



# **AGENDA**

## **Regular Meeting of Council of the City of Kenora**

**Tuesday, December 15, 2015  
12:00 p.m.  
City Hall Council Chambers**

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### **1. Call to Order**

### **2. Blessing – Councillor Reynard**

### **3. Public Information Notices**

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

- Council intends to adopt a new Rules and Regulations for the Care and Control of the Lake of the Woods Cemetery
- Council intends to adopt a new Procedural Bylaw
- Adopt a new Tariff of Fees and Charges By-Law to set new rates for the baseball field rentals
- Council intends to amend its 2015 Operating & Capital Budget withdraw funds from the contingency reserve in the amount of \$11,500 plus applicable taxes to offset the cost of this purchase of new TSSA doors for the Keewatin Memorial Arena
- Council will give third and final reading to the Keewatin Community Improvement Plan bylaws
- Council will give third and final reading to the new Zoning Bylaw

### **4. Confirmation of Previous Council Minutes**

- Regular Meeting held November 17, 2015

### **5. Declaration of Pecuniary Interest and the General Nature Thereof**

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

### **6. Deputations**

Approximately five (5) minutes per person/group.

### **7. Additions to Agenda**

## **8. Appointments**

- Two members will be appointed to the Kenora Urban Trails Committee

## **9. Report of Committees**

### **9.1 Business Administration**

- Adopt a new Lake of the Woods Cemetery Rules & Regulations
  - Adopt a new Procedural Bylaw
  - Authorize a Dedicated Gas Tax Agreement
  - Authorize a DTR end date amendment agreement with FedNor
  - Approve an HR Internship funding application
  - Adopt a new HR Recruitment Policy
  - Accpet the Investment Report
  - Support the Collaboration on Climate Action
  - Accept the October Financial Statements
- 
- Various Committee Minutes

### **9.2 Community Services**

- Adopt new rates for Ball Field & Municipal Ground Rental Fees
- Authorize a budget amendment for the Mechanical Room Doors at KMA

### **9.3 Economic Development**

- Adopt a new Kenora Assembly of Resources Agreement

### **9.4 Emergency Services**

- No Reports

### **9.5 Operations**

- Adopt a new Consolidated Traffic Regulation bylaw
- Accpet the Water & Wastewater Systems Summary

### **9.6 Property & Planning**

- Authorize the Keewatin CIP Third & Final Reading
- Authorize the Zoning Bylaw Third & Final Reading

## **10. Tenders**

- City Janitorial Services
- Hourly Equipment & Truck Rental

## **11. By-laws**

Council will give three readings to the following by-laws: -

- Confirmatory
- Lake of the Woods Cemetery Rules & Regulations
- Procedural Bylaw
- Dedicated Gas Tax Agreement

- DTR end date amendment agreement with FedNor
- HR Recruitment Policy
- Ball Field & Municipal Ground Rental Fees
- Mechanical Room Doors at Keewatin Memorial Arena
- Kenora Assembly of Resources Agreement
- Consolidated Traffic Regulation bylaw
- Community Emergency Management Coordinator Appointment

Council will give a third and final reading to the following by-laws: -

- #99-2015 Keewatin CIP project area
- #100-2015 Keewatin CIP
- #101-2015 Comprehensive Zoning bylaw

## 12. Proclamations

## 13. Announcements

## 14. Close Meeting

### **Information on Voting by Mayor & Council under The Municipal Act, 2001**

**243.** Except as otherwise provided, **every member** of a council shall have **one** vote;

**245.** Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;

**246. (1)** If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;

**(2)** A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote.**



Housekeeping Reports  
NOT attached to  
Committee of the  
Whole Agenda



November 29, 2015

## City Council Committee Report

**To: Mayor & Council**

**Fr: Heather Kasprick, Manager of Legislative Services**

**Re: Dedicated Gas Tax Funds for Public Transportation Program**

### **Recommendation:**

That Council of the City of Kenora gives three readings to a by-law to authorize the execution of a letter of agreement between the City of Kenora and the Ministry of Transportation with respect to the Dedicated Gas Tax Funds for Public Transportation Program for 2015-2016; and further

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

### **Background:**

As of October 2004, the Province provided 1 cent/litre of gas tax funds to Ontario municipalities, increasing as of October 2005 to 1.5 cents/litre, and since October 2006 has consistently provided 2 cents/litre annually. In 2013 the Province made a commitment to make Gas Tax funding permanent. The City of Kenora will be eligible to receive an allocation of \$147,694 for this program year. The City received \$146,219 for the previous full year agreement.

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

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

### **Budget:**

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

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

**Strategic Plan or other Guiding Document:** Administrative Nature



November 29, 2015

## City Council Committee Report

**To: Mayor & Council**

**Fr: Heather Kasprick, Manager of Legislative Services**

**Re: Phase III Downtown Revitalization FedNor Funding Amendment**

### **Recommendation:**

That Council of the City of Kenora gives three readings to a by-law to authorize the execution of a letter of amendment between the City of Kenora and Industry Canada (FedNor) with respect to the Phase III Downtown Revitalization Amendment; and further

That the CAO be authorized to execute this amendment.

### **Background:**

An amendment was required to accommodate the timing of the financing for the private sector partnership and therefore a request was made to FedNor to accommodate this request.

As a result, the completion date for the Phase III Downtown Revitalization must now end on or before July 31, 2016.

**Budget:** There is no budget impact to this change

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

**Strategic Plan or other Guiding Document:** Administrative Nature



December 1, 2015

## City Council Committee Report

**To: Mayor and Council**

**Fr: Sharen McDowall, Human Resources Manager**

**Re: NOHFC – Northern Ontario Internship Program Application**

### **Recommendation:**

That Council of the City of Kenora hereby approves the application to the Northern Ontario Heritage Fund Corporation (NOHFC) Internship Program for a HR Internship position for a two year term.

### **Background:**

As part of the Organizational Review, Council approved a HR Internship position to assist with the ongoing implementation of the recommendations within the organizational review, including the Human Resource Management (HRM) Strategy.

The HR Intern will work closely with the HR Strategist assisting with amending of all job descriptions to reflect an empowered workforce. A large project for the department will be the implementation of a new Human Resources Information System (HRIS) in 2016. The HR Intern will assist with the input of data and set up of the new system. This will include updating the training matrix of employee training and entering it into the HRIS.

The HR Intern will also take on many of the transactional duties that require attention to allow the HR Strategist to concentrate on the implementation of the recommendations of the HRM Strategy and the City of Kenora Strategic Plan under the goal of Focus on our People.

### **Budget:**

Council approved implementation of an HR Intern position, costs for which were included in the preliminary estimated cost for staffing changes from the organizational review. Salary and funding for this position will be built into the 2016 budget and subsequent years.

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

Manager of Corporate Services for budget purposes

### **Strategic Plan or other Guiding Document:**

Human Resource Management Strategy

Strategic Plan: 2015-2020 – Focus on our People



November 28, 2015

## City Council Committee Report

**To: Mayor and Council**

**Fr: Sharen McDowall, Human Resources Manager**

**Re: Recruitment Policy – HR-1-1**

### **Recommendation:**

That Council hereby approves the amended City of Kenora Recruitment Policy HR-1-1; and further

That the City of Kenora Core Complement Increase-Temporary Policy HR-1-2 be hereby eliminated from the City of Kenora Policy Manual; and further

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

### **Background:**

As the City continues to move forward with the recruitment for positions as identified in the Organizational Review, upcoming retirements and other specialized positions that may become vacant in the future, there may at times be the need to engage in the services of a recruitment agency. When the municipality engages in these services of a recruitment agency there, is a cost identified to those services.

There is the need for the CAO, or designate, to have the ability to sign an engagement letter or contract with a recruitment agency to be able move the process forward in a timely manner. The amendment to the policy allows the CAO to enter into such agreement with the ability to access the funds necessary for those services. The City of Kenora Recruitment Policy has been amended to address the possible need to engage in a contract with a recruitment agency.

As per the HRM Strategy reference was made to a re-organization of some policies. One recommendation was to eliminate HR-1-2 Temporary Core Compliment Policy and add the contents of that policy to HR-1-1 Recruitment Policy. This recommendation has been made at this time with Temporary Core Compliment Increase added to HR-1-1. A robust review and audit of all Human Resources policy will take place in 2016, which may result in further changes to HR1-1.

The Purpose statement has also been amended to reflect more closely to the City's Strategic Plan – Our Vision 20/20.

**Budget:** N/A

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

Policy amendments will be communicated to Managers and Supervisors

### **Strategic Plan or other Guiding Document:**

Human Resource Management Strategy

Strategic Plan: 2015-2020 – Focus on our People



## City of Kenora Recruitment Policy



<b>Section</b>	<b>Date</b>	<b>Approved by By-Law Number</b>	<b>Page</b>	<b>of</b>
<b>Human Resources Policy</b>	<b>May 19, 2015</b>	<b>67-2015</b>	<b>1</b>	<b>8</b>
<b>Subsection</b>	<b>Supersedes By-Law Number:</b>		<b>Policy Number</b>	
<b>Hiring</b>	<b>12-2014</b>		<b>HR-1-1</b>	

### **Purpose**

The City of Kenora attracts and retains a high performing staff to achieve its strategic goals and who are aligned to the Cities values and goals. The City achieves the alignment of City staff utilizing principles outlined in the recruitment policy.

The Policy will ensure that the City meets all legislative obligations and its commitment to the City of Kenora mission and vision statement, in the provision of a well-managed operation, a performance culture and a workforce mix and profile appropriate to City needs.

### **Policy Guidelines**

The Corporation is an equal opportunity employer and does not discriminate in the hiring process on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, martial status, family status or disability

The Corporation's objective is always to hire the best-qualified applicant. The selection process will be based on qualifications, skills, training, and the ability to perform the work.

This policy does not supersede practices agreed to within the collective agreements in existence between the City of Kenora and the Canadian Union of Public Employees, Local 191; The International Brotherhood of Electrical Workers, local 559 and The Kenora Professional Fire Fighters' Association.

### **Responsibilities**

The Human Resources Strategis is responsible to ensure that the guidelines set out in this Policy are implemented and adhered to.

All departments, managers and supervisors are responsible for following the guidelines contained in this policy.

### **Staff Vacancies**

All and any vacancies created, (e.g. retirement, termination, transfer, injury) are to be thoroughly reviewed by the Department Manager and Human Resources Strategist.

## City of Kenora Recruitment Policy

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Such reviews to include:

- i) Redistribution of duties to accommodate, if possible staff reduction
- ii) Departmental restructuring to fill vacancies from existing employees
- iii) Duties and services re-justified for the position
- iv) Confirmation of financial resources available (e.g. budgets, wages, benefits, materials, equipment, etc.)
- v) Legislature and contractual obligations

### **Hiring of Summer Students**

It is the practice of the City of Kenora to hire students for the summer to cover off vacations or to meet peak seasonal demands. Once approved Managers/Supervisors can request the same student each summer for a maximum of five (5) years or until that student graduates whichever comes first. The City benefits on our summer student investment when these students are offered and accept permanent jobs with the City.

A returning student is a student who has held a summer student position in the previous summer and has received a favourable re-hire status at the end of season on their performance appraisal. This would include a clean health & Safety and use of vehicle/equipment status. If a summer student is requesting to be hired in a different summer student position within another department, they are required to apply according to the posting.

Hiring Managers/Supervisors are requested, once approved, to send their employee request for summer students to Human Resources. They should specify the name of the student he/she had the previous year and would be willing to rehire if the student chose to apply for a summer job with the City. Human Resources will make contact with the student for recall.

### **New Positions**

Newly created positions will be first reviewed and discussed with the Human Resources Strategist and then presented to the Chief Administrative Officer for review. Such presentation will include the Department Manager's rationale, a detailed job description, along with any other pertinent information substantiating the need for the position and budget approval.

The job description will be developed by the Department Manager in conjunction with the Human Resources Strategist, setting out the purpose of the position, responsibilities and duties, reporting relationships, qualifications required, and working conditions. The Human Resources Strategist will make the determination of a provisional wage or salary rate.

## City of Kenora Recruitment Policy

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The department manager will provide a report to the Chief Administrative Officer, which will be forwarded to Council for approval

Upon approval of the new position and after six months to one year of experience, the incumbent employee and their immediate supervisor may complete a Job Questionnaire and submit same for re-evaluation in accordance with established procedures for such reconsideration.

### **Replacement Positions**

Vacant positions approved in the current budget may be determined by the appropriate department manager as to the ongoing need to refill such positions.

Positions which become vacant and are deemed by the department manager and supported by the Human Resources Strategist to be vital to the department's operation will first present such rationale, and when necessary an updated job description to the Chief Administrative Officer for review and approval.

The department manager in conjunction with the Human Resources Strategist will provide notice to Council of all non-union refilled positions for information purposes.

### **Temporary Increase of Core compliment**

Managers may from time to time require additional human resources in their departments during vacations, leaves of absences, illnesses or special projects.

Temporary requests for additional human resources shall be made at least two weeks prior to the need for the placement. Approval must be obtained from the CAO and Human Resources Strategist prior to hiring. Temporary core complement increases will not be longer than three (3) months.

### **Advertising**

Advertising and Outreach: External advertising for open positions is coordinated through Human Resources. This includes, but is not limited to, advertising on websites, targeted recruitment sites, newspapers, professional organizations, and trade journals.

When advertising externally, full advantage will be made of listings and rate structure where applicable. The Human Resources Strategist can advertise with other venues as determined appropriate such as Facebook.

**City of Kenora Recruitment Policy**

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**Recruitment Agency (Executive Search Firm)**

In certain circumstances it may be more effective to use a recruitment agency. This should be discussed and agreed with the HR Strategist and Chief Administrative Officer. Any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our equal opportunities requirements. The Chief Administrative Officer will have the authority to access contingency funds to offset the cost of using a recruitment agency.

**Application Screening**

All applications received will be reviewed by the Human Resources Strategist, Department Manager and/or Supervisor, who will provide a list of qualified applicants for the Interview team to interview.

Any member of the Interview Team who has a conflict with any of the applicants due to any perceived relationship shall excuse himself/herself from the interview process.

**Interviewing**

The Human Resources Strategist or designate will advise applicants selected for an interview by telephone or email of the date, time and place of the interview and confirmed by letter where required.

For all hiring's an Interview Team will be established with a minimum of 3 members, except for student positions. Human Resources Strategist can approve an interview team less than three.

Union,	Supervisor from Hiring Department, Human Resources Strategist and Supervisor from another department or another Human Resources Staff person
non-union positions	Department Manager or Supervisor of hiring department, Human Resources Strategist, Supervisor from another department or another Human Resources Staff.
Supervisory positions below the level of Department Manager	Department Manager from Hiring Department, Department Manager from another Department and Human Resources Strategist.
Department Manager	CAO, Human Resources Strategist and an external third party(ies) as deemed appropriate by the CAO
CAO	Committee of Council
Student Positions	Supervisor and Human Resources Strategist or designate

## City of Kenora Recruitment Policy

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The Human Resources Strategist and Department Manager will be responsible for the establishment of a standard questionnaire relevant to the position to be filled for review and approval by the Interview Team. The same questions and evaluation of responses will be used for each applicant. Interview Committee members must be in attendance for all interviews.

A rating and evaluation form will be developed to coincide with the questionnaire. The final selection must be by consensus of the interview committee. If a consensus cannot be made, then the Human Resources Strategist will bring forward the interview process to the Chief Administrative Officer. It may be determined that second interviews are required.

Following a determination of the Interview team as to the successful applicant human resources will determine the medical documentation required for the position and accepted as satisfactory by the employer. Unless, it is determined by the Human Resources Strategist that a physical examination is not required. An offer of employment setting out the terms and conditions applicable to the position will then be made in the following manner:

All union positions, all non-union positions excluding Managers and student positions	Offer will be made verbally by telephone by the Human Resources Strategist and confirmed in writing if the applicant accepts the position
All Department Manager positions	Offer will be made verbally by telephone by the Human Resources Strategist and confirmed in writing if the applicant accepts the position

Council will be advised of the successful candidate by email.

The appropriate Supervisor and Human Resources Department shall conduct an Orientation sessions for each new employee. The Employee Orientation form is to be completed and returned to the Human Resources Strategist. Specific workplace orientations will be completed by the Supervisor or Manager of that department.

Department Managers will ensure proper evaluations are provided for employees as required. Supervisors will ensure that proper probationary reviews are completed in accordance with guidelines.

### **Reference Checks**

Reference checks are conducted to obtain additional or substantiating information concerning an applicant.

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Personal and professional reference checks are undertaken on all prospective employees by the Human Resources Strategist or designate prior to any offer of employment (verbal or written). Unless the Human Resources Strategist deems it is not necessary.

A reference check is not conducted without first obtaining approval of the applicant.

### **Criminal Record Checks**

After a verbal offer of employment is made but before a written offer of employment is made, all prospective employees are required to obtain a criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence.

Any costs associated with obtaining a criminal record check/police record check are the sole responsibility of the prospective employee.

The written offer of employment is conditional upon successful completion of a criminal record check/police record check.

The Human Resources Strategist will determine if a criminal record check is required for students. If an employee returns to work within a year of a previous position the Human Resources Strategist can determine if a Criminal Record Check is required or signing of a Statement of Truth form swearing there has been no changes in their criminal standing.

### **Moving Expenses**

On recommendation of the Interview team, new recruits may be eligible for moving expense assistance if they reside outside of the City of Kenora; subject to the approval of the CAO.

Up to three credible quotes from moving companies must be submitted and reimbursement is limited to 50% of the lowest of the three quotes to a maximum of \$2,500.00; the quote must reflect the individual's, and/or individual's immediate family's personal and household effects only.

Any variation to this policy is referred to the Chief Administrative Officer for consideration.

Claims are submitted through the Department Manager who forwards the claims, with appropriate comments, to Finance for processing.

### **Employment First Three Months**

Acceptance or rejection of all offers of employment will be confirmed in writing for all positions, in accordance with any Collective Agreements. Should the initial applicant decline

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the offer of employment, the Interview Team shall meet to decide if an offer is to be made to the next best applicant or if a new competition for the position should be conducted.

If the same position becomes vacant during the first three months of the placement of the successful candidate, the interview Team shall meet to decide if an offer is to be made to the next best applicant or if a new competition for the position should be conducted. If it is longer than three months a new competition for the position shall be conducted.

### **Non-Discrimination**

All applicant's or employee's race, creed, colour, sex, marital status, nationality, ancestry, place of origin, citizenship, sexual orientation, age, family status, or disability shall not be considered as factors when hiring, assigning, upgrading, or promoting the employee. Accommodation will be made available for all parts of the recruitment process, if requested by a applicant in advance.

The employment practices of the City of Kenora shall be in accordance with The Ontario Human Rights Code, The Canadian Charter of Rights & Freedom and the The Pay Equity Act 1987.

Whenever possible, recruitment and promotion shall be from within the Corporation's workforce, providing that the employee meets the necessary qualifications and is identified as being the best candidate for the position. This policy will improve employee moral, give incentive to employees and promote loyalty to the Corporation.

### **Corporation not the Employer**

The City of Kenora is not the employer of Library Board employees, LOWBIC employees, Hydro Department employees, or Handi-Transit and any other group not listed. Although Council may be able to exert some influence over these organizations, it is not the employer for purposes of Collective Bargaining, hiring, firing, etc., and the policy set out herein does not necessarily apply to these groups.

### **Employee Definitions**

#### Full-time Employee

Is any employee who is regularly scheduled to work 24 or more hours per week, 52 weeks per year.

#### Part-time Employee

Is any employee who is regularly scheduled or required to work on a continuous basis, less than 35 hours per week or may be determined by the Collective Agreement.

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### Contract Employee

Is any employee with whom the City enters into a contract of service for a specific term, with specific terms of employment on a project basis outside of a current classification.

### Student Employee

Is any employee who attends school on a regular full-time basis and who is generally employed on weekends, evenings, and during school holidays.





November 30, 2015

## 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 2015 Third 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 September 30, 2015 is \$8,959,413. (This is an increase of \$49,743 in market value from December 31, 2014.) This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date actual return on these ONE fund investments for 2015 is 0.83%. This rate reflects the total return including market impact. The return on book value for year to date 2015 is 1.62%.

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 September 30, 2015 report is attached. The market value of these investments is \$24,861,273 (\$495,720 higher than the value at the end of December 2014). Securities held in this portfolio are largely bank and federal and provincial government issues. The year to date return on these funds is 2.07%. The rate of return since inception is 3.16%. These returns also take the market impact into account.

In addition, the KCPTF holds \$7,363,392 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 September 30, 2015 is \$11,879,765. (This is an increase of \$76,932 in market value from December 31, 2014.) This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date return for this portfolio is 0.14%. The year to date return on book value is 2.24%.

**Budget:**

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

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

For information only

**Strategic Plan or other Guiding Document:**

Report is required per policy CS 4-2.



December 2, 2015

## City Council Committee Report

**To: Mayor & Council**

**Fr: Heather Kasprick, Manager of Legislative Services**

**Re: Collaboration on Climate Action**

### **Recommendation:**

Whereas The City of Kenora supports the collaboration of the Association of Municipalities of Ontario (AMO) and the Union of Quebec Municipalities (UQM) to enhance support municipal climate action in our provinces; and

Whereas to help meet reduction targets and to reduce emissions in our communities and improve resilience in local economies, we call on Premier Wynne to work in partnership with local governments; and

Whereas working with local government will give municipalities adequate, stable and long-term funding resources to invest in greenhouse gas reduction initiatives in our communities such as public transit and active transportation, public and private building energy efficiency; water conservation, planning development and other programs; and

Whereas it will further recognize municipal projects that reduce greenhouse gases for offset credits in Cap and Trade programs; and

Whereas it will provide dedicated funding for climate change adaptation to help municipalities provide resilient infrastructure to keep our economies and communities functioning and productive; and

Whereas it will provide tools to help facilitate and transfer knowledge regarding greenhouse gas reduction and climate adaptation projects;

Therefore be it Resolved that the Corporation of the City of Kenora calls upon Honourable Premier Wynne to support the collaboration of AMO and UQM to enhance support of municipal climate action in our provinces; and further

That a copy of this resolution be included to The Honourable Glen Murray, Minister of the Environment and Climate Change, The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, The Honourable Brad Duguid, Minister of Economic Development, Employment and Infrastructure and The Honourable Charles Sousa, Minister of Finance.

### **Background:**

The City received an AMO Communication bulletin regarding AMO and UQM to collaborate on climate change. AMO and the Union of Quebec Municipalities (UQM) signed an agreement to collaborate on climate action. The Associations also called on the

provinces and the federal government to provide resources and funding to municipalities to reduce greenhouse gases and build resilient communities.

AMO and UQM will work together to share policy and advocacy efforts and best practices to achieve climate action goals under the agreement. The Associations highlighted a range of initiatives municipal governments have undertaken in Ontario and Quebec to reduce greenhouse gases and protect their communities and economies from extreme weather, noting more local action needed to be taken to meet climate change goals.

The Agreement comes as a number of initiatives on climate change are moving forward. The Premiers and Prime Minister Trudeau met in Ottawa on Monday to discuss Canada's position at the United Nations Paris Climate Change Conference. It is widely thought that a global agreement to tackle climate change may result from this conference. On Sunday, the Alberta Government announced a new carbon tax to limit greenhouse gas emissions in that province.

Over the last few years Ontario and Quebec have been deepening their collaboration in a number of areas, including climate change. Ontario has announced it will implement a Cap and Trade program to price greenhouse gas emissions that is integrated with Quebec and California as part of its long term climate strategy. AMO and UQM want their provincial governments to provide funding from the Cap and Trade programs for municipal greenhouse gas reduction projects, recognize a range of municipal projects for offset credits to increase investment in low carbon technologies and provide the tools and resources to support municipal climate action.

**Budget:** N/A

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

The Honourable Premier Wynne; The Honourable Glen Murray, Minister of the Environment and Climate Change, The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, The Honourable Brad Duguid, Minister of Economic Development, Employment and Infrastructure and The Honourable Charles Sousa, Minister of Finance.

**Strategic Plan or other Guiding Document:**



November 30, 2015

## Housekeeping Council Briefing (direct to Council – does not appear at COW)

### Agenda Item Title:

October 2015 Financial Statements

### Background Information:

Attached for your information, please find the October 2015 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 October are slightly better than budget.
- User fee revenues to the end of October are meeting budget.

### Expenditures:

- At the end of October, the year is ten twelfths finished. Assuming that expenditures are relatively level for the year, a result of (17%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government preliminary results appear to be slightly over budget with only 16% of the expense budget unspent. It is expected to be in line or under budget after year-end adjustments are made. The Administrator's Office appears to be over budget but this is due to the contracted service invoices from Clearlogic but these will be offset by a release from reserves per a budget amendment. The release will not show on this report. Finance is under budget despite the overage in Assessment Office Charges that is due only to timing. Council travel is over budget to the end of October with 11% of the year's budget remaining to be spent.
- **Protection** – The Protection Department expenditures are overall slightly under than budget with 18% remaining to be spent. OPP is over budget due a change in their billing statements for 2015. This will be offset by a release from reserves which will not show on this report.
- **Transportation** – The Transportation Department expenditures are overall under budget with 19% remaining to be spent. Roads maintenance for paved, surface treated and loosetop roads are over budget. Research into this is continuing. These overages are currently being offset by the winter control budget which is precarious as the weather cannot be predicted. Line painting (part of Safety Devices Maintenance) has spent more than the entire year's budget. It is expected that this overage will be offset by other underages in the transportation area. Conventional Transit expenses are over budget due at least in part to an unplanned engine replacement, which will be offset by a release from reserves per a budget amendment. The release will not show on this report.

Roads insurance expenses already exceed the annual budget due to more settlements than expected.

The maintenance budget for paved roads is over budget due in part to Patching & Washouts and Sweep/Clean/Flush which has spent more than the annual budget.

Winter control only has 39% of the 2015 budget remaining, but this is expected due to the timing of these expenses. For a comparison, it was at 6% remaining at this time last year. There will also be a small adjustment to improve these results during year end to record some sand and salt inventory that appears as expense in these numbers.

PW Barsky Facility is under budget despite to additional work to the training room.

Engineering is under budget despite the timing of the purchases of Trimble survey equipment and the full year for the ESRI GIS license.

- **Environmental** – The Environmental Department expenditures are overall under budget with 23% remaining to be spent.

Kenora Sanitary is under budget despite an insurance claim settlement.

Sewer Lift Stations are under budget despite unplanned grinder pump costs.

Kenora Waterworks is over budget due in part to the purchase of two new handheld meter reading devices to replace current equipment that was beyond economical repair.

The Water Treatment Plant appears to be under budget but this is due at least partly to the timing of the Payment in Lieu (like property taxes) charges that do not post until later in the year.

- **Health expenditures** – Health expenditures are over budget with 15% remaining to be spent.
- **Social and Family** – Social and Family expenditures appear to be over budget but this is due to the timing of the transfers to the Home for the Aged. By year-end, these expenditures will be on budget.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are overall slightly under budget with 20% remaining to be spent.

KRC External Facilities appear to have spent more than the entire 2015 budget already due to the resurfacing of the tennis courts. Offsetting grant money from the Community Foundation is expected, but even when it does arrive, it will not be included in this expense report.

KRC Thistle Arena is over budget due to several unforeseen issues including metal gates and mesh to the Zamboni entrance due to a safety concern, the failure and repair of the overhead door and then a sewer backup for which only some costs are covered by insurance.

Harbourfront appears to be over budget but this is due to the timing of the contract for flower beds, shrub beds and garden planting and maintenance.

- **Planning & Development** – Planning & Development expenditures are overall under budget with 20% remaining to be spent.

**User Fees:**

- Overall, user fees are meeting budget projections with 17% of the budget still to be collected.
- The following areas are better than budget: Transportation, and Planning & Development.
- The following areas are meeting or lagging to budget: General Government, Protection, Environmental and Recreation & Culture.

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

**Resolution for Council:**

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as October 31, 2015.

**Briefing by:** Lauren D'Argis, Corporate Services Manager

**Bylaw Required:** No

**Strategic Plan or other Guiding Document:**

Fiscal Responsibility: We manage the municipal finances in a responsible, prudent and transparent manner.



December 1, 2015

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

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### Agenda Item Title:

Receipt and Approval of Various Committee Minutes

### Background Information:

This static monthly report is 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.

### Resolution for Council:

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

- September 28 –Kenora Police Services Board
- September 28 – District of Kenora Home for the Aged Board of Management
- October 23 – Northwestern Health Unit Board of Health; and further

That these Minutes be circulated and ordered filed.

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**Briefing By:** Heather Lajeunesse

**Bylaw Required:** No





November 24, 2015

## **Housekeeping Council Briefing**

(direct to Council – does not appear at COW)

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**Agenda Item Title: 2015 Water & Wastewater Systems Monthly Summary Report - October**

**Background Information:**

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 2015 Water and Wastewater Systems Monthly Summary Report for October.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the October 2015 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

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**Briefing By:** Richard Perchuk, Operations Manager

**Bylaw Required:** N/A



November 30, 2015

## City Council Committee Report

TO: Mayor and Council

FR: Melissa Shaw, Planning Assistant

RE: 2016-2018 Janitorial Services Contract

### Recommendation:

That the City of Kenora received four tender submissions for the 2016-2018 Janitorial Services for City facilities as outlined in the tender documents; and further

That the tender submitted by Reliable Window Cleaners (Sudbury) Limited o/a Reliable Cleaning Services, in the amount of \$585, 762.91 (plus HST) be hereby accepted.

### Background:

Janitorial services for our various City facilities are provided on a contract basis which is re-tendered every three (3) years. The janitorial service provider is responsible for all labour, materials and equipment necessary for the execution of works to the specifications as outline in the 2016-2018 Janitorial Services Contract, and completed at the following City facilities: City Hall, Operations Centre, OPP Detachment Highway 17E, Kenora Public Library, Kenora Recreation Centre, Lake of the Woods Discovery Centre and the Kenora Transfer Station.

The four proposals received include:

	2016	2017	2018	Total (Plus HST)
Reliable Cleaning Services	\$ 192,354.56	\$ 195,239.88	\$ 198,168.47	\$ 585,762.91
Clean Confidence	\$ 198,000.00	\$ 198,000.00	\$ 198,000.00	\$ 594,000.00
New Systems Building and Property Services Inc.	\$ 240,086.00	\$ 240,086.00	\$ 240,086.00	\$ 720,258.00
Maid to Order, MTO Janitorial	\$ 281,111.44	\$ 289,543.92	\$ 298,654.10	\$ 869,309.46

They were reviewed by the following City of Kenora staff members:

Rick Perchuk	Operations Manager
Heather Kasprick	City Clerk
Aaron Eisler	Maintenance Foreman
Melissa Shaw	Planning Assistant

Proposals were evaluated on the total cost, experience in the janitorial industry, references and past performance, and compliance with the requests as outlined in the

tender document, including the ability to provide all services, equipment, staff and suggested work plan to complete the service requirements.

**Budget:**

2015- \$210,013.78 (plus HST)

Referenced: Janitorial Contract (2013-2015)

2016- \$192,354.56 (plus HST)

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

Resolution required.

Distribution: Operations, Corporate Services, Community and Development Services



November 26, 2015

## City Council Committee Report

**To: Mayor and Council**

**Fr: Marco Vogrig, Municipal Engineer**

**Re: 2016 Hourly Equipment & Truck Rental Tender**

### **Recommendation:**

That the tenders for the Hourly Rental of Equipment and Trucks for 2016 be received; and further

That the attached Ranking Lists for Hourly Rental of Equipment and Trucks for 2016 be accepted and adopted for the purposes of hiring non-owned equipment and Trucks during the period of January 1 through to December 31, 2016.

### **Background:**

The City of Kenora puts out annual tenders for the hiring of non-owned equipment and trucks on an as required basis throughout the year. The tender for Equipment and Truck Hourly Rental 2016, closed on November 25, with formal tenders received from nine companies. The contractors provided hourly rates for various pieces of equipment and types of trucks as specified in the tender document. The tenders are broken down into ranking lists showing the various items with the contractor's name, information and hourly rate included. The equipment is ranked by lowest price rated first and then by the newer year of equipment being rated higher should identical pricing be received for the same category of equipment. The trucks are rated with one truck from each contractor being ranked first using the same ranking methodology as the equipment, prior to additional trucks of the same contractor being included in the ranking listing. The ranking lists for both equipment and trucks are attached.

These ranking lists will be distributed to City departments for their use when hiring non-owned equipment and trucks throughout 2016.

All categories of equipment and trucks received a minimum of one price with the exception that there were no bidders for Tractor Trailer Belly Dump Trucks with Tandem Axle Trailers.

**Budget/Financial Implications:** 2016 Operating Budget

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

Rick Perchuk Operations Manager, Marco Vogrig Municipal Engineer

### **Strategic Plan or other Guiding Document:**

Goal#2: Strengthen Our Foundations

2-3 The City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies.

2-4\_The City will act as the catalyst for continuous improvements to the public realm.