



City of Kenora Committee of the Whole of Council Agenda

Tuesday, September 2, 2014
9:00 am - 1:00 pm
City Hall Council Chambers

Pages

1. Public Information Notices

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at its September 9, 2014 meeting:-

-Council intends to amend its 2014 Operating and Capital Budget to withdraw funds from the Fleet Reserve in the amount of \$40,000 to offset the cost of the purchase of a Mechanical Platform Lift

-Council intends to amend its 2014 Capital Budget to withdraw funds from the Equipment Reserve in the amount of \$6,976, plus applicable tax, to offset the cost to Retrofit an existing Sterling Truck to a Chipper Body

-Council intends to amend its 2014 Operating and Capital Budget to withdraw funds from the Museum Reserves in the amount of \$20,000 to offset the replacement cost of gas/air handler related heating equipment

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 August 5, 2014

4. Deputations

4.1 Peter Kirby - Alternatives to Energy East

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- 12. Other**
- 12.1 Zoning By-law Amendment Public Meeting (2 items) - 11:00 a.m.
- i) Z02/14 Whitta
 - ii) Z03/14 Robertson-Carvahlo
- 13. Date of Next Meeting**
- Tuesday, December 9, 2014
- 14. Adjourn to Closed**
- That this meeting be now declared closed at _____ p.m.; and further
- That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following:-
- i) Personal Matter about an Identifiable Individual (1 item)
 - ii) Acquisition of Land (1 item)
 - iii) Disposition of Land (5 items)
- 15. Reconvene to Open Meeting**
- 16. Close Meeting**

- Press Release -

At its regular board meeting on Thursday, August 14, 2014 the KDSB Board of Directors:

- Reviewed the MCSS regulations and guidelines for District Social Services Administration Boards (DSSAB) regarding governance and accountability within an election year. It was noted that the Board of the KDSB will not be able to make any significant decisions outside of the 2014 approved budget subsequent to October 27, 2014.
- Received the second quarter variance reports for all programs.
- Were informed that Kenora District Services Board was successful in pursuing and presenting a fraud case in Dryden. The Court ruled that the two individuals had in fact committed fraud and were required to pay back a combined amount of \$58,733.23. Both individuals have been fulfilling their repayment obligations on a monthly basis, through Probation and Parole Services.
- The Board was notified of expected increases in two housing initiatives by the province. There will be a province-wide contribution to the Community Homelessness Prevention Initiative (CHPI) of \$42 million annually. The Investment in Affordable Housing (IAH) joint provincial/federal government initiative will provide an additional \$800 million over the next six years. The specific allocations and program guidelines will be provided to KDSB in the near future, with the expectation that these funds will increase our ability to provide safe, affordable homes within our district.



- Accepted our continued commitment to partnering opportunities with the City of Kenora Housing Pillar to pursue funding to support the work of the Ten Year Housing and Homelessness Plan. If approved, the funding would be used to engage an independent consultant to assist in connecting the various services provided within the Kenora District in relation to Homelessness and Behavioural Issues.
- Approved the 2015-2019 strategic plan and related initiatives for the KDSB. This plan was crafted through an integrated, collaborative process, with broad input from residents, employees, partner services and Board Members. KDSB wishes to acknowledge and thank Sandy Richardson from Strategy Focused Business Solutions for her approach and assistance through the strategic planning process.

Barry Baltessen
Board Chair

Corrine Owen
Acting CAO



Kenora District Services Board Strategic Plan • Working Together to Improve Lives

2015 – 2019

KDSB mission

KDSB – DEDICATED TO IMPROVING LIVES.

KDSB vision 2019

WITH FORWARD THINKING AND ENGAGED
EMPLOYEES, WE ACHIEVE CONSISTENT
SERVICE AND BETTER OUTCOMES.

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INTRODUCTION

Since 2001, the Kenora District Services Board (KDSB) has been the service delivery agency for several social programs previously administered by the Province of Ontario. These include Ontario Works, social housing and homelessness programs, fee-subsidized child care, and emergency medical services/land ambulance.

The KDSB is facing several critical challenges that have both a direct and indirect impact on our ability to fulfill our mandate and achieve our social service goals. Significant trends and critical issues in the external environment include:

- Sustained economic pressures including changes in financial support levels and funding sources, new funding formulas, and an ongoing climate of fiscal restraint;
- Significant changes in the District's economy and industries resulting in reduced employment opportunities, a widening skills gap, and the migration of young workers out of the District as they search of a job;
- A greater number of people being classified as working poor as a result of changes in the economy;
- Geographical challenges and a high degree of variability in population size and service needs across the District making housing availability and service efficiencies difficult to achieve;
- An aging population with an increase in chronic health issues and healthcare support needs;
- The ongoing difficulties in resolving the non-emergency transfer issue; and
- An accelerating pace of change including increasing service demands and accountability requirements continuing to stretch the capacity of the healthcare and social services systems.

The strategy, priorities, and strategy execution roadmap outlined in our strategic plan are designed to address these key issues and ensure that we continue to have an impact on individual and community well-being.

The KDSB has six Strategic Theme areas embedded in its strategic plan

1 Enable high impact individual and community outcomes

2 Enable seamless service delivery (whether or not the KDSB is taking the lead in service delivery)

3 Engage pro-actively with residents and the community

4 Take a pro-active approach to policy, service, and program development

5 Build a collaborative work environment and capable organization

6 Deliver the greatest value for the money entrusted to us by our funders/taxpayers

Each strategic objective in our strategic plan supports a specific strategic theme area.

THE KDSB CORE VALUES



Five core values support our strategic plan. They define how we deliver service and interact with everyone we work with. These core values inform the actions and decisions of every KDSB employee every day.

PEOPLE FIRST - Putting people first every day

RESPECT & COMPASSION - For everyone

COLLABORATION - Partnering and working together to achieve shared success and results

FOSTER TRUST - Be accountable, fair, consistent, and transparent in all we do

PROMOTE SAFETY & EFFICIENCY - By applying our knowledge, best practices, and creative thinking

OUR SERVICE PROMISE

As you can see, the KDSB serves and works with many stakeholders.

All of them are important with differing needs and interests, however, one thing they can all agree on is that the KDSB is here to serve the needs of the Residents of the District.

And that's why our service promise, provided below, is so important.

OUR PROMISE:
HELP AND
SUPPORT
WHEN YOU
NEED IT

Stakeholders are the people who receive the KDSB's services and/or play an important role in the achievement of our mission and vision.

Here is a list of all our stakeholders:

Residents (current and future clients/patients)

KDSB Employees

Governments - all levels

The Community

Not for Profits

Related Service Organizations

Private Sector Partners

The KDSB Board of Directors

The Media

STAKEHOLDER OUTCOMES

To be considered successful in the eyes of our stakeholders, and to position the KDSB to successfully achieve our mission and 2019 vision, there are four stakeholder objectives we must strive to achieve.

Support individual and community well-being

We leverage our tools, knowledge, skills, and partnerships to help citizens achieve greater independence and health.

By supporting the individual's participation in a vibrant and inclusive community we help our District achieve a higher quality of life for everyone.

Deliver the appropriate services at the right time seamlessly across the District

By understanding the needs of the people and communities we serve, we are able to break down barriers and enable the delivery of timely and accessible services across the District without duplication.

Doing this builds citizen trust and confidence, allowing our residents to navigate towards their own success.

Optimize the individual's experience

We provide excellent person-centred care that honours dignity and is delivered with compassion, all with the goal of producing the best possible outcomes.

Effectively balance service results AND financial outcomes

By delivering appropriate services within managed timeframes, and working within a balanced budget, we deliver maximum value for the money we are entrusted with.

INTERNAL PROCESS OBJECTIVES

To perform up to stakeholder expectations, we must focus on the performance of our fundamental service delivery, partnering, communication, and operations management activities and processes. To be successful in this area, we must strive to achieve these seven key internal process objectives.

Collaborate to develop a responsive, flexible & integrated system of efficient, prevention-oriented human services, supports & solutions across the District

We participate in joint planning activities with community stakeholders and service delivery partners to:

- Increase the capacity of the service system, and
- To establish a pro-active and streamlined approach to service delivery across provider organizations.

When unnecessary overlaps in services are reduced, the system is highly effective, delivering the highest possible benefit to citizens and the community, and increasing the chance of successful outcomes for the people we help.

Manage the delivery of all services

We are dedicated to managing and providing services within a seamless and integrated service delivery system that is:

- Accessible and equitable,
- Easy for citizens to interact with and receive services, and
- Able to provide pro-active and reactive, customized solutions for each individual we help.

By focusing on wholistic, prevention-based service, we help the people we assist achieve better results faster and more effectively than they would without our involvement.

Optimize KDSB's business processes to achieve operational efficiencies AND enable performance to service delivery standards

Our operations are:

- Timely,
- Evidence informed,
- Appropriately distributed across the KDSB,
- Fiscally responsible,
- Best practice-based,
- Transparent,
- Pro-active and reactive, and
- Flexible.

Our focus on eliminating waste and optimizing productivity enables us to build and maintain our capacity to support the service needs of the people we serve while balancing financial responsibilities and service performance requirements.

INTERNAL PROCESS OBJECTIVES (cont'd)

Build strong relationships & partnerships

We focus on building mutual trust, effective communication, and understanding between us and our partners.

To do this we bring a spirit of accountability, transparency, and creativity to our working and service delivery relationships.

By enabling everyone to work together more productively, we maximize the value of our partnerships to the benefit of the people or our District and the systems we operate within.

Foster effective two-way communications

Successful communication is timely, focused, and transparent. By speaking, listening, and working together we achieve positive outcomes.

Create citizen awareness of KDSB, how we can help, & the results we enable

We communicate our services to the public in clear and compelling ways. By sharing:

- Our vision for the future,
 - The successes of the people we have helped, and
 - The contributions of our dedicated employees,
- we build trust, demonstrate our value to the community, and let those who need us know that we are here.

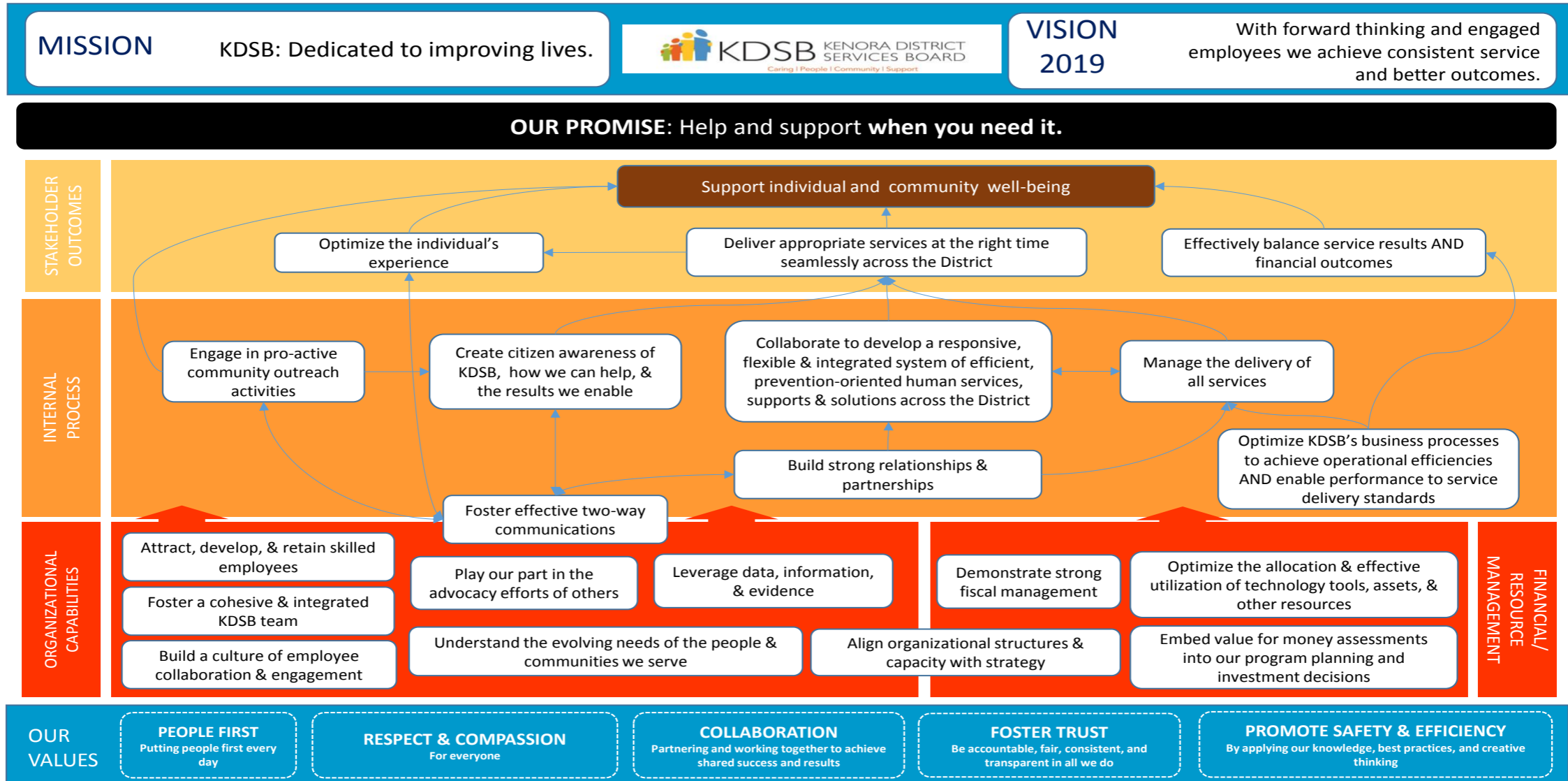
Engage in pro-active community outreach activities

By actively engaging in outreach activities, we:

- Build deeper relationships,
- Motivate communities to invest in healthy living so they can achieve their fullest potential, and
- Provide support to individuals that can reduce the strain on the healthcare and social service systems.

THE KDSB STRATEGY MAP

This strategy map outlines the critical objectives we will focus on to achieve our desired stakeholder outcomes and deliver maximum value.



STRATEGIC KDSB CAPABILITIES

To achieve our desired internal process performance levels, we must build our organizational culture, assist our staff to develop strategic skills and capabilities, develop a deep understanding of the current and future needs of those we serve, and invest in the necessary strategic tools, technology, and information. To be successful in these areas, we must focus on these six capabilities objectives.

Attract, develop, & retain skilled employees

We pro-actively attract skilled and knowledgeable individuals who bring a positive, forward thinking, and collaborative attitude to the KDSB.

We invest in their further development through professional opportunities and education that support organizational priorities.

Foster a cohesive & integrated KDSB team

Our objective is to build strong and enduring working relationships and a fully engaged team within and across all departments and offices at the KDSB.

We will achieve this through clear and timely communications and by providing opportunities to work together, collaborate, and participate in joint projects and work activities.

By breaking down silos, removing organizational barriers, and building mutual respect and trust, we create a strong KDSB team.

Build a culture of employee collaboration & engagement

We create a culture where everyone is committed to working together willingly and energetically in a way that reflects the KDSB's core values.

Each of us is personally dedicated to:

- Forward thinking,
- Proactive,
- Solution oriented,
- Consulting widely,
- Sharing knowledge openly in a collegial way,
- Collaborating actively inside and outside our organization, and
- Following through on the work accountabilities, actions, and projects that will help the KDSB achieve its mission.

In addition, everyone supports one another in achieving our desired culture by helping them demonstrate their involvement and accountability every day.

STRATEGIC KDSB CAPABILITIES

(cont'd)

Play our part in the advocacy efforts of others

We actively participate in advocacy group discussions in order to bring our community and northern District concerns, and suggested solutions to the table.

Our contribution to advocacy enables policy-makers to create citizen-focused, District-specific policies and investments that close real gaps and address critical needs and risks.

Understand the evolving needs of the people & communities we serve

We gather and interpret information while maintaining confidentiality so that we can address the needs of our residents/service recipients.

We are dedicated to doing this through creative thinking and innovative planning and solutions.

Leverage data, information, & evidence

While ensuring appropriate levels of privacy, we obtain relevant information and data from existing and advanced information systems. We use this information to:

- Better understand and improve our performance,
- Share knowledge and information across the KDSB and as appropriate with our partners,
- Enhance decision-making,
- Make targeted investments, and
- Create an efficient and knowledgeable organization that delivers quality service.

FINANCIAL + RESOURCE MANAGEMENT

The KDSB's entire strategic plan is made possible through the wise use of our financial and non-financial resources. Non-financial resources include human resources, facilities, and equipment. To be successful in these areas, we must focus on four financial and resource management objectives.

Align organizational structures & capacity with strategy

We always ensure that we have the organizational structures, resources, tools, and skilled workforce we need to deliver on our strategic priorities.

As our strategy evolves, we make the investments and changes needed to ensure its effective and successful execution.

Embed value for money assessments into our program planning and investment decisions

We take a value-based approach in all that we do.

This means that we include an assessment of the relative value (including both the financial and non-financial returns) we will achieve for the investments we intend to make in our programs, assets, and resources.

Optimize the allocation & effective utilization of technology tools, assets, & other resources

We have a duty to allocate and use available resources optimally.

Doing this allows us to understand our capacity, match it with our priorities, and engage in planning that maximizes the life-time value of physical assets and resources.

Demonstrate strong fiscal management

By optimizing the use and management of our financial resources, we maximize the value we achieve for the money entrusted to us.*

Doing this helps us meet, and even exceed, the fiscal performance expectations of citizens, taxpayers, and funders.

In an environment of limited resources, we actively seek out new, and more diversified, funding sources and revenue streams.

**we cannot make the best use of money without proper manpower to execute (i.e. renewal plans, staff training/coaching, aligning business processes, etc.)*

WHAT TO WATCH FOR MOVING FORWARD

PHASE 1 2015

Solidifying our Capability to Deliver Integrated Service and Service Excellence

Integrating the services we provide to Residents into a “one stop” service delivery model has gone a long way to improving the experience and well-being of the people and communities we serve, however, the job isn’t quite done. There’s more work needed behind the scenes to ensure that we can deliver integrated service efficiently. In fact, we want to go even further and ensure that we deliver service excellence no matter what service Residents receive from the KDSB.

Planned projects that will help us achieve this goal include the implementation of SAMS – a technology tool that will provide Case Managers with a “single view” of a client, a review of the policies and resources required to enable service integration, continued work on the 10 year Housing and Homeless Plan, a review of the capability of the current KDSB IT environment, and sustained focus on creative Paramedic recruitment approaches and efforts.

PHASE 2 2016

Strengthening Partnerships and Relationships

Through 2016 we will place an increased emphasis on building new and deepening existing relationships with our partners and stakeholders. We have many excellent relationships with key *(cont'd)*

PHASE 2 2016

(cont'd)

stakeholders now but we are eager to cultivate these further. Taking these steps will help us better understand our partners’ strengths and needs – making our ability to work together, for the benefit of the District’s Residents, even better.

Planned activities in this regard include our Service Mapping and Community Outreach projects, and a project that will build our ability to engage in two-collaboration with partners and stakeholders.

PHASE 3 2017 - 2019

Focusing on Pro-Active Approaches to Improving Lives

We continue to strive to provide pro-active services and programs to the Residents of the District. Being able to engage in community-based activities that are prevention-oriented, and provide targeted supports that deliver real value in relation to the unique needs of different communities and their Residents, will enable us to have the greatest impact on individual and community well-being.

Planned projects in 2017 – 2019 that will help us achieve our goal include an advocacy table review, and continued emphasis on our research activity, policy renewal, and the 10 year Housing and Homeless Plan.

THE FOUNDATION OF OUR SUCCESS: OUR EMPLOYEES

Any successful organization is successful BECAUSE of its employees – that is, due to the efforts of steadfast employees who are committed to being **Strategy Leaders** no matter where they work in the organization. Employees who are enthusiastic about doing the right things right and delivering the organization's service promise every day make all the difference. The KDSB is no different!

We are very fortunate to have a dedicated group of knowledgeable employees who are ready, willing, and able to put the KDSB's strategy into action and work together to improve it, and our day to day operations, on an ongoing basis.

Senior Management and the Board of the KDSB are **committed** to working with and enabling all KDSB employees to be Strategy Leaders who:

LIVE THE KDSB CORE VALUES

All of our employees know our core values. They take steps to put them into action in all that they do AND they help their fellow employees do the same.

BRING OUR STRATEGIC OBJECTIVES TO WORK EVERY DAY

Our employees really know the KDSB's strategy, how their work fits into it, and how they contribute to success. With this knowledge in mind, everyone brings the strategic objectives to work with them every day and puts them into action in as many work situations as possible. They always ask "Is this the right thing to do considering our strategy?" and when the answer is no, they speak up! Finally, our employees know that organizational alignment and synergy are critical for strategy success so they help us ensure that everything is lined up with the KDSB's strategy (and they provide suggestions for improvement when they see that things are falling short).

BRING OUR STRATEGY INTO DECISION-MAKING

Strategy is all about choices – what to do and what not to do. Our employees make choices every day – what to spend their time on, what opportunities to take advantage of, and what to invest our resources in. These choices can either help or hinder an organization when it comes to putting strategy into action. Because they understand the KDSB's strategy, our employees can consider the strategic impact of key decisions in advance, ensuring that whatever they decide to do is the best option given our strategic objectives.

TAKE AN ACTIVE ROLE IN IMPROVING OUR STRATEGY

Because our employees are putting our strategy into action every day AND are working closely with our key stakeholders, no one knows better than them where the opportunities for improvement are. Our employees feel empowered to share their insights and observations and make suggestions for improvement OR to take the immediate actions necessary to achieve our strategic goals.

our mission

KDSB – DEDICATED TO IMPROVING LIVES.

our promise

HELP AND SUPPORT WHEN YOU NEED IT.



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Tel: 807-223-2100 (Toll Free) 1-800-461-5766
Email: kdsb@kdsb.on.ca

August 22, 2014

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: BMA Management Consulting Agreement

Recommendation:

That Council of the City of Kenora hereby authorizes the agreement between BMA Consulting Inc. and the City of Kenora to perform a comprehensive organizational review for the City; and further

That the CAO be hereby authorized to executive the agreement.

Background:

As part of the 2013/2014 Strategic Planning process and recommendation from City CAO Karen Brown, it was recommended that the City undertake a complete comprehensive organizational review for the City. This process has not taken place since amalgamation in 1999 and with significant changes happening in municipalities across the province, and additional demands placed on the municipality it was suggested that the City look at reviewing their staffing. During the Strategic Planning process it was also identified by many staff throughout the organization, through staff surveys, that we are not adequately staffed in many departments. This organizational review will help identify what areas need to be adjusted.

An RFP process took place in 2014 with several proposals received. The firm of BMA Consulting Inc. was selected by the team and further approved by resolution of Council at the July 15, 2014 meeting.

This report is strictly a housekeeping report to authorize the agreement.

Budget:

Budget amendment authorized at the July 15, 2014 meeting of Council.

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

Strategic Plan or other Guiding Document:

Strategic Plan Corporate Action 3-1

August 13, 2014

City Council Committee Report

To: Mayor and Council

Fr: Sharen McDowall, Human Resources Manager

Re: City Hall Closure – January 2, 2015

Recommendation:

That Council hereby approves closing City Hall on January 2, 2015.

Background:

In 2015, New Years Day falls on a Thursday. This means that City Hall would be open for only one day between New Years Day and the following weekend. It is recommended that consideration be given to closing City Hall on January 2, 2015.

A key advantage of this type of closure to the City would be having a maximum number of employees use up one vacation day during a time where there is generally minimal activity at best in City Hall. To accommodate the closure, the City would ensure that no due dates for billing purposes fall on this date. Over the Christmas period, and into the first week in January, City Hall typically has very minimal activity. When City Hall is open during this period, however, the City is required to ensure sufficient cover off staffing for all services.

Over the past twenty years, the City has been closed over the Christmas period, under the following circumstances:

- when Christmas Eve and New Years Eve fell on a Monday;
- when December 27th fell on a Friday;
- when January 2nd fell on a Friday

This has been done in the past to avoid keeping City Hall open for either a four hour period between the weekend and the Christmas / New Year statutory holidays, or a one day period between the holiday dates and the weekend.

This type of situation does not happen every year due to the annual shift in calendar days and it also depends on what day Christmas and New Years occur.

All staff that choose to take this office closure as a day off, must use either vacation time or lieu time. Any staff who indicate that they wish to work this day would be assigned specific work and given access to City Hall. Over the years, staff supported closing City Hall for the one day or equivalent as discussed above. It is expected that this support would continue for this one day period and appreciated by staff to extend the holiday season.

Budget:

City Hall Staff will be responsible for using vacation/lieu time, taking the day without pay or making up their time for purposes of the day off. Staff will work the lieu time in advance, but will only receive straight time for the hours worked to compensate for this day

Communication Plan/Notice By-law Requirements:

City Hall staff will be advised of their options. CUPE Local 191 will be advised of the closure and the options available to staff. Manager of Legislative Services will advertise accordingly to the public of the closure.

Strategic Plan or other Guiding Document: N/A



August 12, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Contracts & Expenditures Approved for January to June 2014

Recommendation:

That Council hereby receives the information report of Lauren D'Argis, Corporate Services Manager dated August 12, 2014 with respect to contracts awarded within the Manager's approved limits for January to June 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



August 25, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Manager of Legislative Services

RE: Appointment to Elections Compliance Audit Committee

Recommendation:

That Council hereby appoints the following members to the Elections Compliance Audit Committee for the City of Kenora:

Doris Dyson, Emo, ON
Paul Heayn, Dryden, ON
Sheila Hintz, Ignace, ON
Bill Naturkach, Fort Frances, ON
Warren Paulson, Atikokan, ON ; and further

That the committees term of office shall be for the period of December 1, 2014 to November 30, 2018.

Background:

Further to the May 2014 report to Council regarding the establishment of the Elections Compliance Audit Committee, I now have the names confirmed for appointment to this committee.

Collectively, the municipalities in the region typically join together and use the same people for all of the audit compliance committees which also is a cost sharing resulting in cost savings to each municipality.

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: N/A

Strategic Plan or other Guiding Document: N/A

August 27, 2014

City Council Committee Report

To: Mayor and Council

Fr: Bruce Graham, Risk Management & Loss Prevention Officer

Re: Health and Safety Policy Review

Recommendation:

That Council accept and approve the changes to the City of Kenora Health and Safety Policies outlined in Bruce Graham's August 27, 2014 Committee Report.

Background:

A regular, periodic review of the City's Health and Safety Policies is necessary to ensure that the policies remain current and relevant and that they continue to reflect the intent of the Health and Safety Program as a whole.

As such a review was conducted of each Health and Safety Policy to determine if any changes or updates were required. The changes recommended are identified as follows:

General Updates

1. All policies will have the logo updated to the new boat logo.
2. All policies will have the date changed to reflect the date of the September meeting of council.
3. All policies will receive a new by-law number and the Supersedes by-law section will be updated.

Specific Policy Updates

1. Policy HS-01 – Health and Safety Policy Statement
I have added "Manager of Corporate Services, Manager of Legislative Services, and Manager of Property and Planning" under the Senior Management Team section as these positions have been added since the policies were last reviewed. (Refer to Attachment #1)
2. Policy HS-55 – CAO Involvement
I have deleted all references to the CAO participating in physical workplace inspections and have added "reviewing and approving all incident reports; by participating in Health and Safety Training as appropriate; by participating in staff crew meetings when available; by participating in Joint Health and Safety Committee meetings as appropriate; by responding to written recommendations from Joint Health and Safety Committees or Health and Safety Representatives in a timely and consistent manner; and by ensuring that all members of the Senior Management Team are meeting their obligations as outlined in the City's health and Safety Program." This change eliminates the need for the CAO to participate in the physical inspections of the various workplaces but still demonstrates a commitment to the Health and Safety Program. (Refer to Attachment #2)

3. Policy HS-56 – Early and Safe Return to Work

I have amended this policy to include non-work related injury or illness. This policy was originally developed to address work-related injury and illness to ensure that the City was in compliance with the requirements of the Workplace Safety and Insurance Act. By including non-work related injury and illness this policy will now support the City's Attendance Support Program that was recently approved by council. (Refer to Attachment #3)

Budget: N/A

Communication Plan/Notice By-law Requirements:

Upon approval the amended policies will be communicated to all City of Kenora employees.

Strategic Plan or other Guiding Document:

The proposed changes to the Health and Safety Policies are consistent with Action Item 3-11 from the Strategic Plan – "The City will commit to preventing occupational illness and injury in the workplace."

Health and Safety Policy Statement



Section Health and Safety Policies	Date March 19, 2012	Approved by By-law Number: 27-2012	Page 1	Of 2
Subsection Policy Statement	Supersedes By-law Number: 105-2011		Policy Number: HS-01	

PURPOSE

A Health and Safety Policy is a written statement of an employer's commitment to protect the health and safety of employees at work. The policy shows the employer's commitment to health and safety and establishes the health and safety culture in the workplace.

RESPONSIBILITY

All City of Kenora employees are expected to be familiar with the Health and Safety Policy Statement and to follow their responsibilities as outlined in the policy.

PROCEDURE

A. General

1. The Health and Safety Policy Statement will be in writing and will include a declaration of commitment to health and safety in the workplace and it will identify general responsibilities for all workplace parties.
2. The Health and Safety Policy Statement will be reviewed by the Senior Management Team to ensure that it continues to accurately reflect the beliefs of the Senior Management Team. This review will be done at least once each year.
3. Upon completion of the review the Health and Safety Policy Statement will be sent to a meeting of Council where it will be approved and endorsed.
4. The approved Health and Safety Policy Statement will be signed by the Mayor and the Chief Administrative Officer and dated as of the date of approval.

B. Posting Requirements

The Health and Safety Policy Statement will be posted on all Health and Safety bulletin boards within the City of Kenora. Confirmation of this posting will be included as part of regular workplace inspections. Missing or damaged Health and Safety Policy Statements will be replaced without delay.

Health and Safety Policy Statement

POLICY NO.	PAGE	OF
HS-01	2	2

TRAINING

The Health and Safety Policy Statement will be reviewed with all new employees as part of their orientation and with all other employees at least once each year. This review will be documented.

DEFINITIONS

Senior Management Team – The Senior Management Team represents the highest level of management for City of Kenora employees and will include the incumbents in each of the following positions: Chief Administrative Officer; Manager of Human Resources; Manager of Operations; Manager of Community Services; Manager of Corporate Services; Manager of Legislative Services; Manager of Property and Planning; and Manager of Fire and Emergency Services.

REFERENCES

The Occupational Health and Safety Act (Ontario) – Section 25 (2) (j), (k)
Workwell Core Health and Safety Audit – Element 1

Senior Management – CAO Involvement



Section Health and Safety Policies	Date March 19, 2012	Approved by By-law Number: 27-2012	Page 1	Of 1
Subsection Senior Management – CAO	Supersedes By-law Number: 105-2011		Policy Number: HS-55	

PURPOSE

By visibly participating in aspects of the Health and Safety Program the Chief Administrative Officer will demonstrate evidence of interest, involvement, and commitment to the program and they will gain knowledge of health and safety accomplishments and needs.

RESPONSIBILITY

Members of the Senior Management Team are responsible for involving the Chief Administrative Officer in the health and safety program.

PROCEDURE

The Chief Administrative Officer will demonstrate their commitment to and involvement in the health and safety program by reviewing and approving all incident reports; by participating in Health and Safety training as appropriate; by participating in staff crew meetings when available; by participating in Joint Health and Safety Committee meetings as appropriate; by responding to written recommendations from Joint Health and Safety Committees or Health and Safety Representatives in a timely and consistent manner; and by ensuring that all members of the Senior Management team are meeting their obligations as outlined in the City's Health and Safety Program.

TRAINING

The Chief Administrative Officer will be given the necessary training to ensure that they can effectively participate in activities outlined in this policy. Training will be documented.

REFERENCES

Workwell Core Health and Safety Audit – Element 11.1 (h)

Early and Safe Return to Work



Section Health and Safety Policies	Date March 19, 2012	Approved by By-law Number: 27-2012	Page 1	Of 3
Subsection Early and Safe Return to Work	Supersedes By-law Number: 105-2011		Policy Number: HS-56	

PURPOSE

The purpose of this policy is to develop, implement and maintain an early intervention and modified work program that will provide a fair and equitable approach for rehabilitating and maintaining workers at the workplace.

This standard is developed to assist the employer in effectively managing injury and illness cases, expedite the return to work of injured workers, and provide rehabilitation services for injured workers.

This program applies to all workers employed at the workplace who have suffered an injury or illness, whether work-related or not, and where medical information supports the worker's ability to perform specified limited job duties.

RESPONSIBILITY

The Health and Safety Program Coordinator will be assigned to coordinate the program and is responsible to review and evaluate the established practices and procedures to ensure compliance with all WSIB reporting requirements. Injured workers are responsible to obtain medical information and approval for participation in the program. Additionally, workers are responsible for adhering to program guidelines. These include maintaining contact with the program coordinator and participating and cooperating in scheduled rehabilitative activities.

Health care providers are expected to assist in this program by providing timely information relating to the worker's abilities and restrictions relating to their injury or illness and their ability to perform the modified work that is available. Management and supervisory staff are responsible to participate in the promotion of the program, and to carry out assigned activities under the program as delegated by the coordinator.

PROCEDURE

Objectives

This standard will encourage workers able to return to work to do so through adjusting the number of hours worked; adjusting the physical work environment to enhance the worker's function; establishing work duties based on the worker's abilities and limitations; establishing work/rest/rehabilitation schedules during the work day; and providing training and awareness to prevent recurrences of such injuries/illnesses.

POLICY NO.	PAGE	OF
HS-56	2	3

Contacts

Supervisors are responsible for initial contact with an injured worker. This contact will be made as soon as the supervisor becomes aware of the worker’s need to seek medical attention or modified duties. The purpose of this contact is to determine what restrictions the worker might have and to make the worker aware of the availability of modified work.

Contacts will continue on a weekly basis until the worker returns to work.

Once the worker has returned to work the supervisor and the program coordinator will meet regularly with the worker to monitor the progress of the return to work plan. These meetings will continue until the worker returns to their pre-injury work.

These contacts will be logged and will become part of the worker’s case file.

Assessments

Assessments will be incorporated into the program to measure the worker’s abilities to perform general work demands or specified tasks, and to evaluate the demands of a specific job.

The worker’s existing capabilities and limitations following injury or illness will be determined through a functional abilities assessment. These assessments will be completed by the worker’s health care provider on a regular, periodic basis until the worker is able to return to their pre-injury duties.

The demands of the job the worker is to be placed into will be determined by conducting a physical demands analysis.

Modified Work and Worker Re-integration

When it is determined that the worker is capable of performing modified work, the worker’s supervisor will attempt to bring the worker back to work within the worker’s own department, provided that there is suitable work available within the department that is within the worker’s abilities to perform.

If there is no suitable work within the worker’s own department then the worker may be assigned work within another department, provided that there is suitable work available within the department that is within the worker’s ability to perform.

Workers may be assigned work outside of their regular bargaining unit work if no suitable work is available within their regular bargaining unit. Any work that is assigned must be within the worker’s abilities to perform.

In addition to modified work other work re-integration strategies, such as work hardening through a gradual increase in work hours, or transitional work, may be utilized.

The workers progress towards returning to their pre-injury work will be monitored and logged. This information will become part of the worker’s case file.

POLICY NO.	PAGE	OF
HS-56	3	3

DEFINITIONS

Functional Abilities Assessment – an assessment of the physical abilities and limitations of an injured worker as determined by a health care professional. Results of the assessment are reported on a WSIB Functional Abilities Form (FAF).

Physical Demands Analysis – an assessment of the physical requirements of a job or a particular task associated with a job. The Physical Demands Analysis is used in conjunction with a Functional Abilities Assessment to match the abilities of an injured worker to the work that is available. The Physical Demands Analysis could be conducted in house by City staff or through outside agencies.

Transitional Work – When an injured worker, while active in an Early and Safe Return to Work Program, is temporarily performing activities other than their pre-injury activities during the recovery period of their work related injury.

Work Hardening – When an injured worker, while active in an Early and Safe Return to Work Program, is partially performing some of their pre-injury activities until able to completely perform their pre-injury activities. This may involve having the worker work partial hours that are gradually increased until the worker is able to work full hours.

TRAINING

Appropriate training, instruction and information will be provided to supervisors and workers in this standard and its requirements. All training will be documented.

REFERENCES

The Workplace Safety and Insurance Act (Ontario) – Section 40-42
Workwell Core Health and Safety Audit – Element 12



August 15, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Agreement with IMEX for iPay

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into an agreement between the Corporation of the City of Kenora and IMEX Systems Inc. for the provision of iPay services; and further

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

Background:

The City of Kenora currently offers on-line payment services via the Portal to our customers. It is used most often for utility or tax payments but it also has the capability to accept payments for things like dog licenses, building permits, ice candles, parking tickets, tax certificates, etc. In recent history, however, this part of the Portal has not been maintained because updates were subject to developer costs and uptake on the use of online payment services has proven to be relatively low. The City IT department has been trying to determine the best route for our on-line payment services for a few years now.

The decision cannot really be delayed for much longer as the framework upon which our Portal applications are developed is no longer compliant with the PCI regulations set forth by Payment Card Industry's Security Standards Council. To continue to operate in the manner that we currently do, we would need to spend about \$5-10k in web development costs.

Most customers can pay their utility and tax bills through their on-line banking site. They cannot use their on-line banking site to pay for parking tickets, dog licenses, tax certificates, building permits etc. For our customers to pay for these things on-line, the City must have a method to accept on-line payments. In the first half of 2014, the city collected over \$34k of parking and POA tickets via Portal. Outside of utilities, tax payments and these ticket payments, the usage of on-line purchasing on Portal has been very low.

In general, to receive payments on-line by credit card, these are the items to consider:

1. Who does the web development that ensures that pricing is up-to-date, reports are appropriate for the city and for finance?

2. Who provides the payment gateway which is the link between our bank account and the credit card company?
3. Whose network hosts the credit card information? This piece is important for the safety of our customers and because of the requirement to remain compliant with the PCI regulations set forth by Payment Card Industry's Security Standards Council.
4. How much does it cost the City and how much does it cost our customers?

IMEX has a new solution called iPay which is the agreement being recommended by city staff in this report. The closest competition is offerings from Moneris and Chase Paymentech. To 'do nothing' does not seem like a viable solution as we would have to upgrade our framework now and to continue to upgrade it as PCI regulations continue to tighten.

Web Development:

With iPay, IMEX will cover the web development portion of the costs. This should be minimal for them because they wrote the original programming for the original payment portion of the Portal.

With both Moneris and Chase Paymentech, and our current system the city is responsible for the web development costs of \$5-10k.

Payment gateway:

The city's current payment gateway is supplied by Moneris. This will not change with the iPay agreement through IMEX. There are no additional costs to the payment gateway; however, the choice of supplier of the payment gateway impacts the credit card fees charged to the end customer. The payment gateway is not relevant to the IMEX iPay agreement and can be changed anytime.

The hosting of credit card information:

Under all three offerings, the information is hosted on the vendor network. Currently, the city hosts this information. This increases the city's risk and means that we must remain PCI compliant which could cause us to upgrade our networks more quickly than we would in the normal course of business.

Costs:

- Web development and ongoing maintenance is not a cost to the city under the IMEX iPay agreement.
- Credit card fees to the customers are borne by IMEX under the iPay agreement. They are paid by the city with Moneris or Chase Paymentech.
- Network upgrading costs probably will be higher if the city does not move to one of these offerings.

There is a per transaction fee in all three offerings. In the case of the iPay agreement, IMEX sets the rates and keeps the transaction fee. The city does not pay per transaction fees or monthly fees. A table of these fees is below.

Under the Moneris offering, there is a monthly fee of \$38 and a 5 cent per transaction fee that the city would have to pay and then pass on to its customers via an administration fee.

Under the Chase Paymentech offering, there is a monthly fee of \$40 and a 10 cent per transaction fee that the city would have to pay and then pass on to its customers via an administration fee.

IMEX iPay transaction fees to be charged to the customer:

From	To	Convenience Fee
\$0.01	\$50.00	\$1.90
\$50.01	\$100.00	\$2.75
\$100.01	\$200.00	\$5.30
\$200.01	\$300.00	\$7.95
\$300.01	\$400.00	\$10.60
\$400.01	\$500.00	\$13.25
\$500.01	\$600.00	\$15.90
\$600.01	\$700.00	\$18.55
\$700.01	\$800.00	\$21.20
\$800.01	\$900.00	\$23.85
\$900.01	\$1000.00	\$26.50
\$1,000.01	\$10,000.00	2.65%
\$10,000.01	Or greater	2.60%

Why choose IMEX?

The city does need to make a change to its on-line payment offerings in the near future.

The IMEX iPay solution comes with little risk to the city. It is in IMEX’s best interest to provide a user-friendly on-line payment product to encourage our customers to use it. The better their product, the more people that will use it. In order to encourage online payments, IMEX is also offering AIRMILES reward miles to citizens who choose to use our service. One AirMile is generated for every \$50 of payment made using our system.

Because IMEX developed our original payment product, there will be much less disruption to the city’s Portal during the web development phase.

IMEX creates municipal solutions. Moneris and Chase Paymentech only collect the money and store the information.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



August 12, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Investment Report including Kenora Citizens' Prosperity Trust Fund

Recommendation:

That Council of the City of Kenora hereby accepts the 2014 Second 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 June 30, 2014 is \$9,024,636. (This is an increase of \$65,587 in market value from March 31, 2014.) Until June, 2014, all ONE Fund investments were held in a bond fund. In an attempt to increase the returns on these investments, some of the funds are being slowly migrated to the ONE equity fund. As at June 30, 2014, \$900k has been transferred. The year to date actual return on ONE fund investments for 2014 is 3.48%. This rate reflects the total return including market impact. The return on book value for 2014 is 2.85%.

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 June 30, 2014 report is attached. The market value of these investments is \$24,065,913.50 (\$156,401 higher than the value at the end of March 2014). Securities held in this portfolio are largely bank and federal and provincial government issues. The annualized return on these funds for the year is 2.81%. The rate

of return since inception is 3.27%. 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 June 30, 2014 is \$11,180,854. (This is an increase of \$75,927 in market value from March 31, 2014.) All of these ONE Fund investments are held in a bond fund. The year to date actual return for this portfolio for 2014 is 3.38%. This rate reflects the total return including market impact. The return on book value for 2014 is 2.90%.

Budget:

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

Communication Plan/Notice By-law Requirements:

For information only



August 12, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: July 2014 Monthly Financial Statements

Recommendation:

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

Background:

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

Overall:

- Expenses to the end of July are overall are better than budget. If the city, as a whole, can maintain these levels of expenditures to the end of the year, it will finish the year with expenses slightly under budget.

Expenditures:

- At the end of July, the year is seven twelfths finished. Assuming that expenditures are relatively level for the year, a result of (42%) 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 45% of the budget unspent.
Building Rentals are currently substantially over budget. At the end of July, more than the entire year's budget has been spent. Fortunately, this department is small and has not caused the entire area to be over budget. Also, a ruptured air conditioner compressor at the Keewatin Medical Centre is expected to cost a few thousand dollars in August.
Contracted Services and Assessment Office charges appear to be over budget in Finance, but the overage is a result of the timing.
The Elections spending has just begun and is expected to meet budget by the end of the year.
- **Protection** - The Protection Department expenditures are overall under budget. 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 over budget due to an engine repair that was required and pump tests that were not in the original budget.

The Emergency Measures department has almost spent the budget for the entire year due to a \$6100 sandbag purchase.

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

Insurance costs in the Roads Department are over budget due to the number of claims from citizens for damage caused by city crews.

Winter Control is substantially over budget due to the extreme quantities of snow experienced in the first part of 2014. 94% of the 2014 expense budget has been spent.

Bridge & Culvert maintenance is over budget due at least in part to the overtime charged during the Laurenson Creek bog removal. The amount collected from the stakeholders did not entirely offset the city's costs.

PW Barsky Facility costs are above budget due to repairs to leaking windows, the certification of a carbon monoxide sensor in the shop, weigh scale repairs and repairs to the front steps.

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

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

Chemical usage and maintenance expenses are up in the treatment plants due to the increased volume caused by customers running their taps to avoid freezing this spring.

Tri-Municipal landfill is over budget due to lab costs for sample testing.

4 R Initiatives is over budget due to a purchase of reusable shopping bags.

- **Health expenditures** – Health results are on budget.
- **Social and Family** – The transfers appear over budget but this is only due to timing.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are better than budget with 46% of the budget remaining.
The JM arena is over budget on materials & supplies and repairs & maintenance. We had increased the budget for these items from last year in anticipation of an increase in expenses, but not enough. The cost centre is still overall under budget, however, because utilities are so far under budget.
The KRC Complex is still under budget despite repairs & maintenance due to some unforeseen electrical issues.
Parks Vehicles are over budget due to some trailers that were unexpectedly classified differently under CVOR and required safeties and additional repairs. The 2015 budget will need to be increased for this change.
KRC External Facilities department is over budget due in part to the paving of the Zamboni entrance.
- **Planning & Development** – Planning & Development expenditures are under budget.
Expenses for the Starter Company and associated intern started later in 2014 than anticipated.

User Fees:

- Overall, user fees are falling short of the budget projections. We have 45% of the budget left to collect. At this time in 2013, we had 47% remaining to collect.

- General Government is showing revenues slightly better than 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 the Kenora Landfill.
- Recreation & Cultural fees are slightly better than budget.
- Planning & Development user fees are lower than budget.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A

August 27, 2014

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: KDSB Facilities Assessment Letter of Support

Recommendation:

That Council of the City of Kenora hereby supports the Kenora District Services Board request for funding to initiate a third party contract to complete a Facilities Assessment and to identify and evaluate properties available in Municipalities to create additional housing opportunities across the district; and further

That this contract would work with municipalities and community programs to identify need and properties within Municipalities where housing units can be built or renovated to meet the goals and objectives outlined in the Ten Year Housing and Homelessness Plan within the Kenora District Services Board; and further

That a letter of support will be forwarded to the Kenora District Services Board on behalf of the City of Kenora.

Background:

The Kenora District Services Board was not successful applying for funding through the Homelessness Partnering Strategy.

At the Kenora District Services Board's August 19, 2014 meeting, the Board received a report on the intentions of the Kenora District Services Board to prepare a proposal with the support of Municipalities and TWOMO Areas to pursue funding to initiate a Third Party Contract to complete a Facilities Assessment and to identify, evaluate properties available in Municipalities to create additional housing opportunities across the district.

This would support being prepared to 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.

The KDSB, also received confirmation from the Province on the additional commitment from the Province under the Affordable Housing Initiative. We are currently awaiting guidelines from the Ministry of Municipal Affairs and Housing. The KDSB will provide more information as it is made available.

Budget: N/A

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

Strategic Plan or other Guiding Document: Kenora Strategic Plan Corporate Action 2-5 & 2-6

Date: August 20, 2014



City Council Committee Report

TO: Mayor & Council

FR: Allyson Pele, Manager of Northwest Business Centre

RE: Northwest Business Centre Q1 & Q2 Report

Recommendation:

That Council accepts the 2014 First and Second Quarter report for the Northwest Business Centre.

Background:

NWBC Activity Report: January – July 2014

Staffing Changes

- Hire of new Manager, Allyson Pele, effective January 28, 2014
- Resignation of Manager, Diane Schwartz-Williams, effective January 31, 2014
- Extended employment period of Monique Delorme beyond internship period to March 7, 2014
- Hire of Youth Program Coordinator, Seleen Lugossy, effective June 23, 2014

Client Usage, Traffic & Successes

- Four new business started and one business expansion by NWBC clients; generating a total of 11 new jobs in Kenora
- 68 new client consultations; 34 existing client consultations
- Online engagement – total online engagement of 6,499 (including 98 new Twitter and Facebook followers)

Events and Successes

- Idea Forum, January 28, 2014
 - NWBC partnered with the Thunder Bay Community Entrepreneur Centre
 - Focused on the Youth Jobs Strategy
 - Cross collaboration between groups and organizations across the Kenora-Rainy River and Thunder Bay Districts
 - 24 attendees, from across the Kenora & Rainy River District
- International Women's Day, March 6, 2014
 - 14 attendees in Kenora
 - Keynote speaker - Kelsey Ramsden
 - Canada's Top Female Entrepreneur, ranked #1 by Profit and Chatelaine Magazines in 2012 and 2013. She has founded and run businesses as diverse as construction and children's toys

- Aboriginal Business Day, March 19, 2014
 - Onigaming First Nation hosted the event and a new relationship was established between the Northwest Business Centre and the Economic Development Officer of the community
 - Keynote speaker - Gabrielle Scrimshaw: co-founded a national not-for-profit for Aboriginal Professionals
- One new business received funding through the Futurpreneur (formally CYBF) program and a second business from Sioux Narrows has just submitted an application and business plan to qualify for a business loan.
- The Ministry of Northern Development and Mines requested a three year business plan from all Small Business Enterprise Centre's (SBEC's) located in the north, the plan was completed and submitted on July 22, 2014.
- Allyson and Seleen will be attending the Northern SBEC and SBEC meeting and the ONE (Ontario Network of Entrepreneurs) Conference in Toronto from September 9 – 12, 2014. This is the yearly conference that usually takes place in June.
- Allyson will be attending the Ke-ondaatiziying Conference from September 16 – 18, 2014 and will be promoting the Northwest Business Centre.
- Bridges to Better Business Event – planned for late October 2014, delivered by Mike Greaves with a focus on empowering entrepreneurs and organizational leaders with understanding, tools and tactics to engage employees and create a strong company culture.

Youth Programs

- Summer Company 2014 received two applications from across the district, however the two applicants did not follow through with the program. It is planned to begin working closely with teachers and students in the fall of 2014 to plan for the 2015 application period.
- The Northwest Business Centre partnered with the Northern Ontario Youth Entrepreneurship Initiative to transfer the delivery of BizKids to the organization. The camp was re-branded to Youth Enterprise Day Camp and allowed participants from previous years to attend camp. The City of Kenora was very generous in donating the use of the multi-purpose room for the duration of camp and the parking lot adjacent to City Hall for Market Day.
- Starter Company is a new two year initiative through the Government of Ontario and provides business training to youth aged 18 – 29, who are not attending school full time. There is an opportunity for a \$5,000 grant and in the Kenora and Rainy River District there are 12 grants to award. Seleen is the coordinator of this program and has delivered the program to five individuals over the course of the summer. Two applicants have submitted their business plans for review to the Grant Review Committee (representative from the Kenora and Rainy River District and Thunder Bay District sit on the committee) and a decision on the grant will be made by September 15, 2014. The second training session will start October 14, 2014.

Strategic Plan or Other Guiding Document: Corporate Actions 1-2 and 1-3



August 22, 2014

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Housekeeping Amendment – Port Authority Advisory Committee

Recommendation:

That Council hereby amends the Port Authority Advisory Committee membership by removing Heather Kasprick, Manager of Legislative Services and adding CAO Karen Brown to the membership list for the committee; and further

That Council hereby amends bylaw number 121-2014 for this purpose.

Background:

Council requested that Karen Brown form part of the Port Authority Advisory Committee and as it is determined that we do not require 3 City staff to sit as part of this committee, it is recommended to remove Heather Kasprick from this committee while she focuses on the upcoming municipal elections.

Budget: N/A

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

Strategic Plan or other Guiding Document: N/A



August 25, 2014

City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Charlotte Edie, Treasurer

Re: Receivables Write Offs

Recommendation:

That Council hereby approves the write off of accounts totalling \$25,312.12 including applicable taxes; and further

That City staff be directed to continue collection efforts on these accounts.

Background:

Attached is a report from Charlotte Edie, Treasurer, which summarizes a listing of inactive accounts that are eligible for write off under City policy currently before Council, which states:

"Accounts shall be written off on a calendar year basis. Accounts deemed to become inactive during one calendar year shall be held on the records for the entire following calendar year. Write off shall occur in the second year following the year the account is deemed to become inactive."

The write off list relates to accounts currently on the City's records that are considered to be uncollectible which became inactive in the 2012 calendar year. The last write off of City receivables was performed in October 2013, and related to 2011 inactive accounts. For comparison purposes, attached to this report is a table which provides information on the amounts written off by the City, including taxes, since the annual write off of accounts was first implemented by the City.

Account write offs can fluctuate each year. The 2014 write offs are in line with the previous year. The 2012 write offs did contain 2 Bankruptcies that accounted for \$33,367.23 of the total, leaving the balance of write-offs at \$22,413.01. This year's balance of \$25,312.12 is a very respectable total as compared to previous years. There is no question that the current economic climate has made delinquent accounts difficult to deal with but the City has been working diligently on collections for several years now. Despite this, the write off balances recommended continue to be reasonable, largely due to the aggressive collection procedures actively performed through the City's Collections Department.

It is recommended that these accounts be written off as per City policy. Despite the write off, City staff will continue to aggressively pursue these accounts. The write off, however, will enable the City to reclaim any GST, PST or HST remitted that was ultimately not collected. In the event that an account is still collected upon, the appropriate adjustments to PST, GST or HST collected would be made. A detailed list is available upon request.

A copy of the hydro portion of this list will be forwarded to the Kenora Hydro Electric Corporation Ltd. for their review and independent write off.

Budget:

These accounts are expensed as they become doubtful, which is after they have been outstanding for ninety days. There will be no incremental expense to the City, and the City will be able to recover uncollectible taxes that were previously remitted.

Communication Plan/Notice By-law Requirements:

This item is housekeeping in nature. No further communication is required.

City Receivables Write Off History:

	2005 Write-Offs in 2007	2006 Write-Offs in 2008	2007 Write-Offs in 2009	2008 Write-Offs in 2010	2009 Write-Offs in 2011	2010 Write-offs in 2012	2011 Write-offs in 2013	2012 Write-offs in 2014
Department:								
Daycare	-	1,068.00	1,555.00	584.00	367.36	1,538.74	2,471.71	334.20
Recreation Centre	428.00	1,893.47	66.80	-	-	869.90	42.38	4,953.10
ARS Sundry	1,483.04	-	634.01	1,912.02	2,970.11	5,478.58	-	3,071.02
Emergency Services	32,556.35	-	-	-	-	-	-	0.00
Parking	-	-	-	-	73.27	20.54	347.43	114.26
Cemetery *	-	4,704.03	3,448.61	8,370.84	3,366.75	1,145.50	5,030.90	2,090.67
Transfer Station	-	-	314.20	-	5,500.30	339.40	-	25.82
Hydro	11,371.32	10,571.91	16,742.70	14,559.70	17,607.13	43,104.48	13,763.83	13,620.35
Water / Sewer	7,447.42	4,958.48	5,300.89	5,045.27	2,125.83	3,230.37	1,110.46	1,102.70
KMTS **								
Directory	1,546.87							
Telephone	17,753.59							
Internet	8,834.22							
Sundry	-							
	81,420.81	23,195.89	28,062.21	30,471.83	32,010.75	55,727.51	22,766.71	25,312.12

* Cemetery accounts were first written off by the City since amalgamation occurred on January 1, 2000 in 2008. For the 2010 write offs, the City continues to play a bit of catch up. Some of these accounts are old accounts that the City continued to receive payments on, but payments were discontinued in 2008.

** With the sale of the KMTS entities, and resulting sale of all KMTS receivables, there will be no write off related to any KMTS entities' receivables on a forward basis.



August 26, 2014

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk

RE: Repeal By-law Number 89-2010

Recommendation:

That Council of the City of Kenora hereby repeals By-law Number 89-2010 authorizing an amendment to the Comprehensive Policy Manual for the City of Kenora to approve an amendment to Investments Policy Number FI-04-02.

Background:

This is a housekeeping report. On February 18, 2014 Council approved By-law Number 14-2014, authorizing an amendment to the Comprehensive Policy Manual to amend the Investments Policy. By-law Number 89-2010 was the last by-law approved to amend the Investments Policy prior to By-law Number 14-2014. By-law Number 89-2010 was to be repealed on February 18, 2014 and was overlooked in error, therefore is being repealed at this time.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



August 20, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Sponsorship of Kenora Tennis' Application to Community Foundation

Recommendation:

That the Council of the City of Kenora pass a resolution supporting Kenora Tennis' request to name the City of Kenora as a sponsor in their application for funds through the Kenora & Lake of the Woods Regional Community Foundation for replacement of net posts, installation of court divider nets and player benches.

Background:

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

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

Bart Bergman, of Kenora Tennis, provided the following synopsis of the application to the Community Foundation:

1. **Replacement of the the existing playing net posts with steel posts.** The current posts, made from aluminum have not the strength to withstand the degree of vandalism to which they have been subjected and some are too badly bent to permit proper height adjustment.
2. **Installation of court divider nets** which prevent stray balls from play in one court entering an adjacent court and causing injury as a result of rolling on the ball and falling or being struck by a flying ball.
3. **Purchase of player benches.** Only two benches are available to serve four courts in Kenora and no benches are available in either Keewatin or Jaffery Mellick.

We have not received detailed quotes on costs at this time but our grant request would be in the order of \$8500.00.

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

Communication Plan/Notice By-law Requirements:

Bart Bergman for Kenora Tennis



June 9, 2014

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Corporate Policy for Third Party Involvement

Recommendation:

That Council hereby approves the newly created Third Party Involvement Policy; and further

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

Background:

The goal of the City's Third Party Involvement policy is to increase awareness and to ensure that staff and council are considering the impacts to the city of working with various third parties.

By adopting a formal policy, more information will be provided to Council about the city resources required and the risks to the city for each relationship.

Key items in the policy are:

- Staff must consider the resources required and risks for all third party relationships.
- The expectations must clearly be communicated to the third party.
- If a council report is required, the estimation of resource requirements and some sort of risk analysis must be included.

Budget:

There is no budget impact to the report.

Communication Plan/Notice By-law Requirements:

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

Third Party Relationship Policy



Section	Date	By-law Number	Page	Of
Corporate Services			1	
Subsection	Repeals By-law Number	Policy Number		

Purpose

To provide guidance and to raise awareness about the resources required and risks associated with involvement with third parties.

The municipality must work in concert with many third parties for the benefit of the City of Kenora.

This policy is intended to assist staff and council with evaluating and understanding the impacts to the city of involvement with other organizations.

Guiding Principles

This city will continue to work with many third parties. This includes but is not limited to for-profit, not-for-profit and volunteer groups. By working with these groups, the city encourages participation in the betterment of Kenora. The staff at the City of Kenora will continue to demonstrate gratitude to all organizations that work to provide events or services that improve our city.

When agreeing to work with another organization, staff and council need a process to understand impact to the city resources.

Further, each time that the city participates in or works with another organization, the city accepts some portion of the risk involved in that activity. Staff and council need to be aware of the additional risk and need to evaluate it to ensure that it is acceptable.

Third parties

For this policy, third parties include, but are not limited to:

- Organizations requesting sponsorship for funding applications
- Organizations or committees managing special events
- Volunteer groups
- Organizations requesting that the city issue tax receipts on their behalf
- Organizations requesting book-keeping assistance

Third Party Relationship Policy

Policy Number	Page	of
CS	2	2

- Community groups offering guidance to the city
- Groups raising money to be used by the city

Third parties covered by this policy do not include arms-length vendors for goods and services purchased and consumed in the normal course of operations.

Reports to council

All reports to council about relationships with third parties (except direct purchases of goods or services) should include an estimate of administrative time required, any financial commitment on behalf of the city and an analysis of the risk that the city is or is not accepting.

Descriptions of and time estimates of administrative time should be gained from the city department who will be providing the services.

Risk analysis may include discussions with the Loss Prevention Officer (LPO) and, through the LPO, the city's insurance provider.

Agreements (formal or informal) with third parties

Descriptions of the administrative tasks and the expectations of administrative time and an explanation of the risks that the city is or is not accepting need to be clearly stated to the third party.

Annual Review/Reporting

Council, in conjunction with the Corporate Services Manager, shall review the City's third party relationship policy at least once every five years.



26 August 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:

- August 21 – Heritage Kenora
- August 5 – Committee of the Whole; and

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

- June 19 – Kenora District Services Board
- June 26 – District of Kenora Home for the Aged Board of Management
- July 22 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

Background:

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

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

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

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



August 25, 2014

City Council Committee Report

TO: Mayor and Council

FR: Colleen Neil, Recreation Services Manager

RE: Lease Agreement – Stasiuk Skate Sharpening

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into a seven (7) month lease agreement between the Corporation of the City of Kenora and Rod Stasiuk, effective September 29th 2014 for a lease space in the Kenora Recreation Centre for the purposes of skate sharpening and hockey accessory retail; and further

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

Background:

The Kenora Recreation Centre has a 240 square foot space in the arena that is offered to the community for uses compatible to the arena operations and program delivery. A request for proposals was publically advertised through the month of July and closing August 14, 2014.

Mr. Stasiuk was the sole proposal and is interested in providing a skate sharpening service and addition retail sales related to ice users.

Budget:

Mr. Stasiuk has proposed a payment of 10% of gross sales paid monthly to City of Kenora. Mr. Stasiuk will submit monthly records with his payment.

Communication Plan/Notice By-law Requirements:

Notice be given for all required by-law requirements.

Strategic Plan or Other Guiding Document:

Ongoing Private-Public Partnership to support the operation of the Kenora Recreation Centre.

August 22, 2014

City Council Committee Report

To: Mayor and Council

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

Re: 2014 Screened Winter Sand

Recommendation:

That the following tenders for the 2014 supply and delivery of 9000 tonnes of screened winter sand be received:-

Joe Neniska & Sons Ltd.	\$16.25 per tonne, plus HST
Ivor Hulmes & Sons Contracting Ltd.	\$20.00 per tonne, plus HST; and further

That the tender submitted by Joe Neniska & Sons Ltd., in the amount of \$16.25 per tonne, plus HST, be hereby accepted.

Background:

The City of Kenora tenders annually for the supply, delivery and stockpiling of screened winter sand. The 2014 tender closed on Thursday, August 21st, 2014 with the following two (2) tenders received as follows:

Joe Neniska & Sons Ltd.	\$16.25 per tonne, plus HST
Ivor Hulmes & Sons Contracting Ltd.	\$20.00 per tonne, plus HST

Last year's tender, the only tender submitted, was awarded to Joe Neniska & Sons Ltd., at a price of \$15.75 (plus HST) per tonne.

The City will also purchase road salt to be mixed and stockpiled by the contractor at the Operations Centre at a ratio of 1 part salt to 20 parts sand. Prior to mixing, the sand will be given a sieve analysis test to ensure it meets the tender specifications.

Budget:

Operating Budget 2104

Communication Plan/Notice By-law Requirements:

Resolution required.

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

Aug 14, 2014



City Council Committee Report

To: Mayor and Council

**Fr: John Nabb, Facilities Supervisor
Mike Mostow, Fleet Supervisor**

Re: Mechanical Platform Lift

Recommendation:

That Council hereby approves an additional allocation of \$40,000.00 to be funded through the Fleet Reserve for the purchase of Platform Lift; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Operating & Capital Budget at its September 9, 2014 meeting to withdraw funds from the Fleet Reserve in the amount of \$40,000.00 to offset the cost of this purchase; and further

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

Background:

Over the last several years a platform lift has become a much needed tool due to the extreme reaches, heights and types of work completed on City owned facilities. Health and Safety regulations do not allow staff and contractors to access and complete repairs without the rental of a platform lift. Examples of recent rentals are for window replacement, lighting repairs, overhead door repair, roof repairs and snow removal. Over the last two years, expenses for the rental of a platform lift were approximately \$11,000. If the JM Arena repair is completed this year there will be an additional savings of \$15,000. This additional use of the lift will amount to 65% of the purchase price of the platform lift. A second-hand lift will be purchased. This item was in the 2014 Capital Budget but had to be pushed out to 2015.

Budget:

Fleet Reserves

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

Core Value – Fiscal Responsibility. We manage the municipal finances in a responsible, prudent and transparent manner. P. 5



August 22, 2014

City Council Committee Report

TO: Mayor and Council

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

**RE: Traffic Regulation By-Law Amendment – Schedule “T” Rate of Speed –
40 Kilometres Per Hour Zone - Carlton Road – Extend Speed Reduction**

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 to amend Schedule “T” Rate of Speed - 40 Kilometres Per Hour Zone for Carlton Road to extend the speed reduction from 1.3 kms west of the Redditt Road to 400 metres west of Silver Ghost Drive, as set out in Richard Perchuk’s August 22, 2014 Committee Report; and further

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

Background:

On June 24th, 2014 Council approved an amendment to Traffic Regulation By-Law No. 127-2001 to lower the speed to 40 kms per hour on a section of the Carlton Road from 1.3 kms west of the Redditt Road to Silver Ghost Drive.

The Operations Department has received an additional request from a resident on the Carlton Road to extend the 40 kms per hour from Silver Ghost Drive, westerly for 400 m.

The extension is being requested to increase the safety for pedestrians, motorists and school age children who walk for school bus pickup and live west of Silver Ghost Drive.

The present speed limit for the Carlton Road is 50 kms per hour except for the 40 km per hour section approved by By-Law on June 24th, 2014.

It is recommended that Schedule “T” Rate of Speed of Traffic Regulation By-Law #127-2001 – 40 Kilometres Per Hour Zone, be amended to extend the speed reduction approved on June 24th, 2014 for Carleton Road from 1.3 kms west of the Redditt Road to the Silver Ghost Drive, to include 400 metres west of Silver Ghost Drive, as follows:

Schedule “T” – Rate of Speed

40 Kilometres Per Hour Zone

Amend

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

To Read

Column 1 Street	Column 2 Location	Column 3 Maximum Speed
Add: Carlton Road	From 1.3 kms west of Redditt Road 400 metres west of Silver Ghost	40 kilometres per hour

Budget: 2014 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

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



August 22, 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 - July

Recommendation:

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

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

July 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 July 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:

- July 2nd
- July 7th
- July 14th
- July 22rd
- July 28th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Low lift building - cracks sealed to prevent bat entry.
- Cleaned sludge pump fittings.
- Replaced pneumatic cylinder on extractor system.

2.4 Training

- Operators attended Attendance Support Program training.

2.5 Water Quality Complaints

There were no water quality complaints in the month of July.

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.

3.0 Water Distribution System

3.1 Maintenance

3.1.1. Water Distribution

- July 2 - Dug and repaired service leak at: 214 Fourth Avenue South.
- July 3 - Installed new curb boxes at: 515 and 517 Second Street South.
- July 7 - Dug and repaired service leak at: 915 Minto Street.
- July 8 - Repaired and rebuilt Norman Booster Water Truck filler.
- July 9 - Dug and installed a 6" Tee on water main to run into SMB School at:
15
Gunne Crescent.
- July 10 - Dug and repaired service leak at: 1020 Railway Street / Petro Canada Bulk Station.
- July 14 - Dug and repaired service box at: 409 River Street.
- July 16 - Repaired water main break on Coney Island at: 30 feet west of new hydrant beside boardwalk.
- July 18 - Dug and repaired water main break at: 1238 Heenan Place.
- July 21 - Replaced curb box slider at: Anicinabe Park.
- July 24 - Dug and repaired frozen water main at: Lake Street, Keewatin.
- July 28- Installed a 3/4" copper bleeder at: Lake Street water main dead end.
- July 31- Removed old fire hydrant at: the corner of Ninth Street North and Veterans Drive (existing old mill yard).

3.1.2. Wastewater Collection

- July 3 - Rodded sewer at: 112 Government Road
- Dug and repaired sewer service at: 517 Second Street South.
- July 7 - Replaced grinder pump at: 961 Airport Road.
- July 9 - Replaced grinder pump at: 326 Rabbit Lake Road.
- July 12 - Rodded plugged sewer at: 201 Melick Avenue.
- Rodded plugged sewer at: 112 Fifth Avenue South.
- Repaired grinder pump at: 418 Rabbit Lake Road.
- July 14 - Completed camera inspection at: 112 Fifth Avenue South.
- July 15 - Rodded plugged sewer at: 110 Fifth Avenue South.
- Rodded plugged sewer at: 112 Fifth Avenue South.

- July 16 - Repaired grinder pump at: 332 Rabbit Lake Road.
- July 17 - Rodded plugged sewer at: 602 First Street South
- Rodded and completed camera inspection at: 140 Minto Crescent.
- July 28 - Completed camera inspection at: 8 Bayview Drive.
- July 30 - Replaced grinder pump at: 22 Minnesota Drive.

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

3.2 Training

- July 7 - Mike Derouard, Darryl Patrick, Ray Lindquist and Biman Paudel Attended a discussion meeting with Neptune on water meters.
- July 21 – Mike Derouard, Jim Bell, Ray Lunam, Dave King, Dwayne German, Darryl Paterick, Jed Alcock, Ray Lindquist and Biman Paudel attended a training session on the City’s new attendance support program for the staff.
- July 22 – Leland Parker attended a training session on the City’s new attendance support program.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2014

Date and Location:

- July 3rd - 16 residents at: Second Street South.
- July 9th - 10 residents at: Gunne Crescent.
- July 16th - 3 locations on Coney Island and 16 residents at: Second Street South.
- July 17th - 6 residents at: Lake Street.
- July 18th - 43 residents at: Heenan Place
- 1 resident at: Nairn Avenue.
- July 24th - 10 residents at: Gunne Crescent.

3.5 Other Information

The frozen water main on Lake Street is now repaired. The repair has taken a month to complete due to quality concerns when test results indicated adverse results on the samples collected from this water main.

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 July 28th, 2014 - Results:
- Total BOD (biological oxygen demand) Raw Sewage: 100 [mg/L]
 - Total BOD Final Effluent: 5.0 - limit is 25[mg/L].
 - Total Suspended Solids Raw Sewage: 150 [mg/ L]
 - Total Suspended Solids Final Effluent: 3.0 [mg/ L] – limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on July 3, 9, 16, 23, 30, 2014 - Results: Organisms/100 ml
- Geometric Means from samples in July: 26.7 organisms/100mL.
 - Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million and leaves the plant with a geometric mean of 26.7 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 95% and the Plant reduction of suspended solids is 98%. As per the COA’s requirement a written report to MOE has followed the verbal one on the non-compliance of bacti count occurred in June.

4.3 Maintenance

- 4.3.1. Changed oil in north screw pump.
- 4.3.2. Site visit to Mud Lake (former paper mill landfill).
- 4.3.3. Cleaned air filters in the #500 building.
- 4.3.4. Changed ballasts on UV disinfection system.
- 4.3.5. Ordered rebuild kits for filter press compressors.
- 4.3.6. New supernatant pump for #400 building (digesters).
- 4.3.7. Kenora Hydro repaired yard lighting.
- 4.3.8. Repaired sand collecting ladder.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.
- 4.4.2. Employee attendance support training.

4.5 Other Information

4.5.1. July 9th, 2014 - Workplace Health & Safety inspection completed.

Schedule "B"

**Wastewater Systems Flow & Operating Data
Monthly Summary Report - 2014**

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m³/mon.	142,528	137,211	191,815	419,112	430,462	344,643	320,891							1,986,662
Maximum Daily Influent Flow	m³/day	5,997	6,583	8,885	22,642	26,535	17,257	13,119							101,018
Minimum Daily Influent Flow	m³/day	3,526	4,000	5,095	6,407	9,813	8,583	7,156							44,580
Average Daily Influent Flow	m³/day	4,597	4,900	6,187	13,970	13,885	11,488	10,351							65,378
<u>Effluent Flow</u>															
Total Effluent Flow	m³/mon.	182,301	176,061	238,125	449,349	451,366	366,151	345,084							2,208,437
Average Daily Flow	m³/day	5,880	6,287	7,937	14,978	14,560	12,205	11,131							72,978
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	4	4	5	4	4	5							31
Number of Raw Samples Taken		1	1	1	1	1	1	1							7
Number of Treated Samples Taken		6	5	5	6	5	5	5							37
Geometric Means (Bacti Samples)		18.7	33.1	6.22	85.1	25.1	329.3	26.7							524
Sludge Hauled to Landfill	yds/mon.	300	344	405	315	345	255	285							2,249
<u>Callouts</u>															
Callouts		9	2	3	0	8	8	8							38

Aug 14, 2014

City Council Committee Report



To: Mayor and Council

Fr: John Nabb, Facilities Supervisor

Re: Museum HVAC Upgrade

Recommendation:

That Council hereby approves an additional allocation of \$20,000.00 to be funded through the Museum Reserves for the replacement of the current gas/air handler related heating equipment; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Operating & Capital Budget at its September 9, 2014 meeting to withdraw funds from the Museum Reserves in the amount of \$20,000.00 to offset the cost of this purchase; and further

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

Background:

Over the last several years the need for a replacement heating / air handler and HVAC upgrade at the Lake of the Woods Museum has been identified and put forward to address mechanical breakdown and energy efficiency. The project has an allocation of \$135,000 in the 2014 budget, all tenders received were over the budgeted amount. The scope of work was reduced to allow the replacement of the heating unit with energy efficient boilers, main coil, and controls and preparation for further energy efficiency upgrades in the building. The cost of this reduced scope of work is \$155,000.

Projected savings of this project are 25% of the fuel costs.

Budget:

Museum Building Reserves \$234,863.36 at the end of 2013 with \$159,000 (\$135,000 for HVAC + \$24,000 for storage room) budgeted for 2014 for a balance of \$75,863.36 before this additional allocation

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or Other Guiding Document:

Core Value – Fiscal Responsibility. We manage the municipal finances in a responsible, prudent and transparent manner. P. 5



August 19, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Deeming of Lots – Plan M123 Lots 23-38

Recommendation:

That all the lands contained within the boundaries of Lots 23-38 inclusive, on Registered Plan of Subdivision M123, in the City 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 in accordance with the provisions of the Planning Act, the by-law shall come into force and take effect 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;

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

Background:

Council directed that these lands be deemed to no longer be lots within a plan of subdivision as the lots are undersized according to the current standards, are located on an arterial road and would be difficult to develop because of the slopes, combined with the size and widths of the lots.

This deeming by-law will ensure that the lands cannot be separately conveyed without an approved consent (severance) and will ensure that the undersized lots which are located on a curve on an arterial road, are not separately developed.

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.

Budget: Operations Operating – Approximately \$1000

Communication Plan/Notice By-law Requirements:

By agenda on Property and Planning, Council, Municipal Solicitor, Owner's Agent, Engineering (GIS), Planning, Building

Strategic Plan or other Guiding Document: Strat Plan – City of Kenora Official Plan (2010) – Supported by principle 7 – Neighbourhood design, and by sections 3.4 Land Use Compatibility and Section 7.2 Arterial Roads



August 26, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Enter into Subdivision Agreement – D. Lafreniere Developments Ltd.

Recommendation:

That Council give three readings a by-law to enter into a subdivision agreement with D. Lafreniere Developments Ltd. for the purpose of meeting one of the conditions of draft approval for the development of a fifteen (15) lot subdivision with one block for a future parking/docking facility (S03/11) located on Black Sturgeon Lake, accessed via the Coker Road and serviced by two roads; and further

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

Background:

On the 20th of December, 2011, the City of Kenora Planning Advisory Committee granted draft approval for a fifteen (15) lot plan of subdivision on Black Sturgeon Lake. Condition number 1 of draft plan approval was:

(1) That a subdivision agreement be signed and executed between the owner and the City of Kenora.

All planning matters have been dealt with through the application process, and site plan approval; the developer is now in the process of meeting the conditions of approval. The two year maintenance period for the roads will begin upon signing and registration of the subdivision agreement.

Once all conditions have been met, the plan will be given final approval, and the lots will be transferable.

Budget: Applicant pays legal fees, signing fee per City's Tariff of Fees By-law.

Communication Plan/Notice By-law Requirements:

By Agenda of Property and Planning and of Council; Treasurer, Manager of Property and Planning, Planning Administrator, Municipal Solicitor, Developer

Strategic Plan or other Guiding Document: Strat Plan – Championing environmental stewardship. City of Kenora Official Plan (2010) – Approvals were based on OP policies in 2011.



25 August 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Lougheed Site Plan Agreement

Recommendation:

That Council of the City of Kenora authorizes the Mayor and Clerk to enter into a site plan agreement with Wm. Lougheed Trucking Ltd., an agreement respecting the placement, and specifications, for locations of boat docks, driveways and protection of shoreline/riparian zones; and further

That the Developer is responsible for all costs associated with the agreement, including the preparation, registration and administration fee.

Background:

On the 25th of October, 2011, the City of Kenora Planning Advisory Committee granted draft approval to a 10 lot plan of subdivision on the Winnipeg River. Two of the conditions of approval require a site plan agreement between the property owner/developer and the City of Kenora.

All planning matters have been dealt with through the application process, and site plan approval; the developer is now in the process of meeting the conditions of approval. The two year maintenance period for the roads began on August 14, 2014, when the subdivision agreement was signed.

Once all conditions have been met, the plan will be given final approval, and the lots will be transferable.

Budget: Property owner to pay for review of documents, registration of same per Site Plan Control By-law and policy.

Communication Plan/Notice By-law Requirements: Agenda for Property and Planning and Council, Chief Building Official, Property Owners, Municipal Solicitor, Operations.

Strategic Plan or other Guiding Document: Strat Plan – Championing environmental stewardship
City of Kenora Official Plan (2010) – Planning matters were addressed as conditions to draft approval in 2011.



PROCLAMATION

By Virtue of Authority

Vested in me

I hereby proclaim

September 21, 2014

As Bladder Cancer Awareness Day

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

Proclaimed at the City of Kenora

this 2nd day of September, 2014



His Worship Mayor David S. Canfield

P R O C L A M A T I O N

Prostate Cancer Awareness Month September 2014

Whereas prostate cancer is the most common cancer to affect Canadian men; and

Whereas 1 in 8 Canadian men will be diagnosed with the disease in his lifetime; and

Whereas an estimated 23,600 Canadian men will be diagnosed with prostate cancer this year; and

Whereas the survival rate for prostate cancer can be over 90% when detected early; and

Whereas those with a family history of the disease or those of African or Caribbean descent are at a greater risk of developing prostate cancer; and

Whereas Prostate Cancer Canada recommends that men get a PSA test in their 40s to establish their baseline;

Therefore be it Resolved That I, David S. Canfield, Mayor for the City of Kenora do hereby proclaim September 2014 as “**Prostate Cancer Awareness Month**” in and for the City of Kenora.

Proclaimed at the City of Kenora this 2nd day of September, 2014



Mayor David S. Canfield

P R O C L A M A T I O N

Childhood Cancer Awareness Month September 2014

Whereas there are about 4,000 children living with cancer in Ontario and each year about 400 new cases are diagnosed; and

Whereas 1 in 330 children are diagnosed with a malignant cancer before their 20th birthday; and

Whereas in Canada, childhood cancer remains responsible for more deaths, from one year through adolescence, than any other disease; and

Whereas more than 80% of children will beat cancer, with leukemia leading the success chart with close to 90% cure rate; however, these rates are misleading as they only describe outcomes 5 years after diagnosis.

Whereas nearly two-thirds (2/3) of all survivors may develop late effects such as secondary cancers, neurocognitive deficits, cardiopulmonary difficulties and reproductive issues from treatment which can last through adulthood; and

Whereas 96% will have a chronic health condition due to treatment procedures by the time they reach age 45, with 81% of those being disabling or life-threatening; and

Whereas an estimated one-third (1/3) of a family's after tax income is spent on treatment related expenses; and

Whereas caring for a child with cancer demands a 24 hour, 7 day a week commitment by parents, forcing one parent to often quit or temporarily leave their job; and

Whereas dedicated organizations such as Northern Ontario Families of Children with Cancer and volunteers are working diligently to raise funds in order to improve the lives of Northern Ontario families during and after their journey through childhood cancer by providing essential programs and financial services, and by letting the families know they are not alone in their battle.

Therefore be it Resolved that I, Mayor David S. Canfield, of the City of Kenora, do hereby proclaim September as "**Childhood Cancer Awareness Month**" in the City of Kenora and invite all the citizens of this community to wear gold this month in support of the "Going Gold Campaign" to raise awareness of the number one killer of children in Ontario.

Proclaimed at the City of Kenora this 2nd day of September, 2014

Mayor David S. Canfield