



# City of Kenora Committee of the Whole of Council Agenda

Tuesday, April 14, 2015  
9:00 am - 1:00 pm  
City Hall Council Chambers

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Pages

**1. Public Information Notices**

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at its April 21, 2015 meeting:-

-Council will amend its 2015 Operating and Capital Budget to approve an additional allocation of \$181,047 to be funded through subsidies for the Coney Island Development Project

**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 March 20, 2015
- Special Committee of the Whole meeting March 23, 2015
- Special Committee of the Whole meeting March 30, 2015

**4. Deputations**

- 4.1 Jennifer Findlay, EDO - Kenora Business Partners
- 4.2 Vanessa Lucky - Ontario Native Women's Association

**5. Business Administration Reports**

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	Tuesday, May 12, 2015	
<b>14.</b>	<b>Adjourn to Closed</b>	
	That this meeting be now declared closed at _____; 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 (2 items)	
	ii) Disposition of Land (3 items)	
	iii) Education & Training (1 item)	
	iv) Labour Relations (1 item)	
<b>15.</b>	<b>Reconvene to Open Meeting</b>	
<b>16.</b>	<b>Close Meeting</b>	



**March 13, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Lajeunesse, Deputy Clerk**

**RE: 2015 AMO Conference**

### **Recommendation:**

That Council authorizes up to four (4) Members of Council to attend the 2015 Association of Municipalities of Ontario (AMO) Conference taking place in Niagara Falls, August 16-19, 2015; and further

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

### **Background:**

Typically various Members (and the CAO) attend the annual meeting of the Association of Municipalities of Ontario (AMO), held every year in a different municipality in Southern Ontario. This year the conference takes place in Niagara Falls, Ontario and 5 rooms will be reserved for attendees.

**Budget/Finance Implications:** According to Council Travel & Per Diem Policy

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

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

#### **Corporate Action 3-14**

The City will forge stronger relations with neighbouring communities and area municipalities City staff, particularly those that help ensure tight coordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police and the neighbouring communities.

**Corporate Action 2-14** The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the City.





**March 30, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Capping Options 2015**

### **Recommendation:**

That Council hereby approves the implementation of the following tools related to the capping process for the 2015 taxation year:

- Annualized Tax Limit of 10% for each of the commercial, industrial and multi-residential property classes.
- Prior Year's CVA Tax Limit of 5% for each of the commercial, industrial and multi-residential property classes.
- CVA Tax Threshold for Protected Properties related to increases in the amount of \$250 for each of the commercial, industrial and multi-residential property classes.
- CVA Tax Threshold for Clawed Back Properties related to decreases in the amount of \$250 for each of the commercial, industrial and multi-residential property classes.
- CVA Tax in 2014
- Cross Over CVA Tax in 2015

and further;

That Council hereby gives three readings to a By-law to adopt optional tools for the purposes of both administering limits for certain property classes and excluding certain properties from the capping process.

### **Background:**

Capping was introduced by the Province in 1998 as a mandatory program for the protection of Commercial, Industrial, and Multi-Residential Properties. The objective of the program is to reduce the impacts of large increases in assessment by limiting property tax increases.

Commencing in 2005, possibly as a result of this municipal pressure, the Province introduced some changes to the capping legislation, options for each municipality to consider, that can help move the protected classes towards CVA taxation. These options must be reviewed annually and the related decisions made by Council each year.

The Province introduced a phase in of all properties over a four year period, including capped classes, commencing in 2009. Even more significantly, they also introduced new tools that same year, which allowed municipalities to exclude properties from the capping process.

### **Available Capping Tools:**

Municipalities continue to have access to the tools introduced in 2005, as well as additional ones introduced in 2009, to help escalate moving properties to CVA taxation. These tools are:

- **Annualized Tax Limit (ATL)** – This represents the annual cap on changes to assessment values for the purposes of calculating taxes on protected classes. Prior to 2005, the ATL was 5%. Starting in 2005, municipalities received the ability to use any amount between 5% and 10%.
- **Prior Year's CVA Tax Limit** – Commencing in 2005, municipalities were also able to set a limit based on the prior year's CVA, from 0% to 5%. When the CVA Tax Limit (CVATL) is used for the purposes of capping, both the ATL and the CVATL are calculated, and the one that passes on the greater amount to the taxpayer is used. The CVATL would only be greater than the ATL and impact taxes when the property owner is paying less than 50% of the CVA taxes on the property.
- **CVA Tax Threshold for Protected Properties (Increases)** – Starting in 2005, the Province also allowed municipalities to set a threshold for increases on protected property class increases of up to \$250. This means that, once the other capping adjustments have been applied to the property, if the property is within \$250 of CVA taxes, then the property is moved to CVA.
- **CVA Tax Threshold for Clawed Back Properties (Decreases)** – As with the threshold for protected properties, municipalities can also set a threshold for decreases on properties subject to the claw back of up to \$250. Prior to 2005, municipalities funded the capping through clawing back a percentage of assessment related decreases applied evenly throughout decreasing properties within the class. With the CVA Tax Threshold, municipalities can move any properties within \$250 of their CVA taxes to their CVA.
- **Stay at CVA Tax**– This tool enables municipalities the option to exclude properties from the capping and claw-back calculation if they were at CVA tax in the prior year.
- **Cross CVA Tax** – This tool enables municipalities the option to exclude properties that would move from being capped in the prior year to being clawed back in the current year or from being clawed back in the prior year to being capped in current year.

The decisions Council has made with regards to implementing the capping tools to escalate moving properties to CVA taxation since these were first introduced in 2005 and 2009 have eliminated all from the capping process. As a result, all properties are now at CVA. While all tools may no longer be required in 2015, it is recommended that the consistent application of these tools will ensure City properties remain exempt from the capping requirements.

### **Sources of Financing**

The implementation of these tools will result in no net impact to the City. All three protected classes are in a revenue neutral position as a result of all properties being at CVA.

**Communication Plan / Notice By-law Requirements** – Bylaw only  
**Strategic Plan or other Guiding Document** – NA (housekeeping)



**March 30, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: New Construction and New to Class Properties**

### **Recommendation:**

That Council hereby approves the implementation of the minimum tax level of 100% for new construction / new to class properties for 2015; and further

That Council hereby give three readings to a By-law to adopt optional tools for the purposes of administering limits for eligible properties within the meaning of Section 331 (new construction) for the commercial, industrial and multi-residential property classes for 2015.

### **Background:**

Under the current property taxation system, there is a requirement relating to either new construction or new to class properties. New construction represents properties that are either new, or have performed changes to the property that resulted in an increase in their assessment in excess 50% of the existing assessment. New to class represents properties that were transferred from another property class, for example a residential property that was transferred to the commercial class.

Under this provision, municipalities are required to obtain up to six roll numbers from the Municipal Property Assessment Corporation (MPAC) that are considered to be comparable to each new construction / new to class property. The City uses these properties to determine whether or not the average comparable property receives either capping or claw backs adjustments. If the average is capped, the City is required to provide capping at the same level to the new construction / new to class property. If the average is neither capped nor in a claw back position, the property is billed at CVA taxation.

The City has the ability to reduce or eliminate this requirement by passing a by-law requiring property taxes to be based on 100% of their Current Value Assessment (CVA). The City adopted this provision in 2008. The City is required to continue to pass this by-law every year for it to remain in effect.

**Budget:** There is no cost related to the implementation of this new tool. Commencing in 2008, the offset resulted in the elimination of capping related to properties that are classified as new construction / new to class.

**Communication Plan/Notice By-law Requirements:** This by-law is housekeeping in nature. Council must pass the By-law related to the implementation of this new tool on an annual basis, despite having already adopted the 100% restriction since 2008.

**Strategic Plan or other Guiding Document** – NA (housekeeping)



**March 30, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Revenue Neutral Tax Ratios for 2015**

### **Recommendation:**

That for 2015 Council adopts Revenue Neutral Tax Ratios to mitigate reassessment impacts.

### **Background:**

Further to budget discussions on this topic, this report is a housekeeping item as a resolution by Council is required for submission to the Ministry of Finance.

### **Revenue Neutral Tax Ratios**

In any given year, the City has a number of tax policy decisions available. Revenue Neutral tax ratios allow the City of Kenora to retain the same distribution of taxes between property classes that existed in the prior year. The year 2015 marks the second year of the mandated reassessment of current value assessment based on the Jan. 1, 2012 property values, the four-year phase in program will continue until 2016. Typically, when a reassessment or phase in of reassessment occurs, it may (and generally does) cause shifting in the tax burden between property classes. In order to address this issue, the Province has introduced legislation that enables municipalities to restate their tax ratios to maintain the same tax burden by property class. The restatement results in what the Province refers to as "revenue neutral tax ratios". This year's reassessment is no exception; the trend in Kenora has been a shifting in tax burden to the residential class.

Council has selected to make use of this tax tool in 2015. This has caused the commercial broad class to exceed the Provincial range of fairness and therefore this class became subject to levy restrictions and 50% of the change in tax rate was adopted for the commercial class.

**Budget:** Revenue Neutral Tax Ratios were used in the 2015 budget.

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

A copy of the resolution will be provided to the Ministry of Finance.

**Strategic Plan or other Guiding Document** – Strat Plan Value: Fiscal Responsibility. We manage the municipal finances in a responsible, prudent and transparent manner.





**April 2, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: 2015 Tax Ratios and Rates**

### **Recommendation:**

That Council hereby provides three readings to the following By-laws:

A By-law to set tax ratios and to set tax rate reductions for prescribed property classes and subclasses for municipal purposes for the year 2015; and

A By-law to adopt the estimates for all sums required for the year, to establish rates to be levied for same and to provide for penalty and interest in default of payment thereof for 2015; and further

That in accordance with Notice By-law #144-2007, public notice is hereby given of Council's intention to set tax ratios and tax rates for 2015 at its April 21<sup>st</sup>, 2015 meeting.

### **Background:**

#### **Revenue Neutral Tax Ratios**

In any given year, the City has a number of tax policy decisions available. Revenue Neutral tax ratios allow the City of Kenora to retain the same distribution of taxes between property classes that existed in the prior year. The year 2015 marks the third year of the mandated reassessment of current value assessment based on the Jan. 1, 2012 property values, the four-year phase in program will continue until 2016. Typically, when a reassessment or phase in of reassessment occurs, it may (and generally does) cause shifting in the tax burden between property classes. In order to address this issue, the Province has introduced legislation that enables municipalities to restate their tax ratios to maintain the same tax burden by property class. The restatement results in what the Province refers to as "revenue neutral tax ratios". This year's reassessment is no exception; the trend in Kenora has been a shifting in tax burden to the residential class.

Council has selected to make use of this tax tool in 2015. This has caused the commercial broad class to exceed the Provincial range of fairness and therefore this class became subject to levy restrictions and 50% of the change in tax rate was adopted for the commercial class.

### **50% Flow-Through for Levy Restricted Classes**

Another option the City has available is to pass on 50% of any tax increase to the levy restricted classes.

In 2015, as in 2014, the commercial class has become subject to levy restrictions due to the new rates and the revenue neutral tax ratios and 50% of the tax increase was passed on.

For the City, historically, the industrial property classes were restricted under this provision of the legislation, and the City used those restrictions under the tax legislation to help slowly draw down the industrial and large industrial tax rates. It consistently chose to not pass any increase onto the industrial taxpayers. In 2010 it was recommended that the City continue to draw down the industrial rates until the broad class ratio fell below the provincial average. In 2011, the industrial rates fell below provincial average, for that reason the industrial property classes were no longer subject to this restriction.

### **Sources of Financing**

There is no cost related to passing these by-laws. These are the by-laws that enable the municipality to levy municipal property taxes within the City for 2015.

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

Notice will be provided in accordance with the notice provisions of the City's notice by-law.

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

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

**April 4, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Accessibility Grant for Norman Park Walkway**

### **Recommendation:**

That Council gives three readings to a by-law to authorize the execution of an agreement between Employment and Social Development Canada (ESDC) and the Corporation of the City of Kenora for funding related to an accessible walkway between Norman Park and the Lake of the Woods Discovery Centre; and further

That the CAO be authorized to execute this agreement.

### **Background:**

In August 2014, I applied to Employment and Social Development Canada's Enabling Accessibility Fund for a grant to assist the City with the development of an accessible walkway between Norman Park and the Lake of the Woods Discovery Centre.

The goal is to make all of Norman Park accessible as Norman Park is central to Kenora and on the Trans Canada Highway. It is central for all visitors and residents and accessible by public transportation which is why this park was chosen as the directive for the fully accessible park in Kenora. This development will go hand in hand with the development of an accessible splash pad located in this park.

The City originally applied for \$107,250 but this particular fund only approves up to \$50,000 which our application was then further amended to scale the works and request the maximum of \$50,000.00. Rick Perchuk and Charlotte Caron were able to adjust the works for the project to reflect the City's contribution of \$57,750 which was included in the 2015 capital budget and the contribution of \$50,000 from ESDC for a total project value of \$107,250.00.

The news of the funding announcement has been shared with our Accessibility Committee as well as our Trails Committee both of which were pleased to see development from both of their perspectives.

### **Budget:**

\$57,750.00 included in the 2015 capital budget for this project



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

Accessibility Advisory Committee

Trails Committee

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

Corporate Action

**1-10** The City will promote and leverage its recreation and leisure amenities as a means ' to support local economic activity, tourism and to strengthen community ties with our regional neighbours

**1-12** The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination

**2-4** The City will act as the catalyst for continuous improvements to the public realm

**2-9** The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life

**2-10** The City will continue to explore opportunities to develop and improve our beaches, parks & trails

**2-14** The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city



**April 7, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Asset Management Plan update**

### **Recommendation:**

That Council receives this Asset Management Plan update dated April 7, 2015.

### **Background:**

In 2012, Public Sector Digest (PSD), in the role of external consultants, provided the City with a formal, documented Asset Management Plan (AMP). This plan provided evaluations of the City's annual spending by linear asset category compared to the average annual required spend. PSD identified an annual deficit for linear assets of \$7.3M in 2012 dollars. They recommended a 2.2% tax increase each year for the next ten years to address this annual deficit.

While this would address the deficit in annual spending, it would not address the current status of the City's infrastructure. There is a backlog of spending required to bring the City's assets to appropriate service levels as well. This backlog is commonly called the total infrastructure deficit.

Calculations for an annual infrastructure deficit and the total infrastructure deficit are based on many different estimates. For example, staff does not know with certainty the date on which many of the City's assets came to be in-service. Staff also does not know with certainty, the condition of many of these assets. In some situations, information about conditions exists but is not being captured in a way that allows it to be used to improve these calculations.

Substantial amounts of work are required to ensure that measurements of the annual and total infrastructure deficits are reliable and useful. At the same time, the measures will always contain estimates and it is important to report with the best information that is available at the time.

The overall direction for asset management at the City will always be reviewed and refined. For current efforts, a draft document detailing the goals, tools, steps and future actions required has been developed. This plan addresses, amongst other things, the improvement of the data for calculations, the recording of new information and reporting of the annual and total infrastructure deficits for linear and all City-owned assets.

**AMP Update:**

Annual infrastructure deficit (linear assets only) as at April, 2015 in '000s:

	Annual Requirement per PSD (2012 dollars)	2013 spend	2014 est spend	2015 budget
Paved Roads	\$2,850	1,219	6,012	2,354
Bridges & Culverts	3,335	3,909	899	-
Storm Sewers	856	181	94	400
Sanitary Services	1,685	768	997	885
Water Services	1,948	573	867	1,880
	<u>10,674</u>	<u>6,650</u>	<u>8,868</u>	<u>\$5,519</u>

**Budget:**

This report is for information only. There is no budget impact.

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

Copies sent to Operations Manager & Municipal Engineer

**Strategic Plan or other Guiding Document:**

**Strat Plan Goal 2-1:** The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

**Strat Plan Goal 2-2:** The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.

**Strat Plan Goal 2-4:** The City will act as the catalyst for continuous improvements to the public realm.

**Strat Plan Goal 2-14:** The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city.



**3 April 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Karen Brown**

**Re: Brand Leadership Team Windup**

### **Recommendation:**

That Council hereby approves transferring the budget currently allocated to the Brand Leadership Team to the Lake of the Woods Development Corporation for the purposes of supporting the Brand of "North America's Premier Boating Destination".

### **Background:**

In early 2013, the City of Kenora adopted the new Brand and Brand promise. At that time, the Brand Leadership Team (BLT) was recognized as a key partner in moving forward with the City's new Brand and Promise. A budget allocation was provided by City Council in the amount of \$25,000, with the requirement that matching dollars at a minimum be located in order to access this allocation.

Throughout 2013 and into 2014, the Brand Leadership Team worked towards the various recommendations that were contained in the report as provided by Roger Brooks and his team, although this slowed significantly over time. During 2014, Council approved an advertising campaign to help promote the brand to be taken from the BLT budget, without the requirement of matching dollars. This campaign was completed in 2014.

In December 2014, the BLT held what should be considered its last meeting. At that meeting, the following resolution was approved by the BLT:

That the BLT Committee recommends that the role of the BLT be taken over by the Lake of the Woods Development Commission, and furthermore that;

the BLT budget be transferred to the Commission as a standalone Brand Development Fund.

The action included in the minutes was that the "BLT will bring this proposal forward to the Commission and request that the budget request be made by the BLT and Commission to Council as part of the 2015 budget process". A copy of these minutes are attached for Council reference.

The Lake of the Woods Development Commission (LOWDC) has deferred to City administration to make a recommendation as to the use of the BLT budget allocation. It is recognized that the City continues to view the Brand as an important component of our tourism strategy, and has identified supporting the ongoing implementation of the brand as one of the corporate actions included within the City's strategic plan.

The BLT recommendation was to shift the dollars to the LOWDC, recognizing that this organization is most closely aligned with the implementation of the Brand and Promise. This recommendation is supported by City administration.

It is also worth noting that the budget allocation was contingent on the identification of matching dollars, at a minimum. The BLT was not highly successful in locating matching dollars during its tenure. Credit should be given here to the City's Economic Development Officer, Jennifer Findlay, who was able to access both funding and matching contributions to help the BLT move forward with the new brand. Overall, however, the requirement for matching dollars has been somewhat of an impediment in moving forward actively with the Brand and Promise. As a result, and given the timing of this transfer for 2015, it is recommended that the BLT budget be transferred to the LOWDC without a requirement for matching dollars in 2015. Direction to try to access partnerships in moving forward with the Brand should be included with this transfer. The Brand dollars would continue to be tracked in a separate department as recommended by the BLT, and an analysis of Brand related spending should be brought forward to Council annually in conjunction with the following year's budget request. Council can consider both the allocation and any related requirements annually as part of the budget process.

**Budget / Financial Implications:**

The 2015 City operating budget includes an allocation of \$25,000 for the BLT. There is no further impact to the budget.

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

This will be communicated to the Lake of the Woods Development Corporation, together with the Manager of Property and Planning and the City's Tourism Development Officer.

**Strategic Plan or other Guiding Document:**

Brand and Brand Promise

Strategic Plan

- 1-11 – The City will support Kenora's "North America's Premier Boating Destination" Brand implementation strategy.

**April 4, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Coney Island Development FedNor Funding Agreement**

### **Recommendation:**

That Council gives three readings to a by-law to authorize the execution of an agreement between Industry Canada, FedNor and the Corporation of the City of Kenora for funding related to the Coney Island Development project; and further

That the Mayor and Clerk be hereby authorized to execute this agreement on behalf of the City of Kenora.

### **Background:**

The City of Kenora has been provided support by FedNor for the Coney Island development project in an amount up to \$120,000.00. FedNor will contribute 33.34% of the incurred eligible & supported costs of \$360,000 towards the project with one third coming from the Federal government and one third from City contributions.

This project would improve access by commercial and water-taxis, local residents and visitors to Coney Island beach and park area. Aging dock infrastructure on the west side of Coney Island will be replaced with two new, re-orientated docks to increase access and expand the beach area. Upgrades to the north side commercial docking will facilitate access by passengers in commercial, touring, shuttle and water-taxis. These improvements would facilitate the development of more events at Coney Island and increase the number of attendees at major events.

### **Budget:**

\$57,750.00 included in the 2015 capital budget for this project

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

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

Corporate Action

**1-10** The City will promote and leverage its recreation and leisure amenities as a means ' to support local economic activity, tourism and to strengthen community ties with our regional neighbours

**1-12** The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the

recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination

**2-4** The City will act as the catalyst for continuous improvements to the public realm

**2-9** The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life

**2-10** The City will continue to explore opportunities to develop and improve our beaches, parks & trails

**2-14** The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city



**March 31, 2015**

## **City Council Committee Report**

### **Memo**

**To: Mayor and Council**

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

**Re: February 2015 Monthly Financial Statements**

#### **Recommendation:**

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as February 28, 2015.

#### **Background:**

Attached for your information, please find the February 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 February are slightly better budget.
- User fee revenues to the end of February are slightly below budget.

#### **Expenditures:**

- At the end of February, the year is 2 twelfths finished. Assuming that expenditures are relatively level for the year, a result of (83.3%) in the % Variance column would indicate that expenditures are on track for the year.
- Due to year-end efforts, some expense posting has been delayed for February. For example, telephone and utilities for the entire City are \$267k under budget, but this is assumed to be due to delayed payments. This will be corrected before March statements are produced.
- **General Government** - The General Government preliminary results are under-budget with 87% of the expense budget unspent. Assessment Office Charges in Finance appear to be over budget but this is only due to timing.
- **Protection** - The Protection Department expenditures are overall under budget with 85% remaining to be spent.
- **Transportation** - The Transportation Department expenditures are overall under budget with 88% remaining to be spent.



About half of the sidewalk operating budget has been spent to date due to a project to install handrails.

Winter control only has 68% of the 2015 budget remaining, but this is expected due to the timing of these expenses. For a comparison, it was at 51% remaining at this time last year.

- **Environmental** – The Environmental Department expenditures are overall under budget with 90% remaining to be spent.
- **Health expenditures** – Health expenditures appear to be slightly over budget with 82% remaining to be spent. Payments have been made to KDSB based on the 2014 actuals and will be corrected for the 2015 budget in the next month.
- **Social and Family** – Social and Family expenditures appear to be under budget but will be in line by the end of the year.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are overall under budget with 88% remaining to be spent.
- **Planning & Development** – Planning & Development expenditures are overall under budget with 89% remaining to be spent.

**User Fees:**

- Overall, user fees are slightly below budget projections with 89% of the budget still to be collected.
- All areas are lagging to budget except Recreation & Cultural and Planning & Development.

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

**Strategic Plan or other Guiding Document:**

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

**April 3, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Charlotte Caron, on behalf of the Harbour Safety Committee**

**Re: Harbour Safety Committee Information Report**

### **Recommendation:**

That Council accepts the information report from the Harbour Safety Committee dated April 3, 2015 and supports the development of an education campaign on safety on our waterways to be launched for summer of 2015.

### **Background:**

The Harbour Safety Committee was formed in 2014, initially as a revival the Port Authority Committee in response to concerns received from residents, particularly in the area of Cameron Narrows.

The water was at an extreme high level during the summer of 2014 and the concerns brought forward were twofold; safety and damage to property. Council directed staff to place 'slow' private buoys at both entrances to Cameron Narrows. These buoys were subsequently removed. Many communications regarding the private buoys were received, both positive and negative.

The Harbour Safety Committee had conversations with staff from Transport Canada to determine ways to address the issues, especially considering the division amongst local residents/lake users. Through this process the Harbour Safety Committee determined there was much information that they were not aware of and that likely the boating population was also lacking the same information. Transport Canada Staff agreed to come to Kenora to present information, as a neutral party, at two sessions in Kenora, held Tuesday, March 31, 2015 at the Kenora Recreation Centre Rotary room at 1:30 pm and 7:00pm.

It was made clear to all attending that these sessions would be the first in a number of sessions and that no decisions had been made at this time regarding the placement of private buoys or a VORR (Vessel Operations Restriction Regulation) at Cameron Narrows. Transport Canada presented information on VORRs, private buoys, the 10/30 rule (if you are within 30m of shore you must travel 10km/hr or less) and answered all questions from the audience. The sessions were well attended, it is estimated that there were over 150 people between the two sessions.

Two websites recommended from the information sessions are:

<http://safequiet.ca/>

<http://www.tc.gc.ca/eng/marinesafety/debs-obs-contrib-prgm-menu-2273.htm>

This information and more is available through the City of Kenora's website

The Harbour Safety Committee met following the sessions with the Transport Canada Official. The committee will be working on an education/information campaign.

There is currently no recommendation with regards to implementing any changes to the Cameron Narrows area. The City will continue to monitor the Cameron Narrows area and document and track all public comment received. This information will be necessary should the City wish to pursue a VORR at a later date.

The City will be attending the Lake of the Woods Property Owners (LOWDPOA) AGM and Cottage Show in Winnipeg and will have educational materials at its booth. LOWDPOA is making arrangements to have Transport Canada staff speak at its AGM.

**Budget:**

This report is for information only. There is no budget impact at this time, however, there will be a budget impact regarding the education campaign that will be launched. This will be taken from the Clerk's budget for annual advertising.

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

Communication Plan from the Harbour Safety Committee to be developed

**Strategic Plan or other Guiding Document:**

City of Kenora Brand – North America's Premier Boating Destination

The City will promote Kenora as a 365-day lifestyle destination

The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours

The City will support Kenora's "North America's Premier Boating Destination" Brand implementation strategy

The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life

**March 25, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Healthy Smiles Ontario**

### **Recommendation:**

Whereas children in Northwestern Ontario have twice the dental decay rates as their southern counterparts due to difficulty in accessing services because of lack of providers and geographic and socio-economic barriers; and

Whereas in 2013 over 4,000 children of the working poor received dental preventative or treatment services under provincial dental programs in our region and less than 80 of these children will be eligible for services under the proposed eligibility criteria for the new integrated provincial program, Healthy Smiles Ontario 2 (HSO 2); and

Whereas this means that 49 of every 50 (3,920 out of 4,000) children who were previously seen will now be excluded from the proposed HSO 2 program; and

Whereas the financial restriction under the new HSO 2 program will not fully support preventative service or a full course of treatment services for the other 3,920 in need; and  
Whereas this reduced access to preventative and treatment services will leave more children at risk of developing dental disease, resulting in increased need for publicly-funded more expensive emergency dental care and increased visits to non-dental urgent care providers such as physicians' offices and emergency departments, which only addresses the symptoms (pain) rather than the cause (need for treating the tooth), and costs the same as a full Child in Need of Treatment (CINOT) course of treatment for a child; and

Whereas Children in Need of Treatment (CINOT) has now lost 40% of their budget for 2015 despite being assured by the Ministry that these changes would not impact the northern program;

Now Therefore Be It Resolved that the City of Kenora express its support for the Northwestern Health Unit in opposing these changes to the publicly funded oral health programs and services; and

That this resolution be forwarded to the Minister of Health and Long-Term Care, Sarah Campbell, MPP for the Kenora-Rainy River riding, the Northwestern Health Unit and the Northwestern Ontario Municipal Association.

**Background:**

On December 16, 2013 the Ministry of Health and Long-term Care announced the expansion of the Ontario Healthy Smiles Program effective April 1, 2014 where thousands more children across Ontario would have access to free dental care. 70,000 more kids from low-income families would get dental services including regular cleanings, diagnostics and treatment through the newly expanded Health Smiles Ontario program.

As a result, over 460,000 children were eligible for dental treatment through the province's low-income dental programs. Starting August 2015, six publicly funded dental programs will be integrated into one program to provide seamless enrolment and make it easier for eligible children and youth to receive the dental care they need. It should be noted that because the HSO program is very burdensome to access, over 90% of the children who are eligible do not access the program such that less than 10% receive any services.

However, the integration of the publicly funded oral health under the HSO 2 Program is very concerning to northern municipalities and the Northwestern Health Unit. It has been proposed that all needs-based programs are to be eliminated. If this proceeds, two out of three children currently identified by health units as requiring dental treatment services will not receive care. When looking at our area in Kenora, it is estimated that four out of five children will not receive dental treatment, while 49 out of 50 will not receive preventative service.

Mark Perrault, CEO of the Northwestern Health Unit has advised that this is very concerning for them and is a major issue. They are seeking all municipalities support in lobbying for change to these cuts. The City of Dryden, Township of Ignace and Rainy River have all passed resolutions in support of continued funding for this program.

**Budget:**

N/A

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

Minister of Health and Long-Term Care, Hon. Dr. Eric Hoskins  
Sarah Campbell, MPP for the Kenora-Rainy River riding  
Northwestern Health Unit  
Northwestern Ontario Municipal Association

**Strategic Plan or other Guiding Document:**

*Corporate Action - Strengthen our Foundations*

**2-4** The City will act as the catalyst for continuous improvements to the public realm



**April 4, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Indemnification By-Law**

### **Recommendation:**

That Council of the City of Kenora gives three readings to a bylaw to provide protection against pecuniary loss or liability for members of Council, members of local Boards and employees; and further

That bylaw number 4-2005 is hereby repealed.

### **Background:**

During Council orientation it was identified that it was time to review our indemnification bylaw for stronger wording to protect members of Council, local Council appointed boards and employees from pecuniary loss or liability.

This draft bylaw has been prepared in consultation with the City CAO, legal counsel along with our local insurers. You will note it references the Municipal Conflict of Interest Act, as well as the Municipal Act for definitions and clarification on pecuniary interest. You will note that the responsibility lies with the CAO throughout the bylaw except in the event that the matter involves the CAO as the claimant, then it is designated to the Clerk (or Deputy) to carry out the duties in the bylaw with any decisions that the CAO would otherwise make are made directly by Council.

Please note that board or committee members only include people who were appointed by Council by resolution of Council. It does not include other committees that a member of Council or the public may sit on "unofficially" that they are not officially appointed to.

I have consulted with our City insurers and they have confirmed that in any circumstance of a claim in this situation the indemnification bylaw is secondary to insurance and not primary. All liability matters must be reported to the insurance company first and they would advise on how to proceed. The City's current coverage is as follows: Legal expense including Conflict of Interest is \$100,000 per person with an aggregate of \$500,000. There is no deductible for legal expense.

This bylaw is necessary to ensure protection for Council, board members and staff.

**Budget:** N/A

**Communication Plan/Notice By-law Requirements:** Public Notice will be given

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

# The Corporation of the City of Kenora

## By-law Number - 2015

### A By-law to Provide for Indemnification

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Whereas Subsection 279(1) of the *Municipal Act, 2001, as amended*, provides that a municipality may be or may act as an insurer with respect to the following matters:

- a) protection against risks that may involve pecuniary loss or liability on the part of the municipality or any local board of the municipality;
- b) the protection of its employees or former employees or those of any local board of the municipality against risks that may involve pecuniary loss or liability on the part of those employees;
- c) subject to section 14 of the *Municipal Conflict of Interest Act*, the protection of the members or former members of the council or of any local board of the municipality or any class of those members against risks that may involve pecuniary loss or liability on the part of the members;
- d) subject to section 14 of the *Municipal Conflict of Interest Act*, the payment of any damages or costs awarded against any of its employees, members, former employees or former members or expenses incurred by them as a result of any action or other proceeding arising out of acts or omissions done or made by them in their capacity as employees or members, including while acting in the performance of any statutory duty; and
- e) subject to section 14 of the *Municipal Conflict of Interest Act*, the payment of any sum required in connection with the settlement of an action or other proceeding referred to in paragraph 4 and for assuming the cost of defending the employees or members in the action or proceeding.

Whereas subsection 14(1) of the *Municipal Conflict of Interest Act* provides that councils may pass by-laws to enable the municipality to act as an insurer to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under the *Municipal Conflict of Interest Act*, and for paying on behalf of or reimbursing the member for any such costs or expenses; and

Whereas it is advisable to protect Members of Council, City Employees and Members of Local Boards against certain pecuniary losses, liabilities, risks, costs and expenses that relate to their offices or arise because of their being, or having been, Members or Employees;

Now Therefore Council of the Corporation of the City of Kenora Enacts as Follows:

## Definitions

1. In this By-law, unless a contrary intention appears,
  - a) "Act" means the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended;
  - b) "By-law" means this By-law, as it may be amended from time to time;
  - c) "CAO" means the person within the Corporation's employ who holds the title of "Chief Administrative Officer", including his or her designates;
  - d) "Claimant" means a Member or Employee who claims coverage pursuant to this By-law;
  - e) "Corporation" means The Corporation of the City of Kenora;
  - f) "Corporation's Legal Counsel" means legal counsel employed or retained to represent the interests of the Corporation, including his or her designates;
  - g) "Council" means the elected municipal council for the Corporation;
  - h) "Employee" means a person who is a salaried officer, or any other person in the employ of the Corporation;
  - i) "Former Employee" means a person who was formerly an Employee of the Corporation;
  - j) "Local Board" means a board that has its members appointed by resolution of Council and which is included on the "Boards and Committees List" that is maintained by the City Clerk;
  - k) "Member" means a person who is or was a member of the Council of the Corporation or of a Local Board;
  - l) "Proceeding" means any civil, criminal or administrative action or proceeding initiated or claim made by a Third Party arising out of acts or omissions done or made (or alleged to be done or made) by a Claimant acting in his or her capacity as a Member or Employee or as a result of the Claimant having status as a Member or Employee;
  - m) "Third Party" means any person or authority including the Crown, other than the Member, the Employee, the Corporation or a Local Board.

## Interpretation Rules

2. In this by-law,



- a) wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances;
- b) references to items in the plural include the singular, as applicable;
- c) the words “include”, “including”, “included” or “includes” are not to be read as limiting the phrases or descriptions that precede or follow them; and
- d) headings are inserted for ease of reference only and are not to be used as interpretation aids.

### **Statutes**

- 3. Unless otherwise defined, specific references to statutes in this By-law are printed in italic font and are meant to refer to the current statutes applicable within the Province of Ontario as at the time this By-law was enacted, as they are amended and revised from time to time.

### **Indemnity for Members**

- 4. The Corporation shall, subject to the provisions of this By-law, indemnify a Member in the manner and to the extent provided herein in respect of any Proceeding brought against such Member by a Third Party arising out of acts or omissions done or made by such person in his or her capacity as a Member or by reason of being a Member, including, without limitation,
  - a) while acting in the performance of any statutory duty; and
  - b) while being or acting as an appointee, nominee, delegate, member, officer or in any other capacity on a Local Board, Committee, Corporation, Association or other body pursuant to the direction, request or other authority of the Corporation.
- 5. Subject to the provisions hereof, the Corporation shall indemnify a Member by:
  - a) assuming the cost of defending the Member in the Proceeding;
  - b) assuming the cost of representation where a person is compelled to give evidence in a Proceeding by reason of being or having been a Member;
  - c) paying any fines, monetary penalties, damages or costs imposed on or awarded against that person as a result of a Proceeding;
  - d) paying, either by direct payment or reimbursement, any expenses reasonably incurred by that person as a result of the Proceeding;

- e) paying any sum required in connection with the settlement of a Proceeding.
6. In the case of Proceedings under the *Municipal Conflict of Interest Act*, the following shall apply:
- a) the indemnity is limited to the costs and expenses reasonably incurred by the Member as a result of the Proceeding brought under that statute;
  - b) the Member is not entitled to any indemnity unless such Member is found not to have contravened Section 5 of that statute;
  - c) legal counsel approved by the Chief Administrative Officer shall be retained by the Member directly; and
  - d) no payment or liability shall be made or assumed by the Corporation unless and until the conditions in Clause 6(b) hereof have been met.

### **Indemnity for Employees**

7. The Corporation shall, subject to the provisions of this By-law, indemnify an Employee in the manner and to the extent provided herein in respect of a Proceeding brought against such Employee by a Third Party arising out of acts or omissions done or made by such person as an Employee or by reason of he or she being or having been an Employee, including while acting in the performance of a statutory duty.
8. Subject to the provisions hereof, the Corporation shall indemnify an Employee by:
- a) assuming the cost of defending the Employee in the Proceeding;
  - b) assuming the cost of representation where a person is compelled to give evidence in a Proceeding by reason of being or having been an Employee;
  - c) paying any fines, monetary penalties, damages or costs imposed on or awarded against the Employee as a result of the Proceeding;
  - d) paying, either by direct payment or by reimbursement, any expenses reasonably incurred by such Employee as a result of the Proceeding;
  - e) paying any sum required in connection with the settlement of the Proceeding.

### **Exclusions**

9. The obligations of the Corporation in this By-law shall not apply:

- a) where the Proceeding has arisen out of the dishonest, fraudulent or malicious act of the Claimant, or his or her wilful or reckless violation of any law, duty, contract or obligation;
- b) where the Claimant has failed to comply with the provisions of this By-law, unless strict compliance has been waived by a Resolution of the Corporation;
- c) to the extent by which the Corporation is prejudiced, where the claim is of a nature covered by an insurance policy or indemnity, whether placed or provided by the Corporation, the Claimant, a Local Board or otherwise, and there has been a policy violation or other act on the part of the Claimant prejudicing the right of indemnity under that policy or other right of indemnity; and
- d) to any Claimant in respect of whom the Corporation has agreed to provide indemnity under a collective agreement or employment agreement and the rights of such persons and any union, association or other organization representing them shall be governed solely by such agreement and not by any of the provisions of this By-law, whether or not such agreement extends to any or all of the indemnities or other protections provided for in this By-law.

- 10. The liability of the Corporation under this By-law shall be reduced by the amount of indemnity paid pursuant to an insurance policy or indemnity as referred to in Clause 10(c) of this By-law and, at the reasonable request of the Corporation, the Claimant shall assign to the Corporation his or her rights pursuant to that insurance policy or indemnity and to any amount payable under it.
- 11. Notwithstanding that the Corporation may have assumed the defence of a Proceeding or the cost thereof, it shall be deemed to have reserved its rights with respect to the applicability of any exclusion under this By-law.
- 12. The Corporation may waive the reservation of rights referred to in Section 11, subject to such conditions as the Corporation deems appropriate in the circumstances.

**Limit of Coverage**

- 13. Subject to Section 37, the maximum amount for which the Corporation may be liable hereunder (inclusive of claims, costs, expenses and any other amount) shall not exceed \$----- in respect of any claim or combination of claims arising under the same circumstances, made against a Claimant.

**If CAO is Claimant**

- 14. If the Claimant is the current CAO, Council shall designate one of the Clerk or the Deputy Clerk to carry out the duties under this By-law assigned to the CAO, however, any decisions that the CAO would make under the By-Law are to be made by Council.

## **Notice to Corporation**

15. A Claimant shall promptly give written notice to the CAO of any threatened or actual Proceeding. Where a Claimant is served with any process or notice with respect to a Proceeding, he or she shall immediately deliver a true copy of the document to the CAO.
16. A Claimant shall, concurrently with giving notice under section 15 of this By-law, provide the CAO with full particulars of any other insurance or indemnity providing coverage to the Member or Employee.
17. In the event that a Claimant fails to give such notice or deliver such document or provide such full written particulars to the CAO within 30 days of the receipt of such notice or such document by the Claimant, no indemnity will be provided to a Claimant pursuant to this By-law.

## **Determination of Coverage**

18. The CAO shall determine whether or not a Claimant is covered under the provisions of this By-law.
19. Where the CAO determines that a Claimant is not entitled to coverage under this By-law, he or she shall prepare a report to the Council as to the circumstances involved. The Council may substitute its decision on coverage for the CAO's decision under section 18 of this By-law.
20. In the event that a Claimant commences a legal proceeding to enforce a claim for indemnity under this By-law, such legal proceeding must be commenced within 90 days of receipt of the final decision made by the CAO or Council, as the case may be, pursuant to Sections 18 and 19 of this By-law.

## **Legal Counsel**

21. The Corporation's Legal Counsel may, in appropriate cases, provide representation to a Claimant at the cost of the Corporation and the Corporation may take general carriage of the Proceeding where the Corporation and the Claimant are both parties to the Proceeding, and it is in the interests of the Corporation to do so.
22. The Corporation may apply for party, intervener or other status in any Proceeding with which a Claimant is or may be involved if to do so is in the interest of the Corporation, and the Corporation's Legal Counsel may, in proper cases, also represent the Claimant, or take general carriage of the Proceeding, at the cost of the Corporation.
23. Despite any other provision of this By-law, any Legal Counsel retained by the Corporation's Insurer to defend a Proceeding shall also represent the Claimant with respect to that Proceeding unless the Corporation requires or consents to the retainer of different Legal Counsel.

24. Except as otherwise provided in this By-law, the Corporation shall have the right to select and retain Legal Counsel to represent the Claimant.
25. Notwithstanding section 24, a Claimant may request, in writing, approval of the CAO of Legal Counsel of the Claimant's own choice, and such a request shall include the name, and contact information of such Legal Counsel, together with a statement of his or her rates, fees and charges.
26. The CAO of the Corporation shall within 10 days from receiving the request, approve the request or deny the request and appoint Legal Counsel of the Corporation's choice and, in either case, advise the Claimant in writing.
27. If a Claimant's request to use Legal Counsel of his or her own choice is denied, and the Claimant still wishes to use that Legal Counsel, such costs shall be the responsibility of the Claimant.
28. If, after 10 days from receiving the request the CAO has not advised the Claimant in writing of the disposition of his or her request, the Claimant may retain his or her choice of Legal Counsel to act on his or her behalf until the Corporation retains other Legal Counsel.
29. If the Corporation retains other Legal Counsel to act on behalf of the Claimant in place of Legal Counsel originally retained by the Member in accordance with section 25, the Corporation shall, subject to the *Solicitors Act*, pay to the Claimant's Legal Counsel all of his or her reasonable legal fees and disbursements from the time that the Claimant retained such Legal Counsel until replaced by Legal Counsel retained by the Corporation.
30. Subject to the requirements of the Law Society of Upper Canada, all Claimant Legal Counsel in any Proceeding shall co-operate fully with, and provide all relevant information to, the Corporation's Legal Counsel.
31. Unless otherwise agreed to by the CAO, Legal Counsel retained by the Claimant shall render detailed accounts to the Claimant on a monthly basis for all services rendered in the immediately preceding month, and shall deliver such statements of account to both the Claimant and the CAO. Upon approval of such accounts by the Claimant and the CAO, the Corporation shall pay such accounts. Legal accounts may, at the request of the Corporation or the Claimant, be submitted for assessment in accordance with the *Solicitors Act* and the Corporation shall not be liable for payment of an account which has been assessed unless it has been given notice of and the full opportunity to participate in the assessment process.
32. If the Corporation retains other Legal Counsel to act on behalf of the Claimant in place of the counsel originally retained by the Claimant, the Corporation shall, subject to the *Solicitors Act*, pay to the Claimant's counsel all of his or her reasonable legal fees and disbursements from the time that the Claimant retained the counsel until replaced by Legal Counsel retained by the Corporation.

## **Costs**

33. No costs, expenses or other liability shall be incurred or assumed on behalf of the Corporation under any circumstances without the prior written approval of the CAO.
34. Where the Corporation has provided indemnity to a Claimant pursuant to this By-law, and costs are awarded in favour of that Claimant in the Proceeding, the Claimant shall assign the amount of the costs award and the right to collect it to the Corporation.

## **Settlements**

35. The Corporation, at its option, shall have the right at its own expense to investigate any claim and may negotiate the settlement of any claim, or any aspect of any claim, including any non-monetary terms of settlement, as it deems expedient but the Corporation shall not commit the Claimant to any settlement without the Claimant's consent, unless the failure to settle results or may result in any continuing liability, including but not limited to vicarious liability, to which the Corporation may be exposed, but which would have been released by such settlement. In that case, the Corporation has the right to settle the claim to the extent required to obtain a release of the Corporation from liability and to decline indemnity of the Claimant if the Claimant fails to join in the implementation of the settlement as may be required by the Corporation.
36. If the Claimant's consent is required and the Claimant refuses to consent to any settlement recommended by the Corporation, and the Claimant elects to contest the claim or continues to defend the Proceeding in connection with such claim, then, subject to the provisions of this By-law, the Corporation's limit of liability for the claim or for indemnity of the Claimant shall not exceed the amount for which the claim could have been settled, including costs, charges and expenses incurred with the Corporation's consent up to the date of the refusal of the Claimant to settle.
37. In the event that the Corporation elects to reject a settlement and elects to contest the claim or continue any Proceeding in connection with such claim and the rejected settlement was within the maximum limit of liability provided for in this By-law, the Corporation shall be liable for any amount awarded against the Claimant in excess of the maximum otherwise applicable.

## **Cooperation**

38. A Claimant shall at all times co-operate fully with the Corporation and the Corporation's Legal Counsel and shall make available to the Corporation's Legal Counsel all information and documents relevant to the matter as are within the Claimant's knowledge, possession or control. A Claimant shall not do anything to compromise or prejudice the position of the Corporation in the Proceeding. A Claimant shall attend at all Proceedings, and all meetings related to the Proceedings, when required to do so by operation of law or when requested to do so by the Corporation's Legal Counsel or CAO.

## **Rights to Terminate or Amend**

39. The Corporation shall be entitled to terminate or change its obligations under this By-law by repealing or amending the By-law provided that the repeal or amendment of this By-law shall not prejudice the rights of a Claimant in respect of any Proceeding that arose prior to the repeal or amendment.

## **By-Law Not to Be Retroactive Effect**

40. This by-law only applies to claims for indemnity respecting Proceedings which are commenced or continued after the effective date of this by-law. It does not apply to Proceedings that were commenced, continued or concluded prior to its coming into effect.

## **Repeal of Bylaw**

41. By-law Number 4 - 2005 is hereby repealed.

## **Effective Date**

42. This By-law shall take come into force and take effect on the date of its final passing.

**By-law read a First and Second Time this 21st day of April, 2015**

**By-law read a Third and Final Time this 21st day of April, 2015**

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

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**David S. Canfield, Mayor**

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**Heather Kasprick, City Clerk**

**3 April 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Karen Brown**

**Re: Kenora Fellowship Centre – Funding Request**

### **Recommendation:**

Whereas the Kenora Fellowship Centre has advised that they may be required to shut down their operations as of June 1, 2015 if they are unable to secure additional funding; and

Whereas the Kenora Fellowship Centre has advised that their longer term vision is to not provide emergency shelter services; and

Whereas the Kenora Fellowship Centre has identified that they would be willing to work to transition the emergency shelter services to a new service provider in the longer term, while ensuring no interruption of services, provided they are able to obtain sufficient funding to allow them to do so; and

Whereas the City supports the critical need for an ongoing emergency shelter service in Kenora without interruption; and

Whereas partnerships with the appropriate agencies, including but not limited to the Kenora Fellowship Centre, the Kenora District Services Board and Senior Government, are critical to the success of effectively addressing this issue, both in the shorter and longer term;

Now therefore, let it be resolved

That Council hereby supports the City's involvement in a small team working in partnership with the appropriate agencies to look at opportunities for:

- Keeping the current emergency shelter operations open at the Kenora Fellowship Centre on an interim basis; and
- Seeking a long term solution through identifying both an agency and physical location, for emergency shelter operations.

### **Background:**

In early February, the Kenora Fellowship Centre approached the City of Kenora to make the City, together with the Kenora District Services Board (KDSB), aware of an issue with their operations with regards to their emergency shelter program. The Board expressed concerns that they would be required to shut down their emergency shelter operations if they were unable to secure additional funding. They further noted that they did not see the Fellowship Centre providing emergency shelter services on a long term basis, although



they would continue to do so in the interim provided suitable funding could be located. The Board further indicated that they would work to transition those services to a new provider to help ensure no break in these vital services.

On February 7, 2015, the Fellowship Centre requested a grant of \$10,000 from the City of Kenora. Additional information was requested of the Centre, which they provided on February 25<sup>th</sup>. Since early February, the Fellowship Centre was also in discussions with the KDSB about this same issue, which included seeking additional funding from the KDSB.

The City, has been working with the KDSB on next steps for moving forward. The KDSB currently funds the emergency shelter operations through the Consolidated Homelessness Prevention Initiative (CHPI). This program currently funds approximately 60% of the emergency shelter's operations. The Province recently announced the continuation of the CHPI program for another 2 years. It must be recognized, however, that this funding program is not a permanent funding program, and there are no guarantees beyond the current two year term.

It is important that any City response be coordinated with the KDSB. The KDSB, in turn, has been actively speaking with the Ministry of Municipal Affairs and Housing (MMAH), as well as the Ministry of Community and Social Services (MCSS) about the issue of ensuring the ongoing operations of the emergency shelter in Kenora, both in the interim, as well as the need for a long term strategy.

Ultimately, it is important that a long term solution be reached on ensuring that Kenora continues to have emergency shelter services available as needed, both in the shorter and long term. Simply approving a portion of the funding requested is only a Band-Aid solution, and is not recommended at this time. In addition, it should be recognized that the Fellowship Centre receives their primary funding through the KDSB. Rather, the City needs to continue to work with the Kenora Fellowship Centre and the KDSB on seeking a long term solution, while keeping the emergency shelter operations open in the interim until a transition can be made. This past week, discussions have occurred between the KDSB, the Fellowship Centre and the City about establishing a small group that would work towards identifying what these strategies are. At the same time, the KDSB is continuing its discussions with the Province. Treaty #3 has also been approached as to whether or not they could participate in this group, and they in turn have indicated that they will determine which organization or community is the right one to bring forward to this table. A small group has been recommended, with the commitment to communicate with all the appropriate partners. It is recognized here that Kenora is a hub community in the North with a regional court house. The residents of many communities in the Kenora region could be impacted by the loss of these services.

Part of the efforts at this table will include developing a package for the Federal and Provincial governments for what their role should be in moving forward towards a solution. In addition, it is hoped that these governments will come to the table to work with this group.

The City has spoken with the Fellowship Centre about this Team, and they have confirmed they see moving forward in this manner as a good opportunity. During this discussion, the Fellowship Centre was advised that it would not be the City's recommendation to approve funding from the City for the Centre at this time. It is noted that the Fellowship Centre itself is exempt from property taxes.

**Budget / Financial Implications:**

The recommendation does not have any financial impacts at this time.

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

The Fellowship Centre and KDSB would be advised as to Council's decision on this matter.

**Strategic Plan or other Guiding Document:**

Homelessness & Behavioural Issues Work Plan

## Strategic Plan

- 2-5 – The City will encourage new housing partnerships leveraging the skills and expertise of public sector, private sector and community-based agencies within Kenora and beyond.
- 2-6 – The City will support the development of a diverse range of housing types with an emphasis on affordable options for families, seniors and individuals in need of transitional and emergency housing.
- 2-14 – The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city.
- 3-13 – The City will continue to build and strengthen our working relations with other neighbouring municipalities and our Treaty 3 First Nations partners...

**April 4, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: LAS Municipal Energy Finance Workshop**

### **Recommendation:**

That authorization be hereby given for up to 5 members of Council to attend the LAS Municipal Energy Finance Workshop taking place in Dryden on May 28, 2015 at the Best Western Plus; and further

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

### **Background:**

The City received information regarding a Municipal Energy Finance workshop that is geared towards all municipal staff, elected officials and others interested in learning how to calculate the financial value of energy efficiency projects and how to best present this to senior decision makers and the general public. They recommend anyone who makes energy-related decisions within your organization such as Treasurers, CAO's and senior managers, councilors, facility managers, parks and recreation managers and public works staff.

This event takes place in Dryden on May 28, 2015 as a one day workshop for a cost of \$400 plus HST for each participant. Staff participation would be approved within departmental training budgets and availability.

### **Budget:**

As per approved 2015 travel and training budgets

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

N/A

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

Corporate Action:

**3-10** The City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development



# Municipal Energy Finance Workshop

This Energy Finance workshop is geared towards all municipal staff, elected officials, and others interested in learning how calculate the financial value of energy efficiency projects and how to best present this to senior decision makers and the general public.

The hands-on workshop will empower participants to use tools to understand the basics of third-party financing mechanisms, utilize take-home software to analyze energy projects, build your energy efficiency project business case, and present an effective business case to senior management.

All participants will receive a detailed workshop package and access to an online toolkit with loads of information about best practices, new technologies, available funding programs... and much more. This workshop will help you implement many of the projects identified in your *Regulation 397/11* required *energy conservation plan*.

The last series of workshops quickly sold out. Beat the rush and register today!

## Content

Explores the principles, concepts, and available tools for Municipal Energy Finance including:

- A quick review of Regulation 397/11 requirements
- Overview of key financial terms including the difference between Net Present Value and Internal Rate of Return
- Performing a financial analysis of an EE Project
- Simulating the capital decision process to select the EE projects that deliver the greatest value
- Preparing and presenting an EE project business case
- Linking energy management to asset management
- Full analysis of a municipal case study
- How to develop an effective elevator pitch
- Basics of energy performance contracting (EPCs)
- Calculating project costs and cash flows
- Tips on how to start implementing some of the projects identified in your municipal energy conservation plan
- Latest on incentives available from the gas and electric utilities

*“Following attendance at an AMO/LAS Energy Management Workshop, our small urban municipality has benefited immensely, with respect to energy savings, through participation in both LAS’s electricity and natural gas procurement programs. We continue to benefit from timely, reliable and accurate advise related to energy management issues, through our ongoing relationship with staff contacts at AMO/LAS “.*

*Rick St. Dennis, Smith Falls*

## Who should attend?

Anyone who makes energy-related decisions within your organization:

- Treasurers
- CAOs and senior managers
- Councillors
- Facility managers
- Parks and Recreation Managers
- Public Works Staff
- Energy Managers
- Contractors and Consultants

## Sessions Presented by:

This workshop is facilitated by Stephen Dixon and Garth White and is supported by **Natural Resources Canada**



Natural Resources  
Canada

Ressources naturelles  
Canada

Canada

## What Should I Bring?

- Your municipality’s latest Energy Consumption Report
- Your municipality’s Energy Conservation Plan
- Any existing energy plans
- Laptop (if possible)



# ENERGY WORKSHOP REGISTRATION FORM

All workshops run from 8:30AM – 4:00PM. Please check the session you wish to attend below:  
Please type or print clearly. Use one form per registrant. Payment MUST accompany registration.  
Please fax registration form to (416) 971-9372, or email registration form to [events@amo.on.ca](mailto:events@amo.on.ca).

Full name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Municipality/Org: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

All workshops run from 8:30AM – 4:00PM. Please check the session you wish to attend below:

X	DATE	LOCATION	COST
	April 13, 2015	<b>Brockville</b> - Super 8 Brockville 1843 Highway 2 E	<b>\$400.00 plus HST</b> (\$452.00)  HST#: 133946921RT001
	April 14, 2015	<b>Barrie</b> – Liberty North 100 Caplan Avenue	
	April 27, 2015	<b>Brantford</b> - Best Western Plus Brant Park Inn 19 Holiday Drive	
	April 28, 2015	<b>Chatham</b> - John D. Bradley Convention Centre 565 Richmond Street	
	May 28, 2015	<b>Dryden</b> - Best Western Plus Dryden Hotel & Conference 349 Government Street	



LAS would like to thank Union Gas & the Ministry of Energy for supporting this event

Payment Method:

Cheque Payable to: Local Authority Services - 200 University Ave, Suite 801, Toronto, ON. M5H 3C6

**Credit Card:**  MasterCard  Visa - Pay by cheque or request an invoice and receive a 5% discount on your registration.

Card # \_\_\_\_\_  
Name on Card \_\_\_\_\_  
Expiry Date \_\_\_\_\_  
Signature \_\_\_\_\_

**Refund Policy:** Cancellations must be made in writing and received by LAS 14 days prior to the date of the selected workshop session. An administration fee of \$ 50.00 + 13% HST (\$56.50) will apply. Please send cancellation request to [events@amo.on.ca](mailto:events@amo.on.ca) or via fax at 416-971-9372.

By completing this registration form you are providing the Local Authority Services (LAS) with consent to send information on all activities related to current and future LAS Energy Workshops. If you wish to no longer receive information from LAS on this event please contact [events@amo.on.ca](mailto:events@amo.on.ca) to unsubscribe.



**April 7, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Lajeunesse, Deputy Clerk**

**RE: Resolution of Support – Housing Services Corporation Accountability Act**

### **Recommendation:**

Whereas social housing providers in Ontario are currently required to purchase natural gas and insurance through the Housing Services Corporation (HSC) or pay a fee to purchase elsewhere; and

Whereas social housing providers should have the right to obtain natural gas and insurance at the lowest cost to provide value to those in need of affordable housing and all taxpayers; and

Whereas the HSC should be subject the same level of accountability and oversight as government agencies;

Therefore be it resolved that the Council of the City of Kenora supports the *Housing Services Corporation Accountability Act* introduced by Oxford MPP Ernie Hardeman which would remove the mandatory requirement for social housing providers to purchase gas and insurance through the HSC, require HSC to report salaries over \$100,000, and give the Provincial Auditor General the authority to audit HSC.

### **Background:**

Provincial legislation makes it mandatory for affordable housing providers to purchase gas and insurance through the Housing Services Corporation (HSC). A number of municipalities have found that they are paying more for gas than if they were to purchase it through other sources. As well, many providers are paying HSC an opt out fee (2.5% of the premium) in order to be allowed to purchase less expensive insurance that provides equal or better coverage.

Ernie Hardeman, MPP of Oxford and PC Critic for Municipal Affairs and Housing recently introduced the *Housing Services Corporation Accountability Act*. If passed, this Act will:

- Save affordable housing providers money on natural gas and insurance by removing the mandatory requirement to purchase them through the Housing Services Corporation;
- Restore accountability by requiring HSC to report salaries over \$100,000 as municipalities and government agencies do; and
- Give the Provincial Auditor the authority to audit the HSC without requiring a Minister's request

MPP Hardeman is asking for support for this bill to ensure that affordable housing dollars can provide the maximum benefit to help those who need it most. Affordable housing

providers should be allowed to purchase these items at the best possible price – whether it is directly, jointly with the municipality, through the Local Authority Services, or through Local Authority Services, or through HSC. Concerns have also been expressed about recent spending at the HSC, including frequent international travel and money transferred to subsidiaries and other for-profit companies.

I contacted the Kenora District Services Board to ensure they supported this resolution and they advised us to proceed.

**Budget:**

N/A

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

Copy of resolution to Oxford MPP Ernie Hardeman

**Strategic Plan or other Guiding Document:**

**2-6** The City will support the development of a diverse range of housing types with an emphasis on affordable options for families, seniors and individuals in need of transitional and emergency housing

**2-14** The City will be an active and vocal champion for fair funding from provincial and federal governments, including gas tax and other transfer allocations. Priority will be given to initiatives that directly address the infrastructure and community development challenges of the city





Ontario  
LEGISLATIVE ASSEMBLY

**ERNIE HARDEMAN, M.P.P.**

Oxford

Mayor David Canfield  
City of Kenora  
1 Main St. S  
Kenora, ON P9N 3X2

Queen's Park Office:  
Room 413, Legislative Bldg.  
Toronto, Ontario  
M7A 1A8

Tel. (416) 325-1239  
Fax (416) 325-1259

Constituency Office:  
12 Perry Street  
Woodstock, Ontario  
N4S 3C2

Tel. (519) 537-5222  
Fax (519) 537-3577

Dear Mayor Canfield,

I understand the fiscal challenges that municipalities are facing and that your tax dollars have to be used effectively. That's one of the reasons I was so disappointed to learn that some social housing providers are being forced to pay more than they should for services.

As you know, provincial legislation makes it mandatory for affordable housing providers to purchase gas and insurance through the Housing Services Corporation (HSC). A number of municipalities have found that they are paying more for gas than if they were to purchase it through other sources. As well, many providers are paying HSC an opt out fee (2.5% of the premium) in order to be allowed to purchase less expensive insurance that provides equal or better coverage.

I believe that affordable housing providers should be allowed to purchase these items at the best possible price – whether it is directly, jointly with the municipality, through Local Authority Services, or through HSC. I also have concerns about recent spending at the HSC, including frequent international travel and money transferred to subsidiaries and other for-profit companies.

To save municipalities money and ensure affordable housing dollars are used effectively I recently introduced the *Housing Services Corporation Accountability Act*. If passed, this Act will:

- Save affordable housing providers money on natural gas and insurance by removing the mandatory requirement to purchase them through the Housing Service Corporation;
- Restore accountability by requiring HSC to report salaries over \$100,000 as municipalities and government agencies do; and
- Give the Provincial Auditor the authority to audit the HSC without requiring a Minister's request.

I ask for your support for this bill to ensure that affordable housing dollars can provide the maximum benefit to help those who need it most. In case it is helpful I have enclosed a sample resolution of support.

If you have any questions regarding the *Housing Services Corporation Accountability Act*, or if I can be of assistance on any other matter please contact me at [ernie.hardeman@pc.ola.org](mailto:ernie.hardeman@pc.ola.org) or 416-325-1239.

Sincerely,

Ernie Hardeman, MPP Oxford  
PC Critic for Municipal Affairs and Housing





## Housing Services Corporation Accountability Act, 2015

### EXPLANATORY NOTE

The Bill amends the *Housing Services Act, 2011* in the following ways:

1. Section 150 is amended to permit the Auditor General to audit the accounts of the Housing Services Corporation and of each of its subsidiaries.
2. Section 151 is amended so that members of the Housing Services Corporation such as service managers and local housing corporations are not required to participate in any of the Corporation's programs or activities.

The Bill also amends the *Public Sector Salary Disclosure Act, 1996* to specify that the Housing Services Corporation and each of its subsidiaries are employers for the purposes of the Act.

## **An Act to amend the Housing Services Act, 2011 and the Public Sector Salary Disclosure Act, 1996**

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

### **HOUSING SERVICES ACT, 2011**

**1. (1) Section 150 of the *Housing Services Act, 2011* is amended by adding the following subsections:**

#### **Auditor General**

(2) The Auditor General appointed under the *Auditor General Act* may audit the accounts of the Corporation and of each of its subsidiaries.

#### **Access to records and information**

(3) When the Auditor General conducts an audit under subsection (2), the Corporation and its subsidiaries shall give the Auditor General and employees of the Auditor General access to all records and other information required to conduct the audit.

**(2) Section 151 of the Act is repealed and the following substituted:**

**Member participation not required**

**151.** Members of the Corporation such as service managers and local housing corporations are not required to participate in any of the Corporation's programs or activities described in section 124.

**PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996**

**2. (1) The definition of "employer" in subsection 2 (1) of the *Public Sector Salary Disclosure Act, 1996* is amended by striking out "and" at the end of clause (b), by adding "and" at the end of clause (c) and by adding the following clause:**

(d) the Housing Services Corporation and each of its subsidiaries;

**(2) Subsection 2 (1) of the Act is amended by adding the following definition:**

"Housing Services Corporation" has the same meaning as in the *Housing Services Act, 2011*;

**COMMENCEMENT AND SHORT TITLE**

**Commencement**

**3. This Act comes into force on the day it receives Royal Assent.**

**Short title**

**4. The short title of this Act is the *Housing Services Corporation Accountability Act, 2015*.**

### Sample resolution for Municipal Council

WHEREAS social housing providers in Ontario are currently required to purchase natural gas and insurance through the Housing Services Corporation (HSC) or pay a fee to purchase elsewhere; and

WHEREAS social housing providers should have the right to obtain natural gas and insurance at the lowest cost to provide value to those in need of affordable housing and all taxpayers; and

WHEREAS the HSC should be subject the same level of accountability and oversight as government agencies;

THEREFORE BE IT resolved that the Council of (name of municipality) supports the *Housing Services Corporation Accountability Act* introduced by Oxford MPP Ernie Hardeman which would remove the mandatory requirement for social housing providers to purchase gas and insurance through the HSC, require HSC to report salaries over \$100,000, and give the Provincial Auditor General the authority to audit HSC.



**April 2, 2015**

## **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:

- December 18 – Brand Leadership Team
- February 19 – Harbour Advisory Committee
- February 25 – Kenora Public Library Board
- March 3 – Event Centre Committee
- March 26 – Lake of the Woods Museum Board; and

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

- January 21 – Kenora Police Services Board
- January 29 – District of Kenora Home for the Aged Board of Management
- February 20 – Northwestern Health Unit Board of Health
- March 26 – Kenora District Services Board; 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/Financial Implications:** N/A

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

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

Our Values: Communication: We ensure respectful and inclusive communications with our staff, community and partners

**March 30, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Recreation Services Manager – Colleen Neil**

**Re: Junior Hockey Team**

### **Recommendation:**

That Council of the City of Kenora supports exploring hosting a SIJHL Junior Hockey program in the City of Kenora for the 2016-2017 season.

### **Background:**

On January 13, 2015 Kevin McCallum, with support from Bryan Graham- SIJHL Commissioner, gave a deputation to council presenting a plan to bring a Junior Hockey Program to Kenora. Mr. McCallum was seeking approval for dedicated space in the Kenora Recreation Centre to host a dressing room and office space; consideration for the vending fees; consideration for draws and raffles; and permission to operate and maintain an alcohol and beverage area in the Thistle Rink during their home games.

In February Mr. McCallum hosted at public meeting where all members of the public were welcome to attend and hear firsthand the proposal regarding the Junior Team and to respond to any questions the public may have.

Following the February meeting Mr. McCallum did conduct a site visit to the Kenora Recreation Centre and has subsequently provided staff with copies of other Junior Hockey Team contracts with municipalities for review and consideration.

Early in March Mr. McCallum was asked to provide staff and Community Services Chair and Co-Chair with a copy of the business plan for the proposed program for review. The presented business case included an additional ask that was not referred to in the original deputation to council. The business case did include a request that the City partner with the team on advertising within the arena to aid them in increasing their revenue.

Upon review of the submitted information by recreation centre staff, council Chair of Community Services and alternate and based on discussions with Mr. McCallum, it is recommended that start-up approval not be granted to the Junior Team for the 2015/16 season and; that discussions continue with proponents of a Junior Hockey league to explore opportunities for the 2016/17 hockey season. The primary reasons supporting the recommendation are the potential impact on existing ice users; the tight time frames to resolve other outstanding items, i.e. dressing rooms, office space, vendors, concession and advertising and; the impact of the Keewatin arena capital project on ice time for the 2015/16 season.

**Budget:**

No budget implications associated with this recommendation

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

Continued communication between the City of Kenora Community Services Chair, Kevin McCallum, SIJHL Commissioner and Kenora Recreation Centre Staff.

**Strategic Plan or other Guiding Document:**

The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.

The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.

The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life.



**April 7, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Colleen Neil, Recreation Services Manger**

**RE: Kenora Baseball League Agreement**

### **Recommendation:**

That Council hereby authorizes the Mayor and Clerk to enter into a five (5) year lease agreement between the Corporation of the City of Kenora and The Kenora Baseball League, effective May 1, 2015 for the Jaffray Melick Baseball Fields and Concession; and further

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

### **Background:**

On March 10<sup>th</sup> Kenora Baseball League delivered a deputation to council seeking permission to apply for grants to make improvements to the Jaffray Melick Ball Fields.

In support of the Kenora Baseball League's request Council directed the Recreation Services Manager to bring forward a joint use agreement for consideration.

The agreement establishes that:

- The City will waive the fees for usage of all ball field rentals for Kenora Baseball League for the 5 year term. This is approximately \$775.00 per year for a total of \$3,875.00 for years calculated at the current 2015 rental rate.
- The League will have first consideration for use of the JM fields during the season.
- The League will take care of all bookings for the JM Ball Fields for the entire season.
- The League will have a 5 year lease of exclusive use of the JM Concession for the minor ball season. All monies earned will be used exclusively for League programs.
- The League will do all maintenance work on the fields and will not require the Parks Department to drag the fields or cut the grass.
- The City will continue with garbage pick-up and washroom contract as they have in previous years.

The attached agreement is for a period of 5 years. This time frame is standard for most granting organizations when considering funding for capital improvements on joint use property.

**Budget:**

Potential loss of \$775.00 per year in lieu of long term benefit of upgraded ball fields in the city of Kenora

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

Notice be given for all required by-law requirements.

Communication will be ongoing with Kenora Baseball, Property and Planning Department and the Recreation Services Department.

**Strategic Plan or Other Guiding Document:**

**2-1** The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in good state of repair to ensure certainty, security and long-term stability of our systems.

**2-9** The City will support continuous improvements to recreation and leisure amenities, particularly those that support quality of life.

**2-10** The City will continue to explore opportunities to develop and improve our beaches, parks & trails.



**April 5, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Colleen Neil, Recreation Services Manager**

**Re: Summer Rowing Events on Rabbit Lake**

### **Recommendation:**

That Council of the City of Kenora hereby acknowledges the following events scheduled on Rabbit Lake in 2015:

- The Kenora Rowing Club Tops & Bottoms Regatta to be held August 8, 2015; and further
- The Rowing Canada Aviron Canadian Masters Rowing Championships held on July 24 to July 26<sup>th</sup>, 2015.

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

1. A variance be granted for the motor size on Rabbit Lake as set out by By-law Number 153-2005 (as there is a need to operate 25-50 h.p. motors to keep up to the racing boats to ensure their safety on the water for some of the events).
2. The event buoys to be placed in the water two to three (2-3) days prior to the event, to be removed the following week by the Kenora Rowing Club
3. An exemption under Noise By-law 40-2001 to the Kenora Rowing club to operate prior to 7:00 am and to have amplified sound to effectively run their event.

### **Background:**

The Kenora Rowing Club is hosting the Rowing Canada Aviron Canadian Masters Rowing Championships on July 24, 25 and 26<sup>th</sup> on Rabbit Lake. The group has filed a park rental permit for Garrow Park including special requests for the event from City staff.

Also planned is a one day event, hosted by the Kenora Rowing Club Tops & Bottoms Regatta to be held on August 8, 2015.

The following approvals are being requested for both events:

1. Request to grant a variance for the boat motor size on Rabbit Lake, set by Jaffray Melick By-Law No. 833, passed 17 November 1981. The official boats need to be 25-50 h.p. to keep up to the racing boats to ensure their safety on the water.
2. Permission to place course lanes in the water two to three (2-3) days prior to the event and to remove in the following week. The buoys float, allowing swimmers, canoeists, kayakers & motorboats safe access to the lake.

3. Permission for a noise variance to have boats on the water at 6:00 am for set up of the course and to have amplified sound event during the actual event.

**Budget:** N/A

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

John Nabb, Parks Supervisor  
Heather Kasprick, City Clerk

**Strategic Plan or other Guiding Document:**

Corporate Actions:

**1-10** The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.

**1-11** The City will support Kenora's "North America's Premier Boating Destination" brand implementation strategy

**1-12** The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination



**April 6, 2015**

**City Council  
Committee Report**

**TO: Mayor and Council**

**FR: Heather Gropp, Tourism Development Officer**

**RE: Use of Charitable Tax status for Community Foundation Application**

**Recommendation:**

That Council of the City of Kenora approves the use of the City of Kenora's Charitable Status for for the following funding applications to the Lake of the Woods Regional Community Foundation:

- 1- Annicinabe park for the Construction of a stage;
- 2- Canada Day Committee, for the July 1, 2015 Canada Day Celebrations on the Harbourfront;
- 3- Harbourtown Biz for their Fall Festival during the Labour Day Weekend

**Background:**

Scott Green is undertaking a project at Annicinabe park in which an events stage will be constructed. He is currently in process of applying for funding and fundraising to make this dream a reality. A stage at the park would be a significant asset to the community in that it will provide a new, much needed venue for small to mid-size entertainment in our community. It would open the door for a variety of new events to our community, which would positively impact our economy. Mr. Green would like to apply to the Community Foundation for support of this project, however, in order to do so he would require the use of the City of Kenora's charitable status. I have spoken to the Finance department and there would be little impact on their staff resources in regards to this project. There would be a small time commitment from the Tourism Department for assisting Mr. Green with his application.

In 2014, The Canada Day Committee successfully used the City of Kenora's Charitable tax status to apply for a grant through the community foundation for the Canada Day Celebrations. The grants was very useful to the committee and greatly enhanced the celebrations. This year the Committee is looking to once again apply for this grant for the 2015 Celebrations. The funding for the Canada Day Committee is managed through the Lake of the Woods Development Commission budget. There is a line in the budget for the Canada Day Celebrations, and therefore would require some involvement from the Finance Department. The budget is put together by the committee with assistance from the TDO and is overseen by the TDO with support form the Manager of Property and Planning and Finance.

Labour Day has traditionally been the quietest long weekend of the Summer. In 2015, Harbourtown Biz is hoping to change this by implementing a new fall street festival. The Harbourtown Biz is hoping to apply to the Community Foundation for a portion of the funding to cover the cost of putting on this festival, and would like to request the use of the City of Kenora's Charitable Status. There would be little impact on the staff resources of the Finance department in conjunction with this request.

**Impact to Budget:**

N/A

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

TDO, Manager of Property and Planning, Treasurer, Clerk, Manager of Corporate Services, Harbourtown Biz, Scott Green

**Strategic Plan or other Guiding Document:**

**1-2** The City will forge strong, dynamic working relationships with the Kenora business community

**1-9** The City will promote Kenora as a 365-day lifestyle destination

**1-10** The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours

**1-12** The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination

**2-9** The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life



**April 6, 2015**

**City Council  
Committee Report**

**TO: Mayor and Council**

**FR: Jennifer Findlay, Economic Development Officer**

**RE: Kenora Seniors Housing Forum Funding Application**

**Recommendation:**

That Council supports submitting an application for funding to the Seniors Community Grant Program in the amount of \$8,000.00 to host a Kenora Seniors Housing Forum; and further

That the Kenora Age Friendly Steering Committee hosts this event in partnership with in-kind partnerships between the Northwestern Health Unit and the City of Kenora.

**Background:**

The Kenora Seniors Housing Forum will be hosted in the fall of 2015 by the City of Kenora with the Kenora Age Friendly Steering Committee, if the funding application is approved. Funding approvals are expected in June 2015.

The purpose of the Forum is to share seniors housing best practices and lessons learned from other communities in order for seniors' organizations and the community to develop a strategy to address seniors housing gaps in Kenora.

The Kenora Age Friendly Steering Committee was established in January 2015. The Committee is comprised of municipal representatives and service delivery organizations which deliver programming and services which impact all areas of Age-Friendly Communities including: Housing, Transportation, Respect and Inclusion, Social Participation, Communication and Information, Outdoor spaces and buildings, Community support and health services and Civic participation and Employment.

Kenora Age Friendly Steering Committee members include:

Councillor Rory McMillan, City of Kenora

Jennifer Findlay, EDO, City of Kenora

Judy Underwood, Health Educator, Northwestern Health Unit

Theresa Bowen, Director, District of Kenora Home for the Aged and Community Support Services

Mary Bawden, Retired Teachers of Ontario

Brock Chisholm, Manager, Rehabilitation Services, Lake of the Woods District Hospital

Shana Hansson, District Branch Manager, Canadian Red Cross

Catherine Heinrich, Sunset Country Family Health Team  
Carolyn Hudson, New Horizons Seniors Centre, Board of Directors  
Ruth Illman, Director, Making Kenora Home  
Patty Letourneau, Coordinator, Kenora Substance Abuse and Mental Health Task Force  
Lynn Moffat, Director, Kenora-Rainy River District Alzheimer's Society  
Ralph Mosher, Kenora Seniors' Coalition  
Nan Normand, Community Legal Worker, Northwest Community Legal Clinic  
Fred Richardson, Chair, Board, Lake of the Woods District Hospital  
Colette Surovy, Director, Women's Place Kenora  
Beverley Derouard, NeChee Friendship Centre

The Kenora Seniors Housing Forum project will enable the City of Kenora and its project partners from the Kenora Age Friendly Steering Committee to hire and work with a consultant to host a Housing Forum with panelists from communities that have retained local seniors by providing comprehensive seniors housing options in their community. The Forum will be targeted to local seniors and include members of the community. The Forum will include group discussions and Q & A with the panelists. A Final Report or Summary Document will be produced following the Forum. The best practices and lessons learned from the Forum will be captured in the Final Report will become a plan of action for Kenora to move forward on the development of a variety of housing options for seniors in the community. The Final Report or Summary Document will be produced in a variety of formats and will be shared with other communities in Ontario, and will also serve as an information piece to enable Kenora to communicate its interest in the growth and development of seniors housing options to local and area contractors and developers.

It is widely recognized that the structure of the Canadian population is undergoing a significant shift. As life expectancies in developed economies rise, fertility rates drop, and the baby boom age cohort of the post-war period begins to enter retirement, the population as a whole is aging at a considerable pace. Statistics Canada estimates that Canada's senior population – defined as those over the age of 65 – is projected to account for between 23% and 25% of the population by 2036, almost twice the 13.9% they represented in 2009. (*Millier Dickenson Blais*)

Northwestern Ontario has the largest projected increase in the proportion of seniors compared to the rest of Ontario and has a higher proportion of seniors than the Ontario average. The proportion of seniors is expected to increase from the current 15-16% to 27-28% over the next 20 years compared to the Provincial numbers of 14-15% to 22-23%.

In addition, business retention and succession planning has also begun to impact rural and remote communities across the country, a significant issue considering almost 350,000 business owners will be over the age of 55 by the end of the decade. Despite the inevitability of this shift, many jurisdictions still have a limited level of understanding or preparedness for addressing the coming challenges and opportunities associated with an aging population. (*Millier Dickenson Blais*)

Recognizing the implications of this demographic shift, the Province of Ontario developed a *Finding the Right Fit: Age-Friendly Community Planning* guide that provides step by step processes and tools to help municipalities and communities develop, implement and evaluate their aging plans. In 2014 the Province launched the *Age-Friendly Community Planning Grant*, which is intended to further support innovative local planning initiatives, for which the City of Kenora and the Kenora Age Friendly Steering Committee applied in January 2015. The Ontario program builds on the *work of the World Health Organization* and the *Age-Friendly Rural and Remote Communities Initiative (AFRRCI)* that was

endorsed by Canada's Federal/Provincial/Territorial Ministers Responsible for Seniors in 2009.

**Budget Implications:**

Project budget is \$10,000 (Facilitator, venue, advertising, final report & sharing)

Funding request is \$8,000

In-kind contributions from City of Kenora (staff time and meeting rooms) \$1,000 and Northwestern Health Unit (staff time, meeting rooms, data & analysis) \$1,000

The application was submitted on March 27, 2015, with 13 letters of support.

**Relevance to Kenora's Vision 20/20 Strategic Plan:**

In 2014, Housing was identified as one of the top 3 priorities by the community during the development of the City of Kenora's Vision 20/20 Strategic Plan. The Kenora Seniors Housing Forum will address the following priorities with the Plan:

2-5 The City will encourage new housing partnerships leveraging the skills and expertise of public sector, private sector and community-based agencies within Kenora and beyond

2.6 The City will support the development of a diverse range of housing types with an emphasis on affordable options for families, seniors and individuals in need of transitional and emergency housing

**Communication Plan/Notice By-law Requirements:** Economic Development, Planning Administrator, Manager, Property & Planning, and Finance



**April 6, 2015**

**City Council  
Committee Report**

**TO: Mayor and Council**

**FR: Jennifer Findlay, Economic Development Officer**

**RE: Tunnel Island Common Ground Governance**

**Recommendation:**

That Council of the City of Kenora hereby accepts the recommendations in the Tunnel Island Common Ground Governance Report; and further

That the City of Kenora appoints three members to the Tunnel Island Common Ground Board of Directors which once determined will be officially appointed by Council resolution.

**Background:**

The City of Kenora co-owns nearly 400 acres of green space on Tunnel and Old Fort Islands in partnership with Obashkaandagaang, Ochiichawe Babigo Ining, Wauzhusk Onigum and Grand Council Treaty #3, following a 2006 Memorandum of Understanding with Abitibi Consolidated and an April 2007 transfer of the Lands.

In 2014, the City of Kenora accessed funding on behalf of the Tunnel Island partners from the Cultural Development Fund and the Common Ground Research Forum to develop a governance structure for the Board.

The Tunnel Island Common Ground Board Development Project was sanctioned by the five (5) Tunnel Island project partners: Grand Council Treaty #3, Wauzhushk Onigum, Obashkaandagaang, Ochiichagwe' Babigo' Ining, and the City of Kenora.

Jeremiah Windego of Black Dog Management and Consulting was selected to facilitate the project.

Members of the Tunnel Island Common Ground Board Development project included: Donna Anderson – Grand Council Treaty #3, Councillor Ed Skied – WON, Elders Clifford and Janet Skead – WON, Starla Ledoux – Obashkaandagaang, John Henry, Barry Henry EDO, Elder Alice Kelly –Ochiichagwe Babigo Ining and Kenora Mayor David Canfield, Councillor Rory McMillan and Jennifer Findlay, EDO.

Meetings were held at Grand Council Treaty #3 (September 23, 2014), Wauzhushk Onigum Nation (November 4, 2014), City of Kenora (December 4, 2014 & January 14, 2015).



Project deliverables;

1. Group Terms of Reference (see attached)

Working group members worked together to create a "group terms of reference" that defined the authority, vision, board structure, quorum, term, meetings, frequency, and internal and external communications plan

2. Partner Terms of Reference (see attached City of Kenora Terms of Reference)

Each member created an individual "terms of reference" that defined the board member selection process, qualifications, length of term, communication plan, reporting requirements and responsibilities.

On March 10, 2015, consultant Jeremiah Windego from Black Dog Management & Consulting, presented an overview of the project at the City of Kenora's Committee of the Whole meeting, including the proposed governance structure as follows:

- Authority states that the land is owned 100% by each partner
- Vision statement "*Shared History, Shared Land, Shared Future*"
- Board structure is three board members per partner and one vote per partner
- Quorum is established at three (3) of five (5) members to establish quorum but decision making is by consensus
- Terms are unique to each partner and staggered to help ensure continuity of board.
- Meetings are to be hosted on a rotating schedule
- Frequency of meetings are monthly
- Communication plan defines the policy and procedures for internal and external communications
- Internal sets out how we will communicate between partners
- External sets out how we will communicate as a group with all external stakeholders.

Current City of Kenora Representatives on the Tunnel Island Common Ground Board Development working group are Mayor David Canfield, Councillor Rory McMillan and Economic Development Officer Jennifer Findlay. It has been recommended that the three representatives from each of the five parties include a member of the leadership (Chief or Mayor), a member of Council or a Council appointee, and a staff member. It has been further recommended that the current members of the working group continue at this time to ensure continuity as the Board is in its early stages of development.

**Budget Implications:**

None at this time

**Communication Plan/Notice By-law Requirements:** Economic Development, Manager, Property & Planning, Tunnel Island Common Ground Working Group

**Relevance to Kenora's Vision 20/20 Strategic Plan:**

The Tunnel Island project is specifically mentioned in the City of Kenora's Vision 20/20 Strategic Plan:

**2-8** The City will, in partnership with its First Nations partners, continue to advance the Tunnel Island 'Common Ground' project in a manner that celebrates and respects the cultural, historic and environmental importance of the lands for all people

The Tunnel Island Common Ground project also supports the following elements of the City of Kenora's Vision 20/20 Strategic Plan:

**2-9** The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life

**2-10** The City will continue to explore opportunities to develop and improve our beaches, parks & trails

# TUNNEL ISLAND COMMON GROUND BOARD OF DIRECTORS TERMS OF REFERENCE

1/1/2015

Jeremiah Windego, Black Dog Management and Consulting

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## BACKGROUND

Tunnel Island Common Ground (TICG) project 2014, was completed to move forward with the creation and implementation of a board of directors for the management of Tunnel Island Common Ground lands. These lands entail 400 acres of pristine waterfront land located in the City of Kenora, on beautiful Lake of the Woods. TICG partners (City of Kenora, Grand Council Treaty #3, Ochiichagwe’ Babigo Ining Ojibway Nation, Obashkaandagaang, and Wauzhusk Onigum Nation) working in partnership, have formed the Tunnel Island Common Ground board of directors.

## MAP



## AUTHORITY

Tunnel Island Common Ground (TICG) land is owned 100%, by each of these five partners in a true partnership focused on land stewardship and relationship building. Responsibility to manage this land comes directly from the history of the people and their relationship to the land. This land was a meeting point and a place of shared history for all people from the area. Decision making by consensus will ultimately be achieved in time, by utilizing the power of the land itself.

TICG partners recognize the humbling power of the land they were brought together to manage. Doing so will require walking in two different worlds. The creation of the “Tunnel Island Common Ground Board of Directors” is a corporate solution performed until a more appropriate one is born.

## VISION

Our vision statement for the “Tunnel Island Common Ground Board of Directors” to assist our journey of walking in two worlds.

“Shared history, shared land, shared future”

## GOALS

Our goals established for the Board of Directors are as follows;

1. Establish a governing body for Tunnel Island Common Ground lands.
2. Creation of a 12 month plan.
3. Explore and create a management structure of dedicated staff, working board, and/or independent chair.

## BOARD STRUCTURE

Board structure for the “Tunnel Island Common Ground Board of Directors” is as follows;

- Each partner will have one vote. (5 votes total)
- Each partner will appoint three members to the board.
- All three may attend any one meeting but only 1 (one) vote per partner is allowed.
- A president and secretary is required.

## QUORUM

Quorum is the minimum number of members necessary to conduct the business of the group. TICG Board of Directors is established to make decisions that advance the interests of the land, its partners and the people they represent. Even though decision making is based on consensus, establishing quorum of a majority of its partners is necessary to ensure that meetings are held and decisions are made. Quorum for the “Tunnel Island Common Ground Board of Directors” is established as 3 (three) of 5 (five) members.

Board structure of 3 (three) members per partner has been established to help ensure representation of all partners at all meetings and functions.

## TERM

Terms for each board member is established by the partner. TICG Board of Directors has established the following term structure;

1. City of Kenora will appoint directors every 4 (four) years based on the “Ontario Municipal Election” schedule beginning in December 2014 and will be at the will of council.
2. Grand Council Treaty #3 will appoint directors every 4 (four) years based on the “Traditional Selection Process” beginning in 2012.

3. Ochiichagwe' Babigo' Ining Ojibway Nation will appoint directors every 2 (two) years based on the "Custom Election Code" beginning in 2014.
4. Obashkaandagaang will appoint directors every 2 (two) years based on the election process of the community beginning in 2013.
5. Wauzhushk Onigum Nation will appoint directors every 2 (two) years based on the election process of the community beginning in 2013.

Details specific to each partner is established in the "Tunnel Island Common Ground Partner Terms of Reference".

## MEETINGS

Meetings of the TICG board will be hosted by each partner on a revolving schedule. Each host partner will be responsible for the following;

- Providing meeting space free of charge including all tables, chairs, white boards, markers, projectors, or other meeting materials deemed necessary in advance of the meeting date.

## FREQUENCY

TICG meetings will be held monthly beginning in January 2015. Moving projects forward, through planning and implementation, requires constant attention and frequent meetings are required.

## COMMUNICATION PLAN

### Policy

Communication planning is essential to the success of any business, board, or organization. Clearly established communication protocols will help ensure that a clear and constant message is provided for all internal and external communication. The purpose of this policy is to ensure that communications of "Tunnel Island Common Ground Board of Directors" are well coordinated, effectively managed and responsive to the information needs of its partners and the public.

### Procedure

TICG communication procedures will focus on two avenues of communication (internal and external) but must include the following;

- "Who" – The target audiences
- "What" – Our message that were trying to get out
- "When" – Timelines required to ensure appropriate delivery of message
- "Why" – The desired outcomes
- "How" – How will the message be delivered
- "By whom" – Who sends the message and how is the information vetted and approved for release

## Internal Communication Policy

Internal communication policy of TICG Board of Directors is established to ensure clear and constant communication between board members and the organizations they represent.

## Internal Communication Procedure

Board members must;

1. Ensure that communication between board members is open and collaborative.
2. Ensure that communication is a two way dialogue focused on listening to each other's ideas, concerns and suggestions and act upon them to achieve results and a more effective organizational management.
3. Utilize email, telephone (including cellular phones), and written letters for all internal communications.
4. Review internal communication activities from time to time to evaluate results and identify areas for improvement.

## External Communication Policy

External communication policy of TICG Board of Directors is established to ensure clear and constant communication message with all external stakeholders.

## External Communication Procedure

Board members must;

1. Ensure that communication between board members and the organizations they represent is in line with the requirements as outlined in the partner terms of reference.
2. Ensure that communication with stakeholders is a two way dialogue focused on listening to each other's ideas, concerns and suggestions and act upon them to achieve results and a more effective organization.
3. Utilize formal reports as outlined in the partner terms of reference to inform partner organizations of all necessary information in a timely manner.
4. Review external communication activities from time to time to evaluate results and identify areas for improvement.

## WORK PLAN

See TICG Strategic Plan 2015.

## BUDGETS

See TICG Strategic Plan 2015



# TUNNEL ISLAND COMMON GROUND CITY OF KENORA TERMS OF REFERENCE



1/1/2015

Jeremiah Windego, Black Dog Management and Consulting

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## BACKGROUND

Tunnel Island Common Ground (TICG) project 2014, was completed to move forward with the creation and implementation of a board of directors for the management of Tunnel Island Common Ground lands. These lands entail 400 acres of pristine waterfront land located in the City of Kenora, on beautiful Lake of the Woods. TICG partners (City of Kenora, Grand Council Treaty #3, Ochiichagwe’ Babigo Ining Ojibway Nation, Obashkaandagaang, and Wauzhushk Onigum Nation) working in partnership, have formed the Tunnel Island Common Ground board of directors.

City of Kenora is a founding partner member of the “Tunnel Island Common Ground Board of Directors”.

Known as the "Premier Boating Destination of North America," Kenora is a vibrant city situated on the north shore of beautiful Lake of the Woods. Kenora boasts more than sixteen thousand year-round residents, each one looking forward to welcoming newcomers to this part of the world. Whether you want to experience unmatched wilderness adventure or enjoy water activities such as boating, fishing or simply splashing in the water at one of our five pristine beaches, Kenora has a timeless appeal that is sure to please.

Aside from the undisturbed beauty of our natural attractions, Kenora hosts annual festivals and events that attract tens of thousands of visitors each year. Many of these annual events take place under the tent at the Harbour front, which is the gateway to Kenora's Cultural Arts Center.

The city of Kenora is a unique, multi-generational travel destination with something for everyone.

## MAP



## AUTHORITY

Tunnel Island Common Ground (TICG) land is owned 100%, by each of these five partners in a true partnership focused on land stewardship and relationship building. Responsibility to manage this land comes directly from the history of the people and their relationship to the land. This land was a meeting point and a place of shared history for all people from the area. Decision making by consensus will ultimately be achieved in time, by utilizing the power of the land itself.

TICG partners recognize the humbling power of the land they were brought together to manage. Doing so will require walking in two different worlds. The creation of the “Tunnel Island Common Ground Board of Directors” is a corporate solution performed until a more appropriate one is born.

## VISION

Our vision statement for the “Tunnel Island Common Ground Board of Directors” to assist our journey of walking in two worlds.

“Shared history, shared land, shared future”

## GOALS

Our goals established for the Board of Directors are as follows;

1. Establish a governing body for Tunnel Island Common Ground lands.
2. Creation of a 12 month plan.
3. Explore and create a management structure of dedicated staff, working board, and/or independent chair.

## SELECTION PROCESS

Following each regular municipal election, Council makes appointments to various boards and committees with terms to coincide with its four year term.

These positions are typically advertised by the Clerk's Office and the appropriate [application form](#) must be completed. All appointments are made by resolution at Council's Inaugural Meeting.

From time to time there are vacancies that must be filled throughout the term and these are usually advertised and also appointed by resolution.

See more at: <http://www.kenora.ca/cityhall/city-council/boards-committees.aspx#sthash.d4FzHg2i.dpuf>

## QUALIFICATIONS

City of Kenora has the following qualifications to hold this position;

1. Must be a Canadian citizen
2. Must be 18 years of age

3. Must be an eligible Kenora elector

## TERM

Term of each person appointed to the “Tunnel Island Common Ground Board of Directors” is established by council at the pleasure of council.

## COMMUNICATION PLAN

### Policy

Communication planning is essential to the success of any business, board, or organization. Clearly established communication protocols will help ensure that a clear and constant message is provided for all internal and external communication. The purpose of this policy is to ensure that communications of “Tunnel Island Common Ground Board of Directors” are well coordinated, effectively managed and responsive to the information needs of its partners and the public.

### Procedure

TICG communication procedures will focus on two avenues of communication (internal and external) but must include the following;

- “Who” – The target audiences
- “What” – Our message that were trying to get out
- “When” – Timelines required to ensure appropriate delivery of message
- “Why” – The desired outcomes
- “How” – How will the message be delivered
- “By whom” – Who sends the message and how is the information vetted and approved for release

### Internal Communication Policy

Internal communication policy of TICG Board of Directors is established to ensure clear and constant communication between board members and the organizations they represent.

### Internal Communication Procedure

Board members must;

1. Ensure that communication between board members is open and collaborative.
2. Ensure that communication is a two way dialogue focused on listening to each other’s ideas, concerns and suggestions and act upon them to achieve results and a more effective organizational management.
3. Utilize email, telephone (including cellular phones), and written letters for all internal communications.
4. Review internal communication activities from time to time to evaluate results and identify areas for improvement.

## External Communication Policy

External communication policy of TIGC Board of Directors is established to ensure clear and constant communication message with all external stakeholders.

## External Communication Procedure

Board members must;

1. Ensure that communication between board members and the organizations they represent is in line with the requirements as outlined in the partner terms of reference.
2. Ensure that communication with stakeholders is a two way dialogue focused on listening to each other's ideas, concerns and suggestions and act upon them to achieve results and a more effective organization.
3. Utilize formal reports as outlined in the partner terms of reference to inform partner organizations of all necessary information in a timely manner.
4. Review external communication activities from time to time to evaluate results and identify areas for improvement.

## WORK PLAN

See TIGC Strategic Plan 2015.

## BUDGETS

See TIGC Strategic Plan 2015

# LETTER OF OFFER

Date

(Address)

Re: Letter of offer  
Board Position

Dear Mr/Mrs (name);

We are pleased to offer you a board member position with “Tunnel Island Common Ground Board of Directors” for a term of (insert #) year beginning (start date). Upon receipt of a signed letter of offer a BCR will be forwarded to the president for your addition to the board.

As a board member you are required to perform the following;

1. Provide Chief and Council, by phone or email, the date and time of all board meetings and functions as they are announced.
2. Provide a completed one page summary to Chief and Council within two days of scheduled board meeting. (see attached)
3. Must inform Council of any meeting dates that you are unable to attend prior to the meeting date. Missing three meetings (with or without notice) in a row is grounds for removal from the board of directors.
4. Must abide by the “Tunnel Island Common Ground Board of Directors” by-law #1.

By signing below you acknowledge the responsibility entrusted to you by the Council of the City of Kenora.

Thank you,

Mayor David Canfield

I pledge to serve our community to the best of my ability and as a professional entrusted with the task of bringing honor, integrity and progress to the people of the City of Kenora.

I (name) accept the board position indicated above and agree to all terms outline in this letter of offer.

Signature;

Date:

# BOARD OF DIRECTORS REPORT

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Board member contact information:

PH: \_\_\_\_\_ E-Mail: \_\_\_\_\_

To: \_\_\_\_\_

- Cc:  Building Department     Corporate Services     Administration
- Economic Development     Emergency Services     Human Resources
- Library     Museum     Operations
- Planning     Recreation     Tourism

Minutes Attached:  YES  NO    Next Meeting: \_\_\_\_\_

Actionable Items/Notes:





**24 March 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Warren F. Brinkman, Emergency Services Manager**

**RE: Disaster Response Agreements**

### **Recommendation:**

That Council of the City of Kenora authorizes an agreement for Disaster Response with the Canadian Red Cross Society for the purposes of Registration and Inquiry, Emergency Lodging, Emergency Food, Personal Services and Health Care, and Emergency Clothing; and further

That Council of the City of Kenora authorizes an agreement for Personal Disaster Assistance Response with the Canadian Red Cross, Kenora Branch, for the purposes of responding to people (fewer than 50) who are victimized by small scale disasters such as house fires for a period of no more than 72 hours; and further

That the Mayor and Clerk be hereby authorized to execute these agreements and three readings be given to a bylaw for each agreement; and further

That By-Law Number 91-2012 is hereby repealed.

### **Background:**

By-Law Number 91-2012 expired in August of 2014.

The City of Kenora has an Emergency Management Program for the protection of public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community. The City of Kenora's Emergency Plan has been approved by Council and established through By-Law Number 100-2009. The Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04 require that each municipality in Ontario maintain their respective plans and programs on an annual basis.

In part the roles and responsibilities of the Social Service Manager's portfolio as found within the Emergency Control Group is to provide Registration and Inquiry, Emergency Lodging, Emergency Food, Personal Services and Health Care, and Emergency Clothing. Experience with establishing the City of Kenora as a Host Community in the summer of 2011 demonstrated that the City's internal resources would soon be exhausted and as such the services of the City's Emergency Plan may be compromised insofar as the roles and responsibilities of the Social Service Manager.

Accordingly the Canadian Red Cross Society has an established framework that addresses Registration and Inquiry, Emergency Lodging, Emergency Food, Personal Services and

Health Care, and Emergency Clothing. An annual fee in support of the infrastructure required to support the provision of Services is five hundred dollars (\$500.00). In addition a grant in support of volunteer requirement and training costs is one hundred and fifty dollars (\$150.00) per person up to and not to exceed fifteen hundred dollars (\$1500.00) in any given year. The costs to support this relationship are addressed within the existing Emergency Measures Operating Budget.

Section 17 of this Disaster Response Agreement addresses Insurance. This provision has been updated by the Canadian Red Cross's Risk Management Division. Any amendments to this insurance provision would require consultation with the Canadian Red Cross Society's legal counsel.

Should the City of Kenora enter into this Disaster Response Agreement with the Canadian Red Cross Society additional costs borne by the Canadian Red Cross Society and or the City of Kenora, save and except for those noted herein, are fully recoverable should the City of Kenora declare an "Emergency". This was done in the summer of 2011 and as such had any expenses been incurred, all expensed monies would have been recovered. Please see the attached draft copy of the Disaster Response Agreement.

In addition emergency incidents that are smaller in nature, such as a house fire, and yet having the same impact as large scale emergencies, require short term support and intervention to assist the customers and ratepayers of the City of Kenora. The Canadian Red Cross, Kenora Branch, has such a vehicle to accomplish this task and does so through a Personal Disaster Assistance agreement. The Canadian Red Cross, Kenora Branch is available and has the capacity to respond to these incidents as described on a 24/7/365 basis for a period of 72 hours and at no cost to the City of Kenora.

**Budget:**

Emergency Measures Operating Budget 2015.

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

**Strategic Plan or other Guiding Document:**

City of Kenora's Goals and Corporate Actions:

Foundations, as contained within Strategic Plan 2015-2020, specifically,

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

**3-14** The City will forge stronger relations with neighbouring communities and area municipalities by City staff, particularly those that help ensure tight co-ordination of emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police, and the neighbouring communities.



**24 March 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Warren F. Brinkman, Emergency Services Manager**

**RE: OAFB Board of Directors**

### **Recommendation:**

That Council of the City of Kenora hereby supports the nomination of Warren Brinkman for re-election to the Ontario Association of Fire Chiefs 2015/2016 Board of Directors.

### **Background:**

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

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

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

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

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

For the past nine years the undersigned has been elected to the OAFB Board of Directors and as such has served on several committees. For the past year I have served on the Executive of the OAFB in the capacity of Treasurer. As a Director this writer receives no remuneration for acting as such.

All expenses incurred to attend meetings to conduct the affairs of the OAFB are reimbursed by the Ontario Association of Fire Chiefs.

### **Budget:**

No budget implications as all expenses are reimbursed by the OAFB. With the impending retirement of the writer, a commitment was made to attend any OAFB meetings using vacation time on a forward basis.

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

Municipal Memo, Portal, and Media.

**Strategic Plan or other Guiding Document:** Aligns with the City of Kenora's Goals and Corporate Actions: Our People, as contained within Strategic Plan 2015-2020, specifically, "the City will ensure that employee learning & development opportunities are delivered to all levels of Staff in a prompt and timely manner that enables appropriate career planning and skills development."



**April 2, 2014**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Richard Perchuk, Operations Manager**

**RE: Local Authority Services (LAS) LED Streetlight Upgrade Service**

### **Recommendation:**

That Council hereby accepts the procurement process undertaken by Local Authority Services (LAS), a wholly owned subsidiary company of the Association of Municipalities of Ontario, for the selection of a LED streetlight upgrade turn-key service; and further

That Council hereby authorizes the Mayor and Clerk to enter into an agreement between the Corporation of the City of Kenora and LAS' service partner RealTerm Energy, for the design and upgrade of LED streetlights, as specified in their proposal of March 27, 2015 and Letter Of Intent (LOI); and further

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

### **Background:**

The Association of Municipalities of Ontario and Local Authority Services (LAS) have created a program in which all municipalities in Ontario can benefit in reducing costs associated with streetlighting. LAS has partnered with RealTerm and Cree Canada to offer a complete LED Streetlight Upgrade Turn-Key Service because the technology is reliable, superior and cost-effective. More than 85 Ontario Municipalities have chosen the partnership to upgrade their streetlight networks. The City presently has a network of over 1600 streetlights. By upgrading our existing street lights to LED will significantly reduce our energy and maintenance street lighting budget.

Some advantages of LED's over conventional fluorescent or incandescent light are: 40 – 70% energy savings, long predictable life (up to 100,000 hours), low maintenance costs and light is directional (does not shine where it is not wanted) eliminating the need for diffusers or reflectors.

The estimated cost for the LED street light conversion work is \$1,074,822 and the Independent Electricity System Operator (IESO) Incentive provides funding in the amount of \$211,155 and combined with the approved 2015 Capital Budget allocation of \$600,000, will leave a remaining balance of \$263,667 for the project. Originally, the project was budgeted at a total cost of \$1.2 million, to be spread out over 2015 and 2016. The estimated payback on this project is less than 4 years.

**Budget/Finance Implications:** 2015 Approved Capital Budget Allocation - \$600,000 IESO Incentive - \$211,155 and Budget Amendment to finance the remaining \$263,667. The 2016 budget allocation of an additional \$600,000 would no longer be required.

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

Resolution & By-Law required.

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

**Strategic Plan or Other Guiding Document:**

**Corporate Actions Goal #2 Strengthen Our Foundations**

**2-1** The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.



E0014

CITY OF KENORA

LED STREET LIGHT PROPOSAL  
MARCH 27, 2015





Friday, March 27, 2015

Mr. Rick Perchuk  
Main Street South  
Kenora, ON P9N 3X2  
Canada

Thank you for your interest in upgrading your street lighting network with RealTerm Energy and LAS. Our team at RealTerm Energy brings energy experts, financial analysts, lighting designers and boots-on-the-ground lighting technicians, working together to achieve smart solutions that will deliver approximately 41% cost savings on your streetlight energy bill in the first year. We are passionate about helping communities immediately realize the savings that LED lights can offer and we're proud to offer this service to Kenora.

Our turn-key service offering includes:

- An initial assessment of your existing streetlight network
- A comprehensive Investment Grade Audit
- Complete photometric designs to optimize energy efficiency and minimize costs
- New LED installation and recycling of old fixtures
- Creation and transfer of data management tools and software
- Transfer of all warranties at commissioning
- Financial options including Energy Performance Contracting, where RealTerm Energy undertakes all project costs and maintains the network over a fixed term, typically sharing the savings with the municipality

On behalf of the team at RealTerm Energy, LAS and Cree Canada, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,



Sean Neely,  
President

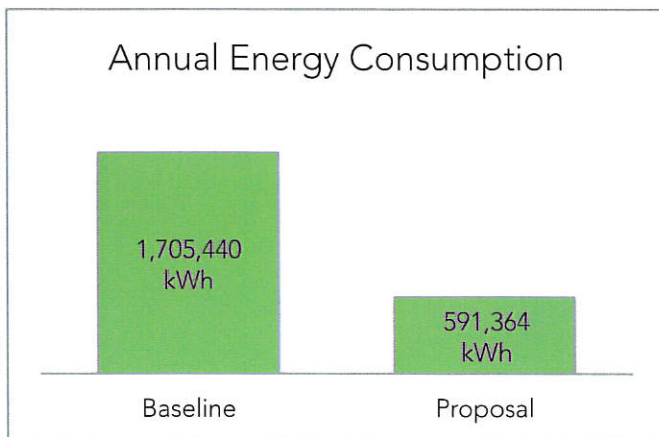


# EXECUTIVE SUMMARY

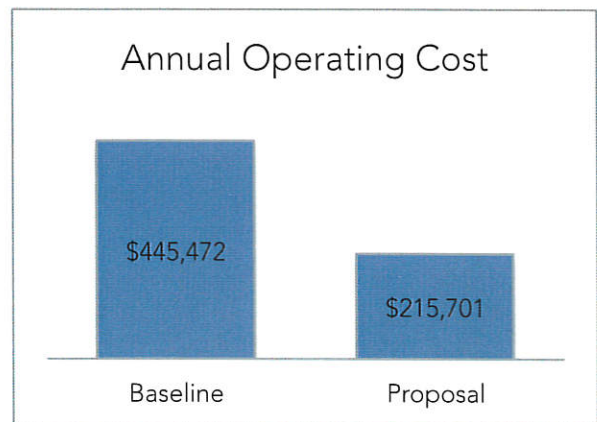
## CONSUMPTION, GHG AND COST SAVINGS OF LED STREETLIGHT CONVERSION

CURRENT STATUS	BEFORE UPGRADE	POST UPGRADE	VARIANCE	PERCENT
Number of Fixtures	1,675	1,675		
Annual Electricity Consumption (kWh)	1,705,440	591,364	1,114,076 ↓	65% ↓
Annual Electricity Costs	\$325,319	\$191,670	\$133,649 ↓	41% ↓
Annual Maintenance Cost (5 yr. avg.)	\$120,153	\$24,031	\$96,122 ↓	80% ↓
Total Street Lights Expenditures	\$445,472	\$215,701	\$229,772 ↓	52% ↓
Average Annual Cost per Fixture	\$266	\$129	\$137 ↓	52% ↓

LED PROJECT LIFE STATISTICS	
Application Life	100,000 hours
Projected Lifetime Savings	\$7,109,956
GHG Reduction First Year	111 tonnes
GHG Reduction Lifetime	2,562 tonnes



Energy Consumption ↓ 65%



Maintenance Costs ↓ 80%

Energy Costs (billing) ↓ 41%

# EXECUTIVE SUMMARY (continued)

## OVERVIEW OF FINANCING OPTIONS

We have presented two financing options for you. See pages 14-16 for details.

1. DESIGN, UPGRADE & TRANSFER (Financed by Municipality), and
2. ENERGY PERFORMANCE CONTRACT (RealTerm Energy Financed)

DESIGN, UPGRADE & TRANSFER OPTION		ENERGY PERFORMANCE CONTRACT OPTION	
Total Project Cost	\$1,074,822	Municipality's Portion	32.1%
IESO Incentive	-\$211,155	RealTerm Energy's Portion	67.9%
Net Project Cost	\$863,667	Contract Period	10 years
Simple Payback (years)	3.6	Annual Maintenance	Included





## ABOUT US



RealTerm Energy Corp., a RealTerm Global Company, is redefining the municipal street lighting market with intelligent LED lighting systems, service offerings and financing options that deliver unmatched energy and maintenance savings. Our mission is to create and foster long term partnerships with forward-thinking private, public and government market leaders to deliver innovative and cost-effective lighting solutions. Our parent company, RealTerm Global, operates a dynamic series of asset and infrastructure platforms on three continents that deliver innovative and responsive solutions to our clients.

For more information please visit us at [www.realtermenergy.com](http://www.realtermenergy.com)



Local Authority Services (LAS), a wholly owned subsidiary company of the Association of Municipalities of Ontario (AMO), is a preferred provider of competitively-priced and sustainable business services for Ontario municipalities and the broader public sector. LAS helps its customers "save money, make money, and build capacity."

## A Unique Partnership That Benefits Ontario Municipalities



After an exhaustive RFP process in the fall of 2014, LAS selected Cree Canada to be its manufacturing partner in offering this street light solution to Ontario municipalities. LAS's competitive process identified both RealTerm and Cree as offering the best value and the highest quality of services available, in order to offer its members an alternative to engaging in a lengthy and expensive RFP process.

Since the program's inception, more than 85 Ontario Municipalities have chosen the LAS/RealTerm Energy/Cree partnership to upgrade their streetlight networks.

For more information, contact Scott Vokey, Energy Services Manager, Local Authority Services.

# PROJECT TEAM

## EXPERTISE IN TECHNOLOGY



**Mark Gibson – Associate Director, Business Development** - Based in Kingston, Ontario, Mark is responsible for RealTerm Energy’s partnerships in cities and towns like yours across eastern, central and northern Ontario. His background in solar power development and installation builds upon his technical and small business growth expertise.



**Michael Miller – Project Installation Manager** – Michael is your face-to-face contact with RealTerm Energy from initial evaluation, through installation, to final completion of the project. His 30+ years in the municipal and construction sectors gives Michael the expertise to ensure the smooth transition to LEDs for your project. Michael also evaluates and works with our installation partners to ensure quality and consistency across the entire project.



**Dan Kirkby - GIS Engineering Manager** – Dan manages our Geospatial Information Systems (GIS), as well as the development of RealTerm Energy’s GIS-enabled Smart City management tools for local municipalities. He also created our custom app which monitors Smart City connectivity. Dan developed his background in geospatial project engineering while serving in the Canadian Army.



**Csaba Demzse - Senior Energy Efficiency Engineer** – Csaba is one of a handful of energy efficiency experts in the world at his level. He brings to our team more than 20 years of experience in energy analysis and project management in North America and across Europe in the energy services industry.



## PRELIMINARY REPLACEMENT FIXTURES

Prior to working with your lighting officials and with our lighting design experts, we have constructed this initial assessment for illustrative purposes, based upon a basic “one-for-one” replacement technique, selecting a Cree LED fixture with comparative light outputs for each existing HPS fixture. This analysis is meant to be used only as a starting point, and allows us to show the energy savings that are possible using LED technology, employing industry standard roadway practices.

Our estimates are conservative. Once our Investment Grade Audit is completed, along with a professional photometric analysis, we have typically been able to improve the efficiency levels and project costs associated with the LED upgrade.

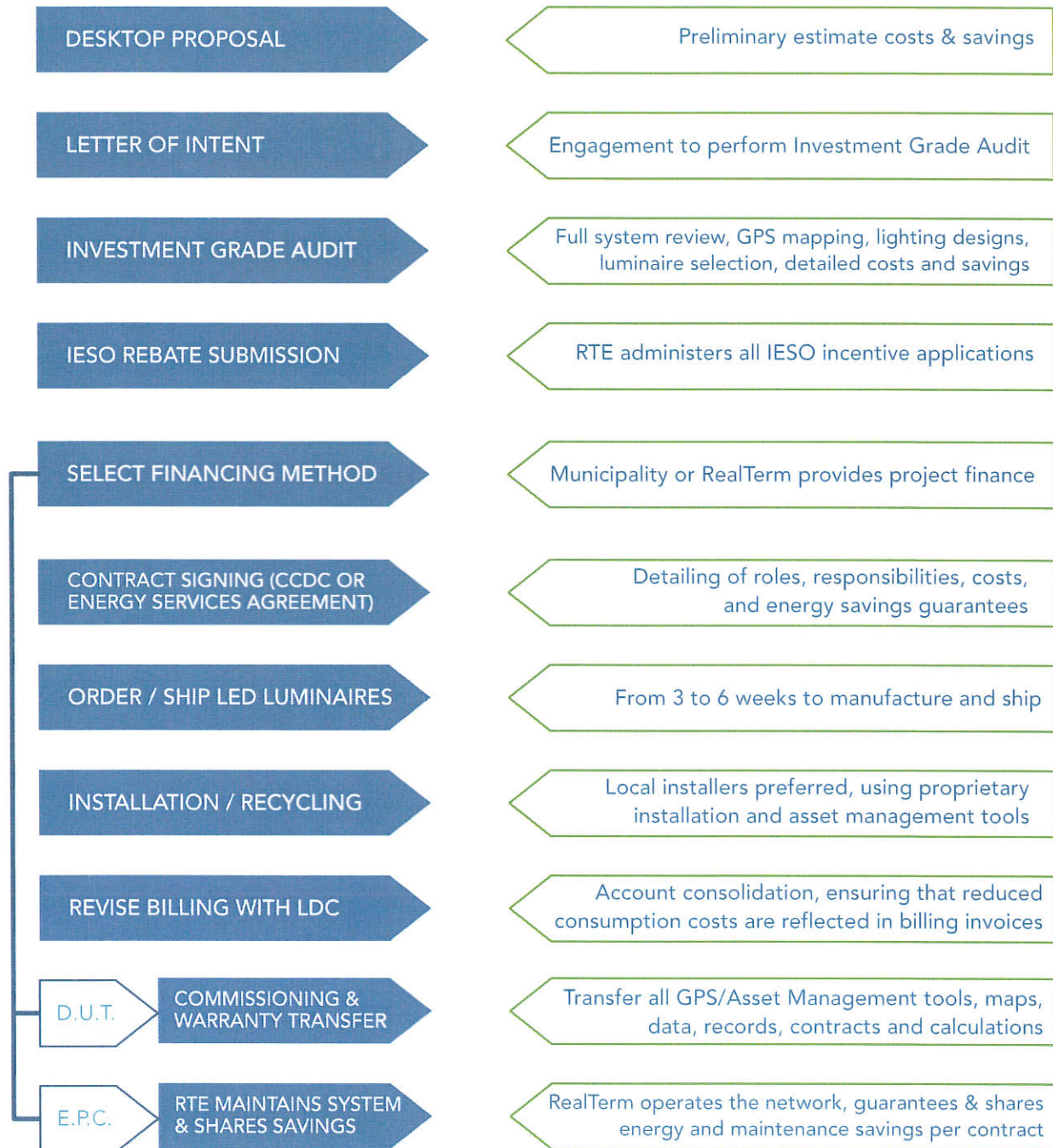
COBRAHEAD FIXTURES								
OLD QTY	OLD FIXTURES	WATTS	TOTAL WATTS	NEW QTY	NEW FIXTURES <sup>1</sup>	WATTS	TOTAL WATTS	SAVINGS
732	KY - HPS 150W	190	139,080	732	CREE - XSP-2 - 73W	73	53,436	62%
771	KY - HPS 250W	310	239,010	771	CREE - XSP-2 - 101W	101	77,871	67%
119	KY - HPS 400W	470	55,930	119	CREE - XSP-2L - 168W	168	19,992	64%
1622			434,020	1622			151,299	65.1%
DECORATIVE FIXTURES								
OLD QTY	OLD FIXTURES	WATTS	TOTAL WATTS	NEW QTY	NEW FIXTURES <sup>1</sup>	WATTS	TOTAL WATTS	SAVINGS
28	Post-Top Sphere Luminaire	130	3,640	28	LED Post-Top Sphere Luminaire 29W	29	812	78%
25	Post-Top Victorian Luminaire	130	3,250	25	LED Post-Top Victorian Luminaire 31W	31	775	76%
53			6,890	53			1,587	77.0%
1675			440,910	1675			152,886	71.1%

<sup>1</sup> The fixtures detailed above indicate the energy savings potential of LEDs given the current inventory. The application of photometric designs conducted during our Investment Grade Audit typically show similar or greater energy savings.

### Relying solely on a “one-for-one” replacement technique has limitations:

- It can only prescribe the LED replacement wattage for what we believe is installed today,
- It is limited to existing inventory records that are often outdated and inaccurate,
- No consideration is made for a proper lighting design, updated for current roadway conditions,
- Without lighting designs, over lit or under lit streets today will continue to be so, even with LEDs

# PROJECT SCOPE OF WORK





# THE REALTERM DIFFERENCE

## HOW MATTERS.

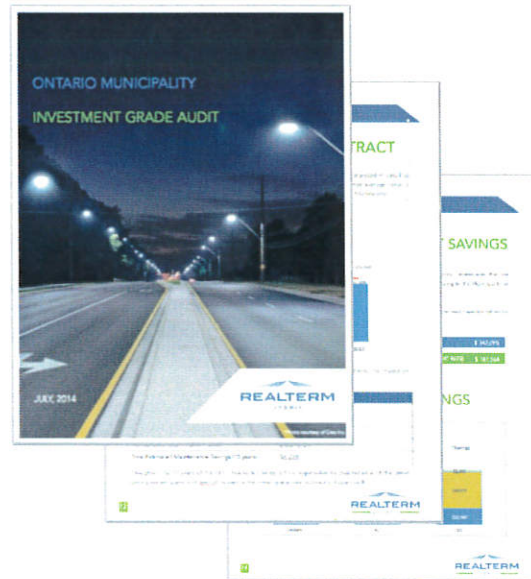
### TWO EXCLUSIVE FEATURES OF A REALTERM ENERGY/LAS LED UPGRADE

At RealTerm, we are committed to extracting the maximum benefit for our municipal clients when upgrading their street lighting networks. The economic benefits are so compelling in terms of cost savings and energy efficiencies, that there simply is no reason to cut corners. However, doing it right still takes innovation and a dedication to detail in order to take full advantage of this technology.

The following pages highlight two of the elements included in the Project Scope of Work items listed on the preceding page that make the difference for our clients.

### INVESTMENT GRADE AUDIT

Our Investment Grade Audit is often the first definitive study of this critically important asset in your community, and we stand behind the results. RealTerm is unique in the marketplace in that LAS is able to review our findings, estimates, costs and margins thereby assuring that the project as presented, is the most competitive in Ontario.



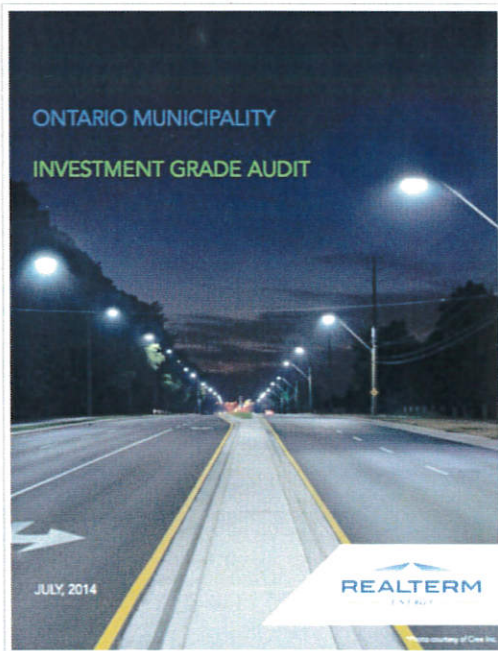
### CUSTOM INSTALLATION TOOLS

We have created custom apps and installation tools to equip each Installation Team. These enable us to not just monitor progress daily, but also to record field results that become the basis of your asset management system for the future.

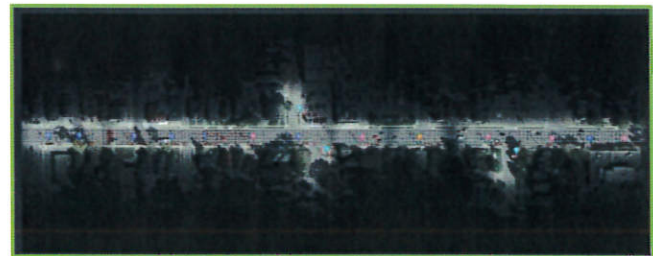
# INVESTMENT GRADE AUDIT

## THE VALUE OF DOING IT RIGHT THE FIRST TIME

- ✓ Uses GIS/GPS technology to carefully map every streetlight in the municipality
- ✓ Clarifies asset ownership (Town vs. Region vs. MOT, etc.)
- ✓ Obtains exact technical data from each light, used in photometric analysis
- ✓ Detailed analysis of energy and maintenance bills to identify anomalies
- ✓ Conducts photometric analysis (lighting design) to determine optimum lighting solutions that maximize roadway and pedestrian safety, maximize savings and minimize project costs
- ✓ Generates the data sets required by the municipality to perform detailed ongoing asset management
- ✓ Becomes the basis for the business case to staff and council



Sample Roadway with Preliminary Design



Final Photometric Layout Indicating RP-8 Achieved

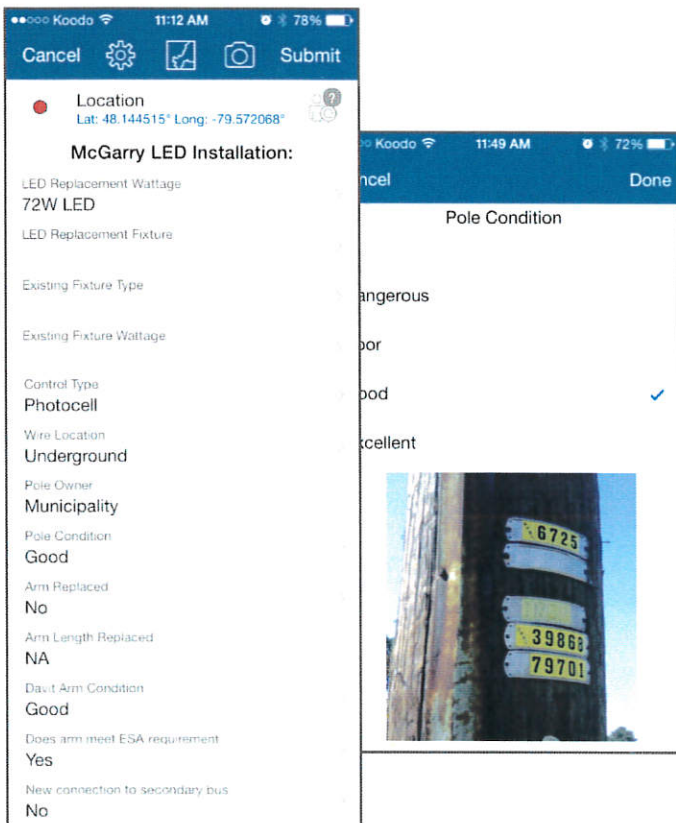
In a recent project, the detailed photometric analysis conducted during our IGA phase enabled us to select luminaires that increased energy efficiency by a further 15%, and lowered the fixture costs by an additional 23% over 'the one-for-one' replacement method while still meeting RP – 8.



# INSTALLATION

## REWIRING AND REFUSING POLICIES AT INSTALLATION

- Service calls typically cost a municipality a minimum of \$250 per occurrence, plus materials
- After burn-outs and photocells, the leading cause of service calls is fuse-related
- Replacing the fuse and fuse holder, and if necessary, rewiring the connection to the main during the installation minimizes the likelihood of service calls during the fixture's life
- This ensures years of maintenance-free operation of the luminaires
- We also provide for 2% of the davit arms to be replaced at installation due to metal fatigue
- Variances in any of the above during actual installation will be adjusted on final billing
- Local contractors are favoured, with our staff supervising the entire installation using custom tools and apps that monitor daily progress
- Asset management reports on pole condition, tree canopy and other site conditions
- All data transferred to Municipality upon commissioning



Custom Installation App



# METHODOLOGY

## DESIGNING TO RP-8 GUIDELINES

Upon receipt of accurate field measurements, our lighting designers provide as many unique solutions as it takes to conform to the maximum extent possible to RP-8, the recommended lighting practice used in throughout the industry. We do so utilizing the GPS coordinates of each fixture location and road condition. Where RP-8 cannot be met, it is typically due to inadequate pole spacing, which cannot be remedied without adding additional poles and fixtures. If RP-8 cannot be met in these situations using LEDs, RP-8 is also not being met currently. Our customized design methodology assures that whenever possible, RP-8 levels are met using LED technology, while minimizing the energy usage per fixture.

## INSTALLATION ESTIMATES

Based upon our experience in other Ontario municipalities, our installation estimates are meant to be as accurate as we can make them at this stage. The parameters used in this proposal for installation costs and activities are as follows:

- Refusing: Each new LED fixture to include a new fuse
- Rewiring: 35% of inventory to require rewiring
- Disposal: Included at no additional cost
- Arm Replacement: 2% of fixtures

## SMART CONTROL READY

At this stage, we have not incorporated smart control technology into the proposal, with the exception of incorporating the cost of an ANSI 5-pin receptacle with each fixture. (This gives you the option of adding smart controls at any time in the future). Once we begin conducting our IGA, we will be happy to add smart solution options to our analysis.

## MAINTENANCE ESTIMATES

Different manufacturers propose varying estimates for ongoing maintenance costs for LED fixtures. While it is unrealistic to assume that no annual maintenance will be required, the fixtures themselves do not contain components that require periodic replacement (such as HPS bulbs and ballasts). In order to be conservative, our maintenance savings estimate is modeled at **80%** of the average of the last five years maintenance costs. While actual maintenance costs are likely to be a mere fraction of this estimate in any given year, we recommend incorporating this figure into municipal budgets to account for periodic cleaning or other eventualities over the life of the fixture not covered under the manufacturer's 10 year warranty.

Thus, actual vs. budgeted maintenance savings are likely to be much higher during any given year than modeled in this proposal.



# COMPARING FINANCING OPTIONS

Regardless of financing type, RealTerm Energy delivers a full turn-key program to manage the entire project, including design, procurement, installation and final commissioning. Our street lighting experts coordinate the entire process to free up your internal resources for other projects.

## Option 1

Design, Upgrade and Transfer  
(Self-financed)

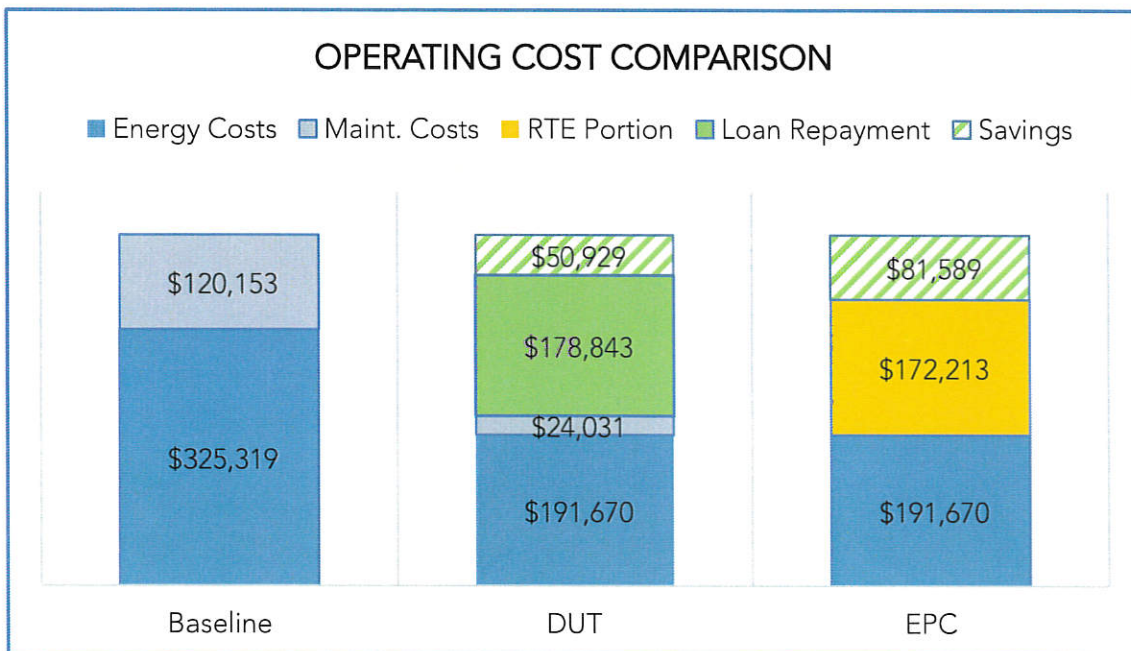
Sources of funds include:

- Infrastructure Ontario (up to 100% of the total amount to be financed),
- Existing local resources (endowments, dedicated funds),
- Federal Gas Tax or other senior level government transfers,
- Special purpose levies, and
- Mill rate adjustments.

## Option 2

Energy Performance Contract  
(RealTerm Energy Financing)

- RealTerm Energy finances 100% of project costs
- RealTerm maintains the streetlight network for a period of 10 years
- The municipality and RealTerm jointly share in the energy and maintenance savings
- Operating risks transferred to RealTerm
- Guaranteed energy and maintenance savings throughout the term
- Asset ownership remains with municipality.



Please note that in the above chart the loan repayment period is 5 years (DUT Option)

## OPTION 1: DESIGN, UPGRADE & TRANSFER

### PROJECT COSTS, SAVINGS AND INVESTMENT RETURN

PROJECT COSTS	
Number of Fixtures	1,675
Total Project Costs	\$1,074,822
IESO Incentive	-\$211,155
Net Project Costs	\$863,667
Price per Fixture	\$515.62

PROJECT SAVINGS	VALUE	VARIANCE
LED Energy Consumption	591,364 kWh	65% ↓
Year 1 LED Energy Costs	\$191,670	41% ↓
Year 1 Maintenance Costs	\$24,031	80% ↓
Year 1 Operating Costs	\$215,701	\$229,772 ↓
Year 1 Cost per Fixture	\$129	\$137 ↓

#### INVESTMENT RETURN

The simple payback period of the project, before including any financing costs is **3.6 years**.

#### INFRASTRUCTURE ONTARIO LOAN

Infrastructure Ontario offers loans at favorable rates to most municipalities seeking to improve their civic infrastructure. Interest rates vary with market conditions and are set at the prevailing rate at the time the loan is advanced. The table below summarizes payment options which would be available to fund the project through Infrastructure Ontario:

CAPITAL COST	TERM (YEARS)	INTEREST RATE	ANNUAL PAYMENT	COST OF BORROWING
\$863,667	5	1.38%	\$178,843	\$30,547
\$863,667	10	1.96%	\$95,140	\$87,737
\$863,667	15	2.35%	\$68,321	\$161,152

#### NET SAVINGS AFTER FINANCING COSTS:

Year	1	2	3	4	5	6-15
Annual Savings	\$229,772	\$235,704	\$241,794	\$248,048	\$254,470	\$2,938,231
Loan Repayment	\$178,843	\$178,843	\$178,843	\$178,843	\$178,843	\$0
Net Savings	\$50,929	\$56,861	\$62,952	\$69,205	\$75,627	\$2,938,231



## OPTION 2: ENERGY PERFORMANCE CONTRACT

### GUARANTEED ENERGY SAVINGS AND PROPORTIONAL SHARING

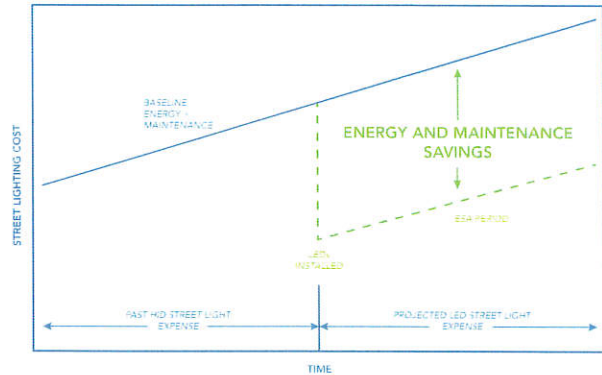
Under an Energy Performance Contract, RealTerm Energy finances 100% of the up-front project costs, freeing up capital for other municipal projects .

In turn, the municipality and RealTerm jointly share in the energy and maintenance savings (shaded area, at right) generated over a fixed Term, usually 10 years.

#### Guaranteed Energy Savings

Energy savings are guaranteed by RealTerm, which will maintain the system over a contract Term of ten years. At the end of the Term, operations revert back to the municipality, which then receives 100% of the savings for the remainder of the life cycle.

For this project, details of the split between Kenora and RealTerm appear at right. The split was calculated with the \$211,155 IESO Incentive being paid to RTE, and applied directly in reduction of the Project Costs.



Shared Savings after Upgrade

#### ENERGY PERFORMANCE CONTRACT OPTION

Up-front Capital Requirement	Nil
Municipality's Savings Portion	32.1%
RTE's Savings Portion	67.9%
Annual Savings to Client*	\$81,589
Contract Period	10 years
Annual Maintenance	Included

\*Year One Combined Electricity and Maintenance Savings

#### What is Included in the Energy Performance Contract Option

The same deliverables included in the Design, Upgrade and Transfer Option PLUS

- Guaranteed Energy Savings throughout the Term
- RealTerm ensures that the network operates to established parameters
- RealTerm is responsible for all maintenance over the Term
- At end of Term, operations revert back to Municipality who then enjoys 100% of the savings
- Asset ownership rests with Municipality throughout

## CALCULATION ASSUMPTIONS

1. In the calculation of the energy cost of the LED lighting system we have assumed that there will be no savings on the distribution volumetric rate, because this will be a matter for negotiation between the municipality and Kenora Hydro, your LDC. This is the reason why, although the energy consumption savings will be 65%, the energy cost savings is listed as only 41%. We have adopted this very conservative approach to protect your interests as you plan ahead.
2. The annual energy savings and the new LED street lighting system were calculated based on the data provided by the municipality and/or the LDC. Any changes in the data below will change the energy consumption savings and the energy cost savings.
3. It has been assumed that all Existing HID Decorative Luminaires will be replaced with new average-market-price LED Decorative fixtures. However, the total net cost for replacing them will depend on model chosen by the Municipality during the IGA process and whether the new LED luminaires meet the DLC qualification criteria to be eligible for IESO prescriptive energy incentives. For this analysis, decorative fixtures were considered to be non-DLC approved, therefore not eligible for IESO Prescriptive Incentives (i.e. a conservative approach).
4. Inflation rate for Energy Prices and Maintenance Costs are 3% and 2% respectively.
5. Information on LDC rates was obtained from the current Electricity Distribution Rate Applications from the respective LDC. This information can be obtained on the Ontario Energy Board website.
6. The Electricity Cost used was: \$0.0317/kWh and the Global Adjustment was: \$0.617/kWh. We obtained this information on March 27th, 2015 from the IESO Price Overview website.

Type of Light	# of Lights	Total Demand Before (kW)	Total Demand After (kW)	Annual Operating Hours
Cobra Head	1,622	434.0	151.3	3,868
Decorative	53	6.9	1.6	3,868



# OPPORTUNITY COST

Sometimes, postponing the decision to buy something today is rewarded by a lower price tomorrow.

With LED streetlights, postponing doesn't just mean waiting, it also means continuing to operate the existing inefficient system and missing out on material energy and maintenance savings while waiting for the prices to drop. In other words, if your waiting, you're wasting energy.

Energy experts and our LED production partners have determined that the big gains that have been realized in LED manufacturing, and that the major price reductions or efficiency advances that we've seen in the past 5 years aren't likely to be seen again.

An illustration of a ten percent (10%) reduction in the price of the fixtures over the next year appears at the right.

As you can see, postponing a decision to upgrade costs the municipality each year in foregone savings and wasted money spent on maintaining an inefficient and costly system.

OPPORTUNITY COST	
Foregone Energy/Maintenance Savings (1 Year)	\$229,772
LED Luminaire Cost (today)	\$606,451
Hypothetical Price Reduction (10%)	-\$60,645
Opportunity Cost of Waiting (12 months)	\$169,127

# GREENHOUSE GAS REDUCTION

ESTIMATED GREEN HOUSE GAS REDUCTION	
Current Annual Energy Consumption (kWh)	1,705,440
Projected LED Annual Energy Consumption (kWh)	591,364
Annual kWh Savings	1,114,076
Estimated Annual GHG Reduction (metric tonnes)	111
GHG Reduction over Luminaire Life of 100,000 hours (metric tonnes)	2,562

## CONCLUSIONS & NEXT STEPS

There is no doubt that LED technology offers significant energy and maintenance savings over current HID street lighting systems. Continuing to invest in maintaining this inefficient technology wastes labour and materials, wastes energy and contributes to climate change.

We are available to meet **with** municipal staff either in person or by video conference to review this proposal, to answer any questions you may have, and also gain a more thorough understanding of your lighting needs and objectives.

The next steps to start the implementation of this new technology and start seeing energy and maintenance savings are as follows:

- 1) **Recommendation from Staff to Council to proceed** (RealTerm Energy Personnel are available to make a presentation to Council on the contents of this proposal)
- 2) Letter of Intent (LOI)
- 3) RealTerm Energy commences our Investment Grade Audit of your Streetlight network
  - Data Collection (GIS/GPS mapping and physical parameters)
  - Review of Energy and Maintenance Records
  - Photometric Analysis and Detailed Lighting Designs
  - Final Fixture Selection
  - Economic Models and Savings Forecasts
  - Preparation of Financial Options
  - Final Costing and Timetable for Completion
- 4) Presentation of Findings to Staff/Council
- 5) Approval by Council (if required)

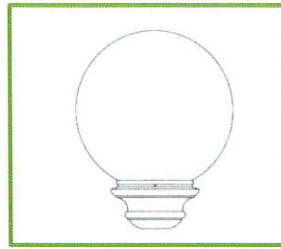


# DECORATIVE FIXTURE REPLACEMENTS

## LED DESIGNS FOR DECORATIVE FIXTURES

### Replacement Details

Post-Top Sphere Luminaire 100 (130W)



LED Post-Top Sphere

### Replacement Details

Post-Top Victorian 100 (130W)



LED Post-Top Victorian

# APPENDIX A

- PROPOSED MAINTENANCE SCHEDULE

## PROPOSED MAINTENANCE SCHEDULE

OUR OEM PARTNER, CREE LIGHTING GUARANTEES ALL OF ITS LUMINAIRES FOR A PERIOD OF 10 YEARS FROM THE DATE OF INSTALLATION.

A detailed Maintenance schedule for the Energy Performance Contract proposed in Option 2, will be included as an integral part of the EPC. However, prior to the finalization of network design parameters, RealTerm Energy's proactive maintenance obligations are generally inclusive of the following items:

- Annual reporting
- Periodic technical diagnostics to determine network effectiveness
- Defective photocell replacement
- System troubleshooting
- Prompt system repairs
- Cleaning as required

## APPENDIX B

- CREE LED PRODUCT SPECIFICATIONS



## Field Adjustable Output

For use with XSP1™, XSP2™, XSP2L™, LEDway® High Output and OSQ™ LED Street and Area Luminaires

**Description:**

The Field Adjustable Output option enables the XSP Series, LEDway® High Output and OSQ™ street and area luminaires to be tuned to the exact needs of a particular application. With multiple levels of adjustment, the XSP Series, LEDway® High Output and OSQ Series luminaires offer maximum flexibility to best meet a variety of applications using a single luminaire. When N or U options are ordered (XSP Series, LEDway® High Output), the luminaires will have the field adjustable option as well as a wattage label that indicates the maximum available wattage of the luminaire.

### XSP1™ Street/Area Luminaires

Input Power Designator	System Watts		Lumen Multipliers		Optics Qualified on the DesignLights Consortium Qualified Products List	
	120-277V	347-480V	Types II, II Short, II Long and III Including BLS	Types V and V Short	4000K	5700K
A	53	59	1.00	1.00	2, G, 3, H	2, G, 3, H
B	48	54	0.91	0.92	2, G, 3, H	2, G, 3, H
C	43	50	0.86	0.85	2, G, 3, H	2, G, 3, H
D	38	46	0.77	0.78	2, G, 3, H	2, G, 3, H
E	34	41	0.70	0.70	2, G, 3, H	2, G, 3, H
F	29	36	0.61	0.59	2, G, 3, H	2, G, 3, H
G	27	34	0.52	0.49	N/A	N/A
H	19	26	0.40	0.37	N/A	N/A
I	15	21	0.29	0.27	N/A	N/A

### XSP2™ Street/Area Luminaires

Input Power Designator	System Watts		Lumen Multipliers		Optics Qualified on the DesignLights Consortium Qualified Products List	
	120-277V	347-480V	Types II, II Short, II Long and III Including BLS	Types V and V Short	4000K	5700K
A	101	106	1.00	1.00	2, G, 3, H	2, G, 3, H
B	91	99	0.91	0.95	2, G, 3, H	2, G, 3, H
C	83	90	0.86	0.88	2, G, 3, H	2, G, 3, H
D	73	79	0.77	0.80	2, G, 3, H	2, G, 3, H
E	65	71	0.70	0.73	2, G, 3, H	2, G, 3, H
F	56	62	0.61	0.63	2, G, 3, H	2, G, 3, H
G	53	59	0.52	0.52	N/A	N/A
H	37	43	0.40	0.40	N/A	N/A
I	29	34	0.29	0.29	N/A	N/A

### XSP2L™ Street/Area Luminaires

Input Power Designator	System Watts		Lumen Multipliers		Optics Qualified on the DesignLights Consortium Qualified Products List	
	120_277V	347_480V	Types II, II Short, II Long and III Including BLS	Types V and V Short	4000K	5700K
L	168	N/A	1.00	N/A	2, 3	2, G, 3, H
M	153	N/A	0.91	1.00	2, 3	2, G, 3, H
N	134	N/A	0.85	0.91	2, G, 3, H	2, G, 3, H
O	112	N/A	0.75	0.81	2, G, 3, H	2, G, 3, H
P	94	N/A	0.64	0.70	N/A	N/A
Q	76	N/A	0.51	0.57	N/A	N/A
R	56	N/A	0.37	0.42	N/A	N/A

\* Input power designator L not available on XSP Series Area Luminaires



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Rev. Date: 05/22/2014

Canada: [www.cree.com/canada](http://www.cree.com/canada)



T (800) 473-1234 F (800) 890-7507

For use with XSP1™, XSP2™, XSP2L™, LEDway® High Output and OSQ™ LED Street and Area Luminaires

### LEDway® High Output Luminaires Single Module

Input Power Designator	System Watts		Lumen Multipliers Types II Medium and III Medium	Optics Qualified on the DesignLights Consortium Qualified Products List	
	120-277V	347-480V		4000K	5700K
A	136	140	1.00	2ME, 3ME	2ME, 3ME
B	130	133	0.97	2ME, 3ME	2ME, 3ME
C	123	126	0.94	2ME, 3ME	2ME, 3ME
D	117	119	0.91	2ME, 3ME	2ME, 3ME
E	107	109	0.86	2ME, 3ME	2ME, 3ME
F	97	99	0.81	2ME, 3ME	2ME, 3ME
G	87	89	0.76	2ME, 3ME	2ME, 3ME
H	78	79	0.67	2ME, 3ME	2ME, 3ME
I	68	69	0.61	2ME, 3ME	2ME, 3ME

### LEDway® High Output Luminaires Double Module

Input Power Designator	System Watts		Lumen Multipliers Types II Medium and III Medium	Optics Qualified on the DesignLights Consortium Qualified Products List	
	120-277V	347-480V		4000K	5700K
A	274	279	1.00	2ME, 3ME	2ME, 3ME
B	265	265	0.97	2ME, 3ME	2ME, 3ME
C	252	251	0.94	2ME, 3ME	2ME, 3ME
D	238	237	0.91	2ME, 3ME	2ME, 3ME
E	214	217	0.86	2ME, 3ME	2ME, 3ME
F	198	198	0.81	2ME, 3ME	2ME, 3ME
G	172	177	0.76	2ME, 3ME	2ME, 3ME
H	153	157	0.67	2ME, 3ME	2ME, 3ME
I	136	137	0.61	2ME, 3ME	2ME, 3ME



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Canada: [www.cree.com/canada](http://www.cree.com/canada) T (800) 473-1234 F (800) 890-7507

For use with XSP1™, XSP2™, XSP2L™, LEDway® High Output and OSQ™ LED Street and Area Luminaires

**OSQ™ LED Area Luminaires Input Power Designators A & J**

Q Option Setting	System Watts 120-480V		Lumen Multipliers	Optics Qualified on the DesignLights Consortium Qualified Products List		
	Input Power Designator A	Input Power Designator J		3000K	4000K	5700K
Q9 (Standard)	112	168	1.00	N/A	N/A	N/A
Q8	107	160	0.98	N/A	N/A	N/A
Q7	101	152	0.94	N/A	N/A	N/A
Q6	96	143	0.91	N/A	N/A	N/A
Q5	87	131	0.85	N/A	N/A	N/A
Q4	79	120	0.80	N/A	N/A	N/A
Q3	71	108	0.73	N/A	N/A	N/A
Q2	64	96	0.68	N/A	N/A	N/A
Q1	56	84	0.61	N/A	N/A	N/A

**OSQ™ LED Area Luminaires Input Power Designator S**

Q Option Setting	System Watts 120-277V	Lumen Multipliers	Optics Qualified on the DesignLights Consortium Qualified Products List		
	Input Power Designator S		3000K	4000K	5700K
Q9 (Standard)	223	1.00	N/A	N/A	N/A
Q8	213	0.98	N/A	N/A	N/A
Q7	202	0.94	N/A	N/A	N/A
Q6	191	0.91	N/A	N/A	N/A
Q5	175	0.85	N/A	N/A	N/A
Q4	160	0.80	N/A	N/A	N/A
Q3	144	0.73	N/A	N/A	N/A
Q2	128	0.68	N/A	N/A	N/A
Q1	112	0.61	N/A	N/A	N/A

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Canada: [www.cree.com/canada](http://www.cree.com/canada)

T (800) 473-1234 F (800) 890-7507





# XSP1™ — XSPA02/G

Cree® LED Street/Area Light - Single Module - Horizontal Tenon Mount - Type II and Type II w/Backlight Control

## Product Description

Designed from the ground up as totally optimized LED street and area lighting system, the XSP Series delivers incredible efficiency without sacrificing application performance. Beyond substantial energy savings and reduced maintenance, Cree achieves better optical control with our NanoOptic® Precision Delivery Grid™ optic than a traditional cobra head luminaire. The Cree® XSP Series LED luminaires are the better alternative for traditional street and area lighting with better payback and better performance.

## Performance Summary

Utilizes BetaLED® Technology

NanoOptic® Precision Delivery Grid™ optic

Made in the U.S.A. of U.S. and imported parts

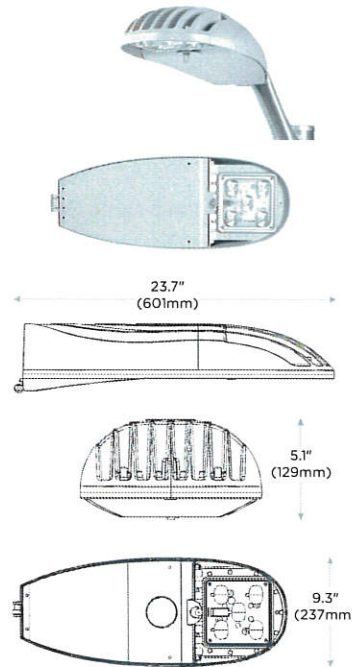
CRI: Minimum 70 CRI

CCT: 4000K (+/- 300K), 5700K (+/- 500K)

Limited Warranty: 10 years on luminaire/10 years on Colorfast DeltaGuard® finish

## Accessories

Field Installed Accessories	
<b>XA-SPIBLS</b> Backlight Control Shield - Provides 1/2 Mounting Height Cutoff <b>XA-SPIBRDSPK</b> Bird Spikes	<b>XA-XSPA4PTMNT</b> Four Point Mounting Kit - Includes Large Bracket for mounting to 2" (51mm) IP, 2.375" (60mm) O.D., Small Bracket for mounting to 1.25" (32mm) IP, 1.66" (42mm) O.D. tenon, and mounting bolts
Tenons (must specify color)	
<b>Square Internal Mount Tenons</b> - Mounts to 4" (102mm) square aluminum or steel poles PD-1H4 - Single      PD-2H4(180) - 180° Twin PD-2H4(90) - 90° Twin      PD-3H4(90) - 90° Triple PD-4H4(90) - 90° Quad	<b>Round External Mount Tenons</b> - Mounts to 2-3/8 - 3" (60 - 76mm) round aluminum or steel poles or tenons PT-1H - Single      PT-3H(90) - 90° Triple PT-2H(90) - 90° Twin      PT-4H(90) - 90° Quad PT-2H(180) - 180° Twin
<b>Wall Mount Tenon</b> WM-2L	<b>Direct Arm Pole Adaptor Bracket</b> - Mounts to 3 - 6" (76 - 152mm) round or square aluminum or steel poles XA-TMDAB



## Ordering Information

Example: XSPA02GA-US

XSP	A	O			A	-			
Product	Version	Mounting	Optic	Modules	Input Power/Response	V	Voltage	Color Options	Options
XSP	A	O	2	G	A	-	U	S	F Fuse
		Horizontal Tenon	Type II	4000K	53W		Universal	Silver	- When code dictates fusing, use time delay fuse
			G	N			120-277V	T Black	- Not available with V voltage
			Type II w/BLS	5700K			V	Z Bronze	G Small Four Point Mounting
							347-480V*	B Platinum Bronze	- Mounts to 1.25" (32mm) IP, 1.66" (42mm) O.D. horizontal tenon
								W White	J Large Four Point Mounting
									- Mounts to 2" (51mm) IP, 2.375" (60mm) O.D. horizontal tenon
									K Occupancy Control
									- Refer to Occupancy Control spec sheet for details
									N Utility Label and NEMA Photocell Receptacle
									- Includes O option
									- Refer to Field Adjustable Output spec sheet for details
									Q Field Adjustable Output
									- Refer to Field Adjustable Output spec sheet for details
									R NEMA Photocell Receptacle
									- Photocell by others
									U Utility
									- Label per ANSI C136.15
									- Includes exterior wattage label that indicates the maximum available wattage of the luminaire
									- Includes O option
									- Refer to Field Adjustable Output spec sheet for details

\* See www.cree.com/canada/warranty for warranty terms

\* 347-480V utilizes magnetic step-down transformer. For input power for 347-480V, refer to the Lumen Output, Electrical, and Lumen Maintenance data table



Rev. Date: 03/03/14



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**XSP1™ — XSPA02/G**  
LED Street/Area Light

**Product Specifications**

**CONSTRUCTION & MATERIALS**

- Die cast aluminum housing
- Tool-less entry
- Mounts on 1.25" (32mm) IP, 1.66" (42mm) O.D. or 2" (51mm) IP, 2.375" (60mm) O.D. horizontal tenon (minimum 8" [203mm] in length) and is adjustable +/- 5" to allow for fixture leveling (includes two axis T-level to aid in leveling)
- Luminaire secured with two mounting bolts standard; optional four point mounting available
- Designed with 0-10V dimming capabilities. Controls by others
- Exclusive Colorfast DeltaGuard® finish features an E-Coat epoxy primer with an ultra-durable powder topcoat, providing excellent resistance to corrosion, ultraviolet degradation and abrasion. Silver, black, bronze, platinum bronze and white are available

**ELECTRICAL SYSTEM**

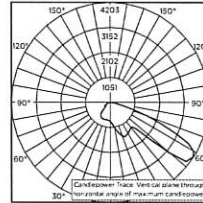
- **Input Voltage:** 120-277V or 347-480V, 50/60Hz
- Class 2 output
- **Power Factor:** > 0.9 at full load
- **Total Harmonic Distortion:** < 20% at full load
- Integral 10kV surge suppression protection standard
- To address inrush current, slow blow fuse or type C/D breaker should be used
- Compatible with control systems; consult factory for details

**REGULATORY & VOLUNTARY QUALIFICATIONS**

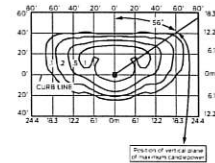
- cULus Listed
- Suitable for wet locations
- Product qualified on the DesignLights Consortium ("DLC") Qualified Products List ("QPL") when ordered with 2, G, 3 or H optics. Exceptions apply when N, U, or O options are ordered - see Field Adjustable Output spec sheet for details
- Certified to ANSI C136.31-2001, 3G bridge and overpass vibration standards
- Meets CALTRANS 611 Vibration testing
- 10kV surge suppression protection tested in accordance with IEEE/ANSI C62.41.2
- Luminaire and finish endurance tested to withstand 5,000 hours of elevated ambient salt fog conditions as defined in ASTM Standard B 117
- Meets Buy American requirements within ARRA
- Dark Sky Friendly, IDA Approved when ordered with the Type II and Type III optics

**Photometry**

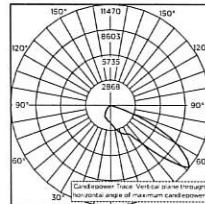
All published luminaire photometric testing performed to IESNA LM-79-08 standards by a NVLAP certified laboratory.



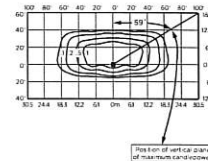
ITL Test Report #: 76664  
BXSPA\*2GA-U  
Initial Delivered Lumens: 4,891



BXSPA\*2GA-U  
Mounting Height: 25' (7.6m)  
Initial Delivered Lumens: 4,806  
Initial FC at grade



ITL Test Report #: 76042  
BXSPA\*GGA-U  
Initial Delivered Lumens: 11,092



BXSPA\*GGA-U  
Mounting Height: 25' (7.6m) A.F.G.  
Initial Delivered Lumens: 4,209  
Initial FC at grade

**EPA and Weight**

Weight 120-277V	Weight 347-480V	EPA				
		120V	208V	240V	277V	480V
18.0 lbs (8kg)	22.0 lbs (9kg)	0.71	1.02	1.43	1.74	2.04

**Lumen Output, Electrical, and Lumen Maintenance Data**

Input Power Designator	4000K		5700K		System Watts 120-277V	System Watts 347-480V	Total Current						50K Hours Projected Lumen Maintenance Factor @ 15° C (59° F)***
	Initial Delivered Lumens*	BUG Ratings** Per TM-15-11	Initial Delivered Lumens*	BUG Ratings** Per TM-15-11			120V	208V	240V	277V	347V	480V	
<b>Type B Distribution</b>													
A	4,806	B1 U0 G1	5,340	B1 U0 G1	53	59	0.44	0.25	0.22	0.20	0.17	0.15	99%
<b>Type B Distribution w/RLS</b>													
A	4,209	B1 U0 G1	4,674	B1 U0 G1	53	59	0.44	0.25	0.22	0.20	0.17	0.15	99%

\*Actual production yield may vary between -4 and +10% of initial delivered lumens  
 \*\* For more information on the ES BUG (Backlight-Uplight-Glare) Rating visit [www.iesna.org/PDF/Erratas/TM-15-11BugRatingsAddendum.pdf](http://www.iesna.org/PDF/Erratas/TM-15-11BugRatingsAddendum.pdf)  
 \*\*\* For recommended lumen maintenance factor data see TD-13. Projected L<sub>70</sub> based on 11,068 hours LM-80-09 testing; > 150,000 hours

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# XSP2™ — XSPA02/G

Cree® LED Street/Area Light - Double Module - Horizontal Tenon Mount - Type II and Type II w/Backlight Control

## Product Description

Designed from the ground up as totally optimized LED street and area lighting system, the XSP Series delivers incredible efficiency without sacrificing application performance. Beyond substantial energy savings and reduced maintenance, Cree achieves better optical control with our NanoOptic® Precision Delivery Grid™ optic than a traditional cobra head luminaire. The Cree® XSP Series LED luminaires are the better alternative for traditional street and area lighting with better payback and better performance.

## Performance Summary

Utilizes BetaLED® Technology

NanoOptic® Precision Delivery Grid™ optic

Made in the U.S.A. of U.S. and imported parts

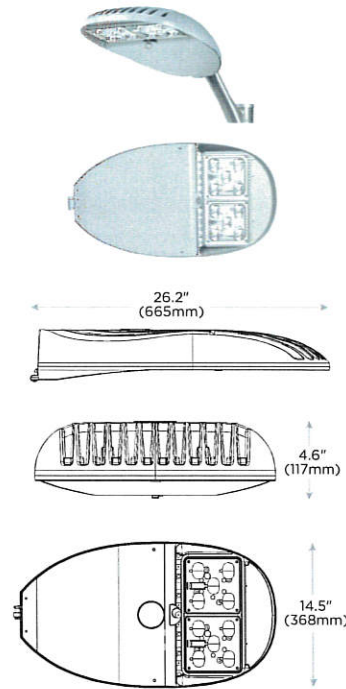
CRI: Minimum 70 CRI

CCT: 4000K (+/- 300K), 5700K (+/- 500K)

Limited Warranty: 10 years on luminaire/10 years on Colorfast DeltaGuard® finish

## Accessories

Field Installed Accessories	
<b>XA-SP2BLS</b> Backlight Control Shield - Provides 1/2 Mounting Height Cutoff <b>XA-SP2RDSPK</b> Bird Spikes	<b>XA-XSP4PTMNT</b> Four Point Mounting Kit - Includes Large Bracket for mounting to 2" (51mm) IP, 2.375" (60mm) O.D., Small Bracket for mounting to 1.25" (32mm) IP, 1.66" (42mm) O.D. tenon, and mounting bolts
Tenons (most specify color)	
<b>Square Internal Mount Tenons</b> - Mounts to 4" (102mm) square aluminum or steel poles PD-1H4 - Single      PD-2H4(180) - 180° Twin PD-2H4(90) - 90° Twin      PD-3H4(90) - 90° Triple PD-4H4(90) - 90° Quad	<b>Round External Mount Tenons</b> - Mounts to 2-3/8 - 3" (60 - 76mm) round aluminum or steel poles or tenons PT-1H - Single      PT-3H(90) - 90° Triple PT-2H(90) - 90° Twin      PT-4H(90) - 90° Quad PT-2H(180) - 180° Twin
<b>Wall Mount Tenon</b> WM-2L	<b>Direct Arm Pole Adaptor Bracket</b> - Mounts to 3 - 6" (76 - 152mm) round or square aluminum or steel poles XA-TMDA8



## Ordering Information

Example: XSPA02HA-US

Product	Version	Mounting	Optic	Wattages	Input Power Designator	Voltage	Color Options	Options
XSP	A	0 Horizontal Tenon	2 Type II G Type II w/BLS	H 4000K P 5700K	A 10W	- U Universal 120-277V V 347-480V*	S Silver T Black Z Bronze B Platinum Bronze W White	F Fuse - When code dictates fusing, use time delay fuse - Not available with V voltage G Small Four Point Mounting - Mounts to 1.25" (32mm) IP, 1.66" (42mm) O.D. horizontal tenon J Large Four Point Mounting - Mounts to 2" (51mm) IP, 2.375" (60mm) O.D. horizontal tenon K Occupancy Control - Refer to Occupancy Control spec sheet for details N Utility Label and NEMA Photocell Receptacle - Includes Q option - Refer to Field Adjustable Output spec sheet for details Q Field Adjustable Output - Refer to Field Adjustable Output spec sheet for details R NEMA Photocell Receptacle - Photocell by others U Utility - Label per ANSI C136.15 - Includes exterior wattage label that indicates the maximum available wattage of the luminaire - Includes Q option - Refer to Field Adjustable Output spec sheet for details

\* See [www.cree.com/canada/warranty](http://www.cree.com/canada/warranty) for warranty terms

\* 347-480V utilizes magnetic step-down transformer. For input power for 347-480V, refer to the Lumen Output, Electrical, and Lumen Maintenance data table



Rev. Date: 03/03/14



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**XSP2™ — XSPA02/G**  
LED Street/Area Light

**Product Specifications**

**CONSTRUCTION & MATERIALS**

- Die cast aluminum housing
- Tool-less entry
- Mounts on 1.25" (32mm) IP, 1.66" (42mm) O.D. or 2" (51mm) IP, 2.375" (60mm) O.D. horizontal tenon (minimum 8" (203mm) in length) and is adjustable +/- 5° to allow for fixture leveling (includes two axis T-level to aid in leveling)
- Luminaire secured with two mounting bolts standard; optional four point mounting available
- Designed with 0-10V dimming capabilities. Controls by others
- Exclusive Colorfast DeltaGuard® finish features an E-Coat epoxy primer with an ultra-durable powder topcoat, providing excellent resistance to corrosion, ultraviolet degradation and abrasion. Silver, black, bronze, platinum bronze and white are available

**ELECTRICAL SYSTEM**

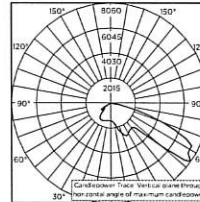
- **Input Voltage:** 120-277V or 347-480V, 50/60Hz
- Class 2 output
- **Power Factor:** > 0.9 at full load
- **Total Harmonic Distortion:** < 20% at full load
- Integral 10kV surge suppression protection standard
- To address inrush current, slow blow fuse or type C/D breaker should be used
- Compatible with control systems; consult factory for details

**REGULATORY & VOLUNTARY QUALIFICATIONS**

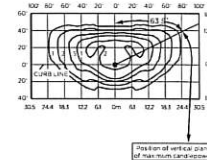
- cULus Listed
- Suitable for wet locations
- Product qualified on the DesignLights Consortium ("DLC") Qualified Products List ("QPL") when ordered with 2, G, 3 or H optics. Exceptions apply when N, U, or Q options are ordered - see Field Adjustable Output spec sheet for details
- Certified to ANSI C136.31-2001, 3G bridge and overpass vibration standards
- Meets CALTrans 611 Vibration testing
- 10kV surge suppression protection tested in accordance with IEEE/ANSI C62.41.2
- Luminaire and finish endurance tested to withstand 5,000 hours of elevated ambient salt fog conditions as defined in ASTM Standard B 117
- Meets Buy American requirements within ARRA
- Dark Sky Friendly, IDA Approved when ordered with the Type II and Type III optics

**Photometry**

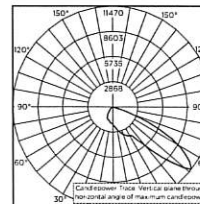
All published luminaire photometric testing performed to IESNA LM-79-08 standards by a NVLAP certified laboratory.



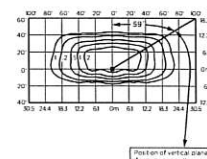
ITL Test Report #: 76663  
BXSPA\*2HA-U  
Initial Delivered Lumens: 9,532



BXSPA\*2HA-U  
Mounting Height: 25' (7.6m)  
Initial Delivered Lumens: 9,612  
Initial FC at grade



ITL Test Report #: 76042  
BXSPA\*GHA-U  
Initial Delivered Lumens: 11,092



BXSPA\*GHA-U  
Mounting Height: 25' (7.6m) A.F.G.  
Initial Delivered Lumens: 8,417  
Initial FC at grade

**EPA and Weight**

Weight 120-277V	Weight 347-480V	EPA				
		100%	20-90°	30-100°	30-90°	40-90°
26.0 lbs (12kg)	29.0 lbs (13.2kg)	0.69	1.14	1.38	1.83	2.28

**Lumen Output, Electrical, and Lumen Maintenance Data**

XSP2™ Street/Area Lights													
Input Power Designator	4000K		5700K		System Watts 120-277V	System Watts 347-480V	Total Current					50K Hours Projected Lumen Maintenance Factor @ 15 °C (59 °F)**	
	Initial Delivered Lumens*	BUG Ratings** Per TM-15-11	Initial Delivered Lumens*	BUG Ratings** Per TM-15-11			120V	208V	240V	277V	347V		480V
<b>Type II Distribution</b>													
A	9,612	B2 U0 G2	10,680	B2 U0 G2	101	106	0.86	0.49	0.43	0.38	0.30	0.23	99%
<b>Type III Distribution w/ BLS</b>													
A	8,417	B1 U0 G1	9,352	B1 U0 G1	101	106	0.86	0.49	0.43	0.38	0.30	0.23	99%

\*Actual production yield may vary between -4 and +10% of initial delivered lumens  
 \*\* For more information on the IES BUG (Backlight-Uplight-Glare) Rating visit [www.iesna.org/PDF/Erratas/TM-15-11BUGRatingsAddendum.pdf](http://www.iesna.org/PDF/Erratas/TM-15-11BUGRatingsAddendum.pdf)  
 \*\*\* For recommended lumen maintenance factor data see TD-13. Projected L<sub>80</sub> based on 11,088 hours LM-80-08 testing; > 150,000 hours

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[www.cree.com/canada](http://www.cree.com/canada) T (800) 473-1234 F (800) 890-7507



## APPENDIX C

- CREE WARRANTY

**CANADIAN LIMITED WARRANTY FOR CREE® LED LIGHTING FIXTURES  
(INCLUDING BETALED® TECHNOLOGY; TRUEWHITE® TECHNOLOGY; AND ESSENTIA® FIXTURES)**

This limited warranty is provided by the Cree company described below ("Seller") to the original purchaser of the LED lighting product that is identified on Seller's invoice ("you") reflecting its original purchase (the "Product") in Canada. The Seller is the Cree company identified as such on the invoice. This limited warranty may be transferred to subsequent purchasers of the Product, provided that such Product is resold in new condition and in its original packaging. Seller warrants that the Product, when delivered in new condition and in its original packaging, will be free of defects in material and workmanship for a period of **TEN (10) YEARS** from the date of original purchase. The determination of whether the Product is defective shall be made by Seller in its sole discretion with consideration given to the overall performance of the Product. A Product shall not be considered defective solely as a result of the failure of individual LED components to emit light if the number of inoperable components is less than 10% of the total number of LED components in the Product.

If Seller determines the Product is defective, Seller will elect, in its sole discretion, to refund you the purchase price of the Product, repair the Product or replace the Product.

**Exclusions:**

1. This limited warranty will not apply to loss or damage to the Product caused by: negligence; abuse; misuse; mishandling; improper installation, storage or maintenance; damage due to fire or acts of God; vandalism; civil disturbances; power surges; improper power supply; electrical current fluctuations; corrosive environment installations; induced vibration; harmonic oscillation or resonance associated with movement of air currents around the Product; alteration; accident; failure to follow installation, operating, maintenance or environmental instructions prescribed by Seller or applicable electrical codes; or improper service of the Product performed by someone other than Seller or its authorized service provider.
2. This limited warranty excludes field labour and service charges related to the repair or replacement of the Product.
3. **THIS LIMITED WARRANTY IS VOID IF THE PRODUCT IS NOT USED FOR THE PURPOSE FOR WHICH IT IS DESIGNED.**
4. **THERE ARE NO REPRESENTATIONS, WARRANTIES OR CONDITIONS, WHETHER EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OR CONDITIONS AGAINST INFRINGEMENT OR OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR DURABILITY FOR A REASONABLE PERIOD OF TIME, OTHER THAN OTHER THAN THOSE EXPRESSLY CONTAINED IN THIS LIMITED WARRANTY AND THOSE LEGAL WARRANTIES PROVIDED UNDER PROVINCIAL LAW WHICH CANNOT BE WAIVED.**
5. **IN NO EVENT SHALL SELLER BE LIABLE FOR INCIDENTAL, COMPENSATORY, CONSEQUENTIAL, INDIRECT, SPECIAL OR OTHER DAMAGES. SELLER'S AGGREGATE LIABILITY WITH RESPECT TO A DEFECTIVE PRODUCT SHALL IN ANY EVENT BE LIMITED TO THE MONIES PAID TO SELLER FOR THAT DEFECTIVE PRODUCT. THE LIMITATIONS CONTAINED IN THIS SECTION APPLY REGARDLESS OF THE BASIS OF THE CLAIM OR THE FORM OF ACTION INCLUDING, WITHOUT LIMITATION, NEGLIGENCE OR OTHER TORT, OR BREACH OF CONTRACT.**

Seller reserves the right to utilize new, reconditioned, refurbished, repaired or remanufactured products or parts in the warranty repair or replacement process. Such products and parts shall be comparable in function and performance to an original product or part, as determined by Seller in its sole discretion, and warranted as set out in this limited warranty for the remainder of the original warranty period.

In order to make a warranty claim, you must notify Seller in writing within sixty (60) days after your discovery of the defect, provide proof of purchase such as the invoice and comply with Seller's other warranty requirements as set out in this limited warranty. Upon receiving that notice, Seller may require you to promptly return the Product to Seller, or its authorized service provider, freight prepaid. Your warranty claim should be addressed to Cree Canada Corp., 3-6889 Rexwood Road, Mississauga, ON L4V 1R2.

This limited warranty only applies to specified LED fixtures set out above. Any warranties applicable to finish, poles, lamps, CR Series downlights, LR24™ troffers, certain BetaLED® Technology outdoor fixtures (specifically Class II as defined per IEC/EN60598), backup batteries, controls, occupancy sensors, photocells and other fixture accessories can be found at [www.cree.com/canada/warranty](http://www.cree.com/canada/warranty).

This limited warranty is effective for purchases of Product on or after the effective date set forth below. Seller reserves the right to modify this warranty from time to time. Any modification of this warranty shall be effective for all orders placed with Seller on or after the effective date of such revised warranty.

The parties acknowledge that they have required that this document be prepared in English. Les parties reconnaissent avoir exigé que les présents soient rédigés en anglais.

Effective Date: September 24, 2012



# DISCLAIMER

This confidential Proposal ("Proposal") is being provided to Kenora for the sole purpose of demonstrating various options for the municipality to consider in designing and upgrading its street lighting network to LED technology, (the "Project") including evaluating a possible shared energy savings partnership, and is not to be used for any other purpose or made available to any other party without the prior written consent of RealTerm Energy Corp. ("RealTerm Energy").

This Proposal contains select information about the Project and the LED Street Lighting market, but does not contain all of the information necessary to evaluate the exact energy savings potential of the Project. The financial projections contained herein (or in any other Evaluation Material, including any computer diskettes) are for general reference only. They are based on assumptions relating to the overall market and historical data, among other factors. Accordingly, actual results may vary materially from such projections.

While the information contained in this Proposal and any other Evaluation Material is believed to be reliable, RealTerm Energy cannot guarantee its accuracy or completeness. Prospective clients or other parties authorized by the prospective client to use such material solely to facilitate the prospective client's investigation are advised to make their own independent investigations, projections and conclusions regarding the energy savings of the Project without reliance on this Proposal or any other Evaluation Material. Although additional Evaluation Material, which may include engineering, system design or other reports, may be provided to qualified parties as the evaluation period proceeds, prospective clients should seek advice from their own attorneys, accountants, engineers and street lighting experts.

RealTerm Energy expressly reserves the right, at its sole discretion, to reject any offer to partner or to terminate any negotiations with any party at any time upon written notice to the client. RealTerm Energy shall have no legal commitments or obligations to any prospective client unless and until a written term sheet has been fully executed, delivered and approved by RealTerm Energy.

This Proposal is the property of RealTerm Energy and may be used only by parties approved by RealTerm Energy.

**April 2, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Marco Vogrig, Municipal Engineer**

**Re: 201 Urban Street and Highway Line Marking Tender**

**Recommendation:**

That the following tenders be received by the City of Kenora for the 2015 Urban Street and Highway Line Marking (plus HST);

	<u>Line Marking</u>	<u>Hr Rate –</u>	<u>Bike Symbols</u>
Rite-Way Decorators Ltd	\$ 126,117.63	\$75.00	\$ 125.00
North-West Lines	\$ 116,250.00	\$100.00	\$ 100.00

That the quotation submitted by North-West Lines, in the amount \$116,250.00 (plus HST) with an hourly rate of \$100.00 (plus HST) for extra work and a rate of \$100.00 (plus HST) per unit for Bicycle Symbols, be accepted.

**Background:**

Tenders for the 2015 Urban Street and Highway Line Marking Tender closed on Thursday, April 2, 2015, with two companies submitting the following base tender pricing: (plus HST):

	<u>Line Marking</u>	<u>Hr Rate –</u>	<u>Bike Symbols</u>
Rite-Way Decorators Ltd	\$ 126,117.63	\$75.00	\$ 125.00
North-West Lines	\$ 116,250.00	\$100.00	\$ 100.00

Last year’s tender was awarded to North-West Lines in the amount of \$99,325.00 (plus HST) and \$75.00 (plus HST) per hour for extra work and \$75.00 (plus HST) per unit for Bicycle Symbols.

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



**Budget:**

Included in the 2015 Operating budget

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

**Strategic Plan or other Guiding Document:**

Administrative only.



March 25, 2015

## 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: 2015 Water & Wastewater Systems Monthly Summary  
Report - February**

### **Recommendation:**

That Council of the City of Kenora hereby accepts the February 2015 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 2015 Water and Wastewater Systems Monthly Summary Report for February.

**Budget/Finance Implications:** N/A

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

Resolution required.

Distribution: R. Perchuk, B. Paudel, R. Peterson, G. St. Denis

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

Goal#2 Strengthen Our Foundations

2-1 The City will ensure that our municipal infrastructure is maintained using available resources with the intent of moving towards all City infrastructure being in a good state of repair to ensure certainty, security and long-term stability of our systems.

2-2 The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.

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

**CITY OF KENORA**

**Monthly Summary Report  
Water & Wastewater Systems**

February 2015

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 February 2015 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection 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:

- Feb 2<sup>nd</sup>
- Feb 9<sup>th</sup>
- Feb 17<sup>th</sup>
- Feb 23<sup>rd</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Rebuilt backpressure valve on caustic feed line.
- Greased all pumps and motors at booster stations.

### **2.4 Training**

- No training took place in the month of February.

### **2.5 Water Quality Complaints**

There was one (1) complaint in February with regards to colour. A resident was complaining of faint blue color to water in bathtub. Chlorine residual was adequate and there was question as to whether it was related to light reflecting in

the washroom. No color was noticed in the toilet bowl or a glass filled from kitchen sink. Advised resident to contact us if there were any further concerns.

## 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.
- Continued our distribution lead testing program for 2015.

## 3.0 Water Distribution System

### 3.1 Maintenance

#### 3.1.1. Water Distribution

- February 3 - Dug to check the water pressure at: 346 Seventh Avenue South.
- February 10-13 - Dug and repaired watermain break at: 324-326 Seventh Avenue South.
- February 17-18 - Dug and repaired watermain break at: 1116 Valley Drive.
- February 23 - Dug and repaired water service line at: 114 Main Street Rideout.
- February 25 - Dug and repaired frozen watermain at: 4 Birchwood Place.
- February 26 - Dug and repaired frozen watermain at: 825 Fourth Street North.

#### 3.1.2. Wastewater Collection

- February 2-5 - Dug and repaired low pressure sewer at: 426 Rabbit Lake Road.
- February 6 - Flushed plugged sewer main at: First Avenue South @ Seventh Street South.
- February 8 - Rodded plugged sewer at: 810 Park Street.
- February 11- Flushed sewer main at: 918 Sixth Street North.
- February 12 - Steamed frozen sewer at: 526 Second Avenue South.
- February 15 - Rodded plugged sewer at: 819 Sixth Avenue South.
- February 17 - Rodded plugged sewer at: 601 Seventh Avenue South  
- Replaced grinder pump at: 27 Birchwood Crescent.
- February 20 - Flushed sewer main at: from the manhole at 803 Fifth Street in between Fourth and Fifth Street North.
- February 22 - Flushed plugged sewer at: 513 Fourth Avenue South  
-Rodded plugged sewer at: 1185 Minto Avenue.
- February 24 - Steamed frozen sewer at: 526 Second Avenue South.
- February 25 - Steamed frozen sewer at: 135 Mellick Avenue  
-Steamed frozen sewer at: 213 Matheson Street South.

- February 26 - Steamed frozen sewer at: 601 First Avenue South.
- February 27 - Flushed sewer main at: 541 First Avenue South
  - Flushed sewer main at: from the manhole at 803 Fifth Street in between Fourth and Fifth Street North.
- February 28 - Steamed frozen sewer at: 532 Main Street (Keewatin)
  - Steamed frozen sewer at: 401 Seventh Avenue North
  - Flushed sewer main on 500 Block of Main Street (Keewatin).

3.1.3. **Water Thaws:**

Year	City Property	Private Property	Total
Feb, 2014	74	0	74
Feb, 2015	23	11	34

**3.2 Training**

- Jim Bell and Biman Paudel went to Dryden to write MOE's Operators' Certification Exams.

**3.3 Water Quality Complaints**

There was one (1) water quality complaint reported to the Water Treatment Plant for the month of February.

- The complaint was related to colour. For further detail see Item 2.5

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

Date and Location:

- February 10<sup>th</sup> – 31 residents on Seventh Avenue South, 3 on River Drive.
- February 17<sup>th</sup> – 7 residents on Pine Portage Road.
- February 25<sup>th</sup> – 8 residents on Birchwood Place, 1 resident on Birchwood Road.
- February 28<sup>th</sup> – 15 residents on Valley Drive, 1 resident on Hillside Crescent, 11 residents on Curie Road.

**3.5 Other Information**

There is no further information for the month of February, 2015.



## 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 February 26<sup>th</sup>, 2015 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 110 [mg/L]
- b. Total BOD Final Effluent: 4.0 - limit is 25[mg/L].
- c. Total Suspended Solids Raw Sewage: 120 [mg/ L]
- d. Total Suspended Solids Final Effluent: 12.0 [mg/ L] – limit is 25 [mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on December 4, 11, 18, 25, 2015 - Results: Organisms/100 ml

- a. Geometric Means from samples in January: 18.6 organisms/100mL.
- b. 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 organisms/100 mL and leaves the plant with a geometric mean of 18.6 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 97% and the Plant reduction of suspended solids is 90%.

### 4.3 Maintenance

- 4.3.1 Cleaned and greased bank A UV system.
- 4.3.2. Sludge press maintenance.
- 4.3.3. Prepared MOE and Wastewater Systems Effluent Regulation (WSER) reports for Ontario and Federal Governments.
- 4.3.4. Budget items discussed for 2015 capital.
- 4.3.5 Repaired water line in south press.
- 4.3.6 New barricade installed over East digester opening.
- 4.3.7 Electrical Safety Authority inspection done.
- 4.3.8 Purchased one set filter press belts.

### 4.4 Training

- 4.4.1. Health and Safety meeting was held at the WWTP with Gord St. Denis, Darryl Wilson, Biman Paudel and Karen Brown.

### 4.5 Other Information

- 4.5.1. February 11<sup>th</sup>, 2015 - Workplace Health & Safety inspection completed.

**Schedule "A"**

**Water Systems Flow and Operating Data  
Monthly Summary Report - 2015**

<b>Water Plant Flows</b>	<b>Units</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>TOTAL</b>
<u>Influent Flow</u>														
Total Influent Flow	m <sup>3</sup> /month	240262	222165											462427
Maximum Daily Influent Flow	m <sup>3</sup> /day	8546	8924											17470
Minimum Daily Influent Flow	m <sup>3</sup> /day	6955	7370											14325
Average Daily Influent Flow	m <sup>3</sup> /day	7750	7934											15684
Maximum Daily Instantaneous Influent Flow	m <sup>3</sup> /day	18234	18088											36322
<u>Effluent Flow</u>														
Total Effluent Flow	m <sup>3</sup> /month	228044	210133											438177
Maximum Daily Effluent Flow	m <sup>3</sup> /day	8318	8447											16765
Minimum Daily Effluent Flow	m <sup>3</sup> /day	6654	6697											13351
Average Daily Effluent Flow	m <sup>3</sup> /day	7356	7505											14861
<b>Samples</b>														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		4	4											8
Number of Treated Samples Taken		4	4											8
Number of Distribution Samples Taken		24	24											48
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		10	18											28
<b>Callouts</b>														
Major		0	0											0
Minor		1	3											4

Schedule "A"

Water Systems Flow and Operating Data  
Monthly Summary Report - 2014

<b>Water Plant Flows</b>		<b>Units</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>TOTAL</b>
<u>Influent Flow</u>															
Total Influent Flow	m <sup>3</sup> /month	195295	186497	248794	270818	245075	226789	238096	243506	224944	229476	227278	249220	2785788	
Maximum Daily Influent Flow	m <sup>3</sup> /day	7822	8775	10059	11671	8790	9031	9129	9745	9017	8938	9072	12107	114156	
Minimum Daily Influent Flow	m <sup>3</sup> /day	5277	5889	6532	7655	6920	6529	5683	6269	6199	6394	6387	6600	76334	
Average Daily Influent Flow	m <sup>3</sup> /day	6300	6661	8026	9027	7906	7560	7681	7855	7498	7402	7576	8039	91531	
Maximum Daily Instantaneous Influent Flow	m <sup>3</sup> /day	18722	18720	18437	18654	19226	22039	19926	19778	22076	23893	18714	18347	238532	
<u>Effluent Flow</u>															
Total Effluent Flow	m <sup>3</sup> /month	182996	173656	233343	254575	228915	212748	224576	228980	211263	217343	216430	236830	2621655	
Maximum Daily Effluent Flow	m <sup>3</sup> /day	7513	8199	9418	10903	8418	8278	8743	9297	8405	7895	8761	11841	107671	
Minimum Daily Effluent Flow	m <sup>3</sup> /day	4996	5499	6072	7255	6228	6236	5301	5768	5769	5976	5954	6122	71176	
Average Daily Effluent Flow	m <sup>3</sup> /day	5903	6202	7527	8486	7384	7092	7244	7386	7042	7011	7214	7640	86131	
<b>Samples</b>															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken		5	4	5	4	4	4	5	4	5	4	4	5	53	
Number of Treated Samples Taken		5	4	5	4	4	4	5	4	5	4	4	5	53	
Number of Distribution Samples Taken		30	24	30	24	24	24	30	24	30	24	24	30	318	
<u>Boil Water Advisory Bacteriological</u>															
Number Taken		6	22	23	43	10	60	65	20	18	18	22	26	333	
<b>Callouts</b>															
Major		0	0	0	0	0	0	0	0	0	0	0	0	0	
Minor		1	1	2	5	10	6	11	8	1	7	2	0	54	

## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2015

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m <sup>3</sup> /mon.	144,396	134,421												278,817
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,394	6,498												11,892
Minimum Daily Influent Flow	m <sup>3</sup> /day	4,335	4,591												8,926
Average Daily Influent Flow	m <sup>3</sup> /day	4,657	4,800												9,457
<u>Effluent Flow</u>															
Total Effluent Flow	m <sup>3</sup> /mon.	162,455	149,972												312,427
Average Daily Flow	m <sup>3</sup> /day	5,240	5,356												10,596
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	5												10
Number of Raw Samples Taken		1	1												2
Number of Treated Samples Taken		6	5												11
Geometric Means (Bacti Samples)		11.9	18.6												31
Sludge Hauled to Landfill	yds/mon.	315	210												525
<u>Callouts</u>															
		2	1												3

## Schedule "B"

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

<b>Wastewater Plant Flows</b>		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m <sup>3</sup> /mon.	142,528	137,211	191,815	419,112	430,462	344,643	320,891	247,429	206,070	200,876	177,676	156,545		2,975,258
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,997	6,583	8,885	22,642	26,535	17,257	13,119	11,944	8,271	8,234	6,906	6,697		143,070
Minimum Daily Influent Flow	m <sup>3</sup> /day	3,526	4,000	5,095	6,407	9,813	8,583	7,156	6,001	5,834	6,015	5,016	4,087		71,533
Average Daily Influent Flow	m <sup>3</sup> /day	4,597	4,900	6,187	13,970	13,885	11,488	10,351	7,981	6,869	6,480	5,923	5,049		97,680
<u>Effluent Flow</u>															
Total Effluent Flow	m <sup>3</sup> /mon.	182,301	176,061	238,125	449,349	451,366	366,151	345,084	245,938	196,674	193,378	175,304	166,685		3,186,416
Average Daily Flow	m <sup>3</sup> /day	5,880	6,287	7,937	14,978	14,560	12,205	11,131	7,933	6,555	6,238	5,843	5,376		104,923
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	4	4	5	4	4	5	4	4	5	4	5		53
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1		12
Number of Treated Samples Taken		6	5	5	6	5	5	5	5	5	5	5	5		62
Geometric Means (Bacti Samples)		18.7	33.1	6.22	85.1	25.1	329.3	26.7	8.6	13.8	2.1	100.3	47.6		697
Sludge Hauled to Landfill	yds/mon.	300	344	405	315	345	255	285	225	270	270	360	255		3,629
<u>Callouts</u>															
		9	2	3	0	8	8	8	10	9	15	1	2		75



**March 31, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Melissa Shaw, Real Estate Officer**

**RE: Lease Renewal- 446562 Ontario Ltd. (Hing)**

### **Recommendation:**

That the Mayor and Clerk of the City of Kenora be authorized to enter into a renewal agreement with 446562 Ontario Ltd. (Hing) for use of the Chipman Street parking lot adjacent to the Hing's Restaurant at 101 Matheson Street South; and further

That said renewal will increase the annual rent by three (3%) percent annually (plus applicable taxes) for a period from 1 January, 2015 to 31 December 2018; and further

That the appropriate bylaw be passed for this purpose.

### **Background:**

On January 29<sup>th</sup>, 2007 Council entered into a three (3) year lease agreement for a parcel of land being 4 feet x 8 feet with 446562 Ontario Ltd. (Hing) for the placement of an approved waste receptacle (garbage bin). This lease was further extended from 1 January, 2012 to 31 December, 2014.

As per the renewal terms outlined in Section 8 of the lease, 446562 Ontario Ltd. (Hing) has expressed their interest to continue said lease for the period commencing 1 January, 2015 ending 31 December, 2018.

### **Budget:**

Annual rent:

January 2015 – 2016 the sum of \$382.97 Plus HST

January 2016 – 2017 the sum of \$394.46 Plus HST

January 2017 – 2018 the sum of \$406.30 Plus HST

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

Finance, Property and Planning, Filing

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

Housekeeping





**March 31, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Melissa Shaw, Real Estate Officer**

**RE: Lease Renewal- Acadia Broadcasting Limited o/a CJRL 89.5**

### **Recommendation:**

That the Mayor and Clerk of the City of Kenora be authorized to enter into a renewal agreement with Acadia Broadcasting Limited o/a CJRL 89.5 for use of property described as LOC 16V PT DES 23R-5391 PART; 1, 2 & 3 PCL 33990 LESS PART; 2 23R-9498 1335A Valley Drive; and further

That the appropriate bylaw be passed for this purpose.

### **Background:**

In May, 2010, The Corporation of the City of Kenora entered into a long term lease agreement with Acadia Broadcasting Limited (Previously operating as Northwoods Broadcasting Limited) for the install of a back-up generator to be located beside the buildings and equipment adjacent to the Valley Drive communication tower and standpipe.

As per Section 3- Option to Renew of said lease, upon notice, the Tenant shall have the term of the lease renewed for a further five (5) year term under the covenants and conditions set forth in the original agreement.

### **Budget:**

Revenues of \$2,318.56 plus HST per annum, the rent shall be increased by three (3%) percent annually thereafter.

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

Finance, Property and Planning, Filing

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

**2-2** The City will keep in the forefront that there is a significant infrastructure deficit, and current and future Councils will need to continue to work towards allocating sufficient resources to be able to adequately address this issue.



**March 31, 2015**

**City Council  
Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Authorize agreement of purchase and sale - PLAN 18 BLK 80 N OF LOT 2 – Petri**

**Recommendation:**

That the Council of the Corporation of the City of Kenora authorizes the Mayor and Clerk to enter into an agreement of purchase and sale of property described as PLAN 18 BLK 80 N OF LOT 2, City of Kenora, in the District of Kenora to Tina Petri at the price of \$1,162.00 plus any applicable taxes, legal and transfer fees and subject to a consolidation agreement with the City of Kenora; and further

That the purchaser be responsible for all costs associated with the purchase/sale, including fee for provision of the opinion of value and for those associated with the consolidation agreement, including registration and fee; and further

That the appropriate by-law be adopted for this purpose.

**Background:**

In January of 2015, Council adopted the following motion:

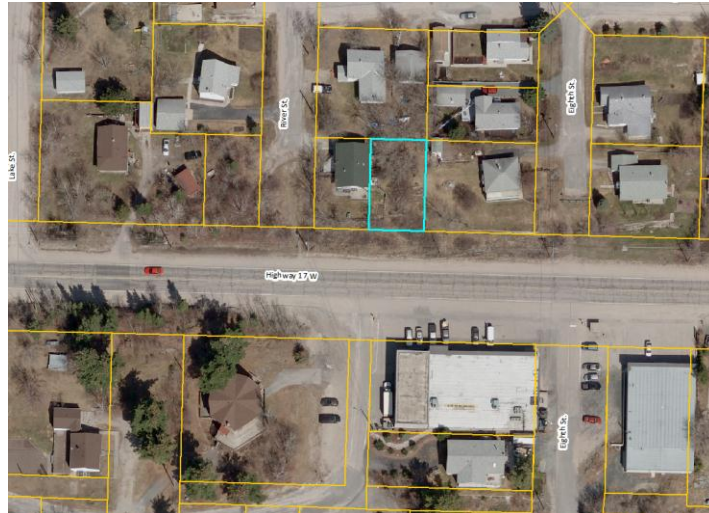
That the Council of the City of Kenora hereby declares a lot abutting 527 River Street and described as PLAN 18 BLK 80 N OF LOT 2, as surplus to the needs of the municipality;

That the purchaser must make formal application to purchase the lands; and

THAT, it will be the responsibility of the applicant's solicitor to ensure that the legal description is valid and can be used to convey the lands; and that if a survey is required, the City of Kenora will issue instructions; and

THAT in accordance with the Notice By-law, arrangements be made to advertise the sale of the subject lands for a two week period; and further;

THAT once the advertising process has been completed, Council give three readings to a by-law to authorize the sale of land to Tina Petri being the property owner, as a lot addition (consolidation via merger agreement) with consideration of the appraised value as established by Century 21 – Reynard Real Estate, plus survey and all other associated costs.



**Budget:** Proceeds to be allocated to planning land sales; property owner responsible for all other costs.

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

Real Estate Officer, Planning Administrator, Municipal Solicitor, Property Owner

**Strategic Plan or other Guiding Document:**

Strat Plan – Supports the potential development of a range of housing types

City of Kenora Official Plan (2010) – Supported by principle 2 – Affordable housing options, principle 7 – Neighbourhood design, and by sections 3.4 Land Use Compatibility and does not require extension of municipal services.

**March 31, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Tara Rickaby, Planning Administrator**

**Re: Authorize agreement of purchase and sale - Schmidt & Hosegood -  
Dufresne Island**

### **Recommendation:**

That the Council of the Corporation of the City of Kenora authorizes the Mayor and Clerk to enter into an agreement of purchase and sale of property described as Parts 1 and 2 on Plan 23R-12360, City of Kenora, in the District of Kenora to Rudolph P. Schmidt at the price of \$ 3,405.64 plus any applicable taxes, legal and transfer fees and subject to a consolidation agreement with the City of Kenora; and further

That the purchaser be responsible for all costs associated with the purchase/sale, including fee for provision of the opinion of value and for those associated with the consolidation agreement, including registration and fee; and further

That Council of the Corporation of the City of Kenora authorizes the Mayor and Clerk to enter into an agreement of purchase and sale of property described as Parts 3 and 4 on Plan 23R-12360, City of Kenora, in the District of Kenora to David Lawrence Hosegood and Gregory John Hosegood at the price of \$ 3,224.76 plus any applicable taxes, legal and transfer fees and subject to a consolidation agreement with the City of Kenora; and further

That the purchaser be responsible for all costs associated with the purchase/sale, including fee for provision of the opinion of value and for those associated with the consolidation agreement, including registration and fee.

### **Background:** In June of 2014, Council approved the following resolution:

That the Council of the City of Kenora hereby declares property abutting 27 Riverside Drive, PLAN M133 LOT 2 PCL 31547 and 39 Riverside Drive PLAN M133 LOT 1 PCL 30401 as surplus to the needs of the municipality; and

That the purchasers must make application to purchase the lands; and

That the survey instructions will be issued by the City of Kenora; and

That in accordance with the Notice By-law, arrangements be made to advertise the sale of the subject lands for a two week period; and further

That once the advertising process has been completed, Council give three readings to a by-law to authorize the sale of land to Rudolph P. Schmidt (27 Riverside Drive) and Robert John Hosegood (39 Riverside Drive) being the property owners, as a lot addition (consolidation via merger agreement) at the appraised value as established by Century 21 – Reynard Real Estate, plus survey and all other associated costs, transfer to Schmidt to be conditional upon the municipal property and Lot 2 Plan M 133 being tidied to a standard acceptable to the City of Kenora.

**Budget/Finance Implications:**

Applicants responsible for all costs. Revenue to planning land sales.

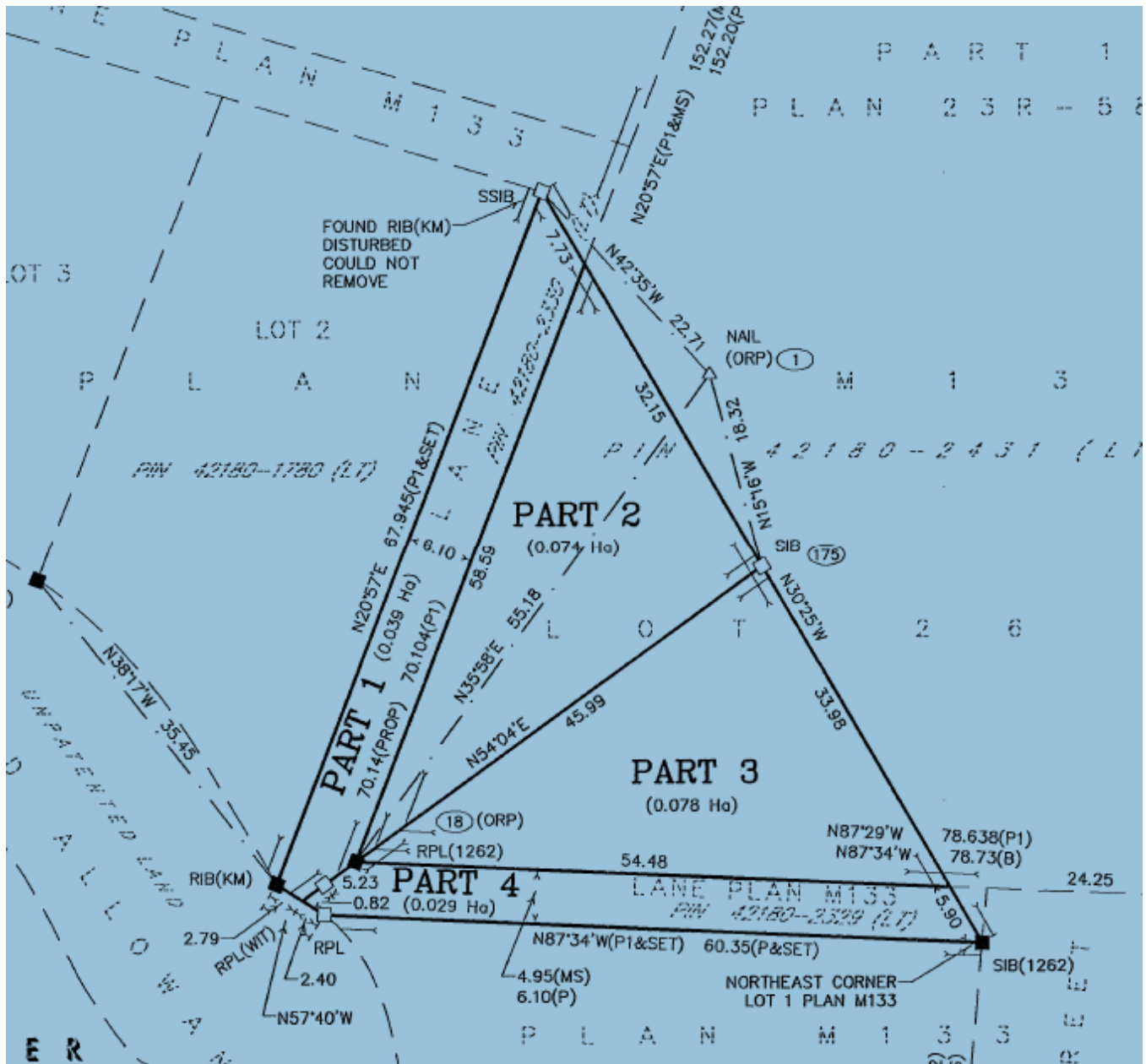
**Communication Plan/Notice By-law Requirements:**

Notice By-law, Municipal Solicitor, Real Estate Officer, GIS, Operations

**Strategic Plan or other Guiding Document:**

Administrative

City of Kenora Official Plan (2010) – Supported by principle 7 – Neighbourhood design, and by sections 3.4 Land Use Compatibility and does not require extension of municipal services.



**March 30, 2015**

**City Council  
Committee Report**

**To: Mayor and Council**

**Fr: Charlotte Caron, Property & Planning Manager  
John Nabb, Facilities Supervisor**

**Re: Coney Island Development Project – Budget Amendment**

**Recommendation:**

That Council hereby approves an additional allocation of \$181,047 to be funded through subsidies; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2015 Operating & Capital Budget at its April 21, 2015 meeting for this project; and further

That Council gives three readings to a by-law to amend the 2015 budget for this purpose.

**Background:**

In 2010, the City of Kenora adopted the Beaches Parks and Trails Concept Plan. The Plan outlined the current state of the beaches and parks in Kenora and provided concept plans for improvements that would improve these assets to retain existing residents by providing them with better beach and park options, and attract visitors and new residents to the community. The idea behind the Beaches Parks and Trails Concept Plan, was that City capital upgrades could occur gradually over time but working towards an overall plan.

In 2013, Council approved the Coney Island Development project and directed staff to apply to NOHFC and FedNor for matching funding. The Coney Island Development Project was included in the 2014 Capital budgeting process at \$375,000.

The Coney Island Development Project will upgrade existing docks and infrastructure to accommodate larger commercial vessels such as the MS Kenora, tour boats and taxi boats; re-orient and replace aging docks on the beach side to improve the public beach; increase the number of available public docking spots and install gateway signage on the Island to direct visitors to the beach, park, concession store, change rooms, volleyball site, picnic area and other points of interest on the Island.

The City of Kenora initiated the west side improvements by removing aging dock infrastructure and replacing it. Due to unusually high water levels in 2014, the remainder of the works were deferred to the 2015 building season.

In 2015, the City of Kenora received funding approval from NOHFC for up to \$120,000 of a \$360,000 project. This project has been ongoing for at least three years. The funding portions are confusing as staff were trying to ensure necessary safety repairs were made without knowing whether funding would be received from non-city sources. In 2014 two docks on the west side of Coney Island were removed due to safety concerns and one was replaced. The cost of this work was \$88,429. At this time the



intent of this project is to remove and replace one dock on the west side (beach side) and upgrade the north side infrastructure to accommodate larger commercial vessels. Should funding permit another dock will be replaced on the west (beach) side.

**Budget:**

The total cost of the Coney Island Development Project is \$360,676 with \$240,000 expected in subsidies. The 2015 budget currently reflects a total spend of \$91,200.

Because some of the \$240k in subsidies will be recognized in 2014, and the resulting reduction in the City’s 2014 portion was not carried forward, this budget amendment includes an increase in the City portion of the 2015 project budget.

Summary by year:

City	Subsidies	Total	
\$29,476	\$58,953	\$88,429	2014 actual
\$91,200		\$91,200	Original 2015 budget 15.382.01&02
	\$181,047	\$181,047	2015 budget amendment (includes 2016)
<u>120,676</u>	<u>240,000</u>	<b><u>\$360,676</u></b>	Total project

Items of note:

1. It is possible that approximately \$69,000 of this project will be carried forward into 2016. This \$69,000 is currently included in the 2015 plan as the expenditures may need to happen before the approval of the 2016 budget. A report will be made to council if this is the case.
2. A portion of 15.381.01 Dock Program may be spent on finger docks for Coney. These expenditures are not included in the total of \$360,676.
3. This project does not complete the recommendations in the Beaches, Parks and Trails report for the Coney Island redevelopment.
4. The subsidies will be allocated between 2014, 2015 and 2016. The City will claim the subsidy money for the first \$120,000 spent by the city.

**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:**

**1-9** The City will promote Kenora as a 365-day lifestyle destination

**1-10** The City will promote and leverage its recreation and leisure amenities as a means to support local economic activity, tourism and to strengthen community ties with our regional neighbours.

**1-11** The City will support Kenora’s “North America’s Premier Boating Destination” brand implementation strategy

**1-12** The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination

**2-9** The City will support continuous improvements to recreation and leisure amenities, particularly those that support the quality of life

**2-10** The City will continue to explore opportunities to develop and improve our beaches, parks & trails

**March 2, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Charlotte Caron, Manager of Property and Planning**

**Re: Housekeeping Report – Northern Nature Trading**

### **Recommendation:**

That three readings be given to a bylaw to authorize an agreement between the City of Kenora and Science North with respect to the implementation of a Northern Nature Trader experience location at the Lake of the Woods Discovery Centre; and further

That the Property & Planning Manager be hereby authorized to execute this agreement.

### **Background:**

In order to have the Science North Northern Nature Trading exhibit at the Lake of the Woods Discovery Centre, Charlotte Caron, Manager of Property and Planning signed the required agreement with Science North. There is no cost to host the exhibit. The exhibit fits with the mandate of the Discovery Centre and should help attract both local citizens and visitors to the centre.

**Budget:** N/A

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

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

City of Kenora Strategic Plan – 2015-2020

Promote Recreation & Healthy Lifestyles

Expand Tourism

Promote Kenora as a 365 day life-style destination

Promote and leverage recreation and leisure amenities

Support Kenora's "North America's Premier Boating Destination" brand

Support, promote and expand the tourism industry



**April 3, 2015**

**City Council  
Committee Report**

**TO: Mayor and Council**

**FR: Charlotte Caron, Manager of Property and Planning**

**RE: Food Vendors at the Harbourfront**

**Recommendation:**

That Council hereby accepts the following Request for Proposals submitted for food vending to operate at the Kenora Harbourfront for the 2015-2018 season, pending performance:

- El Groppo Grande
- Serendipity Hawaiian Shaved Ice
- Gropp's Country Catering

; and further

That in accordance with the Request for Proposals three readings be given to the by-laws authorizing the Mayor and Clerk to execute the agreements for each vendor.

**Background:**

On February 17, 2015 the Council of the City of Kenora authorized the Property and Planning Department to proceed with a request for proposals for food vendors at the Kenora Harbourfront and Discovery Centre. Three proposals were received for the Kenora Harbourfront and all three were deemed to be acceptable as per the RFP.

**Impact to Budget:**

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

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

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

**Strategic Plan or other Guiding Document:**

**1-2** The City will forge strong, dynamic working relationships with the kenora business community.

**1-12** The City will support, promote and expand the tourism industry. In recognition of the growing importance of tourism within the economy, Kenora will pursue the recruitment and facilitation of a new event(s) which celebrates Kenora as a thriving and dynamic year-round destination

**March 31, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Tara Rickaby, Planning Administrator**

**Re: Designation of Mink Bay Wetland Area under the Ontario Heritage Act**

### **Recommendation:**

Whereas the three (3) properties known as Mink Bay Wetland area:

#1) Pt. Tract of land within Township 9, Range 22E of the principal meridian, Keewatin Part 2, 23R, Kenora (Wetlands area)

#2) Plan M269, Part 1, Parcel 15680 (part of wetland area, north of Hwy. 17)

#3) Pt. Tract of land within Township 9, Range 22E of the principal meridian, Keewatin Part 14, 23R 7902, Kenora (area south of Second West Bay Road)

meets the criteria prescribed by the Province for designation under the Ontario Heritage Act; and

Whereas Heritage Kenora considered a staff report recommending designation of this property by email vote, after its meeting of February 17, 2015 and recommended that the property be designated under the Ontario Heritage Act (Section 29); and

Whereas these actions of the City of Kenora Council fulfill the requirement of the Ontario Heritage Act that Council consult with the Board before giving notice of its intention to designate a property; and

Whereas the staff report advises that this landscape meets the criteria for historical designation under the Act and that notice was provided per the requirements of the Ontario Heritage Act, with no appeals received by 30 March 2015; and

Whereas community consultation has made very clear the significance of the landscape as a historical, cultural and physical value, helping to define the historical character of the neighbourhood; and

Whereas acting now to designate the property under the Ontario Heritage Act will protect the heritage of this area as a landmark of Keewatin being the site of the earliest industrial development of Keewatin, associated with the earliest pioneers of Keewatin and the visual and physical links to its surroundings;

Now therefore be it resolved that Council of the City of Kenora passes a bylaw to designate the properties (3) known as the Mink Bay Wetland area and as legally described as:

#1) Pt. Tract of land within Township 9, Range 22E of the principal meridian, Keewatin Part 2, 23R, Kenora (Wetlands area)

#2) Plan M269, Part 1, Parcel 15680 (part of wetland area, north of Hwy. 17)

#3) Pt. Tract of land within Township 9, Range 22E of the principal meridian, Keewatin Part 14, 23R 7902, Kenora (area south of Second West Bay Road)

under Part IV of the Ontario Heritage Act for its cultural heritage value and interest; and  
That the Municipal Solicitor be directed to register said by-law on the title of the subject properties. See Schedule #1 – Mink Bay Area – Cultural Heritage Statements.

**Background:**

In May, 2007, Council passed a resolution to add the Mink Bay Wetland area to the municipal registry (of properties of cultural heritage significance or interest).

In February, 2015, Council passed a resolution giving notice of its intention to designate the property. The last day for an objection to the designation of the subject property is March 17, 2015.

Mink Bay Wetland area is over 82 acres of cultural heritage landscape at the west end of Keewatin and is the site of the original industrial development of the Town of Keewatin and its residences. There are three properties associated with this site of historical significance. This area has a covenant placed on it and it was declared parkland in 1984 and then in 2000 was provincially designated as a significant wetland under the Wetlands Policy, Section 3 of the Planning Act. This area is noted for its biological and ecological diversity as well as its historical significance.

The City of Kenora published notice of Council's intention to adopt a by-law to designate the lands, under section 29 of the Ontario Planning Act, on 26 February 2015, and as of the 30<sup>th</sup> of March, 2015, there was no objection received. The next step in the process is to adopt the by-law, followed by notice of such adoption in the newspaper, to the Ontario Heritage Trust, and to the property owner.

**Budget:**

Operating Budget – Heritage Committee

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

Heritage Kenora Committee

Charlotte Caron, Property & Planning Manager

Notice by-law and regulations of the Ontario Heritage Act: Notice to be published in newspaper, served on Ontario Heritage Trust and property owner

**Strategic Plan or other Guiding Document:**

Ontario Heritage Act

Terms of Reference – Heritage Kenora Committee

Keewatin Community Improvement Plan (Draft – 2014)

City of Kenora Official Plan

## Notice of Intention to Designate – Mink Bay Wetlands – City of Kenora

**TAKE NOTICE** that the Council of the Corporation of the City of Kenora intends to designate the property locally known as the “Mink Bay Wetlands” being described as #1) Pt. Tract of land within Township 9, Range 22E of the principal meridian, Keewatin Part 2, 23R, Kenora (Wetlands area); #2) Plan M269, Part 1, Parcel 15680 (part of wetland area, north of Hwy. 17); #3) Pt. Tract of land within Township 9, Range 22E of the principal meridian, Keewatin Part 14, 23R 7902, Kenora (area south of Second West Bay Road), as a property of historical value or interest under Part IV, Section 29 of *The Ontario Heritage Act* (RSO 1990, Ch. O.18). A By-law to designate the property is scheduled before Kenora City Council on **Tuesday, April 21<sup>st</sup> 2015**.



### **Design or Physical Value**

Portage Bay is one of the original six portages between the Winnipeg River and Lake of the Woods. It is estimated that the portage has been used for over 6,000 years. In 1999, the wetland area was designated as Provincially Significant.

### **Historical or Associative Value**

The lands are the site of the earliest industrial development of the Town of Keewatin, being the original site of the Keewatin Lumber & Manufacturing Co. Ltd's sawmill, when it was built in 1879. The first residences, in the Town of Keewatin, were located here, along the old “Sawdust Road”, now called West Bay Road. The area is associated with the founding pioneer of Keewatin; John Mather.

### **Contextual Value**

This area is the gateway to the Mink Bay Trail, which meanders through significant historical areas. The property is key to defining, maintaining and supporting the character as Keewatin's earliest industry; saw milling, with the remnants evident in the remaining coffer dam and control gate that was used to activate the mill and is still used today to control the water depth from the Lake of the Woods to the Winnipeg River, and the sensitive wetland area.

**Additional information** on the proposed designation is available at the Lake of the Woods Museum, City Hall and the City of Kenora Planning Department.

Any person may send by registered mail, or deliver to the Clerk of the City of Kenora, notice of their objection to the proposed designation together with a statement of reasons for the objection and all relevant facts. If such Notice of Objection is received, the Council of the City of Kenora will refer the matter to the Conservation Review Board for a hearing.

**The last day for filing objections** is Monday, March 30<sup>th</sup>, 2015.

Heather Kasprick, City Clerk

1 Main Street South, Kenora ON P9N 3X1 [hkasprick@kenora.ca](mailto:hkasprick@kenora.ca) February 26, 2015



**April 3, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

**Fr: Charlotte Caron, Manager of Property and Planning**

**Re: Variance Granted under By-law 150-2010 – Keeping of Animals**

### **Recommendation:**

That Council receives the report regarding an exemption granted by staff under bylaw number 150-2010, a bylaw to Regulate the Keeping of Animals.

### **Background:**

A variance under By-law 150-2010; A By-law to Regulate the Keeping of Animals within the City of Kenora was applied for and granted with conditions. A family that has indoor cats of their own (5) had an adult child with indoor cats (2) move back home with them.

The family was unaware of the by-law permitting only two cats if not on a rural zoned property. The family has five indoor cats as three are near the end of life for indoor domestic cats so had recently acquired two kittens. Documentation of age and spay/neuter was provided for all of the cats as well as a letter of reference from a local veterinarian. All cats are indoor cats. As a condition of the variance the owners have agreed that should any of the cats come to no longer reside in their home (e.g. death or the adult child moves out with some of the cats etc.) the cat(s) will not be replaced and that over time they will come into compliance with the by-law.

Council is required to be notified when a variance is granted.

### **Budget:**

This report is for information only. There is no budget impact.

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

Copies to By-law Officers and By-law Supervisor for files.

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

By-law 150-2010; A By-law to Regulate the Keeping of Animals within the City of Kenora

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

## **Public – Rail Safety Week April 27 – May 3, 2015**

**Whereas** Public – Rail Safety Week is to be held across Canada from April 27 to May 3, 2015; and

**Whereas** it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens; and

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness; and

**Whereas** Operation Lifesaver has requested City Council to adopt this proclamation in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

**Therefore be it Resolved That** I, David S. Canfield, Mayor for the City of Kenora do hereby proclaim **April 27 to May 3, 2015** as national '**Public – Rail Safety Week**' in and for the City of Kenora and request its observance by all citizens of our municipality.

Proclaimed at the City of Kenora this 14th day of April, 2015



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**Mayor David S. Canfield**