



City of Kenora
Committee of the Whole Agenda
Tuesday, August 4, 2015
9:00 a.m.
City Hall Council Chambers

A. 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 August 11, 2015 meeting:-

- Council intends to amend its 2015 Operating and Capital Budget to approve an additional allocation of #3,964.95 + HST to be funded through the Museum Annex Reserve for repair of the Museum Annex air conditioning unit
- Council intends to amend its 2015 Operating and Capital Budget to approve an additional allocation of up to \$20,000 to be funded through the Pedestrian Walks Reserve for improvements to the Water Street and Second Street Stairs

B. Declaration of Pecuniary Interest & the General Nature Thereof

1) On Today's Agenda

2) From a Meeting at which a Member was not in Attendance.

C. Confirmation of Previous Committee Minutes

- Special Committee of the Whole Meeting June 15, 2015
- Regular Committee of the Whole Meeting July 14, 2015
- Special Committee of the Whole Meeting July 21, 2015

D. Deputations/Presentations

E. Reports:

1. Business Administration

Councillor R. McMillan - Chair

Item Subject

Pages 4 - 65

1.1 K.D.S.B. Report

1.2 2014 Annual Report

- 1.3 Financial Management Software Agreement - Diamond
- 1.4 Kenora Hydro Board Appointment
- 1.5 2015 Second Quarter Investments Report
- 1.6 June 2015 Financial Statements
- 1.7 Ontario Community Infrastructure Fund (OCIF) Application
- 1.8 PayByPhone Technologies Agreement – Parking
- 1.9 Various Committee Minutes
- 1.10 Cost Analysis to Support Water and Sewer Service Charge Increase

2. Community Services

Councillor D. Reynard, Chair

Item Subject

Pages 66 - 67

- 2.1 Event Centre Business Case & Design Work Proposal Award
- 2.2 Museum Annex Air Conditioning Repair – Budget Amendment

3. Economic Development

Councillor M. Goss, Chair

Item Subject

Pages 68 - 68

- 3.1 Tunnel Island Consultant Contract Agreement – CDF Funding

4. Emergency Services

Councillor C. Wasacase, Chair

Item Subject

Pages 69 - 74

- 4.1 Fire Protection Agreement - Wauzhushk Onigum First Nation
- 4.2 Fire Protection Agreement - Ochiichagwe' Babigo'ining Ojibway Nation
- 4.3 Disaster Response Amending Agreement – Canadian Red Cross Society

5. Operations

Councillor L. Roussin, Chair

Item Subject

Pages 75 - 87

- 5.1 School Crossing Guard Service Tender
- 5.2 June 2015 Water Wastewater Monthly Report

6. Property & Planning

Councillor S. Smith, Chair

Item Subject

Pages 88 - 113

- 6.1 Site Plan Amendment – Deadhead Developments Inc. (WSL)**
- 6.2 Deeming of Lots – Plan M39 Lots 209 and 210**
- 6.3 Water Street and Second Street Stairs – Budget Amendment**
- 6.4 Lease Renewal - Kenora Physiotherapy and Sports Injury Clinic**
- 6.5 TBay Tel City Concurrence – 2 Tower Sites**
- 6.6 Kenora Public Library Heritage Designation By-law (housekeeping)**

F. Other

G. Next Meeting

- Tuesday, September 8, 2015

H. Adjourn to Closed

That this meeting be now declared closed at _____ a.m.; and further

That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization is hereby given for Committee to move into a Closed Session to discuss items pertaining to the following:-

- i) Personal Matter about an Identifiable Individual (1 item)**
- ii) Labour Relations (1 item)**

I. Reconvene to Open Meeting

J. Close Meeting

Northern Ontario Service Deliverers Association

MEETING WITH THE MINISTRY OF EDUCATION

The Northern Ontario Service Deliverers Association (NOSDA) recently had a meeting with Ministry of Education officials. NOSDA discussed many points regarding child care, including:

- Subsidy Space Funding and Funding Formula Volatility
- Before and After School Programming in the North: Viability for Third Party Providers in Northern and Remote Areas
- The Need to Revisit Legislation re: Opting Out by Small Rural Schools
- Recommended improvements to the guidelines and distribution of the wage subsidy

The meeting was very positive and the Ministry of Education is very interested in continuing conversations, as well as attending NOSDA's Face to Face Meeting scheduled for September.



CONSULTATION WITH THE PREMIER'S ADVISOR ON COMMUNITY HUBS

NOSDA discussed Community Hubs and the response to them with Karen Pitre, Chair of the Premier's Committee on Community Hubs. Karen informed NOSDA that an Advisory Group is in place to manage and to gain an understanding of issues that remote and rural communities have with Hubs. NOSDA had the opportunity to provide feedback on ideas and issues such as:

- Virtual hubs
- How to create better provincial presence within communities
- How to overcome legislative barriers

NOSDA appreciated the opportunity to comment and discuss this topic with Karen Pitre.

WSIB CONSULTATION

NOSDA is looking to seek WSIB clarification regarding rate changes. NOSDA has prepared a 'point of reference' and has sent a letter to WSIB expressing their concerns. It may be something that is addressed at the AMO Meeting in August. Stay tuned for details. [WSIB Consultation Response](#)

LONG-TERM AFFORDABLE HOUSING STRATEGY UPDATE

NOSDA has prepared a Long-Term Affordable Housing Strategy update. NOSDA has reviewed submissions from OMSSA and HSC and support all the recommendations they have outlined. A number of recommendations have also been submitted by NOSDA. The Housing Working Group prepared the update and the submission will be sent to FONOM and NOMA to create a united voice. [NOSDA LTAHS Update](#)

NOSDA ISSUES BOOK

NOSDA has compiled an issues book that will be updated regularly. The book covers issues on EMS, Child Care, Housing and Homelessness, Ontario Works, as well as other topics. For more information please see: [NOSDA Issues Book](#)

ONTARIO FEDERATION OF INDIGENOUS FRIENDSHIP CENTRES: CULTURAL COMPETENCY TRAINING

The OFIFC has been providing cultural competency training and is interested in hosting more sessions in the North. Cultural competent practices that address the unique needs of Indigenous people are key to improving outcomes across the social determinants of health. This workshop will assist participants in acquiring historical and cultural information in order to enhance the quality of consultation and engagement with Indigenous people, organizations, and communities.

Throughout the session participants had the opportunity to build a shared understanding of historic trauma, contemporary priorities, wholistic healing, and the importance of using a trauma informed lens to infuse cultural competencies throughout organizational practices.

For more information contact:

Maya Chacaby, OFIFC Cultural Competency Education Coordinator by phone at, (416) 956-7575 ext. 224.

OMSSA NEWS:

The Ontario Municipal Social Services Administration (OMSSA) hosted their 2015 Annual General Meeting and Learning Symposium, "Leadership in Human Services: Cultivating Innovation, Strengthening Communities" from June 22 to 24, 2015.

For more information please contact Kira Heineck, Executive Director by phone at, 416-529-7521 or by email at, kheineck@omssa.com.

CONTACT US:

□ Chris Stewart

Executive Coordinator

cjstewart@cjstewartconsulting.ca

705 368-2114

□ Jenna Howard

Communications Officer

jenna.howard@msdsb.net

705 673-1155 ext. 4785

□ Daniel de Chevigny

Housing Development Officer

daniel.dechevigny@msdsb.net

705 862-7850 ext. 260

Visit us on the web at:

www.nosda.net

Like us on Facebook:

www.facebook.com/nosdanet

RELATIONSHIP BUILDING

FONOM and NOMA:

NOSDA recently held another teleconference with NOMA and FONOM. The meetings have been very positive and NOSDA looks forward to continuing to strengthen its relationship with FONOM and NOMA. The next teleconference will be held in September.

North West and North East LHINs:

Henry Wall, CAO of the Kenora DSSAB met with the North West Local Health Integration Network (NW LHIN) in June with the goal of building a stronger working relationship. NOSDA has since had a teleconference with the North East LHIN discussing non-urgent patient transfers. More updates to follow.

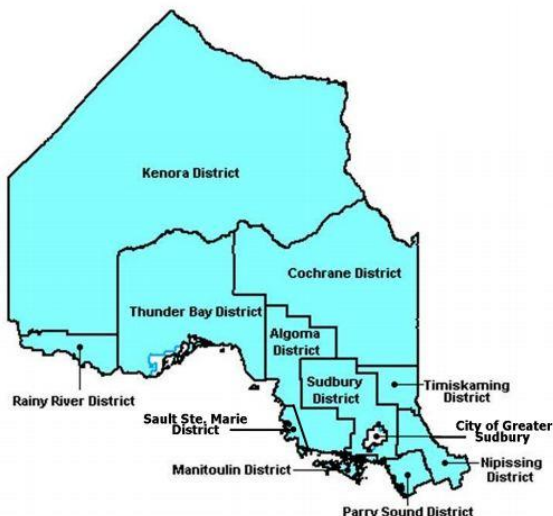
AMO MEETING IN AUGUST

NOSDA is preparing their delegations for the upcoming AMO Annual Conference in August. The conference will run from August 16 to 19, 2015. NOSDA is looking forward to this meeting. Stay tuned for details. For more information please visit:

<http://www.amo.on.ca/AMO-Content/Events/AMO-Conference-2015.aspx>

WHO WE ARE

The Northern Ontario Service Deliverers Association (NOSDA) is an incorporated body that brings together all 11 of Northern Ontario's Municipal Service Managers. All are responsible for the local planning, coordination and delivery of a range of community health and social services that the Province of Ontario divested to them to locally manage. These services represent a significant portion of the social infrastructure of all Northern Ontario's municipalities.



NORTHERN ONTARIO SERVICE DELIVERERS ASSOCIATION

**SUBMISSION TO THE MINISTRY OF MUNICIPAL AFFAIRS
AND HOUSING**

**RE: LONG TERM AFFORDABLE HOUSING STRATEGY
UPDATE**

JUNE, 2015

Submitted to:

Janet Hope, Assistant Deputy Minister, Housing Division
Ministry of Municipal Affairs and Housing
777 Bay Street, 14 Floor
Toronto, ON
M5G 2E5

1. Background

The Northern Ontario Service Deliverers Association (NOSDA) brings together 10 District Social Service Administration Boards (DSSABs) and 1 Consolidated Municipal Service Manager (CMSM) who are responsible for the municipal delivery of social services in Northern Ontario. NOSDA members are primarily responsible for the service system management of Social Housing, Emergency Medical Services (EMS), Child Care and Ontario Works programs.

We are pleased to provide this feedback on the Province's Long Term Affordable Housing Strategy Renewal (LTAHS) to the Ontario Ministry of Municipal Affairs and Housing (MMAH). We endorse the 'quick win' approach and recommendations made in the joint submission made by the Ontario Municipal Social Services Association (OMSSA) and Housing Services Corporation (HSC) entitled *Building Sustainability in the Housing System - Submission on the Long-Term Affordable Housing Strategy Renewal: Early Wins for Long Term Gains*, March, 2015. This Brief goes on to expound on the Northern perspective on a few specific recommendations made in the OMSSA and HSC paper.¹

2. Context

In early 2015, the Ontario Municipal Social Services Association (OMSSA) and its Service Managers Housing Network (SMHN) along with the Housing Services Corporation (HSC) collaborated on offering a number of considerations "to address housing need in their communities and build sustainability in the housing system". NOSDA was represented on that Working Group.

As noted in that report's Introduction, "*the intent of this report is to emphasize actionable areas that can be facilitated both in the short-term and medium-term towards achieving housing affordability, sustaining important public assets and greater community health and well-being.*"

NOSDA applauds this collaborative effort and strongly supports the OMSSA/HSC March, 2015 LTAHS submission and recommendations therein. All these recommendations need to be considered in the context of the inter-related activities and operating environments between municipal, provincial and federal levels of government and the broader economy that we find ourselves in at this time.

¹ For further background, please see Northern Ontario Service Deliverers Association. *Consolidated Pan-Northern Housing and Homelessness Report*, November 2014

3. Specific Endorsements of the OMSSA/HSC Paper

In addition to the DSSAB specific documents that may be submitted to the Minister, NOSDA submits the following information to contribute to the renewal of the Long-Term Affordable Housing Program:

NOSDA has reviewed the submission from OMSSA and HSC and supports all of the recommendations outlined in the document, In addition, there are several specific issues contained therein that require additional clarification from a Northern Ontario perspective. Specifically, Recommendations -

#6 Financing – We urge the Province to work with Service Managers to establish economic tools of sufficient scale to minimize risk. This may involve financial tools that cross Service Manager borders and should involve the Province underwriting initiatives in order to build a credit story that is attractive to investors.

#9 Use of Municipal tools to develop affordable housing – We ask that the Province continue to work with DSSAB's to clearly define the role and standing of DSSABs in municipal legislation (Planning Act, Municipal Act, etc.) to allow for DSSABs to take advantage of tools that are available to municipalities (i.e. opportunity for early access to school property tenders, access to MPAC information and property data)

#23 Amend the HSA and Regulation 367/11 for consistency with the DSSAB Act particularly regarding the levy and apportionment formula.

We wholeheartedly endorse this recommendation from the OMSSA/HSC Paper and concur with the recommendation that Section 117 of Regulation 367/11 must be removed. We have asked for the lifting of this onerous and wrong-headed Regulation for a number of years.

Apart from these specific endorsements, NOSDA also recommends that:

A. The Province should work with NOSDA and its Northern Service Managers to develop an allocation model for program funding (AHP, IAH, CHPI, etc.) that accounts for Northern circumstances. The short construction season, lack of contractors, price of fuel, cost of hydro, price of materials, and required transportation all result in increased costs while allocations are smaller due to the fact that they are based on household counts which means that SM must do more with less. This is not sustainable and is a bad investment strategy for the Province and a hidden download for the municipalities that must make up the difference.

B/ The Province should eliminate the 'Use it or lose it' funding policy associated with program dollars. Service Managers need the flexibility to pool program dollars across fiscal periods in order to optimize program delivery and generate scale for project development. This is a quick and easy win. The Provinces of Alberta and BC already demonstrate program funding models which are not based on a 'use it or lose it' policy.

C/ The Province must expand the network of ministries required to sustain housing and service development. The partnership table created to bring together Health and Housing must include education, finance, corrections, and others in order to truly bring the Long-Term Affordable Housing Strategy in line with the Poverty Reduction Strategy. More importantly, in Northern Ontario, when it comes to developing and sustaining housing in tenuous economic situations multiple strategies are required, such as economic development plans, tourism plans, education plans, etc. Housing development is difficult in communities where seniors have no market in which to sell their homes to free up the equity need for long-term rents in supported units and new families will not move to communities where elementary schools and emergency rooms are closing. A coordinated system management approach is needed and it must include high level ministry personnel along with DSSAB and municipal representatives.

4. Conclusion

NOSDA members appreciate the ongoing communications and closer relations that we have enjoyed over the past few years with the MMAH, OMSSA and HSC as well as with the Association of Municipalities of Ontario (AMO) and its two Northern counterparts – the Northwestern Ontario Municipal Association (NOMA) and the Federation of Northern Municipalities (FONOM). By working together, great strides can be taken to address the need for and provision of Affordable Housing in Northern Ontario. We look forward to continuing to build on our positive working relationship.

4.0 RESOURCES FOR FURTHER INFORMATION

Websites:

1. Kenora: <http://www.kdsb.on.ca>
2. Rainy River: <http://www.rrdssab.ca>
3. Thunder Bay: <http://www.tbdssab.ca>
4. Algoma: <http://www.adsab.on.ca>
5. Sault Ste. Marie: <http://www.ssm-dssab.ca>
6. Manitoulin-Sudbury: <http://www.msdsb.net>
7. Greater Sudbury: <http://www.greatersudbury.ca>
8. Nipissing: <http://www.dnssab.on.ca>
9. Cochrane: <http://www.cdssab.on.ca>
10. Timiskaming: <http://www.dtssab.com>
11. Parry Sound: <http://www.psdssab.org>

Publications:

Ontario Municipal Social Services Association and Housing Services Corporation. *Building Sustainability in the Housing System - Submission on the Long-Term Affordable Housing Strategy Renewal: Early Wins for Long Term Gains*, March, 2015.

Northern Ontario Service Deliverers Association. *Consolidated Pan-Northern Housing and Homelessness Report*, November 2014.

Ontario Municipal Social Services Association. *Enabling the Service System Management Role in Affordable Housing and Homelessness Prevention*. August, 2014.

Northern Ontario Service Deliverers Association. *Homelessness in Northern Ontario Pre-feasibility Study for Implementing the Homeless Individuals and Families Information System in Northern Ontario*. July, 2014.

Northern Ontario Service Deliverers Association. *NOSDA Strategic Plan 2013-2016*. October, 2013.

Northern Ontario Services Deliverers Association. *Voices in the Wilderness: A Pan Northern Ontario Homelessness Summit*. June, 2012.

Northern Ontario Service Deliverers Association. *A Pan-Northern Ontario Inventory of Homelessness Problems and Practices*. February, 2011.



July 23, 2015

City Council Committee Report

To: Mayor Canfield and Members of Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: 2014 Annual Report and Audited Financial Statements

Recommendation:

That Council approve the 2014 City of Kenora Annual Report, including the 2014 audited financial statements for the City; and further

That a copy of this report be made available for public viewing on the City's portal, as well as the front desk at City Hall.

Background:

A copy of the Annual Report and audited financial statements is attached to this report for your reference. The report is incomplete in that the Auditors' Report will not be signed until Council has formally approved the financial statements.

In 2009 there was a significant change to the City's financial statements from previous years, due to the new requirement to record Tangible Capital Assets and related amortization, with capital works no longer being expensed as performed. Under this new requirement, the City is required to record the value of all tangible assets net of amortization. As a result of this, the City's financial statements reflect a significant surplus due to the net result of the Tangible Capital Asset implementation. It should be noted that this surplus is comprised of all the accumulated surpluses and deficits of the funds, reserves and organizations that are included in the statements as well as the current amortized value of all City owned assets.

Budget:

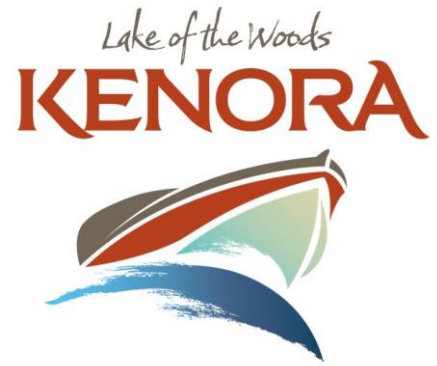
There is no expected budget impact as a result of this report.

Communication Plan/Notice By-law Requirements:

A press release will be prepared for the annual report and statements. This press release will be distributed to Council. The annual report will be made available on the city's portal, as well as at the front desk at City Hall. In accordance with the City's requirements under the Municipal Act, extracts of the audited financial statements will also be printed in the local newspaper.

Strategic Plan or other Guiding Document:

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



Annual Report 2014



The City of Kenora, Ontario, Canada



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City Council



From left to Right:

- ~ Councillor Dan Reynard, Chair of Community Services
- ~ Councillor Mort Goss, Chair of Economic Development
- ~ Mayor David Canfield
- ~ Councillor Rory McMillan, Chair of Business Administration
- ~ Councillor Sharon Smith, Chair of Property and Planning
- ~ Councillor Colin WasaCase, Chair of Emergency Services
- ~ Councillor Louis Roussin, Chair of Operations



City CAO and Managers

Not Shown:

- ~ Karen Brown, CAO
- ~ Charlotte Caron, Manager, Property and Planning
- ~ Colleen Neil, Manager, Recreation
- ~ Heather Kasprick, Manager, Legislative Services
- ~ Lauren D'Argis, Manager, Corporate Services
- ~ Rick Perchuk, Manager, Operations
- ~ Sharen McDowall, Manager, Human Resources
- ~ Warren Brinkman, Manager, Emergency Services

Draft



Mayor's Message

We are currently in the first year of a new Council term with three returning Councillors and three new Councillors, and are looking forward to a successful and prosperous four year term, guided by our strategic plan: *Our Vision is 20/20*.

We are moving forward with implementation of the recommendations from our recent Organizational Review. We have developed a strategy to help guide us through changes, which are intended to improve customer service and recognize our vision of being a Municipality committed to excellence. The goal for this term of Council is to make the City of Kenora more customer friendly and more efficient in providing services to our citizens.

Work continues on the issue of homelessness as we move forward with establishing partnerships to apply the strategies within our Homelessness & Behavioural Issues Task Force Work Plan. We are hopeful for the implementation of a Managed Alcohol Program in our community in the near future.

From an economic development perspective, within the tourism sector we are seeing the current development of the Tall Pines Marina. There is further prospective expansion anticipated as we become *North America's Premier Boating Destination* with more potential for docking and marinas just around the corner. On the industrial and manufacturing side, per capita Kenora has the largest growth in manufacturing. We are looking forward to the restart of the Kenora Forest Products mill in the fall of 2015 and their intent to expand operations and venture out into more value added opportunities.

I believe in Kenora and the future of economic growth in Ontario is in Northwestern Ontario. Being re-elected as President of the Northwestern Ontario Municipal Association (NOMA) allows me to advocate with an even stronger voice for Kenora and the Region. The new Council is committed to strong fiscal management, economic growth and investment in our future. We will continue to work at making taxes affordable. Kenora's possibilities are endless and the future is ours. We have a great City team and we will continue to work together to build Kenora to grow and prosper.

Mayor David S. Canfield



CAO's Message

Year end is a time we can both reflect back on our successes and challenges of the past year, as well as look ahead towards the future. Our achievements are a credit to the hard work done by our dedicated City Team over the past year. Thank you to our Team, including City Staff, Council and our Partners, the Citizens and Businesses of Kenora, and the role that each of you plays in making our successes a reality.

The City adopted its new Strategic Plan in 2014. *Our Vision is 20/20* is a document that will help guide Council and Staff into the year 2020. It encompasses our directions and specific actions that we plan to undertake. It was developed with the input of over 1,800 residents, staff, elected officials, stakeholders and partners. We will continue to drive the City forward based on this feedback.

Downtown Revitalization continued down Second Street. With support from our partners from the provincial and federal governments, the City realized a significant rehabilitation and enhancement to this section of our downtown core. The century-old underground infrastructure was replaced and new roadway, curbs and sidewalks were installed. Historic street lights and the finishing touches in street-scaping are expected in 2015.

Under the directions of the Strategic Plan, the City hired an external consultant to complete an Organizational Review. Again, the City reached out to its people and our public to gather information needed about improvements to its organization. The review contained a number of recommendations, intended to align the City with its new strategic plan, ensuring we are providing the right services at the right levels, with a focus on improving customer service and looking at cost efficiencies. As we look ahead to 2015, the City is working to roll out and implement the many recommendations resulting from this review.

The City of Kenora's annual report covers the City's fiscal year, which runs from January 01 to December 31. On behalf of City administration, it is our pleasure to present highlights of our activities for 2014.

Karen Brown, CAO



Strategic Direction for the Corporation

The City of Kenora's current corporate Strategic Plan, adopted mid 2014 is called *Our Vision is 20/20*. The plan is established to provide the City with guidelines for evaluating and determining its actions, making decisions and setting the budget.

The City of Kenora is committed to maintaining our upward momentum. We want to ensure that our organization is poised to meet the challenges of the next five years. The Strategic Plan is intended to help draw greater attention, and sharper focus to specific areas where the City of Kenora can make real, tangible improvements.

Our Vision:

Kenora is a City of choice, renowned as a sustainable lifestyle community supported by a Municipality committed to excellence.

Our Mission:

To deliver quality, cost-effective Municipal services.



City Profile

The Towns of Kenora, Keewatin and Jaffray Melick amalgamated on 1 January 2000 to form the City of Kenora, forming the second largest center in Northwestern Ontario. The City of Kenora is the largest municipality within the District of Kenora, and represents a commercial hub for the region. With an “open for business” approach, the City has been recognized by senior levels of government as “forward thinking”, and continues to actively and aggressively pursue development opportunities as available.

The forestry sector continues to be a component of the City’s economic base, despite the significant challenges currently facing this sector. The City currently is home to a Weyerhaeuser iLevel Mill, one of the largest value added facilities in the Ontario forest industry.

Located on famous Lake of the Woods, Kenora also represents a major tourist destination, and hosts a significant number of tourism related businesses, either within the City or in the surrounding area. Kenora’s population more than doubles in the summer because of tourists and seasonal residents. The retail sector is also a significant contributor to the local economy.



Interesting Statistics – “2014 by the Numbers”

Kenora's Population	15,348
Youth Population	1,180
Number of Households per MPAC	7,519
Total Property Assessment	\$ 1.54 billion
Number of Passenger Trips on Conventional Transit	56,350
City-owned roads	
Total Paved Lane km	311 km
Total Unpaved Lane km	359 km
Total Lane km maintained in winter	631 km
Surface Area of Bridges	10,464 sq metres
Wastewater Treated	2,975 megalitres
Drinking Water Treated	2,622 megalitres
Water Main Breaks	52
Indoor Recreation Facility Space	12,211 sq meters
Waste Diverted from Landfill	1,775 tonnes
Total Kilometers of Municipally Owned Trails	90.0 km

Look What's New in 2014

On Friday, November 28, 2014, the City of Kenora celebrated the Grand Opening of Second Street following Phase III Downtown Revitalization. Second Street, along with a portion of Matheson Street, has been reconstructed and beautified. The aging, underground infrastructure was replaced helping to ensure clean water for the future for the area residents and businesses. The road was entirely reconstructed. The finishing touches in the street-scaping truly revitalize Second Street. There will be even more trees and planting added in 2015 making it even better.

Kenora's Downtown Revitalization started in 2008 and has proven to be incredibly successful at rejuvenating both Main Street and the harbourfront. Improvements have been made to the infrastructure, parking, and pedestrian access and to the overall appearance of our city.



It takes the involvement of many to tackle such a big project.

The Province and Federal governments both contributed to the City funding of the project, making it possible.

The local businesses worked to continue to serve their customers during the construction. They were most likely dreaming of a Second Street that was as beautiful as Main Street after DTR.



Citizens provided support by forgiving things like the sand on the sidewalks and continuing to patronize local businesses.

City staff endeavoured to provide support and communication in a timely and effective manner.

Moncrief Construction did their best to communicate their progress and to complete the project as quickly as possible.



City Council and Committee Structure

City Council represents the elected decision making authority for the City. Council is comprised of the Mayor and six Councillors, all elected at large within the City. Council exercises its legislative authority through the passing of City By-laws and resolutions.

The City operates through a Committee of the Whole structure. All Council members are members of the Committee of the Whole. The Committee of the Whole is for the purpose of conducting municipal business and forwarding recommendations to Council for enacting final approval and by-laws. There is no recommendation acted upon without prior concurrence of Council. Committee of the Whole meets on a monthly basis one week prior to Council meetings.

While six Standing Committees have been established by Council, these are for the purpose of appointing a Council Chairperson to oversee the mandate of the Committee portfolio and for reviewing recommendations at Committee of the Whole, which ultimately go forward to Council. Each Standing Committee of the Committee of the Whole has a lead and an alternate member. Standing Committees of Council currently include:

- ~ Community Services
- ~ Business Administration
- ~ Economic Development
- ~ Emergency Services
- ~ Operations
- ~ Property and Planning

In addition, the City has various boards, commissions and committees responsible for various components of its overall operations, as well as independent boards and committees. The members of Council are appointed to these committees based on their portfolios.



2014 Financial Report

The financial report for the City of Kenora includes financial information and analysis as well as financial statements for the year ended December 31, 2014. These financial statements are prepared in accordance with the Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board (PSAB) of Chartered Professional Accountants Canada.

The preparation and presentation of the financial statements and related information contained in this report is the responsibility of the management of the City of Kenora. Included in the consolidated financial statements are those entities that are accountable to or controlled by the City of Kenora and are outlined in the significant accounting policies in the audited financial statements.

City Council appointed the accounting firm of MNP LLP to perform an independent audit of the City's 2014 financial statements, and its report is included herein. The accuracy and reliability of the financial information is ensured by the City's system of internal controls.

DRAFT



Current Operations

The current operations (excluding funding for capital projects) are broken into eight main functional areas. These areas, together with some examples of the types of expenditures that are incurred in these areas are as follows:

- ~ General Government (Mayor and Council, City Administration)
- ~ Protection to Persons and Property (Fire, Police, By-law Enforcement, 911 Services)
- ~ Transportation Services (Roads, Transit)
- ~ Environmental Services (Water and Sewer, Garbage, Recycling)
- ~ Health Services (Northwestern Health Unit, Cemeteries, Ambulance)
- ~ Social and Family Services (Ontario Works, Day Care, District of Kenora Home for the Aged, Social Housing)
- ~ Recreation and Cultural Services (Parks, Recreation Facilities, Library, Museum)
- ~ Planning and Development (Planning, Northwest Business Centre, Tourism, Economic Development)

Total current operations revenues were \$48.5 million in 2014 of the total revenues of \$51.2 million. Transfers from the government business enterprise, transfers from the Kenora Citizen's Prosperity Trust Fund and proceeds from disposal of real property were an additional \$2.7 million. The City also utilized \$4.1 million in reserves and reserve funds in 2014 for capital and operations. As in previous years, taxation accounts for the largest source of current operations revenues, providing 47.5% (45.0% of total revenues). Fees and user charges represent another 24.8% (23.5% of total revenues). An analysis of total revenues by source in graph form follows on page 14.

Overall current operations expenditures in the various functional areas listed above, were \$43.6 million in 2014, before changes in City surplus. An analysis of current expenditures by functions in graph form follows on page 15.

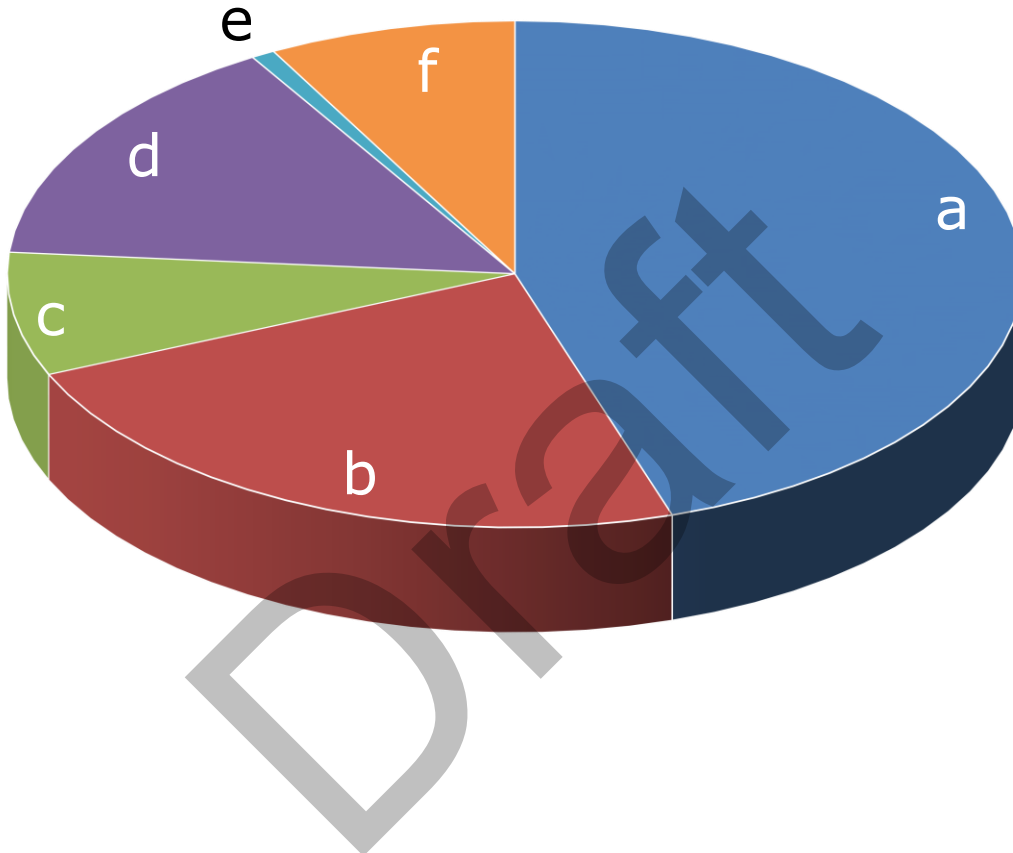
This discussion does not include capital activity of the City.



The Corporation of the City of Kenora
Current Fund Operations
Comparison of Actual to Budget
(in thousands of dollars)

Category	2014 Budget	2014 Actual	Variance Fav (Unfav)	% Variance Fav (Unfav)
Revenues	\$49,825	\$51,185	\$1,360	2.7%
<i>Revenue Main impacts include:</i>				
<ul style="list-style-type: none"> - The assumption of two roads and the sale of a portion of Tunnel Island were not anticipated in the budget, but are reflected as revenue in the actual financial statements. 				
Expenditures	\$42,933	\$43,648	(\$ 715)	(1.6%)
<i>Expenditure Main impacts include:</i>				
<ul style="list-style-type: none"> - Winter Control. Expenses were over budget for plowing and snow removal. - Sewer and Water. The extreme winter put this department substantially overbudget in equipment, subcontractors and payroll costs. - Transfer Facility. Additional personnel costs were incurred to increase the hours of operation. 				

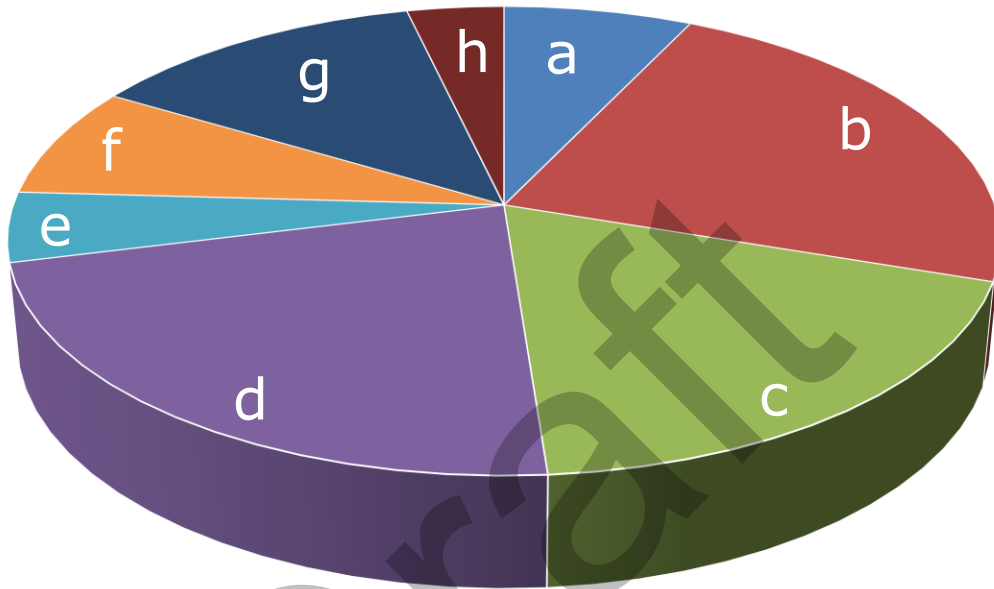
Revenues, Financing and Transfers



Revenues, Financing and Transfers

a Taxation	\$ 23,030	45.0%
b Fees and user charges	12,029	23.5%
c Canada grants	4,025	7.8%
d Ontario grants	7,672	15.0%
e Government business enterprise	387	0.8%
f Other	4,042	7.9%
	\$ 51,185	100.0%

Expenditures, Financing and Transfers



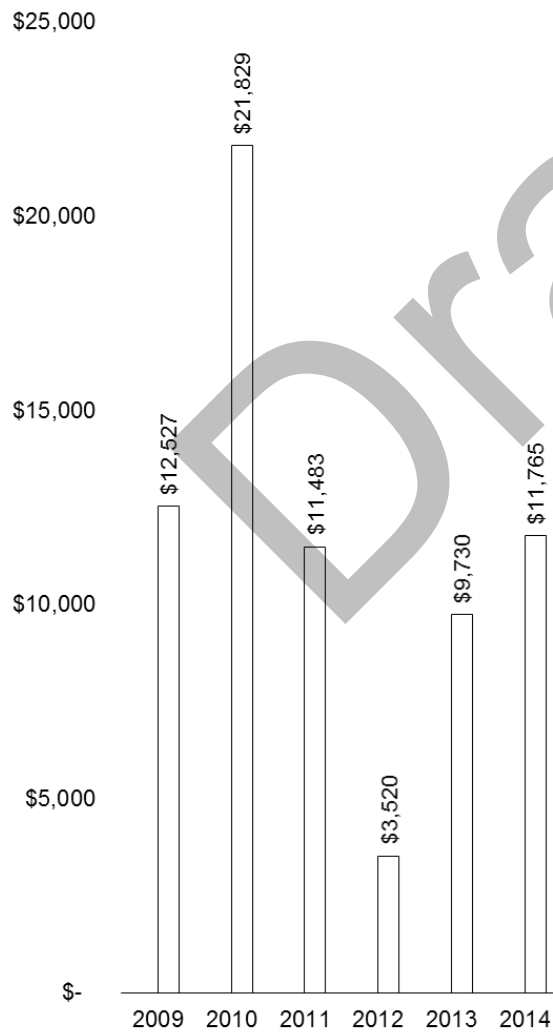
Expenditures, Financing and Transfers

a General government	\$ 3,104	7.1%
b Protection services	10,066	23.1%
c Transportation services	8,127	18.6%
d Environmental services	9,733	22.3%
e Health services	2,099	4.8%
f Social and family services	3,349	7.7%
g Recreational and cultural services	5,575	12.7%
h Planning and development	1,595	3.7%
	\$ 43,648	100.0%

Capital Projects

The City's significant expenditures relating to major projects are described in the statement of financial position as tangible capital assets. These expenditures generally provide the City with a long-term benefit, either through the purchase of capital assets, improvements to existing capital assets, or the extension of the life of existing capital assets.

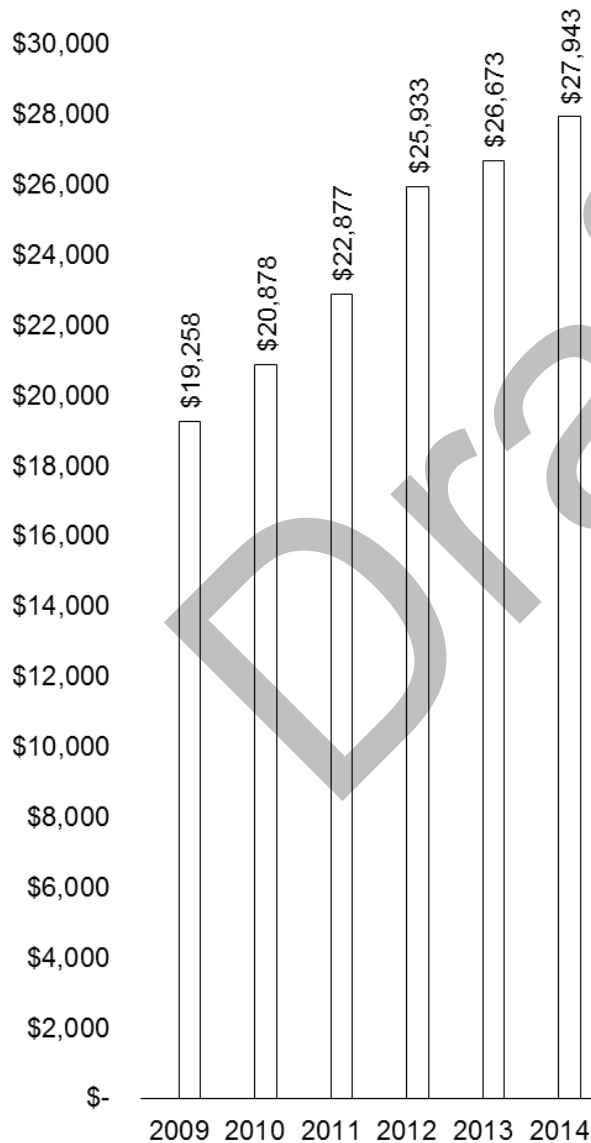
Overall tangible capital asset purchases in 2014 were \$11.77 million. Major capital projects for 2014 included:



- ~DTR Second Street: \$5.4 million.
- ~Municipal Paving Program: \$1.9 million – primarily on Valley, Drewry and Minto.
- ~Winnipeg River West Branch Bridge Works: \$0.9 million.
- ~Donated Roads: \$0.6 million.
- ~Parkade Concrete Rehabilitation: \$0.2 million.
- ~Street Sweeper: \$0.2 million.
- ~Sanitary Sewer Program: \$0.2 million.
- ~Transfer Station Loader: \$0.2 million

Reserves and Reserve Funds

The City maintains reserves and reserve funds designed to offset future costs related to specific expenditures, as approved by Council. While the reserves are primarily intended for capital expenditures, the City also holds significant working capital (\$3.9 million) and consolidated contingency (\$9.8 million) reserves.



The reserve and reserve fund balance at the end of 2014 was \$27.9 million. This chart to the left outlines the consolidated reserve and reserve fund combined balances for the last five years. These balances exclude any equity related to the Kenora Hydro Electric Corporation Ltd. This equity is reflected separately as net equity in government business enterprises. These balances also exclude any balance related to the Kenora Citizens' Prosperity Trust Fund.

Government Business Enterprise

The government business enterprise (GBE) is a separate municipal operation or legal entity that reports independently to a separate Board or Commission and does not rely on the City for funding.

This page includes a chart outlining the City's comparative net equity in government business enterprises for the past five years.



The Kenora Hydro Electric Corporation Ltd. (Kenora Hydro), the City's only Government Business Enterprise, is a Local Distribution Company (LDC), incorporated under the Ontario Business Corporation Act in compliance with Hydro Deregulation. Kenora Hydro provides hydro distribution services to residents within the boundaries of the former Towns of Kenora and Keewatin. Kenora Hydro operates as an independent corporation under a Board of Directors appointed by the City as the sole shareholder.



Kenora Citizens' Prosperity Trust Fund

On January 31, 2008, the City of Kenora sold the KMTS Entities to Bell Aliant. Up to this point, the KMTS entities had been a GBE like Kenora Hydro and had contributed to the City's bottom line.

In an effort to ensure there was no impact to property taxes as a result of this sale, the decision was made to transfer the proceeds of disposition from the sale, together with the cash and investments that were excluded from the sale, to a trust fund that would safeguard the funds. Thus, the Kenora Citizens' Prosperity Trust Fund (Trust Fund) was established in 2008, with a balance of \$39.9 million at the end of 2014. In order to offset lost net revenues as a result of the sale of the KMTS Entities, the City requires an annual return of \$1.1 million in income from the trust. Any erosion of the balance of the trust will result in an additional burden on City taxpayer.

Since the inception of this Trust Fund, the City of Kenora has issued internal debt totaling \$8.8 million owing to the Trust Fund to finance the Fire Hall, the Discovery Centre, the Highway 17 Rehabilitation project, the Whitecap Pavilion and the marine waterline. This debt is being paid back to the Trust Fund on the established schedule with 3% interest.

The Trust Fund is reported on the City's financial statements at \$32.5 million because the Canadian generally accepted accounting principles, as established by the Public Sector Accounting Board, dictate that such inter-organizational transactions be eliminated on consolidation. As a result the balance of \$32.5 million reflected on the consolidated statement of financial position does not reflect the balance of the debentures at 31 December 2014 of \$7.4 million.



Financial Statements

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Draft



Management's Responsibility for the Financial Statements

The accompanying financial statements of the Corporation of the City of Kenora are the responsibility of the City's management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the notes to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgments, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

City Council meets with management to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by City Council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.

Karen Brown, CPA, CA, CAO
Kenora, Ontario
August 11, 2015

Draft

**THE CORPORATION OF THE CITY OF KENORA
CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

31 December 2014
(in thousands of dollars)

	2014	2013
Financial Assets		
Cash (Note 1)	\$ 16,364	\$ 19,001
Temporary investments (Note 2)	14,613	13,206
Taxes receivable	636	513
Trade and other receivables	7,971	5,472
Inventory held for resale	44	37
Long term notes receivable (Note 3)	85	99
Citizens' Prosperity Trust Fund investments (Note 4)	32,518	32,005
Investment in government business enterprise (Note 5)	9,511	9,124
	81,742	79,457
Liabilities		
Accounts payable and accrued liabilities	5,468	4,151
Deferred revenue (Note 6)	2,115	3,323
Employee future benefits payable (Note 16)	2,546	2,360
	10,129	9,834
NET FINANCIAL ASSETS	71,613	69,623
Non Financial Assets		
Tangible capital assets (Note 8)	149,084	143,680
Inventories of consumables and prepaids	1,072	929
	150,156	144,609
ACCUMULATED SURPLUS (Note 7)	\$ 221,769	\$ 214,232

See Accompanying Notes

_____ Mayor

_____ Treasurer

**THE CORPORATION OF THE CITY OF KENORA
CONSOLIDATED STATEMENT OF OPERATIONS**

For the year ended 31 December 2014

(in thousands of dollars)

	2014 Budget (Note 12)	2014 Actual	2013 Actual
Revenues			
Taxation	\$ 22,880	\$ 23,030	\$ 22,017
Fees and user charges	11,485	12,029	11,284
Canada grants	4,217	4,025	2,301
Ontario grants	8,051	7,672	8,815
Net income from government business enterprise (Note 5)	387	387	447
Other (Note 9)	2,805	4,042	2,214
	<u>49,825</u>	<u>51,185</u>	<u>47,078</u>
Expenses			
General government	3,213	3,104	3,185
Protection services	10,077	10,066	9,115
Transportation services	7,927	8,127	7,716
Environmental services	8,746	9,733	8,939
Health services	2,158	2,099	2,075
Social and family services	3,345	3,349	3,253
Recreation and cultural services	5,581	5,575	5,667
Planning and development	1,886	1,595	1,820
	<u>42,933</u>	<u>43,648</u>	<u>41,770</u>
Annual surplus	<u>6,892</u>	7,537	5,308
Accumulated surplus, beginning of year		214,232	208,924
Accumulated surplus, end of year		\$ 221,769	\$ 214,232

See Accompanying Notes

THE CORPORATION OF THE CITY OF KENORA
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
For the year ended 31 December 2014
(in thousands of dollars)

	2014 Budget (Note 12)	2014 Actual	2013 Actual
Annual surplus	\$ 6,892	\$ 7,537	\$ 5,308
Acquisition of tangible capital assets	(15,395)	(11,765)	(9,730)
Amortization of tangible capital assets	6,176	6,176	5,880
(Gain) Loss on sale of tangible capital assets	-	(1,101)	168
Proceeds on sale of tangible capital assets	-	1,286	26
	(2,327)	2,133	1,652
Acquisition of prepaid expenses and inventory of supplies	(2,389)	(2,389)	(1,901)
Net use/consumption of inventories of consumables and prepaids	2,246	2,246	1,778
	(143)	(143)	(123)
Net change in net financial assets (debt)	(2,470)	1,990	1,529
Net financial assets, beginning of year	69,623	69,623	68,094
Net financial assets, end of year	\$ 67,153	\$ 71,613	\$ 69,623

See Accompanying Notes

**THE CORPORATION OF THE CITY OF KENORA
CONSOLIDATED STATEMENT OF CASH FLOWS**

For the year ended 31 December 2014

(in thousands of dollars)

	2014	2013
Operating transactions		
Annual surplus	\$ 7,537	\$ 5,308
Items not involving cash		
Amortization	6,176	5,880
Loss on disposal of tangible capital assets	(1,101)	168
Income from government business enterprise	(387)	(447)
	12,225	10,909
Change in non-cash working capital balances		
(Increase) Decrease in taxes receivable	(123)	102
(Increase) in trade and other receivables	(2,499)	(556)
(Increase) in other assets	(150)	(125)
Increase (Decrease) in accounts payable and accrued liabilities	1,317	(994)
(Decrease) in deferred revenue	(1,208)	(1,149)
Increase in employee benefits payable	186	41
	9,748	8,228
Capital transactions		
Acquisition of tangible capital assets	(11,765)	(9,730)
Proceeds on sale of tangible capital assets	1,286	26
	(10,479)	(9,704)
Investing transactions		
Decrease in long term investments	14	14
(Increase) in Citizens' Prosperity Trust Fund	(513)	(481)
	(499)	(467)
Net change in cash and equivalents	(1,230)	(1,943)
Cash and equivalents, beginning of year	32,207	34,150
Cash and equivalents, end of year	\$ 30,977	\$ 32,207
Represented by		
Cash	\$ 16,364	\$ 19,001
Temporary investments	14,613	13,206
	\$ 30,977	\$ 32,207

See Accompanying Notes

THE CORPORATION OF THE CITY OF KENORA SIGNIFICANT ACCOUNTING POLICIES

For the year ended 31 December 2014

(in thousands of dollars)

The consolidated financial statements of the Municipality are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of Chartered Professional Accountants Canada. The Municipality provides municipal services such as fire, public works, planning, parks, recreation and other government services. Significant aspects of the accounting policies adopted by the Municipality are as follows:

a) Basis of Accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

b) Basis of Consolidation

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the current fund, capital fund, reserves and reserve funds of all municipal organizations, committees and boards and internally restricted entities which are owned or controlled by the Municipality. All interfund assets, liabilities, revenues and expenses have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by the Municipality have been consolidated:

Kenora Public Library
Lake of the Woods Cemetery
Lake of the Woods Museum

The Provincial Offences Fund is a government partnership where the Municipality has shared control over the board / entity. The Municipality's pro rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The Municipality's proportionate interest of 67.45% of the Provincial Offences Fund is reflected in the consolidated financial statements.

The government business enterprise is a separate legal entity which does not rely on the municipality for funding. The investment in the government business enterprise is accounted for using the modified equity method. Under this method, the government business enterprise's accounting policies, which follow Canadian generally accepted accounting principles for rate-regulated industries, are not adjusted to conform with Public Sector Accounting Standards and inter-entity transactions and balances are not eliminated. The Kenora Hydro Electric Corporation Ltd. is the only government business enterprise reflected in the consolidated statements.

c) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**THE CORPORATION OF THE CITY OF KENORA
SIGNIFICANT ACCOUNTING POLICIES**

For the year ended 31 December 2014
(in thousands of dollars)

d) Government Transfers

Government transfers are recognized in the year in which events give rise to the transfer, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

e) Revenue Recognition

Revenues are recognized as follows:

- i Tax revenue is recognized in the calendar year to which the tax assessment applies and the assessment is known.
- ii Fees and user charges are recognized on a monthly basis as services are provided.
- iii Other revenues are recorded when collected or when collection is reasonably assured.
- iv Grants for the acquisition of tangible capital assets are recognized in the period in which the eligible expenditures are made.

f) Investments

Temporary investments are recorded at the lower of cost or market. Portfolio investments are recorded at cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.

g) Inventory

Inventory is recorded at the lower of cost and net realizable value. Cost is determined on the average cost basis.

h) Collection of Taxes on Behalf of Other Taxation Authorities

The municipality collects taxation revenue on behalf of the school boards. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in these financial statements.

i) Trust Funds

Trust funds administered by the City for the benefit of external parties are not included in these financial statements. The financial activity and position of the trust funds are reported separately.

j) Deferred Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

**THE CORPORATION OF THE CITY OF KENORA
SIGNIFICANT ACCOUNTING POLICIES**

For the year ended 31 December 2014
(in thousands of dollars)

k) Pension and Other Post-Employment Benefits

The City accounts for its participation in the Ontario Municipal Employee Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. Standards issued by Chartered Professional Accountants Canada with respect to accounting for employee future benefits require the City to accrue for its obligations under other employee benefit plans and related costs, net of plan assets.

The cost of other post-employment benefits offered to employees are actuarially determined using the projected benefit method, prorated on service and based on management's best estimate assumptions. Under this method, the projected post-retirement benefit is deemed to be earned on pro-rata basis over the years of service in the attribution period commencing at date of hire, and ending at the earliest age the employee could retire and qualify for benefits.

l) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital assets including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital assets commencing once the asset is available for productive use as

Site improvements	25 years
Buildings	10 to 125 years
Equipment	3 to 25 years
Fleet	7 to 25 years
Docks and wharfs	10 to 50 years
Roads and bridges	10 to 50 years
Water	15 to 75 years
Sewer	15 to 100 years
Other	5 to 75 years

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 December 2014
(in thousands of dollars)

1. CASH

	2014	2013
Unrestricted	\$ 12,638	\$ 15,169
Restricted	3,726	3,832
	\$ 16,364	\$ 19,001

The City has a revolving demand facility to a maximum of \$5,000 by way of prime rate based loans bearing interest at prime less .75% and letters of credit bearing interest at 0.5% per annum. As at 31 December 2014, \$ - (2013 - \$ -) was drawn under this facility. This facility is unsecured. Availability is subject to financial criteria and is at the discretion of the bank.

2. TEMPORARY INVESTMENTS

	Market Value	2014	2013
Unrestricted	\$ 12,724	\$ 12,724	\$ 11,347
Restricted	1,889	1,889	1,859
	\$ 14,613	\$ 14,613	\$ 13,206

97% of the temporary investments are held in the One Fund - Public Sector Group of Funds. The investments are bond funds with a rate of return of 2.77% and 2.88%.

3. LONG TERM NOTE RECEIVABLE

	2014	2013
Loan receivable, Ontario Power Generation, repayable \$2 monthly including interest at 5%, secured by leasehold improvements, matures 2020.	\$ 85	\$ 99

4. CITIZENS' PROSPERITY TRUST FUND INVESTMENTS

	2014	2013
Cash	\$ 14	\$ 13
Temporary Investments	32,504	31,992
	\$ 32,518	\$ 32,005

The market value of the temporary investments is \$32,664 at the end of the year. The proceeds from the sale of the Kenora Municipal Telephone System, KMTS Mobility and KMTS Net were transferred to the Citizens' Prosperity Trust Fund in 2008. The purpose of the Fund is to safeguard the principal while using the related investment income to eliminate the negative impacts resulting from the loss of the annual dividends from the telephone operations.

26% of the temporary investments are held in the One Fund - Public Sector Group of Funds. The investment is a bond fund with an interest rate of .32%, 4.05% and 8%. The remaining investments are managed by Manulife Asset Management and held with RBC Dexia. The investments are held in various government and bank bonds and debentures. Interest rates range from 1.5% to 9.13%. These investments mature between 2015 and 2018.

Debentures receivable in the amount of \$7,363 have been eliminated on consolidation. These debentures are due from the City of Kenora and were used to finance a number of capital projects. The interest rate on these debentures is 3%. They mature between 2020 and 2030.

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 December 2014
(in thousands of dollars)

5. INVESTMENT IN GOVERNMENT BUSINESS ENTERPRISE

The Kenora Hydro Electric Corporation Ltd. is owned and controlled by the City of Kenora and as a business enterprise of the City, is accounted for on a modified equity basis in these consolidated financial statements. The following information provides condensed supplementary information for the enterprise for the year ended 31 December 2014.

i) Financial Position, Results of Operations and Changes in Net Assets

	2014	2013
Current assets	\$ 4,347	\$ 4,012
Long term assets	942	966
Capital assets	8,545	8,417
Total Assets	13,834	13,395
Current liabilities	2,288	2,054
Long term liabilities	2,035	2,217
Total Liabilities	4,323	4,271
Net Assets	\$ 9,511	\$ 9,124
Revenues	\$ 14,492	\$ 13,854
Expenses	14,105	13,407
Net Income	387	447
Net assets, beginning of year	9,124	8,677
Net assets, end of year	\$ 9,511	\$ 9,124

ii) Balances with other organizations

Due from City of Kenora	\$ 852	\$ 916
-------------------------	--------	--------

iii) Transactions with other organizations

Administration charges by City of Kenora	\$ 223	\$ 215
Interest charged to Kenora Hydro	92	92

Purchases from and sales to the City of Kenora and its business enterprises in the normal course of operations are recorded at amounts approximating those charged to unrelated parties and total approximately \$2 million in 2014 (2013 - \$1.8 million).

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 December 2014
(in thousands of dollars)

6. DEFERRED REVENUE

	2014				
	Opening balance	Contributions received	Externally restricted investment income	Revenue recognized	Ending balance
Federal gas tax	\$ 2,055	\$ 914	\$ 29	\$ 2,256	\$ 742
Dedicated gas tax	326	73	3	-	402
Miscellaneous transit funding	258	-	-	13	245
Roads deposits	48	-	-	-	48
Other deferred revenue	636	191	2	151	678
	\$ 3,323	\$ 1,178	\$ 34	\$ 2,420	\$ 2,115

Federal gas tax

Gas tax revenue is provided by the Government of Canada. The use of funding is established by a funding agreement between the City and the Association of Municipalities of Ontario. Gas tax funding may be used towards designated public transit, water, wastewater, solid waste, community energy systems, roads and capacity building projects as specified in the funding agreements.

Dedicated gas tax

The Provincial Ministry of Transportation provided municipalities with \$.02 per litre of provincial gas tax to improve and expand transit. The funds can only be used to support municipal public transportation expenditures above a municipality's baseline spending.

7. ACCUMULATED SURPLUS

Accumulated surplus consists of individual fund surplus, reserves and reserve funds and internally restricted entities as follows:

	2014	2013
Current funds	\$ 525	\$ 514
Investment in tangible capital assets	149,084	143,680
Government business enterprise	9,511	9,124
	159,120	153,318
Reserves and Reserve Funds		
Working capital	3,911	3,711
Contingencies	9,817	9,431
Capital expenditure purposes	11,457	10,707
Replacement of equipment	1,296	1,259
Museum	411	427
Cemetery Columbarium	118	92
Current expenditures purposes	933	1,046
Total Reserves and Reserve Funds	27,943	26,673
Internally Restricted Entity		
Citizens' Prosperity Trust Fund	34,706	34,241
ACCUMULATED SURPLUS	\$ 221,769	\$ 214,232

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended 31 December 2014
(in thousands of dollars)

8. TANGIBLE CAPITAL ASSETS

	Land	Site Improve- ments	Buildings	Equipment	Fleet	Docks and Wharfs	Roads and Bridges	Water	Sewer	Work in Progress and Other	2014
Cost, beginning of year	\$ 11,044	\$ 5,758	\$ 31,319	\$ 4,649	\$ 13,954	\$ 1,577	\$ 96,180	\$ 37,124	\$ 47,685	\$ 6,026	\$ 255,316
Additions	44	373	630	318	695	191	6,213	919	1,724	1,213	12,320
Disposals/transfers	(44)	-	-	(13)	(178)	-	(39)	(76)	(152)	(616)	(1,118)
Cost, end of year	\$ 11,044	\$ 6,131	\$ 31,949	\$ 4,954	\$ 14,471	\$ 1,768	\$ 102,354	\$ 37,967	\$ 49,257	\$ 6,623	\$ 266,518
Accumulated amortization, beginning of year	\$ -	\$ 941	\$ 4,656	\$ 2,927	\$ 6,803	\$ 264	\$ 59,877	\$ 12,795	\$ 19,581	\$ 3,792	\$ 111,636
Amortization	-	233	708	387	824	58	2,395	550	790	231	6,176
Disposals	-	-	-	(13)	(112)	-	(17)	(58)	(117)	(61)	(378)
Accumulated amortization, end of year	\$ -	\$ 1,174	\$ 5,364	\$ 3,301	\$ 7,515	\$ 322	\$ 62,255	\$ 13,287	\$ 20,254	\$ 3,962	\$ 117,434
Net carrying amounts, end of year	\$ 11,044	\$ 4,957	\$ 26,585	\$ 1,653	\$ 6,956	\$ 1,446	\$ 40,099	\$ 24,680	\$ 29,003	\$ 2,661	\$ 149,084

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended 31 December 2014
(in thousands of dollars)

8. TANGIBLE CAPITAL ASSETS (continued)

	Land	Site Improve- ments	Buildings	Equipment	Fleet	Docks and Wharfs	Roads and Bridges	Water	Sewer	Work in Progress and Other	2013
							(Restated Note 20)				(Restated Note 20)
Cost, beginning of year	\$ 10,974	\$ 5,723	\$ 30,345	\$ 4,402	\$ 13,556	\$ 1,557	\$ 91,122	\$ 36,528	\$ 46,679	\$ 5,661	\$ 246,547
Additions	71	35	1,025	336	1,116	20	5,058	617	1,033	577	9,888
Disposals	(1)	-	(51)	(89)	(718)	-	-	(21)	(27)	(212)	(1,119)
Cost, end of year	\$ 11,044	\$ 5,758	\$ 31,319	\$ 4,649	\$ 13,954	\$ 1,577	\$ 96,180	\$ 37,124	\$ 47,685	\$ 6,026	\$ 255,316
Accumulated amortization, beginning of year	\$ -	\$ 716	\$ 4,020	\$ 2,624	\$ 6,559	\$ 213	\$ 57,720	\$ 12,277	\$ 18,821	\$ 3,573	\$ 106,523
Amortization	-	225	671	391	798	51	2,157	539	774	274	5,880
Disposals	-	-	(35)	(88)	(554)	-	-	(21)	(14)	(55)	(767)
Accumulated amortization, end of year	\$ -	\$ 941	\$ 4,656	\$ 2,927	\$ 6,803	\$ 264	\$ 59,877	\$ 12,795	\$ 19,581	\$ 3,792	\$ 111,636
Net carrying amounts, end of year	\$ 11,044	\$ 4,817	\$ 26,663	\$ 1,722	\$ 7,151	\$ 1,313	\$ 36,303	\$ 24,329	\$ 28,104	\$ 2,234	\$ 143,680

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from services) is \$252 (2013 - \$589). The municipality holds various works of art and historical treasures pertaining to the Lake of the Woods Museum. These items are not recognized as tangible capital assets in the financial statements because a reasonable estimate of the future benefits associated with such property cannot be made.

**THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

For the year ended 31 December 2014
(in thousands of dollars)

9. OTHER INCOME

	2014	2013
Penalties and interest on taxation	\$ 281	\$ 250
Investment income	1,590	1,361
Donations	601	116
Miscellaneous	1,570	487
	\$ 4,042	\$ 2,214

10. PENSION AGREEMENTS

The municipality and its employees contribute to the Ontario Municipal Employees Retirement System ("OMERS"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is jointly responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has approximately 275,000 active members and approximately 176,000 retired and other members.

Each year an independent actuary determines the Plan's funded status by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2014, the estimated accrued pension obligation for all members (including survivors) of the Plan was \$76,924 million (2013 - \$73,004 million). The Plan had net assets available for benefits of \$72,096 million at the end of 2014 (2013 - \$65,081 million). The resulting funding deficit was \$5,307 million as at December 31, 2014 (2013 - \$8,300 million). The actuary does not attribute portions of the unfunded liability to individual employers. The Corporation of the City of Kenora paid \$983 for employer contributions to the plan in 2014 (2013 - \$946).

11. PUBLIC SECTOR SALARY DISCLOSURE

For 2014, the following employees were paid a salary, as defined in the Public Sector Salary Disclosure Act, 1996, of \$100 or more:

Name	Position	Salary Paid	Taxable Benefits
Karen Brown	Chief Administrative Officer	\$ 153	\$ 2
Sharen McDowall	Human Resources Manager	\$ 113	\$ 1
Richard Perchuk	Operations Manager	\$ 125	\$ 1
Warren Brinkman	Fire & Emergency Services Manager	\$ 119	\$ 1
Charlotte Edie	Treasurer	\$ 106	\$ 1
Colleen Neil	Recreation Manager	\$ 110	\$ 1
Marco Vogrig	Municipal Engineer	\$ 102	\$ 1
Fred Ralko	Captain, Firefighter	\$ 105	\$ 1
Charlotte Caron	Property and Planning Manager	\$ 101	\$ 1
Lauren D'Argis	Corporate Services Manager	\$ 114	\$ 1

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended 31 December 2014
(in thousands of dollars)

12. BUDGET

The Financial Plan (Budget) By-Law adopted by Council on 24 March 2014 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues is \$nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and changes in net financial assets represent the Financial Plan adopted by Council on 24 March 2014 with adjustments as follows:

	2014
Financial plan (budget) by-law surplus for the year	\$ 376
Add:	
Capital expenditures	15,395
Debt principal repayments	633
Less:	
Budgeted transfers from accumulated surplus	(3,336)
Amortization	(6,176)
Budget surplus per statement of operations	\$ 6,892

13. COLLECTION OF TAXES ON BEHALF OF OTHER TAXATION AUTHORITIES

During the year, taxation revenue of \$5,012 (2013 - \$4,809) was raised and remitted to the school boards.

14. TRUST FUNDS

The trust funds administered by the municipality for the benefit of external parties have not been included in the statement of financial position nor have the operations been included in the statement of operations. At 31 December, the trust funds balances are as follows:

	2014	2013
Lake of the Woods Cemetery		
Land Fund	\$ 3	\$ 2
Perpetual Care Fund	553	539
Langford Estate	55	54
	\$ 611	\$ 595

15. EMPLOYEE FUTURE BENEFITS

The City of Kenora pays certain health and dental benefits on behalf of its retired employees. Active employees are also eligible to receive non-vesting sick leave benefits. The City recognizes post-employment and non-vesting sick leave costs in the period in which the employees rendered the services. The expense for the twelve months ended 31 December 2014 was \$35 (2013 - \$84), and the resulting future employee benefit liability was \$2,319 at 31 December 2014 (2013 - \$2,137).

The main assumptions employed for the calculation of employee future benefits are as follows:

1. Interest (Discount) Rate

The interest (discount) rate used for fiscal 31 December 2014 expense and accrued obligation is 3.5%.

2. Medical Costs

Medical costs were assumed to increase 6.75% in 2014 grading down by .25% per annum to 5% thereafter.

3. Dental Costs

Dental costs were assumed to increase 4% per year.

4. Non-Vesting Sick Leave Costs

Salary rates were assumed to increase 1.7% per year to 2016 and 2.25% per year thereafter.

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended 31 December 2014
(in thousands of dollars)

16. EMPLOYEE FUTURE BENEFITS PAYABLE

	2014	2013
Employee future benefits (Note 15)	\$ 2,319	\$ 2,137
Vested sick leave	110	104
Lieu time accrual	117	119
	\$ 2,546	\$ 2,360

17. CONTINGENT LIABILITIES AND COMMITMENTS

At 31 December 2014, the Corporation of the City of Kenora has guaranteed bank indebtedness of the following: Kenora Golf and Country Club in the amount of \$390 (the maximum amount of the guarantee is \$650) and the Kenora Health Care Centre in the amount of \$6,813.

The Corporation of the City of Kenora's pro-rata share of the cumulative operating deficit of the District of Kenora Home for the Aged is not available for 2014 (2013 - \$1,652). The Home's management expects to recover this deficit from projected future operating surpluses. A billing to municipalities for their respective share of the deficit is not anticipated.

The Corporation of the City of Kenora has several claims and possible claims pending against it. The outcome of these claims is not yet determined and no amounts have been recorded in the accounts relating to these claims and possible claims.

18. LANDFILL CLOSURE AND POST-CLOSURE LIABILITIES

The Ontario Environmental Protection Act sets out regulatory requirements for the closure and maintenance of landfill sites. Under this Act, the City is required to provide for closure and post-closure care of solid waste landfill sites. The costs related to these obligations are provided over the estimated remaining life of active landfill sites based upon usage.

The City has one inactive landfill site. It has previously incurred all costs relating to the closure and retains responsibility for all costs relating to post-closure care which are recorded annually as they are incurred. The present value of the estimated total liability for closure & post-closure care has been estimated at \$31 at 31 December 2014.

The City maintains one active landfill site which has an estimated remaining useful life of approximately 40 years. Based on an environmental assessment performed by consultants \$21 has been accrued relating to the closure & post-closure care for this landfill site.

19. LAKE OF THE WOODS DEVELOPMENT COMMISSION

The audited financial statements of the Corporation of the City of Kenora include the activity of the Lake of the Woods Development Commission.

20. CORRECTION OF MISSTATEMENT

As a result of new information, it was determined that the historic cost of certain roads and their related accumulated amortization was not accounted for in 2009 when the City implemented their asset continuity system. The roads that were omitted have a net book value of \$0, therefore, this adjustment has no impact on the annual surplus or accumulated surplus. The 2013 comparative figures have been restated to reflect the following adjustment to tangible capital assets: increase cost - roads and bridges \$28,185 and increase accumulated amortization - roads and bridges - \$28,185. See Note 8 to financial statements.

**THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

For the year ended 31 December 2014
(in thousands of dollars)

21. SEGMENTED INFORMATION

The City of Kenora is a diversified municipal government institution that provides a wide range of services to its citizens, including fire, public transit, solid waste, sewer and water and recreation. For management reporting purposes the City's operations and activities are organized and reported by Segment. Segments were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these functions. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

General Government

General government encompasses all the City's administration including Council, the Administrator's office, finance and administration and human resources.

Protection to Persons and Property

This segment encompasses police services, fire services and by-law enforcement. The fire department is responsible to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. The by-law department is responsible for animal control and for enforcing by-laws passed by council. The building inspectors ensure an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and by-laws.

Transportation Services

Transportation services are the responsibility of the public works department. This department delivers municipal public works services related to the planning, development and maintenance of roadway systems, transit, docks, wharfs and street lighting.

Environmental Services

The environmental services segment consists of three areas - water, wastewater and solid waste. The department provides drinking water and treats wastewater to a portion of the City. It also provides collection, disposal and waste minimization programs and facilities for solid waste.

Health Services

Health services includes contributions to the Northwestern Health Unit, the Kenora District Services Board for ambulance services and to the Lake of the Woods Cemetery.

THE CORPORATION OF THE CITY OF KENORA
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended 31 December 2014
(in thousands of dollars)

21. SEGMENTED INFORMATION (continued)

Social and Family Services

The social and family services segment provides Ontario Works services, day care services and includes contributions to the District of Kenora Home for the Aged and to the Kenora District Services Board for social housing.

Recreation and Cultural Services

Recreation and cultural services is responsible for the maintenance of parks and open space. Also included in this segment are the Kenora Recreation Centre (ice surface, swimming pools and workout facilities) and the Keewatin Memorial Arena (ice surface). The operations of the Kenora Library and the Lake of the Woods Museum are also in this segment.

Planning and Development

The planning and development segment includes planning, economic development and tourism. It provides services for the approval of all land development plans and the application and enforcement of zoning by-laws.

Draft

THE CORPORATION OF THE CITY OF KENORA
SCHEDULE OF SEGMENT DISCLOSURE

For the year ended 31 December 2014
(in thousands of dollars)

	General Government	Protection to Persons and Property	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Eliminations	2014 Total
Revenues										
Taxation	\$ 2,556	\$ 7,124	\$ 4,889	\$ 377	\$ 1,545	\$ 2,564	\$ 3,039	\$ 936	\$ -	\$ 23,030
Fees and user charges	225	548	858	8,595	139	-	1,404	260	-	12,029
Government grants	615	1,953	5,612	1,340	509	568	1,656	465	(1,019)	11,699
Net government business enterprise earnings	387	-	-	-	-	-	-	-	-	387
Other	1,132	654	1,006	383	143	235	352	135	-	4,040
	4,915	10,279	12,365	10,695	2,336	3,367	6,451	1,796	(1,019)	51,185
Expenses										
Salaries and benefits	2,355	2,208	2,748	3,204	181	1	3,042	767	-	14,506
Materials and supplies	593	7,467	2,076	4,828	60	-	1,863	660	-	17,547
External transfer	-	-	78	-	2,008	3,348	1,003	-	(1,019)	5,418
Amortization	156	391	3,225	1,702	17	-	518	168	-	6,177
	3,104	10,066	8,127	9,734	2,266	3,349	6,426	1,595	(1,019)	43,648
Net surplus (deficit)	\$ 1,811	\$ 213	\$ 4,238	\$ 961	\$ 70	\$ 18	\$ 25	\$ 201	\$ -	\$ 7,537

	General Government	Protection to Persons and Property	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Eliminations	2013 Total
Revenues										
Taxation	\$ 2,651	\$ 6,974	\$ 4,356	\$ 356	\$ 1,445	\$ 2,671	\$ 2,699	\$ 865	\$ -	\$ 22,017
Fees and user charges	233	536	846	7,935	146	-	1,381	207	-	11,284
Government grants	863	2,078	5,344	250	561	661	1,622	814	(1,077)	11,116
Net government business enterprise earnings	447	-	-	-	-	-	-	-	-	447
Other	931	233	146	375	49	89	166	225	-	2,214
	5,125	9,821	10,692	8,916	2,201	3,421	5,868	2,111	(1,077)	47,078
Expenses										
Salaries and benefits	2,236	2,109	2,665	3,019	171	1	3,180	739	-	14,120
Materials and supplies	800	6,601	1,984	4,262	61	-	1,989	915	-	16,612
External transfer	-	-	78	-	2,032	3,251	874	-	(1,077)	5,158
Amortization	149	404	2,990	1,658	15	-	498	166	-	5,880
	3,185	9,114	7,717	8,939	2,279	3,252	6,541	1,820	(1,077)	41,770
Net surplus (deficit)	\$ 1,940	\$ 707	\$ 2,975	\$ (23)	\$ (78)	\$ 169	\$ (673)	\$ 291	\$ -	\$ 5,308

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes, certain government grants and interest income have been apportioned based on a percentage of budgeted expenses.



July 27, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Financial Management Software Agreement with Diamond Software

Recommendation:

That Council hereby acknowledges that the Corporate Services Manager entered into an agreement with Diamond Software Inc. on June 15, 2015 under the authority delegated in the Procurement Policy CS-1-1; and further

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

Background:

In the 2015 capital budget, Council approved the purchase and implementation of new Financial Management Software. A request for proposals was issued. The responses were evaluated and Diamond Software Inc. was the successful proponent.

This report is to officially pass the by-law for the contract.

Budget:

This purchase is within the 2015 Capital budget as previously passed by Council.

Communication Plan/Notice By-law Requirements:

Required under Schedule 'A' to Notice By-law 144-2007: before passing or amending a by-law pertaining to fees and charges imposed by the municipality, Council shall give public notice of its intention to pass a by-law by placing it on applicable agenda preceding meeting subsequently posted on Portal.

Strategic Plan or other Guiding Document:

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



30 June 2015

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown

Re: Kenora Hydro Board – Council Representative Appointment and Shareholder Representative

Recommendation:

That Council hereby appoints Councillor Rory McMillan to the Board of Directors of the Kenora Hydro Electric Corporation Ltd., for a term in effect until the 2017 Kenora Hydro Annual General Meeting; and further

That Council hereby appoints Councillor Rory McMillan as shareholder representative for the purposes of any Shareholder's meetings held during the term of his appointment to the Board of Directors for the Kenora Hydro Electric Corporation Ltd.

Background:

Kenora Hydro Electric Corporation Ltd. (Kenora Hydro) is a corporation, different from most other Boards and Commissions for the City. As the sole shareholder, the City of Kenora is entitled to one vote when dealing with business as a Shareholder of Kenora Hydro.

In the past, Council has appointed the Councillor appointee to the Kenora Hydro Board as the Shareholder representative on a meeting by meeting basis. In discussions with the City solicitor, Bruce Ormiston, a more appropriate approach would be to appoint the Council Member who has been appointed to the Kenora Hydro Electric Corporation Ltd. Board of Directors as the Shareholder representative for the term of their appointment.

Budget / Financial Implications:

N/A

Communication Plan/Notice By-law Requirements:

This decision will be communicated to the Kenora Hydro Board of Directors.

Strategic Plan or other Guiding Document:

This item is housekeeping in nature.



July 23, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Investment Report including Kenora Citizens' Prosperity Trust Fund

Recommendation:

That Council of the City of Kenora hereby accepts the 2015 Second Quarter Investment Report that includes details of the Kenora Citizens' Prosperity Trust Fund and other City of Kenora Investments.

Background:

Kenora Citizen's Prosperity Trust Fund (KCPTF):

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

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

The first KCPTF portfolio is with the ONE Public Sector Group of Funds and accounts for almost one quarter of the Trust Fund. The market value of this investment at June 30, 2015 is \$9,058,948.36. (This is an increase of \$149,278.91 in market value from December 31, 2014.) This portfolio is held in bond, universal corporate bond and equity funds that are all monitored to ensure that they remain within the Ontario Provincial legislation for municipal investments. The year to date actual return on these ONE fund investments for 2015 is 3.43%. This rate reflects the total return including market impact. The return on book value for year to date 2015 is 1.81%.

The second and largest KCPTF portfolio is managed by Manulife Asset Management with RBC Dexia Investor Services as custodians. The City receives quarterly reports and information from the June 30, 2015 report is attached. The market value of these investments is \$24,880,523 (\$514,969 higher than the value at the end of December 2014). Securities held in this portfolio are largely bank and federal and provincial government issues. The year to date return on these funds is 2.14%. The rate of return since inception is 3.30%. These returns also take the market impact into account.

In addition, the KCPTF holds \$7,363,392 in debt from the City of Kenora. The rate of return on this debt is 3%.

Other Investments:

The City of Kenora maintains investment portfolios separate from the Kenora Citizen's Prosperity Trust Fund. These investments are entirely held in the ONE Public Sector Group of Funds and the market value at June 30, 2015 is \$11,872,643.98. (This is an increase of \$181,983.03 in market value from December 31, 2014.) All of these ONE Fund investments are held in a bond fund. The year to date return for this portfolio is 3.15%. The year to date return on book value is 2.48%.

Budget:

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

Communication Plan/Notice By-law Requirements:

For information only

Strategic Plan or other Guiding Document:

Report is required per policy CS 4-2.



July 23, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: June 2015 Monthly Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as June 30, 2015.

Background:

Attached for your information, please find the June 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 June are better than budget.
- User fee revenues to the end of June are below budget but similar to 2014.

Expenditures:

- At the end of June, the year is half finished. Assuming that expenditures are relatively level for the year, a result of (50%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government preliminary results are on budget with 55% of the expense budget unspent. The Administrator's Office is over budget due to the contracted service invoices from BMA. Council travel is over budget to the end of June with only 34% remaining to be spent. Airfare for AMO 2015 is included in these expenses.
- **Protection** – The Protection Department expenditures are overall on budget with 50% remaining to be spent. OPP is over budget due a change in their billing statements for 2015. This will be offset by a release from reserves which will not show on this report.
- **Transportation** – The Transportation Department expenditures are under budget with 56% remaining to be spent. Roads insurance expenses already exceed the annual budget due to more settlements than expected. The maintenance budget for paved roads is below budget overall but the portions for Patching & Washouts and Sweep/Clean/Flush have spent 2/3 of the annual budget.

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

Winter control only has 40% of the 2015 budget remaining, but this is expected due to the timing of these expenses. For a comparison, it was at 8% remaining at this time last year. There will also be a small adjustment to improve these results during year end to record some sand and salt inventory that appears as expense in these numbers.

PW Barsky Facility is over budget at least in part to additional work to the training room.

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

- **Environmental** – The Environmental Department expenditures are overall under budget with 61% remaining to be spent.

Kenora Waterworks is better than budget despite the purchase of two new handheld meter reading devices to replace current equipment that was beyond economical repair.

- **Health expenditures** – Health expenditures are on budget with 52% remaining to be spent.
- **Social and Family** – Social and Family expenditures appear to be budget due to the timing of the transfers to the Home for the Aged. These expenses will be in line with the budget by the end of the year.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are overall under budget with 54% remaining to be spent.

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

KRC Thistle Arena has spent $\frac{3}{4}$ of the expense budget due to several unforeseen issues including metal gates and mesh to the Zamboni entrance due to a safety concern, the failure and repair of the overhead door and then a sewer backup for which only some costs are covered by insurance.

- **Planning & Development** – Planning & Development expenditures are overall under budget with 59% remaining to be spent.

User Fees:

- Overall, user fees are below budget projections with 55% of the budget still to be collected.
- The following areas are better than budget: General Government, Transportation, Recreation & Cultural and Planning & Development.
- The following areas are lagging to budget: Protection and Environmental.

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.



July 28, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Project Selection for Ontario Community Infrastructure Fund
Application

Recommendation:

That Council authorizes a funding application to the Ontario Community Infrastructure Fund (OCIF) for the Keewatin Channel Bridge rehabilitation.

Background:

This second intake for the OCIF will provide another \$50 million in application-based funding for the revitalization and repair of roads, bridges and other critical infrastructure in small, rural and northern communities. Expressions of interest are due September 11, 2015.

90% of a project's funding up to \$2 million may be requested.

A municipality may submit only one application to the OCIF and may submit another one to the Federal Government's Small Communities Fund (SCF). They may not submit the same project to both. It is up to the municipality to determine which funding source is more appropriate for a project.

A municipality may re-submit a project that was not funding under the first intake. This application will make the third application that we have made for provincial funding for this project.

Projects must be complete by December 31, 2017. It is estimated that funding announcements will be made in January or February of 2016.

The Keewatin Channel Bridge rehabilitation has been identified as the top priority project for the City of Kenora for the last few years.

The main purpose of the proposed bridge rehabilitation is to extend the life of the structure. As time passes, the cost and scope of rehabilitation will continue to increase. Even though this is not the worst bridge in the City's bridge inventory, due to the importance, age and size of this structure, repairs are required now to avoid more expensive rehabilitation or even replacement later. It is anticipated for these repairs to extend the life of the bridge for approximately fifteen years.

The Keewatin Channel Bridge rehabilitation is a better fit with the OCIF funding than with the SCF funding as the SCF subcategory for highways and major roads (including bridges) specifies that the projects are part of the National Highway System, expect significant volumes or are related to natural resource development opportunities. The OCIF funding specifies that it is for support of critical core infrastructure.

Budget:

The total project is currently estimated at \$2.3 million. The OCIF funding, if approved, would provide \$2 million or 87% of the funding required.

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

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 a good state of repair to ensure certainty, security and long-term stability of our systems.

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.



July 27, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Cooperation & Service Agreement with PayByPhone Technologies

Recommendation:

That Council hereby acknowledges that the Corporate Services Manager entered into an agreement with PayByPhone Technologies Inc. on July 10, 2015 under the authority delegated in the Procurement Policy CS-1-1; and further

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

Background:

The City of Kenora has contracted with PayByPhone to provide wireless applications to enhance the payment process for parking at city-owned parking facilities and metered parking stalls. Specifically, the applications will allow customers to pay for parking through cellular telephones or other wireless systems.

This report is to officially pass the by-law for the contract.

Budget:

There are no outlays expected for the implementation or operation of this contract. Increased revenues from this contract are expected to more than cover any incidental expenditures such as staff time or banking fees.

Communication Plan/Notice By-law Requirements:

Required under Schedule 'A' to Notice By-law 144-2007: before passing or amending a by-law pertaining to fees and charges imposed by the municipality, Council shall give public notice of its intention to pass a by-law by placing it on applicable agenda preceding meeting subsequently posted on Portal.

Strategic Plan or other Guiding Document:

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



July 28, 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:

- April 22 & May 27 – Kenora Public Library Board
- July 7 – Event Centre Committee
- July 15 – Environmental Advisory Committee
- July 15 – Heritage Kenora; and

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

- June 16 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

Background:

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

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

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

Budget/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



July 28, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Cost Analysis to Support Water & Sewer Service Charge Increase

Recommendation:

That Council receives this report and attachment forming the cost analysis of the Water & Sewer Service Charges.

Background:

At the July Committee of the Whole meeting, a report was presented from Rick Perchuk and Biman Paudel that recommended rate increases for Water & Sewer Service Charges. Council requested further cost analysis of the services that the City provides.

The attached cost analysis uses the following basic assumptions:

- Hours, fleet, material, shop supplies and equipment costs are based on the expert opinions of the Operations Manager and the Water & Sewer Supervisor.
- The hours and other costs for each service can vary substantially. These estimates are of conservative averages.
- After hour call outs are at 4 hours per employee.
- After hour additional hours are at a rate of 1.75% of wages as they are overtime and can be at 1.5 or double time.
- Indirect costs per hour are calculated based on a cursory review of indirect costs currently charged to the Water & Sewer departments.
- Total costs are compared to the recommended price.
- The recommended price is compared to the current price.

In all but one case, the City will be operating at a loss for these services. Of note that the one case where the analysis indicates a gain is for additional after hour water thaws. Water thaws sometimes require excavation that can cost up to \$5k but these situations are not considered in this analysis. Therefore, in the end, water thaws are operating at a loss as well.

Budget: This report is in complement to the report noted above recommending increases to the water and sewer charges, and the impact will be increased revenue to the water & sewer department if rates are approved.

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

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



July 28, 2015

City Council Committee Report

To: Mayor and Council

Fr: Colleen Neil, Recreation Services Manager and The Event Centre Committee

Re: Business Case and Design Work for Proposed Event Centre – Award

Recommendation:

That Council of the City of Kenora hereby accepts the recommendation from Staff and the Event Centre Committee to accept the proposal from Stantec + Nelson Architecture Inc. related to the business case and design work for the proposed event centre.

Background:

In June 2015, the City advertised for proposals to be submitted for a business case and design work for the proposed event centre. Three proposals were received by the closing of July 9, 2015.

A review committee of members from the Event Centre Committee and city staff were chosen to review the submissions. The committee used a predetermined scoring matrix to evaluate each submission.

The review committee is recommending to Council to award the work to Stantec + Nelson Architecture inc.

The agreement and by-law adoption will come forward as a housekeeping matter at September's Council meeting.

Budget:

Stantec + Nelson Architecture Inc.'s submission was for \$153,076.75 for the required work.

The total project was included in the capital budget for \$160,000.00 with an \$80,000.00 contribution from the City, \$50,000.00 contribution for NOHFC, \$25,000.00 contribution from the Event Centre Committee Fundraiser and a \$5,000.00 contribution from the Kenora Hospitality Alliance.

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

Strategic Plan or other Guiding Document:

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.

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



July 21, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lori Nelson, Museum Director

Re: Amendment to Museum Annex Capital Budget

Recommendation:

That Council hereby approves an additional allocation of \$3,964.95 + HST to be funded through the Museum Annex Reserve for the purchase of parts and repair of the Museum Annex air conditioning unit; 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 August 11, 2015 meeting to withdraw funds from the Museum Annex Reserve in the amount of \$3,964.95 + HST to offset the cost of this purchase and repair; and further

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

Background:

In early July of 2015, staff at the Lake of the Woods Museum were informed by the tenants in the Museum Annex that the air conditioning was not working. 807 Refrigeration was called in to investigate. 807 Refrigeration has been attending to the Museum and Museum Annex HVAC systems for the last couple of years. Two fixes were required: replacement of the blower motor and the removal and replacement of the faulty compressor. The failure of the system happened in early July when temperatures and humidity were very high. Since the Museum Annex tenant operates a fitness/yoga business, it was imperative that the repairs be done expeditiously.

This work was unexpected and, therefore, not budgeted for in either the Museum's operating or capital budget.

Budget: \$3,964.95 + HST drawn from the Museum Annex Reserve.

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:

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

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 system.



July 28, 2015

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: Tunnel Island – Consultant Contract Amendment re CDF Funding

Recommendation:

That Council hereby authorizes the Mayor and Clerk to enter into a Consulting Contract between the Corporation of the City of Kenora and Black Dog Management; and further

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

Background:

In 2014, the City of Kenora received Cultural Development Funding and Common Ground Research Forum funding to hire a facilitator to complete a governance project with the Tunnel Island project partners: Wauzhusk Onigum, Ochiichagwe Babigo Ining and Obashkaandagaang, and Grand Council Treaty #3. At that time, the project partners chose Black Dog Management as the successful project facilitator through a competitive RFP process.

In March, 2015, an extension was granted by the funder to June 30, 2015 and a further extension to September 30, 2015. This contract covers the extension of the grant.

Budget Implications: None – this amendment is simply an extension of the existing funding agreement and 2015 budget

Relevance to Kenora’s Vision 20/20 Strategic Plan:

Goal 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

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



21 July 2015

City Council Committee Report

TO: Mayor and Council

FR: Warren F. Brinkman, Emergency Service Manager

RE: Fire Protection Agreement between Wauzhushk Onigum First Nation and the City of Kenora

Recommendation:

That Council of the City of Kenora renew the Fire Protection Agreement with the a rate of \$12,360.00 per year along with an annual recurring three percent (3%) increase on a forward basis; and further

That the MTO rate of \$410.00 per vehicle for the first hour, and to \$205.00 per vehicle per half hour thereafter be applied; and further

That should the MTO rate change that the invoiceable costs reflect the Provincial changes without having to renegotiate this Fire Protection Agreement with Wauzhushk Onigum First Nation; and further

That By-Law Number 113-2001 be repealed.

Background:

The former Town of Jaffray Melick entered into a Fire Protection Agreement with Wauzhushk Onigum First Nation in June of 1994 (Town of Jaffray Melick By-Law Number L31/94). For Fire Protective Services rendered by the Jaffray Melick Volunteer Fire Department, the Wauzhushk Onigum First Nation agreed to pay the Town of Jaffray Melick an annual standing fee of \$9000.00. In addition fire apparatus was invoiced out at a rate of \$250.00 per vehicle for the first hour or part thereof and \$200.00 per vehicle for each and every hour thereafter or part thereof.

In January 2000 the former Towns of Kenora, Keewatin and Jaffray Melick amalgamated to form one governance. As such the Fire Service providing fire protection to these communities amalgamated as well.

The City of Kenora Fire and Emergency Services entered into a Fire Protection Agreement with Wauzhushk Onigum First Nation on the 10th of September 2001 as referenced through By-Law Number 113-2001.

The Fire Protection Agreement between the City of Kenora Fire and Emergency Services and Wauzhushk Onigum First Nation has been in place for fourteen years. City of Kenora Fire and Emergency Services operating costs have incrementally increased since year

2001. The Fire Protection Agreement has been reviewed to reflect the currency of City Fire's operating budget.

The present "Standing Fee" is \$12,000 per year. This "Standing Fee" has been in place since year 2002.

The Fire Apparatus rate is \$350.00 per vehicle for the first hour and for and \$175.00 per piece of apparatus for every half hour thereafter. The above noted rates are based on what the Ministry of Transportation reimburses Fire Service response on Provincially numbered highways.

The MTO rate is now \$410.00 per vehicle for the first hour and to \$205.00 per vehicle per half hour thereafter.

Budget: Budget impact will show an overall increase in City Fire Revenues.

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: Foundations, as contained within Strategic Plan 2015-2020, specifically, "the City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies"; and further in Goals and Corporate Actions: Our People, "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".



21 July 2015

City Council Committee Report

TO: Mayor and Council

FR: Warren F. Brinkman, Emergency Service Manager

RE: Fire Protection Agreement between Ochiichagwe' Babigo'ining Ojibway Nation and the City of Kenora

Recommendation:

That Council of the City of Kenora renew the Fire Protection Agreement with Ochiichagwe' Babigo'ining Ojibway Nation at a rate of \$12,360.00 per year along with an annual recurring three percent (3%) increase on a forward basis; and further

That the MTO rate of \$410.00 per vehicle for the first hour, and to \$205.00 per vehicle per half hour thereafter be applied; and further

That should the MTO rate change that the invoiceable costs on a forward basis reflect the Provincial MTO rate changes without having to renegotiate this Fire Protection Agreement with Ochiichagwe' Babigo'ining Ojibway Nation; and further

That By-Law Number 46-2003 be repealed.

Background:

The former Town of Jaffray Melick entered into a Fire Protection Agreement with Ochiichagwe' Babigo'ining Ojibway Nation in January of 1993 (Town of Jaffray Melick By-Law Number L2/93). For Fire Protective Services rendered by the Jaffray Melick Volunteer Fire Department, the Ochiichagwe' Babigo'ining Ojibway Nation agreed to pay the Town of Jaffray Melick an annual standing fee of \$5000.00. In addition fire apparatus was invoiced out at a rate of \$250.00 per vehicle for the first hour or part thereof and \$200.00 per vehicle for each and every hour thereafter or part thereof.

In January 2000 the former Towns of Kenora, Keewatin and Jaffray Melick amalgamated to form one governance. As such the Fire Services serving these communities amalgamated as well.

The City of Kenora Fire and Emergency Services entered into a Fire Protection Agreement with Ochiichagwe' Babigo'ining Ojibway Nation on the 10th of March 2003 as referenced through By-Law Number 46-2003.

The Fire Protection Agreement between the City of Kenora Fire and Emergency Services and Ochiichagwe' Babigo'ining Ojibway Nation has been in place for twelve years. City of Kenora Fire and Emergency Services operating costs have incrementally increased since

year 2003. The Fire Protection Agreement has been reviewed to reflect the currency of City Fire's operating budget.

The present "Standing Fee" is \$12,000 per year. This "Standing Fee" has been in place since year 2004.

The Fire Apparatus rate is \$350.00 per vehicle for the first hour and \$175.00 per piece of apparatus for every half hour thereafter. The above noted rates are based on what the Ministry of Transportation reimburses for Fire Service response on Provincially numbered highways.

The MTO rate is now \$410.00 per vehicle for the first hour and \$205.00 per vehicle per half hour thereafter.

Budget: Budget impact will show an overall increase in City Fire Revenues.

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: Foundations, as contained within Strategic Plan 2015-2020, specifically, "the City will ensure prompt and immediate response times supported by resilient communications in the event of system outages and other emergencies"; and further in Goals and Corporate Actions: Our People, "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".



July 27, 2015

City Council Committee Report

TO: Mayor and Council

FR: Warren F. Brinkman, Emergency Services Manager

RE: Disaster Response Agreements

Recommendation:

That Council hereby authorizes an amendment to bylaw number 50-2015 to include amendments to the 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 the Mayor and Clerk be hereby authorized to execute these agreements on behalf of the City; and further

That a separate bylaw for a memorandum of understanding for personal disaster agreement being bylaw number 51-2015 be hereby repealed.

Background:

In April Council reviewed a report from Warren Brinkman that outlined the need for a Disaster Response Agreement.

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.

The agreement has been reviewed by the Canadian Red Cross Legal department and therefore needs to be updated. An amending agreement is attached for your consideration along with the original agreement. You will note that it is Schedule A and Schedule C that they have made amendments to. All other aspects of the agreement remain in place

Budget:

Emergency Measures Operating Budget 2015.

Communication Plan/Notice By-law Requirements:

Strategic Plan or other Guiding Document:

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.



July 23, 2015

City Council Committee Report

To: Mayor & Council

Fr: Richard Perchuk, Operations Manager
Krishanth Koralalage, Roads Supervisor

Re: School Crossing Guard Tender – Two Year Contract: 2015-2016-2017

Recommendation:

That the only tender submitted to provide School Crossing Guard Service for the 2015 – 2016 school year and the 2016 – 2017 school year, HST extra, be received:

Alpine Janitorial (Kenora) Inc.

Year 2015 - 2016	\$50,008.00	HST extra
Year 2016 – 2017	\$50,008.00	HST extra

; and further

That the tender received from Alpine Janitorial (Kenora) Inc., in the amount of \$100,016.00, HST extra, be hereby accepted.

Background:

The City of Kenora’s School Crossing Guard Service contract expired June of 2015. A tender was released to provide service to six (6) locations for a two year term covering the 2015 – 2016 school year and the 2016 – 2017 school year. A two year contract eliminates unnecessary workload and is in keeping with other tenders of this nature.

The advertised tender closed Monday, July 27, 2015, with Alpine Janitorial (Kenora) Inc., being the sole bid received in the amount of \$100,016.00, HST extra, for a two year period. The yearly breakdown, HST extra, is as follows:

Year 2015 - 2016	\$50,008.00	HST extra
Year 2016 – 2017	\$50,008.00	HST extra

The previous two year contract (2013/2014/2015) was awarded to the same company, which was the only bid received, in the amount of \$112,800.00, HST extra.

In 2015 the approved budget allocation is \$56,000.00 (includes HST). The 2016 Operating Budget allocation request will be \$50,900.00.

Based on the Location Activity Count for the period ending June 2015, a year end contract requirement, the noon hour service has been eliminated for the

2015/2016/2017 contract, see the Location Activity Count and Crossing Guard Location drawing attached.

Clause 5.0, Terms and Conditions, allows the City the right to cancel any of the specified school crossing guard locations prior to the award of the tender and after the award of tender and absolves the City of any obligation under the contract when service is interrupted by strike, walk-outs or by reason of any "Act of God".

Budget/Finance Implications: 2015 Operating Budget \$56,000.00. 2016 request to be \$50,900.00.

Communication Plan/Notice By-law Requirements:

Resolution required.

Distribution: R. Perchuk, K. Koralalage, KCDSB, KPDSB

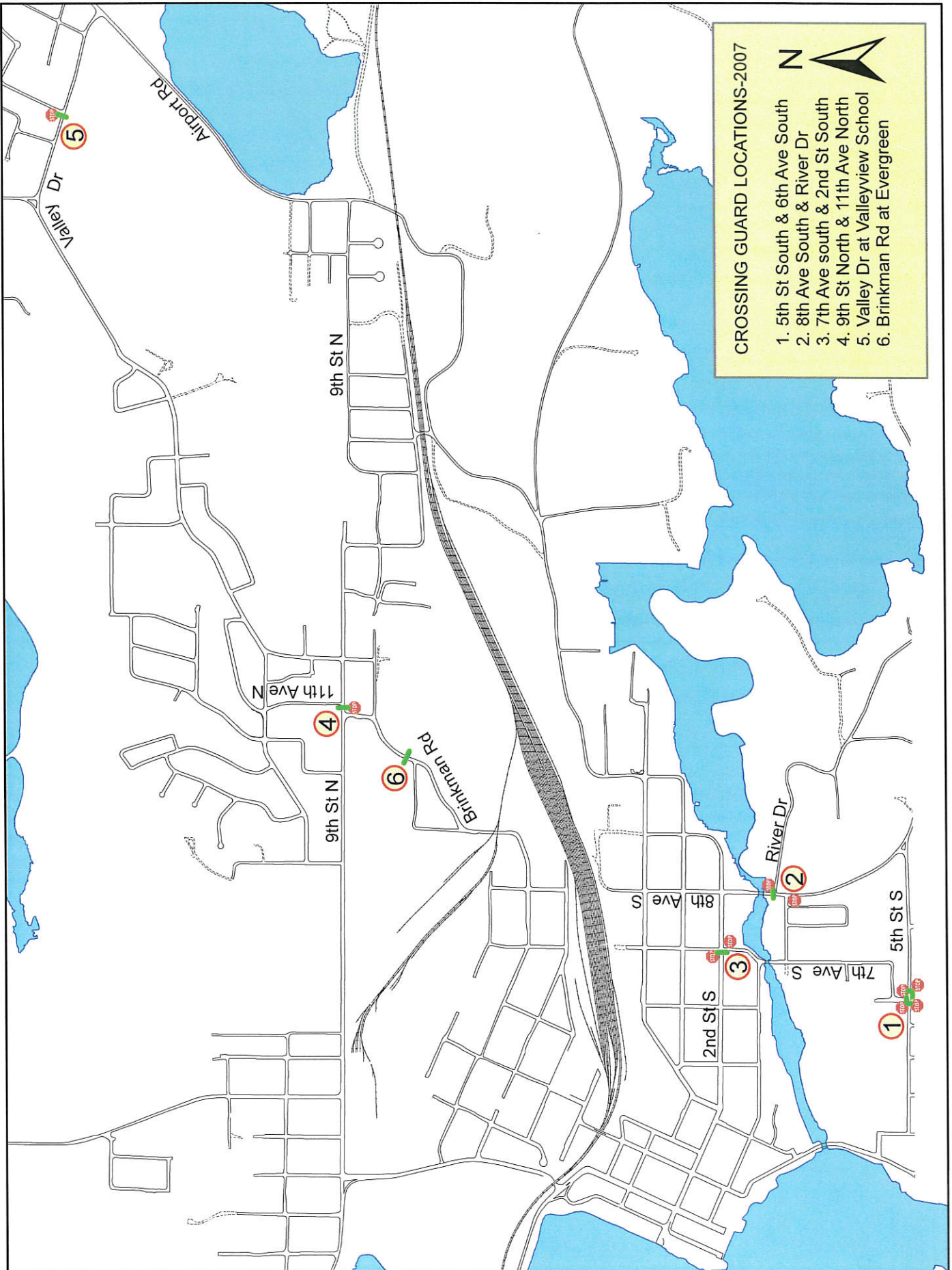
Strategic Plan or other Guiding Document:

Goal#2 Strengthen Our Foundations

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

**SCHOOL CROSSING GUARD SERVICE
LOCATION ACTIVITY COUNT
2014 / 2015 School Year**

Locations	Signage at Intersection	Degree of Activity		Importance of Service	Pedestrian Traffic - Breakdown			Comments
		Traffic	Student		8:00 a.m. 9:00 a.m.	11:30 a.m. 12:45 p.m.	3:00 p.m. 3:45 p.m.	
1. 5th St S & 6th Ave S	4-Way	Heavy	high	High	20-25		20-25	
2. 8th Ave S & River Dr	2-Way	Heavy	moderate	High	6-8		6-8	
3. 7th Ave S & 2nd St S	2-Way	Heavy	moderate	High	10-13		10-13	
4. 9th St. N. & 11th Ave. N	2-Way	Heavy	high	High	20+	0-3	20+	Lunch hour was very low this year but the store has reopened.
5. Valley Dr. at Valleyview Sc	1-Way	Heavy	High	High	35+		35+	
6. Brinkman Rd at Evergreen Sc	crosswalk rd. marking signage	Heavy	High	High			25-30	





July 23, 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-June

Recommendation:

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

There are two (2) changes to the monthly report. The first one is to Schedule "A" and is the addition of year-to-date activity regarding the number of water thaws. The second is to Schedule "B" and is a housekeeping change from an imperial measure to a metric measure for sludge hauled to the Kenora Area Landfill. The Operations Department recommends that Council accept the 2015 Water and Wastewater Systems Monthly Summary Report for June.

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**

June 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 June 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:

- Jun 1st
- Jun 8th
- Jun 15th
- Jun 22nd
- Jun 29th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced belts on air compressor.
- Cleaned polymer hopper.
- Replaced belts on highlift dehumidifier.
- Replaced (3) 3” gate valves and installed water meter on WTP supply line.
- Replaced #2 and #3 highlift motors.
- Replaced battery at Zone 4 booster generator.
- Rebuilt chlorine regulator.

2.4 Training

There was no training during the month of June.

2.5 Water Quality Complaints

There were two water quality complaints in the month of June. The first was a complaint of “fish guts” on customer’s dishes after coming out of the dishwasher. Went to residence and confirmed smell. Not noticeable in tap water. Confirmed chlorine residual was adequate. Further research showed this can be a common issue with some dishwashing soaps. Second complaint was for white cloudy water. Confirmed chlorine residual was adequate. Explained to customer that air coming out of solution can give water a milky appearance which is harmless and will disappear if left standing.

2.6 Other Information

- Distribution system chlorine levels were sampled at three locations weekly throughout the month in addition to the chlorine levels being sampled along with regular weekly bacteriological samples.

3.0 Water Distribution System

3.1 Maintenance

3.1.1. Water Distribution

- June 1 - Repaired three water leaks on Coney Summer Service.
- June 4 - Repaired water leak on Coney Summer Service.
- June 8 - Raised hydrant at: 220 Fifth Street South.
- June 9 - Repaired and replaced 120 ft. of water main on Coney.
- June 10 - Repaired hydrant at: 200 First Street North.
- June 12 - Repaired hydrant at: Maple Street near Enterprise.
- June 15 - Replaced nonfunctional hydrant with the new one at: the intersection of Trojan Street and Twelfth Street North.
- June 17 - Raised hydrant at: the intersection of Fifth Street and Ontario Street.
- June 18 - Installed new hydrant at: the intersection of First Street South and Seventh Avenue South (Central Park).
- June 25 - Dug and installed a bleeder at: 1214 Pine Portage Road.
- June 30 - Dug and repaired the valves at: the intersection of Sixteenth Avenue North and Sixth Street North.

3.1.2. Wastewater Collection

- June 1 - Flushed and televised sewer main at: 800 Block of Park Street.
- June 3 - Dug and replaced collapsed sewer main at: 817 Park Street.
- June 4 - Installed rebuilt pump at: Dean Street Pumping Station.
- June 5 - Flushed and rodded plugged sewer at: 524 First Avenue North.
- June 7 - Rodded plugged sewer at: 523¹/₂ Second Avenue South.
- June 11 - Dug and replaced sewer main at: laneway in between Third Street North and Fourth Street North.
- June 15 - Rodded plugged sewer at: 528 First Street South.
- June 16 - Replaced grinder pump at: 8 Universal Drive.
- June 25 - Replaced the grinder pump at: 141 Rabbit Lake Road, rodded plugged sewers at: 819 Beach Road and 1025 Park Street.
- June 26 - Repaired grinder pump at: 233 Rabbit Lake Road.
- Rodded plugged sewers at: 1507 Agur Street and 224 Eighth Avenue South.
- June 29 - Rodded plugged sewer at: 627 Second Avenue South.

3.1.3. Water Thaws:

City Property: 0

Private Property: 0

3.2 Training

- June 1 - Ray Lindquist and Biman Paudel attended ½ day Clear Logic training on Managing Change – Developing an Empowered Work Force.
- June 8 - All the staff attended ½ day training on fire hydrant by Mueller Canada.
- June 17 - Ray Lindquist and Biman Paudel attended ½ day Clear Logic training on Leadership and Communication.
- June 18 - Ray Lindquist and Biman Paudel attended ½ day Clear Logic training on Principles of Motivation.

3.3 Water Quality Complaints

There were two (2) water quality complaints reported to the Water Treatment Plant for the month of June.

- One complaint was related to a fish smell and the other was to white cloudy water. For further detail see Item 2.5.

3.4 Boil Water Advisory(s) - 2015

Date and Location:

- June 9th – 4 residents on Coney Island.
- June 18th – 4 residents on Seventh Avenue South, 3 residents on First Street

South, and 3 residents on Park Street.

- June 30th – 2 residents on Fifteenth Avenue North, 16 residents on Sixteenth Avenue North, 14 residents on Eighteenth Avenue North, 1 resident on Nineteenth Avenue North, 18 residents on Seventeen Avenue North, 10 residents on Sixth Street North, 13 residents on Ninth Street North, 1 resident on Homestake Road, 15 residents on Sunset Place, 14 residents on Sunrise Place, 2 residents on Airport Road, 1 resident on Park Avenue, 5 residents on Gerald Street, and 19 residents on Clarence Street.

3.5 Other Information

- As per the new organizational changes Dave Lunny, City Electrician, started to work under the Water and Sewer Department.
- Mike Derouard went to Dryden to write the required tests for his Class I Certifications.

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 June 25th, 2015 - Results:

- a. Total B.O.D. (biological oxygen demand) Raw Sewage: 77, [mg/L]
- b. Total B.O.D. Final Effluent: 11.7 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 122 [mg/ L]
- d. Total Suspended Solids Final Effluent: 8.8 [mg/ L] - limit is 25 [mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on June 3,10,17,25, 2015 - Results: Organisms/100 ml

- a. Geometric Means from samples in June: 46 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 46 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 85% and the Plant reduction of suspended solids is 93%.

4.3 Maintenance

4.3.1 Change 15 amp breaker 400 building exhaust fan.

4.3.2. Quotes for 125 HP blower electric motors.

4.3.3. Removed 200 building sump pump.

4.3.4 Budget pricing for 2015 Capital.

4.3.5 Clarifier maintenance.

4.3.6 UV maintenance.

4.4 Training

Health and Safety Policy reviewed with staff.

4.5 Other Information

June 15th, 2015 - Workplace Health & Safety inspection completed.

Schedule "A"

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

Water Plant Flows		Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m ³ /month		240262	222165	262102	237655	202136	194913							1359233
Maximum Daily Influent Flow	m ³ /day		8546	8924	9048	8829	7807	7196							50350
Minimum Daily Influent Flow	m ³ /day		6955	7370	7581	6746	5406	5325							39383
Average Daily Influent Flow	m ³ /day		7750	7934	8455	7922	6521	6497							45079
Maximum Daily Instantaneous Influent Flow	m ³ /day		18234	18088	17856	17664	18351	18641							108834
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /month		228044	210133	248392	224528	188985	183543							1283625
Maximum Daily Effluent Flow	m ³ /day		8318	8447	8649	8403	7241	6735							47793
Minimum Daily Effluent Flow	m ³ /day		6654	6697	7526	6381	5094	5246							37598
Average Daily Effluent Flow	m ³ /day		7356	7505	8013	7484	6096	6118							42572
Samples															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken			4	4	5	4	4	5							26
Number of Treated Samples Taken			4	4	5	4	4	5							26
Number of Distribution Samples Taken			24	24	30	24	24	30							156
<u>Boil Water Advisory Bacteriological</u>															
Number Taken			10	18	5	6	18	6							63
Callouts															
Major			0	0	0	0	0	0							0
Minor			1	3	1	1	8	12							26
Water Thaws	City		1	23	44	0	0	0							68
	Private		7	11	8	0	0	0							26
	Total		8	34	52	0	0	0							94

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 ³ /mon.	144,396	134,421	194,952	230,861	254,771	269,887								1,229,288
Maximum Daily Influent Flow	m ³ /day	5,394	6,498	9,959	9,344	15,511	10,641								57,347
Minimum Daily Influent Flow	m ³ /day	4,335	4,591	4,762	6,900	6,590	6,627								33,805
Average Daily Influent Flow	m ³ /day	4,657	4,800	6,288	7,695	8,218	8,996								40,654
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	162,455	149,972	207,330	223,434	239,084	244,987								1,227,262
Average Daily Flow	m ³ /day	5,240	5,356	6,688	7,448	7,712	8,166								40,610
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	5	4	5	4	4								27
Number of Raw Samples Taken		1	1	1	1	1	1								6
Number of Treated Samples Taken		6	5	4	4	4	4								27
Geometric Means (Bacti Samples)		11.9	18.6	49.5	13.1	36.4	46								176
Sludge Hauled to Landfill	yds./mon.	315	210	360	225	285	225								1,620
<u>Callouts</u>															
Callouts		2	1	0	2	6	2								13



July 28, 2015

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, EDO for Tara Rickaby, Planning Administrator

RE: Site Plan Amendment – Deadhead Developments Inc. (WSL)

Recommendation:

That the Mayor and Clerk of the City of Kenora be hereby authorized to execute Schedule 1 (Drawing A0.1 Rev 6 – July 16, 2015) to an application to amend a Site Plan Agreement between Deadhead Developments Inc.; and further

That the appropriate bylaw be passed for this purpose.

Background:

The City of Kenora and Deadhead Developments Inc. entered into a site plan agreement in June of 2014, which was amended in May 2015 to include Phase II developments. This Amendment allows the developer to continue on with the next Phase of their development, including the dealership building, shop building, and additional parking.

The application was circulated and engineering is working with the developer and his contractors on the sewer and water installation and timing of building construction. Kenora Hydro is dealing with the site separately.

Budget:

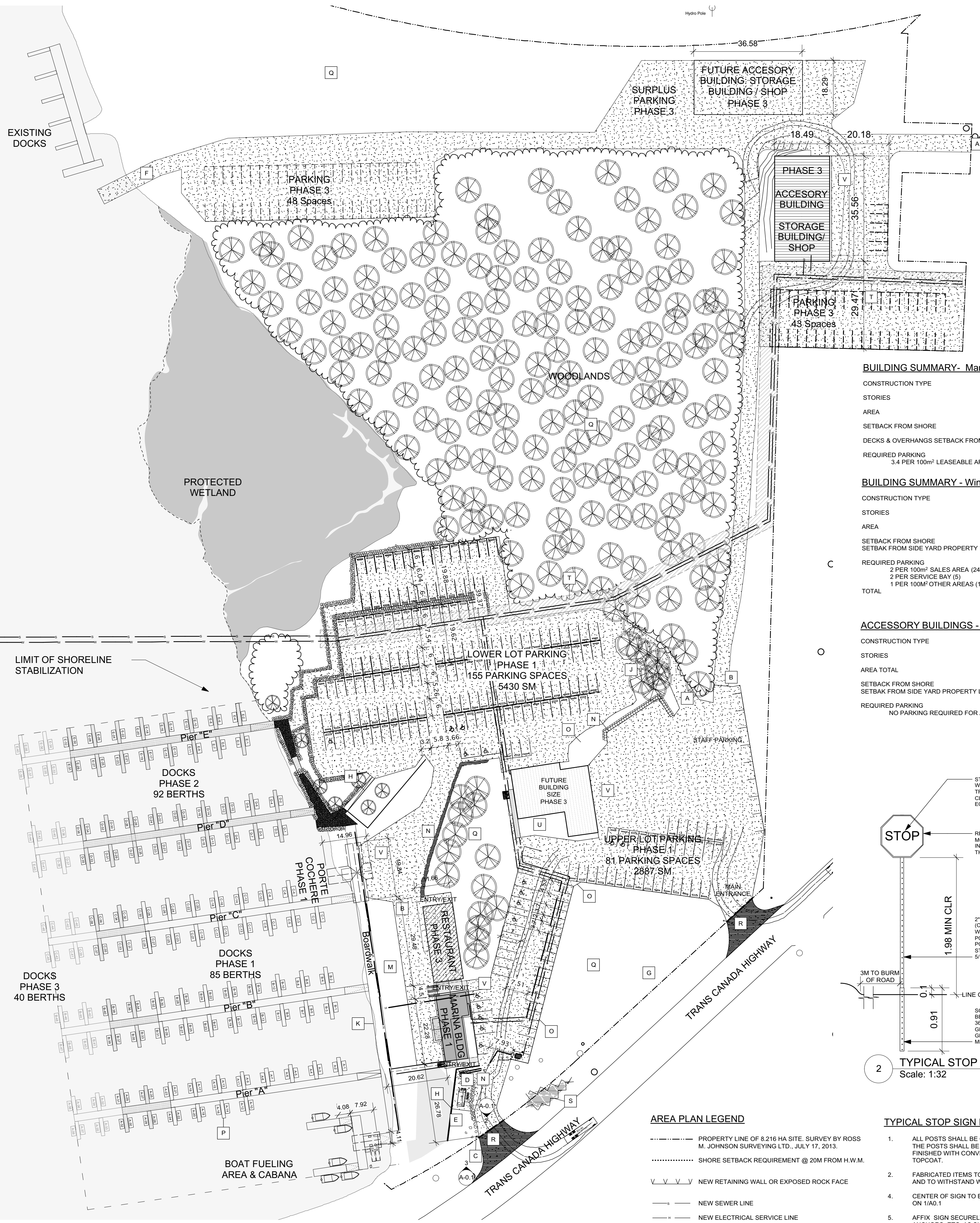
Amendment fee -\$100

Communication Plan/Notice By-law Requirements:

Agenda of COW and Council, Finance, Property and Planning, Property Owner, Filing

Strategic Plan or other Guiding documents:

Housekeeping



DESIGN SUMMARY

CITY OF KENORA ZONING BY-LAW

SECTION NUMBER	COMPLIANCE
3.24	ENCROACHMENTS INCLUDE RAMPS, STAIRWAYS AND RAIN SHELTER. SEE MARINA AREA PLAN FOR DIMENSIONS
3.29.4 (B)	ANGLED PARKING IS COMPLIANT TO KENORA BY-LAWS. REFER TO DRAWING MARINA AREA PLAN DWG ON 1/A0.1
3.29.5 (B)(C)	NO ADJACENT BARRIER FREE PARKING UTILIZES THE OPTION OF AN ACCESS ANGLE. ALL BARRIER FREE PARKING IS COMPLIANT TO KENORA BY-LAWS
REQ'D BARRIER FREE PARKING	10 SPACES REQUIRED, 10 SPACES PROVIDED. REFER TO MARINA AREA PLAN DWG ON 1/A0.1.
3.30.1	1 LOADING SPACE REQUIRED, AND INDICATED ON MARINA AREA PLAN DWG ON 1/A0.1
3.32	SETBACKS FROM WATERBODIES AS PER 20M REQUIREMENT.
4.13.3 (B)	LOT AREA 8,216 HECT. INDICATED ON MARINA AREA PLAN DWG ON 1/A0.1.
4.13.3 (D)	FRONT, SIDE AND REAR YARD SETBACKS ARE COMPLIANT TO KENORA BY-LAWS.
4.13.3 (E)	REAR YARD SETBACKS MEET 15M REQUIREMENT.
4.13.3 (F)	GROSS FLOOR AREA APPROXIMATELY 2515 SQ.M.
4.13.3 (G)	LOT COVERAGE - GROSS FLOOR AREA / LOT AREA X 100 2515/8216 X 100= 3%
4.13.3 (B)	LOT AREA 8,216 HECT. INDICATED ON MARINA AREA PLAN DWG ON 1/A0.1.

GENERAL NOTES

- EARTH WORKS IN PREPARATION FOR PHASE 2 TO TAKE PLACE DURING PHASE 1
- FUEL AND WASTE SYSTEMS DESIGN BY OTHERS.
- TYPICAL PARKING AREA CONSTRUCTION:
100 MM TYPE 'A' CRUSHED SLATE
300 MM TYPE 'B' CRUSHED ROCK
GEOTEXTILE MEMBRANE
450 MM ROCK FILL
- REFER TO A0.2 FOR PARKING AREA CONSTRUCTION AND SUB-GRADE ELEVATIONS. REFER TO A0.2 FOR SITE FINISH GRADE ELEVATIONS.

PARKING SUMMARY - PHASE ONE, TWO & THREE

TYPE	QTY
PHASE 1 & 2 SUBTOTAL BARRIER FREE STALLS	16
PHASE 1 & 2 SUBTOTAL REGULAR PARKING STALLS IN UPPER LOT	70
PHASE 1 & 2 SUBTOTAL REGULAR PARKING STALLS IN LOWER LOT	150
PHASE 3 LOWER LOT	48
PHASE 3 PARKING UPPER LOT	40
PHASE 3 BARRIER FREE STALLS	3
TOTAL PARKING STALLS IN PHASE 1, 2 & 3	327
TOTAL PARKING REQUIRED	253

DOCK SUMMARY - PHASE ONE, TWO & THREE

TYPE	QTY
DOCK PHASE 1 BERTH SUBTOTAL	85
DOCK PHASE 2 BERTH SUBTOTAL	82
DOCK PHASE 3 BERTH SUBTOTAL	40
TOTAL BERTHS	217

KEYNOTES

- A SECURITY GATE
- B BOLLARD SECURITY GATE - SERVICE/MARINA VEHICLES ONLY
- C STOP SIGN- REFER TO DETAIL 2/A0.1
- D FUEL TANK ON CONCRETE PAD
- E 'TALL PINES' PYLON SIGN- REFER TO A8.2
- F BOAT LAUNCH
- G DEDICATED DEALERSHIP SIGN
- H HISTORIC FOUNDATION TO REMAIN
- J MAIN GARBAGE & RECYCLING STATION
- K NEW BOARDWALK ON DRILLED PILES APPROX. 1.2M ABOVE HIGH WATER MARK.
- L DROP OFF AREA/LOADING ZONE
- M NOT USED
- N RETAINING WALL
- O EXPOSED ROCK FACE(S)
- P FLOATING DOCK STRUCTURE
- Q EXISTING ROCK & VEGETATION TO REMAIN AS IS IN THIS AREA
- R LOCATION STOP SIGN - SEE 2/A0.1
- S AREA MODIFIED TO SUIT TRANSPORT CANADA SIGHT LINE REQUIREMENTS. MAX 0.5M ELEVATION ABOVE TRANS CANADA HIGHWAY.
- T EASEMENT GRANTED TO CITY OF KENORA
- U CONCRETE PAD DISPLAY AREA
- V LOADING AREA AS PER CITY OF KENORA REQUIREMENTS 3.30.

BUILDING SUMMARY - Marina Building

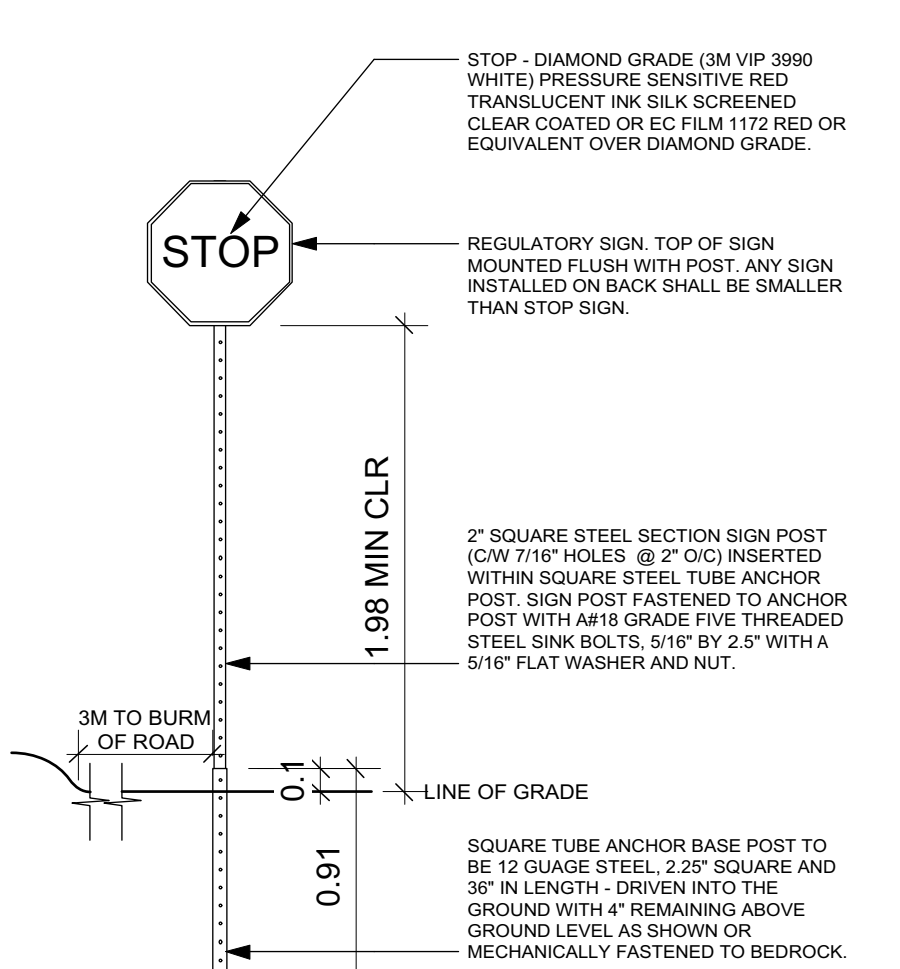
CONSTRUCTION TYPE	WOOD FRAME
STORIES	1
AREA	189 SM
SETBACK FROM SHORE	20M
DECKS & OVERHANGS SETBACK FROM SHORE	17.5M
REQUIRED PARKING	6
3.4 PER 100m ² LEASEABLE AREA (189m ²)	

BUILDING SUMMARY - Winnipeg Sport & Leisure Shop

CONSTRUCTION TYPE	STEEL FRAME
STORIES	1
AREA	657 SM
SETBACK FROM SHORE	186M
SETBACK FROM SIDE YARD PROPERTY LINE	22.7M
REQUIRED PARKING	15
2 PER 100m ² SALES AREA (242m ²)	5
2 PER SERVICE BAY (5)	8
1 PER 100m ² OTHER AREAS (139m ²)	2
TOTAL	15

ACCESSORY BUILDINGS - Storage Building

CONSTRUCTION TYPE	WOOD FRAME
STORIES	1
AREA TOTAL	668 SM
SETBACK FROM SHORE	200M
SETBACK FROM SIDE YARD PROPERTY LINE	16.5M
REQUIRED PARKING	NO PARKING REQUIRED FOR ACCESSORY BUILDINGS



2 TYPICAL STOP SIGN SECTION
Scale: 1:32

TYPICAL STOP SIGN NOTES

- ALL POSTS SHALL BE QUICK PUNCH, 14 GAUGE, GRADE 60 STEEL. THE POSTS SHALL BE HOT-DIPPED IN GALVANIZED ZINC COATING AND FINISHED WITH CONVERSION COATING AND A CLEAR ORGANIC TOPCOAT.
- FABRICATED ITEMS TO BE RIGID, PLUMB AND SQUARE AS DETAILED AND TO WITHSTAND WEATHERING.
- CENTER OF SIGN TO BE OFFSET 3M FROM EDGE OF ROAD AS SHOWN ON 1/A0.1
- AFFIX SIGN SECURELY INTO PLACE USING APPROPRIATE SCREWS, ANCHORS, ETC. AS SHOWN.

AREA PLAN LEGEND

- PROPERTY LINE OF 8,216 HA SITE. SURVEY BY ROSS M. JOHNSON SURVEYING LTD., JULY 17, 2013.
- SHORE SETBACK REQUIREMENT @ 20M FROM H.W.M.
- V V V V NEW RETAINING WALL OR EXPOSED ROCK FACE
- NEW SEWER LINE
- NEW ELECTRICAL SERVICE LINE
- NEW WATER LINE

DEADHEAD DEVELOPMENTS INC.
204-1615 ST. MARY'S ROAD
WINNIPEG, MANITOBA R2M 3W8

No	Revision	Date	By
6	ISS'D FOR REVIEW W/ CITY	JUL 16/15	
5	ISS'D FOR DEVELOP'T AGREEMENT	NOV 14/14	
4	FOR SITE DEVELOP. AGREEMENT	MAR 14/14	
3	FOR DEVELOPMENT AGREEMENT	FEB 05/14	
2	FOR CITY PLANNING APPROVAL	JAN 28/14	
1	FOR CLIENT REVIEW	DEC 17/13	

This drawing shall not be scaled. Follow given dimensions only.
The contractor shall satisfy himself that all dimensions and information shown are correct.
Prior to commencement of work report any discrepancies to the consultant.
Variations and modifications to work will not be allowed without written permission by Owner.
This drawing shall not be used for construction purposes until approved by an authorized agent of the Owner.



Project Manager	Project Leader
PH	PH
Designed by	Reviewed by
MT	JUL 16/15
Drawn by	Print Date (yy/mm/dd)
North	

Consultants
SPUTNIK ARCHITECTURE
UNIT 9, 107 OSBORNE ST. WINNIPEG, MB R3L 1Y4
(204) 415-3906
admin@sputnikarchitecture.com

Project Title
TALL PINES MARINA

Sheet Title

PARKING & ZONING CONSTRUCTION PHASING

Print Date (dd-mm-yy)	Project Number
JUL 16/15	1339
Scale	Sheet Number
AS INDICATED	A0.1
	Revision
	6





July 29, 2015

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Deeming of Lots – Plan M 39 Lots 209 and 210

Recommendation:

That all the lands contained within the boundaries of Lots 209 and 210, on Registered Plan of Subdivision M39, in the City of Kenora, formerly the Town of Kenora be deemed not to be lands described in accordance with a registered plan of subdivision for the purposes of Section 50(3) of the Planning Act, RSO 1990; and further

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

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

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

Background:

The owner of Lots 209 and 210, Plan M39, Blk L Loc X21 has requested that the two lots be deemed to no longer be lots within a plan of subdivision. The request is being made so that a garage, accessory to the residence, located on Lot 209, be permitted on Lot 210.

Budget:

Costs to be borne by applicant

Communication Plan/Notice By-law Requirements:

By agenda on Property and Planning, Council, Municipal Solicitor, Engineering (GIS), Planning, Building



July 28, 2015

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Caron, Manager of Property and Planning

Re: Water Street and Second Street Stairs – Budget Amendment

Recommendation:

That Council hereby approves an additional allocation of up to \$20,000 to be funded through the Pedestrian Walks Reserve for the modification of the stairs between Water St. and Second St. and the purchase of railing; 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 August 11, 2015 meeting to withdraw funds from the Pedestrian Walks Reserve in the amount of up to \$20,000 to offset the cost of this modification and purchase; and further

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

Background:

The stairs between Water and Second Streets are heavily used by the public to access the City's Harbourfront area and link to the Museum. Tourists often wander through this area as they visit Kenora's downtown. Unfortunately the design of the retaining wall and stairs is such that there is a solid wall that blocks the stairs from view. As a result this secluded area has become a haven for unacceptable behaviours such as intravenous drug use, urination and defecation. These behaviours are unwelcoming and the area is viewed as unsafe. Over the past year brush has been removed to open up the area to public view. The Kenora Assembly of Resources (KAR) workers continually clean this area but the problem remains. At the suggestion of KAR to remove the wall to address the problem the Municipal Engineer has confirmed that wall above ground is not structural and can be cut and replaced with railing.

Budget: Pedestrian Walks Reserve

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:

Kenora is a City of choice, renowned as a sustainable, lifestyle community supported by a Municipality committed to excellence.

We consider community, public and workplace safety in every decision we make.

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

The City will support, promote and expand the tourism industry.

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.

The City will act as the catalyst for continuous improvements to the public realm.

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



July 21, 2015

City Council Committee Report

TO: Mayor and Council

FR: Melissa Shaw, Real Estate Officer

RE: Kenora Physiotherapy and Sports Injury Clinic Lease Renewal

Recommendation:

That the Mayor and Clerk of the City of Kenora enter into a renewal lease agreement with Linda Alvestad and Dan Morwood carrying on business as Kenora Physiotherapy and Sports Injury Clinic within the Kenora Recreation Centre; and further

That the lease agreement as entered into on October 1st, 2010 be amended to reflect the terms of rents which have been agreed upon by the parties; and further

That the appropriate bylaw be passed for this purpose.

Background:

On October 10th, 2010, Council entered into a five (5) year lease agreement with Kenora Physiotherapy and Sports Injury Clinic to carry out their operations within 1450.41 square feet, located on the second floor in the Kenora Recreation Centre. The terms of this agreement ended on June 30th, 2015.

As per Section 4- Option to Renew, of the lease, the Lessee is given the opportunity to a further five (5) year renewal term. The renewal shall include the existing terms of the Lease as signed in October, 2010, with exception to rent, which shall be renewed at a rate agreed upon by both parties.

Linda Alvestad and Dan Morwood have requested to secure the lease for an additional five (5) year term, commencing 1 July, 2015 ending 30 June, 2020.

The Corporation of the City of Kenora is dedicated to providing the highest level of quality services for our residents; we recognize the value Kenora Physiotherapy and Sports Clinic adds to our Recreation Centre.

The lease renewal will include all of the existing terms of the lease signed in October, 2010; however, the terms of rent will be amended as follows. The base rent will remain unchanged for the duration of the five (5) year term, in addition, the Lessee will pay operating costs to recover charges for utilities (including, but not limited to gas, hydro, water and sewer). The operating cost will be subject to annual CPI inflation.

Budget:

Base Rent

Years	Rate per Square Foot per annum	Annual Base Rent	Monthly Base Rent
6 to 10	\$17.00	\$24, 657.00	\$2054.75

Operating Costs

Years	Rate per Square Foot per annum	Annual Base Rent	Monthly Base Rent
6 to 10	\$4.00	\$5801.64	\$483.47

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.



20 July 2015

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: TBay Tel – City Concurrence – 2 Tower Sites

Recommendation:

That in accordance with City of Kenora Tower Policy P-P 1-1 Summit Telecom Services, Agent for TBay Tel, has applied to the City for a letter of concurrence for the location of two new cellular towers; and further

That the Government of Canada, through Industry Canada, has exclusive jurisdiction for approval of such sites; and further

That as a result of a statutory comment period and public meeting held per the City of Kenora Tower Policy, with no outstanding objections, the CAO be authorized to execute a letter of concurrence indicating that requirements of the City of Kenora Tower Policy have been met.

Background:

In October of 2003, the City of Kenora adopted a policy to ensure public consultation by proponents of communications towers within the City of Kenora. The policy has been an excellent tool to ensure that the public is aware when a tower is proposed. The policy was updated in 2009 to bring it into alignment with the requirements of Industry Canada. Industry Canada is the approval authority for cellular tower location, however they require consultation with the municipality.

Summit Telecom Services, agent for tbay tel, submitted two applications and met all of the requirements of the City's policy with respect to public consultation. The documentation for both GODBOUT, 2416 Highway 17 E., Kenora and Kenora Bypass 789 Darlington Drive, Kenora is attached.

There were no comments/objections associated with the Godbout location. One resident attended the public meeting with respect to the by-pass location. Per the Industry Canada requirements, the concerns were answered by Summit, with

no objection received after the mandatory comment period. In addition, NAV CAN has indicated that neither tower requires lighting. TransCanada Pipeline commented that helicopters often fly the pipeline, which is in close proximity to the tower, however NAV Canada and Transport Canada both reviewed the proposal and the assessment concluded that no lighting or marking is required.

The attached information provides Council with the advertising and responses, as required.

Budget: N/A

Communication Plan/Notice By-law Requirements:

By Minutes of Committee of the Whole and Agenda and Minutes of Council;
Manager of Property and Planning, Planning Administrator, Applicant

Strategic Plan or other Guiding Document: Strat Plan –

Diversify the Economy -

Provide clear and decisive leader-ship on all matters of economic growth

Forge strong, dynamic working relationships with the Kenora business community

Foster and support entrepreneurial business development

Promote Kenora to external investment audiences

City of Kenora Official Plan (2010) – Supported by Principle 4 – Diversified Economy

Kenora shall maintain and seek opportunities for a strong, diversified economy that provides a wide range of employment opportunities for its residents, including youth to withstand global market conditions and provide financial stability.

And Principle 5 – Tourist Destination

Over the lifetime of this Plan, the City of Kenora shall continue to expand its role as an urban, cultural service centre and tourist destination, providing services to the traveling public and residents of the area.

Template of Letter of Concurrence

August 12, 2015

Jay Lewis
Summit Telecom Services Inc.
2645 Royal Windsor Drive
Mississauga, ON L5J 1K9

RE: Tbaytel – Letter of Concurrence
Proposed 50m Self-Support Tower
SITE ID: GODBOUT ADDRESS: 2416 Highway 17 E., Kenora

Proposed 60m Self- Support Tower
SITE ID: Kenora By-pass ADDRESS: 789 Darlington Drive, Kenora

Dear Mr. Lewis

The approval authority for wireless telecommunication towers is within Industry Canada under the *Radiocommunication Act*. Industry Canada's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5* outlines the process for the proponent to follow and encourages the establishment of policies from the land-use authority as they are best positioned to contribute to optimum siting of facilities to meet their own community needs. The City of Kenora established Policy No. PP-1-1, *Installation of Communication Towers Policy* and the proponent has consulted with the City while following this policy.

Summit Telecom Services Inc. on behalf of Tbaytel completed municipal and public consultation that included the following:

Municipal Consultation

- Information package submitted to the City of Kenora on May 15, 2015.

Public Consultation

- Mail notification sent on May 20, 2015 to all property owners within 150m (3*50m height of tower) of proposed structure. A total of 8 property owners were sent notification with an additional 2 property owners sent notification as requested by the City.
- Public notice published on May 28, 2015 in the *Kenora Daily Miner and News*.
- Information notice posted on May 28, 2015 on the subject property.
- Public information session held on June 11, 2015 from 5:00pm to 8:00pm at Kenora Operations Centre, Training Room, 60 Fourteenth St. N., Kenora.

The last day to receive submissions was July 1, 2015 and none were received by the proponent. As there were no comments to be addressed, Summit Telecom Services Inc. on behalf of Tbaytel requested a letter of concurrence on July 6, 2015.

The City of Kenora has reviewed and adopts the submission for Tbaytel's proposed 50m self-support tower, and 60 m self-support tower as outlined in the information package submitted on May 15, 2015. Summit Telecom Services Inc. on behalf of Tbaytel has met the general requirements of the City of Kenora *Installation of Communication Towers Policy* and the City has no objection to the proposed installation.

Please accept this letter of concurrence for the proposed 50m self-support tower at 2416 Highway 17 E., Kenora, and 60 m self-support tower at 789 Darlington Drive, Kenora.

Yours truly,

Karen Brown, CAO
City of Kenora

Tel: (905) 928-9481
 Fax: (888) 622-4939
 2645 Royal Windsor Drive
 Mississauga, Ontario L5J 1K9
www.summit-tel.com

SUMMARY

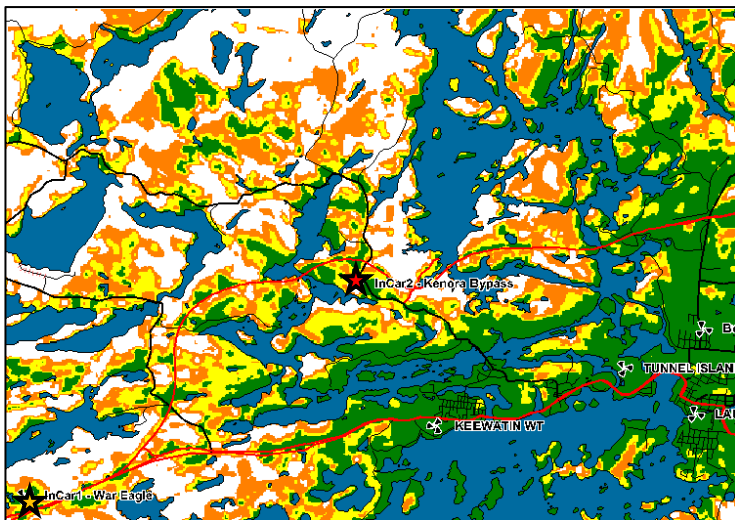
Location and/or Alternate Locations

Concern:

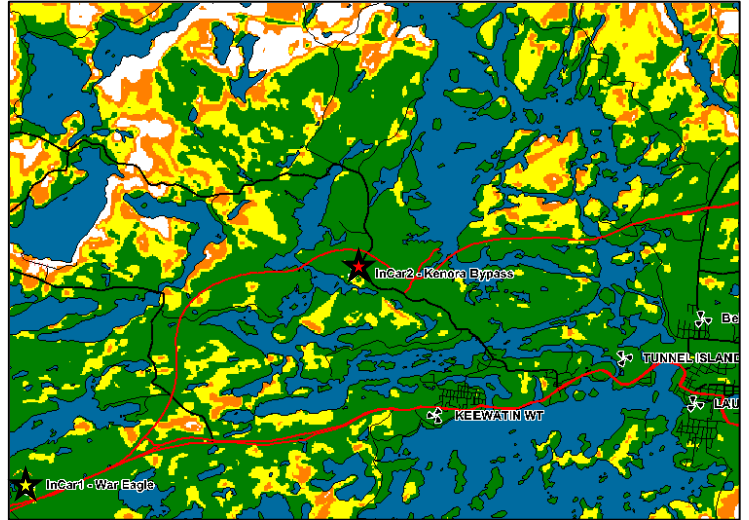
Does the tower have to be located at that property? What about other properties further away?

Response:

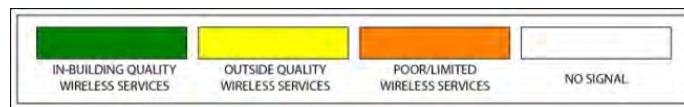
As discussed at the information session, the location of the proposed self-support telecommunication is important to achieve coverage objectives while fitting into the overall design of Tbaytel’s cellular network of existing and proposed sites. The coverage objective for this proposed site is to provide continuous coverage along Hwy 17A while the site must fit into Tbaytel’s existing and planned cellular network that include Tbaytel’s planned site WAR EAGLE and existing sites LAKEVIEW, TUNNEL ISLAND and BELL MELLICK as shown in the coverage maps below, illustrating the difference between existing and proposed coverage.



HSPA Coverage Map – Existing Sites



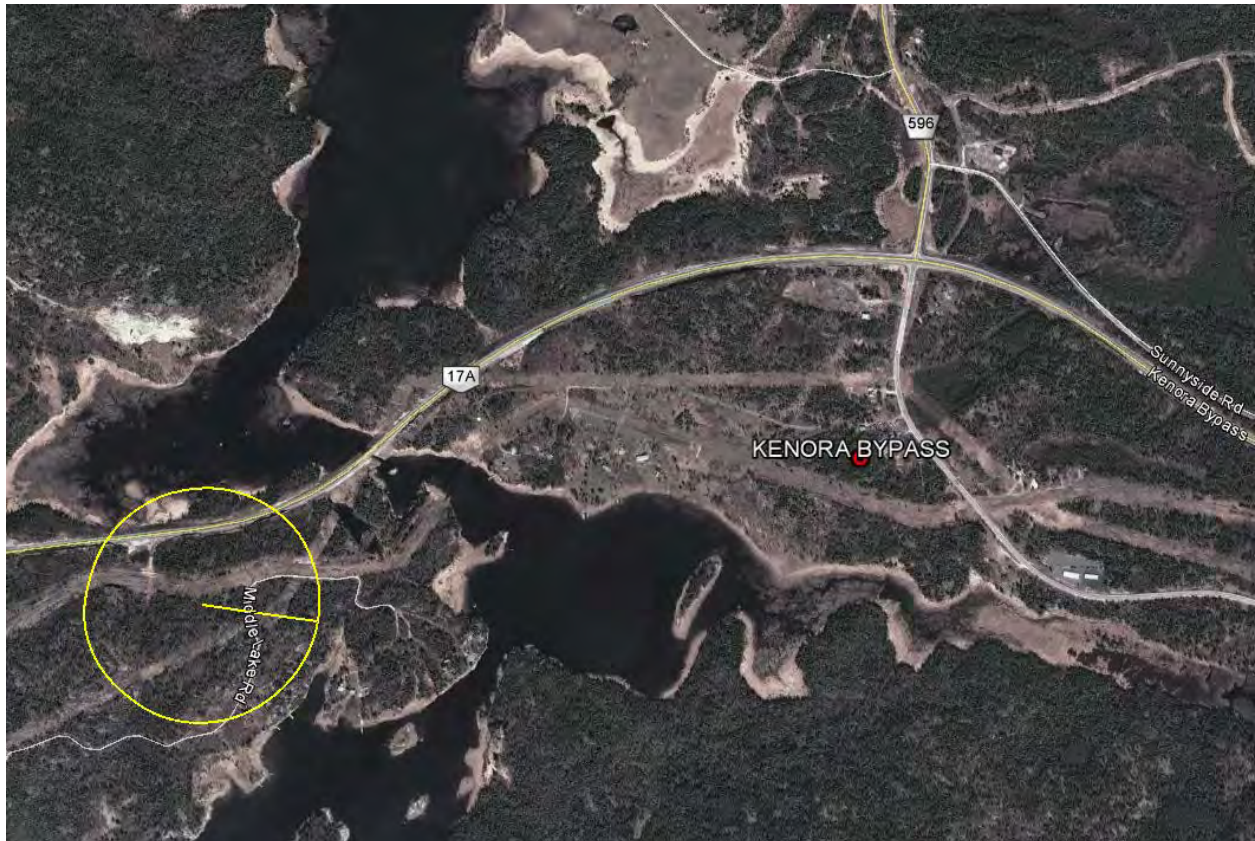
HSPA Coverage Map – Existing and Proposed Sites



The original search area for a proposed site to provide continuous coverage along Hwy 17A was near the eastern end of Middle Lake Road (as shown in image on following page). The only available power in this area is a high voltage transmission power line. Tbaytel investigated the cost of installing a step-down transformer and determine it was financially unreasonable as the cost of the transformer station could surpass the total budget for the proposed site.

The closest available power source is north east of the original search ring with access from Darlington Drive, south of Hwy 17A. The proposed site was secured after approaching another property owner closer to the search area where an agreement could not be reached. Properties north of Hwy 17A and east of Darlington Drive were not approached as the increased distance from the original search ring

would further reduce signal quality between the proposed site and Tbaytel's planned site WAR EAGLE and existing LAKEVIEW.



Original Search Area Identified in Yellow

Aesthetics

Concern:

Aesthetics of the proposed 60m self-support tower from various locations on adjacent property, including possible negative effect on future purchases if adjacent property is severed for development parcels along waterfront.

Response:

The proponent met with the adjacent property owner to review firsthand the concern of aesthetics of the proposed self-support tower from your property. A map on the following page identifies the location of the proposed tower, subject property boundary, adjacent property boundary and various locations where photos were taken to review aesthetics of the proposed tower.

The proposed 60m self-support tower is centrally located on the subject property to allow maximum setback from adjacent properties and minimize visual impact. The distance between the proposed tower and the adjacent property to the south is approximately 68m. The northern property boundary of the adjacent property has a 50m wide area cleared of trees along the existing TransCanada PipeLine corridor.



Any future development on severed parcels on the adjacent property would be south of the existing pipeline corridor.



Map identifying proposed tower location (Kenora Bypass), approximate subject property boundary (yellow outline), approximate adjacent property boundary (red outline) and various locations photos were taken to review aesthetics.

A portion of the proposed 60m self-support tower will be visible from Darlington Drive and along the pipeline corridor (as shown in View 1, 2 and 3 photo renderings on the following page) due to the height of the structure and lack of screening. These photo locations (200-420m from the proposed tower) were used for photo renderings as the proposed tower would be most visible at these locations since there are no significant trees in the foreground (minimum distance of 70m) to provide screening.

The visual impact of the proposed tower from other locations on the property such as south of the pipeline corridor, within a forested area, would be minimal as the trees in the foreground would provide screening of the proposed installation. If the property is severed for development parcels along the waterfront (near View 4 and 5) and cleared of vegetation it will increase the likelihood a portion of the proposed tower may be visible; however, the visual impact can be minimized by not clearing the entire property and allowing a tree buffer to remain in close proximity so that the amount of screening remains.





View 1 – Photo Rendering



View 2 – Photo Rendering



View 3 – Photo Rendering



View 4 – Photo



View 5 - Photo



Aeronautical Safety

Concern:

Aeronautical safety concern for low flying helicopters and their route used to monitor the TransCanada pipeline in proximity to proposed self-support tower.

Response:

Tbaytel submitted the necessary documentation to NAV Canada and Transport Canada for their review of the proposed 60m self-support tower and as agreed at the information session to consult with the TransCanada PipeLines Limited.

NAV Canada has evaluated the proposal and has no objection to the project as submitted. Their evaluation was copied to Transport Canada, CJG6 – Kenora (Lake of the Woods District Hospital)(Heli) and CJM9 – Kenora (Water).

Transport Canada assessed the proposed 60m self-support tower and determined that no lighting or marking is required.

The mail notification for the proposed 60m self-support tower sent to property owners was submitted to Lehman & Associates as agents for TransCanada PipeLines Limited to determine if there were any concerns and to advise their aviation department. A response was provided that TransCanada's aviation department had no objection to the proposed tower and that in the interested of safety the aviation department requested the tower to have a light.

Tbaytel's position is that they are satisfied with the assessment provided by Transport Canada requiring no lighting or markings and that the submissions to both NAV Canada and Transport Canada are sufficient measures as the agencies will notify various parties during their review process of the proposed installation.

Tbaytel is also aware from previous discussions with the City and residents that they would prefer the tower to not have lighting or markings unless required by Transport Canada. We received a response from the City of Kenora that they are satisfied with the assessment from Transport Canada as Transport Canada is the approval authority for lighting/markings of communication towers.

Tbaytel reviewed the request from TransCanada to light the tower and after careful consideration has declined to light the tower based on the response from the City of Kenora and Transport Canada's assessment of the proposed installation. The decision not to light the tower has been communicated to TransCanada so they are aware if the proposal receives concurrence from the City of Kenora that Tbaytel will be no lighting or markings installed.



July 20, 2015

Sent via email

Tara Rickaby, Planning Administrator
City of Kenora
60 Fourteenth St. N., 2nd Fl.
Kenora, ON
P9N 4M9

CLIENT: Tbaytel
RE: Request for Concurrence - Proposed 60m Self-Support Tower
SITE ID: KENORA BYPASS
ADDRESS: 789 Darlington Dr., Kenora

Ms. Rickaby,

Summit Telecom Services Inc., on behalf of Tbaytel, would like to inform the City of Kenora that the consultation process as required by the City of Kenora, *Installation of Communication Towers Policy*, Policy No. PP-1-1, has been completed for the proposed 60m self-support tower at 789 Darlington Dr., Kenora. The consultation process included the following:

Public Consultation Process

- Mail notification sent on May 20, 2015 to all property owners within 150m (3*60m height of tower) of proposed structure. A total of 7 property owners were sent mail notifications.
- Public notice published on May 28, 2015 in the *Kenora Daily Miner and News*.
- Information notice posted on May 28, 2015 on the subject property.
- Public information session held on June 11, 2015 from 5:00pm to 8:00pm at Kenora Operations Centre, Training Room, 60 Fourteenth St. N., Kenora.
- Last day to receive submissions on this proposal was July 1, 2015.

Municipal Consultation

Submitted an information package on May 15, 2015 to provide The City of Kenora with the following:

- Background Information
- Coverage Maps
- Co-Location Opportunities Considered
- Proposed Location, Tower and Site Details
- Map - Horizontal Distance to Nearest Residential Zone/Dwelling
- Mail Notification to Property Owners within 180m of the Tower
- Public Notice to be Published in the *Kenora Daily Miner & News*
- Information Notice to be Posted on Subject Property
- Survey



The purpose of the mail notification and public notices are to notify the local community of the proposed installation, inform the date, time & location of the public information session and allow residents to submit comments to be addressed by the proponent prior to moving forward with this project. At the end of the public consultation process, if the proponent is satisfied that it has addressed all relevant questions and would like to move forward with the installation then a request for a letter of concurrence from the City will be submitted along with all correspondence from the consultation process.

Public Information Session

A public information session was held to provide residents with additional information and allow a forum for residents and the proponent to discuss the proposed 60m self-support tower in greater detail. During the session, representatives from Tbaytel and Summit Telecom Services Inc. were available to discuss the project with residents that also included a power point presentation. A total of one resident attended the public information session. A representative from the City of Kenora was present for the session.

The public information session included information boards or brochures with the following information that was also available in a power point presentation.

- Aerial images identifying the location of the proposed self-support tower
- Example images of similar self-support towers
- Current and planned coverage maps that illustrate why the tower is required
- Health & Safety information

The proponent discussed with the one resident a number of concerns raised such as the location and/or alternate locations, aesthetics of the self-support tower from their property, aeronautical safety due to low flying helicopters that monitor the TransCanada pipeline. The proponent agreed to meet with the resident on their property to review the aesthetics of the proposed tower and to consult with TransCanada to address the aeronautical safety concern.

Correspondence #1

The proponent provided the resident that attended the public information session with summary on July 9, 2015 that outlines the resident's three concerns discussed as well as a response from the proponent. The summary included the following discussion:

- Explained why the proposed tower was not feasible further west at Tbaytel's original location due to lack of available power and that the proposed location did achieve coverage objectives after a closer property owner declined an agreement; however, further relocation east or north would reduce signal quality towards Tbaytel's existing sites
- Reviewed aesthetics concerns and provided photo renderings from a number of locations on the residents property
- Consulted Lehman & Associates as agents for TransCanada PipeLines who advised their aviation department, who had no objection and in the interest of safety requested the tower to have a light. The proponent received assessments on the proposed tower from both NAV



Tel: (905) 928-9481
Fax: (888) 622-4939
2645 Royal Windsor Drive
Mississauga, Ontario L5J 1K9
www.summit-tel.com

Canada who had no objection and Transport Canada that did not require lighting or marking of the proposed tower. The proponent is aware from previous discussions with the City and residents that it would be preferred not to light or mark the tower unless required by the Transport Canada. The proponent confirmed with the City they are satisfied with the assessment from Transport Canada as they are the approval authority for lighting/marketing of communication towers. After careful consideration the proponent has declined to light the tower based on the response from the City of Kenora and Transport Canada's assessment of the proposed installation; however, the proponent has informed TransCanada of this decision so they are aware if the proposed tower receives concurrence from the City of Kenora it will not have lighting or markings installed.

The proponent requested that if the resident wanted anything clarified or added to the summary that would be provided to the City of Kenora, that it would be required by July 17, 2015. The proponent followed up with the resident on July 17, 2015, confirmed they had received the summary and reminded the last day to receive a submission was by the end of the day. No further response was provided by the resident.

Correspondence #2

The proponent consulted with Lehman & Associates as agents to TransCanada PipeLines due to the concern raised by a resident. After careful consideration the proponent declined TransCanada PipeLines request to have lights installed on the tower based on previous discussions with the City and residents as well as Transport Canada's assessment. Lehman & Associates were informed of this decision so they could advise TransCanada PipeLines aviation department that if concurrence is received the proponent will not be installing lighting. The proponent followed up if Lehman & Associates had confirmed if the proposed tower was such a distance away not to interfere with the pipelines cathodic protection system on June 30, 2015. No further response was received from Lehman & Associates.

Request for Concurrence

A total of 7 property owners within 180m of the subject property were invited by mail notification to participate in this consultation process by either submitting concerns or attending the public information session. One resident attended the public information session that was consulted further and provided with the summary of the concerns/responses. The resident did not provide further response to clarify or add to the summary which has been included in this request for concurrence. The correspondence between the proponent and Lehman & Associates has been included as no further response was provided after the proponents follow up on June 30, 2015.

An Aeronautical Assessment Form for Obstruction Evaluation was assessed by Transport Canada and determined that no lighting or markings are required for the proposed installation. NAV Canada has assessed the proposed installation and has no objections.



Tel: (905) 928-9481
Fax: (888) 622-4939
2645 Royal Windsor Drive
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The proponent corresponded with one resident to address their concerns, and in doing so also consulted with the agent for the existing pipeline. As there are no further responses to address from either party and the general requirements of the City of Kenora *Installation of Communication Towers Policy* have been fulfilled the proponent is requesting from the City of Kenora a letter of concurrence for the proposed 60m self-support tower at 789 Darlington Dr., Kenora.

Sincerely,

Jay Lewis
Summit Telecom Services Inc.
on behalf of Tbaytel







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In Ontario, pre-paying your funeral protects you from inflation.

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Interest earned on a pre-paid funeral is tax exempt up to \$15,000

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Pet Announcements

THE CAT SHELTER
(807) 468-4648
celynn@kenoracatshelter.com

June is Cat Adoption Month at Pet Valu. Come and visit some of The Cat Shelter cats visiting at Pet Valu on Friday-Saturday-Sunday, June 5th, 6th and 7th. Pet Valu is hosting a Bake Sale fund-raiser indoors at their store on Saturday, June 6th, 10 a.m. – 2 p.m. Dawn, our expert Bake Sale organizer, is putting her expertise to task once again. Please phone Dawn (548-1697) or email her jdheatherington@sympatico.ca and let her know what you can bake for the sale. Dawn's bake sales have been known to sell out quickly, so get there early to stock up for summer. Mark the date on your calendar and bring along a careful of friends to help support the cause. As always, it takes everyone's help to make it happen. ***** Kathleen's 2nd Yard Sale for The Cat Shelter last weekend was even bigger ad better than the 1st! Thanks everyone. Watch for news about her 3rd Yard Sale coming up soon. **** On the subject of fund-raisers, please remember to drop off your beer, wine, and liquor empties in the blue boxes at The Cat Shelter for our on-going Bottle Drive. For more info on the Bottle Drive, call The Shelter, 468-4648. **** The Cat Shelter depends totally on donations and fund-raisers for the financial support we need to operate The Shelter. Your financial support will help us pay the bills (Cheques payable to the Cat Shelter, 106 Regina Av, Kenora, P9N 2Z7). Phone or e-mail for more information about adopting, sponsoring, donating, and volunteering. Check us out on Face book.

WHEN YOU ADOPT FROM THE CAT SHELTER, YOU HELP SAVE A LIFE AND MAKE ROOM TO SAVE ANOTHER. YOUR DONATIONS MAKE IT POSSIBLE!

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Fax: 468-4318

Legals & Tenders

PUBLIC NOTICE

PROPOSED TBAYTEL TELECOMMUNICATIONS SITE KENORA BYPASS (789 Darlington Dr., Kenora) - 60 METRE SELF-SUPPORT TOWER

SUBJECT:

- Proposed 60m self-support tower to be installed on subject property.
- Tower will have related wireless equipment attached to improve Tbaytel's HSPA wireless network.
- Tower and equipment cabinet will be located within a fenced compound to prevent public access.
- This structure will improve Tbaytel's HSPA wireless services along Hwy 17A, north along Hwy 596 and surrounding area.

LOCATION:

- 49 46 53.78N,
94 35 21.36W.
- 789 Darlington Dr.,
Kenora

PROPERTY DESCRIPTION:

- PCL 33469 SEC DKF;
PT LOCATION S1082
KENORA PT 1
23R5181; KENORA

ANY PERSON may make a written submission to the individuals listed below by close of business Wednesday, July 1, 2015 or attend the public information session on Thursday, June 11, 2015 from 5:00pm - 8:00 pm at City of Kenora Operations Centre, 60 Fourteenth St. N., Training Room – Second Floor.

PLEASE TAKE NOTICE as the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Industry Canada. For more information on the federal process pertaining to these installations please contact the local Industry Canada office at: spectrum.sault-ste-marie@ic.gc.ca.

PLEASE FORWARD ALL COMMENTS AND REQUESTS FOR ADDITIONAL INFORMATION TO THE FOLLOWING INDIVIDUALS:

PROPONENT CONTACT: Tbaytel c/o Jay Lewis, Summit Telecom Services Inc., 2645 Royal Windsor Drive, Mississauga, Ontario, L5J 1K9.
Fax: (888) 622-4939, Email: jay@summit-tel.com.

CITY OF KENORA CONTACT: Tara Rickaby, Planning Administrator.
60 Fourteenth St. N., 2nd Fl., Kenora, Ontario. P9N 4M9.
Fax: (807) 467-2246, Email: trickaby@kenora.ca.

SITE LOCATION MAP



Not to scale

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- Local News
- Local Sports
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- Weather
- And more!

From: [Jay Lewis](#)
To: "darlene@lehmanplan.ca"
Cc: "[Tara Rickaby](#)"; "[Bob Lehman](#)"
Subject: RE: TBay Tel - Darlington Drive, Kenora
Date: June-30-15 3:15:00 PM
Attachments: [RE TBay Tel - Darlington Drive Kenora.msg](#)
[image001.png](#)

Good Afternoon Darlene,

Thank you for providing the comments from TransCanada's aviation department that there is no objection to the proposed tower and that in the interest of safety they would like the tower to have a light.

Tbaytel's position is that they are satisfied with the assessment provided by Transport Canada requiring no lighting or painting and that the assessments submitted to both NAV Canada and Transport Canada are sufficient measures as the agencies will notify various parties during their review process for the proposed installation.

Tbaytel was also aware from previous discussions with the City and residents that they would prefer the tower to not have lighting or painting unless required by Transport Canada. We have received a response from the City of Kenora (which I've attached) that they are satisfied with the assessment from Transport Canada as they are the approval authority for lighting/markings of communication towers.

Tbaytel reviewed the request to light the tower and after careful consideration has decided not to install lighting based on the response from the City of Kenora and Transport Canada's assessment of the proposed tower.

Could you please inform TransCanada's aviation department of this decision so they are aware if the tower is approved and constructed there will be no lighting or markings installed.

I also wanted to follow up if the other department had confirmed if the proposed tower was such a distance away not to interfere with the pipeline's cathodic protection system?

Sincerely,

JAY LEWIS

Tel: 905.928.9481 Fax 888.622.4939

Email: jay@summit-tel.com

2645 Royal Windsor Drive, Mississauga, ON L5J 1K9

www.summit-tel.com

From: darlene@lehmanplan.ca [mailto:darlene@lehmanplan.ca]
Sent: June-19-15 3:25 PM
To: 'Jay Lewis'
Cc: 'Tara Rickaby'; 'Bob Lehman'
Subject: RE: TBay Tel - Darlington Drive, Kenora

Hi Jay,

Thank you for the update. I do have a comment from TransCanada's aviation department and they have no objections to the tower, however in the interest of safety they would like the tower to have a light. They also mentioned that the tower is in close proximity to the Highway, which at times is used by aircraft to navigate in bad weather.

I am waiting for comments from one other department to confirm the tower is located at a distance that won't interfere with the pipeline's cathodic protection system.

Darlene Presley,
Project & Planning Coordinator
TransCanada PipeLines Limited
C/O Lehman & Associates
97 Collier St.
Barrie, ON
L4M 1H2

From: Jay Lewis [mailto:jay@summit-tel.com]
Sent: June 19, 2015 1:14 PM
To: 'Darlene Presley'
Cc: 'Tara Rickaby'
Subject: RE: TBay Tel - Darlington Drive, Kenora

Hi Darlene,

We received Transport Canada's aeronautical assessment form for obstruction evaluation for the proposed 60m self-support tower and it will not require any lighting or markings. Based on this assessment Tbaytel will not be installing any navigation lights or markings on the tower and wanted to pass this information onto TransCanada's Aviation Department.

We are waiting on NAV Canada's assessment but anticipate they will not have any objections to the structure.

Please let me know when you receive comments from TransCanada.

Thanks,

JAY LEWIS

Tel: 905.928.9481 Fax 888.622.4939

Email: jay@summit-tel.com

2645 Royal Windsor Drive, Mississauga, ON L5J 1K9

www.summit-tel.com

From: Darlene Presley [<mailto:darlene@lehmanplan.ca>]

Sent: June-16-15 3:06 PM

To: 'Jay Lewis'

Subject: RE: TBay Tel - Darlington Drive, Kenora

Hi Jay,

Yes I can definitely have any comments to you by then.

Darlene Presley,
Project & Planning Coordinator

TransCanada PipeLines Limited
C/O Lehman & Associates
97 Collier Street
Barrie, ON
L4M 1H2

Ph: 705-727-0663, ext. 21

1-866-602-0663

Fax: 705-727-9217

From: Jay Lewis [<mailto:jay@summit-tel.com>]

Sent: June-16-15 2:54 PM

To: 'Darlene Presley'

Subject: RE: TBay Tel - Darlington Drive, Kenora

Thanks Darlene,

Could you please request that we receive any comments by July 1? Does that seem reasonable?

JAY LEWIS

Tel: 905.928.9481 Fax 888.622.4939

Email: jay@summit-tel.com

2645 Royal Windsor Drive, Mississauga, ON L5J 1K9

www.summit-tel.com

From: Darlene Presley [<mailto:darlene@lehmanplan.ca>]

Sent: June-16-15 2:19 PM

To: 'Jay Lewis'

Cc: 'Tara Rickaby'

Subject: RE: TBay Tel - Darlington Drive, Kenora

Hi Jay,

I will advise TransCanada's Aviation Department of the proposed tower and if there are any comments or concerns I will let you know.

Thank you,

Darlene Presley,
Project & Planning Coordinator

TransCanada PipeLines Limited
C/O Lehman & Associates
97 Collier Street
Barrie, ON
L4M 1H2

Ph: 705-727-0663, ext. 21
1-866-602-0663
Fax: 705-727-9217

From: Jay Lewis [mailto:jay@summit-tel.com]
Sent: June-15-15 11:09 AM
To: 'Darlene Presley'
Cc: 'Tara Rickaby'
Subject: RE: TBay Tel - Darlington Drive, Kenora

Good Morning Darlene,

Tbaytel has a proposed 60m self-support telecommunication tower 66m north of the existing pipeline that is in the public consultation process. The following co-ordinates are for the proposed tower 49 46 53.8N, 94 35 21.4W and a google earth image at the end of the email as a reference. I have attached the mail notification that we provide to property owners within 3* the height of the tower for additional information.

A property owner has expressed concern that helicopters used to monitor the pipeline will not be aware of the proposed tower and potential for an accident. Apparently the helicopters fly at a low elevation in either direction. Increased concern when helicopters travelling westbound along the pipeline. As you can see in the reference image below if the helicopter continued in a straight line from pipeline westbound it would be in a direct path of the proposed tower. Additional concern is that the helicopter would be making a turn to follow the pipeline westbound and would not see the proposed tower.

We have submitted both Transport Canada's Aeronautical Assessment Form for Obstruction Evaluation and NAV Canada's Land Use Proposal Submission Form. We are waiting for both to be assessed by the two agencies and expect a response in late July/early August.

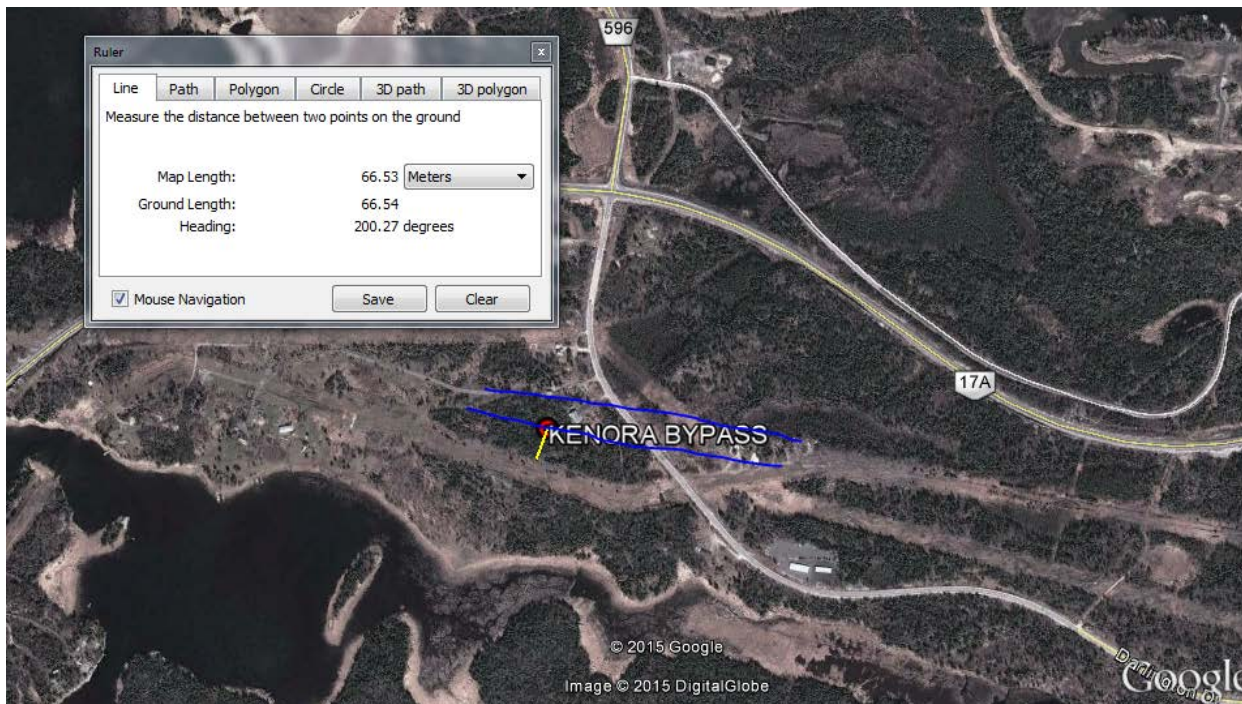
We anticipate Transport Canada may require a medium intensity red beacon at the top and a medium intensity red steady burn at the mid-point for night time aeronautical markings. If Transport Canada's assessment is returned requiring day time markings such as medium intensity white lights or alternating red/white bands on the tower, Tbaytel will comply with their assessment.

NAV Canada will provide their assessment to the relevant aerodromes/parties that would normally be circulated with any proposed tower/assessment in their review. Tbaytel will need to complete a completion form once the tower is installed.

To alleviate the concern of the one property owner, we are contacting yourself as the representative for the TransCanada Pipeline to provide notice of the proposed tower and determine if there are any comments. Is it possible that if the proposed tower is approved by the City of Kenora, that TransCanada Pipeline could notify their aviation contractors of the tower as an additional safety measure? I am not 100% certain but would expect these contractors would be aware of a new tower from either Transport Canada or NAV Canada.

Could you please let me know by email or possibly set up a quick call once you've reviewed the material,

Sincerely,



JAY LEWIS
Tel: 905.928.9481 Fax 888.622.4939

Email: jay@summit-tel.com
2645 Royal Windsor Drive, Mississauga, ON L5J 1K9
www.summit-tel.com

From: Tara Rickaby [<mailto:trickaby@kenora.ca>]
Sent: June-12-15 8:24 AM
To: Jay Lewis
Cc: Darlene Presley
Subject: TBay Tel - Darlington Drive, Kenora

Good morning Jay -

I have copied Darlene, who is my contact for TransCanada Pipeline for development applications. Darlene, Jay is working with TBay Tel to locate a tower on Darlington Drive, in Kenora, just south of the pipeline.

I will let you two chat ☺

Tara

Tara Rickaby, AMCT/ASCT/CACPT
Planning Administrator
City of Kenora
60 Fourteenth St. N., 2nd Fl.
Kenora Ontario P9N 4M9
Phone: 807-467-2059
Fax: 807-467-2246
<http://kenora.maps.arcgis.com/home/>



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Kenora is North America's Premier Boating Destination. We are the connection to Lake of the Woods and its 14,522 islands. Through our events and amenities we celebrate our history and build our future. We love our lake; we are its stewards and we nurture its pristine environment.

From: [Jay Lewis](#)
To: ["philbouchard51@gmail.com"](mailto:philbouchard51@gmail.com)
Cc: ["Tara Rickaby"](#)
Subject: Tbaytel - Kenora Bypass - Proposed 60m Self-Support Tower
Date: July-09-15 2:45:00 PM
Attachments: [Summary of concerns and responses.pdf](#)

Good Afternoon Mr. Bouchard,

Thank you for attending the public information session held on June 11, 2015 for Tbaytel's proposed 60m self-support tower at 789 Darlington Dr., Kenora. The consultation process as outlined in the City of Kenora *Installation of Communication Tower Policy* is important as it provides an opportunity for residents to comment or request additional information on the proposed installation and for the proponent to formally address any submissions received, prior to the proponent requesting concurrence (approval) from City of Kenora.

At the public information session we discussed a number of concerns you raised with the proposed installation such as the location and/or alternate locations, aesthetics of the self-support tower from your property and aeronautical safety due to low flying helicopters that monitor the TransCanada pipeline. At the information session I agreed to meet you on your property to review the aesthetics of the proposed tower and to consult with TransCanada to address the aeronautical safety concern.

Thank you for meeting with me at your property on June 13, 2015 to walk the property so that I would have a firsthand perspective to respond to the aesthetic concerns. We have also received responses from NAV Canada, Transport Canada and TransCanada Pipelines to address the concern on aeronautical safety.

Attached is a summary of the concerns discussed and include formal responses for your review. A copy of the final summary will be provided to the City of Kenora for their consideration when the proponent requests concurrence (approval) for the proposed installation. If you have additional questions or would like anything clarified in this summary we request that we receive it no later than July 17, 2015.

Sincerely,

JAY LEWIS

Tel: 905.928.9481 Fax 888.622.4939

Email: jay@summit-tel.com

2645 Royal Windsor Drive, Mississauga, ON L5J 1K9

www.summit-tel.com