



# City of Kenora Committee of the Whole of Council Agenda

Tuesday, May 13, 2014  
9:00 am - 1:00 pm  
City Hall Council Chambers

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Pages

**1. Public Information Notices**

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at its May 20, 2014 meeting:-

-Council will amend the 2013 Water & Sewer Budget to authorize \$2,414 additional allocation for the Dry Polymer Solution Prep System at the Water Treatment Plant

-Council will amend the 2013 Capital Budget to authorize \$2,500 additional allocation for City Hall Boiler replacement

-Council will amend the 2013 Museum Budget to authorize \$44,255.80 additional allocation for fine and legals costs related to Ministry of Labour charge

-Council will amend Cemetery Rates By-law #34-2009 Schedule of Rates to include rates for crypts

**2. Declaration of Pecuniary Interest & the General Nature Thereof**

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

**3. Confirmation of Previous Committee Minutes**

-Regular Committee of the Whole Meeting held April 8, 2014

**4. Presentations**

N/A

**5. Deputations**

5.1 LOWDHF 3 on 3 Hockey Fundraiser - Jess Rheault

5.2 Experimental Lakes Area - Dr. Diane Orihel

5.3 TransCanada Energy East Project - Teika Newton

5.4 Zoning By-law Amendment - Deborah Brown

5.5 Q1 Update - LOWDC

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<b>13.</b>	<b>Date of Next Meeting</b>	
	Tuesday, June 17, 2014	
<b>14.</b>	<b>Adjourn to Closed</b>	
	That this meeting be now declared closed at _____ p.m.; and further	
	That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following:-	
	i) Disposition of Land (3 items)	
<b>15.</b>	<b>Reconvene to Open Meeting</b>	
<b>16.</b>	<b>Close Meeting</b>	



**May 7, 2014**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: 2013 Budget Amendments Approved by Manager**

### **Recommendation:**

That Council hereby approves amending its 2013 Water & Sewer Budget to authorize \$2,414 additional funding for the Dry Polymer Solution Prep System for the Water Treatment Plant to be funded through the reallocation of this amount from the East Sludge Pump project; and

That Council hereby approves amending its 2013 Capital Budget to authorize \$2,500 in additional funding for the City Hall Boiler replacement to be funded through the reallocation of this amount from the City Hall Condenser Cooling Tower project; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2013 Operating and Capital Budgets at its May 20, 2014 meeting; and further

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

### **Background:**

Under the City of Kenora Procurement Policy, the Corporate Services Manager has the authority to reallocate funds from 'within the same department or function that has either been completed under budget or has been deemed of a lesser priority by that (being the questioning) Manager'. As part of this authority, the Corporate Services Manager shall be required to report any such transfers to Council on an annual basis for the purpose of passing a budget amendment By-law to formally amend the budget to reflect the reallocation of funds'.

### **Budget:**

These are reallocations between projects within the same budgets, therefore no additional funds are requested.

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

Notice of By-law amendment required. Resolution and By-law required.



**May 6, 2014**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: 2014 Biz Levy**

### **Recommendation:**

That Council hereby approves the Harbourtown Centre Business Improvement Board budget request in the amount of \$50,000 representing the 2014 Business Improvement Board levy; and

That Council hereby gives three readings to a By-law to adopt the estimates for funds to be raised for 2014 on behalf of the Harbourtown Centre Business Improvement Board; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2014 Business Improvement Board Levy at its May 20, 2014 meeting.

### **Background:**

In 2003, under By-Law #166-2003, the City of Kenora established an improvement area for the purposes of "the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area". In this same By-Law, the City established a Board of Management, known as the "Harbourtown Centre Business Improvement Board", in accordance with Section 204 of the Municipal Act, 2001. This Board and area are often known as the "Kenora BIZ".

In accordance with the By-Law, the Kenora BIZ must provide to the City their annual report, as audited by the City's auditors, as well as a request for the current year levy. The 2012 BIZ annual report is not yet available, however the City required that the BIZ submit their 2014 levy request in order to approve the levy amount in time to include on the City's 2014 final tax bills. The BIZ Executive has submitted a levy request of \$50,000 for 2014, unchanged from the 2013 BIZ levy request. The request does represent an increase in the BIZ variable rate of about 2.02%, bringing that new rate to .0005528.

### **Budget:**

The BIZ levy is levied on the final tax bill directly from the applicable property owners within the BIZ area, in accordance with the provisions from the enabling By-law.

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

Notice of the approval of the BIZ levy will be given in accordance with Notice By-law #144-2007.



**May 1, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Kasprick, Deputy Clerk**

**RE: Accessibility Advisory Committee Terms of Reference**

### **Recommendation:**

That Council hereby approves a City of Kenora Accessibility Advisory Committee Terms of Reference for the Committee; and further

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

### **Background:**

In January 2014, I assumed the responsibility to oversee the Accessibility requirements for the City of Kenora under the Legislative Services department. Part of this includes working with the Accessibility Advisory Committee which is a mandated committee of Council.

Upon joining this committee as staff support, I was surprised to find that an official Terms of Reference for this committee had not been adopted by Council and they have been working from a draft version for many years. This became a priority to have completed and adopted by Council which also meets our requirements under AODA. The Committee has reviewed the Terms of Reference and is pleased with the draft format being presented to Council for consideration.

The City is fortunate to have a strong group of passionate citizens who give of their time to this committee and have been working towards improving many things in the City to assist people with a variety of disabilities, not just mobility challenges. We have established a work plan for 2014 and are moving forward with several areas of positive input as a result of these discussions.

### **Budget:**

N/A

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

N/A

# The Corporation of the City of Kenora

## By-Law Number - 2014

### **A By-Law to Establish Terms of Reference for the City of Kenora Accessibility Advisory Committee**

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Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the City of Kenora adopted Accessibility Policy number LS-4-2 intended to create a culture of accessibility awareness and action by striving for continuous improvement in accessibility awareness of all departments, services and activities of the City; and

Whereas the Council of the City of Kenora will also encourage and enable its citizens and businesses to promote accessibility friendly practices to make their businesses accessible to all;

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

#### **1.0 Purpose**

The purpose is to establish an Accessibility Advisory Committee for the City of Kenora under the following structure.

#### **2.0 Role of the Committee**

The role of the Accessibility Advisory Committee is to provide advice and direction to City Council on a wide range of accessibility matters. Generally, the role of the Committee will be to advise the City on the development and implementation of the annual Municipal Accessibility Plan and advising Council on issues relating to citizens with a disability. Duties of the Committee include:

- Advise Council on the preparation, implementation and effectiveness of the annual accessibility plan;
- Advise Council on all accessibility related issues within the City of Kenora including the review of site plans relating to identified buildings within the municipality;
- Advocate for the elimination of barriers including physical, attitudinal and social for citizens with disabilities;
- Promote the goals and objectives of the Ontarians with Disabilities Act by providing visible leadership within the community and the Corporation

#### **3.0 Definitions**

“Barrier” – is anything that stops a person with a disability from fully taking part in society because of that disability. Some barriers include:

- Physical barriers, for example a step at the entrance to a store;
- Architectural barriers, for example no elevators in a building of more than one floor;
- Information or communication barriers, for example: sign language interpreter at a public meeting
- Attitudinal barriers, for example assuming people with a disability can't perform a certain task when in fact they can;
- Technological barriers such as traffic lights that change too quickly before a person with a disability has time to get through the intersection;
- Barriers created by policies or practices, for example not offering different ways to complete a test as part of job hiring
- Alternate formats for low vision, blindness and low literacy

“Disability” – Ontario Human Rights Code defines disability as: Any degree of physical disability, infirmity, malformation or disfigurement caused by bodily injury, birth defect or illness and includes, but is not limited to:

- Diabetes mellitus;
- Epilepsy;
- A brain injury;
- Any degree of paralysis;
- Lack of physical co-ordination;
- Blindness or visual impediment;
- Deafness or hearing impediment;
- Amputation
- Muteness or speech impediment; or
- Physical reliance on a guide dog on a guide dog or other animal, or a wheelchair or other remedial appliance or device
- A condition of mental impairment or a developmental disability;
- A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997



#### **4.0 Committee Membership**

4.1 The Accessibility Advisory Committee shall consist of ten (10) voting members and would include members from the following:

- One (1) Developmental disability (and possibly 1-2 support people)
- One (1) culturally deaf (2 reps but 1 vote)
- One (1) mental illness
- One (1) mobility
- One (1) hard of hearing and deafened
- One (1) visually impaired and/or blind
- One (1) brain injured
- One (1) senior with a disability
- Two (2) City Councillors
- One (1) Citizen at large
- One (1) Service agency
- One (1) parent/guardian with a child with a disability who is under 18 years of age

4.2 The majority of the members of the committee shall include persons with a disability.

4.3 The City Clerk, or designate, shall act as a staff resource to the Committee and additional staff resources may be called upon as required from time to time to address specific situations. The City Clerk will assist in all matters relating the administration of the activities of the Committee.

4.4 The City's Administrative Assistant shall act as Secretary for the Committee and duly record and administer the agenda's and minutes for the committee. Agenda's will be developed through the Chair and Administrative Assistant for circulation prior to the meeting.

4.5 In addition to the above City positions acting as Ex-Officio on the Committee, other positions that may act in an advisory capacity are: Regional Services with the Ministry of Citizenship.

4.6 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business. A quorum is 50% +1.

4.7 Committee selection will occur within the context of the City's policy for appointment to the Committees of Council. A recruitment and selection committee will work with the Office of the Clerk to review applications, conduct interviews and make recommendations for appointment. A review of candidates to Council will be presented "in camera" for consideration.

## **5.0 Chair**

The Committee shall elect a chairperson from its members at the first meeting of each year and hold the office for one year. In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.

## **6.0 Meetings and Administration**

Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee.

Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the Chairman will result in the termination of membership from the committee.

The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the Chairman in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

## **7.0 Term of Committee**

The term for membership on the Committee shall be as appointed by Council. Members shall be appointed by Council, and Council may replace members on the Committee at any time. Council may be requested to amend the Terms of Reference for the Committee at any time, or they may be amended subsequent to the election of a new Council.

## **8.0 Meeting Format**

The Committee will strive for an optimal level of accessibility at all meetings including physical access and access to the meeting contents and proceedings. Accessibility Ontario's "Planning for Accessible Meetings" will be used as a guideline.

## **9.0 Committee Operation Expenses**

In order to attract proper representation from citizens with a disability, a budget will be assigned to the Committee for consideration of the accommodations required for people with disabilities to fully participate in meetings. The budget will cover costs such as meeting room rentals, additional expenses for accessible transportation such as Handi Transit costs, Attendant Care, and communication supports such as sign language interpreters, computerized note-takers, audio and/or visual documentation, large print documents, and braille translation.

**10.0 Conflict of Interest**

The Municipal Conflict of Interest Act will govern the Committee. The City Clerk's Office provides copies of the Act to the Committee Members at the inaugural meeting of the Committee along with a brief overview.

**11.0 Communications and Additional Resources**

The Chairman of the Committee shall be key contact and spokesperson for the Committee, as well as reporting the work of the Committee back to the City of Kenora Council.

**12.0 Commencement**

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

**By-law read a First & Second Time this 20<sup>th</sup> day of May, 2014**

**By-law read a Third & Final Time this 20<sup>th</sup> day of May, 2014**

**The Corporation of the City of Kenora:**

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**David S. Canfield, Mayor**

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**Heather Lajeunesse, Deputy Clerk**



May 6, 2014

## City Council Committee Report

**To: Mayor and Council**

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

**Re: Amendment to 2013 Museum Budget**

### **Recommendation:**

That Council hereby approves an additional allocation of \$44,255.80 to be funded through the Lake of the Woods Museum Building Reserve for the payment of the fine and legal costs related to the Ministry of Labour charge; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2013 Museum Budget at its May 20, 2014 meeting to withdraw funds from the Museum Reserve in the amount of \$44,255.80 to offset these costs; and further

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

### **Background:**

In July 2012, there was a critical injury at the Lake of the Woods Museum. The city was charged and fined just over \$37k. The total amount of \$44,255.80 includes the fine and associated legal costs.

### **Budget:**

There is sufficient room in the Museum Building Reserve to cover the \$44,255.80.

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

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



**May 9, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Lajeunesse, Deputy Clerk**

**RE: Association of Municipalities of Ontario (AMO) Nomination**

### **Recommendation:**

That Council of the Corporation of the City of Kenora hereby supports Mayor David S. Canfield to the position of Director for the Northern Caucus as the Northwestern Ontario Municipal Association (NOMA) appointee to the Association of Municipalities of Ontario (AMO); and further

That the appropriate nomination including a copy of Council's resolution of support be forwarded to AMO no later than June 20, 2014.

### **Background:**

Mayor Canfield has been appointed as the President of the Northwestern Ontario Municipal Association (NOMA) since April 2013 and has also served on the AMO board since July of 2011 representing this organization. His current term ends July 2014 unless reappointed.

The Board members for the Association of Municipalities of Ontario (AMO) are elected at the annual meeting or are appointed through another Association to the election process. On this 43 director board, the Chair of NOMA shall serve on the Northern Caucus.

Each candidate, although appointed through NOMA, must still submit a resolution of their Council supporting their candidacy for AMO's named caucus and this submission must be received by the AMO officer no later than June 20, 2014 along with the nomination form.

### **Budget:**

N/A

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

copy of resolution along with nomination form to AMO

May 8, 2014

To: Head and Members of Council  
From: Grant Hopcroft, Secretary-Treasurer, AMO

Please be advised that in accordance with the Association's governing by-law, the Secretary-Treasurer is requesting nominations to the 2014 – 2016 AMO Board of Directors.

Attached please find:

- *A summary of the offices for which elections will be held at the 2014 Annual Meeting;*
- *An estimate of the annual time commitment required to serve on the AMO Board of Directors and for those who will then serve on the AMO Executive Committee; and*
- *Nomination Form*

The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Board.

Please forward a completed Nomination Form to the Association via fax at (416) 971-6191 or mail to the attention of Pat Vanini, Executive Director.

**Qualified Nominees must obtain a Council resolution of support which must also specify the Caucus for which the individual is nominated. Please note that the AMO Bylaw No. 2 stipulates that a member municipality can only have one representative on the Board unless another representative is on the board as an appointed official. See Section 3.4(e).**

**A completed Nomination Form and supporting material must be received no later than 4:00 p.m. Friday, June 20, 2014. Nominations will not be accepted beyond that date. AMO's Chief Returning Officer, Peter Fay, will certify the nomination.**

All candidates will be contacted to confirm receipt of their nominations and at that time will receive further information on the election process.

If you have any questions regarding this information, please contact Pat Vanini, Executive Director at (416) 971-9856, ext. 316, e-mail [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca) or Lorna Ruder, Executive Assistant, ext. 341, email [lruder@amo.on.ca](mailto:lruder@amo.on.ca).

The following is an estimate of time individuals can normally expect to devote for service on the AMO Board of Directors and Executive Committee (i.e. Chair of each Caucus).

Executive Meetings	10 days
Memorandum of Understanding Meetings (Executive Committee only)	10 days
Board Meetings	6 days
AMO Conference	3 days
Other Commitments (task forces, other meetings)	up to 6 days depending on interest

*Board Meetings:*

Board meetings are normally held on the fourth Friday in September, November, January, March and June and on the Saturday and sometimes the Sunday prior to the AMO Annual Conference in August. The June meeting is normally held in the President's home municipality. In addition to the Board meetings, Board members may also serve on AMO Task Forces.

*Executive Meetings:*

Executive meetings are held on the Thursday before a scheduled Board meeting and on the fourth Friday of the month when there is no Board meeting. Memorandum of Understanding (MOU) meetings are specifically scheduled and are generally monthly.

Elections will be held for the 2014 – 2016 AMO Board of Directors consistent with the AMO By-law No. 1:

- **President.**
- **Secretary-Treasurer.**
- **6 County Caucus Directors.** *To be Elected:* Three elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chairs of the Eastern and Western Ontario Wardens Caucuses.
- **7 Large Urban Caucus Directors.** *To be Elected:* Five elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chair of the Large Urban Mayors' Caucus of Ontario.
- **6 Northern Caucus Directors.** *To be Elected:* Four elected officials to be elected by caucus constituency at the conference: two from the Northeast and two from the Northwest. *Appointed:* Chairs of the Federation of Northern Ontario Municipalities and the Northern Ontario Municipal Association.
- **7 Regional and Single Tier Caucus Directors.** *To be Elected:* Six elected officials to be elected by caucus constituency at the conference. *Appointed:* Chair of the Mayors and Regional Chairs of Ontario's Single Tier Cities and Regions.
- **6 Rural Caucus Directors.** *To be Elected:* Four elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chair of the Rural Ontario Municipal Association.
- **6 Small Urban Caucus Directors.** *To be Elected:* Four elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chair of Ontario Small Urban Municipalities.

Each of the above caucus members shall serve a two-year term.

*Excerpt from AMO Bylaw No. 2, Section 3.4 (e):* No Member Municipality may be represented on the Board by more than one Director elected to the Board (either a municipal elected official or a municipal employee) except in the case where the Director is an appointed Director as set out in Section 3.4 b) ii), or the City of Toronto (Section 3.4 c).



- It is the responsibility of the person nominated to file a complete and accurate Nomination Form.
- Nominations will be accepted no later than **4:00 PM Friday, June 20, 2014**
- Resolution of support from nominee's municipality **must** be attached, and must specify the Caucus.

Send completed forms to:  
**Pat Vanini, Executive Director**  
Association of Municipalities of Ontario,  
200 University Avenue, Suite 801  
Toronto, ON M5H 3C6  
FAX to: 416-971-6191

Nominee's Name as it is to appear on the ballot		Nominated for the Office of		<i>Check One Only</i>
Nominee's Municipality		President	<input type="checkbox"/>	
Is Municipality currently a paid member of AMO? Yes / No		Secretary-Treasurer	<input type="checkbox"/>	
Nominee's Municipal Title		Director County Caucus	<input type="checkbox"/>	
		Director Large Urban Caucus	<input type="checkbox"/>	
Nominee's Preferred Contact Information		Director Northern Caucus	<input type="checkbox"/>	
		Director Regional & Single Tier Caucus	<input type="checkbox"/>	
Address		Director Rural Caucus	<input type="checkbox"/>	
		Director Small Urban Caucus	<input type="checkbox"/>	
Town/City	Postal Code			
Business Telephone:		Mobile:		
Fax		Email		

Council Resolution confirming Caucus and Council support for the nomination is ATTACHED.

**CONSENT OF NOMINEE AND STATEMENT OF QUALIFICATION**

I \_\_\_\_\_ the Nominee mentioned in this Nomination Form do hereby consent to such nomination and declare that I am qualified to be elected and to hold the office for which I am nominated.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Signature of Nominee*

**CERTIFICATE OF AMO'S CHIEF RETURNING OFFICER**

Date Nomination Form Received at AMO offices: \_\_\_\_\_

I, the Chief Returning Officer, appointed by the Association of Municipalities of Ontario, to officiate over these elections, do hereby certify that I have examined the Nomination form of the aforementioned Nominee filed with me and am satisfied that such Nominee is qualified to be nominated to the office indicated above.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Chief Returning Officer*



**11 April 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Karen Brown, CAO**

**RE: City Clerk Appointment**

### **Recommendation:**

That Council hereby appoints Heather Kasprick as City Clerk for the City of Kenora; and

That By-law Number 5-2000 and By-law Number 22-2000 be hereby repealed; and further

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

### **Background:**

As Council is aware, the City Clerk, Joanne McMillin is retiring after 37 years of employment with the City of Kenora. We are sorry to see Joanne go, and wish her well in her retirement. Joanne's last official day with the City is July 1, 2014, however her last day at work is actually Thursday, May 15<sup>th</sup>.

With the impending retirement of the current City Clerk, the City must now appoint a new City Clerk. In 2013, the City officially identified Heather Kasprick as the new City Clerk to be appointed at Joanne's retirement in conjunction with succession plans that had been made within that department. With Joanne's last day upon us, the City must now officially appoint Heather Kasprick by by-law and repeal the prior appointment by-laws, specifically:

- By-law Number 5-2000 – A by-law to appoint Joanne L. McMillin to the position of Clerk of the City of Kenora
- By-law Number 22-2000 – A By-law to appoint Heather Kasprick to the Position of Deputy Clerk for the City of Kenora

### **Budget:**

N/A – there is no budget impact related to this appointment.

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

Communication to City Staff and media release recommended.



**May 6, 2014**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Contracts & Expenditures Approved for the First Quarter 2014**

### **Recommendation:**

That Council hereby receives the information report of Lauren D'Argis, Corporate Services Manager dated May 6, 2014 with respect to contracts awarded within the Manager's approved limits for the first quarter of 2014.

### **Background:**

In the Procurement Policy, the Corporate Services Manager may award a tender, contract or purchase for greater than \$20,000 provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
  - i. Operating expenditures not exceeding \$100,000;
  - ii. Capital expenditures not exceeding \$250,000, with the exception of;
  - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- e) The award is made to the bidder submitting the lowest end cost, compliant bid.

A report shall be submitted quarterly to Council to advise of the award of any tenders, contract or purchases under this section.

This report is attached.

### **Budget:**

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

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

N/A – Information purposes



**May 2, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Kasprick, Deputy Clerk**

**RE: Establish an Elections Compliance Audit Committee By-law**

### **Recommendation:**

That Council gives three readings to a by-law to establish an Elections Compliance Audit Committee for the City of Kenora and to adopt a Terms of Reference in accordance with the Municipal Elections Act; and further

That the members of this committee be appointed at a later date.

### **Background:**

I have been in contact with our Closed Meeting Investigator Paul Heayn regarding coordinating members for an area Compliance Audit Committee, similar to the structure in the 2010 appointments. I am also in discussion with surrounding municipalities, i.e. Dryden, Sioux Lookout, Red Lake and Ear Falls thus far, to appoint a joint Committee and draw from a pool of names from the various surrounding municipalities. Preferably the participating members shall be from outside their 'home' municipality in order to avoid any biases.

### **Legislative Criteria for the Committee (to be appointed prior to Oct. 1 of an election year):**

The committee shall be comprised of not fewer than three and not more than seven members and shall not include:-

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board; or
- (c) any persons who are candidates in the election for which the committee is established.

Of the members to be appointed in the pool, any combination of three, based on availability, will effectively constitute the Committee and will be called upon by the City Clerk to meet (in Kenora) should an application be received. As provided for in the Act, the Clerk of each municipality shall act as Liaison to the Committee for purposes described in the Municipal Elections Act and in accordance with the Terms of Reference (Appendix

"A" to the by-law). The Act provides the Clerk of each municipality shall prepare administrative practices and procedures for the Committee.

It should be noted the Kenora Committee would only be for those *municipal* candidates while the various School Boards are required to establish their own Compliance Audit Committees for the school board candidates.

**Mandate of Committee**

- a) Consider requests for a compliance audit and determine whether the request should be granted or rejected;
- b) If the request is granted, appoint an auditor;
- c) Review the auditor's report and determine whether legal action should be taken; and
- d) If the auditor's report indicates that there were no apparent contraventions and if there appears there were no reasonable grounds for the application, Council is so advised.

**Remuneration:**

The following fees were negotiated with the contingent:

- A one-time \$500 retainer fee per municipality to the Committee for the four year term;
- A meeting per diem rate of \$350 (to be paid only to the three participating members). This would include all travel, mileage/out-of-pocket expenses. This was the negotiated rate for the last election and it is expected to be the same once members have been identified.

**Budget:**

I have included this amount in the 2014 Elections budget.

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

There is no provision for notice under the Act to establish the Committee, nevertheless, the Committee is considered a Local Board under Section 1.1 of the Municipal Act and therefore falls within our Rules of Order and Procedure for notice, the holding of open/closed meetings, etc.

# The Corporation of the City of Kenora

## By-law Number - 2014

### A By-law to establish an Elections Compliance Audit Committee for the City of Kenora

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**Whereas** the *Municipal Elections Act, 1996* requires municipalities to appoint Compliance Audit Committee to deal with matters regarding election campaign finances before October 1 in an election year, and for the term of the Council; and

**Whereas** the Council of the City of Kenora deems it necessary and expedient to establish a an Elections Compliance Audit Committee for this purpose;

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

1. That a Committee to be known as the Elections Compliance Audit Committee for the City of Kenora is hereby established to deal with matters provided for in the *Municipal Elections Act, 1996*;
2. That the Elections Compliance Audit Committee shall consist of five individuals which shall be appointed by Council resolution, and any combination of at least three (3) shall be selected and shall constitute the Committee for purposes of reviewing compliance audit requests in accordance with the Terms of Reference attached to and forming part of this by-law as Appendix "A";
3. That the City Clerk shall establish administrative practices and procedures for the Elections Compliance Audit Committee;
3. That this By-law shall come into force and take effect upon third and final reading thereof.

**By-Law Read a First and Second Time this 20 day of May, 2014**

**By-Law Read a Third and Final Time this 20 day of May, 2014**

**The Corporation of the City of Kenora:-**

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**David S. Canfield, Mayor**

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**Heather Lajeunesse, Deputy Clerk**

**Appendix 'A'**  
**To By-law Number - 2014**  
**Terms of Reference**  
**for the Elections Compliance Audit Committee**

1	<p><b><u>Name</u></b>  The name of the Committee is the "Elections Compliance Audit Committee for the City of Kenora".</p>
2	<p><b><u>Duration</u></b>  The Committee shall be established before October 1<sup>st</sup> of an election year, with a term to expire in accordance with Council's term of office; November 30, 2018.</p>
3	<p><b><u>Mandate</u></b>  The powers and functions of the Committee are set out in Section 81 of the <i>Municipal Elections Act, 1996</i>.</p> <ol style="list-style-type: none"> <li>1. Within 30 days of receipt of an application requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected;</li> <li>2. If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances;</li> <li>3. The Committee will review the auditor's report within 30 days of receipt and decide whether legal proceedings should be commenced; and</li> <li>4. If the auditor's report indicates that there were no apparent contraventions and if it appears that there were no reasonable grounds for the application, the Committee shall advise Council accordingly.</li> </ol> <p>Members of Council, staff or candidates running for office in the 2014 municipal election are not eligible to be appointed to the Committee. Should an appointed Member accept employment with any of the member municipalities or register as a candidate with any of the member municipalities, his or her appointment will be terminated.</p> <p>All Committee Members must agree in writing that they will not work for or provide advice to any candidate running for municipal office within the member municipalities.</p> <p>To avoid any potential conflict of interest, applicants with accounting or auditing backgrounds must agree in writing that they will not offer their services to any municipal election candidates.</p> <p>Anyone who has participated as a candidate in a municipal election, conducted by any of the member municipalities, or who has conducted audits or provided financial advice in respect of such an election campaign, is disqualified from participation on the Committee.</p>

4	<p><b><u>Membership</u></b>  The committee shall be comprised of not fewer than three and not more than seven members and shall not include:-</p> <ul style="list-style-type: none"> <li>(a) employees or officers of the municipality or local board;</li> <li>(b) members of the council or local board; or</li> <li>(c) any persons who are candidates in the election for which the committee is established.</li> </ul> <p>Should any of the members of the Elections Compliance Audit Committee appointed to the Committee resign or otherwise be unable to perform their duties; those Members requested to participate by the municipality shall make arrangements to have alternate Member(s) attend in their absence without the necessity of taking any further steps to constitute them as members of the Elections Compliance Audit Committee.</p>
5	<p><b><u>Membership Selection</u></b>  The City of Kenora Closed Meeting Investigator will solicit interest from former/retired district municipal employees to sit on the Committee and the contingent, as approved in principle by the Clerk and ultimately by Council shall be appointed by Council resolution; with any combination of three (3) of the five (5) appointed members actually participating as the municipal Committee.</p> <p>Applicants may be required to complete an application form outlining their qualifications and experience.</p> <p>To avoid possible conflicts of interest, any auditor or accountant appointed to the committee must agree in writing to not undertake the audits or preparation of the financial statements of any candidates seeking election to City Council. Failure to adhere to this requirement shall result in the individual being removed from the committee.</p>
6	<p><b><u>Remuneration</u></b></p> <ul style="list-style-type: none"> <li>- A one-time \$500 retainer fee shall be paid to the Committee for the four year term, (\$100 to each of the 5 in the contingent);</li> <li>- A meeting per diem rate of \$350 shall be paid to the three participating members, (this would include any travel, mileage/out-of-pocket expenses, meals, etc.</li> <li>- The municipality shall pay the cost of an auditor should an audit be required.</li> </ul>
7	<p><b><u>Chair</u></b>  The three (3) member Committee shall select a Chair from amongst its members at its first meeting.</p>
8	<p><b><u>City Clerk – Staffing and Records</u></b>  The City Clerk or his/her designate shall be resource and provide administrative support to the Committee. The necessary funding shall be paid from the 2014 Municipal Elections Budget.</p> <p>When the municipality is in receipt of an application for review, the Clerk shall contact the members and arrange for the three-member Committee to meet.</p>



	<p>When the City is in receipt of an appeal, the Clerk shall contact the members and arrange for the three-Member Committee to meet to hear the audit request.</p> <p>The records emanating from meetings of the Elections Compliance Audit Committee shall be retained and preserved by the City in accordance with the City's Record Retention By-law.</p>
9	<p><b>Meetings</b></p> <p>The Committee shall meet as needed with meetings to be scheduled by the Clerk, in consultation with the Chair when a compliance audit application is received. Meetings of the Committee shall be conducted in accordance with the open meeting provisions of the City's Procedural By-law and the City's website shall be used to communicate the meeting notices and agendas. Meetings shall be held in Kenora.</p>



**May 5, 2014**

**City Council  
Committee Report**

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

**Fr: Charlotte Edie, Treasurer**

**Re: Agreement for the Transfer of Federal Gas Tax Funds**

**Recommendation:**

That Council of the City of Kenora provide three readings to a By-law to authorize the execution of the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds between the Association of Municipalities of Ontario and the City of Kenora; and further

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

**Background:**

In 2005, AMO signed an Agreement for the Transfer of Federal Gas Tax Funds Under the New Deal for Cities and Communities. Under the Agreement municipalities were eligible to receive a portion of federal gas tax dollars collected. Two extensions were signed in 2008 and 2010 which extended the funding to 2013. The City has received a further extension from 2014 to 2018. Kenora's entitlement is over \$4.6 million for the 5 years.

The City has received two copies of the Agreement to be signed with AMO. The City is required to execute this Agreement, and forward two signed copies, together with the By-Law authorizing the execution of the said agreement, to AMO.

**Budget:**

There is no cost related to the signing of this agreement. The City will receive a long term funding source for use towards eligible infrastructure as defined within the related funding agreement. These funds will be held in deferred revenue until such time as they are used towards an eligible project. In the past the City has used these funds for the roundabout and traffic lights on Main Street and the repair of the Winnipeg River West Branch Bridge. All monies from the extension period must be expended on eligible projects no later than December 31, 2023.

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

Two signed copies of the Agreement, together with the By-Law authorizing the signing of the Agreement, will be forwarded to AMO.



**May 2, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Kasprick, Deputy Clerk**

**RE: Fire Control Bylaw #44-2003 Housekeeping Amendment**

### **Recommendation:**

That Council gives three readings to a new Fire Control bylaw for the City of Kenora to include a new fire contact number for customers; and further

That By-law Number 44-2003 be hereby repealed.

### **Background:**

It was recently discovered that the City of Kenora Fire Control Bylaw contains a number which references the former KPS telephone number for people to contact pertaining to burning. A customer called the Fire Hall to advise he purchased a burning permit on line and that he intended to burn, however, the number was the former KPS office and was redirected to the OPP.

Under Section 4.1 of bylaw number 44-2003:

No person shall set an outdoor fire, except a camp fire, unless he or she has advised the City of Kenora fire dispatch (467-2111) no more than three (3) hours prior to the time of setting such fire.

On Fire & Emergency Services FireHouse program at the fire hall it does print the new dispatch number, however, for those who reference the bylaw on line such as this gentleman did, they will reach the wrong number as in this instance.

### **Budget:**

N/A

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

N/A

**THE CORPORATION OF THE CITY OF KENORA**

**BY-LAW NUMBER 44-2003**

**FIRE CONTROL BY-LAW FOR THE CITY OF KENORA**

**WHEREAS** in accordance with Section 8 of the Municipal Act, 2001, as amended, the Council of the Corporation of the City of Kenora deems it necessary and advisable to enact a by-law prescribing the times during which fires may be set in the open air, and the precautions to be observed by the persons setting out fires; and

**WHEREAS** the City of Kenora Fire & Emergency Services has established Rules and Regulations for the purpose of prescribing the time for setting fires in the City;

**NOW THEREFORE** the Council of the Corporation of the City of Kenora hereby enacts as follows:

**SECTION I - DEFINITIONS**

For the purposes of this by-law, the following terms shall be used:

- 1.1 **Camp Fire:** means a small fire for cooking, warmth or entertainment at a campsite or at a residential property.
- 1.2 **Controlled Burning Season:** is the period of time between 12:01 a.m. on April 1<sup>st</sup> and 11:59 p.m. on October 31<sup>st</sup> of each year.
- 1.3 **Evening Burning:** is any burning between two (2) hours before sunset and two (2) hours after sunrise.
- 1.4 **Fire Chief:** means the fire chief appointed for the City of Kenora from time to time and includes his or her designate.
- 1.5 **Outside Burning:** is fire ignited for the purpose of disposing of waste or for the utilization of the fire for any other purpose including, but not to restrict the generality of the foregoing, the following:
  - (a) **Piled Material Fires:** fire to dispose of brush and/or waste wood;
  - (b) **Grass and Leaves Fires:** fire to dispose of old grass, clippings or leaves;
  - (c) **Domestic Incinerator Fires:** fire to dispose of household waste within an appropriate incinerator with the exception of plastics, paints, oil, rubber and other such toxins;

**(d) Camp Fires**

- 1.6 **Restricted Fire Zone:** is an area designated by the Minister of Natural Resources pursuant to the Forest Fires Prevention Act as such and for the purposes of this by-law, if any portion of the City of Kenora has been designated by the Minister, the entire city shall be deemed designated.
- 1.7 **Responsible Person:** shall be the person or persons who starts the fire, directs the fire to be set, authorizes the fire to be set, controls or oversees the fire.
- 1.8 **Uncontrolled Burning Season:** is the period of year that is not considered part of the controlled burning season, which shall be between 12:01 a.m. on November 1<sup>st</sup> and 11:59 p.m. on March 31<sup>st</sup>.

**SECTION 2 - GENERAL PROVISIONS**

- 2.1 Subject to paragraph 2.3, outside burning is permitted at any time in the City of Kenora during the uncontrolled burning season.
- 2.2 Subject to paragraph 2.3, no person shall set a fire for outside burning in the City of Kenora, except for a camp fire, during the controlled burning season, unless such burning is evening burning.
- 2.3 No person shall set a fire for outside burning of any kind whatsoever during any period during which the City of Kenora has been designated a restricted fire zone.
- 2.4 No person shall set a fire for outside burning of any kind whatsoever in the City of Kenora during the controlled or uncontrolled burning season in a domestic incinerator unless the parcel of property wherein the domestic incinerator is installed thereupon is .8 hectare or greater in size and further, the incinerator and the location of the device shall comply with the burning rules provisions 15 through 19 as set out in Schedule "A" annexed hereto.

**SECTION 3 - FIRE PERMITS**

- 3.1 The Fire Chief may issue such general and special occasion fire permits as he or she deems appropriate.
- 3.2 A basic fire permit is effective for the calendar year in which it is issued. A special occasion fire permit is effective for the date or dates stated thereon.
- 3.3 The Fire Chief may cancel or suspend a fire permit at any time.
- 3.4 No person shall set any outdoor fire in the City of Kenora, except for a campfire, unless such person is the holder of a valid fire permit.

- 3.5 No person shall set an outdoor fire in the City of Kenora, other than a piled material fire, a grass and leaves fire, or a domestic incinerator fire, unless such person has obtained from the Fire Chief a special occasion fire permit.
- 3.6 There shall be a fee of ten dollars (\$10.00) for the issuance of a fire permit.
- 3.7 There shall be a fee of twenty dollars (\$20.00) should an Inspection of an Open Air Burning Permit be required.

#### **SECTION 4 - FIRE CONTROL**

- 4.1 No person shall set an outdoor fire, except a camp fire, unless he or she has advised the City of Kenora Fire and Emergency Services (467-2090) no more than three (3) hours prior to the time of setting such fire.
- 4.2 Every person who sets an outdoor fire shall advise the City of Kenora fire and Emergency Services once the fire has been extinguished.
- 4.3 The Fire Chief may direct the person responsible for any fire to extinguish same at any time if the Fire Chief believes that the fire poses a threat to persons or property. The Fire Chief's decision is final.
- 4.4 In the event that the Fire Chief believes that an outdoor fire is a threat and the person responsible for such fire is unable or unwilling to extinguish same, or the fire is out of control, the Fire Chief may direct municipal fire suppression.
- 4.5 The Fire Chief may, by order, extend the controlled burning season, which order shall be effective when made. Upon the Fire Chief issuing such order, he shall cause notice thereof to be published in a newspaper of general local circulation and on the local radio stations for three (3) consecutive days.
- 4.6 In the event that municipal fire equipment or manpower is used for standby, fire suppression or cleanup in connection with an outdoor fire, the rates as determined from time to time by the Fire Chief shall apply and shall be billed to the responsible party.

#### **SECTION 5 -BURNING RULES**

- 5.1 Every responsible person in respect of an outdoor fire shall comply with the burning rules in Schedule "A" annexed hereto and forming part of this by-law.

#### **SECTION 6 - OFFENCES**

- 6.1 Everyone who contravenes any of the provisions of this by-law is guilty of an offence and on conviction is liable to punishment as provided for under the *Provincial Offences Act*.

**SECTION 7 - EFFECTIVE DATE AND REPEAL OF FORMER BY-LAW**

- 7.1 This by-law shall come into effect on the day it is passed.
- 7.2 By-Law Number 126-2002 is hereby repealed.

**BY-LAW READ FOR A FIRST AND SECOND TIME THIS 10th DAY OF MARCH, 2003.**

**BY-LAW READ FOR A THIRD AND FINAL TIME THIS 10th DAY OF MARCH, 2003.**

**THE CORPORATION OF THE CITY OF KENORA**

\_\_\_\_\_ **MAYOR**  
**David Canfield**

\_\_\_\_\_ **D/CLERK**  
**Paulette Grouda**

## **SCHEDULE "A" TO BY-LAW NO. 44-2003**

### **BURNING RULES**

#### **GENERAL**

1. Except by special occasion permit, material to be burned shall be limited to standing dry grass for spring clean-up, wood or wood byproducts, small brush piles and untreated lumber.
2. No area shall be burned that cannot easily be managed, controlled and extinguished, taking into account weather and wind conditions and the resources available.
3. No fire shall be set until the means of extinguishing the fire, as shown on the fire permit, are available and close to the site. Such means of extinguishing the fire shall be kept available at the site at all times until the fire is extinguished.
4. Only one fire shall be permitted at any one time for each permit.
5. No fire shall be permitted to continue if such fire or smoke emanating therefrom causes any of the following:
  1. a decrease in visibility on any highway; or
  2. discomfort, a hazard to health or a loss of enjoyment of normal use of any neighboring property.
6. The fire shall be attended at all times by a person competent and capable of controlling it and extinguishing it, if necessary.
7. The person responsible for the fire shall at all times ensure that there is adequate manpower, tools and/or water available to contain the fire.
8. The person responsible for the fire shall ensure that access to a telephone is available within 5 minutes from the site of the fire.

#### **CAMP FIRES**

9. Camp fires shall be limited to fires used to cook food on a grill or barbeque or for personal warmth or entertainment.
10. The fire must be on a non-combustible surface such as gravel, sand or rock.
11. The fire must have a defined perimeter made of rock, metal or cement.





## **PAGE 2 - SCHEDULE "A"**

12. The fire must not be larger than one (1) meter in diameter and one-half ( $\frac{1}{2}$ ) meter high.

### **PILED MATERIAL**

13. The material must be in a single pile less than two (2) meters in diameter and less than two (2) meters high, unless otherwise approved by the chief fire official or designate.
14. The material must be at least ten (10) meters away from any flammable materials.

### **DOMESTIC INCINERATIONS**

15. The device must be enclosed (metal barrel in good condition).
16. A heavy metal mesh must be put on top of the incinerator during burning. Mesh opening must be less than five (5) mm in size. The Screen should be weighted down with a rock or brick to stop it from falling off.
17. The incinerator must be at least two (2) meters away from any flammable material (normally this means a two meter circle of granular material from the outer edge of the incinerator base).
18. The incinerator must be not less than five (5) meters away from any trees.
19. The incinerator must be at least fifteen (15) meters away from any building or structure.



**May 6, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Bruce Graham**

**RE: Municipal Insurance RFP**

### **Recommendation:**

That Mayor and Council accept the proposal for Municipal Insurance as presented by Lake of the Woods Insurance with insurance provided through BFL Canada in the amount of \$287,903.00 excluding taxes.

### **Background:**

At the request of Council, an RFP for the provision of Municipal Insurance and Risk Management Services was issued on March 17, 2014.

The RFP package was provided to the three local insurance brokers in Kenora namely The Standard, Lake of the Woods Insurance, and Causeway Insurance. The RFP package was also sent to Ontario Municipal Insurance Exchange (OMEX).

The closing date for the RFP was April 22, 2014 at which time four separate proposals were received.

We received a proposal from OMEX with a cost of \$515,246.00.

We received a proposal from The Standard with insurance provided through Frank Cowan Company with a cost of \$296,257.00.

We received a proposal from The Standard with insurance provided through JLT Canada with a cost of \$292,915.00.

We received a proposal from Lake of the Woods Insurance with insurance provided through BFL Canada with a cost of \$287,903.00.

We did not receive a response from Causeway Insurance.

The prices noted above represent the premium cost only and are exclusive of taxes.

As the proposals from OMEX and Frank Cowan Company were both higher than the proposal from JLT Canada, which is our current insurance provider, neither was considered for further evaluation.

The RFP established the following criteria for the evaluation of proposals:

#### **Product – 30 points**

- Meeting the request for proposal specifications
- Scope of coverage
- Enhancements

#### **Services – 20 points**

- Insurance administration
- Risk management
- Claims management

**Qualifications** – 20 points

- Proponent experience
- Municipal references
- Team expertise
- Financial stability of insurers

**Price** – 30 points

- Annual cost
- Added value

**Product** - In order to make the evaluation of the respondents' proposal easier, each proponent was asked to provide their proposal based on the insurance coverage that the City currently has in place. They were asked to highlight and explain any variations from current coverages, particularly if they were proposing lower coverage limits or a higher cost.

The proposal from The Standard/JLT "fully meets all of the specifications outlined within the Request for Proposals. JLT has not made any changes to the wordings, coverage or deductibles in force for the City of Kenora."

The proposal from Lake of the Woods/BFL met the specifications outlined in the Request for Proposals and included enhancements such as providing \$250,000 as the principal sum for Municipal Officials Accident and Volunteer Firefighters Accident. Our current coverage provides \$200,000 as the principal sum for each of these.

As a result, the proposal from BFL scored slightly higher in this category.

**Services** – Both JLT and BFL scored well in this category. Both presented solid plans for providing insurance certificates for vehicles, Certificates of Insurance for third parties, and for dealing with any changes to our program throughout the term.

In terms of Risk Management, the proposal from BFL scored better as they presented a detailed plan on working with the City to develop and implement a Risk Management Program.

Both proponents suggested that the City continue to work with the local adjusters from the Kenora office of ClaimsPro to handle all below deductible claims.

**Qualifications** – JLT scored better in this category as they have more experience in municipal insurance than BFL. Also, the team from The Standard has more experience as they have been handling the City's insurance for many years.

Both proponents are using insurers with solid financial ratings.

The municipal references provided by Lake of the Woods Insurance for BFL all reported that they are satisfied with the service provided by BFL.

As the City is currently dealing with JLT and are familiar and satisfied with the service they provide, additional municipal references were not contacted.

**Price** – Both proponents presented proposals that represent savings over our current plan and either proposal would be a good choice for the City.

The proposal from The Standard/JLT represents a savings of \$36,574.00 compared to the premiums for the July 1, 2013 to July 1, 2014 term.

The proposal by Lake of the Woods Insurance/BFL represents a savings of \$41,586.00 compared to the premiums for the July 1, 2013 to July 1, 2014 term.

The proposal from Lake of the Woods and BFL includes some value added services that make the savings even greater. Included in their proposal at no additional cost to the City is a semi-annual Drivers' Abstract check for all licensed drivers on the City's policy. This represents an additional savings of about \$2,000.00 per year for the City.

**Conclusion** – Either of the two proponents, The Standard/JLT or Lake of the Woods Insurance/BFL, would be a wise choice for the City as both submitted solid proposals and both represent significant savings from our current insurance program. However, the lower cost and the value added services proposed by Lake of the Woods Insurance and BFL give them the advantage and I recommend that they be selected as the successful proponent.

**Budget:**

As per 2014 budget.

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

Upon selection of the successful proponent, a letter will be sent to all proponents advising of the decision. The Risk Management and Loss Prevention Officer will then work with the successful proponent to ensure that everything is in place for the July 1, 2014 to July 1, 2015 term.



**May 6, 2014**

## **City Council Committee Report**

**To: Mayor and Council**

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

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

### **Recommendation:**

That Council of the City of Kenora hereby accepts the 2014 First Quarter investment report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora Investments.

### **Background:**

Kenora Citizen's Prosperity Trust Fund (KCPTF):

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

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

The first KCPTF portfolio is with the ONE Public Sector Group of Funds and accounts for almost one quarter of the Trust Fund. The market value of this investment at March 31, 2014 is \$8,959,049. (This is an increase of \$88,453 in market value from December 31, 2013.) All ONE Fund investments are held in a bond fund. The year to date actual return on ONE fund investments for 2014 is 4.05%. This rate reflects the total return including market impact. The return on book value for 2014 is 2.97%.

The second and largest KCPTF portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information from the March 31, 2014 report is attached. The market value of these investments is \$23,909,512 (\$233,248 higher than the value at the end of December 2013). Securities held in this portfolio are largely bank and federal and provincial government issues. The annualized return on these funds for the year is 1.00%. The rate of return since inception is 3.30%. These returns also take the market impact into account.

In addition, the KCPTF holds \$7,852,338 in debt from the City of Kenora. The rate of return on this debt is 3%.

#### Other Investments:

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments are entirely held in the ONE Public Sector Group of Funds and the market value at March 31, 2014 is \$11,104,928. (This is an increase of \$109,638 in market value from December 31, 2013.) All ONE Fund investments are held in a bond fund. The year to date actual return for this portfolio for 2014 is 4.05%. This rate reflects the total return including market impact. The return on book value for 2014 is 2.97%.

#### **Budget:**

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

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

For information only



**May 2, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Kasprick, Deputy Clerk**

**RE: Juno Beach Centre Association Canada's D-Day Tribute**

### **Recommendation:**

That Council of the City of Kenora authorizes the sponsorship of the 70<sup>th</sup> Anniversary of the Juno Beach Centre Canada D-Day Tribute in the amount of \$1,000; and further

That the markers placed at Juno Beach are in honour of Wilfred Joseph Nabish and Ray William Brooks who were both raised in Kenora to recognize their selfless acts of bravery as a member of the Canadian Armed Forces; and further

That citizens of the City of Kenora recognize the significance of June 6, 2014 as the 70<sup>th</sup> Anniversary of D-Day and remember those lives that were lost for our freedom.

### **Background:**

On June 6, 1944, 14,000 Canadians took part in the allied invasion of Normandy, France that would eventually lead to an overall Allied Victory in European theaters of war. It would become known to history as D-Day. The Canadian Armed Forces suffered 5,500 casualties during the Normandy campaign; 359 Canadians lost their lives on Juno Beach on the first day.

Throughout 2014, Juno Beach Centre will commemorate the 70<sup>th</sup> Anniversary of the D-Day Landings. It is a rare opportunity to draw special attention to the Canadian veterans who participated in the Normandy Campaign, especially those who lost their lives on June 6, 1944. A special tribute campaign will run from June to November in an effort to commemorate those sacrifices, offering a means for all Canadians to take part in an act of Remembrance. 359 markers will be temporarily installed at the Centre in Normandy – one for every Canadian killed in action on D-Day. The goal of Canada's D-Day Tribute Campaign is to raise \$300,000 for the Juno Beach Centre. The funds raised through the sponsorship of the tribute markers will help to pave the way for future commemoration and educational programming by the Juno Beach Centre.

There are two ways the City of Kenora can be involved:

**Sponsor a Tribute:** Individual D-Day Tributes can be sponsored for a minimum of \$500. Each sponsor will receive a tax receipt and recognition on the marker itself and on the Juno Beach Centre's website. Sponsors will also receive a package of information about



their sponsored soldier, profiling the work of the Lest We Forget program. For an additional \$150 sponsors can receive a replica of their tributes plaque.

**Make an Individual Donation:** Canadians from coast-to-coast can participate in an Act of Remembrance this year by contributing to the campaign. Individual donors will have the chance to send a message of thanks that will be placed on the website and printed in a book of remembrance at the Juno Beach Centre in Normandy. Donations can also be made in the name of a veteran or family member and every donor will be recognized on our website. Contributors will receive a tax receipt for their donation of minimum \$25.

Wilfred Joseph Nabish and Ray William Brooks, both raised in Kenora, are two of those to be so honoured at this event. The City has been asked to consider sponsoring markers for these courageous soldiers on behalf of the citizens of Kenora.

The Cities of Winnipeg (16 veterans sponsored) and Brantford, Ontario (5 veterans sponsored) are examples of home towns of fallen soldiers who have taken up the cause to honour all of their fallen citizens from WWII's D-Day Landing on the beaches of Normandy where our Museum now stands. Last Friday, the Premier of Nova Scotia made a commitment to sponsor a marker for every fallen soldier from Nova Scotia who was not otherwise supported by family, friends or any other organization. Similarly, the Premier of Manitoba has made the same commitment to the Juno Beach Centre Association. Other jurisdictions are making small donations to support the project and in some cases their Council members are personally supporting the project to ensure that their respective marker is fully funded. An example of the latter is the town of Fernie, British Columbia where the Town provided half of the marker sponsorship cost and council members collectively funded the balance.

To date the group has confirmed support for 120 of the 359 deceased veterans. The JBCA will ensure that each of the 359 markers is indeed on site for the 70th anniversary ceremonies to take place June 6th in the presence of the Prime Minister, President of France and members of the British Royal Family. Those that make sponsorship commitments prior to that date will have their names engraved on the bronze plaques on each marker for viewing by our visitors throughout the balance of 2014 until Remembrance Day on November 11th. Those sponsorships received after the D-Day ceremony will have the plaque(s) replaced with a new one(s) indicating the sponsoring individual or organization for the balance of the period the markers are on display at the Juno Beach Centre in Normandy.

**Budget:**

The \$1,000 could be taken from the current 2014 Council discretionary spending for donations.

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

No bylaw amendment required, within current operating budget.

**09 May 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Lajeunesse, Deputy Clerk**

**RE: KDSB Letter of Support – Homelessness Funding**

### **Recommendation:**

That Council of the Corporation of the City of Kenora hereby extends its support to the Kenora District Services Board (KDSB) in its application to the Homelessness Partnering Strategy Rural and Remote Communities – Ontario for funding for a two year contract position responsible for mapping current services that support housing tenancy and to action the items outlined in the Kenora District Services Board Ten Year Housing and Homelessness Plan; and further

That a letter of support be forwarded from the Mayor's Office for this purpose.

### **Background:**

At the Kenora District Services Board's May 1, 2014 meeting, the Board received a report on the intentions of the KDSB to make a joint submission with the City of Kenora, to the Homelessness Partnering Strategy Rural Remote Communities – Ontario, for a two year position to coordinate and move forward the goals and objectives in the Kenora District Services Board's Ten Year Housing and Homelessness Plan and the City of Kenora, Homelessness and Behavioural Issues Task Force Work Plan.

Due to tight timelines the City of Kenora submitted the Letter of Intent to Submit the Proposal. A reference number has now been received from the United Way in order to submit the proposal. In further conversations between KDSB and City of Kenora, CAO, Karen Brown it was determined that the KDSB will submit the Proposal. KDSB and City of Kenora CAO will continue to work on this project. At the May 1<sup>st</sup> KDSB meeting, it was recommended by the Kenora District Services Board members that letters of support could be provided by the Municipalities.

### **Budget:**

N/A

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

Sarah Stevenson, KDSB

# ***Municipal Letterhead...***

May 23, 2014 ..... *Please email or fax to Sarah Stevenson by May 23, 2014*

Kenora District Services Board  
211 Princess Street  
Dryden, ON P8N 3L5

Dear Mrs. Stevenson:

Re: Letter of Support – Homelessness Partnering Strategy Rural Remote Communities  
Ontario

This letter is in support of the Kenora District Services Board's application to the Homelessness Partnering Strategy Rural and Remote Communities –Ontario.

We are aware and support the Kenora District Services Board's submission for funding for a two year contract position. This position will be responsible for mapping current services that support housing tenancy and to action the items outlined in the Kenora District Services Board Ten Year Housing and Homelessness Plan.

We believe the District and Municipalities would benefit from the approval of this position to move the initiatives outlined in the Ten Year Housing and Homelessness Plan forward.

Name: David S. Canfield  
Title: Mayor



**May 5, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Lajeunesse, Deputy Clerk**

**RE: Lake of the Woods Military Ball Attendance**

### **Recommendation:**

That authorization is hereby given for the following Members of Council to attend the Lake of the Woods Military Ball taking place in Kenora, June 7, 2014:-

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

### **Background:**

The 116<sup>th</sup> Independent Field Battery, Royal Canadian Artillery are hosting the Lake of the Woods Military Ball on June 7, 2014 at the Best Western Lakeside Inn. This year the Ball commemorates the 100<sup>th</sup> Anniversary of World War I. Members of the military family will be on hand to help celebrate the historic ties that have existed since before World War I and to honour those who served on this 100th Anniversary of the Great War.

Proceeds from the Ball will be donated by the 116<sup>th</sup> Field Battery to the partnership of the Lake of the Woods Museum, Ancestor Seekers of Kenora, and the Kenora Public Library for the Great War Project exhibit which will be presented from August 1 to November 15 this year.

### **Budget:**

Council's Travel and Conference budget

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

N/A

THE CITY OF KENORA AND THE  
116<sup>th</sup> INDEPENDENT FIELD BATTERY  
ROYAL CANADIAN ARTILLERY

Cordially invite you to the Lake of the Woods

MILITARY BALL

07 ♦ JUNE ♦ 2014

Reception 6:00 PM | Dinner 7:00 PM | Dancing 9:00 PM

At the Best Western Lakeside Inn  
470 First Avenue South Kenora Ontario  
Cost is \$75 (Canadian Funds) per person

*Members of the military family will be on hand  
to help celebrate our historic ties that have  
existed since before World War 1  
and to honour those who served on this  
the 100<sup>th</sup> Anniversary of the Great War.*

**Ticket Locations**

Safeway  
LOW Museum  
Johnsons Pharmacy  
Kenora Armoury



**Formal Attire**

Proceeds go to  
Kenora Great War Project



May 1, 2014

## City Council Committee Report

**To: Mayor and Council**

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

**Re: March 2014 Monthly Financial Statements**

### **Recommendation:**

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as of March 31, 2014.

### **Background:**

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

### **Overall:**

- The March results for all Departments are better than budget with the exception of Transportation which is only marginally worse than budget.

### **Expenditures:**

- At the end of March, the year is one quarter finished. Assuming that expenditures are relatively level for the year, a result of (75%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government preliminary results are under-budget with 78% of the budget unspent. Mayor & Council advertising appears to be over budget. This is due to a coding error. Year to date advertising spend is \$0. The Mayor & Council's travel expense is overall exceeding budget. It appears that there is a travel expense attributed to Van Wallegghem but this is an error. This is Councilor Roussin's travel to OGRA/ROMA and will be moved before the next month report. Building Rentals are currently overbudget. This is partly due to the timing of the property tax expenses which is a large portion of this budget.
- **Protection** - The Protection Department expenditures are overall under-budget. Of note is KPS Disbandment which shows \$433 of expenses against zero budget. These are the post-employment benefit expenses for which the payable has already been created. By the end of the year, an adjustment will be made that will reduce or remove this expense.

911 Emergency Access appears to be over budget, but should come in line with the budget by the end of the year. This is due to the timing of the payment to the Minister of Finance.

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

- **Transportation** – The Transportation Department expenditures are trending to be slightly higher than budget. Given the seasonality of most of these expenditures, it is difficult to predict if this trend will continue.

Winter Control is substantially over budget due to the extreme quantities of snow experienced in the first part of 2014. Equipment rentals are very high this year.

Engineering computer maintenance is over budget due to the timing of the license purchases. It should be in line with the budget by year end.

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

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

- **Health expenditures** – Health results are on budget.
- **Social and Family** – The transfers are on budget.
- **Recreation & Cultural** – Overall Recreation & Cultural results are better than budget.
- **Planning & Development** – Planning & Development expenditures are under budget.

The brand leadership team appears to have spent most of their expenses for the year already. Once 2013 year-end adjustments are complete, over \$19k of these expenses will be removed.

#### **User Fees:**

- Overall, user fees are falling short of the budget projections. We have 81% of the budget left to collect.
- General Government is showing revenues slightly below budget.
- Protection user fees are running under the budgeted projection. There are several reasons that they are under budget including unrecorded POA revenues.
- Transportation user fees are exceeding budget.
- Environmental user fees are under budget, with all areas lagging behind projections except Blue Box collection.
- Recreation & Cultural fees are better than budget.
- Planning & Development user fees are lower than budget.

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



**May 1, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Kasprick, Deputy Clerk**

**RE: Municipal Alcohol Policy Amendment**

### **Recommendation:**

That Council hereby approves the amended City of Kenora Municipal Alcohol Policy #LS-3-1; and

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

That By-law Number 51-2013 be hereby repealed.

### **Background:**

The Municipal Alcohol Policy mandates that the policy is reviewed annually to meet the changing regulations and requirements that come with the municipality having events taking place on municipal property.

A meeting was held at the end of March to review the policy. Present for the discussion was Crystal Stokes, Special Events Coordinator, Megan Derouard, Recreation Programmer, Colleen Neil, Recreation Services Manager, Bruce Graham, Loss & Prevention Officer, Heather Lajeunesse, Deputy Clerk, myself, along with outside major user groups such as Harbourfest, Boobie Nights and KBI. Our insurance provider was also invited to the meeting but could not attend. He provided verbal input which was shared at the meeting and taken into consideration. This was an opportunity to review and receive feedback on the current policy and review changes to the Alcohol and Gaming Commission special occasions permits.

In April staff attended an information session held Cowan Insurance that covered liability on municipal property (alcohol related events) along with the AGCO reviewing key points staff should consider when developing policies.

### **Budget:**

N/A

**Communication Plan/Notice By-law Requirements:** Will be distributed to all major user groups and internally to our key staff who deal with special events.





**Municipal Alcohol Policy**

<b>Section</b>	<b>Date</b>	<b>By-Law Number</b>	<b>Page</b>	<b>Of</b>
Legislative Services	May 20, 2014		1	29
<b>Subsection</b>	<b>Repeals By-law Number</b>		<b>Policy Number</b>	
Municipal Alcohol	802013		LS-3-1	

**Purpose**

This policy was developed in order that as many people as possible can enjoy City facilities in a manner that ensures the health and safety of the participants as well as the protection of the municipality.

**Municipal Alcohol Policy**

<b>Policy Number</b>	<b>Page</b>	<b>of</b>
LS-3-1	2	29

**2.0 Definitions for the Municipal Alcohol Policy**

**Applicant**

Means - any person or organization applying to hold an event on City property and includes the person or organization on whose behalf such persons apply or seek permission to hold the event, the person whose name is listed as the permit holder on a Special Occasion Permit, and the person listed as a sponsor on a Caterer’s Endorsement for such event.

**Caterer’s Endorsement**

Means - a Caterer’s Endorsement, is issued by the AGCO and permits the sale and service of beverage alcohol at an event that is in an area other than a licensed establishment. The catered event must be sponsored by someone other than the license-holder.

**City Staff**

Means - where there is a reference to reporting to, or contacting staff of the City of Kenora means the City of Kenora staff identified by the City as the contact for either M.A.P. purposes or the facility or premises in question as the context requires.

Delegate, in reference to the Event Applicant or Organizer

Means - an employee, agent, servant, representative, partner or other individual designated by the Event Organizer to manage the Event or to ensure compliance with the Event Organizer's responsibilities under the M.A.P.

Event

Means - any gathering, of any kind, whether social, business or otherwise on City property. The event may include the set-up, tear down, clean-up and other activities that occur in, on or around any City properties related to the preparations for, conduct of or finalization of the event and use of City property.

### Municipal Alcohol Policy

Policy Number	Page	of
LS-3-1	3	29

Event Worker

Means - any representative, agent, partner, employee, servant, contractor or other individual or entity working on the Event for the Event Organizer, and includes volunteers, the Event Organizer, an Event Organizer's Delegates, Servers and Floor Monitors, Ticket Sellers, Door Monitors

M.A.P.

Means - the City of Kenora's Municipal Alcohol Policy

Monitor

Means - an Event Worker for purposes other than being a Server.

Outdoor Events

Means - those which take place outdoors **or** in a temporary structure, such as a tent or marquee. The Whitecap Pavilion is a permanent structure and NOT considered a tent or marquee.

The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" (0.9m) high partition. This separation applies for alcohol related events taking place under the Whitecap Pavilion.

Server

Means - an Event Worker serving or selling alcoholic beverages or selling or providing tickets for redemption for such alcohol, or who is acting as a bartender.

Special Occasion Permit (SOP)

Means - a permit is needed **any** time liquor is offered for sale or given away **or** served **anywhere** other than in a licensed establishment or a private place. Private

place is an indoor area usually not open to the public and not open to the public during the event (for example, a residence or private office).

Special Occasion Permits are for **occasional**, special events only, and not for personal profit. If you intend to serve liquor for personal profit, you must obtain a liquor sales licence. A permit may be revoked if the Registrar has reason to believe the event is being used for personal gain.

**Municipal Alcohol Policy**

<b>Policy Number</b>	<b>Page</b>	<b>of</b>
LS-3-1	4	29

Definitions of Types of Events and Requirements under the Alcohol and Gaming Commission of Ontario Special Occasion Permits are either Sale or No Sale and are issued for specific types of events.

**Sale**

Means - a Sale permit is required for events where money is collected for liquor through:

- An admission charge to the event;
- Admission or liquor tickets sold to people attending the event; or
- the collection of money for liquor before the event.

When you buy liquor for your sale event, you will be charged an additional levy fee because you are reselling the liquor. The levy assists you as you will not have to collect or remit sales tax on the liquor you sell at the event. Levy receipts for all liquor purchases must be readily available for inspection by AGCO Inspectors or police.

As the holder of a sale permit for a Reception, Trade Show or Consumer Show Event, you may not profit directly or indirectly from the sale of liquor at the event.

**No Sale**

- Means - a No Sale permit is issued when:
  - Liquor is served without charge;
  - No money is collected directly or indirectly for liquor from guests; and
  - The permit holder absorbs all the cost.
- No levy fee is charged on liquor for a no sale event.

Private Reception (Sale and No Sale)

Means - Receptions are private events for invited guests only. Notification is limited to invited guests only and must not mention the availability of liquor. The general public must not be admitted to a reception event. Reception events cannot be advertised to the general public.

#### Public Event (Sale)

Means - Public Event permits can be issued:

To a registered charity under the Income Tax Act (Canada); to a non-profit organization or association organized to promote charitable, educational, religious or community objects; or for an event of municipal, provincial, national or international significance. These events may be held to raise funds for charitable, educational, religious or community objects.

### Municipal Alcohol Policy

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**Note: Individuals cannot fundraise by selling liquor.**

A Special Occasions Permit holder that is not a registered charity or non-profit organization or association may hold a Public Event if the event is:

An event of municipal, provincial, national or international significance; OR

An event of municipal significance and is designated by municipal council through the clerk's office as an event of municipal significance. A duly authorized letter from the City Clerk's Office shall suffice where a Council Resolution is requested to be included with a permit application.

### **3.0 Areas Designated for Conditional Use of Alcohol**

Any building or property owned by the City of Kenora may be eligible for Special Occasion permit/Caterer's Endorsement provided the regulations of the City of Kenora Municipal Alcohol Policy and said property and/or building regulations are adhered to and the request is reasonable and does not interfere with the intended purpose of the facilities core function.

Designation of Public Events that must be considered "municipally significant" for the purposes of application for a Special Occasions Permit can be done so through the authority of the office of the City Clerk. Council of the City of Kenora delegates its authority to the City Clerk to issue, at the Clerk's discretion, the necessary approval letters for the Alcohol and Gaming Commission of Ontario to issue Special Occasions Permits to various persons or organizations as required for events taking place on municipal property in accordance with the Municipal Alcohol Policy.

In order to be eligible to rent a municipally owned facility, the applicant shall be 19 years of age and demonstrate to the satisfaction of the facility representative that he/she has read the City of Kenora Municipal Alcohol Policy, signed, and agreed to comply with the conditions set forth in this Policy.

The City of Kenora will not consider application for the service of alcohol for any public event where children, youth and/or family are the focus. Private events will be considered on an individual basis under the terms of this policy.

Any individual or organization bringing alcohol on designated City of Kenora facilities and properties must have a Special Occasion Permit and before obtaining a Special Occasion Permit must have prior approval of the City of Kenora, from the applicable Manager or designate responsible for the municipal building or property being utilized for that purpose.

**Municipal Alcohol Policy**

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**4.0 Event Signage**

A positive message, referring to the Municipal Alcohol Policy and its slogan, shall reinforce the perception that the Municipal Alcohol Policy is a desirable asset to the community.

Signs provide authoritative support to servers and supervisors should they have to refuse service to consumers approaching the point of intoxication. In Ontario it is illegal for anyone to serve a person to the point of intoxication.

The following wording/signs shall be prominently displayed in Special Occasion designated facilities. The signs may be provided by the City of Kenora and where necessary shall be erected by the Special Occasion Permit/Caterer’s Endorsement holder.

1. All Special Occasion permits/Caterer’s Endorsements holders shall make available their acquired liquor license or special occasions permit and receipts of purchased liquor.
2. Signage Provided by The City of Kenora-
  - The City of Kenora strives to provide recreation facilities for the enjoyment of all members of the community.
  - Our servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.
  - Event applicants are pleased to provide low and non-alcoholic beverages as well as food items.
  - The Municipal Alcohol Policy states that there shall be a limit of six (6) drink tickets sold at any one time.
3. Event Organizer’s Safe Transportation Strategy (see section 5.0)

**5.0 Safe Transportation Strategy**

The risk of liability is especially high when an intoxicated patron leaves an alcohol related event. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

Event organizers shall be responsible for providing safe transportation options for all drinking participants at the event. (Special Occasion Permit Holder Agreement - Appendix "F")

**Municipal Alcohol Policy**

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These safe transportation options may include:

- The requirement to have a designated driver strategy. Your strategy may include information such as the names of the person(s) that could use a personal vehicle to drive impaired participants to a place of safety.
- The promotion of taxis, buses, or other forms of alternate transportation; and/or,
- Transportation provided by the event sponsor.
- Post warnings that police will be called should impaired drivers attempt to get behind the wheel of a vehicle.
- If necessary, call police to warn or apprehend the impaired driver.

If an uncontrollable situation develops in relation to intoxicated patrons driving their/others vehicles, the applicant, servers or security designate, or if present an approved City representative, shall call the police and request that the intoxicated patrons be apprehended to ensure they do not drive while intoxicated.

The provision of a taxi service alone is not a substitute for a safe transportation driver strategy. Applicants shall ensure other forms of transportation are also available.

**The applicant shall remain on the premises until all the patrons have left the premises by a safe and satisfactory means of transportation.**

**6.0 Service of Non-Alcoholic Beverages and Food Items**

In order to be eligible to rent a municipally owned facility the applicant shall demonstrate to the satisfaction of the facility representative that non-alcoholic beverages and an adequate supply of food shall be available to persons attending

the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement. Appendix "H" must be completed and submitted as part of the agreement to this policy.

### **7.0 Certification/Training - Smart Serve Program**

In order to allow the usage of a City of Kenora facility or property for a Special Occasion Permit function, the event sponsor must use bartenders, servers, alcohol ticket sellers, and door monitors with certification from a recognized Ontario-based server program. Caterers are required to have all personnel who have contact with the sale or service of alcohol trained under the Smart Serve Program.

When event workers are supplied by the facility renter, Smart Serve Program certification must be provided seven (7) days prior to the event to the designated City staff (see Appendix "C").

**Municipal Alcohol Policy**

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If certified event staff is not available for all positions a non-certified event staff must be paired with a certified event staff. Anyone working on their own must be certified. Example: A floor supervisor standing on their own must be certified. Two ticket sellers sitting at the same table one shall be certified the other may be uncertified. Door staff must be 19 and certified (see Appendix "A")

Those individuals who are 18 years of age and are legally entitled to serve alcohol and are server certified (Smart Serve) will be permitted into an age of majority event only for the purpose of volunteering or working the event; and only under the supervision of another age of majority volunteer that has Smart Serve. . Individuals who are 18 years of age must leave any age of majority event as soon as their service is complete.

The City of Kenora, by requiring the presence of trained bartenders, servers, alcohol ticket sellers and door monitors at alcohol related events (Appendix "A"), is better able to manage the risk and responsibilities as the owner of the facility.

### **8.0 Youth Admittance to Events where alcohol is being served**

In order to be eligible to rent a municipally-owned facility, the applicant shall agree that persons under the Ontario legal drinking age shall not be admitted to public adult/age of majority social events where alcohol is *available* and also that persons under the Ontario legal drinking age shall not consume alcohol at any event.

**Municipal Alcohol Policy**

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For certain functions it may be permissible to allow minors into a facility where alcohol is being served. **Permission for a variance shall be made through the City Clerk’s office.** This variance is for the purpose of a family social function (i.e. wedding, anniversary, entertainment staff performing, sports tourism event, etc.) or community event where children and youth are part of the overall event.

Anyone who appears to be under the age of 25 shall be required to show a Government issued document with a photograph as identification before they are allowed into an age of majority event/facility. In some cases it may be necessary to show at least two acceptable pieces of identification.

Individuals under the age of 19 shall not be allowed to consume alcoholic beverages. Anyone serving individuals under the age of 19 shall be required to leave the event and will be charged by the appropriate authorities.

Likewise, anyone consuming alcohol under the age of 19 shall be required to leave the event, and will be charged by the appropriate authorities.

**9.0 Strategies and Controls for Preventing Problems**

In order to be eligible to rent a municipally-owned facility for a special occasion permit/caterer’s endorsement event, the applicant shall demonstrate to the satisfaction of the facility representative that the Municipal Alcohol Policy is understood, that the regulations shall be strictly observed, and that sufficient controls are in place which shall assist in ensuring compliance with the Policy. A signed copy of the policy must be provided to the municipal representative prior to the event demonstrating that this policy has been read, understood and there is agreement to comply with the rules stated herein (Appendix “F”).

The event applicant shall obtain a special occasion permit from the Alcohol and Gaming Commission of Ontario and shall provide a copy of this (or caterer’s endorsement) to the facility representative prior to the event and make readily available throughout the time of the event.

The Special Occasion Permit and levy receipt (for liquor sale events) must be available upon request during the entire time the event is in progress. The form naming the designate must be posted with the Special Occasion Permit.

**Special Occasion Permit Holder Responsibilities**

**(duplicate)Municipal Alcohol Policy**



<b>Policy Number</b>	<b>Page</b>	<b>of</b>
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- 9.1 The Special Occasion Permit holder must assume responsibility for any incident or violation of the Policy that may endanger participants at the Special Occasion Permit function. The event applicant and facility staff shall ensure that the physical setting is safe for both drinkers and non-drinkers.
- 9.2 The Special Occasion Permit holder or designate who shall be named on a form provided by the Registrar of Alcohol and Gaming Commission of Ontario, must be present for the duration of the entire event. The Special Occasion Permit must be submitted to the designated City Representative at least seven (7) days prior to the event.
- 9.3 The Special Occasion Permit holder/Caterer or designate is responsible for decision-making during the event, and therefore, must refrain from alcohol consumption while performing this role. The event applicant as well as event monitors and servers shall refrain from consuming alcohol before the event and while on duty during the event. Special Occasion Permit/Caterer's endorsement holders, and event applicants, shall monitor all staff and volunteers involved with the serving and security of alcohol while on duty.
- 9.4 The Special Occasion Permit holder must follow the event worker ratio as outlined in Appendix "A".
- 9.5 When event workers are supplied by the facility renter, the Special Occasion Permit holder must provide a list 7 days prior to the event of door monitors, bartenders, servers and alcohol ticket sellers with their proof of certification and that such list shall be posted with the group's Special Occasion Permit (Appendix "C").
- 9.6 All event workers must be of the age of majority, and where required, recognized as certified under a Smart Serve program. Age of majority for serving is 18 years old but for drinking alcoholic beverages it is 19 years old. This would exclude food catering and kitchen staff if not involved in the service of alcohol.
- 9.7 All event workers (door and floor monitors, bartenders, servers, alcohol ticket sellers etc.) must refrain from alcohol consumption during the event or until their shift is completed.

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- 9.8 For public events, all door and floor monitors, bartenders, servers and alcohol ticket sellers, acting in official capacity at the event, will be required to wear an I. D. name tag or some type of identification that states they are event workers, eg. T-shirts, or vests, lanyard with ID.

All entrances and exits to the event must be adequately supervised (Appendix "A"). Where necessary (Appendix "A") each entrance / exit shall be monitored by a minimum of two certified event workers 19 years of age or older. Door staff must be made aware of the public securities regulations. Where appropriate, the two individuals (which shall be server trained) assigned to monitor the door shall be able to sell drink tickets but shall cease to sell tickets ½ hour prior to the expiration of the special occasion permit.

- 9.9 For Public Events with expected attendance over 350, the special occasion permit/caterer's endorsement holder shall consult with the Detachment Commander, or designate, from the OPP to determine an appropriate ration of off-duty police officers to be hired (at the permit holder's expense) during peak periods (4-hour minimum). Arrangements are to be made with the Detachment Commander or his/her designate at least four (4) weeks in advance. Documentation of the agreement shall accompany this application. (Appendix "B")

- 9.10 The applicant must ensure that unauthorized persons do not attend the event and ensure that the conditions of the permit and requirements of the Liquor Licence Act are observed. In order to determine whether this is sufficient, the permit holder shall consider:
- i) The nature and/or history of the event;
  - ii) The size of the premises; and
  - iii) The age and number of persons attending the event.

- 9.11 Event workers have the right to refuse admittance to persons who are underage or to an individual who appears intoxicated.

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- 9.12 Event workers must know evacuation procedures and the location of entrance and exit accesses. Event Organizers will sign off on Evacuation Procedure Training (Appendix "G").
- 9.13 Event workers must have a method of counting attendees to ensure the permit and building capacity is not exceeded, e.g. collect tickets, count clicker. It is the responsibility of the event sponsor to ensure that the building/attendance capacity is not exceeded during the event. If capacity is exceeded, City of Kenora staff or OPP shall close the event.

### **Beverage Serving Responsibilities**

All event workers (door and floor monitors, bartenders, servers, alcohol ticket sellers etc.) must refrain from alcohol consumption during the event or until the workers shift is completed.

- 9.14 The only acceptable form of identification for proof of age will be:
- A valid Driver's License with photo
  - Canadian passport,
  - Canadian Citizenship Card with photo
  - A Canadian Armed Forces Identification,
  - Bring Your Identification (BYID) Card issued by the Liquor Control Board of Ontario
  - A photo card issued by the Alcohol and Gaming Commission of Ontario
  - Secure Indian Status (Canadian)
  - Permanent Resident Card (Canadian)
  - Any photo card issued under the Photo Card Act, 2008
- 9.16 At all times that beer is being offered, bottle or draft beer of a light variety shall be offered. Alcoholic beer or coolers of the standard 5.0% or less shall be emphasized as opposed to premium beers or wine coolers of greater alcoholic content. There shall be no selling of high alcohol content beer over 5%.
- 9.17 Only beer, wine and spirits purchased on the permit and Non-Alcoholic beverages shall be sold or consumed on the premises.
- 9.18 There is to be no "Last Call" announced and no Happy Hours. All entertainment shall be completed 15 minutes after time specified as closing time on the special occasion permit

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Patrons shall vacate facilities 45 minutes after time specified as closing time on the special occasion permit or caterer’s endorsement.

City of Kenora reserves the right to restrict “sale hours” for Special Occasion Permit functions.

- 9.19 If alcohol is to be given as a contest prize, it must be given when exiting the event.
- 9.20 Wherever practical, any beverage being served at a Special Occasion Permit function will be served in plastic or paper cups unless otherwise discussed with the designated City of Kenora contact. No beverage is to be served in glass containers, unless permission by the designated City of Kenora contact is granted. It is strongly recommended to use different coloured plastic or paper cups in order to distinguish between the alcohol and non-alcohol drinks.
- 9.21 No marketing practices which encourage increased consumption, i.e. oversized drinks, double shots, pitchers of beer, drinking contest, volume discounts will be permitted.
- 9.22 A limit of six (6) drink tickets will be permitted to be purchased by one person at any one time. In the event of weddings and banquets, bottles of wine will be allowed to be served.
- 9.23 All event workers shall wear highly visible identification provided by the applicant.
- 9.24 A limit of two (2) drinks shall be served to one person at one time.
- 9.25 No double shots shall be poured by the servers at any time.

**10.0 Requirements For Outdoor Public Events – appendix J (to be added)**

Outdoor public events held on City property have additional requirements. The following is directly related to the designated areas of parkland or properties that have been licensed to sell alcohol. Interpretation of the requirements shall be clarified upon scheduled meetings with the applicable City Department.

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- 10.1 It is recommended that an applicant forward a request for a tentative booking of the parkland or municipal property ninety (90) days in advance. It takes approximately sixty (60) days to process the necessary documents for an outdoor public event. Special Occasion Permits for a community festival or significant event will require a resolution from Council on approval from Clerk.
- 10.2 If it is expected that fewer than 5,000 people will be attending the event the applicant must give 60 days written notice prior to the event date or 90 days written notice if more than 5,000 people are expected to the event, to the Municipality, Police, Fire and Health Unit informing them of the event and identifying the date, time, location, expected attendance and the physical boundaries of their request. This should include a detailed M.A.P. showing the dimension of the area, including entrances, exits and fencing locations.
- 10.3 On many City properties there are underground utilities. Before installing fencing, tents, poles or pegs, utility locates may be required. Please allow three (3) weeks to obtain locates. Events must ensure that no damage occurs on the highway or municipal parking lots. If any damage occurs the applicant is responsible for all costs associated with the necessary repairs. If a tent or marquee is utilized, the applicant must also obtain a building permit from the Building Department prior to erecting. Please allow a minimum of 2 weeks.

The following information must be shown on two sets of drawings submitted with the Building Permit Application for erection of a tent.

10.3.1 The site plan showing the location of the tent in relation to other buildings and other tents, and dimensions from lot lines, buildings or structures.

10.3.2 The tent must be no closer than 3 m to any fence or any flammable material.

10.3.3 Interior layout of tent and use of the tent, eg. tables, chairs, counters, other fixtures.

10.3.4 Location of fire extinguishers.

10.3.5 If tent exceeds 225 m (2,420 sq. ft.) plans shall be designed and stamped by a professional engineer.

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10.3.6 Confirmation of final inspection by a professional engineer shall be submitted to the Building Department prior to occupancy being permitted.

- 10.4 Confirmation of final inspection by the Electrical Safety Authority shall be submitted for any electrical equipment installed, temporary or otherwise, as required by the Ontario Electrical Safety Code.
- 10.5 All applications must adhere strictly to the Alcohol and Gaming Commission of Ontario regulations related to location and types of events, as well as the conditions established by the municipality regarding the size of beer garden, setups, tables, washrooms, tents, fencing, recycling containers, distribution methods, garbage clean-up, supervision, noise By-law, parking plan and entrance and exit access.

The appropriate departments may provide assistance upon all approvals being in place, to groups, addressing the physical "atmosphere of the grounds" being those items referred to above. There normally is a cost to the applicant for required services in terms of materials, supplies and labour prior to, during and after the event.

- 10.6 The applicant must adhere to the Ontario Fire Code, City of Kenora By-laws and any other current legislation.
- 10.7 Occupant load is to be posted if it exceeds 60 persons for outdoor events.
- 10.8 As required by the Special Occasion Permit, physical barriers (minimum 36 inches high) must be set in place whereby the group or organization can readily monitor patrons within the assigned area.
- 10.9 The applicant shall notify the Building Department , Fire Services and the North Western Health Unit for all necessary inspections prior to occupancy and use of the structure.
- 10.10 Building Permit is to be posted and clearly visible during the entire time the tent is erected.
- 10.11 Concession Operations Within Fenced In Area – Food service must be provided within/surrounding the area designated for the Beer Garden. Where food is being sold, served or prepared at such events, a letter of permission is required from the Northwestern Health Unit. Requests for concession operations must be submitted by the Group with the original application and forwarded to the designated department.

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- 10.12 Fire extinguishers must be provided in the cooking/serving area. The number of fire extinguishers will be determined in consultation with Kenora Fire & Emergency Services. All exit aisles are to be kept clear.
- 10.13 When deemed necessary, security measures are to be implemented in consultation with City of Kenora and OPP (Appendix "B"). Measures must be instituted for overnight security to prevent against theft and vandalism.

### **11.0 Policy Violations Procedures**

Any individual or organization bringing alcohol on designated City of Kenora facilities and properties must have a Special Occasion Permit and before obtaining a Special Occasion Permit must have prior approval of the City of Kenora.

- 11.1 Event workers should be in a position to quickly detect intoxicated patrons.
- 11.2 In the case of patrons who are intoxicated to the point that they must be refused service, the Permit holder or designated event staff must implement their Safe Transportation Strategy (see Item 5.0)
- 11.3 The Police shall be notified in the event the person refuses to take advantage of the options to prevent them from driving by the event sponsor, bartenders, or City of Kenora staff on duty.
- 11.4 A violation occurs when the Special Occasion Permit holder fails to comply with any of the provisions of the Liquor License Act of Ontario or its regulations, or with any of the terms and conditions, or the Municipal Alcohol Policy.

A participant at the event, City of Kenora staff, a member of the Ontario Provincial Police, City of Kenora Fire Services, Building Inspector, Municipal Law Enforcement Officer and/or an Inspector of the Alcohol and Gaming Commission of Ontario can intervene when he/she encounters a violation of the Policy.

- 11.5 All violations must be reported to the designated municipal staff as soon as possible within 24 hours of the occurrence, or by the start of the next working day, and municipal staff must file an Incident Report.
- 11.6 A member of the organizing group, the Special Occasion Permit holder, or monitor may intervene by informing the offending individual(s) of the violation, and ask that it be stopped, or corrected. Members of the organizing group, the Special Occasion Permit holder and monitors are encouraged to intervene in this way because intervention at other levels could ultimately result in a loss of privileges and possible criminal charges.

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11.7 Depending upon the severity of the violation, City of Kenora staff may request the organizers of the event to stop the violation, or the Police may close down the Special Occasion Permit portion of the event.

The organizers will not be reimbursed for any financial loss, which may be incurred as a result of this action. Should the organizers refuse to comply, staff may call the Police for enforcement. If an event becomes "out of control" and requires additional assistance from the Ontario Provincial Police or City of Kenora Fire Services, the Special Event host will be responsible for the costs.

11.8 All violations will be reviewed by the appropriate Facility Manager or designate(s) who may terminate (no further rentals), suspend, or modify the rental privileges of the individual or organization.

11.9 Where the Special Occasion Permit holders have violated the Municipal Alcohol Policy, the event sponsoring organization will be sent a letter advising of the violation, and indicating that no further violations will be tolerated. City of Kenora and/or the Alcohol and Gaming Commission of Ontario may deny the license for an event if there is a history of problems with the event.

11.10 Should the Special Occasion Permit holder violate the Policy within one year of receiving notice of their first violation, the organizers or any person associated with the group, will be suspended from Special Occasion Permit privileges at all City of Kenora facilities for a period of not less than one year. A letter will be sent to the Special Occasion Permit holder and event sponsoring organization advising of the suspension.

11.11 The Police or an Inspector of the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on his/her initiative, or in response to a request from either a City staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act of Ontario, or any other relevant legislation.

11.12 Any incidents that take place at your event may affect or jeopardize your rental for future events at City facilities/properties.



## Municipal Alcohol Policy

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### 12.0 Policy Monitoring and Revisions

Effected Staff members of the City of Kenora Municipal Alcohol Policy will meet annually to review the content, address concerns and recommend changes.

Policy deviations and amendments:

The Municipal Clerk or CAO (or designate) shall have authority to approve minor deviations to the Municipal Alcohol Policy, based on legislative changes, technical grounds, on an event-by-event basis.

Major amendments to the Municipal Alcohol Policy will require Council approval.

### 13.0 Special Occasion Permit Holder Agreement

Any approval given by City of Kenora for a Special Occasion Permit event will be conditional upon the event sponsor agreeing, in writing, to follow the Municipal Alcohol Policy (Appendix "F") and upon proof of a Special Occasion Permit being issued.

### 14.0 Insurance / Special Occasion Permit

Individuals or groups sponsoring a Special Occasion Permit function at a City of Kenora facility or on Municipal Property, must provide proof of the Special Occasion Permit or Valid Caterer's Endorsement and a Certificate of Insurance to the appropriate municipal staff, at least seven (7) days prior to the event.

For private events with less than 100 people the Certificate of Insurance must show that the event sponsor has a minimum of five million dollars (\$5,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The City of Kenora is named as an additional insured to this Policy.

For all public events and private events with more than 100 people the Certificate of Insurance must show that the event sponsor has a minimum of 5 million dollars (\$5,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The City of Kenora is named as an additional insured to this Policy.

For all public events and private events with more than 350 people that are of age of majority the Certificate of Insurance must show that the event sponsor has a minimum of ten million dollars (\$10,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The City of Kenora is named as an additional insured to this Policy. Discretion lies with the Manager of the Department in which the event is being held along with the Risk Assessment Officer for the City of Kenora who shall have final

say.

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The actual insurance limits required at any level may be amended at the discretion of City of Kenora should it be determined that the risk involved with the event dictates a higher limit of insurance.

Any event taking place at a City of Kenora facility or on City of Kenora property (parks, parkland, arenas, community centres, etc.) shall require the Permit Holder to enter into a Facility Rental Contract. An Event holder will be required to enter into an Agreement agreeing to indemnify and save the City of Kenora harmless from all claims arising from the Permit or event.

The Corporation of the City of Kenora, through their insurance provider, may be able to provide the opportunity to assist individuals and/or groups who are not sanctioned under an organization or do not have adequate insurance in place. Individuals must contact their own insurance professional to obtain event liability insurance.

**15.0 Internal Communication**

The Municipal Alcohol Policy is to be included in City of Kenora Policy Manual and circulated to all staff and Committees who organize and operate functions on behalf of the City of Kenora where alcohol may be served, in order to ensure that those individuals involved in operating licensed events on behalf of the City of Kenora are informed of the Municipal Alcohol Policy and the legal responsibilities they are to adhere to.

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**Appendix "A"**

**Minimum Requirements for Event Workers**

**Open/Public Events**

– eg. Fundraisers, Buck & Does, Fish Fry, Dances, Banquets, etc.

Up to 100 PEOPLE	Minimum # Smart Serve Certified	# Not Smart Serve Certified
Position		
Door Monitors	1	None required
Bartenders	1	*See Note 1 below
Alcohol Ticket Sellers	1	
Floor Monitor	1	

500+ PEOPLE	# Smart Serve Certified	# Not Smart Serve Certified
Position		
Door Monitors	2	2
Bartenders	6+	*see note
Alcohol Ticket Sellers	2	2
Floor Monitor	2	*see note

101 - 200 PEOPLE	Minimum # Smart Serve Certified	# Not Smart Serve Certified
Position		
Door Monitors	1	0
Bartenders	2	-0
Alcohol Ticket Sellers	1	*See Note 1
Floor Monitor	1	0

These are the minimum standards and may be increased if required.  
 If deemed necessary to hire security the Permit Holder has a choice of Police or security firm.  
 Numbers are set per door, per ticket selling station, per bar.  
 ser

201 - 350 PEOPLE	# Smart Serve Certified	# Not Smart Serve Certified
Position		
Door Monitors	1	1*
Bartenders	3	0
Alcohol Ticket Sellers	1	1*
Floor Monitor	2	0

351 - 500 PEOPLE	# Smart Serve Certified	# Not Smart Serve Certified
Position		
Door Monitors	2	1*
Bartenders	4	0
Alcohol Ticket Sellers	2	2*
Floor Monitor	2	0

- \*NOTE #1 - Servers must be one to one. For every one smart serve person you can have one non-smart serve person as long as you have the minimum number of smart serve staff required.

- Where you see 0 under not smart served, you are not required to have any additional workers in that category. Where you see a number that is the additional worker required in that category

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**Appendix "A" - Minimum Event Workers Required (continued)**

**Closed/Private Event**

– eg. Weddings, christenings, anniversaries, funerals, showers, family reunions, birthday parties, etc.

1 to 250 People - No floor monitors are required unless patrons are not visible to Bartenders during the event. If Closed Event is selling alcohol, ticket sellers would follow Open Event requirements.

- \*NOTE #1 - Servers must be one to one. For every one smart serve person you can have one non-smart serve person as long as you have the minimum number of smart serve staff required.
- Where you see 0 under not smart served, you are not required to have any additional workers in that category. Where you see a number that is the additional worker required in that category

Up to 100 PEOPLE	#	#
Position	Smart Serve Certified	Not Smart Serve Certified
Door Monitors	0	0*
Bartenders	1	0*
Alcohol Ticket Sellers	0	0*
Floor Monitor	1	0*

500+ PEOPLE	#	#
Position	Smart Serve Certified	Not Smart Serve Certified
Door Monitors	2	-
Bartenders	4	-
Alcohol Ticket Sellers	2	-
Floor Monitor	1	-

101 to 200 PEOPLE	#	#
Position	Smart Serve Certified	Not Smart Serve Certified
Door Monitors	1	0*
Bartenders	2	0*
Alcohol Ticket Sellers	1	0*
Floor Monitor	1	0*

These are the minimum standards and may be increased if required. If deemed necessary to hire security the Permit Holder has a choice of Police or security firm. Numbers are set per door, per ticket selling station, per bar.

201 to 350 PEOPLE	#	#
Position	Smart Serve Certified	Not Smart Serve Certified
Door Monitors	2	-0*
Bartenders	3	0*
Alcohol Ticket Sellers	1	1
Floor Monitor	1	0*

351 to 500 PEOPLE	#	#
Position	Smart Serve Certified	Not Smart Serve Certified
Door Monitors	2	0*
Bartenders	4	0*
Alcohol Ticket Sellers	1	1
Floor Monitor	1	-0*

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**Appendix "B"**  
**Requirements For /Police or Licensed Security Personnel**

**Open Public Events**

<b>Number of Attendees</b>	<b>Security Personnel</b>		<b>Police Officers</b>	<b>Comment</b>
1-50	0		0	For smaller open events, no security personnel nor police officers are necessary
51 – 350	2*	or	2*	To be determined by City of Kenora or the Ontario Provincial Police and if/when deemed necessary to hire licensed security the Permit Holder has a choice of police or licensed security firm
351 - and up	*	or	*	To be determined by the Ontario Provincial Police and if/when deemed necessary to hire licensed security the Permit Holder has a choice of police or licensed security firm. The O.P.P will recommend the number of security for the individual event.
	* City of Kenora or the O.P.P or the Alcohol and Gaming Commission of Ontario will increase security/police requirements should the event have a history indicating a need for increased security.			

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**Appendix "C"**

**Certified Or Trained Event Workers**

**Special Occasion Permit Holder And/Or Designate(s):**

Caterers endorsement

\_\_\_\_\_

(please print)

\_\_\_\_\_

(please print)

**Certified Or Trained Event Workers and their Certification Numbers:  
(Door Monitors/Bartenders/Servers/Alcohol Ticket Sellers) (Please Print)**

\_\_\_\_\_ Name \_\_\_\_\_  
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Please attach a second page if your require more space.

**Note:**

To be submitted seven (7) days prior to the event \* and also post with the Special Occasion Permit at bar locations.

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**Appendix "E "**

Proof of Purchase and Possession of Comprehensive General Liability Insurance, including Host Liquor Liability & Special Occasion Permit/Caterer's Endorsement

I hereby declare that I, as an event applicant, have purchased comprehensive general liability, including host liquor liability, and have added the City of Kenora as additional insured at the appropriate amount as per section 14.0 of this policy, and a special occasion permit/caterer's endorsement and have listed the registration numbers as follows:

Municipal facility rented: \_\_\_\_\_

Date of event: \_\_\_\_\_

Comprehensive general liability insurance number: \_\_\_\_\_

Name of Insurance company/broker: \_\_\_\_\_

Special Occasion permit number: \_\_\_\_\_

OR

Caterer's Endorsement Holder Information: \_\_\_\_\_

Transportation Plan Submitted on : \_\_\_\_\_ Received by: \_\_\_\_\_



\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Verified by City of Kenora:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

**To be returned to the City of Kenora**

**Municipal Alcohol Policy**

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**Appendix "F"**  
**City Of Kenora**

**Special Occasion Permit Holder Agreement or Caterer's Endorsement**

**Name of Organization:**

\_\_\_\_\_  
(Please Print)

**Name of Permit Holder:**

\_\_\_\_\_  
(Please Print)

**Special Occasion Permit Number:** \_\_\_\_\_

**Certification:**

1. The Permit holder has received and reviewed a copy of the City of Kenora Municipal Alcohol Policy.
2. The Permit holder understands and agrees to adhere to the terms and conditions of the City of Kenora's Municipal Alcohol Policy and the provisions of the Liquor License Act of Ontario and the regulations hereunder.
3. The Permit holder understands that if an infraction of the Municipal Alcohol Policy occurs, the City of Kenora may warn or suspend the organization from Special Occasion Permit privileges at City facilities for one year, or more than one year.
4. The Permit holder understands that he/she can be held liable for injuries and damage arising from failure to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.



I have participated in and understand the procedures for emergency situations for location noted above

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Appendix "H"**

**Non Alcoholic Beverages and Food**

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Contact person name \_\_\_\_\_

phone number \_\_\_\_\_

The following is a list of non alcoholic beverages that will be available:

The following (or attached) is a list of food items that will be available, and or food vendors who will be on site:

The Northwestern Health Unit has been made aware of this event.    Yes            No

If required, copies of food permits are attached.    Yes

# Municipal Alcohol Policy



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## Appendix "I" (internal use only)

### City of Kenora

### Event Organizer Checklist

#### EVENT INFORMATION

Event: \_\_\_\_\_ Event date: \_\_\_\_\_  
Location: \_\_\_\_\_ Contact: \_\_\_\_\_

#### FIRST THING FIRST

- This event is PUBLIC (open to all)
- This event is an AGE OF MAJORITY only event
- This event is PRIVATE (only those invited are permitted)
- This event is an AGE OF MAJORITY only event
- This event is ALL AGES and I have applied for a variance
- I have received and read the City of Kenora's Municipal Alcohol Policy and Met with the Facility Representative
- I will be applying for a Special Occasions Permit through the LLCBO
- I will be using a licensed caterer who has a Caterers Endorsement for Liquor Service.
- I will be anticipating \_\_\_\_\_ people attending this event.

#### POLICIES

- Review key policies with City Staff.
  - Signage
  - Transportation Strategy
  - Food and Non Alcoholic Beverages
  - Staff and Volunteer Certification
  - Minimum Number of Staff and Volunteer
  - Staff and Volunteer Identification
  - Police and Security Considerations
  - Types of alcohol permitted prior to ordering
  - Building Code Requirements for Outdoor Events (this does NOT include the Whitecap Pavilion)
  - Insurance limit requirements
  - Including the City of Kenora as Additional Named Insured on policy
  - Safety
  - Emergency procedures

#### ADMINISTRATIVE PROCEDURES

- Review Policy Requirements and Time Lines.
  - Request sent to Clerk for Variance if having underage guests attend the event.
  - Special Occasions Permit Holder Agreement Signed off and Submitted (7 days)
  - Food and Non Alcoholic Beverage Plan Submitted (7 Days)
  - Notification to health unit if required (PUBLIC)
  - Staff and Volunteer Certification Numbers Submitted (7 Days)
  - Minimum Number of Event Staff Committed
  - Police and Security Considerations (4 weeks in advance – O.P.P.)
  - Insurance limit requirements (7 Days)
  - Emergency procedures training (min 24 hrs prior)

#### INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel.
- Provided with relative contact information.
- Tour of facility before signing off on Evacuation Procedure Training





**6 May 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Karen Brown, CAO**

**RE: Organizational Review**

### **Recommendation:**

That Council hereby approves the 2014 Organizational Review Terms of Reference; and

That Council hereby directs administration to issue a Request for Proposals for an External Operational Review that will encompass a review of City service delivery, together with corporate structure and staff resourcing.

### **Background:**

On January 1, 2000, the Towns of Kenora, Keewatin and Jaffray Melick amalgamated to form the City of Kenora. In the year immediately prior to this, the three towns formed a Transition Board that was tasked with working towards an effective amalgamation of the operations of the three Towns into one consolidated City. As part of this process, the transition team engaged the services of an external consultant to perform an operational review for the City of Kenora. The vision articulated by the Transition Board for for this review was "A single, integrated organization delivering cost effective and efficient services to the citizens of the City of Kenora." The expectation at the time of amalgamation was the identification of cost savings, particularly in administration, as a result of bringing three municipalities together into one. That review identified potential savings of about \$1.3 million from the combined City's operating costs, together with an additional \$.4 million in stretch targets. This review formed the basis on which the new City of Kenora corporate structure was formed those many years ago.

Fast forward to 2014. Today the face of the City appears quite different. There have been significant changes in City corporate structure and service provision. There have also been significant changes in the face of the City of Kenora itself, and indeed the world in which the City provides municipal services today, from the local and regional economy, the legislated environment, right up to and including the global economic environments. Council and City directions and priorities have changed. Significant staffing and structural changes have been made to the City over the years, which have included significant cuts, shifts and changes.

At the beginning of 2014, the City launched a new comprehensive corporate strategic planning process, with a draft Strategic Plan scheduled to be before Council for the July 8<sup>th</sup> Committee of the Whole.

In tandem with the strategic planning process, Council direction was given to perform an internal review of the City of Kenora structure, with the intent of identifying changes that would help improve City service delivery and internal efficiencies and effectiveness, while aligning compatible workload and responsibilities. Over the past several years, the City had worked to review various components of its operations and had implemented many changes as a result. The intent of this review, however, was a comprehensive review of the entire corporate structure, enabling positive changes that would help the City move forward with the view of being prepared for both the present and the future. As part of the internal review process, a survey was provided to City staff requesting feedback on challenges they faced and opportunities for improvements to the City, both with regards to their workload and in relation to customer service. The overriding concern received back from staff was that many departments were not adequately resourced for the provision of services and related workload within those departments.

This concern is being taken very seriously. In addition, it is important to note that it has been fifteen years since a comprehensive review was done of the City, and that review focused on cost savings. Given the timing of the strategic planning process, and in recognition of the changed environments in which we operate today, it is recommended that the organizational review be expanded to consider the City's services and service levels provided and the determination of adequate resourcing for workload in each department related to that service provision. Now is the time to ensure that City services are aligned with our new strategic plan. In doing so, the City should ensure we are providing the right services, services that are best delivered by the municipality, and that provide value to our taxpayers. A draft terms of reference has been developed and has been attached to this report for your reference outlining the entire scope of this review.

From a resource perspective, the City requires the assistance of an external consultant to move this review forward in a timely manner. From an independence perspective, and to provide Council with confidence of an impartial and fair evaluation, it is important that Council employs an independent, external body to review the City operations and bring back recommendations to Council on services, service levels and staffing required to effectively provide those services.

**Budget:**

There was no allocation in the 2014 budget as the review was to be done internally by the CAO, with the support of the City Senior Management Team. It is recommended that the scope of the review be clearly defined as per the attached terms of reference and a request for proposals issued. A budget allocation will be determined following receipt and assessment of the requests for proposal submissions. A report will then be brought back to Council for consideration recommending an external consultant, together with a recommendation to amend the 2014 budget to fund the review from the City's Contingency Reserve.

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

Administration will prepare a Request for Proposals, which will be released by June 1, 2014, with the intent of a recommendation for a successful response coming back to the August Committee of the Whole meeting for Council consideration.





**05 May 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:

- March 19 – Environmental Advisory Committee (revised)
- April 8 – Committee of the Whole and Property & Planning
- April 8 – Kenora Urban Trails Committee
- April 8 & 14 – Event Centre Committee
- April 15 – Community Policing Committee
- April 24 – Lake of the Woods Museum Board; and

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

- February 26 & April 2 – Kenora Police Services Board
- March 6 – Kenora District Services Board
- March 18 – Planning Advisory Committee
- March 26 – Northwestern Health Unit Board of Health; and further

That these Minutes be circulated and ordered filed.

### **Background:**

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

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

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

### **Budget:**

N/A

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

N/A



**May 7, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Gropp, TDO and Crystal Stokes, SEC**

**RE: Canada Day Fireworks Tax Deduction Request**

### **Recommendation:**

That Council of the City of Kenora hereby authorizes the issuance of tax receipts for any donation of \$250 or greater made to the City of Kenora between May 6, 2014 and July 1, 2014, unless otherwise specified, to be used specifically towards the 2014 Canada Day fireworks display on July 1, 2014; and

That the City will pay the invoice(s) for the actual purchase of fireworks, including any specifically related expenditure, direct to the appropriate supplier(s) for the 2014 fireworks display to a maximum of budget approved; and further

That the issuance of tax receipts for donations for fireworks be restricted specifically to the 2014 fireworks display in recognition of the tourism impact the event has to the City of Kenora.

### **Background:**

2014 Canada Day Event is back on the Kenora Harbourfront, the Committee wishes to celebrate with a big fireworks display. Hundreds of local residents and visitors come to the Harbourfront and Green Belt for this breath taking show. The Commission has budgeted \$10,000 for the Fireworks, additional donations received will enhance the the Fireworks display. The donations whereby receipts would be offered would be for Canada Day Fireworks display only in recognition of the impact this event has on the local community of the City of Kenora.

The City of Kenora has been asked to accept the donations and issue tax receipts for any donation of \$250 or greater made to the City of Kenora between May 6, 2014 and July 1, 2014.

### **Budget:**

No further budget impacts.

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

n/a



**May 7, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Gropp, TDO and Crystal Stokes, SEC**

**RE: Harbourfest Fireworks Tax Deduction Request**

### **Recommendation:**

That as recommended by the Lake of the Woods Development Commission, the Council of the City of Kenora hereby authorizes the issuance of tax receipts for any donation of \$250 or greater made to the City of Kenora between July 2, 2014 and August 31, 2014, unless otherwise specified, to be used specifically towards the 2014 Harbourfest fireworks display on August 3, 2014; and

That the City will pay the invoice(s) for the actual purchase of fireworks, direct to the appropriate supplier(s) for the 2014 fireworks display to a maximum of the actual donations received; and further

That the issuance of tax receipts for donations for fireworks be restricted specifically to the 2014 fireworks display in recognition of the tourism impact the event has to the City of Kenora.

### **Background:**

2014 is the 23<sup>rd</sup> year for Harbourfest which is a Festival that attracts thousands of residents and visitors from all ages to Kenora's Harbourfront over a three day festival. On Sunday August 3<sup>rd</sup> the Harbourfest Committee produces a fireworks display which is the main event for all to witness from the Harbourfront. Hundreds of Lake Cottagers come in by water for this breath taking show. The donation whereby receipts would be offered would be for Harbourfest Fireworks display only in recognition of the tourism impact Harbourfest has on the City of Kenora.

The City of Kenora has been asked to accept the donations and issue tax receipts for any donation of \$250 or greater made to the City of Kenora between July 2, 2014 and August 31, 2014

### **Budget:**

n/a

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

n/a



**May 5, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Marco Vogrig, Municipal Engineer**

**RE: Corrective Report – DTR Phase III Tender**

### **Recommendation:**

That the following tenders be received by the City of Kenora for Downtown Revitalization Phase 3 Stage 1 - 2nd St S Contract 600 (plus HST);

Moncrief Construction Ltd.	\$4,749,363.33
Pioneer Construction Inc.	\$5,254,304.24
Makkinga Contracting & Equipment Rentals	\$5,557,531.00

That the tender submitted by Moncrief Construction Ltd., in the amount \$4,749,363.33 (plus HST), be accepted; and further

That Resolution Number 2 passed at the May 2, 2014 Special Meeting of Council be hereby rescinded.

### **Background:**

Council passed the following resolution at its May 2, 2014 Special Meeting:

That the following tenders be received by the City of Kenora for Downtown Revitalization Phase 3 Stage 1 - 2nd St S Contract 600 (plus HST);

Moncrief Construction Ltd.	\$4,749,363.33
Pioneer Construction Inc.	\$5,254,304.24
Makkinga Contracting & Equipment Rentals	\$5,557,531.00; and further

That the tender submitted by Moncrief Construction Ltd., in the amount \$4,748,278.33 (plus HST), be accepted.

After the fact it has come to our attention that the amount quoted in the receipt of the tender for Moncrief Construction was not equal to the amount accepted for Moncrief Construction. The first quoted amount \$4,749,363.33, is the correct amount. The lower amount is the actual bid amount as it was received. After the consultant reviewed the tender, there were evident discrepancies that were corrected which resulted in the higher amount. This item is housekeeping in nature to ensure the resolution reflects the correct amount.

**Budget:** N/A

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

**May 5, 2014**

## **City Council Committee Report**

**To: Mayor & Council**

**Fr: Marco Vogrig, Municipal Engineer**

**Re: Downtown Revitalization–Phase 3 Stage 1 - Second St South,  
Agreement with Hatch Mott MacDonald for Contract  
Administration and Inspection Services**

**Recommendation:**

That further to Council accepting the engineering services of Hatch Mott MacDonald related to Downtown Revitalization Phase 3 works on July 16, 2012, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Hatch Mott MacDonald for contract, administration and inspection services for Downtown Revitalization Phase 3 Stage 1, in accordance with the terms and conditions of the agreement; and further

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

**Background:**

The consultant for this project namely Hatch Mott MacDonald (HMM) were secured by the City back in July 2012 to provided engineering services related to Downtown Revitalization Phase 3 - Stage 1, Stage 2 and Stage 3 works. This agreement is for contract administration and inspection services in the amount of \$260,607.00 (HST extra), related to the Phase 3 - Stage 1 scope of work associated with Second Street South that will commence in the 2014 construction season. It will now be in order to enter into the contract agreement with Hatch Mott MacDonald for these services.

**Budget:**

2014 Capital Budget - \$6 million comprised of one-third cost sharing between NOHFC, FedNor and the City.

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

By-law required.

Distribution: R. Perchuk, M. Vogrig, HMM

**May 5, 2014**

## **City Council Committee Report**

**To: Mayor & Council**

**Fr: Marco Vogrig, Municipal Engineer**

**Re: Downtown Revitalization– Contract 600 Phase 3 Stage 1 - Second St South, Agreement with Moncrief Construction Ltd.**

**Recommendation:**

That further to Council accepting the tender of Moncrief Construction Ltd. related to Downtown Revitalization Phase 3 Stage 1, authorization be and is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Moncrief Construction Ltd.; and further

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

**Background:**

The City's consultants for this project, Hatch Mott MacDonald (HMM), issued a tender for Phase 3 Stage 1 of Downtown Revitalization being Contract 600 related to Second Street South. As Moncrief Construction Ltd. was the low bidder and awarded the project at the special meeting of council held May 2, 2014, it is now in order for the City to enter into an agreement with Moncrief Construction Ltd. to carry out the works.

The agreement is available in the Clerk's office as it is a large document.

**Budget:**

2014 Capital Budget

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

By-law required.

Distribution: R. Perchuk, M. Vogrig, HMM, Moncrief Construction Ltd.



**April 2, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

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

**RE: Trapper Council Agreement – City of Kenora Nuisance Beaver  
Program – 2014**

### **Recommendation:**

That Council hereby authorizes entering into an agreement between the Kenora Trappers Council and the City of Kenora, respecting nuisance beaver services for the period of May 16 to September 15, 2014, inclusive; and further

That the Mayor and Clerk on behalf of the City, execute the agreement, together with the Kenora District Manager of the Ontario Ministry of Natural Resources, authorizing the Kenora Trappers Council to act as an agent under Section 31(2) of the Fish and Wildlife Conservation Act.

### **Background:**

In order to control beaver activity during the closed season the City of Kenora must enter into a Nuisance Beaver Agreement with the Kenora Trapper's Council, which is authorized by the Ministry of Natural Resources (MNR). This agreement, which must be renewed annually, authorizes the trapping of beavers from May 16 to September 16 annually.

This service has proven itself over the years to be essential to the efficient and economical management of the City's rural roads system. Since entering into this agreement, a significant reduction in costs associated with beaver activity and drainage problems have been realized.

The City can only hire licensed trappers who are authorized by the Ministry of Natural Resources Kenora District, under clause 11(1)(c) of the Fish and Wildlife Conservation Act as a person who may trap for hire, gain or the expectation of gain.

In 2013 there were 18 beavers trapped at a total cost of \$1,170.00 and 3 lowering of water charges at a cost of \$45.00. The overall charge for beaver control was \$1,215.00.

The rates, which have not changed over the years, are comprised of a fee of \$65.00 per beaver pelt and a fee of \$15.00 per hour (maximum 3 hours) to lower the water level or open a dam at a specified site when requested. There is also a \$30.00 compensation fee when dispatch is requested and no beaver found.

The following provides a comparison of costs for service over the last three years:

<b>Year</b>	<b>#Beavers Trapped</b>	<b>Trapping Charge</b>	<b>Lower Water Charge</b>
2011	7	\$455.00	\$60.00
2012	19	\$1,235.00	\$0
2013	18	\$1,170.00	\$45.00

**Budget:**

2014 Operating Budget

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

Resolution required.

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





May 5, 2014

## City Council Committee Report

**TO: Mayor and Council**

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

**RE: Screw Pump Repair –Wastewater Treatment Plant**

### **Recommendation:**

That Council hereby approves an additional allocation of \$28,756.65 to be funded through the Water and Sewer Reserve for the purchase of materials and manpower to repair the screw pump #1 at the 200 Building at the Wastewater Treatment Plant; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Water and Sewer Capital Budget at its May 20, 2014 meeting to withdraw funds from the Water and Sewer Reserve in the amount of \$28,756.65 to offset the cost of this purchase; and

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

That the following quotations, for the purchase of a new electric motor, as specified (HST extra), be received;

Kings Electric (Winnipeg)	\$ 7,978.00
KVA DYNAMO	9,876.00 ; and

That the lowest quotation submitted by Kings Electric, Winnipeg, Manitoba, in the amount of \$7,978.00 (HST extra) be accepted; and

That the following quotations submitted by D. A. Electric, Kenora ,Ontario, for the supply of materials and labour, in the amount of \$14,281.29 (HST extra) and \$6,000.00 (HST extra) respectively, be received;

D. A. Electric (Kenora) (material other than motor)	\$14,281.29
D. A. Electric (Kenora) (labour)	6,000.00; and further

That the quotations submitted by D.A. Electric (Kenora) to carry out the replacement, installation and repair, be accepted.

### **Background:**

A transformer failure on the south screw pump at the 200 building at the Wastewater Treatment Plant resulted in a fire in the Master Control Centre (MCC) Panel. The fire occurred on January 22<sup>nd</sup>, 2014 and started at 8:30 a.m. and lasted for a few minutes. The MCC Panel including the 100 hp motor were damaged. The repair required the purchase of a new electric motor and additional materials to replace those melted in the fire along with extensive hours of labour due to the complexity damage.

The following two (2) companies were invited to submit a quotation for the purchase of a new electric motor, with prices received as follows (HST extra):

Kings Electric (Winnipeg) (new motor)	\$ 7,978.00
KVA DYNAMO	9,876.00

The successful company, Kings Electric (Winnipeg, Manitoba), submitted the lowest quotation, in the amount of \$7,978.00 (HST extra).

This project requires the assistance of D.A. Electric due to his familiarity and expertise on this equipment in order to prevent sewage from entering the river, while the repair works are being completed. The following quotes are for the replacement of melted components and the labour required for the repair (HST extra):

D. A. Electric (Kenora) (material other than motor)	\$14,281.29
D. A. Electric (Kenora) (labour)	6,000.00

It is recommended that Council authorize this additional budget request to be funded through the appropriation of \$28,756.65 from the Water & Sewer Reserve Fund. This will require an amendment to the 2014 Water & Sewer Capital Budget.

**Budget:**

Water & Sewer Reserve Fund - \$28,756.65  
2014 Water & Sewer Capital Budget amendment

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

In accordance with Notice by-law 144-2007, public notice will be given at the May 20<sup>th</sup>, 2014 meeting of Council.

Resolution required.

Distribution: R. Perchuk, B. Paudel



April 30, 2014

## City Council Committee Report

**TO: Mayor and Council**

**FR: Richard Perchuk, Operations Manager**

**RE: Amendment to Traffic Regulation By-Law 127-2001 Rate of Speed –  
Lakeview Drive – Minnesota Street to Fourteenth Street**

### **Recommendation:**

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to include the following change to Schedule "T" – Rate of Speed from Minnesota Street to Fourteenth Street; and further

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

### **Background:**

The Operations Department is recommending that the speed limit from Minnesota Street to Fourteenth Street be reduced from its present 60 kilometer per hour speed limit to 50 kilometers per hour to increase motorist safety when entering and exiting the new Marina and other properties along this stretch of roadway.

The O.P.P. have no concerns with the proposed speed reduction especially in consideration of the development in the area. It was also noted that the proposed speed will basically be a carry through of the speed limit on Lakeview Drive east of Minnesota Street.

If approval is granted it will be necessary to amend the City of Kenora Traffic Regulation By-Law 127-2001 Schedule "T" Rate of Speed to delete this stretch of roadway presently designated as a 60 kilometer per hour zone. There is no 50 kilometers per hour zone listed under Schedule "T" as this is the permitted limit motorists must not exceed within the City, unless otherwise posted.

### **Schedule "T" – Rate of Speed**

60 Kilometer Per Hour Zone

<b>Column 1</b> Street	<b>Column 2</b> Location	<b>Column 3</b> Maximum Speed
<b>Delete:</b> Lakeview Drive	From Minnesota Street to 14 <sup>th</sup> Street	60 kilometers per hour

### **Budget:**

2014 Operating Budget

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

Resolution & By-Law required.

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





**April 30, 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- March**

**Recommendation:**

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

**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

March 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 March 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:

- Mar 4<sup>th</sup>
- Mar 10<sup>th</sup>
- Mar 17<sup>th</sup>
- Mar 24<sup>th</sup>
- Mar 31<sup>st</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Replaced highlift discharge valve #2.
- Emptied and cleaned fluoride feeder hopper.
- Disassembled highlift #2 checkvalve for rebuild.

### **2.4 Training**

- There was no training in March.

### **2.5 Water Quality Complaints**

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

## 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

- March 1 - Dug and repaired the watermain break at: 700 River Drive.
- March 4 - Dug and repaired watermain break at: 1006 River Drive.
- March 7 - Dug and repaired watermain break at: 207 Tenth Street Keewatin.
- March 12 - Dug and repaired watermain break at: 613 Front Street at Tenth Street Keewatin.
- March 14 - Dug and repaired watermain break at: Eighth Avenue North between Third Street North and Fourth Street North.
- March 18 - Dug and repaired watermain break at: 110 Sixth Street South.
- March 19 - Dug and repaired watermain break at: 709 First Street South.
- March 30 - Dug and repaired watermain break at: the corner of Fifth Street South and Sixth Avenue South.

#### 3.1.2. Wastewater Collection

- March 3 - Flushed plugged sewer main at: 517 Eleventh Street North.
- March 4 - Flushed plugged sewer at: 136 Third Street North.
- March 6 - Rodded plugged sewer at: 108 Rupert Road.
- March 7 - Replaced effluent pump at Keewatin Public Works.
  - Steamed sewer at: 734 Park Street.
- March 9 - Rodded plugged sewer at: 318 First Avenue South
  - Steamed frozen sewer at: 1218 Eighth Street North.
- March 10 - Rodded plugged sewer at: 633 Sixth Avenue South.
  - Rodded plugged sewer at: 514 Seventh Avenue South.
- March 11 - Flushed sewer at: 527 Second Street North.
  - Rodded plugged sewer at: 511 Sixth Avenue South.
  - Rodded plugged sewer at: 628 Seventeenth Avenue North.



- March 12 - Flushed sewer manhole at: Matheson Street and Fourth Street North.
  - Rodded plugged sewer at: 206 Second Street South.
  - Flushed sewer main at: 603 Park Street.
- March 15 - Rodded plugged sewer at: 318 First Avenue South.
  - Rodded plugged sewer at: 531 First Avenue South.
- March 16 - Flushed sewer at: 1218 Eighth Street North.
- March 19 - Flushed sewer main at: 803 Fifth Street North.
  - Flushed sewer main at: the intersection of First Avenue South and Seventh Street South.
- March 23 - Steamed sewer at: 916 Crestview Street.
- March 24- Steamed frozen sewer at: 312 Tenth Street North.
- March 30 - Flushed sewer main at: 11 Sixth Avenue South.
- March 31 - Steamed frozen sewer at: 1110 Hillside Crescent.
  - Flushed sewer main at: 1335 Ninth Street North.

3.1.3. **Water Thaws:** City Property – 77 Private Property – 0

### 3.2 Training

- March 21 – Biman Paudel went to Dryden to write exams for his Class II MOE Water Treatment and Wastewater Treatment Certifications.

### 3.3 Water Quality Complaints

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

### 3.4 Boil Water Advisory(s) - 2014

Date and Location:

- March 1<sup>st</sup>- Due to numerous watermain breaks within a very short time a City wide boil water advisory was issued. This was rescinded after four weeks on March 27<sup>th</sup>.
- March 30<sup>th</sup>- 11 residents at Fifth Avenue South, 1 resident at Sixth Street South, 8 residents at Sixth Avenue South, 3 residents at Seventh Avenue South, and 1 resident at Eighth Avenue South.

### 3.5 Other Information

Due to extreme winter weather the department had multiple frozen water mains and service lines in March.

## 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 March 20<sup>th</sup>, 2014 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 110 [mg/L]
- b. Total BOD Final Effluent: Non Detectable - limit is 25[mg/L].
- c. Total Suspended Solids Raw Sewage: 140 [mg/ L]
- d. Total Suspended Solids Final Effluent: 3 [mg/ L] - limit is 25[mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on March 5, 12, 19, 26 - Results: Organisms/100 ml

- a. Geometric Means Total of 6.22
- b. Geometric Means Limit is 200

In summary, raw sewage enters the plant with a bacti count of approximately 3 million and leaves the plant with a count of 6.22, which is well within the limit of 200. Plant reduction of BOD is 100% and of suspended solids is 98%.

### 4.3 Maintenance

- 4.3.1. Cleaned, re-soaped and greased Bank A of UV system.
- 4.3.2. Repaired sludge pump.
- 4.3.3. Budget items and pricing.
- 4.3.4. Ministry of The Environment annual inspection of WWTP.
- 4.3.5. Installed new backup alarm system for WWTP.
- 4.3.6. Changed bearings on East Digester blower.
- 4.3.7. Installed new rotors on East sludge pump (Warranty).

### 4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

### 4.5 Other Information

- 4.5.1. March 24, 2014 – Health and Safety Inspection was performed.

**Schedule "A"**

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

<b>Water Plant Flows</b>	<b>Units</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>TOTAL</b>
<b><u>Influent Flow</u></b>														
Total Influent Flow	m <sup>3</sup> /month	195295	186497	248794										630586
Maximum Daily Influent Flow	m <sup>3</sup> /day	7822	8775	10059										26656
Minimum Daily Influent Flow	m <sup>3</sup> /day	5277	5889	6532										17698
Average Daily Influent Flow	m <sup>3</sup> /day	6300	6661	8026										20987
Maximum Daily Instantaneous Influent Flow	m <sup>3</sup> /day	18722	18720	18437										55879
<b><u>Effluent Flow</u></b>														
Total Effluent Flow	m <sup>3</sup> /month	182996	173656	233343										589995
Maximum Daily Effluent Flow	m <sup>3</sup> /day	7513	8199	9418										25130
Minimum Daily Effluent Flow	m <sup>3</sup> /day	4996	5499	6072										16567
Average Daily Effluent Flow	m <sup>3</sup> /day	5903	6202	7527										19632
<b><u>Samples</u></b>														
<b><u>Weekly Bacteriological</u></b>														
Number of Raw Samples Taken		5	4	5										14
Number of Treated Samples Taken		5	4	5										14
Number of Distribution Samples Taken		30	24	30										84
<b><u>Boil Water Advisory Bacteriological</u></b>														
Number Taken		6	22	23										51
<b><u>Callouts</u></b>														
Major		0	0	0										0
Minor		1	1	2										4





**March 19, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Delegation of Authority - Zoning By-law**

### **Recommendation:**

That Council of the City of Kenora hereby delegates authority to the Manager of Property and Planning, or designate, to administer the City of Kenora Zoning By-law Number 160-2010; and

That the authority to administer Zoning By-law Number 160-2010 as delegated to the Operations Manager be rescinded; and further

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

### **Background:**

The City of Kenora's Zoning By-law No. 160-2010, as amended, authorizes the City's Operations Manager to enforce the By-law.

## **1.9 ENFORCEMENT AND PENALTIES**

### **1.9.1 Enforcement**

Unless otherwise stated, this By-law shall be administered and enforced by the City's Operations Manager or designate.

Due to the restructuring of the Operations Department and the creation of the position of Manager of Property and Planning, the working needs to be changed.

The Zoning By-law contains the following provision:

#### **1.3.13. Request for Amendments**

Minor amendments to the Zoning By-law are permitted without adopting an amendment provided they do not change the intent of the Zoning By-law. Minor amendments could include: number changes; cross-referencing; correcting grammatical or typographical errors.

As the intent of the by-law is not being changed, there is no requirement for an application for amendment.

**Budget:** N/A

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

Agenda for Property and Planning and Council, Property and Planning, FoTenn Consulting



**April 29, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Transfer and Assumption of Portion of Part of Worona Road**

### **Recommendation:**

That the Council of the Corporation of the City of Kenora gives three readings to a by-law to accept and assume a portion of the Worona Road, described as Part 1 on Plan 23R 12257; and

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

That the Municipal Solicitor is to coordinate this process.

### **Background:**

In August of 2013, conditional consent was given to application B11/13 Moncrief/Perrier, to create three new lots, on Black Sturgeon Lake. It was identified at this time that the City of Kenora may not own a portion of the Worona Road, and a condition of approval was "That If the City does not own the lands currently used and known as Worona Road the applicant transfer lands to the City sufficient that the City would assume ownership of lands measured 10m from the centerline of the travelled portion of the road, where possible. The applicant would assume all related surveying and transfer costs."

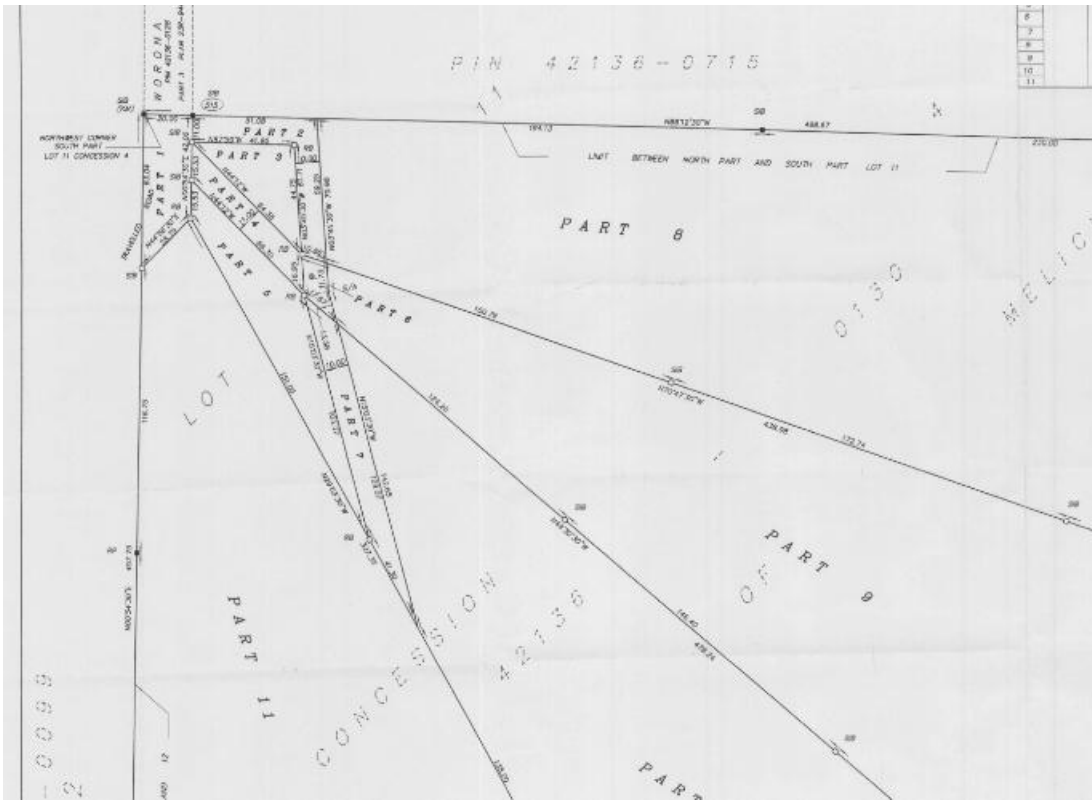
The applicants are in the process of meeting all conditions so that the certificate of consent can be given.

### **Budget:**

Applicant responsible for costs.

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

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





**April 25, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Authorize the CAO to Enter into Agreement of Purchase and Sale –  
3734651 Manitoba Ltd. – Market Square**

### **Recommendation:**

That the Council of the Corporation of the City of Kenora authorizes the CAO to enter into an agreement of purchase and sale of properties described in two agreements of purchase/sale dated 10 April 2014 and titled KMS transfer of 27 sm and KMS transfer of 35 sm; and

That the City shall pay all costs associated with the purchase/sale including survey and registration and fee; and further

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

### **Background:**

The City of Kenora is continuing with the revitalization of the downtown area. The Market Square property is a cornerstone property within both the Phase III project, and the downtown area.

Staff has negotiated purchase/sale of two portions of land, currently owned by 3734651 Manitoba Ltd., which are within the public realm; treated as public property. This transfer was important in order to ensure that there is adequate space for both infrastructure and streetscaping elements.

The lands are to be surveyed after the works are completed, in order to ensure that the works are fully contained on municipal property, and to determine the square footage, and therefore the price (at \$0.28/square foot) of the subject lands. The City will pay for the survey and legal fees associated with the purchase/sale.

The survey may not be available until after the middle of September, at which time Council is in the "lame duck" period. The Chief Administrative Officer has been delegated the authority to enter into agreements on behalf of Council, however it is also required that a by-law be adopted for that purpose.

**Budget:** Proceeds to be allocated to planning land sales.

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

By Agenda of Property and Planning and of Council; Manager of Property and Planning, Planning Administrator, Municipal Engineer, Manager of Operations, Municipal Solicitor, Property Owner





**May 5, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Authorize the CAO to Enter into Agreement with FoTenn Planning & Urban Design for Preparation of Keewatin CIP and Official Plan and Zoning By-law Review**

### **Recommendation:**

That Council of the City of Kenora authorizes the Mayor and Clerk to execute an agreement with FoTenn Planning & Urban Design for the preparation of a Community Improvement Plan (CIP) for the Keewatin neighbourhood and the five year review of the City of Kenora Official Plan and Zoning By-law; and further

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

### **Background:**

Council approved budgets for both the development of the Keewatin CIP (\$39,250) and the five year mandatory review of the Official Plan and Zoning By-law (\$65,000).

In September of 2013, Council authorized the Mayor and Clerk to enter into an agreement with FoTenn for planning services, for a three year term.

The Planning Department requested that FoTenn provide proposals for both the Keewatin CIP and the review of the planning documents.

The proposals are for \$25,849 for the OP/Zoning By-law review and amendment, and \$30,278 for the Keewatin CIP. Budget would be reduced by \$47,873. The synergies of the public meetings and trips are significant, as is the proposal that neither the OP, nor the zoning by-law need significant overhauls and therefore can be amended using an amendment process rather than the more significant and onerous task of a total review.

The fact that the consultants are familiar with and, in fact developed the current OP (which was "ahead of its time and thus needs only small updates) and zoning by-law, and Kenora as a whole will save time and money both for staff and the consultant.

**Budget:** Per unusual spending approved allocation.

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

By Agenda of Property and Planning and of Council; Manager of Property and Planning, Planning Administrator, FoTenn Consulting, PAC



**May 2, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

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

**RE: Lake of the Woods Cemetery – Addition of Above-Ground Crypts**

### **Recommendation:**

That Council of the City of Kenora hereby approves a revised Cemetery Plan to accommodate the addition of above-ground crypts in the Jubilee Acres Section of the Lake of the Woods Cemetery; and

That in accordance with The Funeral, Burial & Cremation Services Act, 2002 (FBCSA) O. Reg. 30/11, s. 150 (1) that provides an owner of a cemetery, the City of Kenora, may make by-laws for regulating the operation of a cemetery, the Council of the City of Kenora hereby approves the addition of Schedule "A" for above-ground crypts by giving three readings to a by-law to amend By-law Number 206-2010 being the Rules and Regulations for the Care and Control of the Lake of the Woods Cemetery; and

That Council further approves the addition of a Schedule "B" for Fees for the above-ground crypts by giving three readings to a by-law to amend By-law Number 34-2009, being the Lake of the Woods Cemetery Schedule of Rates; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends at its May 20 meeting to amend By-law Number 34-2009, being the Lake of the Woods Cemetery Schedule of Rates; and further

That these by-law amendments shall come into force and be in effect following the approval of the Ministry of Consumer Services for the Province of Ontario.

### **Background:**

The Lake of the Woods Cemetery has had several customer requests for the addition of above-ground crypts. An above-ground crypt is an external free-standing building constructed as a granite monument enclosing the interment space for one or more full burials. This alternate means of disposition will supply an above-ground entombment. A single crypt is 50"W x 105"L x 40"H with 4" (inch) walls. A double crypt is 85"W x 105"L x 40" with 4"H walls. (See Sample #1)

The purchase and delivery of the crypt and the inscription on the crypt is the customer's responsibility. The City of Kenora will prepare the site with a concrete foundation and incorporate this expense into the fee structure. (See Appendix A & Sample #2)

To ensure that body fluids and gases do not escape from the crypt the following precautions will be incorporated into the structure of the crypt:

- Floors of crypt should have a 1% slope
- A channel or groove in floor for fluids to drain
- Multiple drain holes (minimum 2) 8" in width for fluids to drain
- All internal walls to be sealed
- Adjustment of crypt front opening so they are raised to prevent fluid flow
- Recommend that a seal-casket enclosure is used

Changes to the Cemetery Plan must be officially made and approved by both Council and the Ministry of Consumer Services to incorporate a designated Above-ground Crypt area within the Lake of the Woods Cemetery. (Appendix B)

Proposed changes to the Schedule of Rates regarding the LOW Cemetery: (Schedule B)  
Schedule of Rates:

Addition to Lake of the Woods Cemetery – Schedule of Rates:

Crypt Grave – Single (includes Concrete Foundation) - \$2,225.00

(Break down - Care & Maintenance Fee - \$890.00 + \$1,335.00 = \$2,225.00)

Crypt Plot – Double (includes Concrete Foundation) - \$4,550.00

(Break down - Care & Maintenance Fee - \$1,820.00 + \$2,730.00 = \$4550.00)

Crypt Opening & Closing – \$200.00 per interment

Crypt Saturday Charges - \$350.00 per interment

Background on rates:

Current full burial grave = \$525.00 and a double = \$1,050.00

A concrete foundation for a section holding four above-ground crypts is approximately \$5,000.00. (4 crypts divided by \$5,000 = \$1,666 each crypt, rounded out to \$1,700.

Single = \$525.00 + \$1,700 = \$2,225.00

Double = \$1,050.00 + 1,700 x 2 = 4,550.00

**Budget:**

2014 Approved Capital Project to pre-build two concrete foundations (for 8 crypts), which will then reimbursed by Customer at time of purchase.

The purchase of above-ground crypt, the gravesite with pre-poured foundation and inscription on the crypt will be the responsibility of the Customer.

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

Charlotte Caron, Property & Planning Manager

Charlotte Edie, Treasurer

Heather Kasprick, Deputy Clerk

Barb Manson, Parks Supervisor

**Schedule A**  
**Addition to Rules and Regulations**  
**for the Care and Control of**  
**the Lake of the Woods Cemetery**

Part 1 – Interpretation and Definitions

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

Part XI – Above Ground Crypt

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

## **Schedule B**

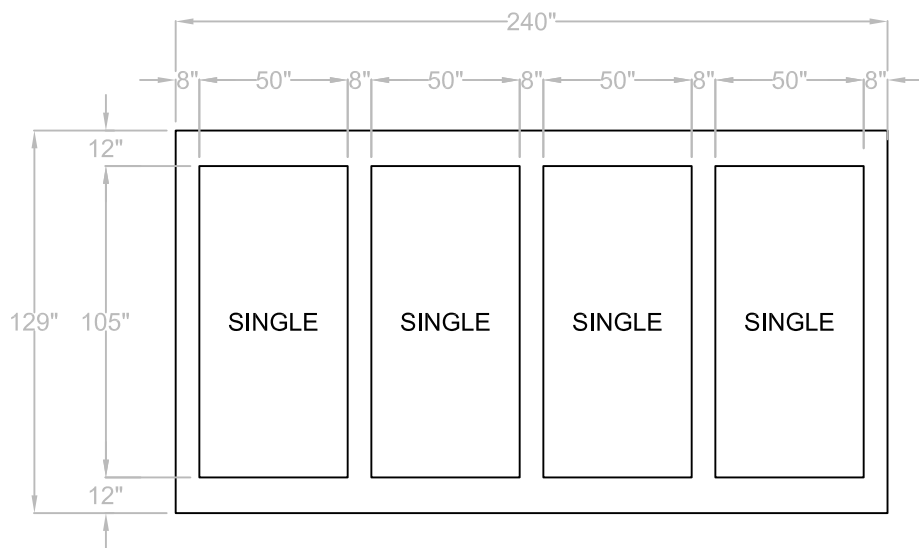
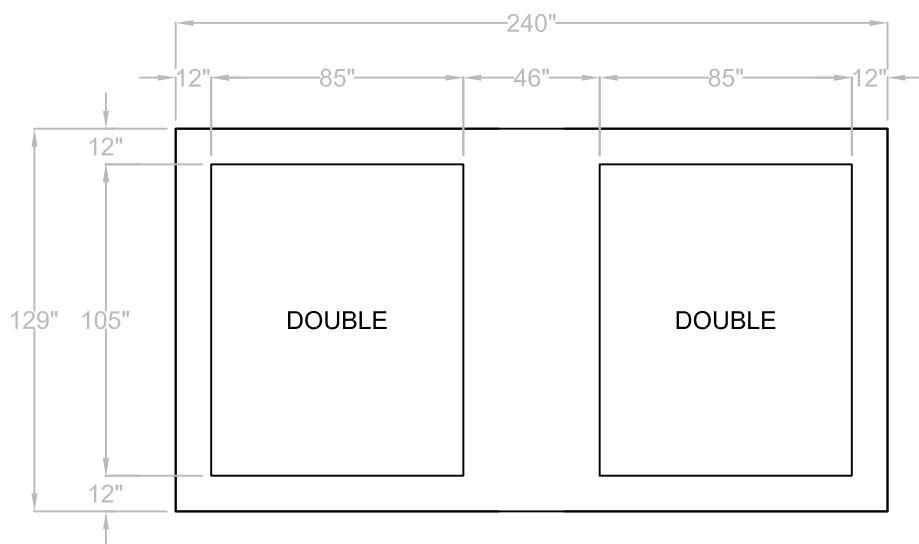
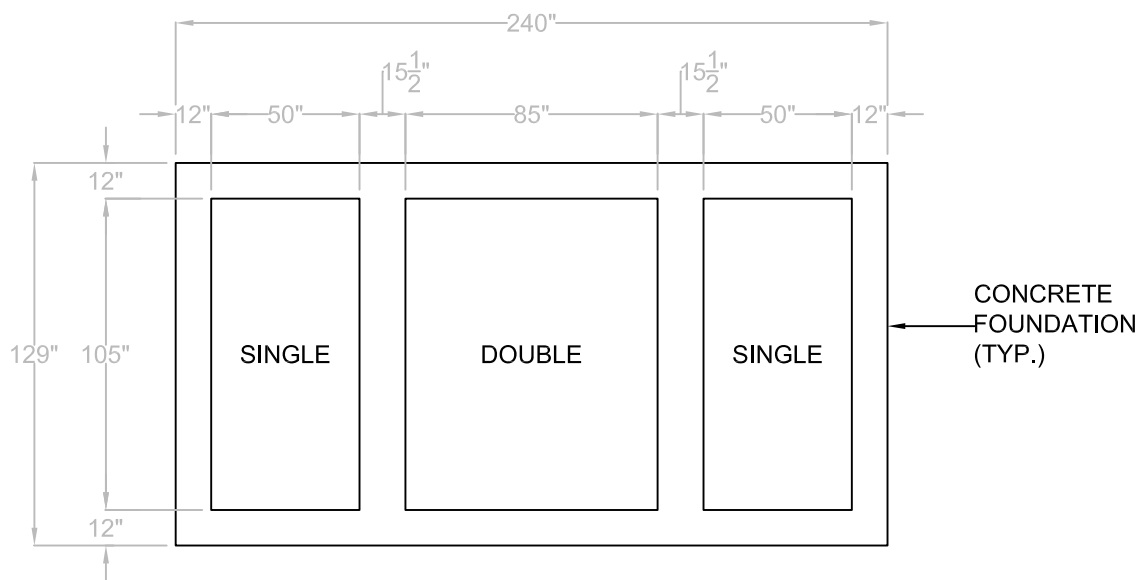
### **Addition to Lake of the Woods Cemetery Rate Schedule**

Crypt Grave – Single (includes Concrete Foundation) - \$2,225.00

Crypt Plot – Double (includes Concrete Foundation) - \$4,550.00

Crypt Opening & Closing – \$200.00 per interment

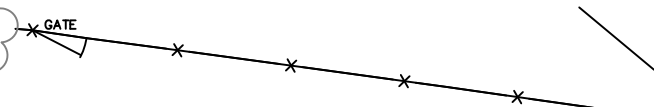
Crypt Saturday Charges - \$350.00 per interment



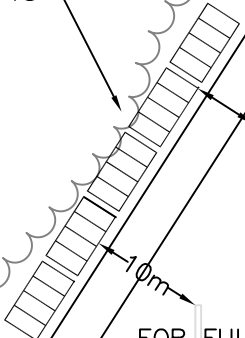
LAKE OF THE WOODS  
CEMETERY

ABOVE GROUND CRYPTS  
LAYOUTS

SCALE: N.T.S.  
DRAWN: PVW



PROPOSED LOCATION FOR ABOVE GROUND CRYPTS



5.7m

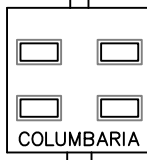
FOR FULL BURIAL CONCRETE STRIPS

10m

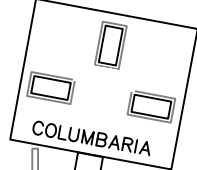
FOR FULL BURIAL CONCRETE STRIPS

BELOW GROUND CREMATIONS

FULL BURIAL CONCRETE STRIPS



COLUMBARIA



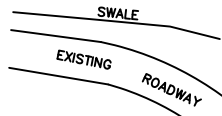
COLUMBARIA



FUTURE COLUMBARIA



FUTURE COLUMBARIA



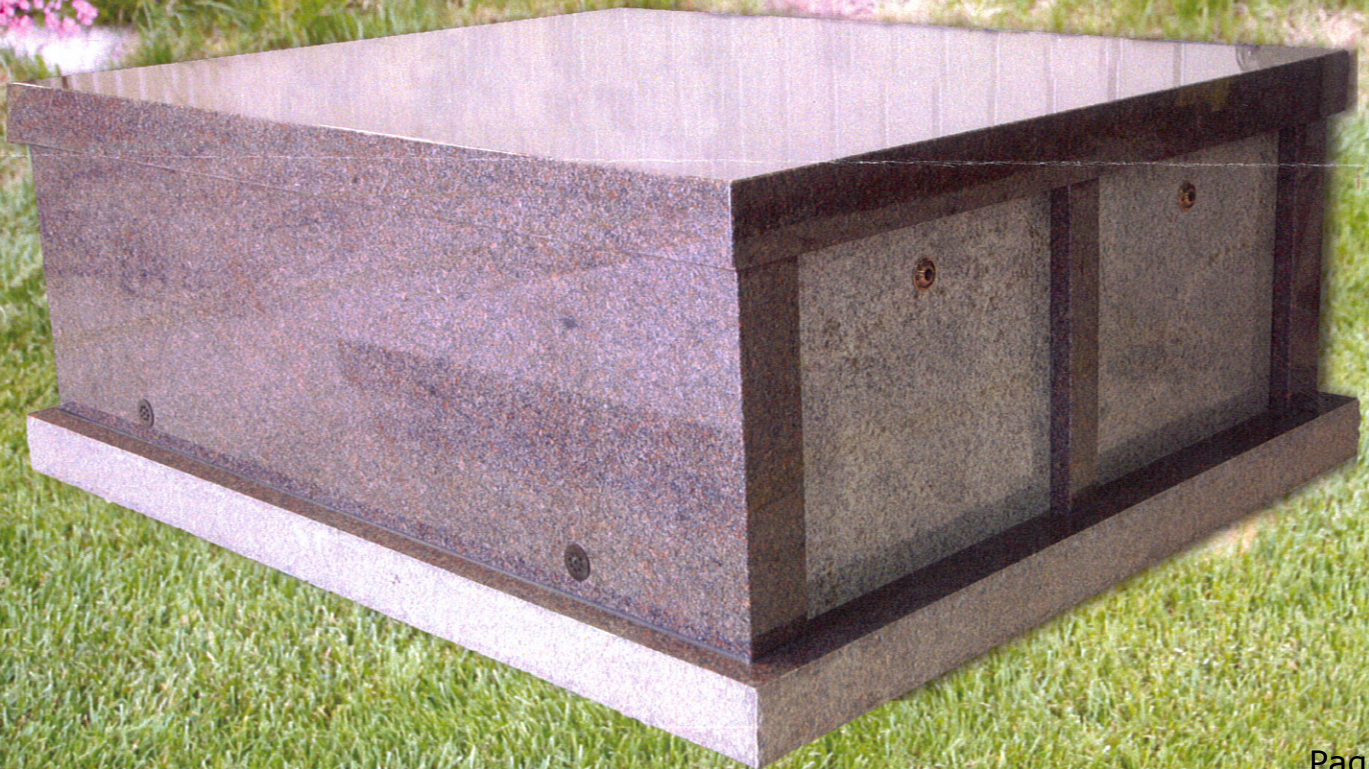
SWALE

EXISTING ROADWAY

**CITY OF KENORA**  
LAKE OF THE WOODS CEMETERY  
JUBILEE ACRES  
ABOVE GROUND CRYPTS

DRAWN: PVW

APRIL 2014





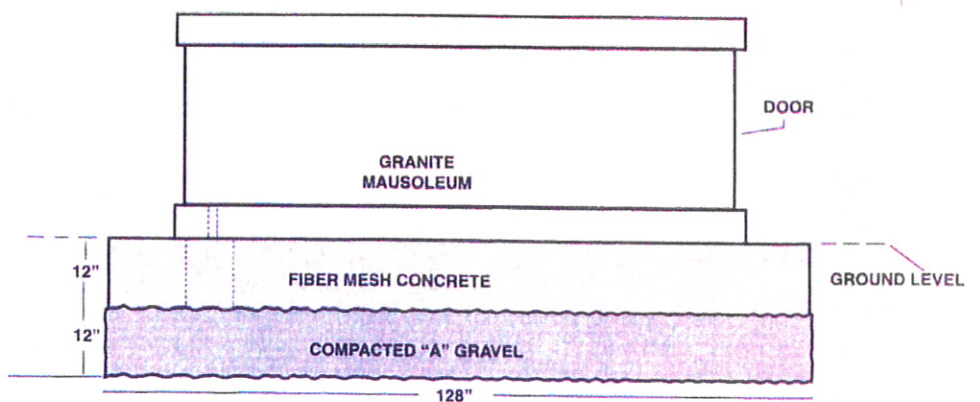
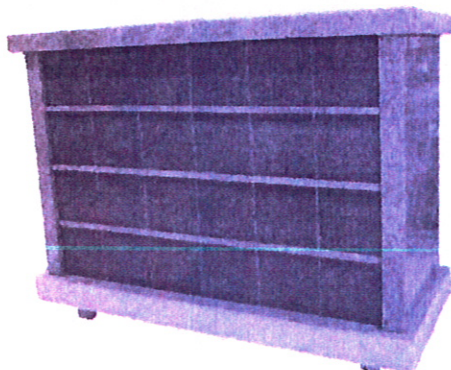
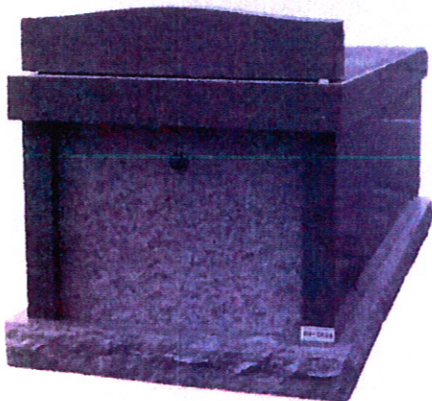
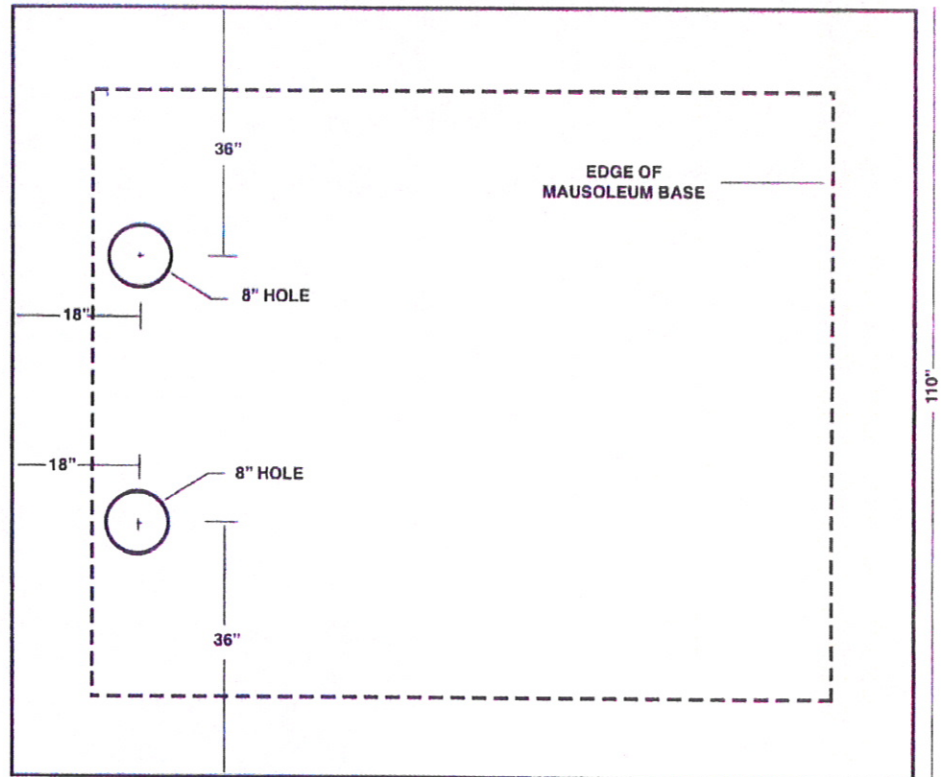
# nelson granite

## Foundation Plan

### Double wide two-door mausoleum

This foundation plan is recommended for most applications. The foundation should be 60cm(24") longer and wider than the mausoleum base. For special ground conditions, please contact a local engineering company.

Footprint ratio also applicable to columbariums.



These are minimum requirements.  
Please check with local building codes.



**April 22, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Deeming of Lots – Plan M639 Lots 47, 48 and 55**

### **Recommendation:**

That all the lands contained within the boundaries of Lots 47, 48 and 55, on Registered Plan of Subdivision M639, in the City of Kenora, formerly the Town of Kenora be deemed not to be lands described in accordance with a registered plan of subdivision for the purposes of Section 50(4) of the Planning Act, RSO 1990; and

That the existing easements shall survive the deeming and remain intact; and

That in accordance with the provisions of the Planning Act, Council give three readings to a by-law for this purpose to take effect and come into force on the final passing thereof by the Council of the Corporation of the City of Kenora and upon registration of this by-law in the Land Titles office for the District of Kenora; and

That the applicant shall be responsible for all costs associated with such registration; and further

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

### **Background:**

In April of 2014, the property owner approached the City with a request to deem three lots on a plan of subdivision in order to develop the lots as one. The three lots in question have various topographical constraints and an easement in favour of Kenora Hydro, which reduces the possibilities for development. Deeming the three lots not to be lands within a plan of subdivision would eliminate the lot lines, for ownership purposes.

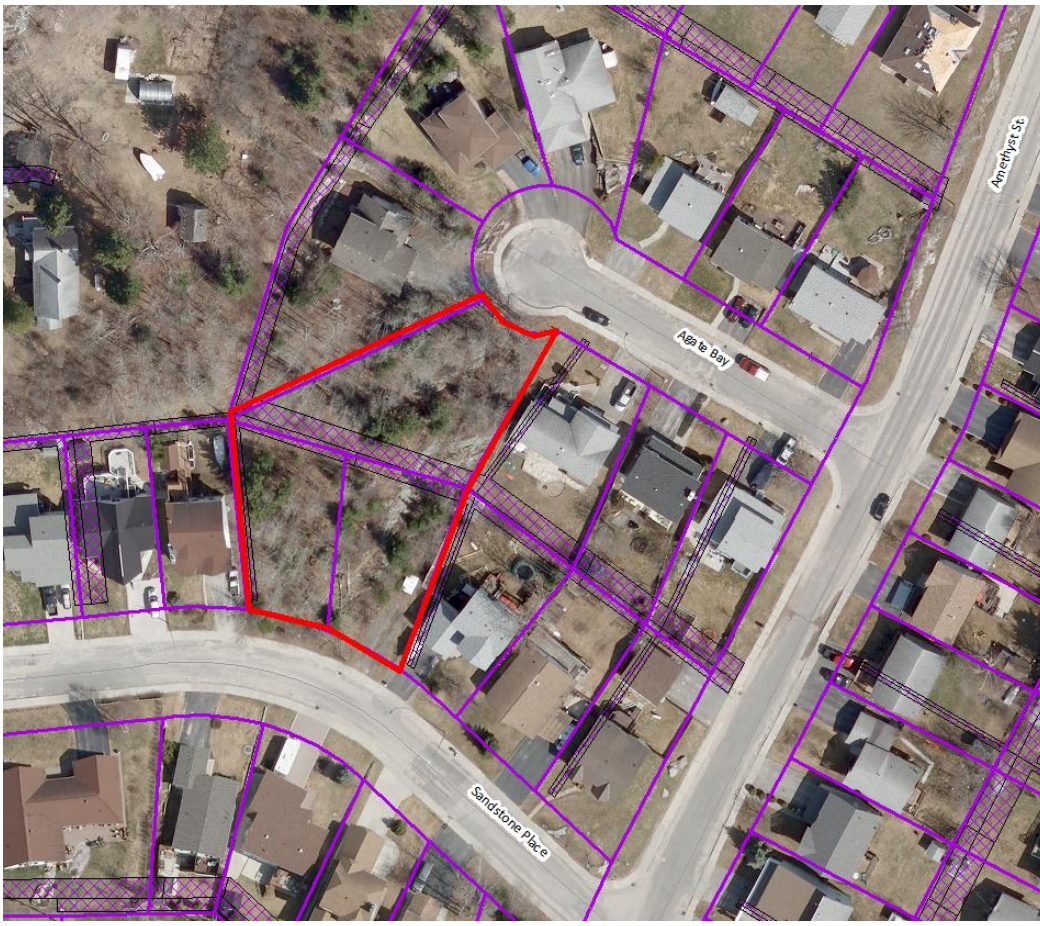
The subdivision has been in existence for in excess of eight years and therefore the application is eligible under the provisions of the Planning Act.

Comments received from other departments:

Department	Comments
Kenora Hydro	Easement in favour of Town of Kenora for hydro purposes
Operations	No objections received
Engineering	No objections received
Municipal solicitor	Easements will remain if lands are deemed

**Budget:** Costs to be borne by applicant.

**Communication Plan/Notice By-law Requirements:** By agenda on Property and Planning, Council, Municipal Solicitor, Engineering (GIS), Planning, Building





**April 22, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Delegate Authority under the Planning Act – Subdivision of Land**

### **Recommendation:**

That Council give three readings to a by-law for consent, subdivision and condominium delegation and approval, pursuant to the Planning Act, RSO, 1990, c.P.13; and

That the Planning Administrator be and is hereby delegated with this authority by Council for this purpose;

### **Background:**

A review of delegated authorities, by the City Clerk, indicates that currently, there is no person delegated authority to approve land division on behalf of the City of Kenora.

The Planning Act authorizes Council to delegate its authority to make decisions with respect to land division, and that authority is delegated to the Kenora Planning Advisory Committee.

The Planning Administrator, and formerly, the City Planner sign plans of subdivision and condominium, and apply a consent stamp, after all of the conditions of approval have been met.

Currently, the Planning Administrator, who also acts as the Secretary Treasurer of the Kenora Planning Advisory Committee, is the only staff member trained as a Secretary Treasurer. The authority needs to be delegated to the Planning Administrator.

**Budget:** N/A

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

Agenda for Property and Planning and Council, Property and Planning, PAC



**April 22, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Delegate Authority to Approve Letters of Comfort**

### **Recommendation:**

That authority to sign, on behalf of the City of Kenora, approving or refusing a letter of comfort application be delegated to the Property and Planning Manager, the Planning Administrator and the Operations Manager; and further

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

### **Background:**

A review of delegated authorities, by the City Clerk, indicates that currently, there is no person delegated authority to approve letters of comfort on behalf of the City of Kenora.

Currently, the Planning Administrator receives, circulates (for comments/conditions) and approves or refuses applications for letters of comfort.

A letter of comfort is an agreement between the City and a property owner who owns lands adjacent to municipal property and whose structure(s) (or other item) encroaches onto municipal land. Letters of comfort are filed in the property roll file associated with the subject property and the encroachment will be allowed to remain so long as the City of Kenora does not require the said lands to carry out any purpose or function. It is the policy of the Corporation of the City of Kenora that there shall be no unauthorized encroachments onto municipal property or road allowances.

All decisions on letter of comfort applications are made by City Staff and are final. Each letter of comfort application will be evaluated on its own merit on a case-by-case basis.

In order to ensure a high standard of customer service, it would be beneficial to ensure that there are more staff members with delegated authority so that applicants submitting applications when a staff member is out of the office do not suffer. Most applications are made as a condition of a property sale/purchase.

**Budget:** N/A

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

Agenda for Property and Planning and Council, Property and Planning, Operations Manager



**April 29, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: John Nabb Facilities Supervisor**

**RE: Lease Renewal - Kenora Air Services Limited and River Air Limited**

### **Recommendation:**

THAT the City of Kenora gives three readings to a By-law for new lease agreements, with Kenora Air Services Ltd. and River Air Limited, for a Ten (10) year period ending in 2024, for the purpose of accommodating two float plane operators on the property municipally known as Second Street Wharf, Kenora, Ontario.

THAT the Mayor and Clerk be authorized to enter into such agreement on behalf of the City of Kenora.

### **Background:**

The land municipally known as Second Street Wharf is utilized by Kenora Air Services Ltd. and River Air Limited under a several lease agreements signed in 2008. The terms of these existing agreements expired in 2013; the proprietors of the two float plane operations seek to enter into a new lease agreement.

- By-Law 36-2008  
Expired: March 31st, 2013
- By-Law 109-2008  
Expired: August 15th, 2013
- By-Law 37-2008  
Expired: March 31st, 2013
- By-Law 70-2008  
Expired: May 31st, 2013

All parties acknowledge that these leases represents the right to utilize the prescribe land for the sole purpose of accommodating a float plane operations, in accordance to the covenants, obligations and agreements as outlined in the new lease.

It is understood that the City will adjust the rental rate annually by 3% commencing in 2014, and continuing annually for the remainder of the term. The current lease rates are outlined in the table below (plus HST).

### **Budget:**

Revenue of \$22,283.60/annum for 2014, and a 3% escalation for each year thereafter.

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

Per Notice By-law



**April 2, 2014**

## **City Council Committee Report**

**TO:** Mayor and Council

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

**RE:** Parks – Washroom Contract

### **Recommendation:**

That Council approves extending the Washroom Contract with Stover Services (Mid Canada Cleaning) in the amount of \$23,764.00 for the year 2015; and

That the Washroom Contract be revised to include the Cemetery Washroom for 2014 and 2015 at no extra cost; and further

That Council give three readings to a by-law to authorize an addendum to the current contract with Mid Canada Cleaning.

### **Background:**

A small family public washroom was built at the Lake of the Woods Cemetery when the Administration Building was removed from the site. The cost to maintain this washroom was quoted at \$1,683.00 per year by Stover Services (the same cost if the washrooms were broken down individually in the Washroom Contract (2012 – 2014 - By-law #33-2011). Current contract attached.

The Cemetery washroom is to be open seven days a week from June to September, from 8 a.m. – 8 p.m. The washroom contract includes opening and closing each day, filling up of toiletries as required at the Contractor's expense and cleaning daily to the specifications listed in the contract. If the City agrees to extend this contract for one more year at the 2014 approved rate of \$23,764.00, the City would be saving \$3,346.00. The Contractor (Mid Canada Cleaning – Stover Services) has agreed to clean the Cemetery washroom at no cost for the next two years (2014 & 2015), if the existing contract is extended for one year.

**Budget:** Operational Budget

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

Charlotte Edie, Treasurer  
Charlotte Caron, Property & Planning Manager  
Barbara Manson, Parks Supervisor  
Roy Stover, Stover Services (Mid Canada Cleaning)

**THE CORPORATION OF THE CITY OF KENORA**



~ Council Resolution ~

NUMBER: ~ 33

Moved by [Signature]

Seconded by [Signature]

**19 December 2011**

~ ~ ~ ~ ~

That the following tenders for the supply and delivery of the cleaning, garbage pick-up, beach raking and opening and closing of the listed 8 public washrooms, be received:

Stover Services (Mid Canada Cleaning)	\$ 71,292.00 + H.S.T.
Cottage Country	73,000.00 + H.S.T.
MTO Janitorial Services	91,983.20 + H.S.T.
Kevin & Gayle Cahill	225,000.00 + H.S.T.,

;and further

That the tender received from Stover Services (Mid Canada Cleaning), for the years 2012, 2013 and 2014, in the amount of \$71,292.00 + HST, be hereby accepted.

Defeated  Carried  [Signature] **MAYOR**  
or A/Mayor

**RECORDED VOTE:~**

COUNCIL	AYE	NAY	Dec. of Interest
Councillor Drinkwater			
Councillor Lunny			
Councillor McKay			
Councillor McMillan			
Councillor Roussin			
Councillor Smith			
Mayor Canfield			

**DISTRIBUTION:** Boris, Charlotte &



**CITY OF KENORA  
PUBLIC WASHROOM CONTRACT**

**SEALED TENDERS** for the cleaning, garbage pick-up, beach raking and opening and closing of the enclosed list of **parks public washrooms** for the City of Kenora will be received up to and not later than:

**11 a.m.  
Friday, November 4, 2011**

After which time they will be publicly opened at the Kenora Council Chambers at One Main Street South, Kenora, Ontario.

The Tender Document may be obtained from the Municipal Office, 1 Main Street South, Kenora.

Tenders shall be submitted in a sealed envelope, clearly marked "**TENDER – PUBLIC WASHROOMS**", and delivered to:

Joanne McMillin  
City Clerk  
City of Kenora  
One Main Street South  
KENORA, ON. P9N 3X2

**For additional information, please call Barb Manson, Parks Supervisor at 467-2044.**

The lowest or any tender not necessarily accepted. The City reserves the right to reject any or all bids, waive irregularities and formalities therein, and to award the tender bid in the best interest of the City of Kenora.

All tenders received become the property of the City of Kenora and as such are subject to the Freedom of Information and Protection of Privacy Act.

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**GENERAL CONDITIONS FOR TENDERS**

1. All prices must be clearly indicated, extended and totaled for the cleaning, opening and closing, beach raking and garbage pick-up of all listed **parks public washrooms** and will be used in evaluating the bid.
2. Tenders must not be restricted by a statement added to the tender. Conditional bids will not be accepted.
3. Receipt of or adjustment to the tender by telephone, facsimile, telegram or telex will not be accepted.
4. In order to revise a bid, the bidder must withdraw or supersede his bid with a revised submission prior to the specified closing date and time.
5. The person signing on behalf of the organization submitting the bid must initial erasures, overwriting or strikeouts.
6. Tender submissions will constitute a Working Agreement and if successful will constitute an Agreement.
7. Prices are open for acceptance by the City of Kenora for sixty (60) calendar days from the tender closing date.
8. The lowest or any tender not necessarily accepted. The City reserves the right to eject any or all bids, to waive irregularities and formalities therein, and to award the tender bid in the best interest of the City of Kenora.
9. The tender name, closing date of the tender, bidder's name and address and the address of the City of Kenora must be clearly indicated on all tender envelopes submitted.
10. All tenders must be complete, legible and signed in ink by an authorized company official. All details must be typed or written in ink and be submitted on the forms provided. If a lengthy description is necessary, separate sheet(s), with the tender name affixed, should be attached and these will be considered part of the tender.
11. Should a bidder find discrepancies or omissions from the document prior to the closing date, the City of Kenora is to be contacted as soon as possible in order that a written instruction or an addendum can be issued to each bidder.
12. Bidders must include all applicable taxes.
13. The Contractor shall submit prices for all the works as defined in Section 4 – Tender Bid Price.

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**GENERAL CONDITIONS FOR TENDERS**

14. No Contract shall be awarded to any bidder who in the judgment of the City of Kenora is not a responsible Bidder or does not have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract. If the successful bidder does not have the required equipment or staff at the time of being awarded the tender, 14 days will be granted to put such equipment and staff in place to the satisfaction of the City of Kenora. If the time frame is not met, then the City of Kenora can terminate the awarding of the contract to the successful bidder and award to another bidder or re-tender.
15. All tenders submitted to the City of Kenora become the property of the City and as such are subject to the Freedom and Protection of Privacy Act.
16. The successful contractor shall submit a Certificate of Liability Insurance, with a minimum amount of five million dollars coverage, naming the City of Kenora as an additional insurer prior to the commencement of the project. A valid W.S.I.B. (Worker's Safety Insurance Board), to be updated every two months. Certificate of Clearance is to be provided prior to award and with final invoice. Compliance is required.
17. The contractor must adhere to and comply with the City of Kenora Health & Safety Policy, a copy of which is attached to the tender document (see Schedule B).
18. The bidder shall submit the following executed forms: Pre-Qualification Checklist, Undertaking to Comply, Indemnification Agreement and Fairness is a Two-Way Street with the tender submission. (See Schedule C). The bidder shall submit a City of Kenora approved business licence.
19. City of Kenora reserves the right to cancel this contract at any time if it believes the successful bidder is not fulfilling the terms of the contract. Depending on the terms of the contract not being filled, the City will give only two notices of the unfulfilled term(s), after two the contract will be terminated. The contractor will have five days to remove all of his/her furniture, equipment from buildings and grounds.
20. The City of Kenora will use City crews or another contractor to complete any work that the City deems is required to meet the minimum standards of the contract and the costs for such work will be deducted from payments owed to the successful bidder.

**END OF GENERAL CONDITIONS**

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**SCOPE OF WORK**

## 1. GENERAL SPECIFICATIONS:

## 1.1 WORKS

The undersigned hereby submits the following Tender and, if accepted, agrees to supply all labour, materials, equipment and services necessary for the execution and completion to the City's satisfaction the work as shown in the Agreement or herein specified and further agree to complete all for the considerations specified.

The Contractor will maintain the following defined **beach and public washroom** areas as indicated on Schedule A from one week before the long weekend in May to one week after September 30<sup>th</sup>, 2012, 2013 and 2014;

AND the following defined **ball diamond public washrooms** areas as indicated on Schedule B from April 30<sup>th</sup> until the second weekend in October, 2012, 2013, and 2014 and agrees to:

- A) **Spring clean-up** before season begins: (these dates may change depending on water turn on dates by the Sewer & Water Department)
  - Ball Diamond Washrooms – April 30<sup>th</sup>
  - Beach Washrooms- one week before May long weekend
  - Beaches – debris & raking – one week before May long weekend
- B) **Fall clean-up** after closing:
  - Ball Diamond washrooms – second weekend in October
  - Beach Washrooms – one week after September 30<sup>th</sup>
  - Beaches – debris & final rake – one week after September 30<sup>th</sup>
- C) Inspect washrooms daily for maintenance problems and report any and all required repairs, by work order, to the Parks Supervisor. Maintain a daily washroom maintenance log (Schedule "D"). Daily maintenance logs to be turned into Parks Supervisor on a weekly basis.
- D) Maintain all washrooms in a neat and clean condition at all times. This will include: clean and sanitize all: PERSONAL CONTACT POINTS, toilets, sinks and washroom fixtures and dispensers daily. Sweep and wash (disinfect) all floors daily. Walls, toilet partitions etc. to be spot washed on a daily basis in contact areas and washed weekly. Sweep off all cobwebs, empty all garbage containers and re-stock all supplies as needed. Cleaning and toiletry (soap, paper towels & toilet paper) supplies the responsibility of the Contractor.
- E) Litter clean-up from the garbage receptacles, garbage cans and immediate area to be removed daily. Garbage to be taken to the Waster Transfer Facility on a daily basis. Tipping fees will be the responsibility of the Contractor.

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- F) All beach areas will be raked daily or more often if required and garbage and debris removed. Tipping Fees responsibility of Contractor. These areas include – Keewatin Beach, Norman Park and Garrow Park.
- G) **Daily**, all public beach washrooms will be open and clean for public use at 9 a.m. and these washrooms will be locked at 9 p.m. All ball diamond washrooms will be open and clean for public use from Noon until 9 p.m. during the week days and will be open on weekends from 9 a.m. to 9 p.m.  
Tournament times may require washroom open at 8 a.m. Ball field dugouts to be cleaned and garbage removed on Saturdays and Sundays and all statutory holidays only.
- PLEASE NOTE:** There will be changes to this schedule depending on scheduled events or as requested by the City of Kenora's Parks Supervisor. Special events will require additional maintenance, at least two (2) visits per day and extra toiletries left on site.
- H) Purchase and provide proof of Public Liability Insurance (5 million dollars minimum) and be responsible for unemployment insurance, workers compensation, Canada Pension and other charges or assessments to be paid for on behalf of employees or himself. Contractor will provide proof of good standing of W.S.I.B. (Worker's Safety Insurance Board) coverage. This will be made available prior to starting the contract each year.

## 2. LOCATIONS AND AREAS:

- 2.1 Beach Public Washrooms: (see attached Schedule A)
- a) **Keewatin Beach**
  - b) **Norman Park**
  - c) **Garrow Beach & Park**
- 2.2 Ball Diamond Public Washrooms: (see Schedule A)
- a) **Portage Bay Recreational Area**
  - b) **Millennium Ball Park (A & W)**
  - c) **Co-op Ball fields (Jaffray Melick)**
  - d) **Kenora Central Park**
- 2.3 Other Public Washrooms:
- a) **Beatty Park**

**END OF SCOPE OF WORK**

**BID FORM**

**TENDER BID PRICE:**

The undersigned has examined the Tender Documents and the sites of the work and has ascertained all necessary particulars with regard to the work and upon acceptance of this Tender shall enter into an Agreement, for the performance of the work at the tendered prices stated below. It is understood that the Administrative Conditions, Contract Tender, and Schedules and any written supplementary instructions that may be made by the City of Kenora to ensure satisfactory completion are all part of the Tender.

4.1 Public Washroom Cleaning/Maintenance & Garbage Removal:

	2012	2013	2014
H.S.T.	\$ _____ _____	\$ _____ _____	\$ _____ _____
TOTAL:	\$ _____	\$ _____	\$ _____
TOTAL COST OF TENDER FOR THREE YEARS: \$ _____ +HST \$ _____			

**ADDENDA:**

I/We acknowledge that I/We have received Addendum Number(s) \_\_\_\_\_ to \_\_\_\_\_ inclusive, should, such addenda be issued and that the tendered prices include the provision(s) set out in such addenda.

**3. ACKNOWLEDGEMENT:**

I/We have read and understand the terms and conditions of this tender and legal Agreement and offer the services for the provisions of **WASHROOM CONTRACT** from April 30<sup>th</sup> until the second weekend in October for 2012, 2013 and 2014.

It is agreed that the City of Kenora will make payment to the Contractor in six payments each equal to one-sixth of the yearly contract price, payable at the end of May, June, July, August, September and October of each year.

**Company Name: (Print):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Signature of Company Official:** \_\_\_\_\_

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**Date:** \_\_\_\_\_

**SCHEDULE "A"**

**CITY OF KENORA**

**BEACH & PUBLIC WASHROOM LOCATIONS**

**BALLFIELD WASHROOM LOCATIONS**

**SCHEDULE "B"**

**CITY OF KENORA**

**HEALTH & SAFETY POLICY:**



**SCHEDULE "C"**

**CITY OF KENORA**

**PRE-QUALIFICATION CHECKLIST**

**UNDERTAKING TO COMPLY**

**IDEMNIFICATION AGREEMENT**

**FAIRNESS IS A TWO WAY STREET**

**SCHEDULE "D"**

**CITY OF KENORA**

**DAILY WASHROOM MAINTENANCE LOG**



**May 5, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Township of Muskoka Lakes/Teranet – Resolution of Support**

### **Recommendation:**

That the Council of the City of Kenora hereby supports and endorses the following resolution circulated by the Township of Muskoka Lakes:

“Whereas the Township of Muskoka Lakes wishes to express serious concern with Teranet and the Land Titles Electronic Registry System in Ontario, specifically as it relates to errors that were made when the paper based land registration system was converted to the electronic system;

And Whereas the Township has been made aware of errors and omissions that are prevalent throughout the Province, especially with respect to rights-of-way and land ownership in cottage country;

And Whereas the cost to landowners to rectify these errors can be expensive, take a significant amount of time, and result in undue hardship;

And Whereas municipalities are burdened with the processing of increased consent applications before the Committee of Adjustment to correct errors and omissions;

Now therefore be it resolved that the Ministry of Government Services be advised that the Land Titles Electronic Registry System contains numerous errors and should be corrected forthwith at the sole expense of the Ministry;

And further that the Ministry of Government Services develop a funding model to ensure that landowners are not negatively financially impacted by the need for title corrections noted above;

And Further that this resolution be forwarded to all other municipalities in the Province, and AMO, for support”; and further

That the Council of the City of Kenora petitions the Minister of Government Services to maintain the terminals which allow access to the Teranet system for individuals in Kenora if the local Land Registry office is closed in the future; and that the City of Kenora will

offer space for the location of one or two terminals, in exchange for complete/unlimited access to the information free of charge.

**Background:**

Teranet is the company that manages Ontario's 7.5 million parcel Land Titles Electronic Registry System. In 1991 the Province engaged Teranet to convert the 200 year old paper based land registration system to an electronic registry system. This system provides certificates on titles of land, maintains land records and validations of property ownership and provides other services related to the cataloguing and transfer of land parcels from one person to another.

The Planning Department has consulted with local professionals (surveyor, solicitor, title searcher) to determine whether or not this is an issue in Kenora. All agree that there are a lot of errors in the Teranet system and that clients are having to pay the cost of correcting them. Teranet then uses the corrected information and does not reimburse the parties.

In addition the local Land Registry office will likely be closed within the next few years. This closure will likely see the terminals removed as well, which will mean that searches and documents will not be able to be accessed through this Service Ontario office. The closest office will be in Thunder Bay. There is no reason for the terminals to be removed. The cost of searches will rise by 100%, at the same time.

**Budget:**

N/A

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

By Agenda of Property and Planning and of Council; Township of Muskoka Lakes, Minister of Government Services, AMO



Agenda Reference 9.a.1.

**COUNCIL MEETING**

**DATE:** February 14, 2014 **RESOLUTION NUMBER:** C- A -14/02/14

**MOVED BY:** John Baranik

**SECONDED BY:** Phil King

WHEREAS the Township of Muskoka Lakes wishes to express serious concern with Teranet and the Land Titles Electronic Registry System in Ontario, specifically as it relates to errors that were made when the paper based land registration system was converted to the electronic system;

And Whereas the Township has been made aware of errors and omissions that are prevalent throughout the Province, especially with respect to rights-of-way and land ownership in cottage country;

And Whereas the cost to landowners to rectify these errors can be expensive, take a significant amount of time, and result in undue hardship;

And Whereas municipalities are burdened with the processing of increased consent applications before the Committee of Adjustment to correct errors and omissions;

Now therefore be it resolved that the Ministry of Government Services be advised that the Land Titles Electronic Registry System contains numerous errors and should be corrected forthwith at the sole expense of the Ministry;

And further that the Ministry of Government Services develop a funding model to ensure that landowners are not negatively financially affected by the need for title corrections noted above;

And further that this resolution be forwarded to all other municipalities in the Province, for support.

*and Amc, Cm, A*

**RECORDED VOTE:**

**NAYS      YEAS**

COUNCILLOR BARANIK	_____	_____
COUNCILLOR BRENT	_____	_____
COUNCILLOR BURGESS	_____	_____
COUNCILLOR EDWARDS (Deputy Mayor)	_____	_____
COUNCILLOR FURNISS	_____	_____
COUNCILLOR HARDING	_____	_____
COUNCILLOR KRUCKEL	_____	_____
COUNCILLOR McTAGGART	_____	_____
COUNCILLOR NISHIKAWA (Acting Deputy)	_____	_____
MAYOR MURPHY	_____	_____
<b>TOTALS</b>	_____	_____

**MOTION DEFEATED**      [ ]

**MOTION CARRIED**      [x]

[Signature]  
**MAYOR**