it increasingly challenging to help the 627,000 families that are in danger of losing their housing. We need to ensure that these tenants' homes are protected and that we remain able to help Ontarians in need of affordable housing.

Canadians deserve a national housing strategy that includes the creation of new affordable housing and maintains our existing social housing units.

It is imperative you come back to the table and sit down with Provincial/Territorial housing ministers to work on a long term plan that addresses the need for housing across the country. The time to act is now.

Sincerely,

Head of Council,
Municipality of _____

Chair _____
District of _____ Social Services Administration Board

CC: Linda Jeffrey, Minister – Government of Ontario - Municipal Affairs and Housing



28 February 2014

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

**RE: Kenora Curling Club – Letter of Support for bid to host 2015
Provincial Curling Championships**

Recommendation:

That the Council of the Corporation of the City of Kenora hereby extends its support to the Kenora Curling Club in its application to host the Northern Ontario Travelers Insurance Men's Provincial Curling Championships taking place between February 4 and February 8, 2015 and recognizes this is a great event for both our community and the Kenora Curling Club; and further

That a letter of support be forwarded from the Mayor's Office for this purpose and wishing every success to the Organizing Committee in securing the bid for this event to be held in Kenora in February, 2015.

Background:

I met with Gord Denis, Co-President of the Kenora Curling Club regarding the Club's application it is submitting in hopes to be selected to host the 2015 Men's Provincial Curling Championships next February. As done in 2011 for the ladies Tournament of Hearts, the Club is seeking a letter of support to accompany their application and the deadline to do so is April 1, 2014.

At this point there is no financial support being requested however Gord did indicate should the Club be successful in its bid, they will approach the City later this year for consideration of either a Platinum or Gold sponsorship (\$2,500 and \$2,000 respectively); similar to what the City did for the Scotties two years ago.

Although it goes without saying Gord did point out that these types of events are a bit of an economic boost to our community in terms of hotels, restaurants and shopping during the 5 day event and the Committee trusts favourable consideration will be given to their request for a letter of support, and in due course, a sponsorship to the program.

Budget:

N/A - at this time; diarize for 2015 budget consideration dependent on success of bid.

Communication Plan/Notice By-law Requirements:

Gord St. Denis, Curling Club Co-President.



Kenora Curling Club Hosting Northern Ontario Travelers Insurance Men's Provincial Curling Championships

February 4th through 8th 2015

The Kenora Curling Club has put together 6 sponsorship packages for the event..

This is a great event for our community and our club and a great opportunity for sponsors to showcase their companies.

Attached are the 6 levels of sponsorship and contact information of advertisement committee.

In ice decals are still available and will be installed in December and will be in ice for the remainder of curling season.

Sincerely

Northern Men's Travelers Insurance Sponsorship Committee



27 February 2014

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Endorsation of Resolution from Arnprior – Electricity Rates

Recommendation:

That Council of the Corporation of the City of Kenora hereby supports and endorses the resolution received by the Town of Arnprior, a copy of which is attached to the February 27 report of the City Clerk, urging the Province of Ontario to ensure electricity rates both in the short and long-term allow businesses to remain competitive and the vulnerable residents of our communities in Ontario are not overburdened by ever-increasing electricity rates; and

That Council urges the Ontario Energy Board in the strongest possible way not to approve any further rate increases for electricity; and further

That a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Energy and Infrastructure, the Ontario Energy Board, the Ontario Power Authority, the Association of Municipalities of Ontario, Sarah Campbell, MPP and the Town of Arnprior.

Background:

The Town of Arnprior forwarded a request for support of its Resolution No. 059-14 dated February 10, 2014, attached hereto, with respect to the ever-increasing electricity rates across the province, in response to a request they received from the County of Renfrew. Further to comments received by Kenora Hydro's President and CEO Dave Sinclair on the matter, this item is being presented to Council to support the Arnprior resolution.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Premier Wynne, Minister of Energy/Infrastructure, Ontario Energy Board, Ontario Power Authority, AMO, Sarah Campbell, MPP, and the Town of Arnprior.



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February 11, 2014

Kathleen Wynne, Premier
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne,

Please be advised that Council of the Corporation of the Town of Arnprior, at their meeting held on February 10, 2014, adopted Resolution No. 059-14, as follows:

“WHEREAS the Council of the Corporation of the Town of Arnprior recognizes that increased electricity rates are challenging for the economic competitiveness of the Town of Arnprior and its residents;

AND WHEREAS the County of Renfrew passed a resolution on November 27, 2013 encouraging the Government of Ontario to ensure that our electricity rates both in the short and long-term, allow our businesses to remain competitive in a global environment and ensure that the vulnerable residents of our communities are not overburdened by ever-increasing electricity rates;

AND WHEREAS the Council of the Corporation of the Town of Arnprior supports the County of Renfrew in its attempt to encourage the Government of Ontario to not approve any further rate increases for electricity;

AND WHEREAS it is estimated that electricity costs will increase by approximately 50% within the next five years;

AND WHEREAS an increase in electricity rates by the Ontario Energy Board will exacerbate an existing problem for industry and consumers with low or fixed incomes in Arnprior;

• WHERE THE RIVERS MEET •


THEREFORE BE IT RESOLVED THAT the Town of Arnprior urges in the strongest possible way that the Government of Ontario ensures that electricity rates both in the short and long-term, allow our businesses to remain competitive in a global environment and ensure that the vulnerable residents of our communities are not overburdened by ever-increasing electricity rates;

AND FURTHER BE IT RESOLVED THAT this resolution be sent to the Premier of Ontario, the Minister of Energy and Infrastructure, the Ontario Energy Board, the Ontario Power Authority, Associations of Municipalities (AMO), MPP John Yakabuski, Ontario Municipalities and Local Municipalities in Renfrew County for support.

AND FURTHER BE IT RESOLVED THAT the Town of Arnprior urges the Ontario Energy Board in the strongest possible way not to approve any further rate increases for electricity.”

Your assistance in ensuring our businesses stay competitive and our residents are not overburdened by ever-increasing electricity rates is greatly appreciated.

Respectfully,



Maureen Spratt, Clerk

- c Minister of Energy and Infrastructure
Ontario Energy Board
Ontario Power Authority
AMO
John Yakabuski, MPP Renfrew-Nipissing-Pembroke
Ontario Municipalities (by email)
Renfrew County Municipalities (by email)

26 February 2014

City Council Committee Report

TO: Mayor and Council

FR: Joanne L. McMillin, City Clerk

RE: Taxi By-law Amendments – Rate Increase and Housekeeping

Recommendation:

That Council give three readings to a by-law to amend Schedule "B" to Comprehensive Taxi By-law Number 13-2013 to reflect a 3% fare increase effective April 1, 2014; and

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

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

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to adopt a by-law at its March 18 meeting, approving a 3% increase to taxi rates; and further

That these amendments to By-law Number 13-2013 shall take effect and come into force on April 1, 2014.

Background:

Several staff meetings were held which included input from two Members of Council and representation from the taxi companies at two of the meetings regarding a rate increase and potentially significant changes to the entire Taxi Regulation By-law to the extent of possibly having drivers set their own rates, to the City completely absolving itself from regulating taxis in whole or in part. The main reason the meetings were held was to determine whether or not an increase in fares was warranted as we are moving into the third year without an increase, however these discussions led to other concerns and issues regarding the overall by-law. A further meeting was held with staff, the City's Solicitor, the OPP and with input from our Insurers at which time applicable sections of the by-law were reviewed, such as insurance, age of vehicles, mechanical fitness and setting of rates. In the final analysis it was agreed to continue with the status-quo by-law with a recommendation for a 3% increase in rates for this year. It should be noted that one Taxi Company requested a 3% increase for the next three years while the other Taxi Company agreed to a 3% increase for this year only. As a compromise it is recommended a 3% increase be approved this year and every other year as per the attached draft by-law Schedule 'B'. The rates would come into effect April 1 this year, and then in 2016 and 2018. The only rates affected are for the first 40 meters and the hourly waiting time rate; limousine fees remain unchanged. Subsequent to the rates, it is also being recommended the amendment reflect that drivers publicly post the fares in their vehicles together with a copy of their photo ID.

Budget:

N/A

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

THE CORPORATION OF THE CITY OF KENORA



SCHEDULE "B" TO BY-LAW NUMBER - 2014

RATES AND FARES – Effective April 1, 2014

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

- For the first 40 meters or part thereof: ~~Current \$4.30~~ \$4.45 (includes HST)
- For each additional 40 meters or part thereof: **same** \$.10

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

- same** \$.40 (includes HST)
- OR hourly: ~~\$48.00~~ \$ 49.45

Courtesy Discount: At the discretion of the taxi-cab owner, any person who has attained the age of sixty-five (65) years may be entitled to a discount of ten (10%) percent from the metered rate.

RATES AND FARES – Effective April 1, 2016

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

- For the first 40 meters or part thereof: \$4.55 (includes HST)
- For each additional 40 meters or part thereof: \$.10

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

- \$.40 (includes HST)
- OR hourly: \$ 50.90

Courtesy Discount: At the discretion of the taxi-cab owner, any person who has attained the age of sixty-five (65) years may be entitled to a discount of ten (10%) percent from the metered rate.



3 March 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:

- February 4 - Event Centre Committee
- February 14 - Committee of the Whole and Property & Planning
- February 18 - Kenora Community Policing Committee

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

- August 2012 to January 2014 (various minutes) – Brand Leadership Team
- January 17 - Northwestern Health Unit Board of Health
- January 21 & February 18 - Planning Advisory Committee
- January 29 - Kenora Police Services Board
- January 30 - District of Kenora Home for the Aged Board of Management
- February 18 - Kenora Urban Trails Committee; and further

That these Minutes be circulated and ordered filed.

Background:

This static monthly report appears on the Committee of the Whole Agenda (Business Administration-BA) for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

The Minutes being received are typically from local Boards or Corporations for information only (and cannot be 'approved' by Council).

The various Minutes will appear under separate cover as an attachment on SharePoint to this report.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



February 4, 2014

City Council Committee Information

TO: Mayor and Council

FR: Event Centre Committee

RE: Event Centre Next Steps

For the purpose of information and discussion this report is to provide council with a brief update as to what the Event Centre Committee sees as the next steps in their process.

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

The recent work completed by Stantec and Nelson Architecture, submitted to council in February, with their design and projected capital and operating costs for an expansion to the Kenora Recreation Centre; provides the basis for further analysis. This report illustrates that it is feasible for the City of Kenora to support an expanded facility however; further detailed information, design work and a traffic flow study will need to be investigated.

The Event Centre Committee is seeking council support to continue to move forward which may include the development of a proposal to undertake a financial analysis encompassing costs of operating and capital. This may also be an opportunity to address a city wide parking study to support future tourism development in the city.

The Committee would like to have discussion with Council and senior management to identify and define the elements that encompass the next phase of the business case to ensure that council would have all the information to confidently move forward in their decision.

Once these elements have been established the Committee would like to seek funding partners to complete the agreed upon business case; building on where Stantech/Nelson, the Committee and other community studies have left off.



March 3, 2014

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: Seven Generations Education Institute – Letter of Support

Recommendation:

That Council authorizes the Mayor to sign a letter of support on behalf of the City of Kenora to Seven Generations Education Institute for the Manidoo Baawaatig campus improvements in Kenora.

Background:

In July 2013, Seven Generations Education Institute purchased the former Lakewood School building from the Keewatin Patricia District School Board. The purchase and redevelopment of the school has direct synergies with the Economic Development Plan and the Education & Training goals of increasing post-secondary opportunities in Kenora.

One of the elements of the building reconstruction is the inclusion of a hi-tech meeting space which will incorporate Cisco Telepresence technologies for conferences and meetings.

Budget:

No impact to City of Kenora budget

Communication Plan/Notice By-law Requirements:

EDO, 7 Generations, LOWDC



March 3, 2014

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: Cultural Development Fund Agreement – Kenora Arts Project

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into an agreement between the Corporation of the City of Kenora and Her Majesty the Queen in Right of Ontario as represented by the Minister of Tourism, Culture and Sport, effective April 1, 2014 for the Kenora Arts Project – Arts Professional Development Initiative; and further

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

Background:

In September 2013, Council passed a resolution directing staff to complete a funding application to the Cultural Development Fund program for the Kenora Arts Project (KAP) Arts Professional Development Initiative. The purpose of the project is to hire a social media trainer to provide a hands-on training workshop for local and area artists of all genres about doing business via social media.

The Kenora Arts Project is a two year project funded by the Ontario Trillium Foundation. The project is led by the Lake of the Woods Arts Community (LOWAC) and has 8 partner organizations: Confederation College, City of Kenora/Lake of the Woods Development Commission, Festival of the Arts, Lake of the Woods Concert Group, Lake of the Woods Centre for the Arts, Word on the Water, Harbourtown BIZ and TryLight Theatre.

Budget:

17,900 Total:

\$8,950 CDF (approved)

\$8,950 KAP (approved)

Communication Plan/Notice By-law Requirements:

EDO, KAP, Finance



March 3, 2014

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: Cultural Development Fund Agreement – Tunnel Island Common Ground Project

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into an agreement between the Corporation of the City of Kenora and Her Majesty the Queen in Right of Ontario as represented by the Minister of Tourism, Culture and Sport, effective April 1, 2014 for the Tunnel Island Common Ground Project; and further

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

Background:

In July 2013, Council passed a resolution directing staff to complete a funding application to the Cultural Development Fund program for the Tunnel Island Common Ground Project. The purpose of the project is to hire a facilitator who specializes in aboriginal/non-aboriginal board development and governance and to complete a Tunnel Island Strategic Plan.

Budget:

\$55,000 Total:

\$25,000 CDF (approved)

\$10,000 Common Ground Research Forum (requested)

\$20,000 AANDC (requested by Grand Council Treaty #3)

Communication Plan/Notice By-law Requirements:

EDO and Tunnel Island partners in coordination with funders for media event



5 March, 2014

City Council Committee Report

TO: Mayor and Council

FR: Warren F. Brinkman, Emergency Service Manager

**RE: Fire Dispatch/Control System Memorandum of Understanding with
Central Ambulance Communication Centre**

Recommendation:

That Council of the City of Kenora gives three readings to a by-law to authorize the execution of an agreement between the Corporation of the City of Kenora, Kenora Central Ambulance Communications Centre and the Lake of the Woods District Hospital for provision of a Fire Dispatch/Control System for a five year term commencing on 1 April 2014 and expiring on 31 March 2019; and further

That By-Law Number 202-2010 be repealed.

Background:

Subject to Council Resolution #21 dated 17 March 2008, Council tasked the Emergency Services Manager for the City of Kenora Fire and Emergency Services to investigate all Fire Dispatch options; and further that the investigation include a financial analysis of each option. As such a Request for Proposal for a Fire Dispatch/Control System was developed (RFP No. CKFES-2008-002) and distributed.

Responses were received from Kenora Central Ambulance Communications Centre, Dryden Police Services, and Northern 911. On 12 May 2008 by way of resolution Number 22, Council awarded the Fire Dispatch Control System to the Kenora Central Ambulance Communications Centre.

An agreement between the City of Kenora, Kenora Central Ambulance Communications Centre-Lake of the Woods District Hospital, and her Majesty the Queen in the Right of the Province of Ontario as represented by the Minister of Health was developed and resulted in By-Law Number 202-2010. This By-Law expired on 31 December 2013. Subsequently a new agreement has been developed (please reference the attached) and save and except for the signatory parties, the agreement substantially remains the same as originally crafted.

Budget:

As submitted in the 2014 Operating Budget, the rates per call for service remain unchanged.

Communication Plan/Notice By-law Requirements:

City portal/media



5 March 2014

City Council Committee Report

TO: Mayor and Council

FR: Warren F. Brinkman, Emergency Service Manager

RE: OAFB Board of Directors

Recommendation:

That Council of the City of Kenora supports the Ontario Association of Fire Chiefs' (OAFB) Nominating Committee's nomination of Fire & Emergency Services Manager Warren Brinkman for re-election to the Ontario Association of Fire Chiefs 2014/2015 Board of Directors.

Background:

The Ontario Association of Fire Chiefs is an Association incorporated under the laws of the Province of Ontario as a Corporation without Share Capital.

The objectives and the intent of the Association are in part to promote management excellence for fire, emergency services and life safety.

These fundamental principles of the Association are augmented and facilitated through partnerships with the Office of the Fire Marshal and Emergency Management, The Ontario Fire College, and other allied Associations and Agencies.

The undersigned has been a member in good standing of the Ontario Association of Fire Chiefs since 2000.

For five years this writer served the Kenora and Rainy River Districts as the OAFB's Zone representative.

For the past eight years the undersigned has been elected to the OAFB Board of Directors and as such has served on several committees. As a Director this writer receives no remuneration for acting as such.

Notwithstanding, save and except for the undersigned's time, all expenses incurred to attend meetings to conduct the affairs of the OAFB are reimbursed by the Ontario Association of Fire Chiefs.

Budget:

No budget required save and except for the Emergency Service's Manager's time.

Communication Plan/Notice By-law Requirements:

N/A



5 March 2014

City Council Committee Report

TO: Mayor and Council

FR: Warren F. Brinkman, Emergency Services Manager

RE: Kenora Safe Grad 2014

Recommendation:

That Council of the City of Kenora supports the work of the Kenora Safe Grad Committee towards an all-inclusive, drug/alcohol free, safe celebration of graduation from high school; and further

That a grant in the amount for \$3000.00 be authorized for the use of the Kenora Recreation Centre for this purpose.

Background:

Safe Grad is a gift from the community, a gift from businesses, service clubs, interested citizens, parents, grandparents, and caregivers of the graduates. Safe Grad is an alcohol and drug free graduation party. Safe Grad is an all-night long party that celebrates our 2014 graduating classes from Thomas Aquinas, Beaver Brae, Baibombeh Secondary, and Wabaseemoong Schools. In addition the graduating class from Grassy Narrows Post Secondary School is invited to this celebration. Last year's party was an enormous success. There were over 227 grads and their guests who attended Safe Grad. The other notable is the number of returning graduates who volunteer to help with this event. This is another sign to the Committee that the message is getting through and carrying over into young adults.

Graduation is highly charged with emotion. Often this day is viewed as the rite of passage to adulthood. As we know, combining our emotions of this day of celebration with the deleterious effects of alcohol and or drugs often leads to a night that is not so good to remember. The increased risk of injury and sometimes death is not worth it! The anxiety of parents, family and friends and the community can be minimized and even prevented with a Safe Grad Party.

Entirely supported by Corporate Sponsorship, donations, and Volunteers, Safe Grad is thriving and entering its twelfth year with graduates from area post secondary schools as its beneficiaries. We are hopeful that the graduating class from Grassy Narrows will join us in this celebration.

The Safe Grad Committee spends the year raising funds in order to provide this exceptional opportunity to high school graduates on one of the most important days in their life.

Budget: As set out in Operating Budget 2014

Communication Plan/Notice By-law Requirements: Municipal Memo, Portal, and Media.



February 21, 2014

City Council Committee Report

TO: Mayor and Council

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

RE: 2013 Kenora Drinking Water System Summary Report

Recommendation:

That the Council of the City of Kenora hereby receives the 2013 Kenora Drinking Water System Summary Report, for the period January 1st, 2013 to December 31st, 2013, as prepared by Biman Paudel, Water and Sewer Supervisor.

Background:

In accordance with the Safe Drinking Water Act, 2002 – O. Reg. 170/03 under Schedule 22 it is the responsibility of the Water & Sewer Department to provide a Summary Report of the water system to the Municipal Council no later than March 31st of each year after 2003. The Kenora Water Treatment Plant and Distribution System recorded one (1) non-compliance violation under the Safe Drinking Water Act from January 1st, 2013 to December 31st, 2013 as identified in the Ministry of the Environment's 2013 Water System Inspection. The attached Report, submitted by Biman Paudel details the duration of the violation and corrective action taken to bring the City of Kenora's drinking water system into compliance. The one (1) non-compliance is as follows:

There was no evidence which indicated that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Permit and License issued under Part V of the SDWA.

The non-compliance issue was addressed immediately. Along with the non-compliance violation there were three (3) identified recommendations and best practice issues as outlined in the attached Report. In summary, although there was one (1) non-compliance violation at the time of the inspection all testing results were within or exceeded the Ontario Drinking Water Standards as set out under the Safe Drinking Water Act.

The City of Kenora has received an inspection rating of 98.97% for 2013, which is an improvement over 87.01% for 2012 and more in line with 99.03% in 2011 and 100% in 2010. The MOE's "Application of Risk Methodology" included within the Report states: "It is important to be aware that an inspection rating that is less than 100 percent does not mean that the drinking water from the system is unsafe. It just shows the areas where a system's operation can improve."

Budget: N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, B. Paudel, MOE local (Aaron Causyn)



February 27, 2014

City Council Committee Report

TO: Mayor and Council

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

RE: 2014 Urban Street and Highway Line Marking Tender

Recommendation:

That the following tenders for the 2014 Urban Street and Highway Line Marking (plus HST), be received:-

	<u>Line Marking</u>	<u>Hr Rate -</u>	<u>Bike Symbols</u>
Rite-Way Decorators Ltd	\$ 123,617.63	\$75.00	\$ 125.00
North-West Lines	\$ 99,325.00	\$75.00	\$ 75.00
Upper Canada Asphalt Inc	\$ 130,014.00	\$180.00	\$ 98.00; and further

That the tender from North-West Lines, in the amount of \$99,325.00 (plus HST) with an hourly rate of \$75.00 (plus HST) for extra work and a rate of \$75.00 (plus HST) per unit for Bicycle Symbols, be hereby accepted.

Background:

Tenders for the 2014 Urban Street and Highway Line Marking Tender closed on Thursday, February 27, 2014, with three (3) companies submitting the following base tender pricing: (plus HST):

	<u>Line Marking</u>	<u>Hr Rate -</u>	<u>Bike Symbols</u>
Rite-Way Decorators Ltd	\$ 123,617.63	\$75.00	\$ 125.00
North-West Lines	\$ 99,325.00	\$75.00	\$ 75.00
Upper Canada Asphalt Inc	\$ 130,014.00	\$180.00	\$ 98.00

Last year's tender was awarded to North-West Lines in the amount of \$92,500.00 (plus HST) and \$75.00 (plus HST) per hour for extra work and \$75.00 (plus HST) per unit for Bicycle Symbols.

The tender is made up of the following components: Urban Street Line Marking (all intersections centre lines, parking stalls and other areas), School Crosswalks, Transfer Station, Bayview Parking Lot, City Hall Parking Lot, McLeod Park Parking Lot, Harbourfront Parking Lot, Keewatin Arena Lot, Operation's Centre Parking Areas and Garage, Police Parking Lot (Hwy 17), Discovery Centre Parking Lot, Kenora Recreation Centre Parking Lot, Highway Line Marking and a second painting of School Crosswalks just prior to the start of school in the fall.

Budget: 2014 Operating Budget, pending approval

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, M. Vogrig, K. Koralalage



February 28, 2014

City Council Committee Report

To: Mayor & Council

**Fr: Richard Perchuk, Operations Manager
Mukesh Pokharel, Solid Waste Supervisor**

Re: 2014 Solid Waste Management Monthly Summary Report– January

Recommendation:

That Council of the City of Kenora hereby accepts the January 2014 Solid Waste Management Monthly Summary Report, as prepared by Mukesh Pokharel, Solid Waste Supervisor.

Background:

The Solid Waste Department will be providing Council with Solid Waste Management Summary Reports, on a monthly basis.

The purpose of the Report is to provide Council with an understanding on how the solid waste system they own and operate is maintained. Information 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 Solid Waste Management Monthly Summary Report for January.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, M. Pokharel



Solid Waste Management

Monthly Report (January 2014)



Environmental Section, City Of Kenora

1. Waste Disposal Activity

Table 1 shows the municipal solid waste collected at the Kenora area transfer station for disposal in January 2014.

S.No	Description	Weight (Tons)	Distribution
1	Garbage (Domestic & Commercial)	616.53	41.1%
2	Construction and Demolition	252.95	16.9%
3	Scrap Metals	5.86	0.4%
4	Recycled (OCC,Paper,Comingle)	150.9	10.1%
5	Brush ,wood chips and Yard Waste	7.62	0.5%
6	Approved Contaminated Waste	0	0.0%
7	Industrial Ash	264.63	17.6%
8	Asbestos	0.94	0.1%
9	Sewer Sludge	196.27	13.1%
10	Electronics	4.89	0.3%
	Total	1500.59	

Table 1: Monthly quantities of municipal solid waste in January 2014.

- ❖ ***A total of 1500.59 tons of municipal solid waste was collected for disposal at the transfer station in January 2014.***

This quantity is 11 % higher than the quantities of solid waste received for disposal in December 2013.



Picture 1: Garbage trucks dumping garbage inside garbage building from curb side pick up

- ❖ ***Transfer station has collected 616.53 tons of domestic and commercial garbage in January 2013.*** It is disposed to the Kenora area landfill.

The city has two tractor trailers (picture 2) to haul garbage from the transfer station to the Kenora area landfill. On average one or two loads of garbage is dumped in to the Kenora landfill in a day.

Figure 1 shows the distribution of municipal solid waste collected in January 2014 by weight. The Municipal solid waste had 41 % of Garbage (domestic, commercial) and 17% of construction and demolition waste by the weight. It had 18 % industrial ash, 13% of sewer sludge and 10% of recycles.



Picture 2: Tractor trailer hauling garbage to the landfill.

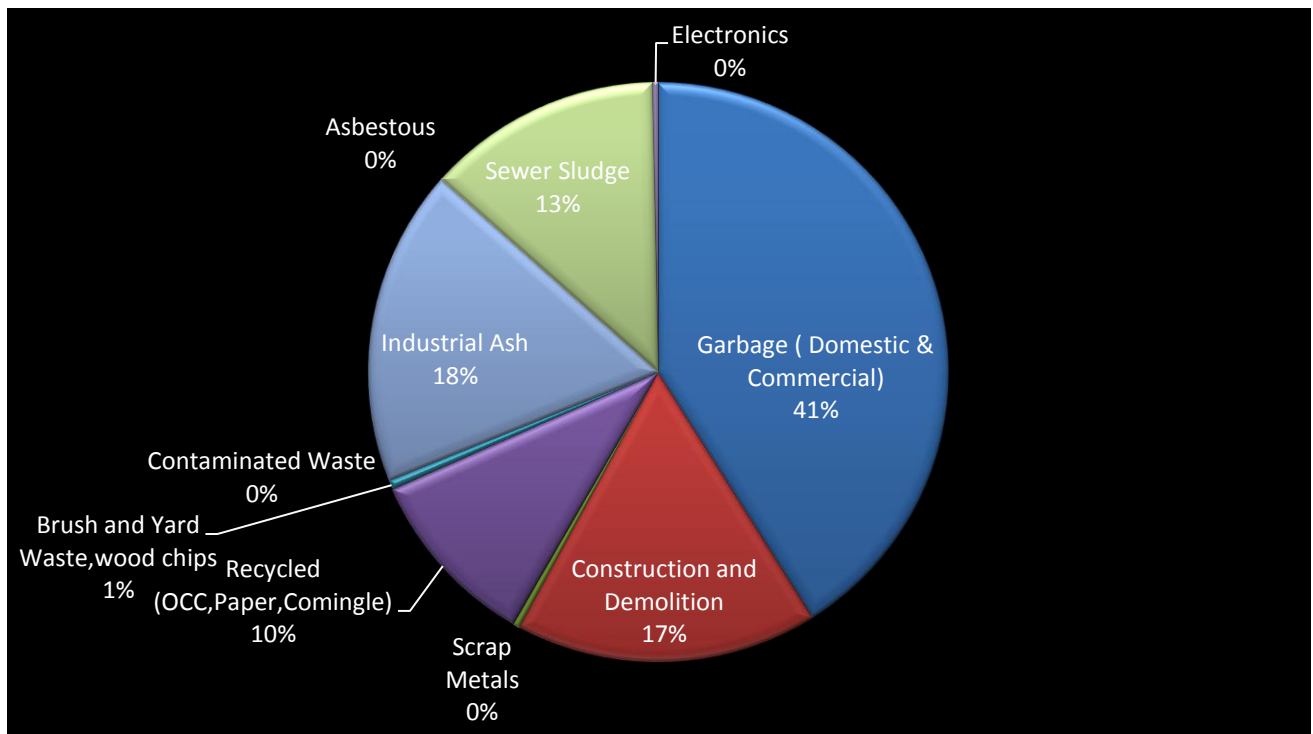


Figure 1: Distribution of Municipal Solid Waste in January 2014 in terms of weight



Picture 3: Roll off truck used to haul construction and demolition waste to the landfill.

Transfer station has received a very low amount (252.95 tons) of construction and demolition materials in January. In December the construction and demolition material was also low in comparison to October and November 2013. Picture 3 shows the roll off truck used to haul C & D materials. The city has two roll off trucks.

Figure 2 compares the quantities of waste received at the transfer station during the month of October, November, December 2013 and January 2014.

- ❖ **Landfill did not receive any quantities of approved contaminated waste in January 2014.** In October 1506 tons of approved contaminated waste was dumped in to the landfill site. This amount of approved contaminated waste was transported from Husky (cleaning up of contaminated site) site at Jones road.

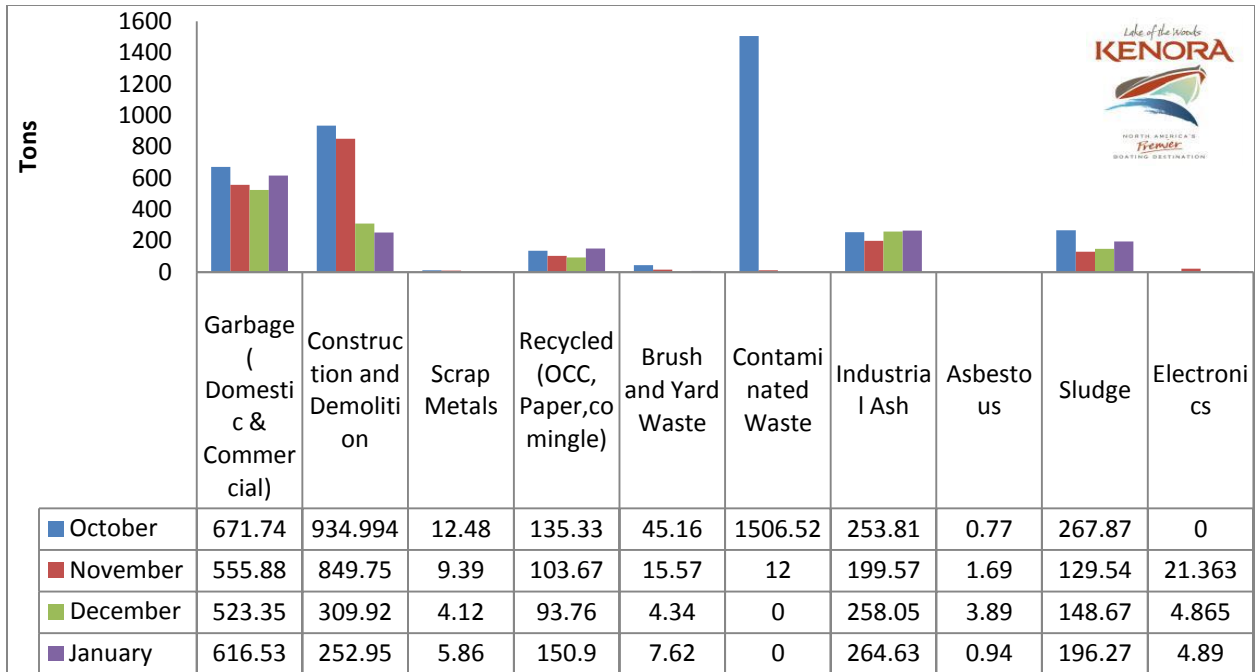


Figure 2: Monthly variation of Municipal Solid waste



Picture 4: Recycle building with Comingle, Paper and OCC

The recycle building (picture 4) has three compartments for comingle, paper and OCC (cardboard). City of Kenora has a self-compaction tractor trailer to transport OCC, paper and comingles to Cascade

recovery Inc. in Winnipeg. City of Kenora also assists the city of Dryden to haul their recycle materials to Winnipeg once or two days in a week. The city pays 30 per tons for comingle to Cascade whereas in average cascade pays 20 and 5 (depends upon market price) per tons for OCC and paper to the city.

- ❖ ***In January, 150.9 tons of recycle is transported to cascade. Out of that Comingle was 67.63 tons, OCC was 49.16 tons and paper was 34.12 tons.***



Picture 5: Electronic waste yard

Transfer station also has an electronic collection yard (picture 5) west of garbage building. Transfer station receives different types of electronic waste. Television, printer, computer, telephone, photocopier, stereo, cell phone etc. are the examples of electronic waste received at the transfer station.

- ❖ ***4.89 tons of electronic waste was diverted from the landfill in January 2013.***

Kenora area landfill

- ❖ ***1339 tons of municipal solid waste was dumped at Kenora area landfill in January 2014***

The Kenora area landfill has been designed for 40 years. The ultimate landfill capacity (Fenco report) is 810,600 tons.

- ❖ ***Up to January 2014, 114,957 tons of municipal solid waste was dumped in to the landfill. Theoretically the remaining life of the landfill is 34.3 years.***

2 Facility Inspections

The transfer station as well as Kenora area landfill was inspected on 23 of January 2014. Health and safety meeting at the transfer station was held on 29 January 2014. All health and safety issues as well as other issues related to maintenance, repair of the facility were discussed in the meeting



Picture 6: Kenora area landfill

3 Complaints received

There were no any major public complaints recorded from the operation of transfer station as well as landfill in January 2014.

The transfer station received 12 numbers of public complaints regarding missed garbage at the curb side during garbage collection in the month of January. Those complaints were resolved as soon as possible.

4 Injuries and incident reported

In January, one minor injury was reported by the garbage truck driver while picking up garbage at the curbside due to the heavy garbage bag.

One minor incident with public vehicle was reported in January 2013.

5. New Development

There is no any new development and operation in January.



February 27, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Richard Perchuk, Operations Manager
Krishanth Korolalage, Roads Supervisor**

**RE: Amendment to Traffic Regulation By-Law 127-2001 – Rate of Speed –
Highway 17 East**

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 Whitehead Road to the Highway 17 East City limits as set out in Richard Perchuk's February 27, 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 concerned citizen to lower the speed limit on Highway 17 East from Whitehead Road to the City limits, for safety reasons, from 90 kms per hour to 70 kms per hour as there are a number of children picked up and dropped off by school buses along the highway and this section of highway is not being maintained to the Ontario Regulation 239/02 (Minimum Maintenance Safety Standards).

The Engineering Department confirmed that the roadway was repaved in 2010 and the speed increased from 80 kms per hour to 90 kms per hour due to public pressure and the improved safety for higher speeds. With regards to lowering of the speed back to 80 kms per hour both the Engineering and Roads Departments agree that the maintenance standard of a Class 2 ranking at the 90 kms per hour speed limit would be challenging for the city to maintain during the winter months. The Roads Department was in support of lowering the speed. The O.P.P. was in support of lowering the speed to 80 kms per hour, but cautioned that lowering the speed to 70 kms per hour could bring an increase in speeding infractions, following too closely and unsafe passing.

It will now be necessary to amend the Traffic Regulation By-Law Number 127-2001 to decrease the speed from 90 kms per hour to 80 kms per hour.

Schedule "T" – Rate of Speed

90 Kilometre Per Hour Zone

Column 1 Street / Highway	Column 2 Location	Column 3 Maximum Speed
Delete: Highway 17 East	From Whitehead Road to the east City Limits	90 kilometres per hour

80 Kilometre Per Hour Zone

Column 1 Street / Highway	Column 2 Location	Column 3 Maximum Speed
Add: Highway 17 East	From Whitehead Road to the east City Limits	80 kilometres per hour

Budget:

2014 Operating Budget, pending approval

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, M. Vogrig, P. Van Walleghem, K. Korolalage, O.P.P.

The Corporation of the City of Kenora

By Law Number 171 - 2010

A By-law to amend By-Law Number 127-2001 being a By-law to Regulate Traffic on the Roads and Highways of the City of Kenora

Whereas the Council of the City of Kenora adopted By-law Number 127-2001 on the 9th day of October, 2001; and

Whereas it is deemed necessary to amend the By-law to accommodate changing requirements;

Now therefore be it resolved that the Council of the City of Kenora enacts as follows:-

1. **That** the City of Kenora Traffic Regulation By-law 127-2001 be amended to include the following:
2. **That** Schedule "T" – Rate of Speed –Airport Road, Darlington Drive, and Highway 17 East;

60 Kilometres Per Hour Zone

Add:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
Airport Road	From Clarence Street, northerly to Valley Drive	60 kilometres per hour

Remove:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
Darlington Drive	From Highway 17A to Duffus Road	60 kilometres per hour

Amend:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
Darlington Drive	From Highway 17A to Peterson Drive	60 kilometres per hour

To Read:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
Darlington Drive	From Duffus Road to Peterson Drive	60 kilometres per hour

80 Kilometres Per Hour Zone

Add:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
Darlington Drive	From Highway 17A to Duffus Road	80 kilometres per hour

Remove:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
Highway 17 East	From Whitehead Road to the east City Limits	80 kilometres per hour

and further;

That the City of Kenora Traffic Regulation By-law 127-2001 Schedule "T" – Rate of Speed be amended to include the section "90 Kilometres Per Hour Zone" with the following addition – Highway 17 East;

90 Kilometres Per Hour Zone

Add:

<u>Column 1</u> STREET/HIGHWAY	<u>Column 2</u> LOCATION	<u>Column 3</u> MAXIMUM SPEED
Highway 17 East	From Whitehead Road to the east City Limits	90 kilometres per hour

- 3. **That** this By-law shall take effect and come into force upon third and final reading.

By-Law read a First and Second time this 13th day of September, 2010

By-Law read a Third and Final time this 13th day of September, 2010

The Corporation of the City of Kenora:-

[Signature]
Mayor
 Leonard P. Compton

[Signature]
Deputy Clerk
 Heather L. Kasprick

COW ITEM DATE: <u>Sept. 17/10</u> COMM: _____ _____	G. Menlay file
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February 28, 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 - January

Recommendation:

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

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

January 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 January 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:

- Jan 2nd
- Jan 6th
- Jan 13th
- Jan 22nd
- Jan 27th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced mag pickup on WTP generator.
- Summa installed and commissioned new SCADA system.
- Replacement of VFD installed in lowlift.
- Replaced failed analog output card in lowlift PLC.
- New dehumidifier installed and commissioned in filter gallery.

2.4 Training

- Jan 20 – 21st – Chloramination Chemistry

2.5 Water Quality Complaints

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

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

- January 3 - Flushed watermain at: Pine Portage Road.
- Flushed watermain at: Preston Street.
- January 7 & 8 - Dug and repaired watermain break at: 1112 Hillside Crescent.
- January 9 - Dug and repaired water leak at: 30 Rupert Road.
- January 10 - Dug and repaired curb box at: 1415 Pine Portage Road.
- January 14 - Dug and repaired watermain break at: 605 Sixth Avenue South.
- January 16 - Flushed watermain at: Pine Portage Road.
- January 30 - Dug and repaired watermain break at: 1313 Ninth Street North.
- January 31 - Dug and repaired watermain break at: 611 Sixth Avenue South.

3.1.2. Wastewater Collection

- January 2 - Rodded plugged sewer at: 412 Bay Street.
- January 3 - Rodded plugged sewer at: 1025 Park Street
- Flushed sewer main between: Third Avenue South and Fourth Avenue South at Fifth Street South.
- January 4 - Flushed sewer main at: 608 Sixth Avenue South.
- January 7 - Steamed frozen sewer at: 628 Sixth Avenue South.
- January 8 - Steamed frozen sewer at: 1014 Crestview Avenue.
- January 16 - Steamed frozen sewer at: 621 First Avenue South.
- January 17 - Rodded plugged sewer at: 219 Main Street North.
- January 18 - Rodded plugged sewer at: 427 Fifth Street North.
- January 20 - Rodded plugged sewer at: 609 First Avenue South.

- January 23 - Rodded plugged sewer at: 303 Third Street North.
 - Rodded plugged sewer at: 11 Seventh Avenue South.
 - Flushed blocked sewer at: 704 Second Street South.
- January 24 - Rodded plugged sewer at: 435 Fourth Street North.
- January 28 - Rodded plugged sewer at: 88 Norman Drive.
- January 31- Steamed frozen sewer at: 608 First Street South.

3.1.3. **Water Thaws:** City Property – 23 Private Property – 8

3.2 Training

- January 20 & 21 - All the staff in the Water and Sewer Department attended Walkerton's training on "Disinfection by Chlorination and Chloramination" at the Operations Building Training Hall, City of Kenora.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2013

There were one (3) boil water advisories issued in the month of January.

Date and Location:

- January 14th: 8 residents at: Sixth Avenue South.
 - 14 residents at: Seventh Avenue South.
 - 8 residents at: Sixth Street South.
- January 29th: 8 residents at: Sixth Avenue South.
 - 14 residents at: Seventh Avenue South.
 - 8 residents at: Sixth Street South.
- January 31st: 1 resident at: 924 Fifth Street South.

3.5 Other Information

Due to extreme cold weather this year the department is getting excessive number of frozen water cases.

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 January 22nd 2014 - Results:
- Total B.O.D. (biological oxygen demand) Raw Sewage: 140 [mg/L]
 - Total B.O.D. Final Effluent: 3.0 - limit is 25.
 - Total Suspended Solids Raw Sewage: 160 [mg/ L]
 - Total Suspended Solids Final Effluent: 6 [mg/ L] - limit is 25
- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on January 2,8,15,22,29 - Results: Organisms/100 mL
- Geometric Means Total of 18.7
 - 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 18.7, which is well within the limit of 200. Plant reduction of B.O.D. is 98% and the Plant reduction of suspended solids is 96%.

4.3 Maintenance

- New garage door installed in 700 building truck bay.
- Jan. 8th - new Scada monitoring system installed by Summa Engineering.
- Installed new timer for west blower in 400 digester building.
- New heater installed in 100 Influent building.
- Removed electric motor from the 400 building's east blower and ordered new bearings for blower.
- January 22nd – A transformer failure on the south screw pump in the 200 building caused a fire in MCC panel. Electrical parts on order to repair MCC panel.

4.4 Training

- Health and Safety Policy reviewed with staff.
- Monitoring Scada system training (8 hours) by Summa Engineering,
- Operating procedures reviewed by Gord and Ray.
- Ministry of Labor Inspector issued an Order: replace door clasps on MCC panels where needed. Clasps on MCC panels have been replaced.

4.5 Other Information

- January 15th, 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												195295
Maximum Daily Influent Flow	m ³ /day	7822												7822
Minimum Daily Influent Flow	m ³ /day	5277												5277
Average Daily Influent Flow	m ³ /day	6300												6300
Maximum Daily Instantaneous Influent Flow	m ³ /day	18722												18722
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	182996												182996
Maximum Daily Effluent Flow	m ³ /day	7513												7513
Minimum Daily Effluent Flow	m ³ /day	4996												4996
Average Daily Effluent Flow	m ³ /day	5903												5903
Samples														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		5												5
Number of Treated Samples Taken		5												5
Number of Distribution Samples Taken		30												30
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		6												6
Callouts														
Major		0												0
Minor		1												1

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2014

		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
Wastewater Plant Flows															
<u>Influent Flow</u>															
Total Influent Flow	m ³ /mon.	142,528													142,528
Maximum Daily Influent Flow	m ³ /day	5,997													
Minimum Daily Influent Flow	m ³ /day	3,526													
Average Daily Influent Flow	m ³ /day	4,597													
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	182,301													
Average Daily Flow	m ³ /day	5,880													
Samples															
Weekly Bacteriological --ALS Labs		5													5
Number of Raw Samples Taken		1													1
Number of Treated Samples Taken		6													6
Geometric Means (Bacti Samples)		18.7													
Sludge Hauled to Landfill	yds/mon.	300													300
Callouts															
		9													9



March 3, 2014

**City Council
Committee Report**

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Food Vendors at Kenora Harbourfront

Recommendation:

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

- Gropp's Country Catering
- Smiling Hounds Holdings Inc. Operating as Ye Old Chip Truck
- Twisted Perogy; and

That in accordance with the Request for Proposal, Council hereby accepts the above three (3) food vendors to operate at the Kenora Harbourfront for the 2014 season; and further

That Council give three readings to the necessary by-laws authorizing the Mayor and Clerk to execute the required contracts for each of the vendors.

Background:

On January 7, 2014 the Council of the City of Kenora authorized the Property and Planning Department to proceed with a request for proposals for food vendors at the Kenora Harbourfront and Discovery Centre. Three proposals were received for the Kenora Harbourfront and all three were deemed to be acceptable as per the RFP. One RFP was also received for the Discovery Centre however a report on this proposal will follow for the April Committee Meeting.

Impact to Budget:

\$5,400 Revenues from the vendors for leased space and access to electrical services. Revenues will be used to offset expenses for running the related facilities.

Communication Plan/Notice By-law Requirements:

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



February 28, 2014

City Council Committee Report

To: Mayor and Council

**Fr: Barb Manson, Parks Supervisor
Charlotte Caron, Manager Property & Planning**

Re: Columbarium Inscription Tender

Recommendation:

That Council hereby receives the following quotes for on-site lettering of the Columbaria niches located at the Lake of the Woods Cemetery for 2014, 2015 & 2016:

- 1) M.C. Delandes Monuments & Memorials - First Inscription fee - \$325.00 per niche, 2nd & supplement inscription fee - \$125.00 per niche, plus applicable taxes
- 2) Quinn & Simpson Co. Ltd. - First inscription fee - \$325.00 per niche, 2nd & supplement inscription fee - \$186.00 per niche, plus applicable taxes; and further

That the quote from M.C. Delandes Monuments & Memorials in the amount of \$325.00 (primary inscription) and \$125.00 (2nd & supplement inscriptions) on each individual niche (plus applicable taxes) be accepted for a three year term – 2014, 2015 & 2016.

Background:

Quotations were requested from three companies that have the capacity for mobile inscriptions for a three year period (2014, 2015, & 2016) to continue on-site lettering of the niches in the multiple Columbaria located at the Lake of the Woods Cemetery. There are at present, seven (7) columbaria on site with 98 niches in each. Only two companies responded, the third (Western Cemetery Lettering) declined the option to tender.

Quinn & Simpson had done the lettering from 1998 until 2007 for \$399.00 per niche, with no supplement fee. M.C. Delandes, having the lower tender price was awarded the contract from 2008 – 2013 at \$250.00 per niche & \$75.00 per supplement and then \$300.00 per niche and \$100.00 per supplement.

Budget:

Reserve Inscription Account – Customer pays for the inscription

Communication Plan/Notice By-law Requirements:

Charlotte Edie, Finance
Charlotte Caron, Manager Property & Planning
Barb Manson, Parks Supervisor
Joanne McMillin, City Clerk



February 14, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Delegation of Authority – Fence By-law

Recommendation:

That Council of the City of Kenora hereby delegates authority to the Manager of Property and Planning, Planning Administrator and Chief Building Official to make decisions on applications for variances to the City of Kenora Fence By-law Number 94-2006 subject to the following:

- The variance request is for either height or type of material being use and;
- The matter is referred to Council a) at the discretion of the aforementioned staff members; b) the applicant requests that the matter be referred to Council or c) a member of Council requests that the matter be referred to Council; and further

That Council give three readings to a by-law to amend By-law Number 94-2006 to reflect this change.

Background:

The City of Kenora Fence By-law (No. 94-2006) contains the following: 7.6 Council may, upon application by any owner of land, enact a resolution to grant an exemption from the height restrictions set out in this by-law, subject to any conditions imposed by Council.

- Applications are rare
- Applicants, depending upon when they submit an application, may have to wait a month for a decision, which would not be considered good customer service
- Requests are circulated internally for staff comment/recommendations
- Addition of "type of material used" is being recommended because the City has received an application, in the past, for use of decorative fencing which did not meet any definition in the by-law

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Agenda for Committee of the Whole and Council, Property and Planning



February 3rd, 2014

City Council Committee Report

TO: Mayor and Council

FR: Melissa Shaw, Real Estate Officer

RE: Lease Extension- P & S Gauthier Enterprises Inc., Dairy Queen Franchise

Recommendation:

That further to Council authorizing By-law Number 15-2014 at its February 18 meeting to enter into a lease agreement for the Dairy Queen Franchise, authorization is hereby given for a housekeeping change to reflect the correct and new company name of the proponent, with all other aspects of the lease as approved by By-law Number 15-2014 remaining in effect; and

That Council gives three readings to a by-law to enter a lease agreement with P & S Gauthier Enterprises Inc. for a ten (10) year period ending December 31st, 2023 for the purpose of accommodating a Dairy Queen Franchise on property municipally known as 821 Lakeview Drive; and further

That By-law Number 15-2014 be hereby repealed.

Background:

At the February 18, 2014 meeting of Council, a By-law was passed authorizing a lease agreement with 876556 Ontario Inc. for purposes of the Dairy Queen franchise at 821 Lakeview Drive for a ten (10) year period. Since the By-law was passed, the City of Kenora has received notification that the company name has been changed to P & S Gauthier Enterprises Inc. This is essentially a housekeeping matter, in which a new By-law will be passed and lease documents updated to reflect the company name change.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Lease documents updated



February 14, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Kenora Planning Advisory Committee Terms of Reference and Procedures

Recommendation:

That Council of the City of Kenora approves the Terms of Reference for the City of Kenora Planning Advisory Committee; and

That Council hereby delegates authority to the Kenora Planning Advisory Committee to make decisions under Sections 44(1), 51.2(4) and 54(1) of the Planning Act; and

That Council hereby appoints the Kenora Planning Advisory Committee as the Property Standards Appeal Committee; and further

That Council give three readings to a by-law for this purpose thereby repealing By-law Number 209-2010.

Background:

The Council of the Corporation of the City of Kenora established a Planning Advisory Committee (PAC) under the authority of section 8(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended, in June of 2001. The Committee makes decisions in accordance with the Planning Act, as amended.

Although the PAC was established in 2001, there is no record of authority to make decisions regarding minor variances and land division being delegated to the Committee. This by-law will incorporate the delegation of authority and the terms of reference for the PAC.

The purpose of the Planning Advisory Committee (PAC) is to act as the committee of adjustment (Section 44 of the Planning Act), the land division committee (Section 54) of the Planning Act, to make recommendations to Council on applications to amend the Zoning By-law and Official Plan. The Committee also acts as the Property Standards Committee, per the requirements of the Ontario Building Code Act and hear appeals such as required pursuant to the City of Kenora Property Standards By-law. In carrying out their duties, members carry out inspections of subject properties as required/appropriate and may recommend policies and procedures regarding land development and land use to

Council for possible implementation, and through the Chair, maintain close liaison with Council through the Property and Planning Committee of the City of Kenora.

The City of Kenora has a property standards by-law. The by-law makes provision for appeals to orders; the Kenora Planning Advisory Committee is the appeal body. As such, the Committee's mandate is to hear the appeal and to confirm, modify or rescind the order and/or extend the time for complying with the order.

The document also provides a procedural component so that members and public are aware of the PAC mandate and meeting procedures. The Planning Act and regulations are first and foremost in developing the procedures for the PAC. The procedural by-law has been identified as a benchmark by the Ontario Association of Committees of Adjustment.

The City Clerk and the Kenora Planning Advisory Committee have each reviewed the proposed changes and have no proposed changes.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Agenda for Committee of the Whole and Council, PAC, Chief Building Official, Planning Administrator

Jara

The Corporation of the City Of Kenora

By-Law Number 209-2010

A By-Law to Establish the Terms Of Reference for the Planning Advisory Committee and Committee Of Adjustment for the City Of Kenora

Whereas Council of the City of Kenora adopted By-law Number 155-2003 on November 7, 2003, being a by-law to establish a Planning Advisory Committee and a Committee of Adjustment and a terms of reference outlining the responsibilities of those Committees; and,

Whereas Council deems is necessary and expedient to amend the terms of reference for the Planning Advisory Committee and Committee of Adjustment;

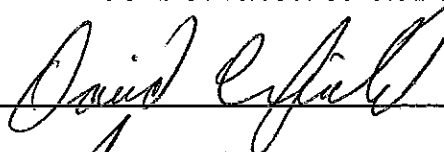
Now Therefore the Council of the Corporation of the City of Kenora hereby **Enacts as follows:**

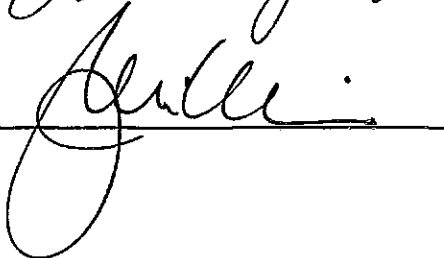
1. **That** the responsibilities and duties of the Planning Advisory Committee shall be established as attached hereto as "Schedule A" and form part of this by-law.
2. **That** the responsibilities and duties of the Planning Advisory Committee shall include those of a Property Standards Committee, as per the Building Code Act;
3. **That** By-law No. 155-2003 and amending By-law No. 86-2007 are hereby repealed.
4. **That** this by-law shall come into force and take effect upon the date of its passing.

By-Law Read A First & Second Time this 13 Day of December, 2010.

By-Law Read A Third & Final Time this 13 Day of December, 2010.

THE CORPORATION OF THE CITY OF KENORA:-

per:  David S. Canfield MAYOR.

per:  Joanne L. McMillin CLERK.

Schedule "A" to By-law #209-2010 City of Kenora Planning Advisory Committee

1.0

The Council of the Corporation of the City of Kenora establishes a Planning Advisory Committee under the authority of section 8(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended, which states that "The Council of a municipality may appoint a planning advisory committee composed of such persons as the council may determine.

2.0 Purpose

The purpose of the Planning Advisory Committee (PAC) is to oversee the land use development of the City of Kenora, having regard to Provincial Policy, the City of Kenora Official Plan, the City of Kenora Zoning By-law and to the principles of organized, reasonable development.

3.0 Roles and Responsibilities

The Planning Advisory Committee is quasi-judicial body and advisory committee to Council on some issues and is a decision-making body on other issues. The duties of the Committee include:

1. To act as the Committee of Adjustment and receive, process and make decisions on application for variances from the provisions of the Zoning By-law, to permit extensions, enlargements or variations of existing legal non-conforming uses as per the Planning Act.
2. To act as the Land Division Committee and receive, process and make decisions on applications for consent, to an owner of land who wishes to sell, convey or transfer an interest "part" of their land (i.e. creation of a new lot, lot addition, easement), per the Planning Act.
3. To act as the Land Division Committee and receive, process and make decisions on applications for consent when the terms of an agreement, such as a lease, easement or mortgage commits the land to a use for a period in excess of 21 years.
4. To act as the Land Division Committee to receive, process and make decisions on Applications for Plans of Subdivision and Plans of Condominium per section 5(1) and section 51 of the Planning Act, in consideration of City Staff recommendations.
5. To issue a "Certificate of Validation";
6. To make recommendations to Council on applications to amend the Zoning By-law;
7. To recommendations to Council on Official Plan Amendments as per the Planning Act.
8. To act as the Property Standards Committee, per the requirements of the Ontario Building Code Act and hear appeals such as required pursuant to the City of Kenora Property Standards By-law.
9. To carry out site inspections of subject properties as required/appropriate.
10. To receive, process and make recommendations to Council on any land or land use -related requests received by the City over which Council has approval authority.

11. To recommend policies and procedures regarding land development and land use to Council for possible implementation.
12. Maintain close liaison with Council through the Planning and Property Committee of the City of Kenora.

4.0 Membership

The Planning Advisory Committee shall be comprised of five (5) to seven (7) members appointed by resolution of the City of Kenora.

The members appointed to the Planning Advisory Committee shall be residents of the City of Kenora.

Members of the Planning Advisory Committee shall not be members of Council.

5.0 Terms of Office

Members of the Committee shall be appointed by Council for a period to coincide with the term of Council, as or otherwise determined by Council. Members may be reappointed for additional terms.

6.0 Officers of the Committee

The Chairperson, Vice-Chair and other positions shall be elected annually from the membership of the Planning Advisory Committee.

The Chairperson and Vice-Chair of the Planning Advisory Committee shall also be the Chairperson and Vice-Chair of the Committee of Adjustment.

The Secretary-Treasurer of the PAC and the Secretary-Treasurer of the Committee of Adjustments shall be an employee of the City of Kenora. Appointment of the Secretary-Treasurer of the Committee of Adjustment shall be made by By-law.

The Chairperson (or Vice-Chair in their absence) of the PAC shall act as liaison to the Planning and Property Committee.

A list of appointments of the Committee (Chairman, Vice-Chair applicable) shall be provided to City Council annually.

7.0 Meetings

The Planning Advisory Committee shall meet monthly, on a day and time to be determined by the Committee, or more often at the call of the Chairperson. The schedule of the monthly meetings shall be established by the members at the first regular meeting of the Committee, annually.

Special meetings may be called, if an Applicant has provided the appropriate fee, or as required in the cases of property standards appeals.

Meetings shall be open to the general public.

Members of the Advisory Committee, who are unable to attend the regular monthly meeting, are required to report their absences to the Secretary-Treasurer.

8.0 Conflict of Interest

If a member has a conflict of interest in any matter and is, or shall be present at any time at which the matter is the subject of consideration, the member:

- a) Shall, before any consideration of the matter at the meeting, orally disclose the interest and its general nature;
- b) Shall not, at any time, take part in the discussion of, or vote on, any question in respect of the matter;
- c) Shall not, at any time, attempt either on his or her own behalf, or while acting for, by or through another person, to influence the voting on any such matter or influence employees of or persons interested in a contract with the City in respect of the matter; and
- d) Shall leave the room and remain absent from it at all times during consideration of the matter.

Notwithstanding the above, the Municipal Conflict of Interest Act shall apply to all members of the Committee.

9.0 Order and Decorum

The Chairperson preserve order and decorum and decide questions of order, subject to an appeal to Advisory Committee by a Member and in the absence of the Chairperson, the Vice Chair, or Presiding Officer, shall have the same authority as the Chairperson while presiding at the meeting

10.0 Quorum

Quorum shall be in accordance with the Planning Act for a Committee of Adjustments: Where a committee is composed of three members, two members constitute a quorum, and where a committee is composed of more than three members, three members constitute a quorum.

11.0 Voting

11.1 No Vote by Ballot

No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

- (a) The manner of determining the decision of the PAC on a motion shall be at the discretion of the Chair Person and is done by way of a show of hands, standing or otherwise.

11.2 All Members present are required to vote when a question is put forth, unless:

- a) Such Member has made a Declaration of Interest under the Municipal Conflict of Interest Act, and therefore the Member shall "abstain" from voting; or
- b) In the interest of making an informed decision such Member was not in attendance at a previous meeting(s) at which the integral components of the subject application were discussed, per Section 12.0.

11.3 Recorded Vote

Any Member present may request that a vote be recorded. Each Member present, except a Member disqualified from voting by any Act, shall announce his or her vote openly when asked by the Secretary-Treasurer. The Secretary-Treasurer will request Committee Members to announce their vote in alphabetical order, and then will request the Chair to announce his/her vote last. The names of those who voted for and against shall be noted in the minutes. The Secretary-Treasurer shall announce the result of the vote.

12.0 Decision

No decision of the committee on an application is valid unless it is concurred in by the majority of the members of the committee that heard the application, and the decision of the committee, whether granting or refusing an application, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.

13.0 Deputations

Any person desiring to present information or speak to the PAC at an Open Meeting shall have an opportunity to do so at the commencement of the meeting as provided under "Deputations" on the Agenda, and at the time announced by the Chair Person. Such persons shall have not more than five (5) minutes to address PAC and no debate on any subject shall be engaged in by either PAC or the person.

A Deputation must be requested through the Planning Department for inclusion on the Meeting Agenda at least 36 hours beforehand.

14.0 Curfew

The PAC shall adjourn no later than the hour of ten (10) o'clock in the evening, unless otherwise ordered by a unanimous vote of members present.

15.0 Honorarium

An honorarium shall be established by Council. Payment shall be twice annually, after the June meeting and after the December meeting.

16.0 Procedures

The PAC shall follow applicable procedures depending on the function it is serving at any given time ie. Consent Granting Authority, Committee of Adjustment. The procedures set out in the Planning Act shall be followed as applicable.

17.0 Agenda

The meeting agenda, and supporting documents shall be circulated to the Committee members by electronic mail. If a Committee member requests, the meeting documents shall be caused to be delivered by regular mail for receipt in excess of 72 hours prior to the meeting.

The PAC shall deal with business matters in the following order:

- (i) Call meeting to order
- (ii) Declaration of Interest
- (iii) Adoption of minutes of previous meeting
- (iv) Correspondence relating to applications before the Committee
- (v) Other correspondence
- (vi) Considerations of Applications for Minor Variance
- (vii) Considerations of Applications for Land Division
- (viii) Old Business
- (ix) New Business
- (x) Adjournment

Request for deferral:

A request for deferral of a hearing date must be made before the Committee, during the time allotted for the public meeting to consider the application(s). If the request for deferral is made by the application, an extra fee shall be charged. The Committee shall generally permit a one year period for re-scheduling of a hearing date but may schedule a specific date if necessary.

18.0 Minutes

Minutes of the Planning Advisory Committee shall be recorded by the Deputy Secretary Treasurer or Secretary Treasurer of the Committee and shall be prepared for distribution within five (5) days of the meeting date. Minutes shall be posted on the City's portal/webpage, after adoption.

19.0 Request for refund of fees

Requests, made in writing by an Applicant/Agent from whom payment was originally received by the Planning Department, shall be eligible for a 10% refund within one year of the application date and after the preparation of the staff report but prior to consideration of the application by the Planning Advisory Committee, and 80% of the amount if the notice of the application has not been given.

20.0 Municipal Support

The costs associated with the work of the Advisory Committee shall be paid by the City of Kenora through the Kenora Planning Advisory Committee budget.

Requests for access to documentation, reports and support materials required by the Secretary-Treasurer shall be directed to the Secretary-Treasurer.

The Operations Department, including the Planning staff and Chief Building Official shall act as Resource Staff to the Committee.

21.0 Reporting Relationships

The PAC reports to Council through the Property and Planning Committee. The liaison for resource staff to the PAC shall be the Secretary-Treasurer.

The PAC shall work closely with the resource staff but shall not have direct line authority over the staff. It is acknowledged, however, that there shall be occasions when the Chairperson of the PAC must direct the Secretary-Treasurer to carry out work.

22.0 Reporting to City Council

Recommendations to Council shall be made by the Planning Advisory Committee in standard agenda format, for consideration and recommendation by the Planning and Property Committee. Majority and minority opinions may be recorded for the advice and consideration of the Committee and Council.

Reports for consideration by Council and/or minutes of the PAC shall be submitted to the Secretary-Treasurer's office for processing and distribution to Council, or in accordance with the City's Procedural By-law. Reports submitted by PAC for Council's consideration shall be processed through the Planning and Property Committee, or in accordance with the City's Procedural By-law and then placed on the agenda for Council, with recommendations from both PAC and Planning and Property Committee being forwarded to Council.

23.0 Confidentiality

The members of the Advisory Committee shall be bound by the Municipal Act as it relates to confidentiality, closed sessions and any other requirements under the Act which pertain to the conduct of officials. The members are bound by the Municipal

Conflict of Interest Act as it relates to conflict of interest. The members are bound by the Planning Act as it relates to all matters relating to their delegated duties.

24.0 Regular Review of this Authority

This policy shall be reviewed during the term of each Council or more frequently, as required.

This review may be initiated by City Council, at its discretion, or by the Advisory Committee upon written request to City Council.



February 14, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Transfer of Municipal Property - Barclay

Recommendation:

That the Council of the Corporation of the City of Kenora gives three readings to a by-law to transfer lands described as Parts 1, and 2 23R -12239 to Michael Barclay and Dayna Barclay, as a consolidation with property described as PLAN M56 LOT 95 PCL 32743; and

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

That the Municipal Solicitor is to coordinate this process.

Background:

In October of 2012, Council adopted the following resolution:

That the Council of the City of Kenora hereby declares a portion of property abutting PLAN M56 LOT 95 PCL 32743, 501 Old Chalet Lane, as surplus to the needs of the municipality excluding the shore allowance and all the unopened Fifth Avenue South road allowance; and

That the property owner shall complete the application form, including the sketch and associated fee and submit it to the City of Kenora; and

That before the transfer of the lands, the applicant shall provide a legal survey of the subject lands to be transferred with instructions to be given by the City of Kenora, at the cost of the Applicant; and

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

That this declaration is conditional upon the City completing a title search of the subject property to ensure it is free and clear of encumbrances or any restrictions prior to transferring.

The reference plan has been finalized and deposited and notice of the transfer given, per policy. The last step in the process is to transfer the lands. Kenora Hydro will be the beneficiary of an easement over Part 1 of the Plan.



Budget:

All costs to be borne by Applicant/property owner

Communication Plan/Notice By-law Requirements:

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