



City of Kenora Committee of the Whole of Council Agenda

Tuesday, January 13, 2015
9:00 am - 1:00 pm
City Hall Council Chambers

Pages

1. Public Information Notices

As required under Notice By-law #144-2007, the public is advised of Council's intention to adopt the following at its January 20, 2015 meeting:-

-Council intends to amend its 2014 Capital Budget to withdraw funds from the Community Club Reserve in the amount of \$10,520.51 to accommodate a request by Central Community Club

-Council intends to amend its 2014 Capital Budget to withdraw funds from the Community Club Reserve in the amount of \$10,000.00 to accommodate a request by Evergreen Community Club

2. Declaration of Pecuniary Interest & the General Nature Thereof

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

3. Confirmation of Previous Committee Minutes

-Regular Committee of the Whole Meeting held December 9, 2014

4. Deputations

4.1 Teika Newton & John Sinclair - Common Ground Research Forum

4.2 Kevin McCallum - Lake of the Woods Jr A Hockey

4.3 Dennis Hosfield - Kenora Curling Club

5. Business Administration Reports

5.1 Post Election Accessibility Report

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11.	Other	
12.	Date of Next Meeting	
	Tuesday, February 10, 2015	

13. 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) Disposition of Land (1 item)

14. Reconvene to Open Meeting

15. Close Meeting

January 6, 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Post Election Accessibility Report – as required by the Municipal Elections Act

Recommendation:

That the Council of the City of Kenora hereby receives the legislatively required report in accordance with the Municipal Elections Act regarding the recognition, removal and prevention of barriers identified during the 2014 municipal election process with respect to electors and candidates with disabilities.

Background:

Section 12.1 (1) of the Municipal Elections Act provides that a clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Section 12.1 (2) of the Municipal Elections Act provides that within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Section 45 (2) of the Municipal Elections Act provides that the Clerk shall ensure that each voting place is accessible to electors with disabilities.

In keeping with legislation, the Clerk ensured the following items were addressed and completed with respect to the identification, removal and prevention of barriers that affect electors with disabilities: -

- (i) With the use of internet/telephone voting it essentially eliminates the need for polling locations with the exception of the Revision Centre at City Hall Council Chambers. This type of voting method is recognized as the most accessible format of voting as it allows persons to vote from the convenience of their own homes where aid devices are readily available no matter what the persons disability may be. This type of voting also increases the visible portion to a person with disabilities to recognize that they may require special assistance as they can use their own devices from their own homes.
- (ii) The election training attended by the Clerk through AMCTO included a comprehensive section on conducting 'accessible elections.'

- (iii) City election staff were provided with in-house accessibility training to ensure they were cognizant of persons with disabilities and able to vote in a positive environment, and that in every way possible a voters needs' were accommodated whenever possible.
- (iv) As a voting place the Chambers was made fully accessible to electors with disabilities, including an accessible table that could be raised or lowered, accessible door in the Council Chambers voting station, an accessible parking spot located directly out front of City Hall (as well as a permanent one located in the customer parking lot at rear), accessible computer station with font size changing as well as accessible large button telephones.
- (v) The Clerk ensured the Voter's List was prepared with a larger font-size for ease of reading.
- (vi) The Voter's List was made available on-line through the City's Portal so electors with disabilities were not necessarily required to attend one of the municipal locations to determine if their name was on the Voter's List.
- (vii) Magnifying sheets were made available at the Revision Centre for any electors with vision difficulties to place over the ballot for easier marking.
- (viii) A presentation was made to the Kenora Accessibility Advisory Committee to explain the new voting process and identify the improvement to this method for citizens with disabilities. At this time, the Clerk discussed any other potential needs for voters with disabilities that could be addressed.
- (ix) Council approved the establishment of an additional (temporary) disabled parking stall on Main Street in front of City Hall for the purpose of providing a shorter and safer access route to the Revision Centre (Council Chambers).
- (x) A fully adjustable accessible table was available in order to accommodate both a wheelchair and the required accessibility equipment, i.e. handheld device, printer, audio unit, etc.
- (xi) Guide-dogs were welcome to accompany any elector that required such assistance.

Budget: All accessible options were included in the 2014 elections budget

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

Strategic Plan or other Guiding Document: N/A



January 2, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: November 2014 Monthly Financial Statements

Recommendation:

That Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as November 30, 2014.

Background:

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

Overall:

- Expenses to the end of November are slightly better budget.
- User fee revenues to the end of November are slightly below budget.

Expenditures:

- 2014 results now appear in the "Previous Year" columns as the general ledger has been prepared for 2015 results.
- At the end of November, the year is 11 twelfths finished. Assuming that expenditures are relatively level for the year, a result of (8.3%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government preliminary results are under-budget with 17% of the expense budget unspent.
Building Rentals are currently substantially over budget. At the end of November, more than the entire year's budget has been spent. Fortunately, this department is small and has not caused the entire area to be over budget.
Assessment Office charges appear to be over budget in Finance, but the overage is a result of the timing. Also in Finance, the billing printer was included in operating as it came in so far under budget that it did not qualify for capitalization. At year end, the funding will follow to offset this.
- **Protection** - The Protection Department expenditures are overall under budget with 17% remaining to be spent.
The Emergency Measures department has over spent the budget for the entire year due to a \$6100 sandbag purchase.

Facilities & Property Management are under budget because their staff are mostly charged to other departments.

Fire Vehicle expenses are over budget due to pump testing by Fort Garry Industries.

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

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

Winter Control is substantially over budget due to the extreme quantities of snow experienced in the first part of 2014. 116% of the 2014 expense budget has been spent to the end of November. At this point, December expenses are already high with more invoices expected.

Bridge & Culvert maintenance is under budget despite the overtime charged during the Laurenson Creek bog removal. The amount collected from the stakeholders did not entirely offset the city's costs.

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

- **Environmental** – The Environmental Department expenditures are over budget with almost the entire 2014 annual budget spent by the end of November. At this point, December looks like a moderate month, but invoices are still expected.

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

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

Tri-Municipal landfill is over budget due to lab costs for sample testing and other minor material requirements.

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

- **Health expenditures** – Health expenditures are over budget at least partly due to the paving project in the Lake of the Woods Cemetery which is funded, per the 2014 budget, from the net tax levy.

- **Social and Family** – Social and Family expenditures appear to be over budget but will be in line by the end of the year.

- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are better than budget with 14% of the budget remaining.

Parks Vehicles are substantially over budget due at least in part to some trailers that were unexpectedly classified differently under CVOR and required safeties and additional repairs. The 2015 budget will need to be increased for this change.

Anicinabe Park is substantially over budget due to utility expenses. Water services for the Park were historically undercharged.

The JM arena is over budget on materials & supplies and repairs & maintenance. We had increased the budget for these items from last year in anticipation of an increase in expenses, but not enough. The cost centre is still overall under budget, however, because utilities are so far under budget.

The KRC Complex is still on budget despite repairs & maintenance due to some unforeseen electrical issues.

KRC External Facilities department is over budget due in part to the paving of the Zamboni entrance.

- **Planning & Development** – Planning & Development expenditures are under budget. This is due in part to unusual spend projects not incurring expenses yet.

Expenses for the Starter Company and associated intern started later in 2014 than anticipated.

User Fees:

- Overall, user fees are slightly below budget projections.
- General Government is showing revenues meeting budget.
- Protection user fees are running substantially under the budgeted projection. There are several reasons that they are under budget including lower POA revenues.
- Transportation user fees are exceeding budget.
- Environmental user fees are slightly under budget, with all areas lagging behind projections except the Transfer Facility, Recycling Facility and the Kenora Area Landfill.
- Recreation & Cultural fees are exceeding budget.
- Planning & Development user fees are slightly higher than budget.

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

Date: January 5, 2015



City Council Committee Report

TO: Mayor & Council

FR: Allyson Pele, Manager of Northwest Business Centre

RE: Northwest Business Centre Q3 & Q4 Report

Recommendation:

That Council accepts the 2014 Third and Fourth Quarter report for the Northwest Business Centre.

Background:

NWBC Activity Report: August – December 2014

Client Usage, Traffic & Successes

- 13 new business started and four business expansions by NWBC clients; generating a total of 24 new jobs
- 39 new client consultations; 42 existing client consultations
- Online engagement – total online engagement of 4,019 (including 73 new Twitter, Facebook and Instagram followers)

Events and Successes

- Bridges to Better Business
 - Two workshops were delivered by Mike Greaves from SquarePeg Solutions and brought out many new faces to the Northwest Business Centre
 - October 21 – Kenora
 - Workshop: Your Business & Your People: Marketing through leadership
 - Attendees: 27
 - October 29 – Sioux Lookout
 - Workshop: Creating & Communicating Your Brand Story
 - Attendees: 14
- ON Co-Op Roundtable, November 4, 2014, Kenora
 - Northwest Business Centre hosted the Ontario Co-Operative Association for a roundtable discussion with local businesses and organizations
- PARO Open House, November 18 & 19, 2014, Kenora
 - Hosted PARO at the Northwest Business Centre and attended and presented at the Lake of the Woods Business Incentive Corporation's Bankers Breakfast
- E-Business: Social Media for Artists and Innovators: The Changing Face of Audience Development, November 22 & 23, 2014, Kenora
 - Partnered with the Kenora Arts Project to deliver the two day workshop
 - A second workshop will be delivered Feb. 28 & March 1, 2015

- Attendees: 18
- E-Business: WordPress Workshop, November 27, 2014, Kenora
 - In partnership with the Northwestern Ontario Innovation Centre
 - Attendees: 15
- One new business received funding through the Futurpreneur (formally CYBF) program: EzCam Technologies. Two businesses have received funding through the program as a direct result from working with the Northwest Business Centre in 2014.
- Allyson attended the Ke-ondaatiziying Conference and Allyson and Seleen attended the Northern SBEC and SBEC meeting and the ONE (Ontario Network of Entrepreneurs) Conference in Toronto.
- Beginning January 13, 2015, the Centre will be delivering small business training to participants at Women's Place Kenora, every Tuesday for seven weeks.

Youth Programs

- Starter Company has run two cycles of small business training for youth across the district. Four participants have received a \$5,000 grant each to help with business start-up and expansion. Jade Lorimer from Kenora received a grant and has since expanded her business and has been able to hire an additional staff person. The third round of applicants will begin training January 12.
- Summer Company 2015 will be accepting applications shortly. The Centre has requested funding for four students across the district and classroom visits will begin in March.

Budget: N/A

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

Guiding Document: Strategic Plan Goal #1-2 & #1-3

2 January 2015

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown

Re: OPP 2015 Contracted Services

Recommendation:

That Council hereby approves a contract with the Ontario Provincial Police under Section 10 of the Police Services Act for the provision of Policing Services for the period 1 January 2015 through 31 December 2019; and further

That the appropriate By-law be passed for this purpose.

Background:

The City is mandated to provide policing services to our residents, either directly or through another organization, such as the Ontario Provincial Police (OPP). The City has, however, historically struggled with the high costs of policing services. Over time, efforts have been taken to help reduce these costs, including the disbandment of the Kenora Police Services (KPS) in 2009, and the move for the entire City of Kenora to be policed under contract with the OPP.

At the same time, the City lobbied the Province to implement changes intended to help reduce the impacts related to the high costs of policing in Kenora. It was recognized that there were a number of external factors which had resulted in higher policing costs for Kenora than most Ontario municipalities

As a result of continued pressure from Kenora, together with other similarly impacted municipalities and the lobbying efforts of municipal organizations such as the Association of Municipalities of Ontario (AMO), the Province agreed to review the cost allocation formula. Over the past few years, a number of Provincial Committees were formed to review the previous policing cost allocation formulas, together with options for new cost formulas. Kenora, through the Mayor and separately the CAO, have represented Kenora through participating directly on two of these committees, which worked directly on reviewing proposals and options for new costing formulas.

In 2014, the Province announced a new cost allocation formula for charging out costs related to OPP policing – one that would recognize that every municipality has a responsibility to pay for a basic level of policing required in order to ensure adequate and effective policing services were in place. As a result, municipalities such as Kenora that had been required to pay a very high share of policing costs would be seeing a decrease under the new formulas. In order to allow a transition period for those municipalities that would be paying more for policing, the new formula is being phased in over a five year period, commencing in 2015. A copy of recent correspondence from the Ministry of

Community Safety and Correctional Services (MCSCS), including a news release and backgrounder providing further details has been attached for your reference (Attachment #1).

Incidentally, in July 2014 the City's five year contract with the OPP expired. At that time, the City underwent negotiations with the OPP to ensure that contract was extended, without amendment, to the end of 2014 in recognition that a new costing formula was to be implemented in January 2015.

Today, the City's contract with the OPP has in theory expired, and must be reviewed. It should be recognized, however, that the City underwent a fairly comprehensive review on policing services in 2008, prior to the disbandment of the KPS. At this time, it is not being recommended that the City perform any further review as to the policing service used, but rather continue to be policed through the OPP. As a result, the decisions before Council in this report are relatively basic:

- **Method of Policing Under the Police Services Act** – A municipality can contract for policing services with the OPP through Section 10 of the Police Services Act. Section 5.1 (1) of this Act states that "If a municipality does not provide police services by one of the ways set out in section 5, the Ontario Provincial Police shall provide police services to the municipality", which is the second manner in which Kenora can be policed by the OPP. In the past, the City has contracted with the OPP under Section 10 of the Police Services Act. In doing so, the following are three main considerations:
 - The City is eligible for contract enhancements – the City currently has 3 additional officers under the contract enhancements. These positions are currently funded under MCSCS programs.
 - The City is eligible for grant funding, which the City currently receives through the MCSCS, referred to in the previous bullet point.
 - The City is required to have a Police Services Board, which is currently in place.

It has been confirmed that there is no difference in policing costs resulting from the phase in between the Section 10 or Section 5.1 method of policing to the City of Kenora. In fact, the policing costs with enhancements for 2015 are the same as those without enhancements in 2015 as a result of the phase in adjustment. A copy of the 2015 Municipal Policing Billing Statement reflecting this has been attached for your reference (attachment #2). As a result, it is recommended that Kenora continue to contract with the OPP for policing services under Section 10 of the Police Services Act.

- **Term of Contract** – the OPP is currently offering 3, 4, 5 or 6 year terms on contracts. Clause 27 of the agreement provides the ability for either party to terminate the agreement with one year written notice. The OPP have indicated that most municipalities are choosing either a 3 or 5 year contract to ensure the next renewal does not coincide with the municipal election, as this one has. Given the 5 year phase in for the new formula, it is recommended that the contract for policing services also be done on a five year period.

A copy of the proposed policing contract with the OPP, including enhancements, has been attached for your reference (attachment #3). The term of the contract has not been inserted at this time, and an updated contract will be requested following discussion at Committee of the Whole.

Budget:

Policing costs for 2015 are built into the City's 2015 operating budget. The five year phase in of the new formula represents ongoing cost reductions for the City over the next page 9

five years, before factoring in any staff related wage increases or other overall operational cost increases.

The City has, through the local Detachment Commander, confirmed that the current funding agreements towards funding officer positions currently accessed through the Ministry of Community Safety and Correctional Services (MCSCS) expire March 31, 2016. At this time, no proposal for changes has been made to either of these programs, however the Ministry has advised that "program participants will be given due notice if any changes in funding under these programs are proposed then" (meaning March 31, 2016).

Communication Plan/Notice By-law Requirements:

The OPP will be advised as to Council direction on this manner, and an updated contract will be sent to the City for ratification with City By-law.

Strategic Plan or other Guiding Document:

Kenora Strategic Plan – Our Vision is 20/20

Core City Values:

- "Preparedness – We consider community, public and workplace safety in every decision we make."
- "Fiscal Responsibility – We manage the municipal finances in a responsible, prudent and transparent manner."

Cc: Dave Lucas, OPP Detachment Commander



January 6, 2015

City Council Committee Report

To: Mayor and Council

Fr: Bruce Graham, Risk Management and Loss Prevention Officer

Re: Health & Safety Policy Statement Signing

Recommendation:

That Mayor and Council hereby approve the City of Kenora Occupational Health and Safety Policy Statement; the City of Kenora Workplace Harassment Policy and the City of Kenora Workplace Violence Prevention Policy.

Background:

Health and Safety of the employees of the City of Kenora is a priority of the Council, CAO, Senior Managers, Supervisors and all workers. Having a strong policy statement which is endorsed from Council and the CAO is a significant statement that identifies the importance of health and safety in our workplace to all employees.

This statement is reviewed annually by our Senior Management team for any changes that may be required. The Senior Management team met in December 2014 and reviewed the statement at which time they did not feel any changes were required. There is also a legal requirement to review the three policy documents (Health and Safety, Harassment, and Violence Prevention) at least annually. By having council review and sign these statements once each year the City is complying with this legislative requirement.

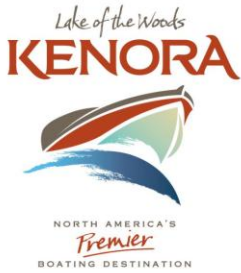
Budget: N/A

Communication Plan/Notice By-law Requirements:

Signed documents will be returned to Bruce Graham for appropriate duplication and distribution.

Strategic Plan or other Guiding Document:

Corporate Action 3-11 – The City will commit to preventing occupational illness and injury in the workplace



The Corporation of the City of Kenora Occupational Health and Safety Policy

The Corporation of the City of Kenora is committed to preventing occupational illness and injury in the workplace.

We recognize that an effective health and safety program, as indicated by following acceptable industry practices and compliance with legislative requirements, and communication of that program to all workers, will contribute to a reduced risk of injury or illness to workers.

We further recognize that health and safety is the shared commitment and responsibility of us all. Our program is based on the concepts of the Internal Responsibility System wherein responsibilities and authority for health and safety are delegated from the top down and accountability for performance is required from the bottom up.

Senior management is responsible for establishing health and safety policy and ensuring the development of a health and safety system.

Department managers are responsible for the development and implementation of health and safety programs in their departments and for ensuring that their supervisors are performing their required health and safety responsibilities.

Supervisors are responsible to enforce health and safety rules and regulations and to ensure that their workers have the appropriate training, skills, and qualifications to perform their tasks safely.

Workers are responsible to follow employer and regulatory procedures, use their initiative to reduce risk, and to report unresolved issues to their supervisor.

It is the intention of this policy that:

**“No job is so important and no service is so urgent
that we cannot take the time to perform our work safely”**

Chief Administrative Officer

Mayor

Approved by Municipal Council on January 20, 2015

January 6, 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Post Election Survey Results

Recommendation:

That the Council of the City of Kenora hereby receives the internet voting project mini summary report as prepared by the University of Toronto Munk School of Global Affairs for the 2014 Municipal election.

Background:

The governing council of the University of Toronto undertook a research project that was designed to study the effects of internet voting on local elections in Ontario in the October 2014 Municipal Elections. The University received funding from the Social Sciences and Humanities Research Council (SSHRC) for the purpose of conducting the Project under the leadership of Dr. Nicole Goodman, Munk School of Global Affairs.

The University oversaw the entire project for the collection, organization and administration of the survey. There was no cost to municipalities to participate and no additional work with our requirements under the elections act. The data was collected from surveys of Internet Voters, Candidates and Election Administration and was collected anonymously from our demographic data.

The City of Kenora's mini-summary of the unique findings the Internet Voting Project collected in our municipality is attached. The University's goal in preparing the survey was to keep the survey short for participants, while still collecting relevant data for a municipality to use. They have included results from most questions.

This survey has made world history as it is the largest attitudinal study on the effects of Internet voting in the world, to date. It is monumental that it took place in Ontario and that Kenora was a part of it. This mini summary only includes Kenora's information. The larger report is expected at the end of January 2015.

Budget: There was no cost impact to the City of Kenora to participate in this survey

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

Strategic Plan or other Guiding Document: Strategic Plan Goal #3-3 & #3-4



Internet Voting Project Mini-Summary for the City of Kenora

DETAILS OF THE 2014 MUNICIPAL ELECTION:

Online Voting Period: October 22nd to 27th

Type of Voting System Used: 1-Step (online registration not required)

Voter Turnout: 50.78%

Number of Votes Cast Online: 4,847

Number of Attempted Internet Voter Surveys: 872

Participation Rate in the Internet Voter Survey: 17.9%

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Internet Voting Survey

Filtering on the following values:

Municipality:

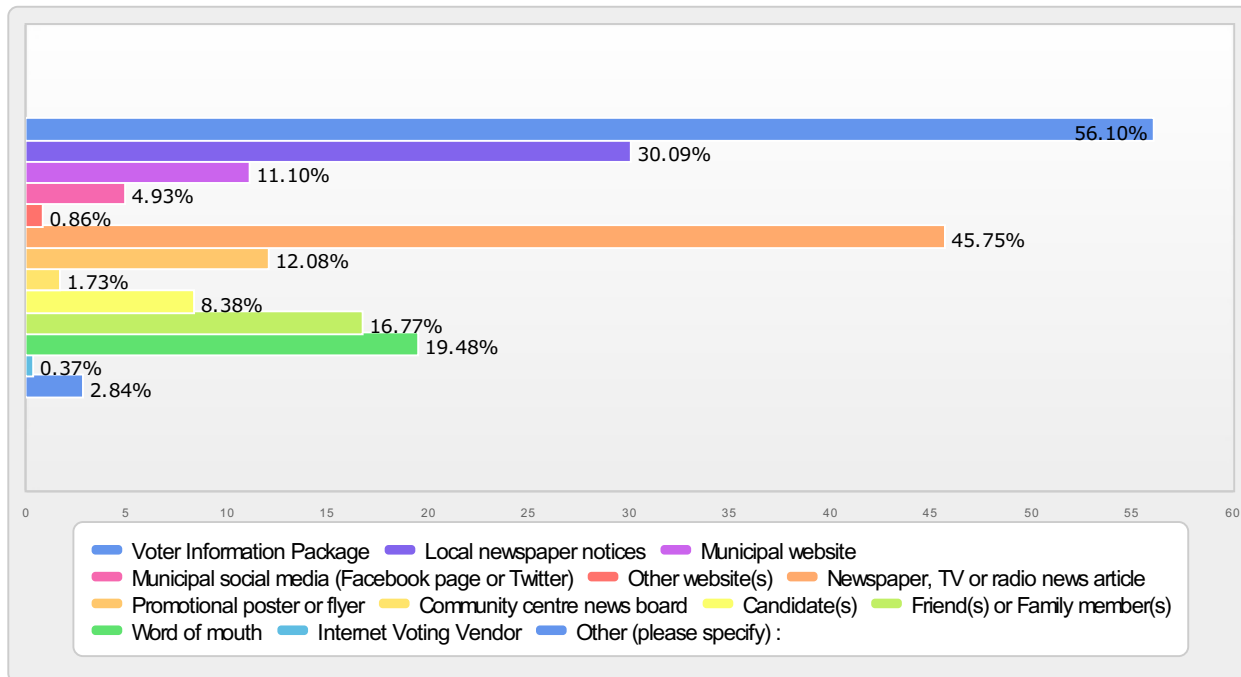
- Kenora

Total Number of Completes

872

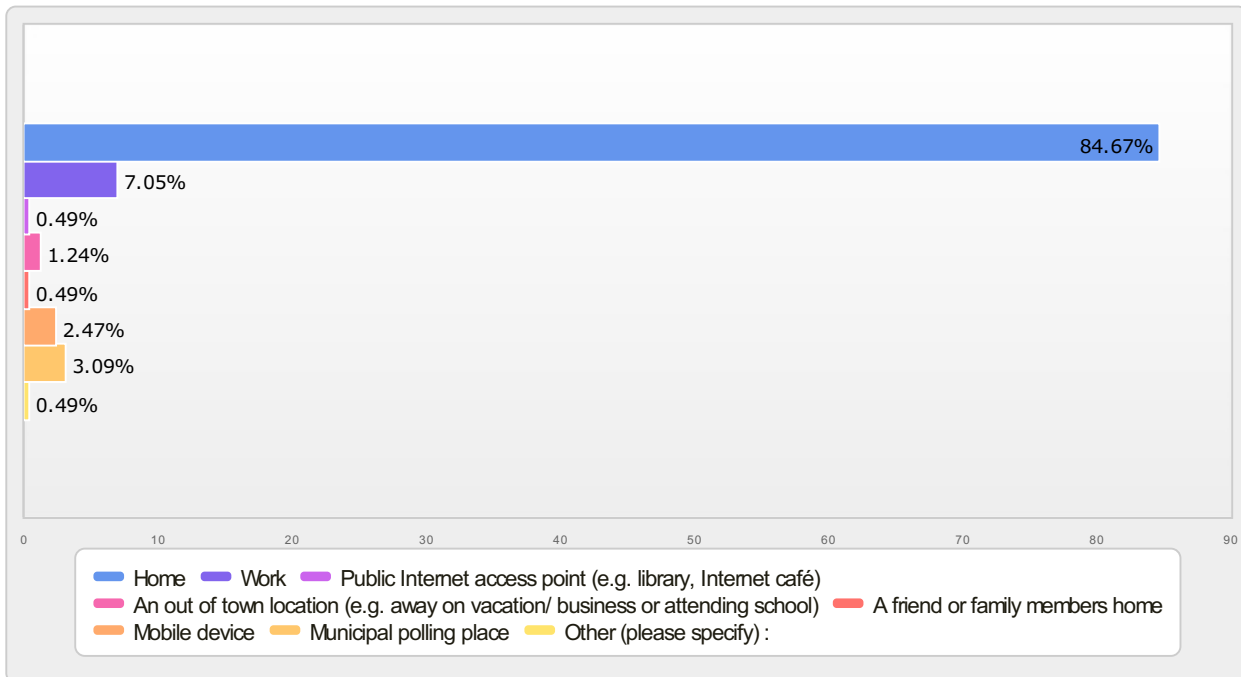
Q1 - How did you hear about Internet voting for the 2014 Municipal Election?

Voter Information Package	455	56.10%
Local newspaper notices	244	30.09%
Municipal website	90	11.10%
Municipal social media (Facebook page or Twitter)	40	4.93%
Other website(s)	7	0.86%
Newspaper, TV or radio news article	371	45.75%
Promotional poster or flyer	98	12.08%
Community centre news board	14	1.73%
Candidate(s)	68	8.38%
Friend(s) or Family member(s)	136	16.77%
Word of mouth	158	19.48%
Internet Voting Vendor	3	0.37%
Other (please specify) :	23	2.84%
Total	811	100.00%



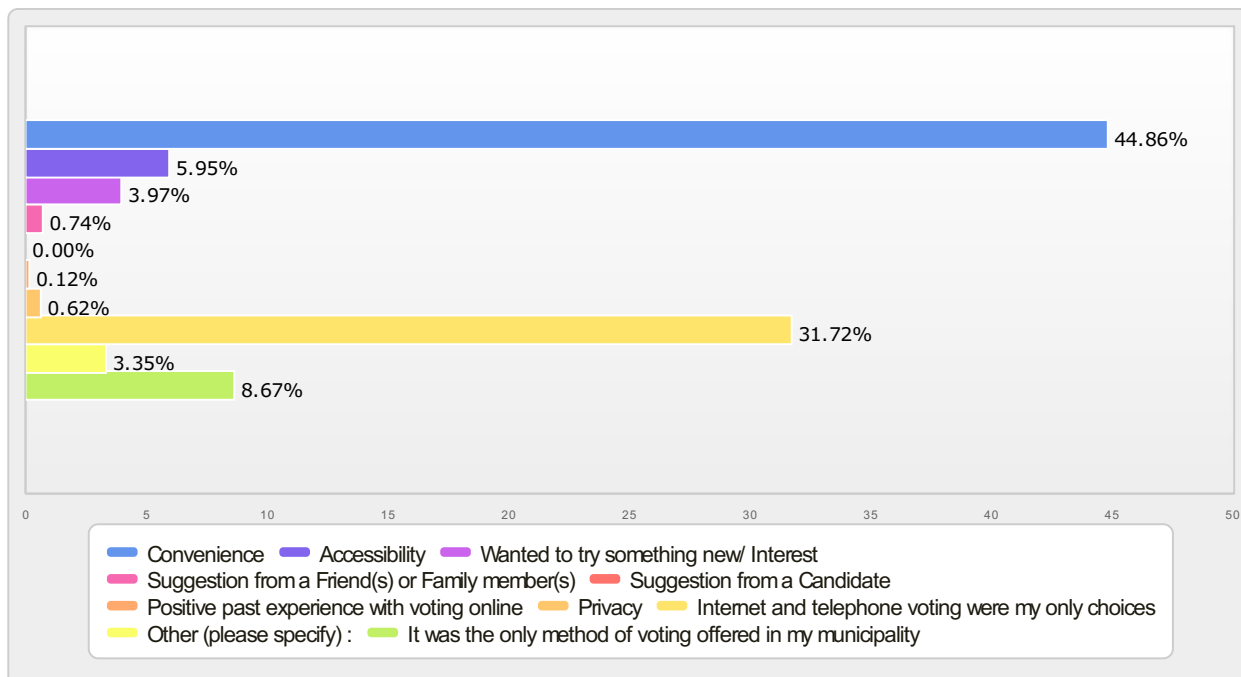
Q2 - Where did you vote online from?

Home	685	84.67%
Work	57	7.05%
Public Internet access point (e.g. library, Internet café)	4	0.49%
An out of town location (e.g. away on vacation/ business or attending school)	10	1.24%
A friend or family members home	4	0.49%
Mobile device	20	2.47%
Municipal polling place	25	3.09%
Other (please specify) :	4	0.49%
Total	809	100.00%



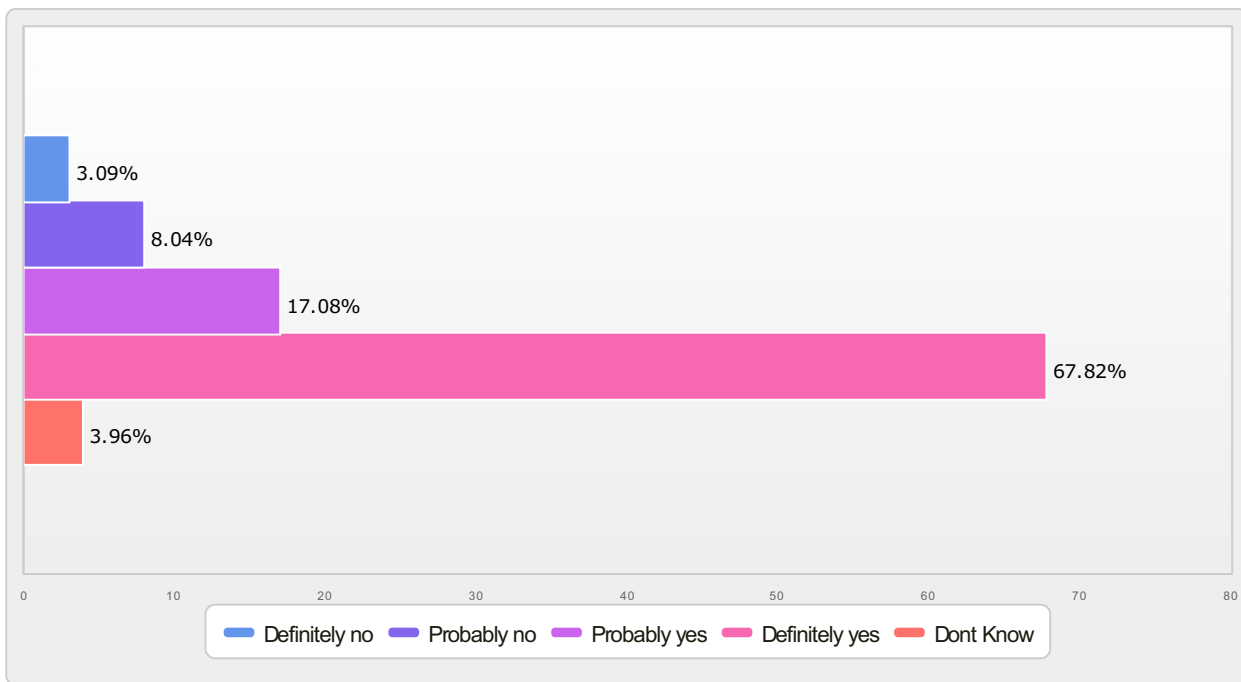
Q3 - What is the main reason you chose to vote online in the 2014 Municipal Election?

Convenience	362	44.86%
Accessibility	48	5.95%
Wanted to try something new/ Interest	32	3.97%
Suggestion from a Friend(s) or Family member(s)	6	0.74%
Suggestion from a Candidate	0	0.00%
Positive past experience with voting online	1	0.12%
Privacy	5	0.62%
Internet and telephone voting were my only choices	256	31.72%
Other (please specify) :	27	3.35%
It was the only method of voting offered in my municipality	70	8.67%
Total	807	100.00%



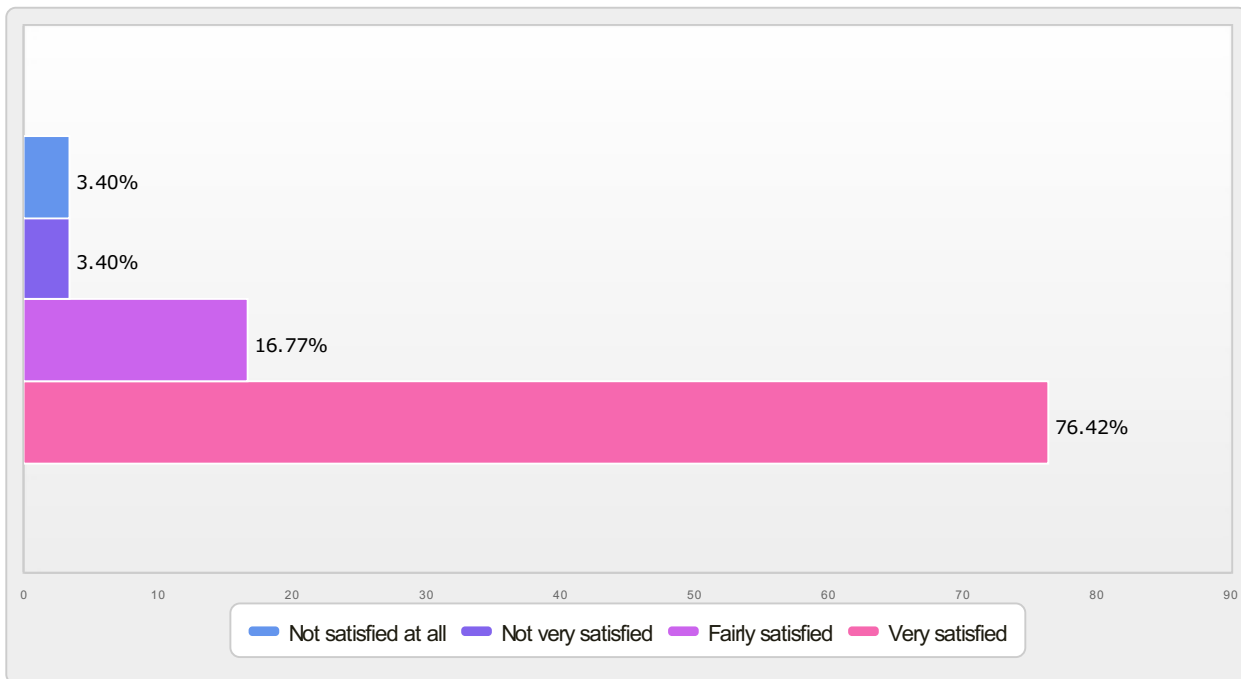
Q4 - If you didn't have the option to vote online, would you still have voted?

Definitely no	25	3.09%
Probably no	65	8.04%
Probably yes	138	17.08%
Definitely yes	548	67.82%
Dont Know	32	3.96%
Total	808	100.00%



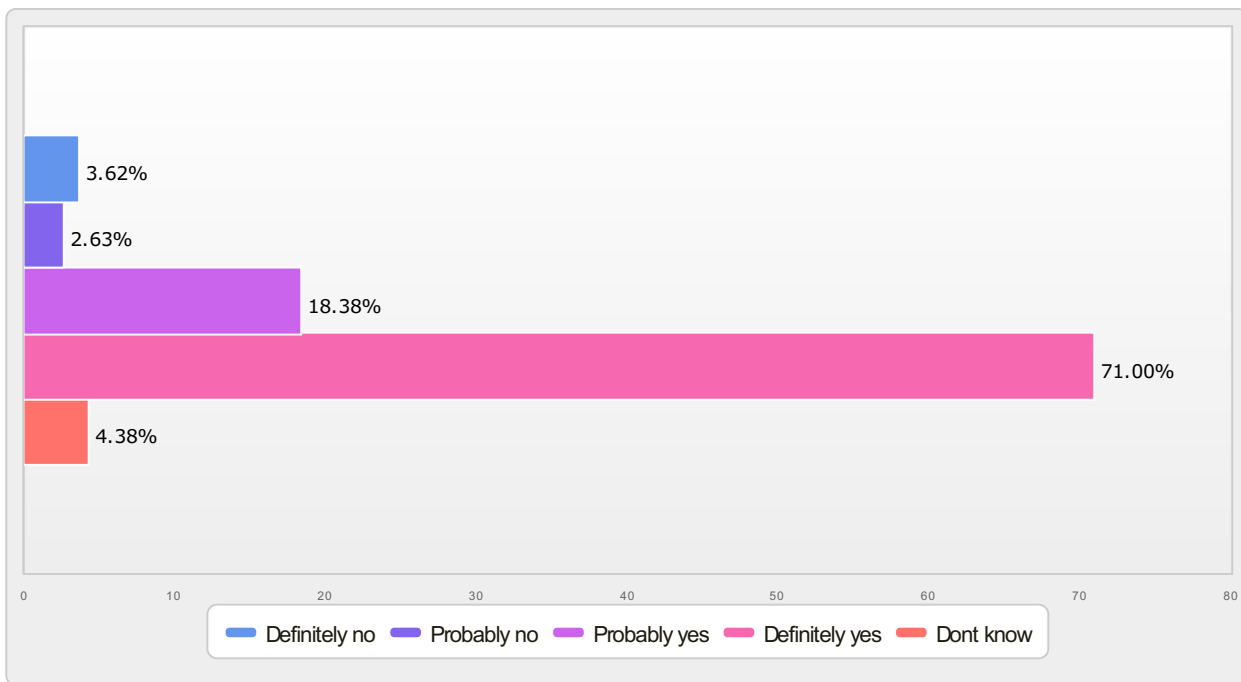
Q5 - How satisfied were you with the online voting process?

Not satisfied at all	27	3.40%
Not very satisfied	27	3.40%
Fairly satisfied	133	16.77%
Very satisfied	606	76.42%
Total	793	100.00%



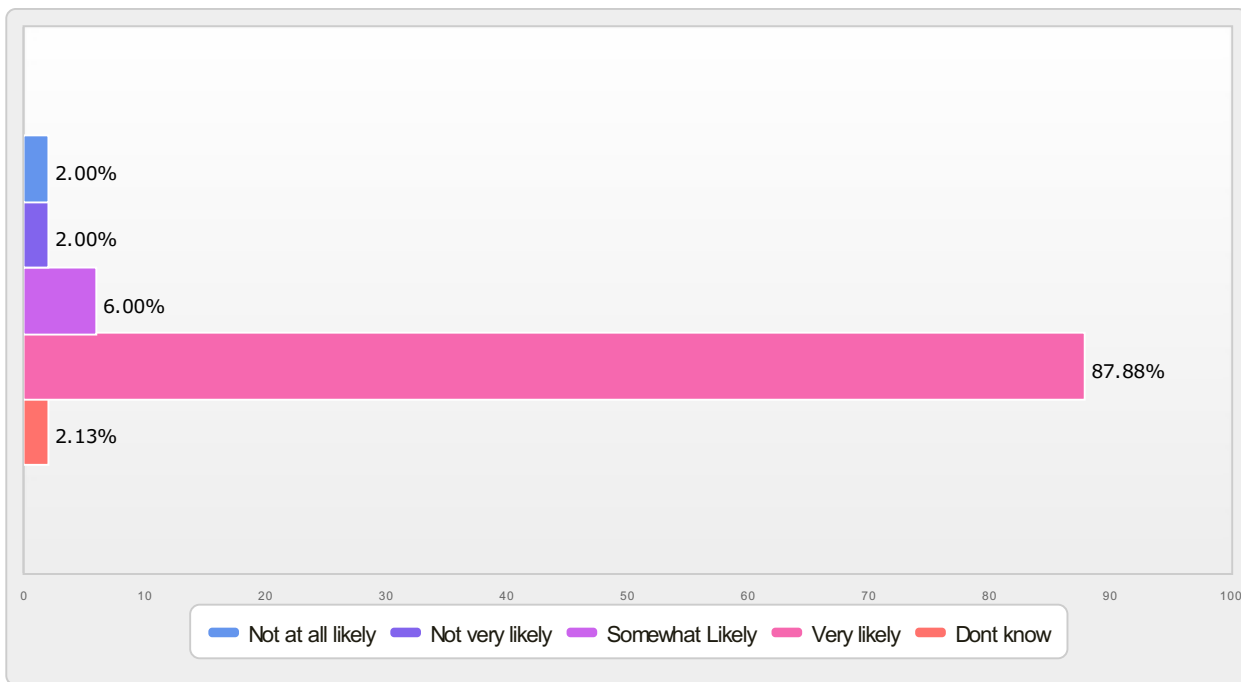
Q7 - Would you recommend Internet voting to others?

Definitely no	29	3.63%
Probably no	21	2.63%
Probably yes	147	18.38%
Definitely yes	568	71.00%
Dont know	35	4.38%
Total	800	100.00%



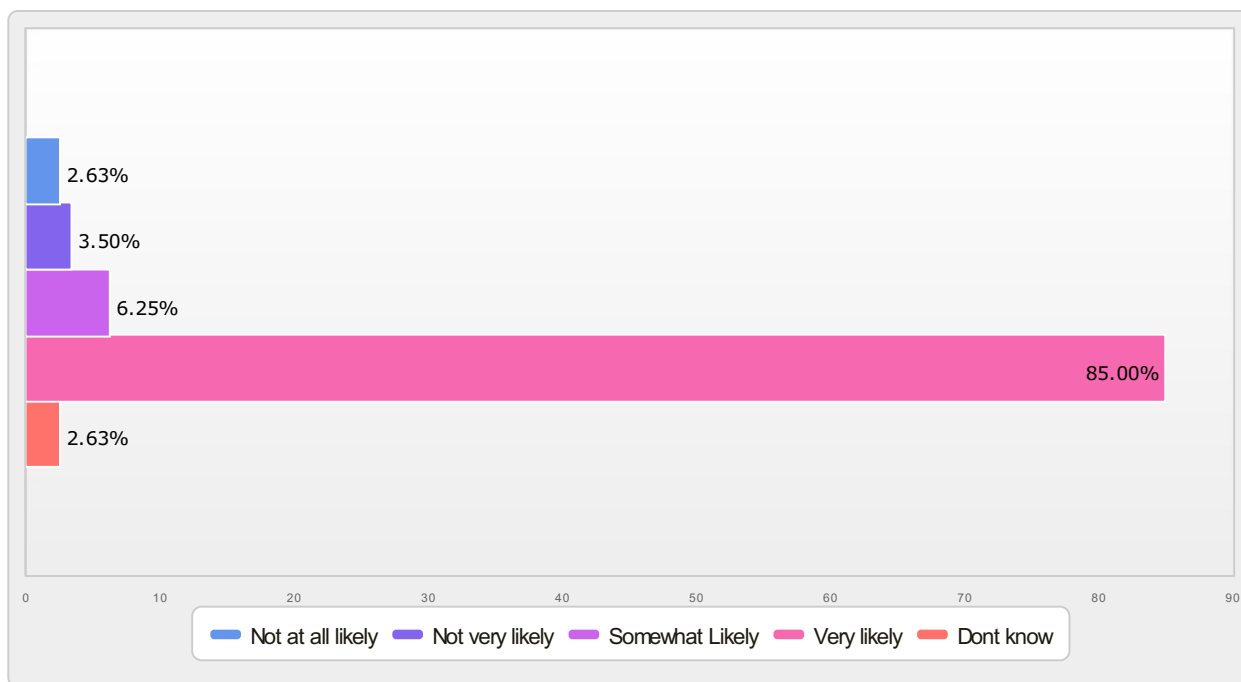
Q8a - If Internet voting were available in all elections, how likely is it that you would vote online in Future municipal elections?

Not at all likely	16	2.00%
Not very likely	16	2.00%
Somewhat Likely	48	6.00%
Very likely	703	87.88%
Dont know	17	2.13%
Total	800	100.00%



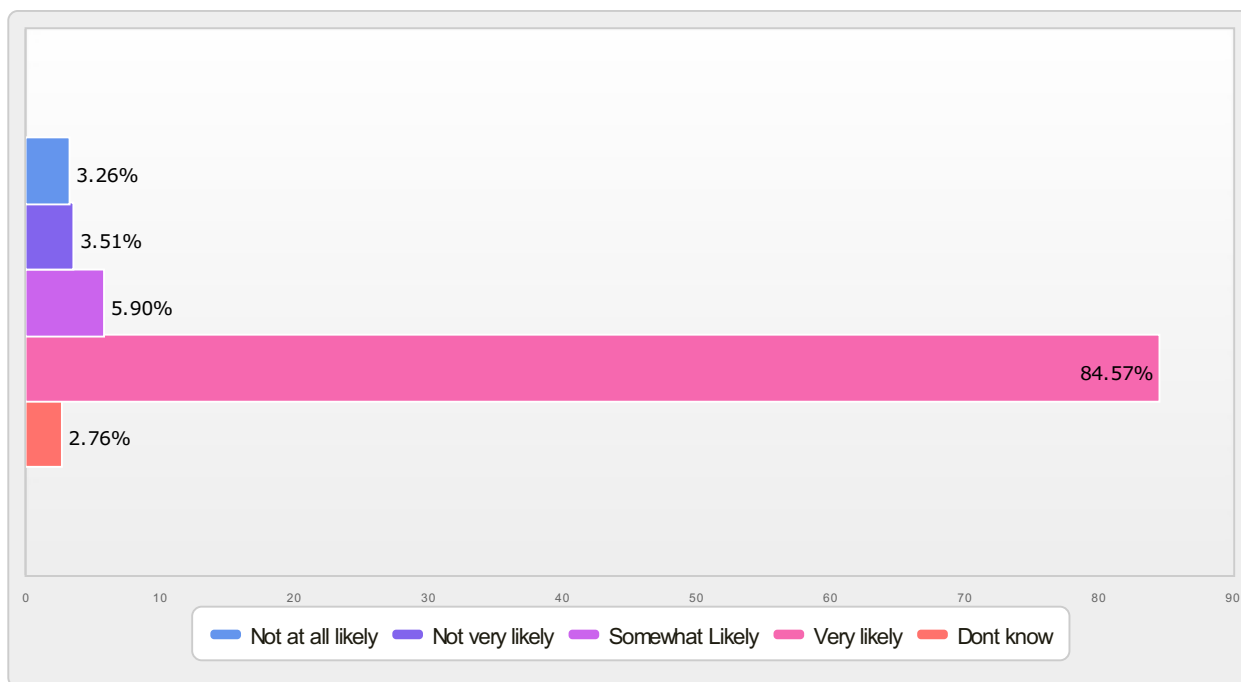
Q8b - If Internet voting were available in all elections, how likely is it that you would vote online in Provincial elections?

Not at all likely	21	2.63%
Not very likely	28	3.50%
Somewhat Likely	50	6.25%
Very likely	680	85.00%
Dont know	21	2.63%
Total	800	100.00%



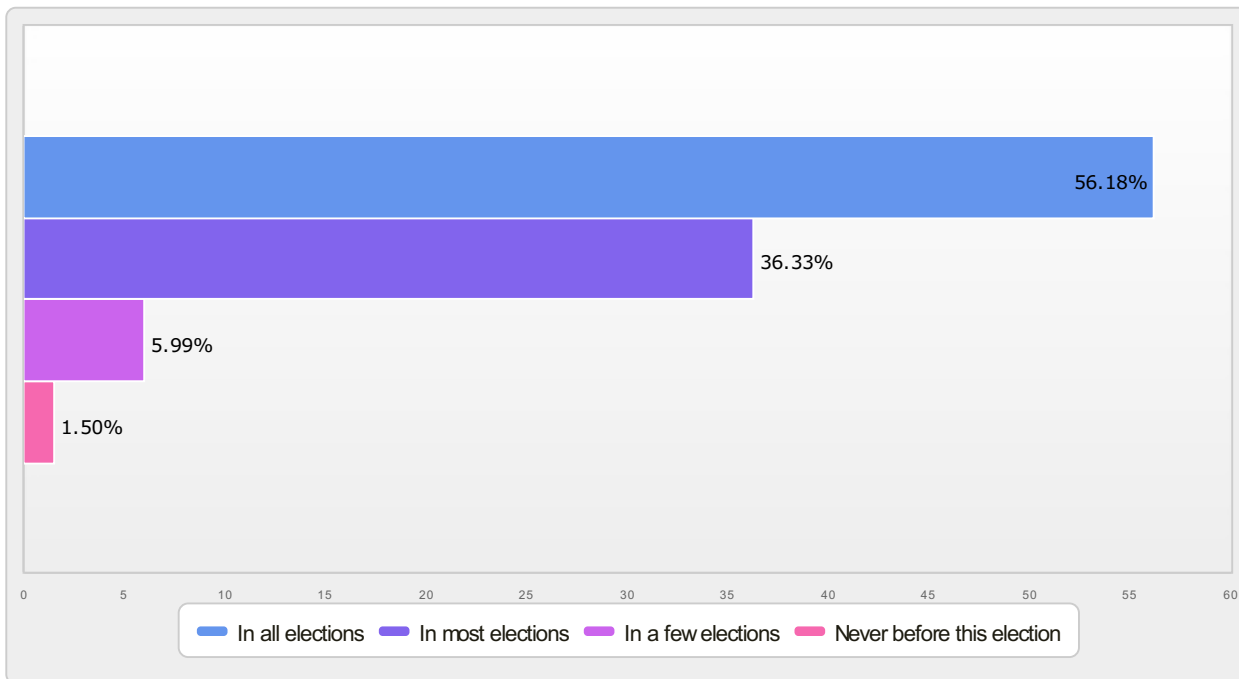
Q8c - If Internet voting were available in all elections, how likely is it that you would vote online in Federal elections?

Not at all likely	26	3.26%
Not very likely	28	3.51%
Somewhat Likely	47	5.90%
Very likely	674	84.57%
Dont know	22	2.76%
Total	797	100.00%



Q9 - Considering elections at all levels of government (municipal, provincial, federal), since you became eligible to vote have you voted...

In all elections	450	56.18%
In most elections	291	36.33%
In a few elections	48	5.99%
Never before this election	12	1.50%
Total	801	100.00%



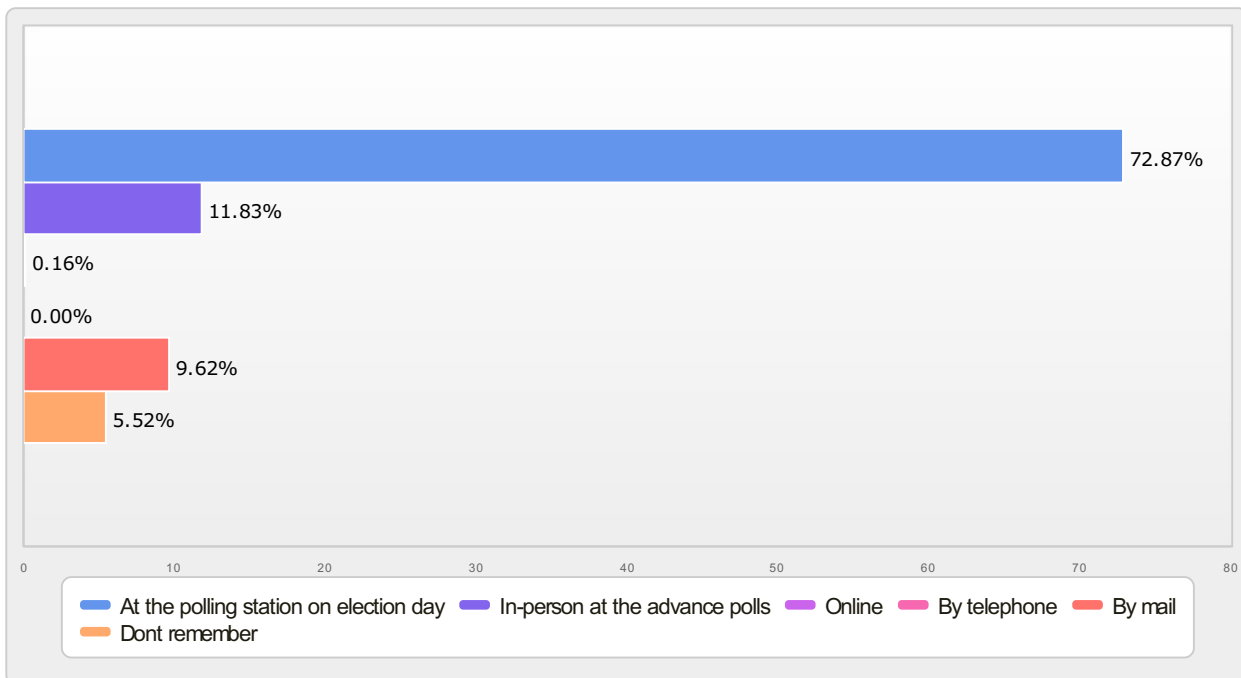
Q10 - Thinking now of past municipal elections, did you vote in the 2010 Municipal Election?

Yes	638	80.15%
No	90	11.31%
Not eligible	23	2.89%
Dont remember	45	5.65%
Total	796	100.00%



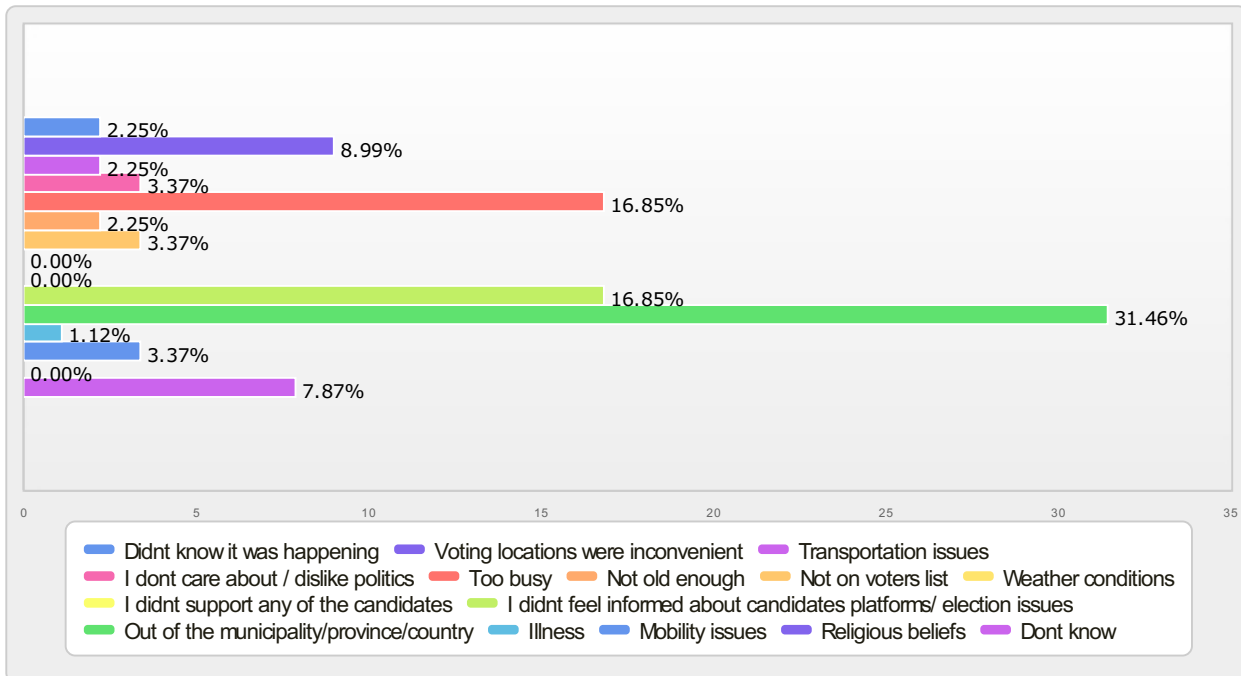
Q11 - In the 2010 Municipal Election did you vote...

At the polling station on election day	462	72.87%
In-person at the advance polls	75	11.83%
Online	1	0.16%
By telephone	0	0.00%
By mail	61	9.62%
Dont remember	35	5.52%
Total	634	100.00%



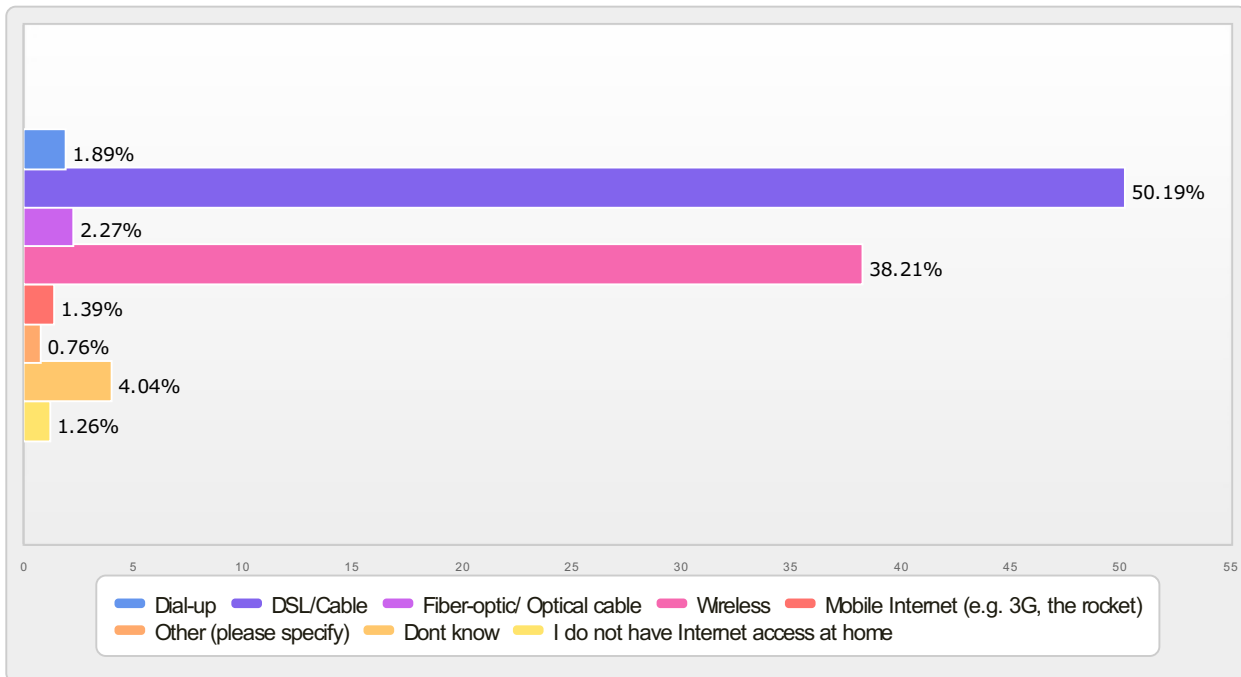
Q12 - What is the main reason you did not vote in the last municipal election in 2010?

Didnt know it was happening	2	2.25%
Voting locations were inconvenient	8	8.99%
Transportation issues	2	2.25%
I dont care about / dislike politics	3	3.37%
Too busy	15	16.85%
Not old enough	2	2.25%
Not on voters list	3	3.37%
Weather conditions	0	0.00%
I didnt support any of the candidates	0	0.00%
I didnt feel informed about candidates platforms/ election issues	15	16.85%
Out of the municipality/province/country	28	31.46%
Illness	1	1.12%
Mobility issues	3	3.37%
Religious beliefs	0	0.00%
Dont know	7	7.87%
Total	89	100.00%



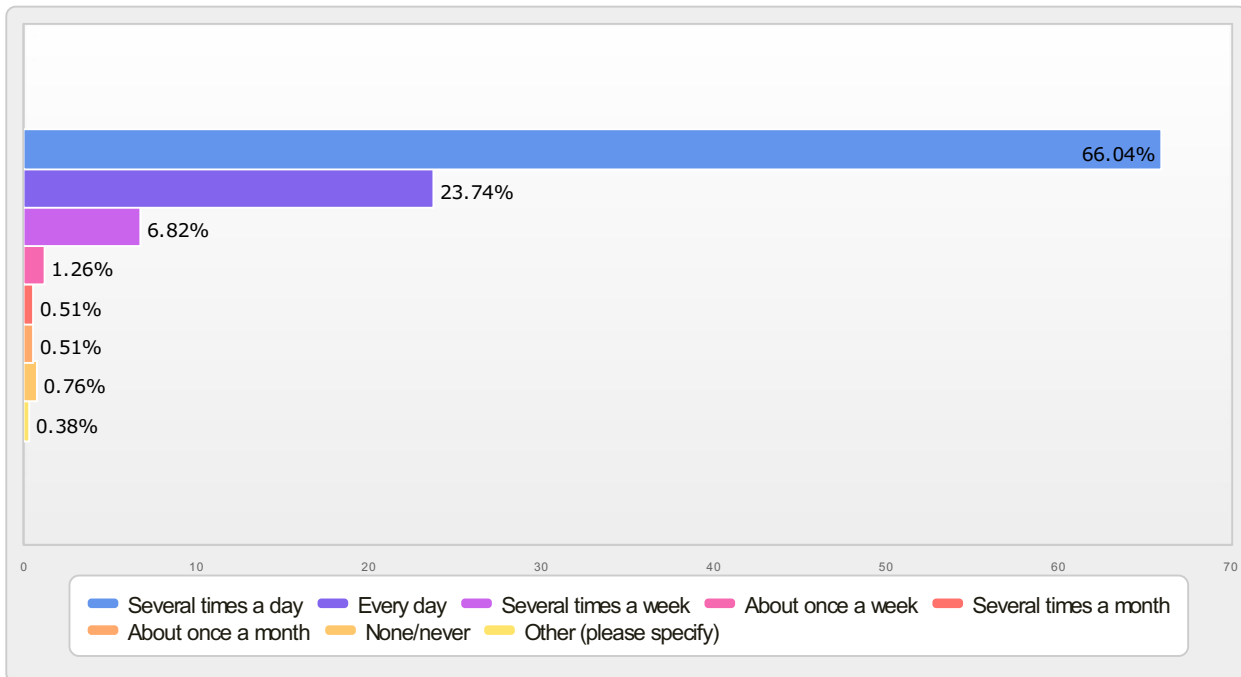
Q13 - What type of Internet connection do you have at home?

Dial-up	15	1.89%
DSL/Cable	398	50.19%
Fiber-optic/ Optical cable	18	2.27%
Wireless	303	38.21%
Mobile Internet (e.g. 3G, the rocket)	11	1.39%
Other (please specify)	6	0.76%
Dont know	32	4.04%
I do not have Internet access at home	10	1.26%
Total	793	100.00%



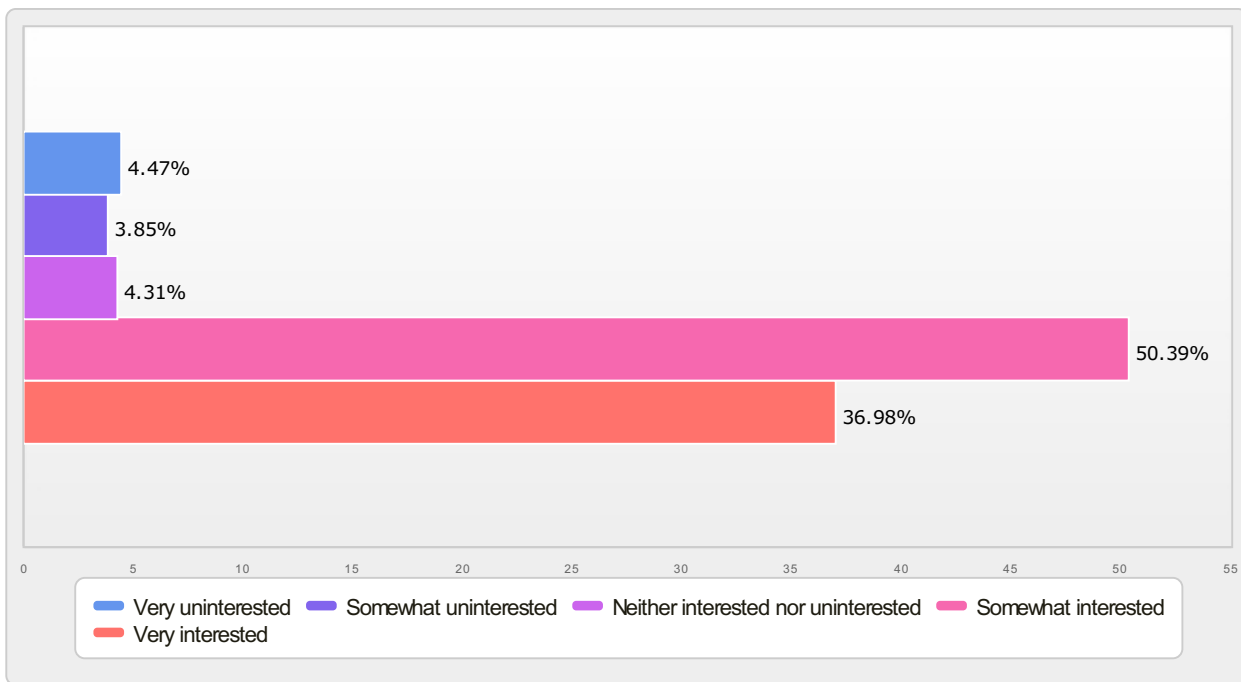
Q14 - How often do you access the Internet?

Several times a day	523	66.04%
Every day	188	23.74%
Several times a week	54	6.82%
About once a week	10	1.26%
Several times a month	4	0.51%
About once a month	4	0.51%
None/never	6	0.76%
Other (please specify)	3	0.38%
Total	792	100.00%



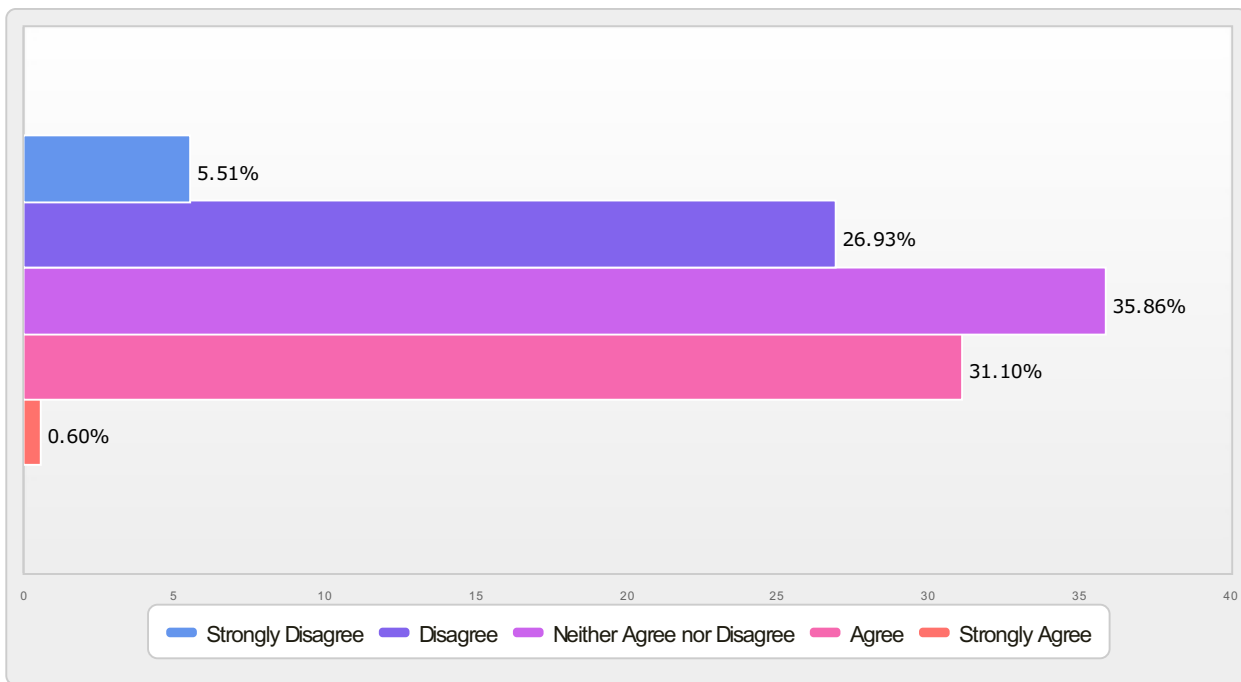
Q15 - Generally speaking, how interested are you about what's going on in government and politics?

Very uninterested	29	4.47%
Somewhat uninterested	25	3.85%
Neither interested nor uninterested	28	4.31%
Somewhat interested	327	50.39%
Very interested	240	36.98%
Total	649	100.00%



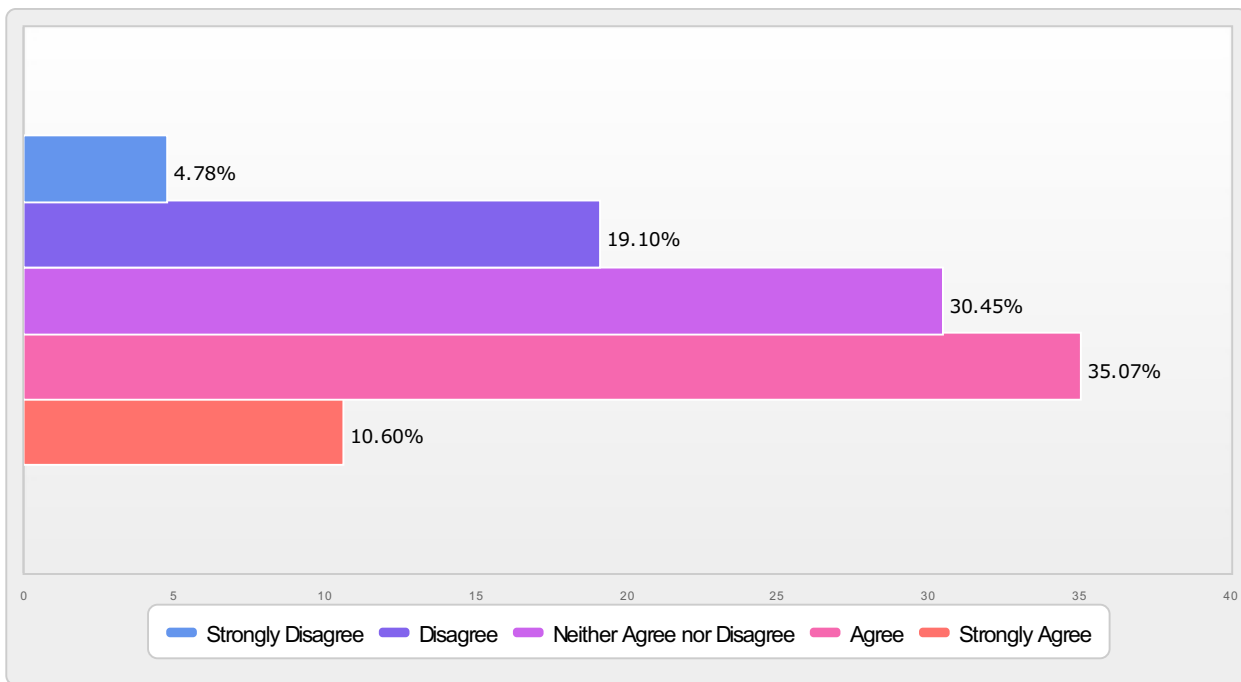
Q16a - Most of the time we can trust people in government to do what is right.

Strongly Disagree	37	5.51%
Disagree	181	26.93%
Neither Agree nor Disagree	241	35.86%
Agree	209	31.10%
Strongly Agree	4	0.60%
Total	672	100.00%



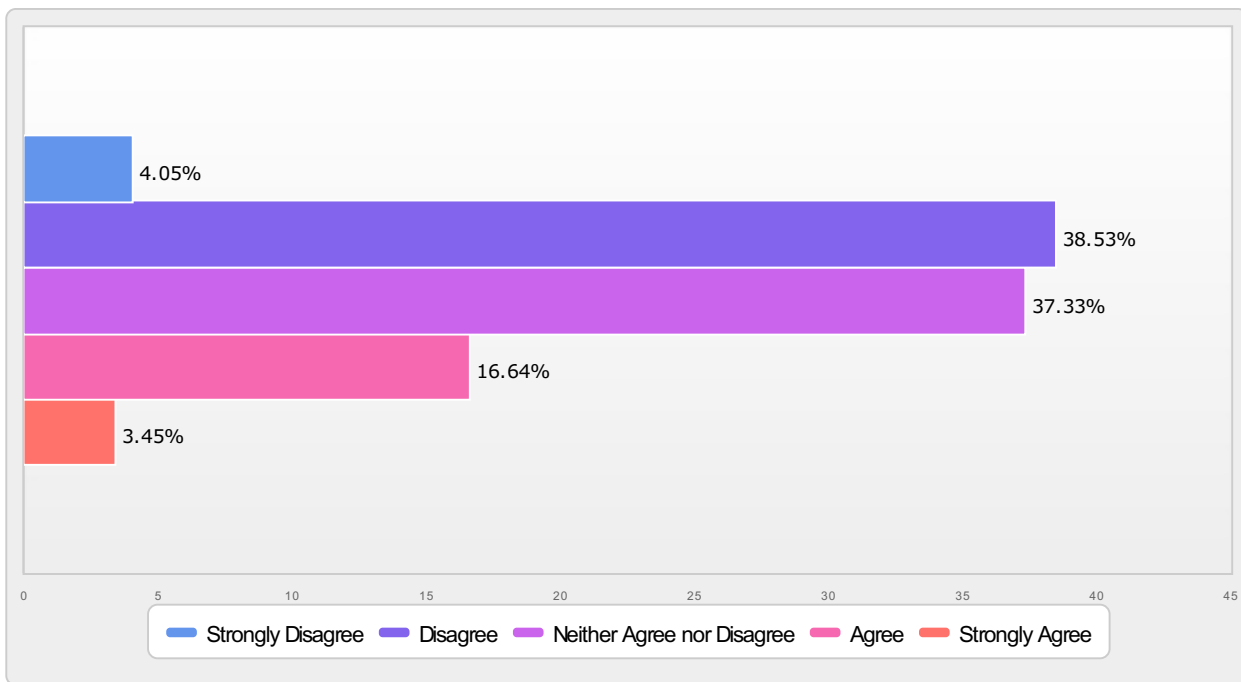
Q16b - I have a greater duty to vote in elections where there are major differences between the candidates.

Strongly Disagree	32	4.78%
Disagree	128	19.10%
Neither Agree nor Disagree	204	30.45%
Agree	235	35.07%
Strongly Agree	71	10.60%
Total	670	100.00%



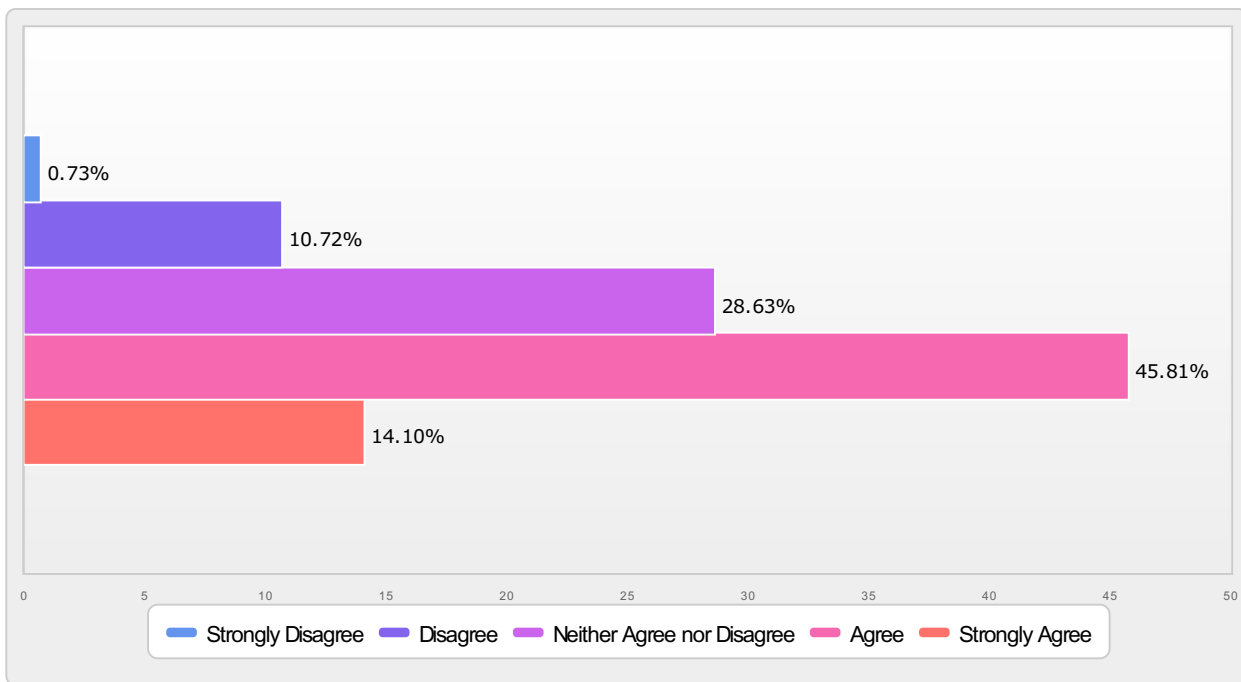
Q16c - Most politicians are in politics only for what they can get out of it personally.

Strongly Disagree	27	4.05%
Disagree	257	38.53%
Neither Agree nor Disagree	249	37.33%
Agree	111	16.64%
Strongly Agree	23	3.45%
Total	667	100.00%



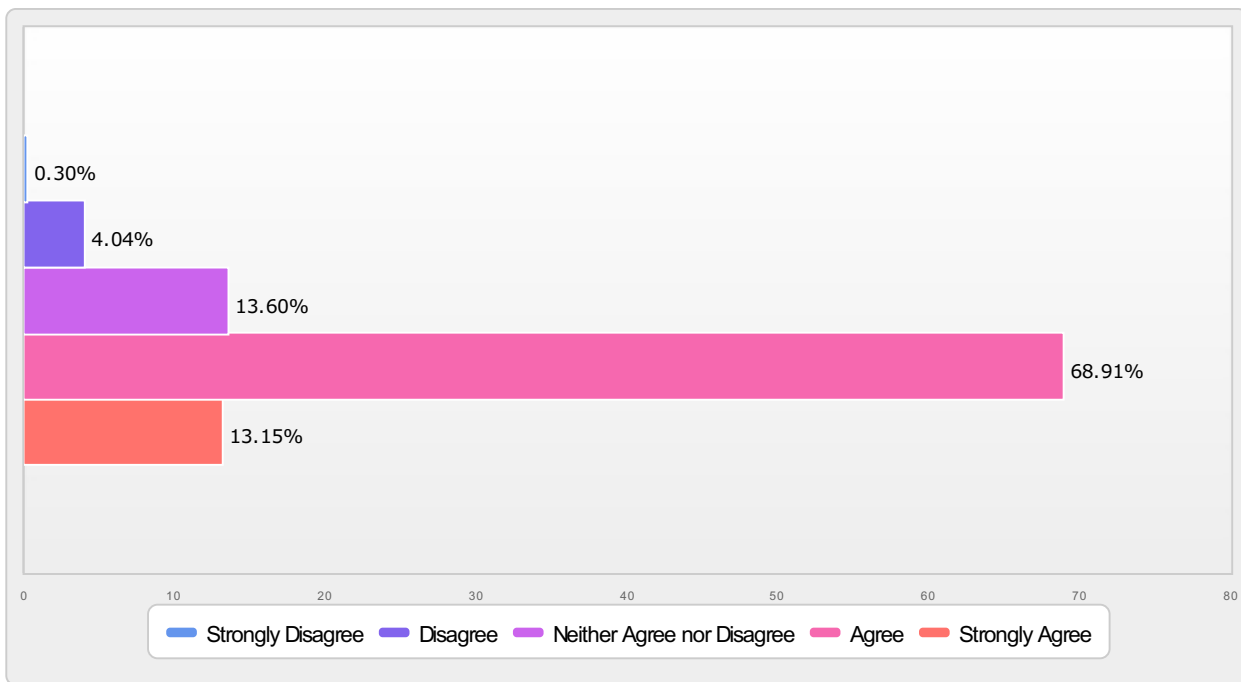
Q16d - I consider myself well-qualified to participate in politics.

Strongly Disagree	5	0.73%
Disagree	73	10.72%
Neither Agree nor Disagree	195	28.63%
Agree	312	45.81%
Strongly Agree	96	14.10%
Total	681	100.00%



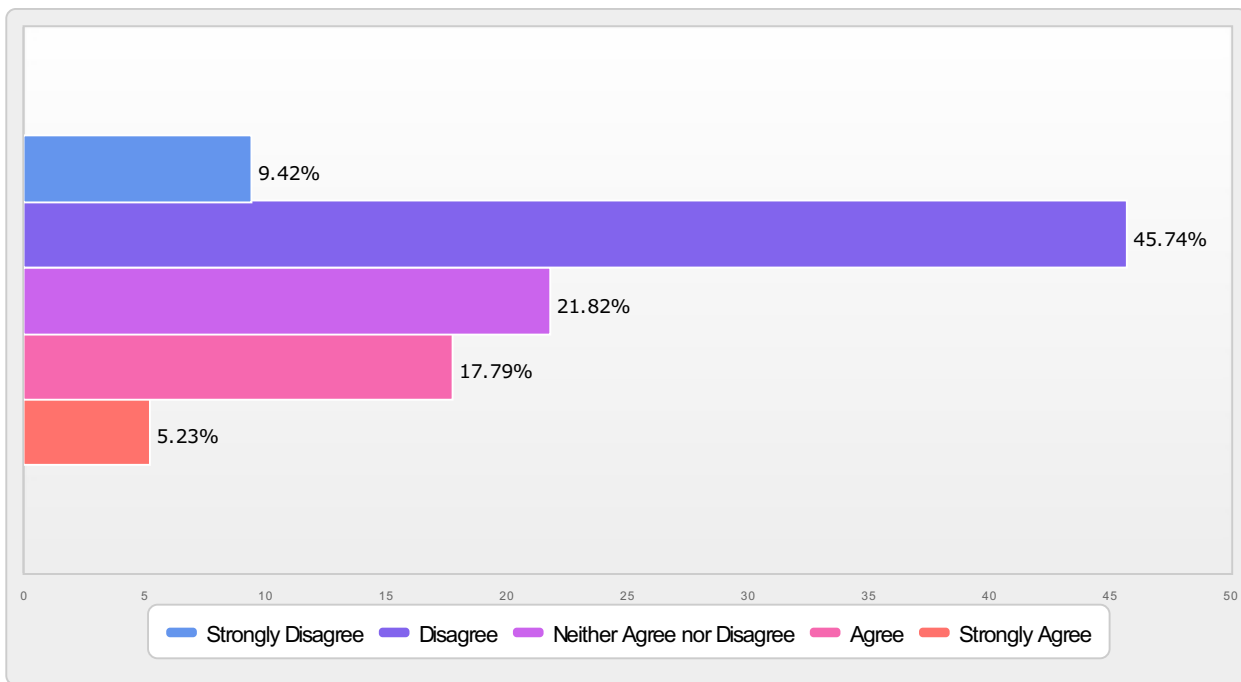
Q16e - I feel I have a pretty good understanding of the important political issues facing my municipality.

Strongly Disagree	2	0.30%
Disagree	27	4.04%
Neither Agree nor Disagree	91	13.60%
Agree	461	68.91%
Strongly Agree	88	13.15%
Total	669	100.00%



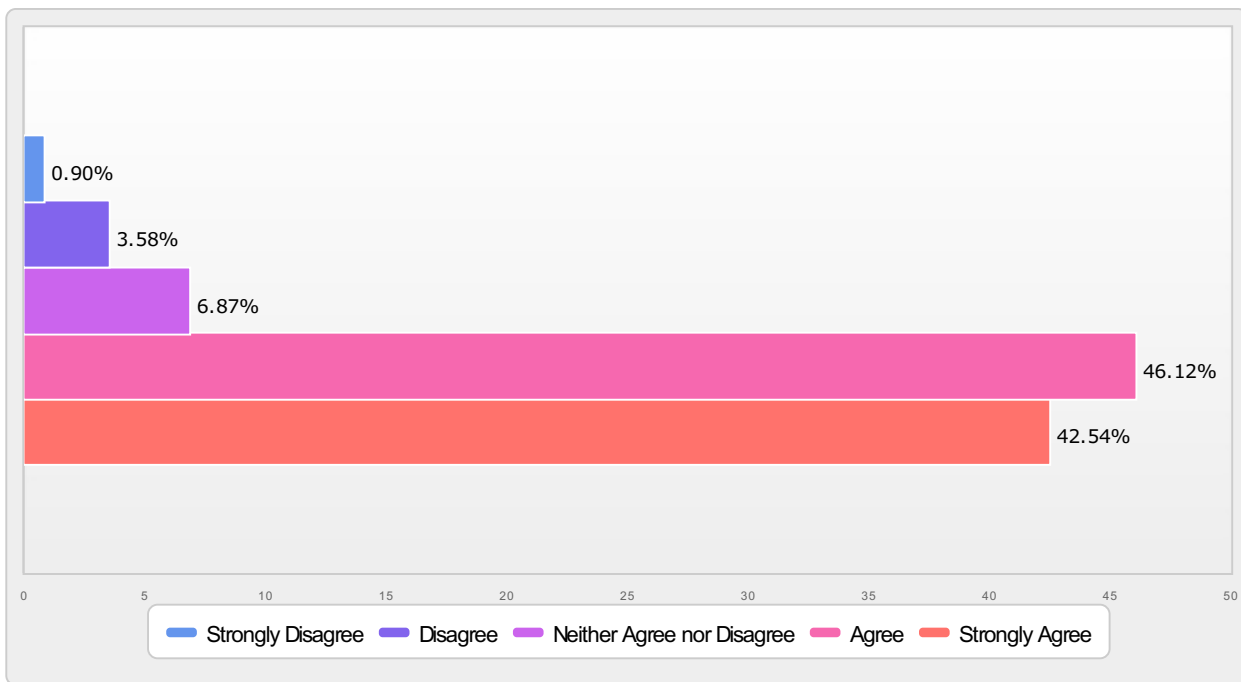
Q16f - People like me don't have any say about what the government does.

Strongly Disagree	63	9.42%
Disagree	306	45.74%
Neither Agree nor Disagree	146	21.82%
Agree	119	17.79%
Strongly Agree	35	5.23%
Total	669	100.00%



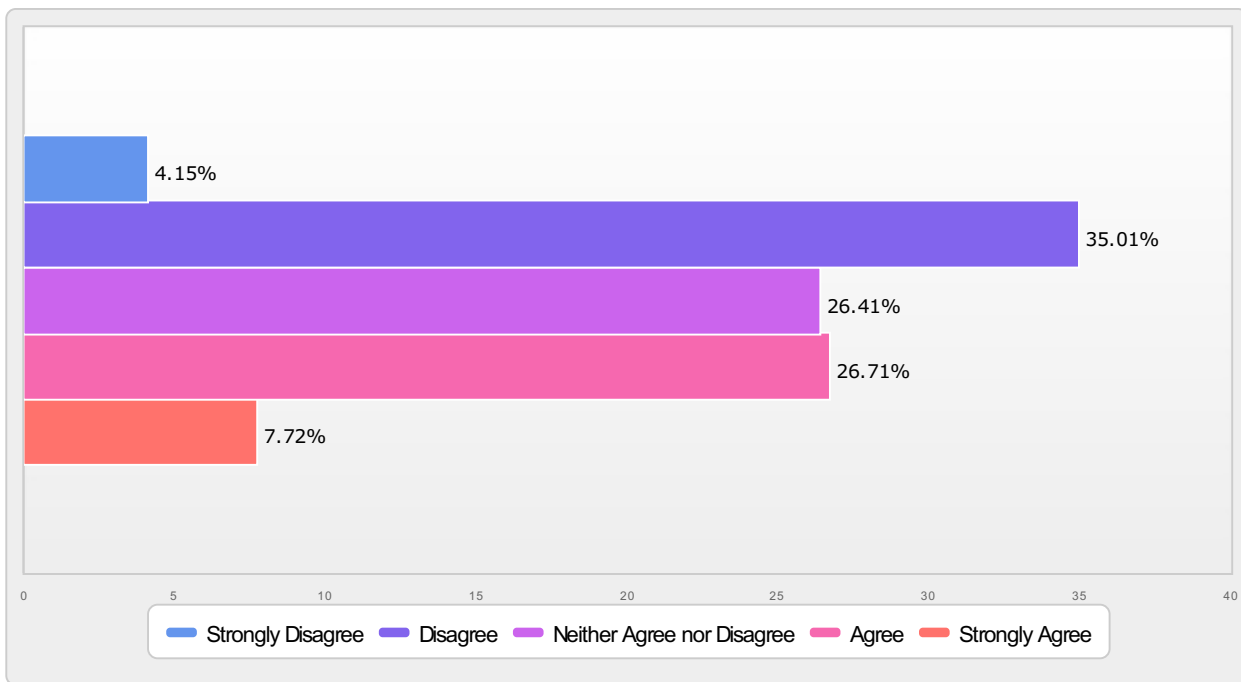
Q16g - I would be seriously neglecting my duty as a citizen if I didn't vote.

Strongly Disagree	6	0.90%
Disagree	24	3.58%
Neither Agree nor Disagree	46	6.87%
Agree	309	46.12%
Strongly Agree	285	42.54%
Total	670	100.00%



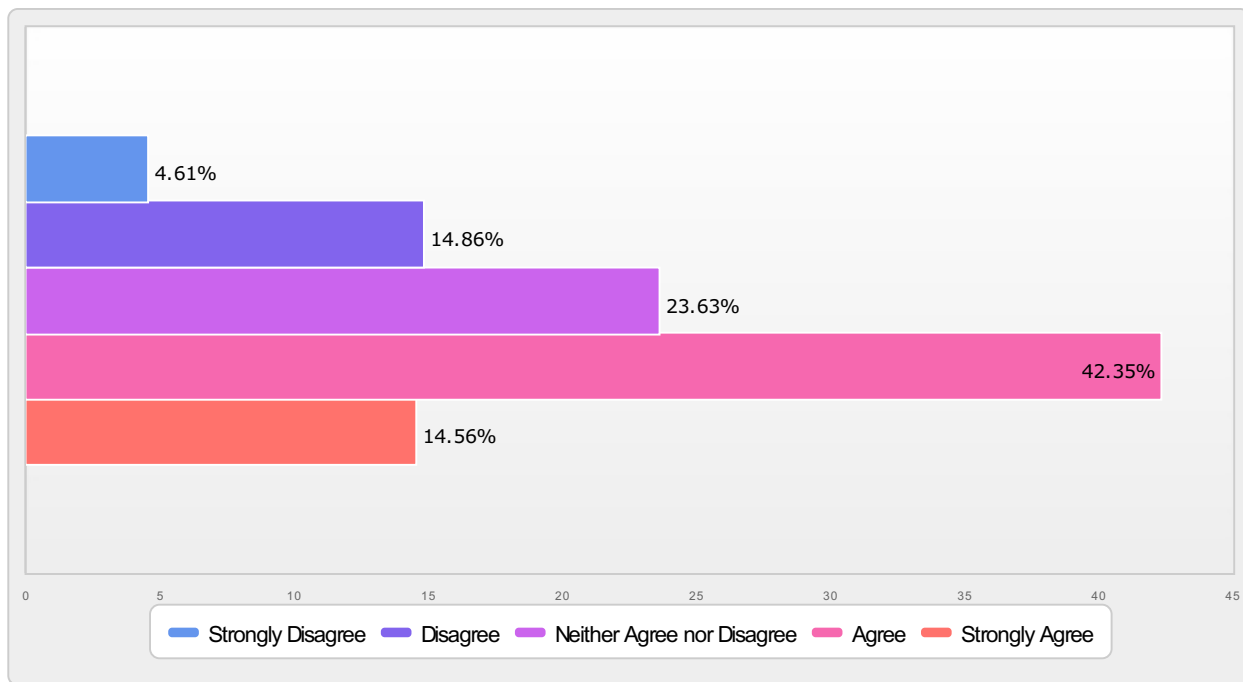
Q16h - I don't think the government cares much what people like me think.

Strongly Disagree	28	4.15%
Disagree	236	35.01%
Neither Agree nor Disagree	178	26.41%
Agree	180	26.71%
Strongly Agree	52	7.72%
Total	674	100.00%



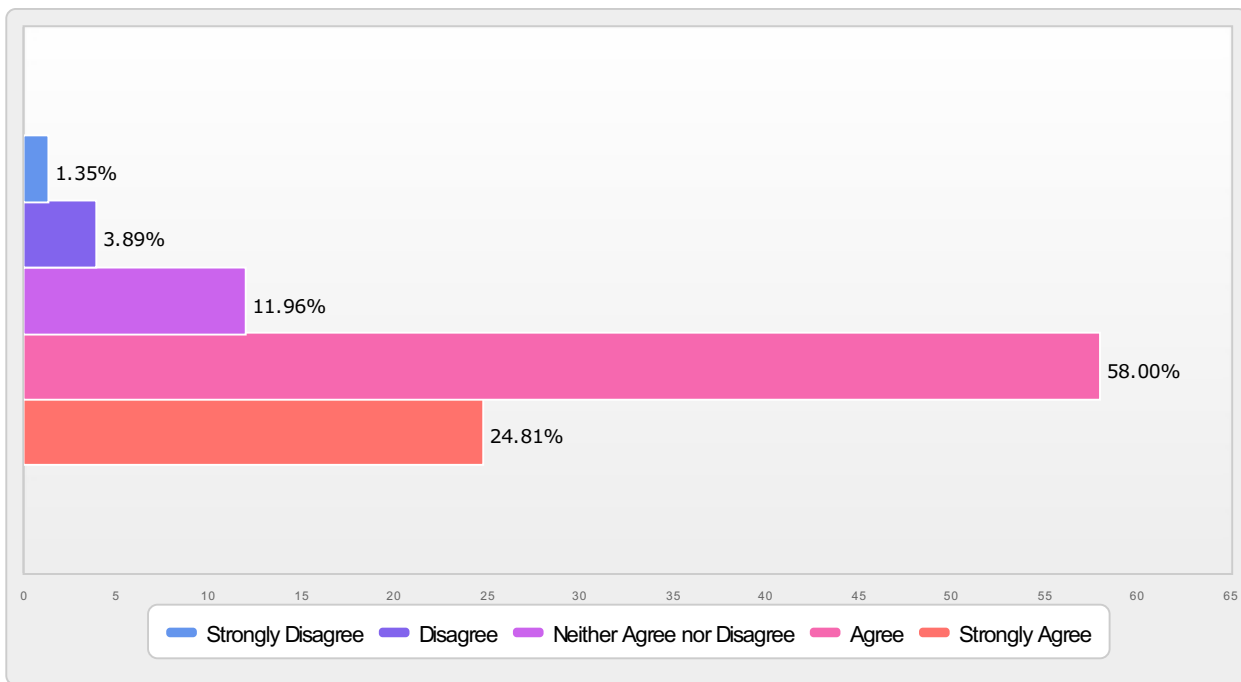
Q16i - If I know what is going on in an election I have a greater duty to vote than if I haven't been paying attention.

Strongly Disagree	31	4.61%
Disagree	100	14.86%
Neither Agree nor Disagree	159	23.63%
Agree	285	42.35%
Strongly Agree	98	14.56%
Total	673	100.00%



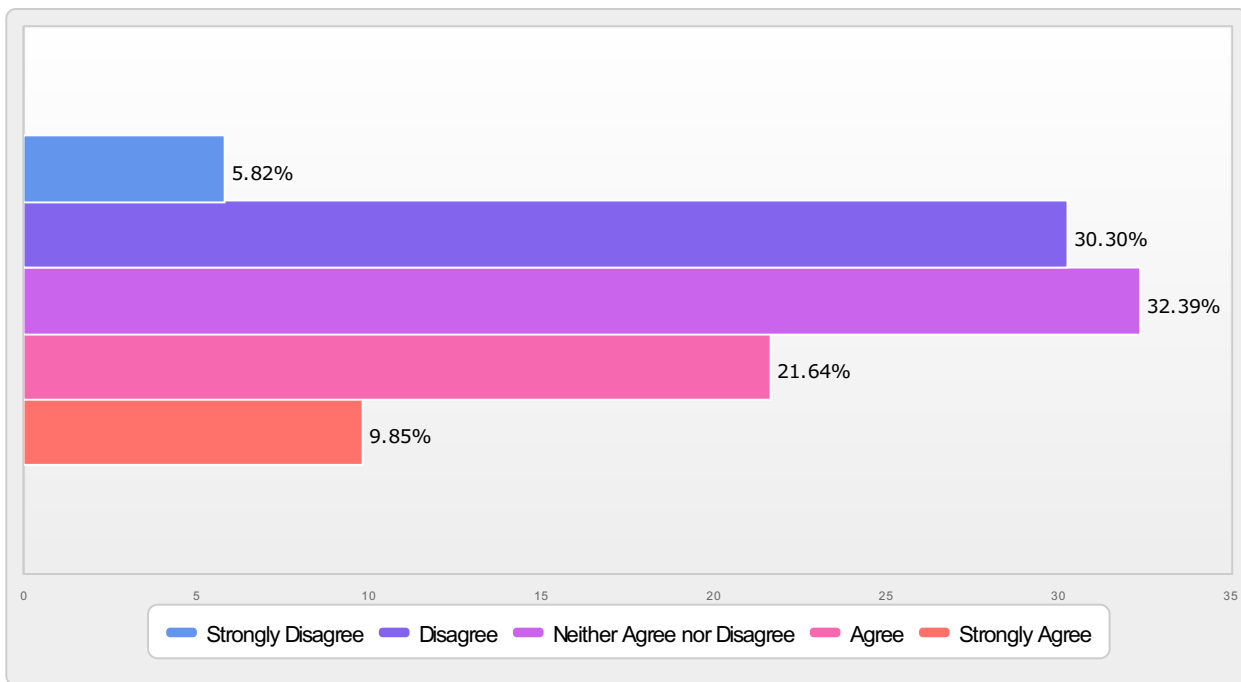
Q16j - I feel I have a pretty good knowledge of computers and the Internet.

Strongly Disagree	9	1.35%
Disagree	26	3.89%
Neither Agree nor Disagree	80	11.96%
Agree	388	58.00%
Strongly Agree	166	24.81%
Total	669	100.00%



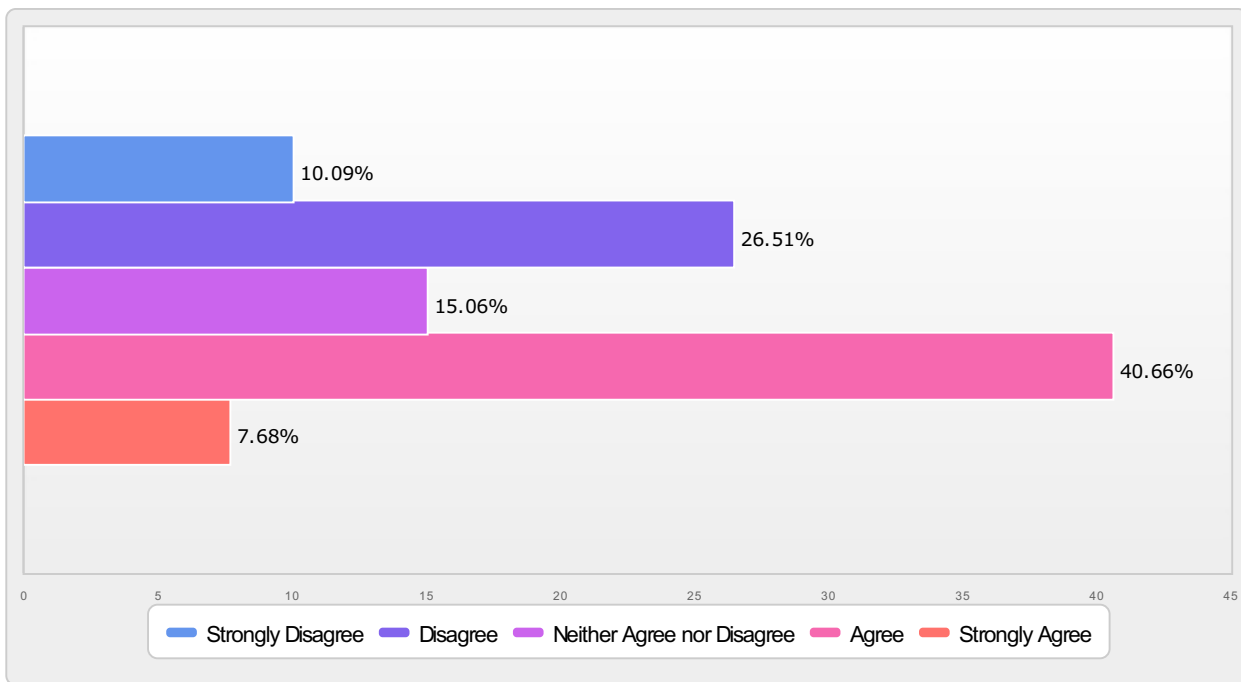
Q16k - There are more risks (e.g. security, fraud) with Internet voting than voting in-person at traditional polling stations.

Strongly Disagree	39	5.82%
Disagree	203	30.30%
Neither Agree nor Disagree	217	32.39%
Agree	145	21.64%
Strongly Agree	66	9.85%
Total	670	100.00%



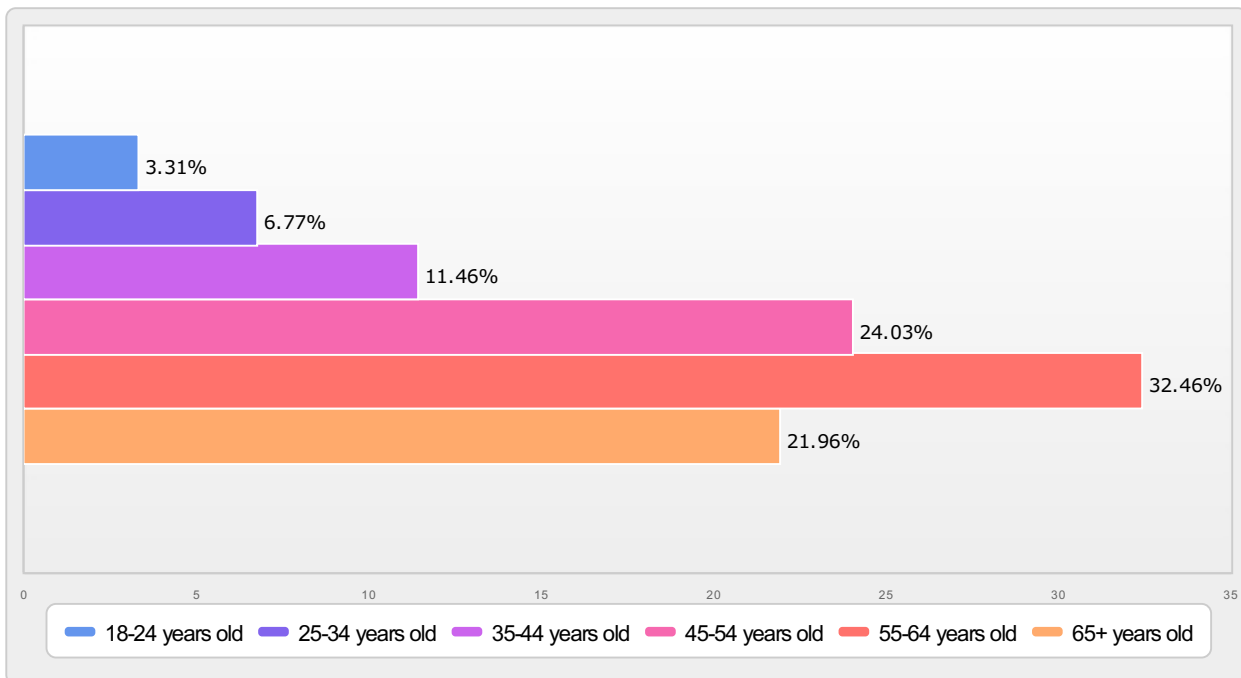
Q16I - It is ok to vote by Internet in front of others as long as they do not influence your vote.

Strongly Disagree	67	10.09%
Disagree	176	26.51%
Neither Agree nor Disagree	100	15.06%
Agree	270	40.66%
Strongly Agree	51	7.68%
Total	664	100.00%



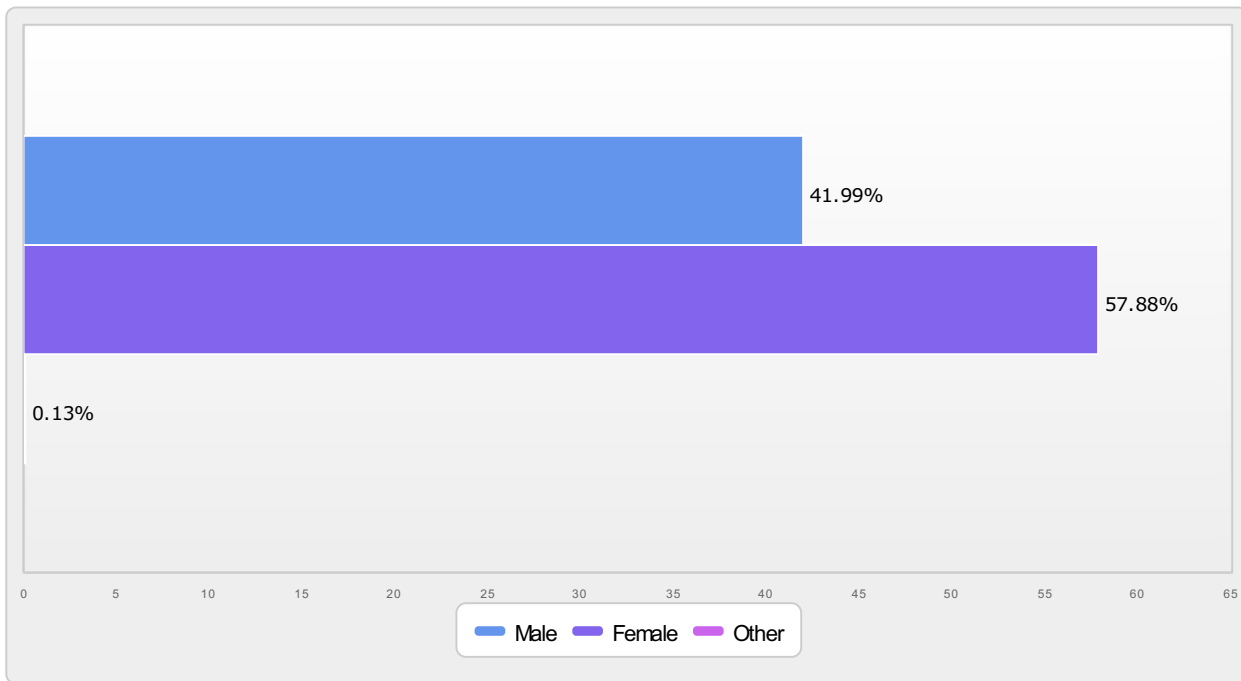
Q17 - What is your age?

18-24 years old	24	3.31%
25-34 years old	49	6.77%
35-44 years old	83	11.46%
45-54 years old	174	24.03%
55-64 years old	235	32.46%
65+ years old	159	21.96%
Total	724	100.00%



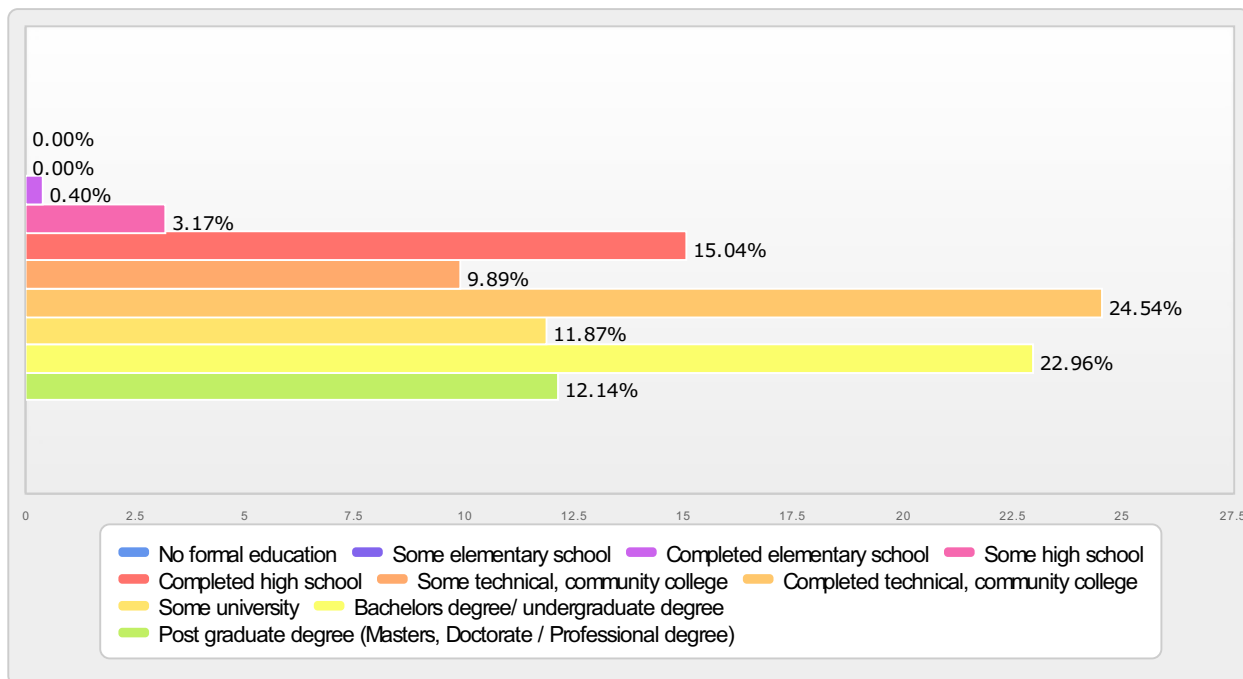
Q18 - What is your gender?

Male	317	41.99%
Female	437	57.88%
Other	1	0.13%
Total	755	100.00%



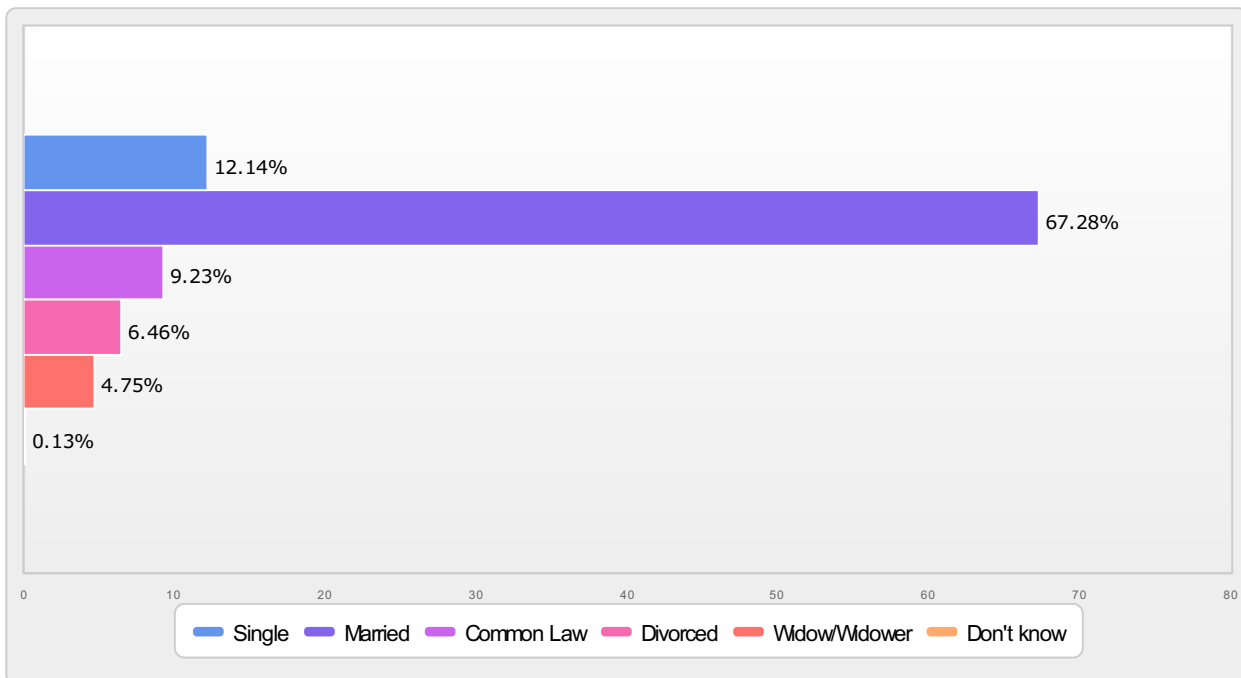
Q19 - What is the highest level of education that you have completed?

No formal education	0	0.00%
Some elementary school	0	0.00%
Completed elementary school	3	0.40%
Some high school	24	3.17%
Completed high school	114	15.04%
Some technical, community college	75	9.89%
Completed technical, community college	186	24.54%
Some university	90	11.87%
Bachelors degree/ undergraduate degree	174	22.96%
Post graduate degree (Masters, Doctorate / Professional degree)	92	12.14%
Total	758	100.00%



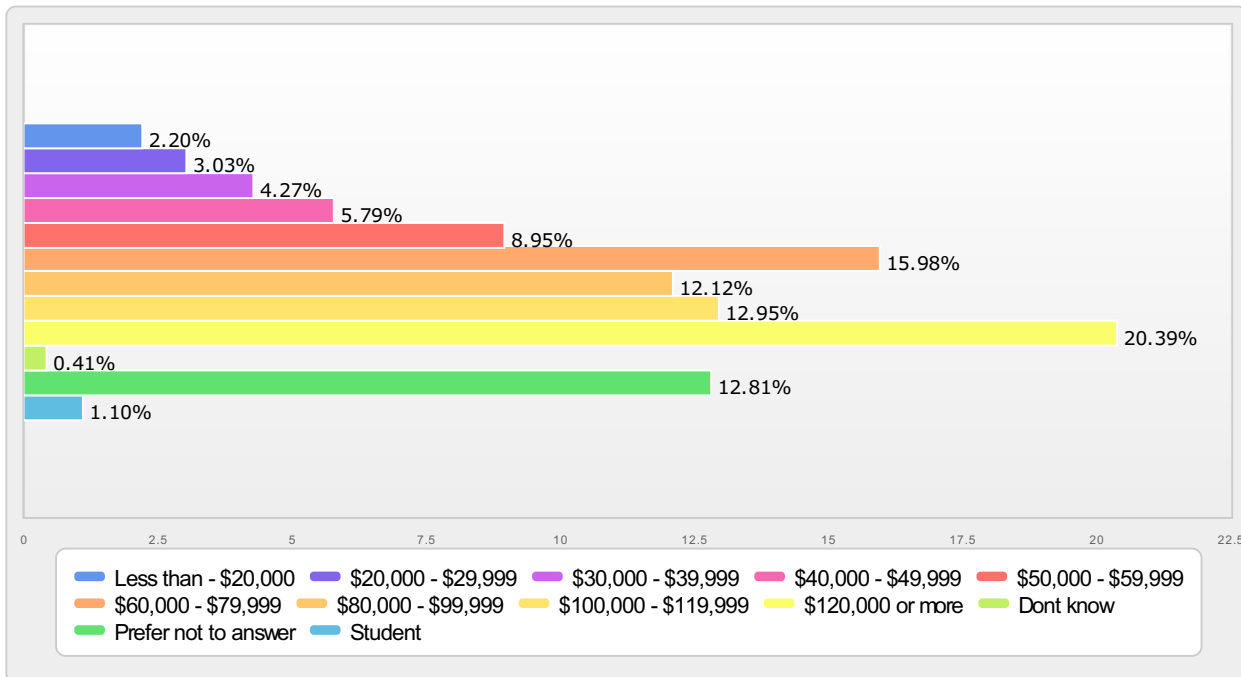
Q20 - Which of the following represents your current marital status?

Single	92	12.14%
Married	510	67.28%
Common Law	70	9.23%
Divorced	49	6.46%
Widow/Widower	36	4.75%
Don't know	1	0.13%
Total	758	100.00%



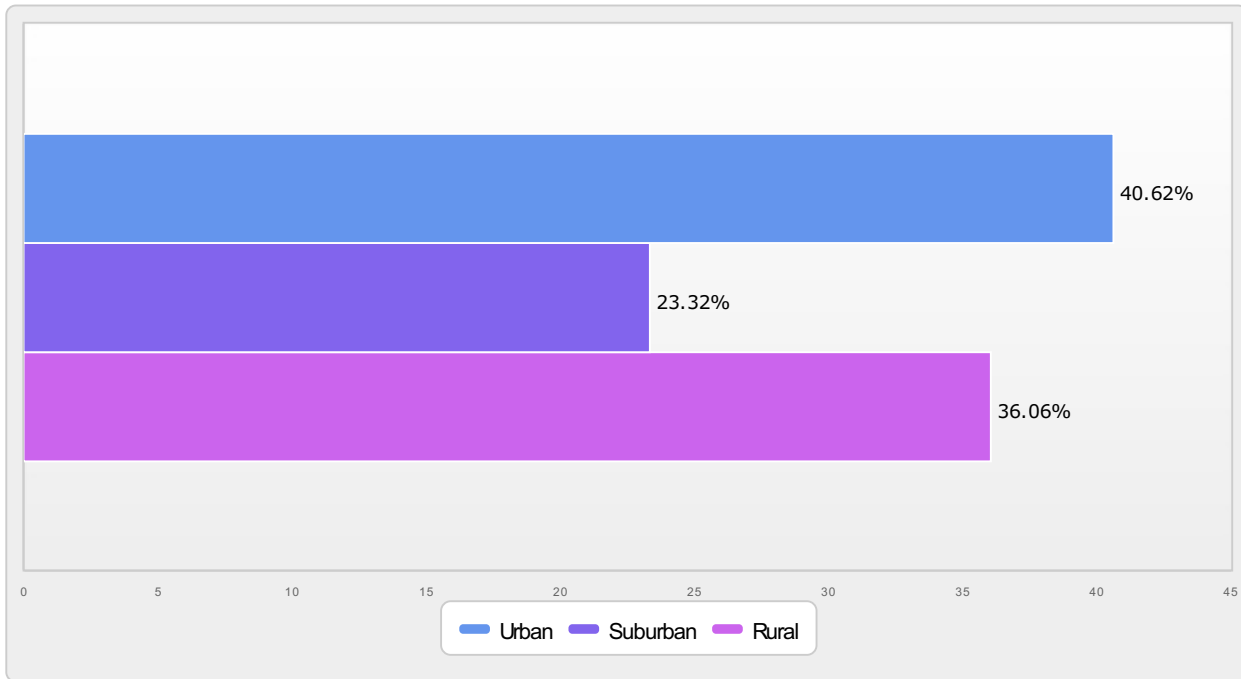
Q21 - In which of the following classifications does your total household income fall (before taxes)?

Less than - \$20,000	16	2.20%
\$20,000 - \$29,999	22	3.03%
\$30,000 - \$39,999	31	4.27%
\$40,000 - \$49,999	42	5.79%
\$50,000 - \$59,999	65	8.95%
\$60,000 - \$79,999	116	15.98%
\$80,000 - \$99,999	88	12.12%
\$100,000 - \$119,999	94	12.95%
\$120,000 or more	148	20.39%
Dont know	3	0.41%
Prefer not to answer	93	12.81%
Student	8	1.10%
Total	726	100.00%



Q22 - Would you say that you live in an area that is?

Urban	303	40.62%
Suburban	174	23.32%
Rural	269	36.06%
Total	746	100.00%



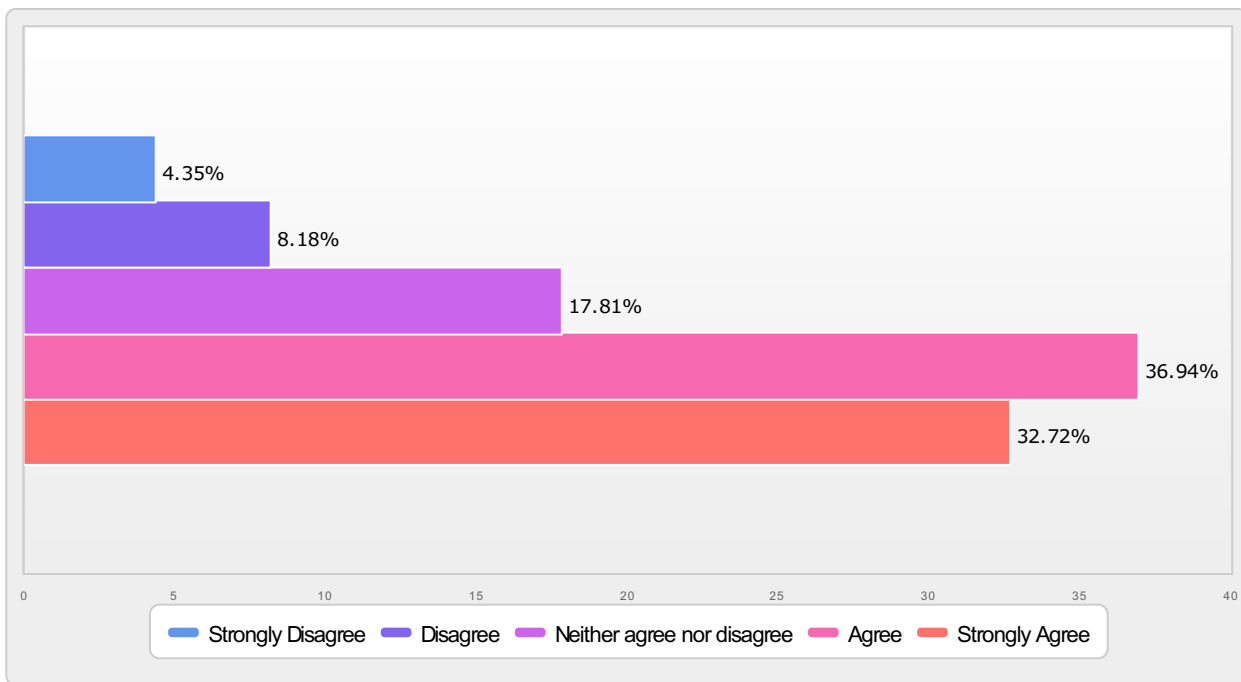
Q24 - Do you consider yourself a person with a disability?

Yes	65	8.64%
No	666	88.56%
Prefer not to answer	21	2.79%
Total	752	100.00%



Q25 - Being able to vote online made the voting process more accessible for me.

Strongly Disagree	33	4.35%
Disagree	62	8.18%
Neither agree nor disagree	135	17.81%
Agree	280	36.94%
Strongly Agree	248	32.72%
Total	758	100.00%



Election Administrator Survey

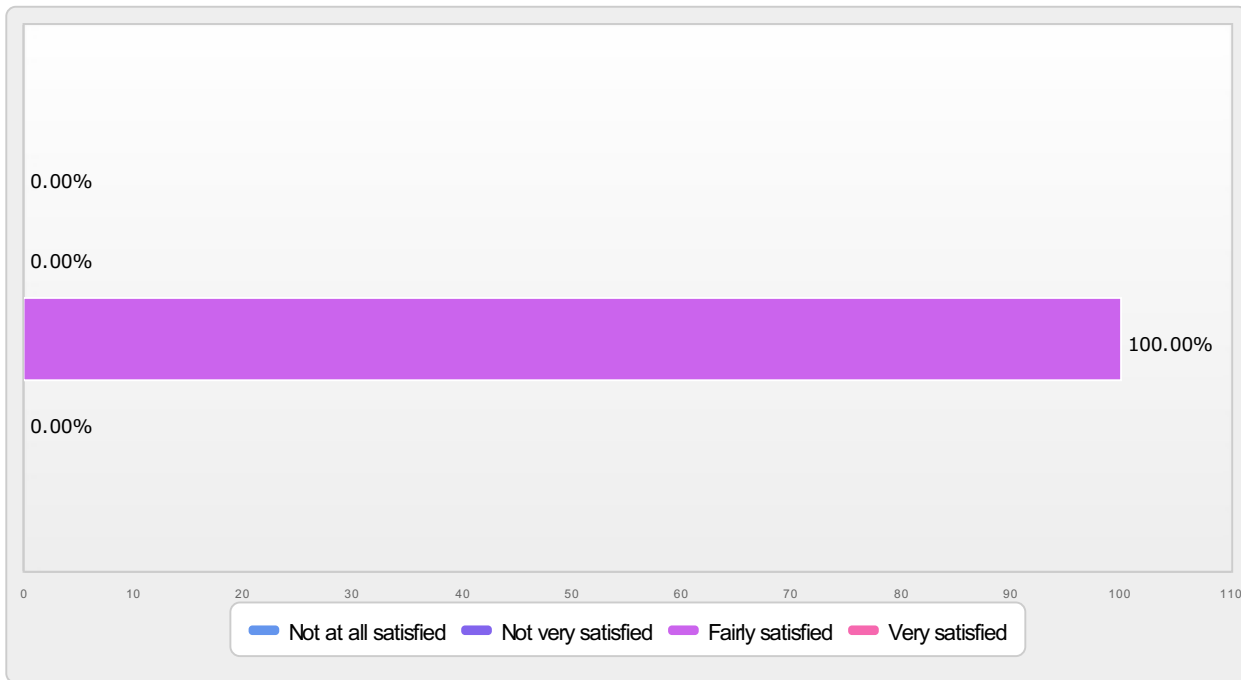
Total Number of Completes

4

Please note: For some questions in the Election Administrator and Candidate surveys your municipality name, which appeared in the live survey, has been replaced for the mini-reports with "Municipality".

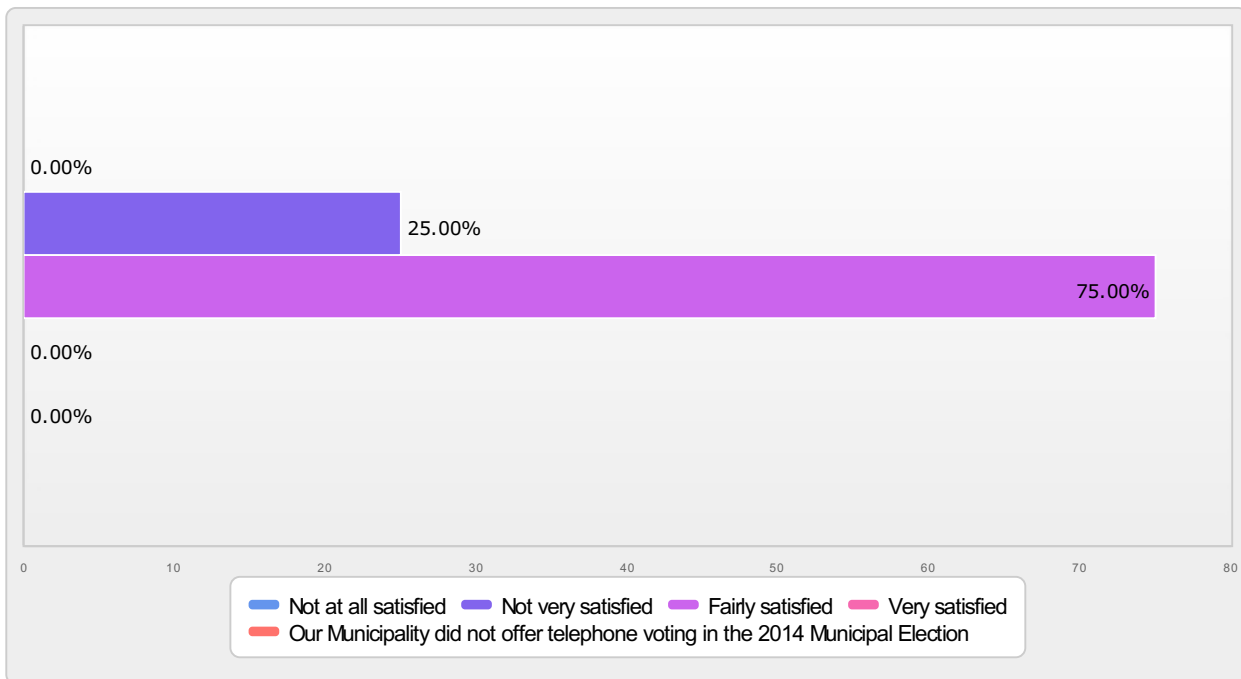
Q3 - How would you rate your overall level of satisfaction with Internet voting in the 2014 Municipal Election?

Not at all satisfied	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	4	100.00%
Very satisfied	0	0.00%
Total	4	100.00%



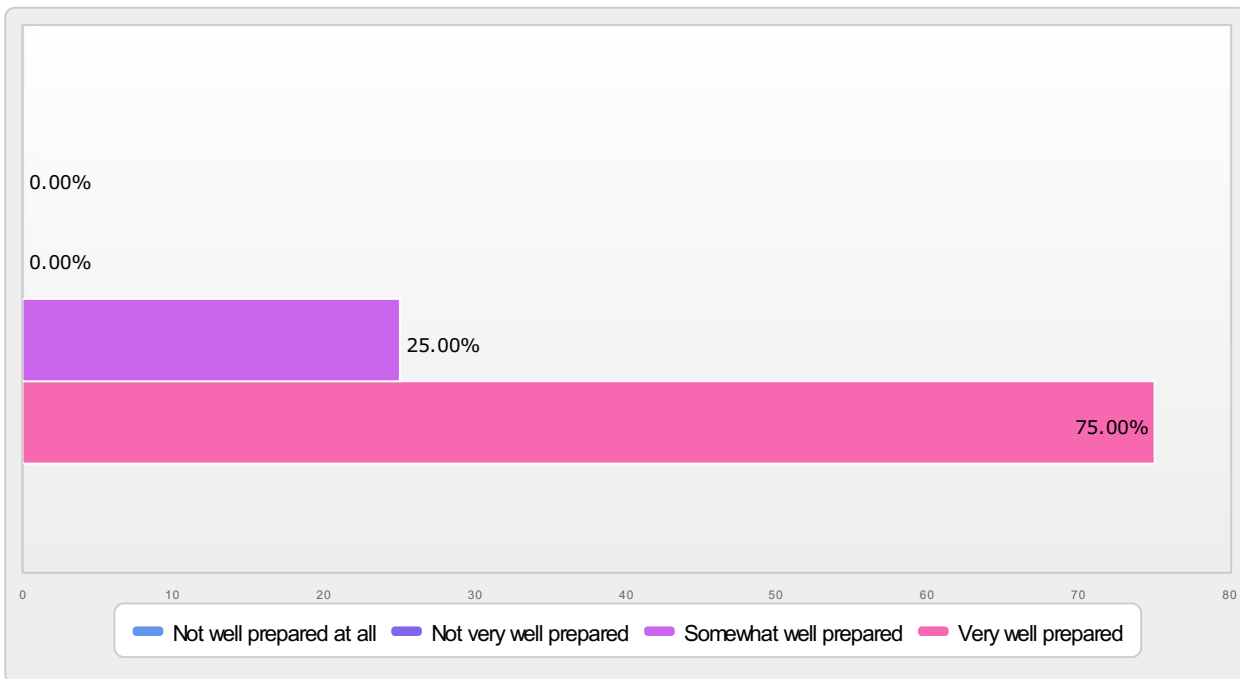
Q4 - If offered, how would you rate your overall level of satisfaction with telephone voting in the 2014 Municipal Election?

Not at all satisfied	0	0.00%
Not very satisfied	1	25.00%
Fairly satisfied	3	75.00%
Very satisfied	0	0.00%
Our Municipality did not offer telephone voting in the 2014 Municipal Election	0	0.00%
Total	4	100.00%



Q5 - Generally speaking, how well prepared were you for the use of Internet voting in the 2014 Municipal Election?

Not well prepared at all	0	0.00%
Not very well prepared	0	0.00%
Somewhat well prepared	1	25.00%
Very well prepared	3	75.00%
Total	4	100.00%



Q6 - Were training sessions provided by your municipal office?

Yes	4	100.00%
No	0	0.00%
Dont know	0	0.00%
Total	4	100.00%



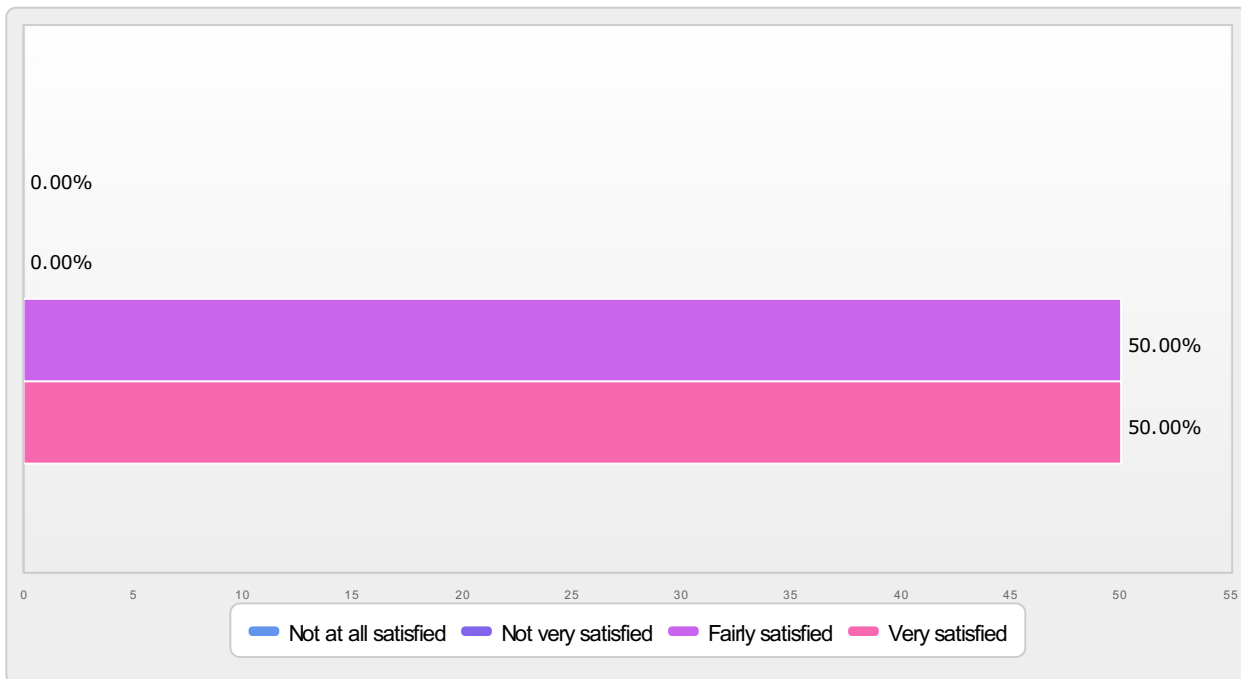
Q7a - Did you attend the training sessions provided by your municipal office?

Yes	4	100.00%
No	0	0.00%
Dont know	0	0.00%
Total	4	100.00%



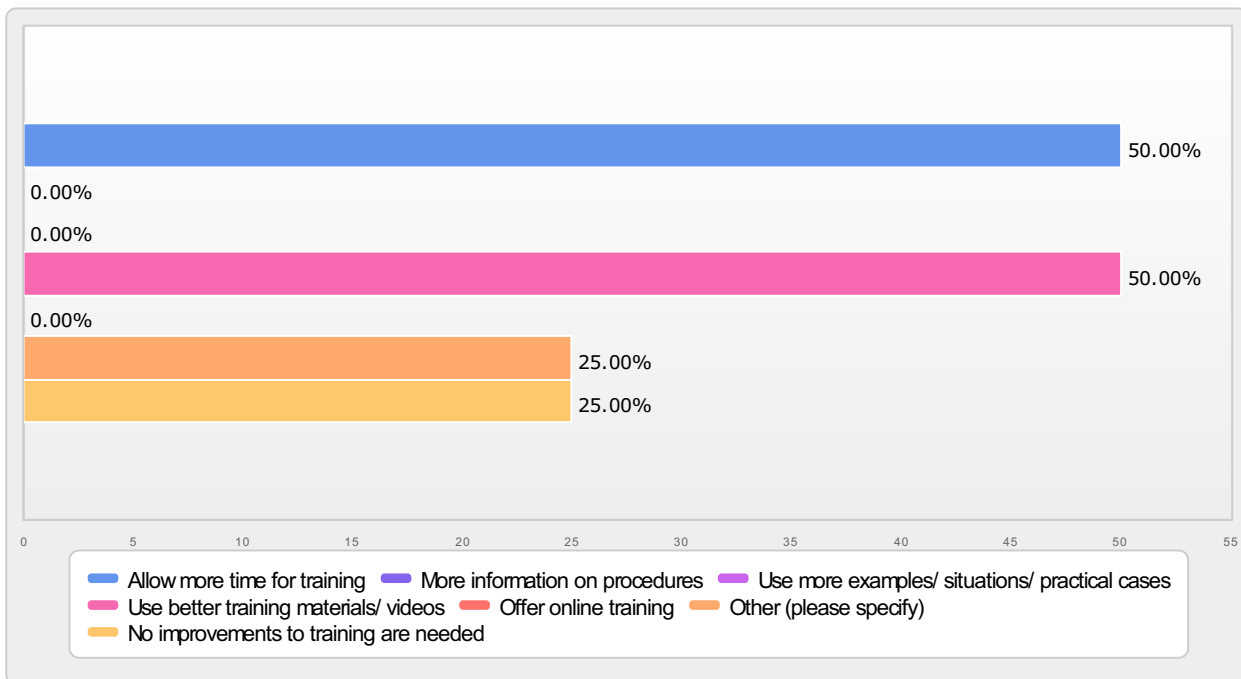
Q7b - How satisfied are you with the training provided?

Not at all satisfied	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	2	50.00%
Very satisfied	2	50.00%
Total	4	100.00%



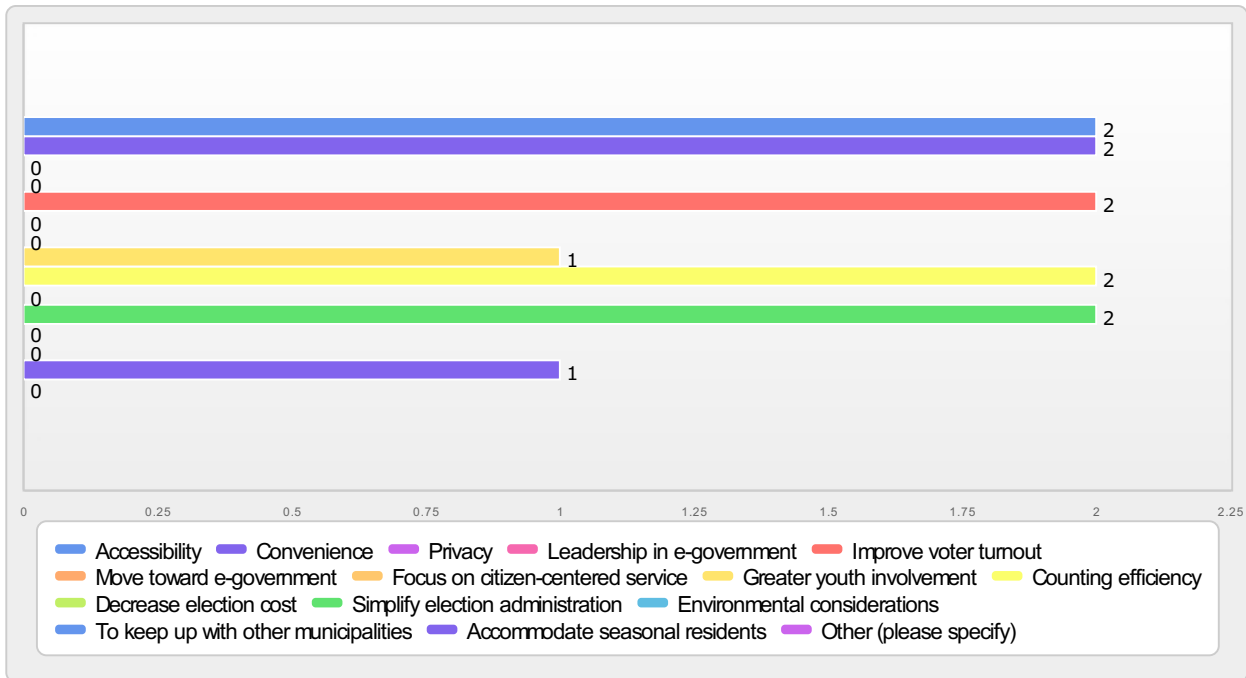
Q7c - What could be done to improve training?

Allow more time for training	2	50.00%
More information on procedures	0	0.00%
Use more examples/ situations/ practical cases	0	0.00%
Use better training materials/ videos	2	50.00%
Offer online training	0	0.00%
Other (please specify)	1	25.00%
No improvements to training are needed	1	25.00%
Total	4	100.00%



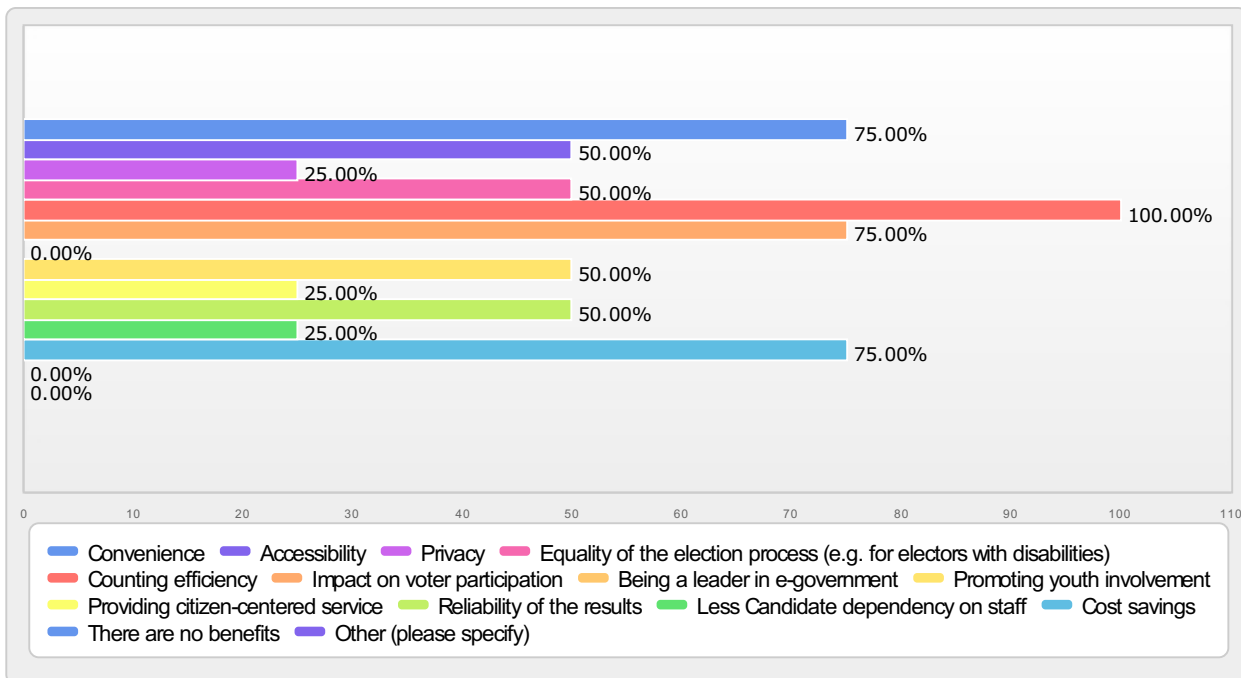
Q9 - What would you say are the top reasons your municipality adopted Internet voting?

Accessibility	2
Convenience	2
Privacy	0
Leadership in e-government	0
Improve voter turnout	2
Move toward e-government	0
Focus on citizen-centered service	0
Greater youth involvement	1
Counting efficiency	2
Decrease election cost	0
Simplify election administration	2
Environmental considerations	0
To keep up with other municipalities	0
Accommodate seasonal residents	1
Other (please specify)	0



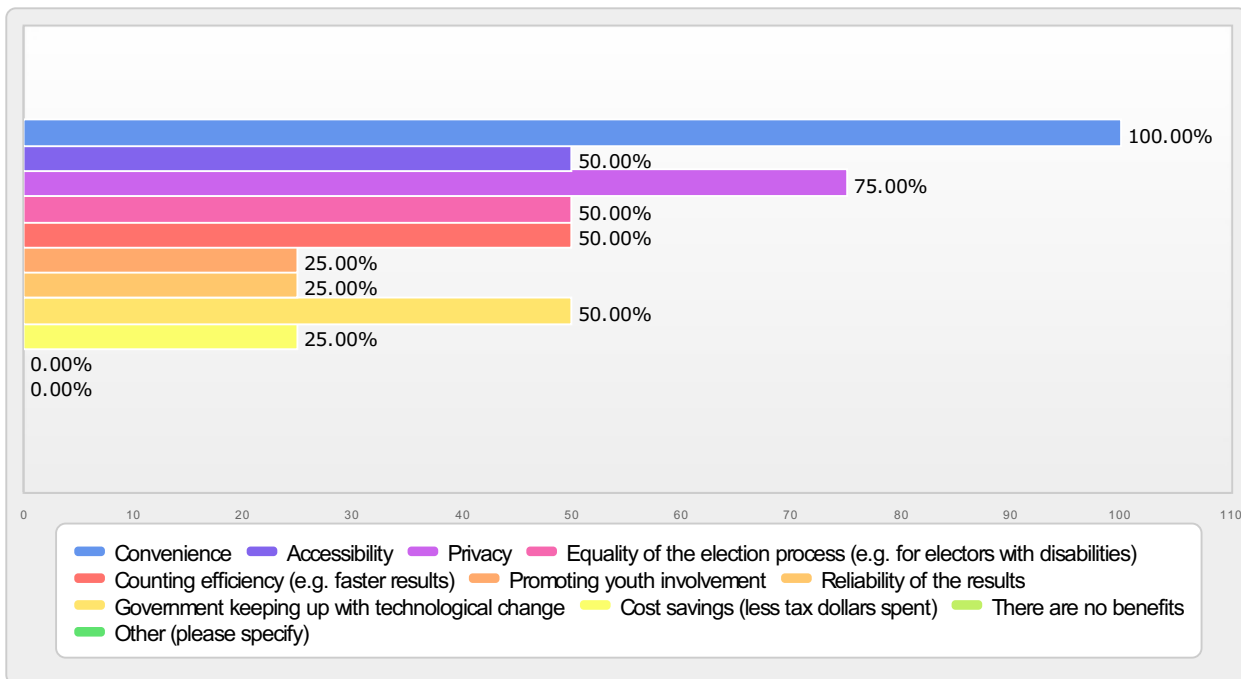
Q10 - From the point of view of electoral administration, what would you say are the main benefits of Internet voting?

Convenience	3	75.00%
Accessibility	2	50.00%
Privacy	1	25.00%
Equality of the election process (e.g. for electors with disabilities)	2	50.00%
Counting efficiency	4	100.00%
Impact on voter participation	3	75.00%
Being a leader in e-government	0	0.00%
Promoting youth involvement	2	50.00%
Providing citizen-centered service	1	25.00%
Reliability of the results	2	50.00%
Less Candidate dependency on staff	1	25.00%
Cost savings	3	75.00%
There are no benefits	0	0.00%
Other (please specify)	0	0.00%
Total	4	100.00%



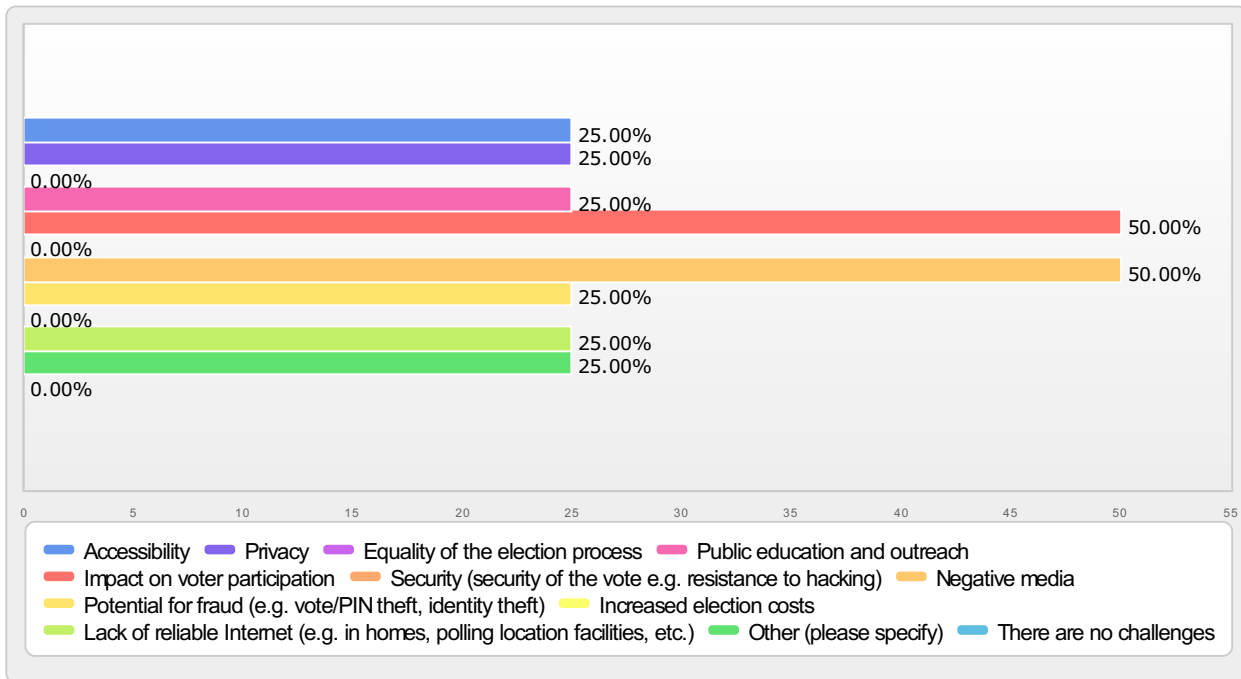
Q11 - From the point of view of electors, what would you say are the main benefits of Internet voting?

Convenience	4	100.00%
Accessibility	2	50.00%
Privacy	3	75.00%
Equality of the election process (e.g. for electors with disabilities)	2	50.00%
Counting efficiency (e.g. faster results)	2	50.00%
Promoting youth involvement	1	25.00%
Reliability of the results	1	25.00%
Government keeping up with technological change	2	50.00%
Cost savings (less tax dollars spent)	1	25.00%
There are no benefits	0	0.00%
Other (please specify)	0	0.00%
Total	4	100.00%



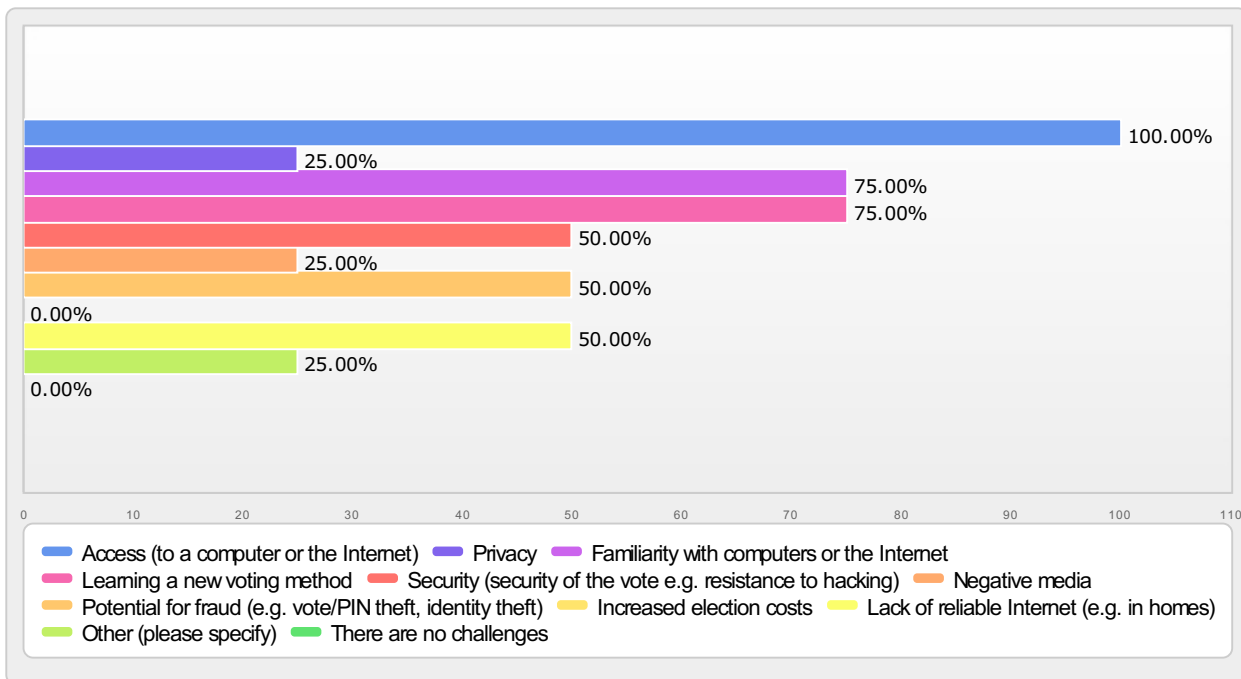
Q12 - From the point of view of electoral administration, what would you say are the main challenges of Internet voting?

Accessibility	1	25.00%
Privacy	1	25.00%
Equality of the election process	0	0.00%
Public education and outreach	1	25.00%
Impact on voter participation	2	50.00%
Security (security of the vote e.g. resistance to hacking)	0	0.00%
Negative media	2	50.00%
Potential for fraud (e.g. vote/PIN theft, identity theft)	1	25.00%
Increased election costs	0	0.00%
Lack of reliable Internet (e.g. in homes, polling location facilities, etc.)	1	25.00%
Other (please specify)	1	25.00%
There are no challenges	0	0.00%
Total	4	100.00%



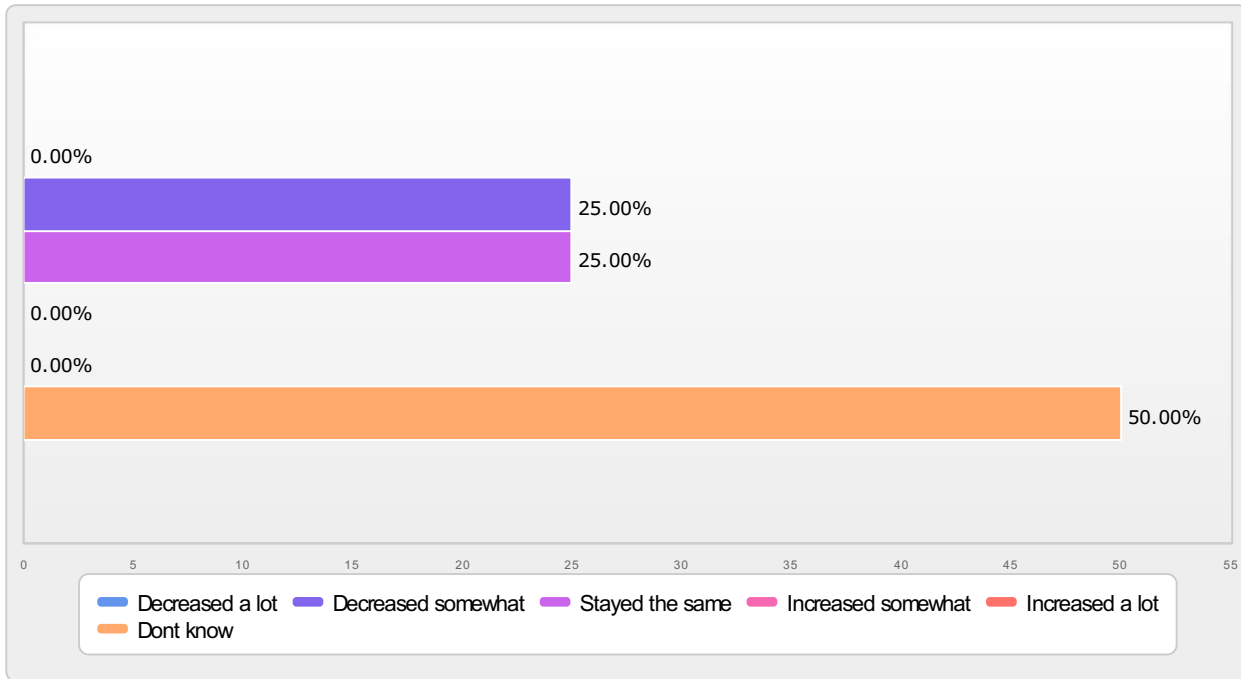
Q13 - From the point of view of electors, what would you say are the main challenges of Internet voting?

Access (to a computer or the Internet)	4	100.00%
Privacy	1	25.00%
Familiarity with computers or the Internet	3	75.00%
Learning a new voting method	3	75.00%
Security (security of the vote e.g. resistance to hacking)	2	50.00%
Negative media	1	25.00%
Potential for fraud (e.g. vote/PIN theft, identity theft)	2	50.00%
Increased election costs	0	0.00%
Lack of reliable Internet (e.g. in homes)	2	50.00%
Other (please specify)	1	25.00%
There are no challenges	0	0.00%
Total	4	100.00%



Q14a - Since introducing Internet voting election costs have...

Decreased a lot	0	0.00%
Decreased somewhat	1	25.00%
Stayed the same	1	25.00%
Increased somewhat	0	0.00%
Increased a lot	0	0.00%
Dont know	2	50.00%
Total	4	100.00%



Q14d - Would you recommend using Internet voting in the 2018 election in the Municipality?

Definitely yes	4	100.00%
Probably yes	0	0.00%
Probably no	0	0.00%
Definitely no	0	0.00%
Total	4	100.00%



Q14e - Do you feel that Internet voting should be offered as an option in provincial elections?

Definitely yes	4	100.00%
Probably yes	0	0.00%
Probably no	0	0.00%
Definitely no	0	0.00%
Total	4	100.00%



Q14f - Do you feel that Internet voting should be offered as an option in federal elections?

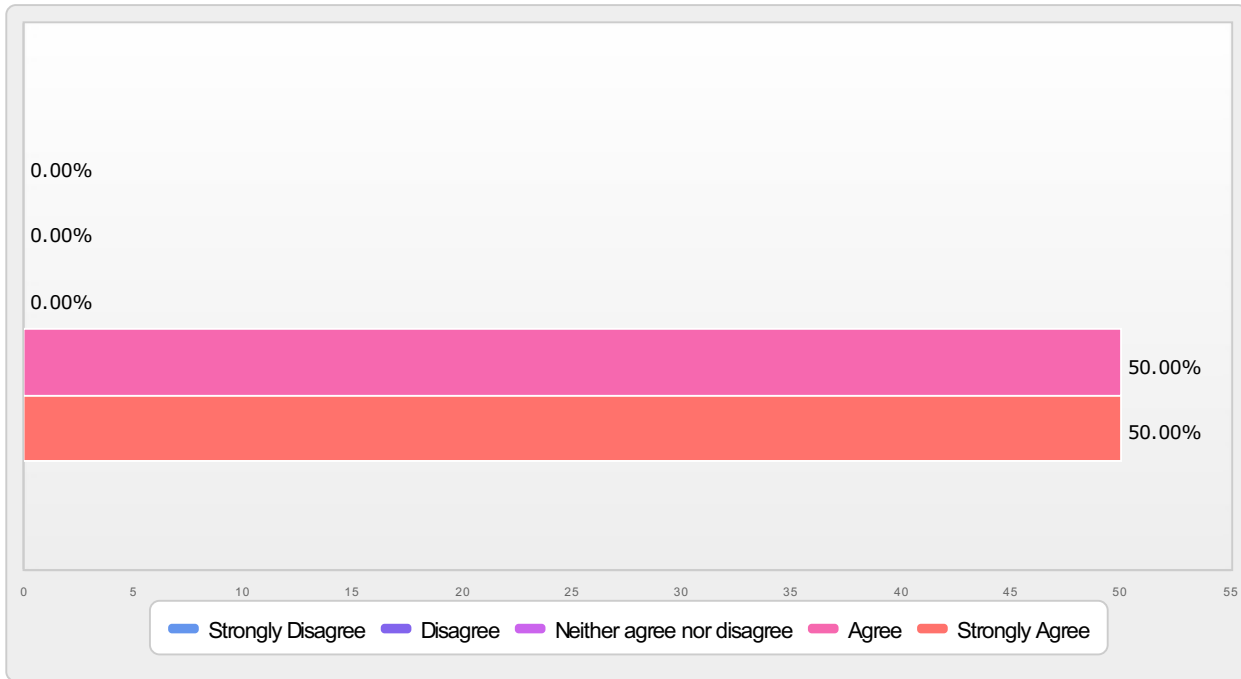
Definitely yes	4	100.00%
Probably yes	0	0.00%
Probably no	0	0.00%
Definitely no	0	0.00%
Total	4	100.00%



Q15a - Please indicate whether you agree or disagree with the following statements.

The tabulation of election results is more efficient with Internet voting.

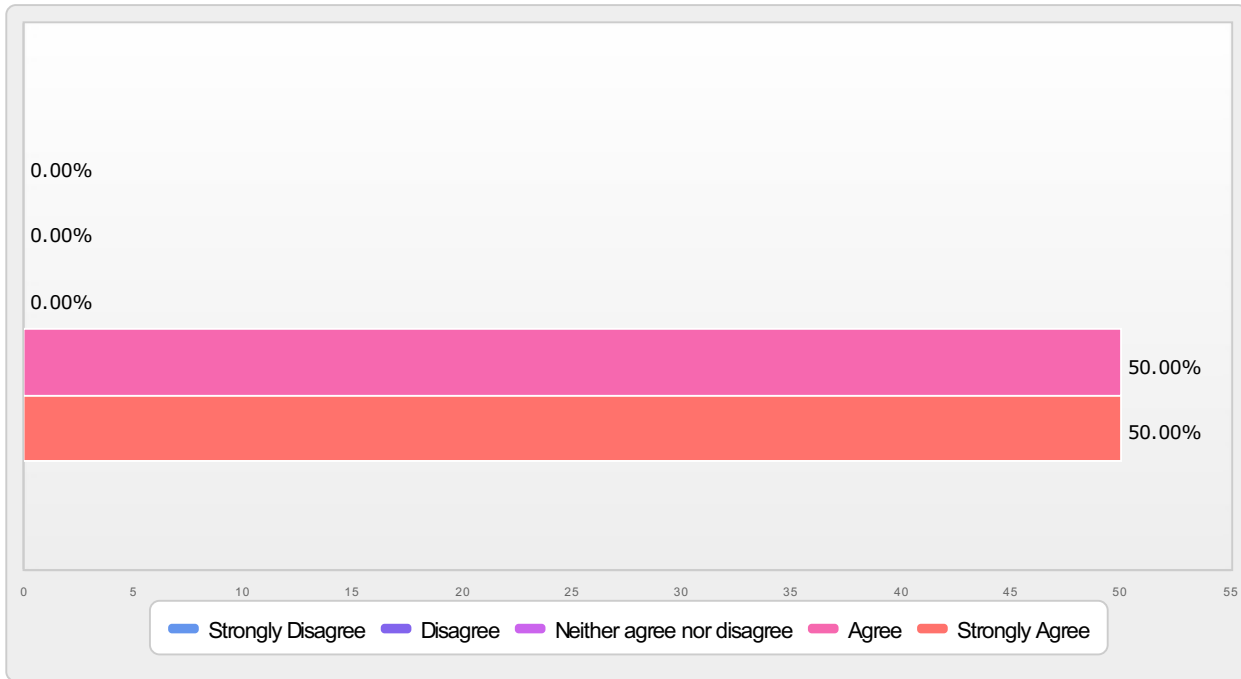
Strongly Disagree	0	0.00%
Disagree	0	0.00%
Neither agree nor disagree	0	0.00%
Agree	2	50.00%
Strongly Agree	2	50.00%
Total	4	100.00%



Q15b - Please indicate whether you agree or disagree with the following statements.

Internet voting makes the voting process more accessible for electors.

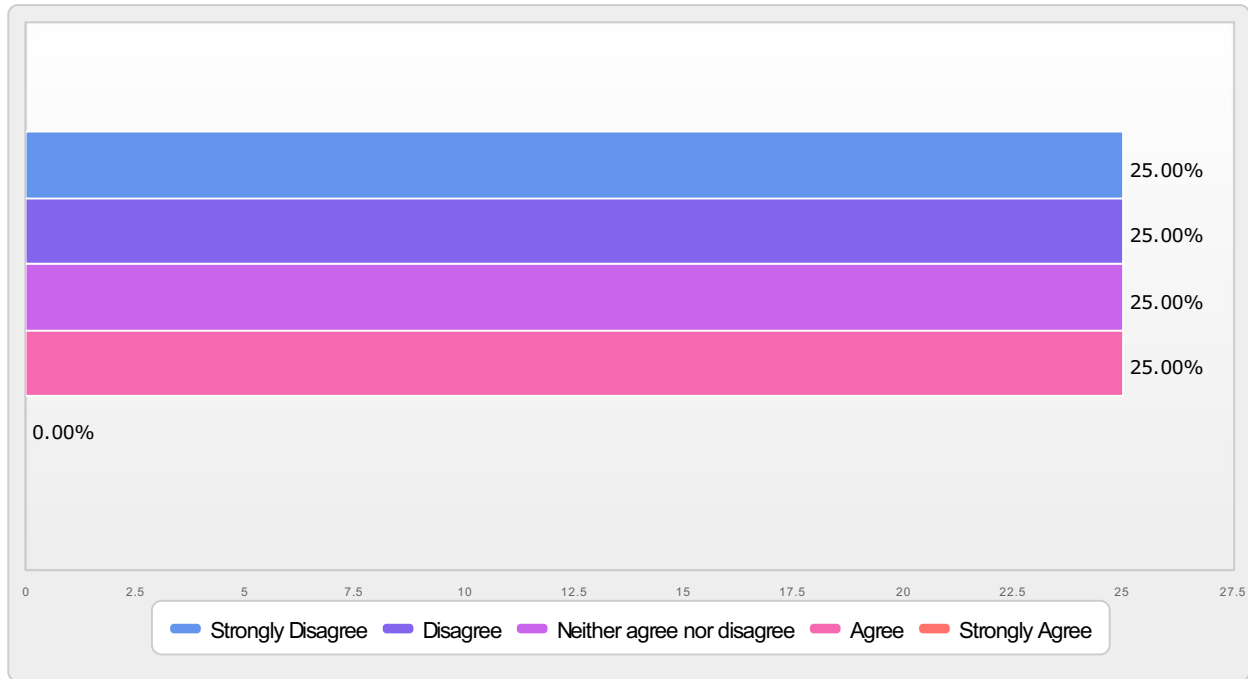
Strongly Disagree	0	0.00%
Disagree	0	0.00%
Neither agree nor disagree	0	0.00%
Agree	2	50.00%
Strongly Agree	2	50.00%
Total	4	100.00%



Q15c - Please indicate whether you agree or disagree with the following statements.

There are more risks (e.g. security, fraud) with Internet voting than voting in-person with paper ballots.

Strongly Disagree	1	25.00%
Disagree	1	25.00%
Neither agree nor disagree	1	25.00%
Agree	1	25.00%
Strongly Agree	0	0.00%
Total	4	100.00%

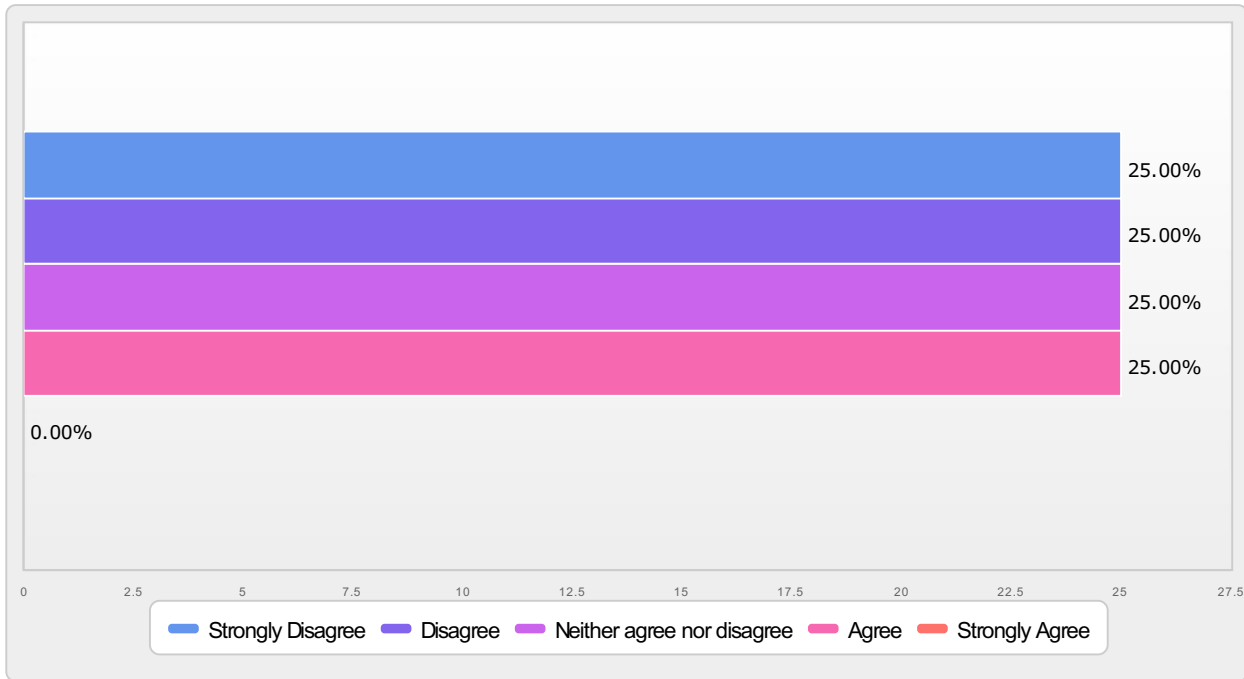


— Strongly Disagree — Disagree — Neither agree nor disagree — Agree — Strongly Agree

Q15d - Please indicate whether you agree or disagree with the following statements.

There are more risks (e.g. security, fraud) with Internet voting than mail-in ballots.

Strongly Disagree	1	25.00%
Disagree	1	25.00%
Neither agree nor disagree	1	25.00%
Agree	1	25.00%
Strongly Agree	0	0.00%
Total	4	100.00%

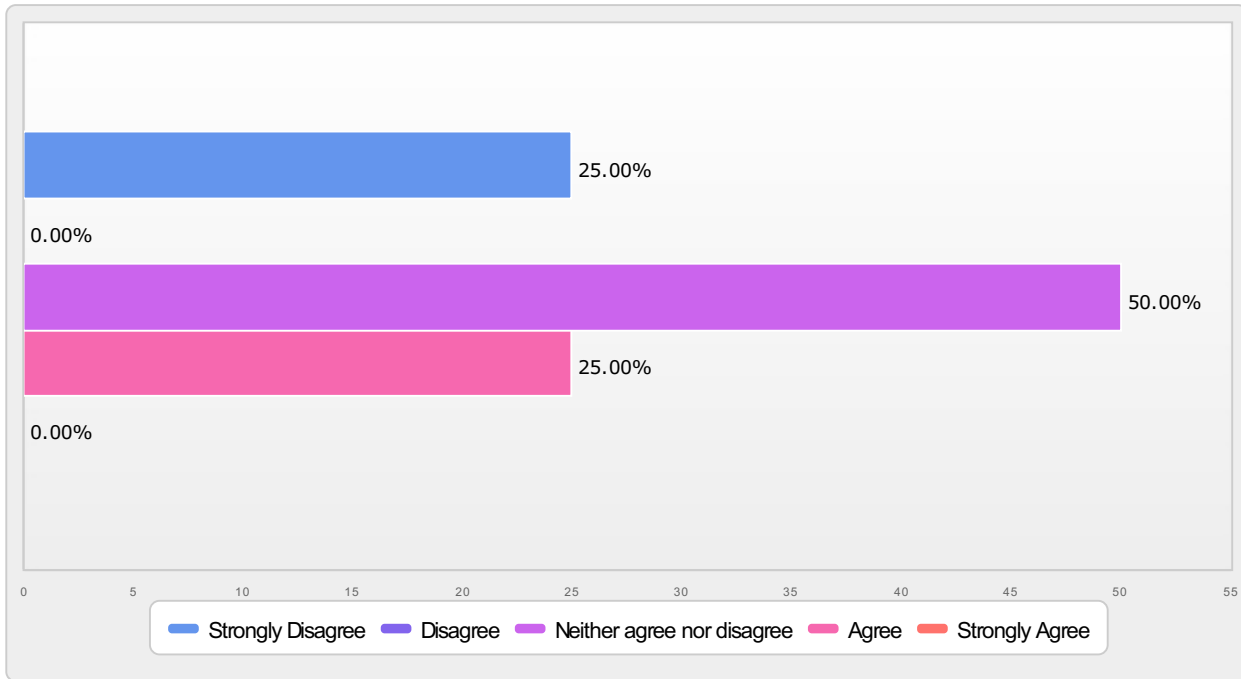


— Strongly Disagree — Disagree — Neither agree nor disagree — Agree — Strongly Agree

Q15e - Please indicate whether you agree or disagree with the following statements.

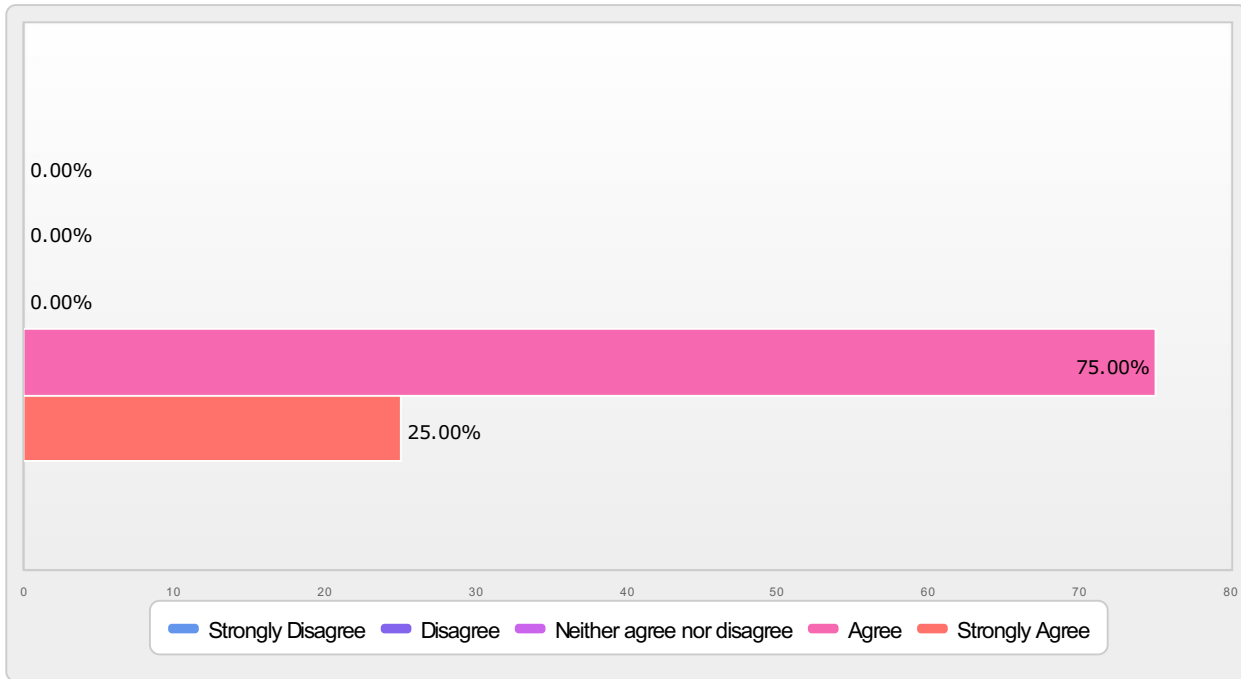
There are more risks (e.g. security, fraud) with Internet voting than telephone voting.

Strongly Disagree	1	25.00%
Disagree	0	0.00%
Neither agree nor disagree	2	50.00%
Agree	1	25.00%
Strongly Agree	0	0.00%
Total	4	100.00%



**Q15f - Please indicate whether you agree or disagree with the following statements.
It is ok to vote by Internet in front of others as long as they do not influence your vote.**

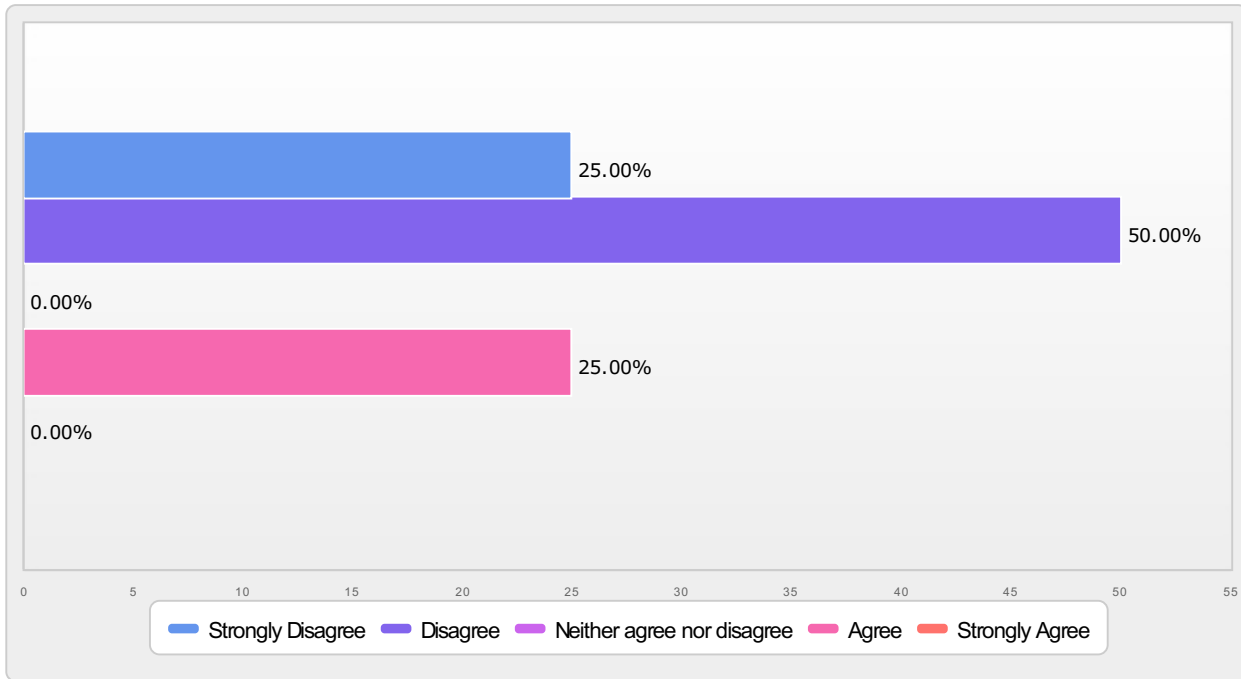
Strongly Disagree	0	0.00%
Disagree	0	0.00%
Neither agree nor disagree	0	0.00%
Agree	3	75.00%
Strongly Agree	1	25.00%
Total	4	100.00%



Q15g - Please indicate whether you agree or disagree with the following statements.

Voter turnout in my municipality was positively affected by the option of Internet voting.

Strongly Disagree	1	25.00%
Disagree	2	50.00%
Neither agree nor disagree	0	0.00%
Agree	1	25.00%
Strongly Agree	0	0.00%
Total	4	100.00%



Candidate Survey

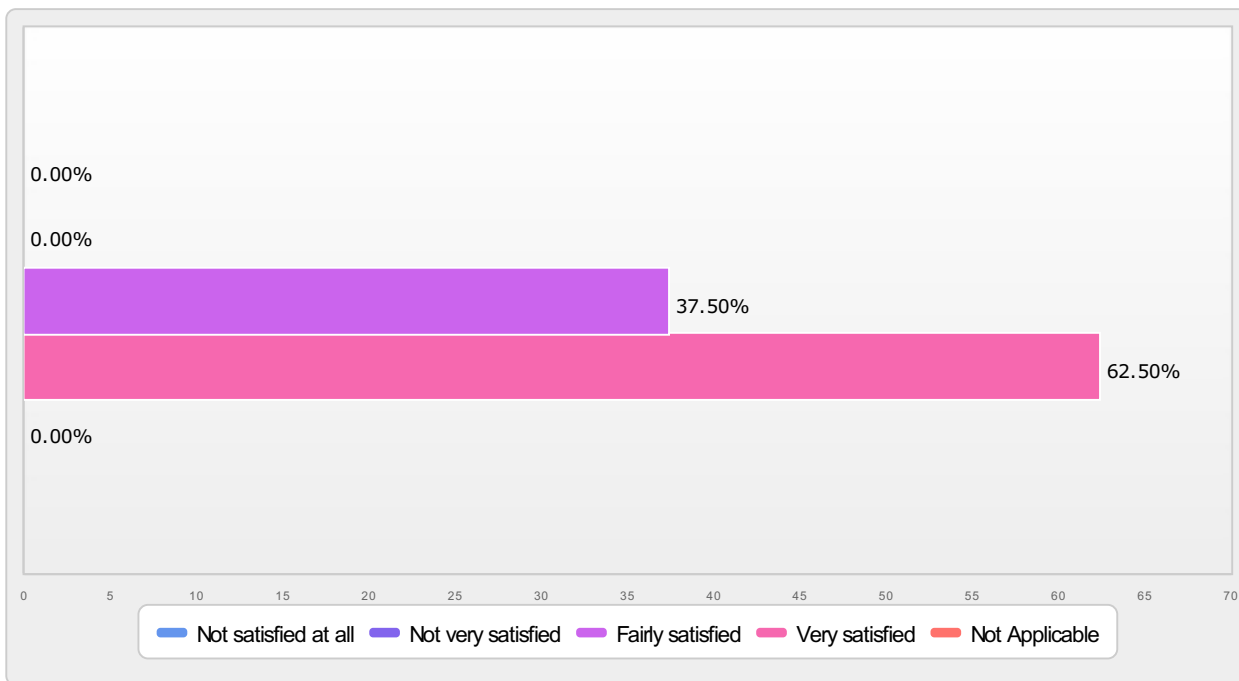
Total Number of Completes

20

Please note: For some questions in the Election Administrator and Candidate surveys your municipality name, which appeared in the live survey, has been replaced for the mini-reports with "Municipality".

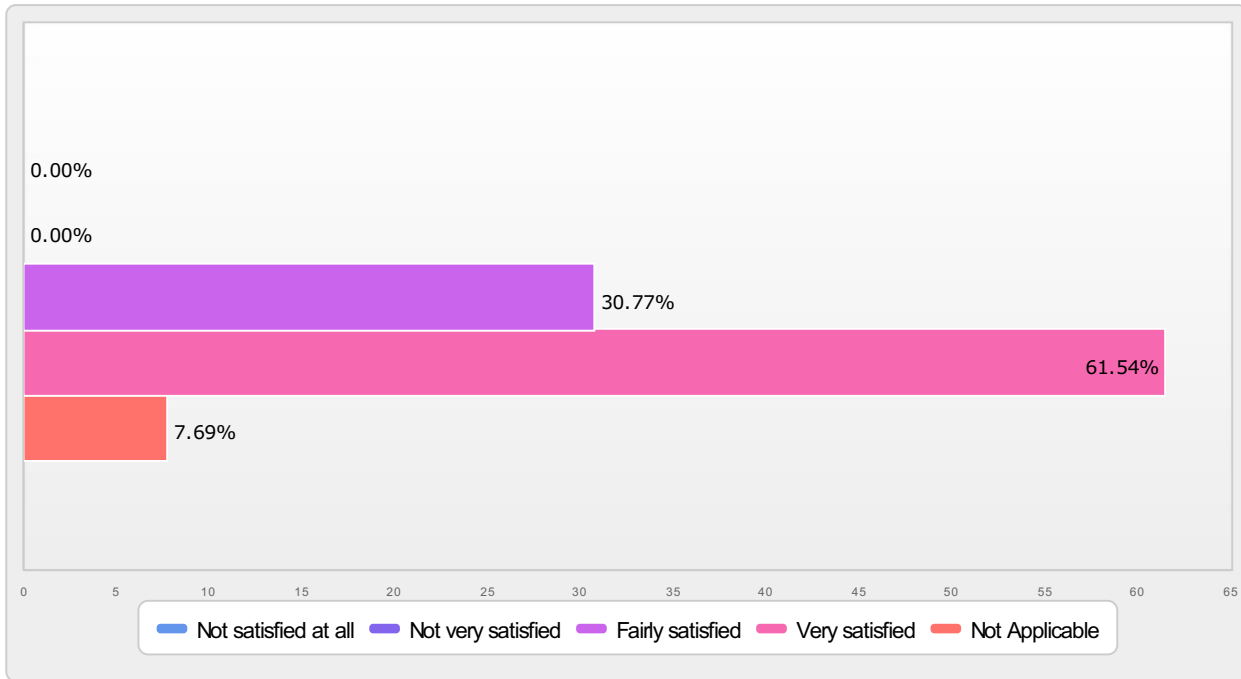
**Q1a - If applicable in your municipality, overall, how satisfied were you with...
The 2014 Municipal election process?**

Not satisfied at all	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	6	37.50%
Very satisfied	10	62.50%
Not Applicable	0	0.00%
Total	16	100.00%



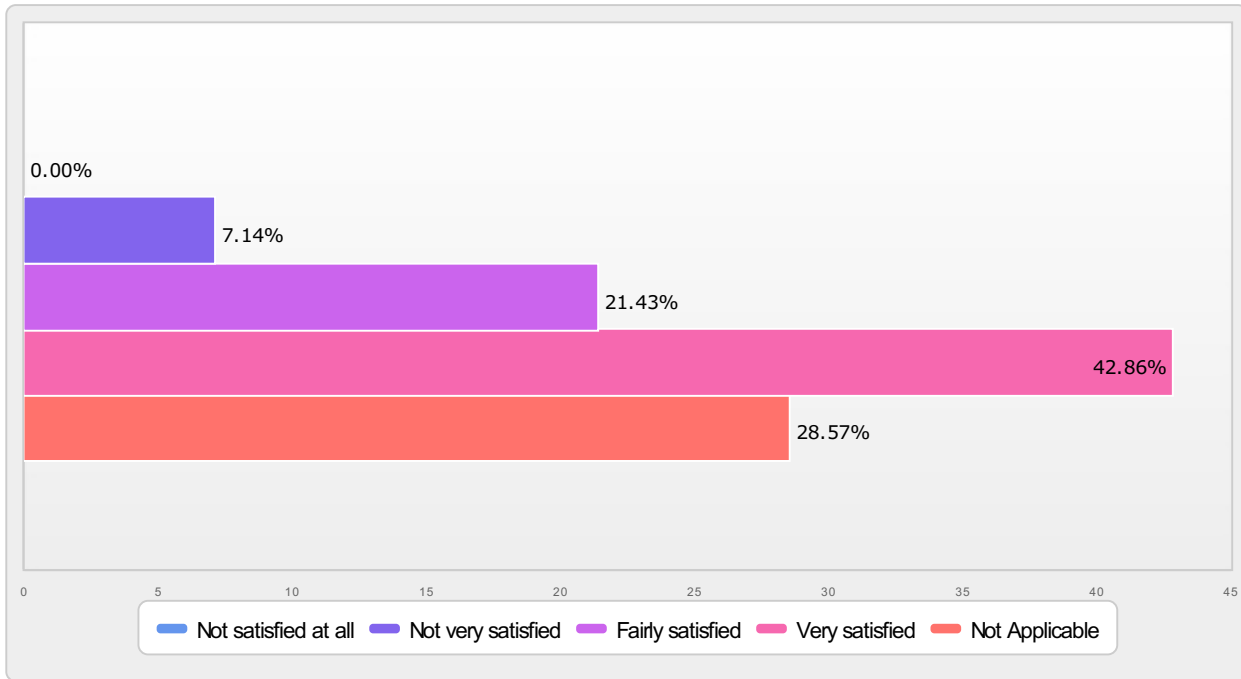
**Q1b - If applicable in your municipality, overall, how satisfied were you with...
The Internet voting process?**

Not satisfied at all	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	4	30.77%
Very satisfied	8	61.54%
Not Applicable	1	7.69%
Total	13	100.00%



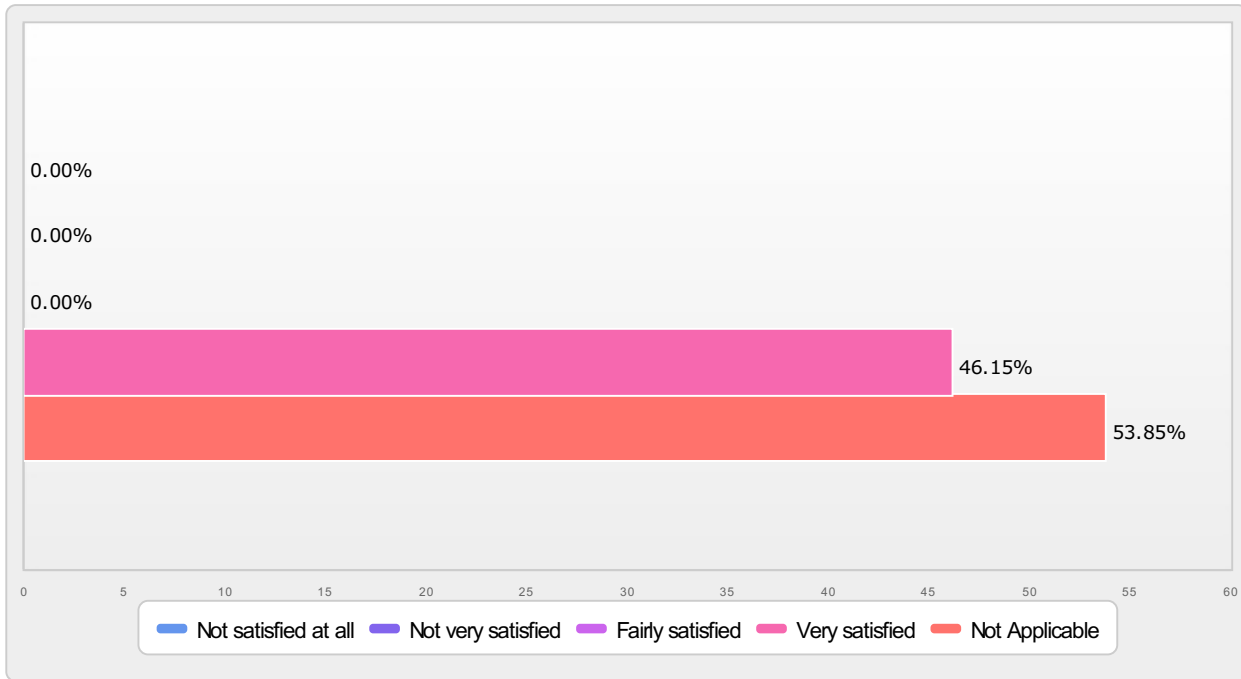
**Q1c - If applicable in your municipality, overall, how satisfied were you with...
The telephone voting process?**

Not satisfied at all	0	0.00%
Not very satisfied	1	7.14%
Fairly satisfied	3	21.43%
Very satisfied	6	42.86%
Not Applicable	4	28.57%
Total	14	100.00%



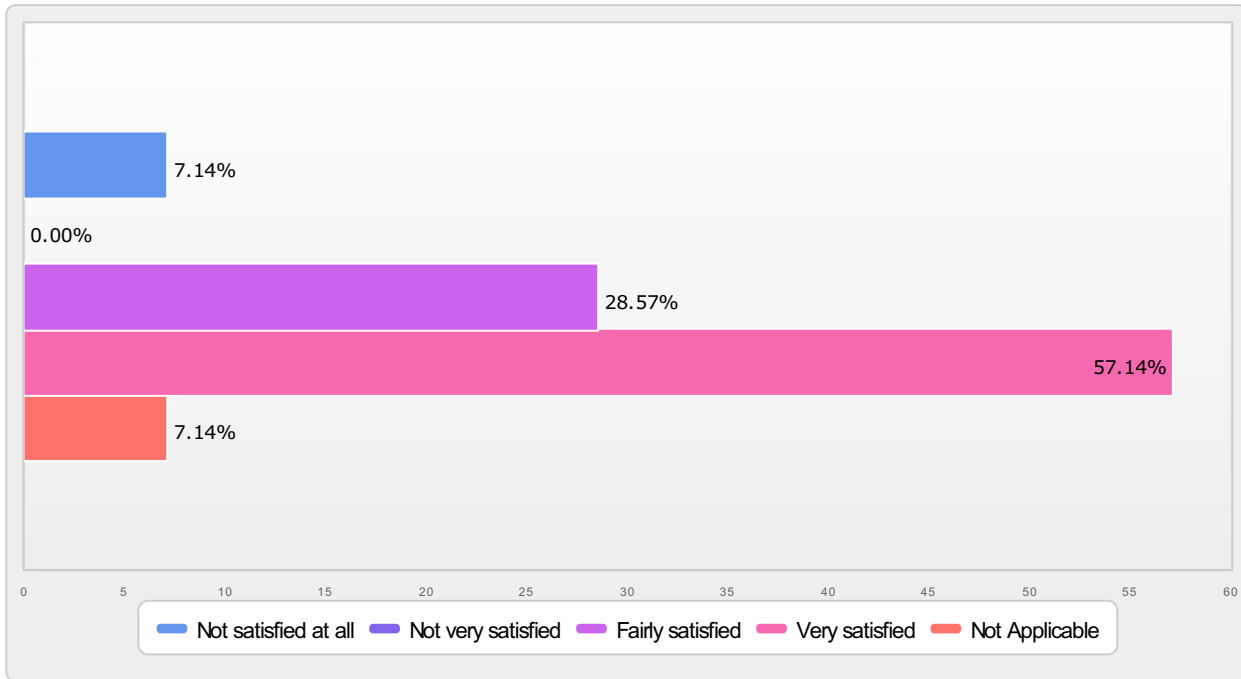
**Q1d - If applicable in your municipality, overall, how satisfied were you with...
The in-person voting process?**

Not satisfied at all	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	0	0.00%
Very satisfied	6	46.15%
Not Applicable	7	53.85%
Total	13	100.00%



**Q1e - If applicable in your municipality, overall, how satisfied were you with...
The Early Voting Period opportunities?**

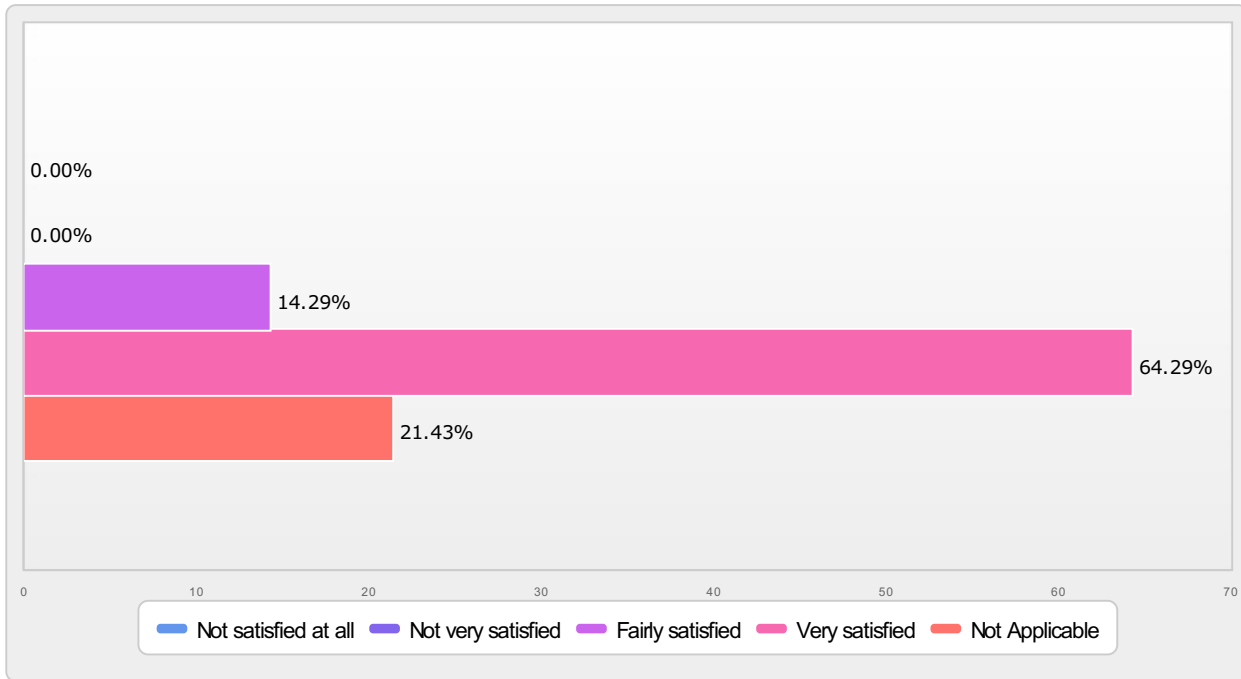
Not satisfied at all	1	7.14%
Not very satisfied	0	0.00%
Fairly satisfied	4	28.57%
Very satisfied	8	57.14%
Not Applicable	1	7.14%
Total	14	100.00%



Q1f - If applicable in your municipality, overall, how satisfied were you with...

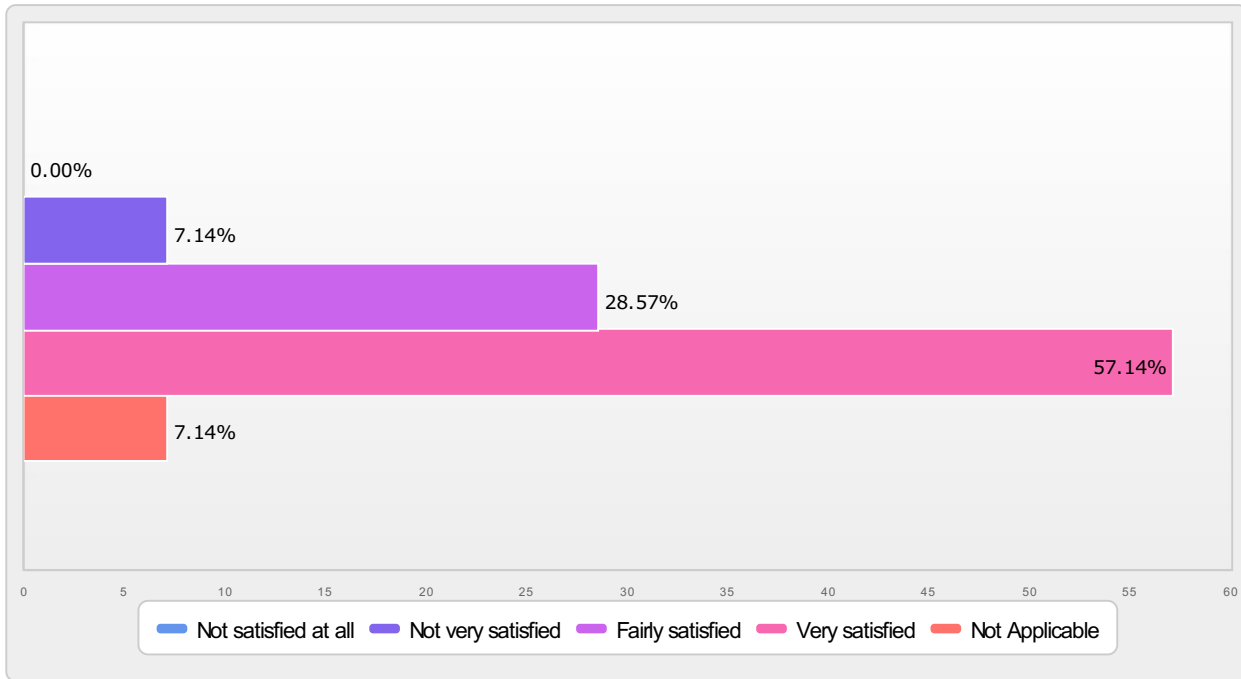
The accessibility and diversity assistance provided for the electors at voting places?

Not satisfied at all	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	2	14.29%
Very satisfied	9	64.29%
Not Applicable	3	21.43%
Total	14	100.00%



**Q1g - If applicable in your municipality, overall, how satisfied were you with...
Municipality's Voter Awareness Campaign?**

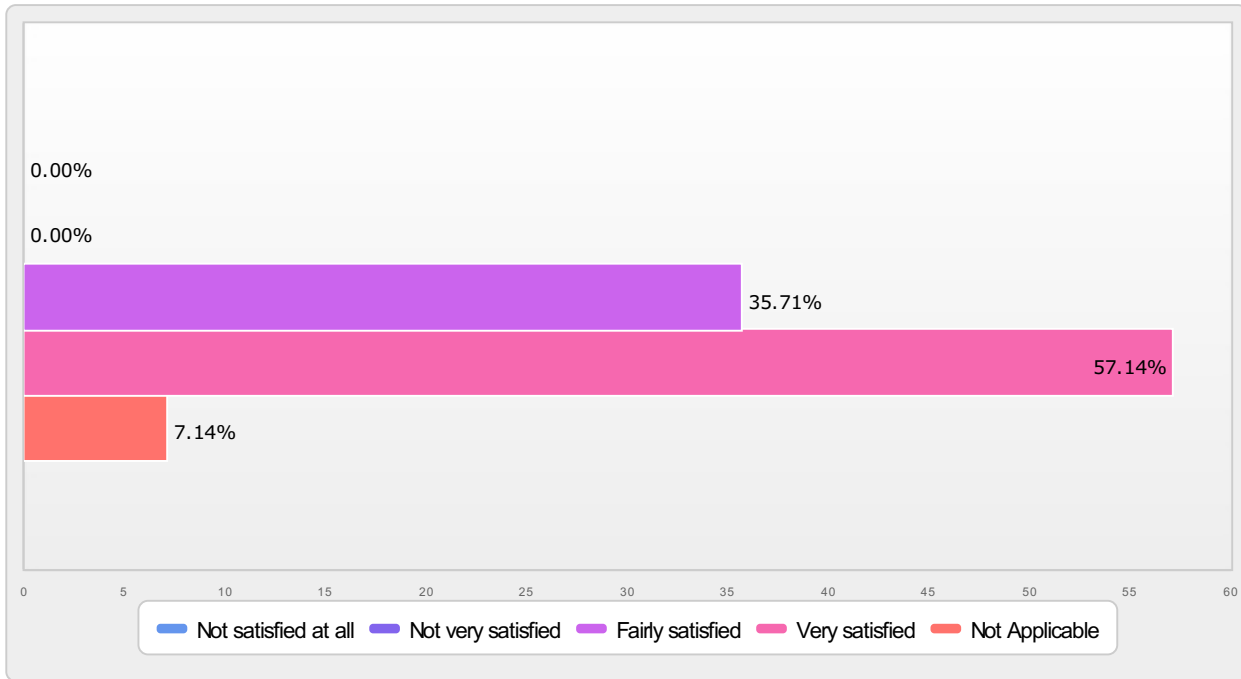
Not satisfied at all	0	0.00%
Not very satisfied	1	7.14%
Fairly satisfied	4	28.57%
Very satisfied	8	57.14%
Not Applicable	1	7.14%
Total	14	100.00%



Q1h - If applicable in your municipality, overall, how satisfied were you with...

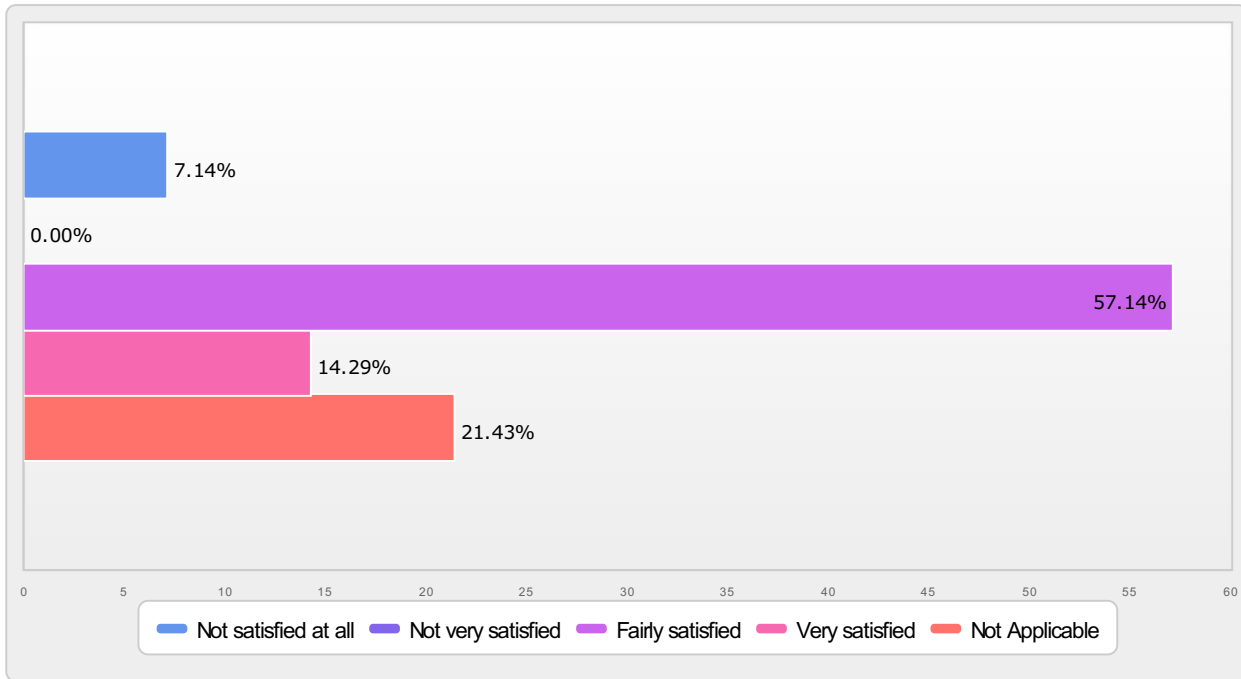
The Municipal website?

Not satisfied at all	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	5	35.71%
Very satisfied	8	57.14%
Not Applicable	1	7.14%
Total	14	100.00%



**Q1i - If applicable in your municipality, overall, how satisfied were you with...
Candidate Information Sessions/ Events?**

Not satisfied at all	1	7.14%
Not very satisfied	0	0.00%
Fairly satisfied	8	57.14%
Very satisfied	2	14.29%
Not Applicable	3	21.43%
Total	14	100.00%



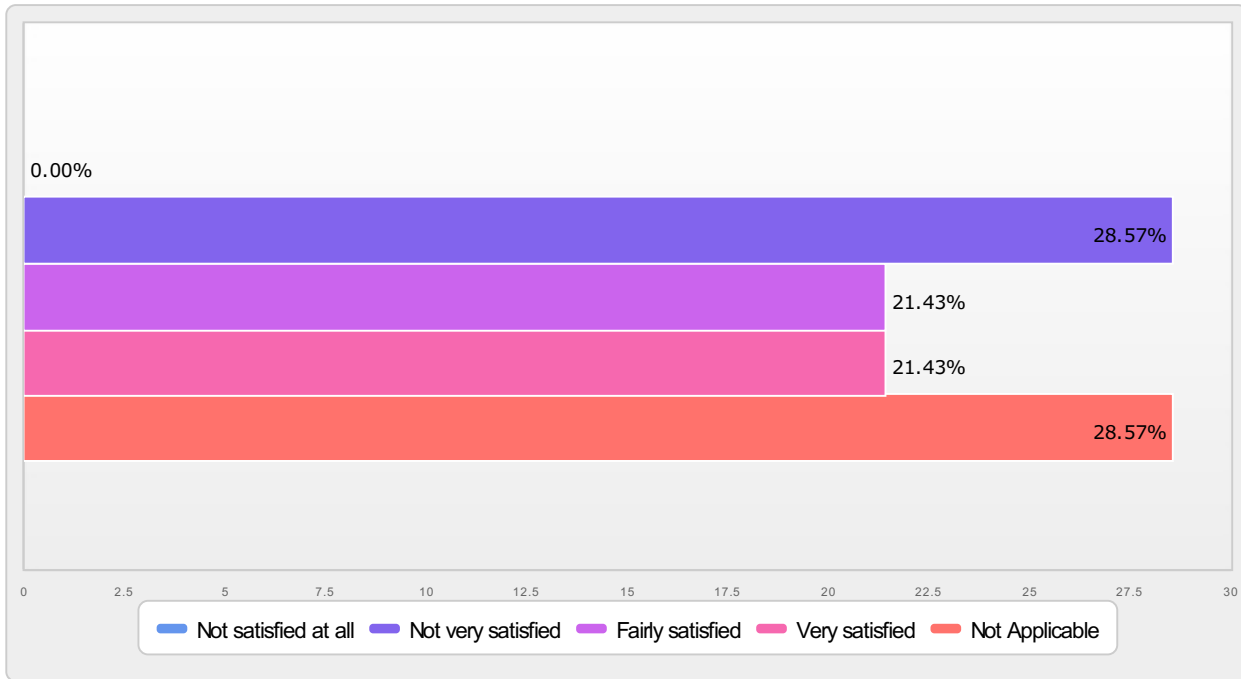
**Q1j - If applicable in your municipality, overall, how satisfied were you with...
The materials provided (e.g. Candidate's Guide, maps, etc.)?**

Not satisfied at all	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	6	42.86%
Very satisfied	7	50.00%
Not Applicable	1	7.14%
Total	14	100.00%



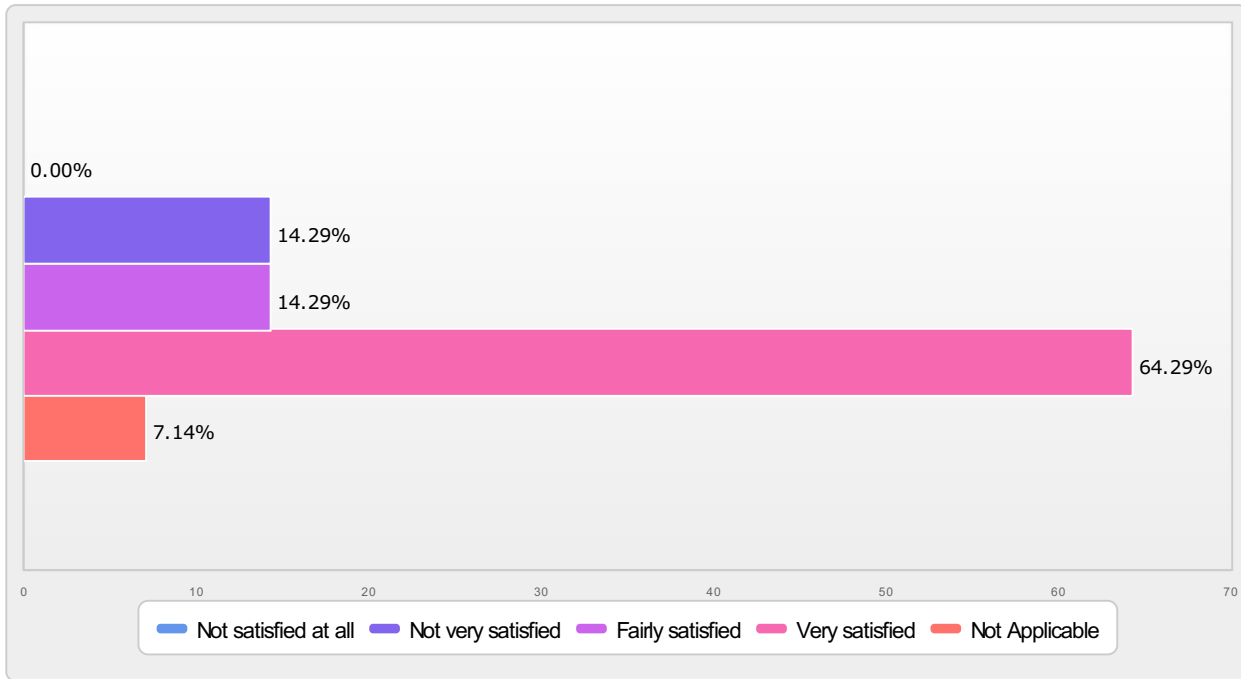
**Q1k - If applicable in your municipality, overall, how satisfied were you with...
The quality of the Voters' List?**

Not satisfied at all	0	0.00%
Not very satisfied	4	28.57%
Fairly satisfied	3	21.43%
Very satisfied	3	21.43%
Not Applicable	4	28.57%
Total	14	100.00%



Q11 - If applicable in your municipality, overall, how satisfied were you with...
The security of the election?

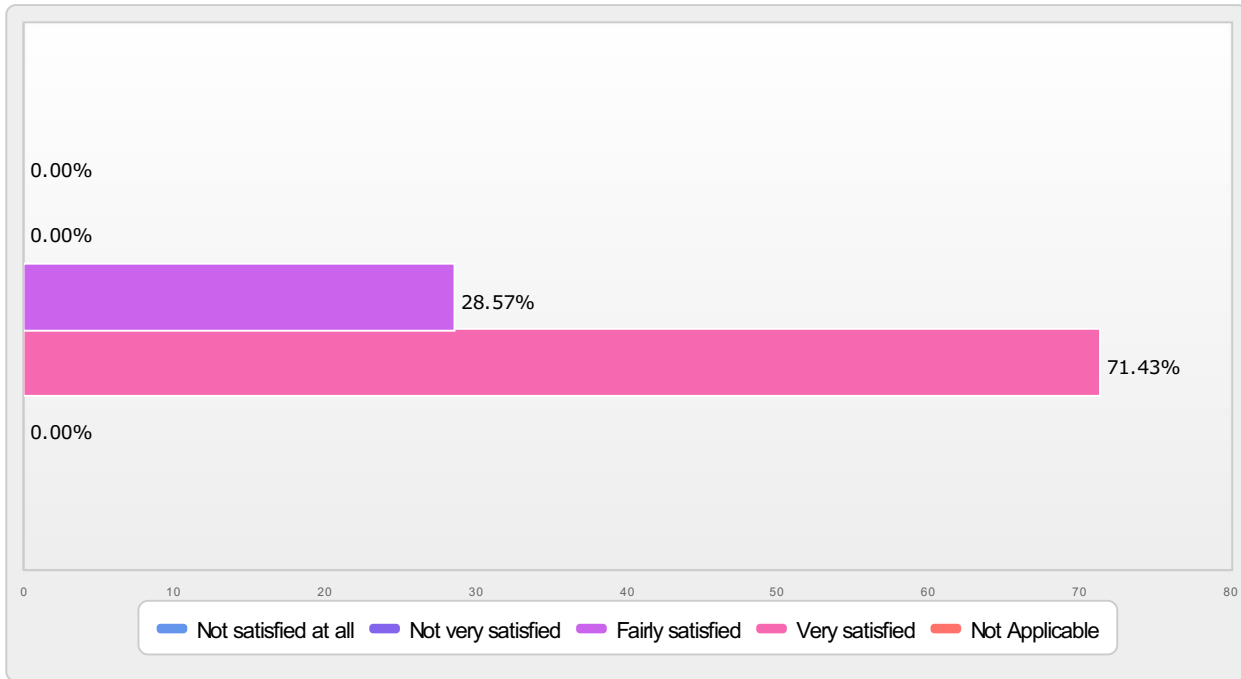
Not satisfied at all	0	0.00%
Not very satisfied	2	14.29%
Fairly satisfied	2	14.29%
Very satisfied	9	64.29%
Not Applicable	1	7.14%
Total	14	100.00%



Q1m - If applicable in your municipality, overall, how satisfied were you with...

The response time and service from the Election and Clerk's Office staff?

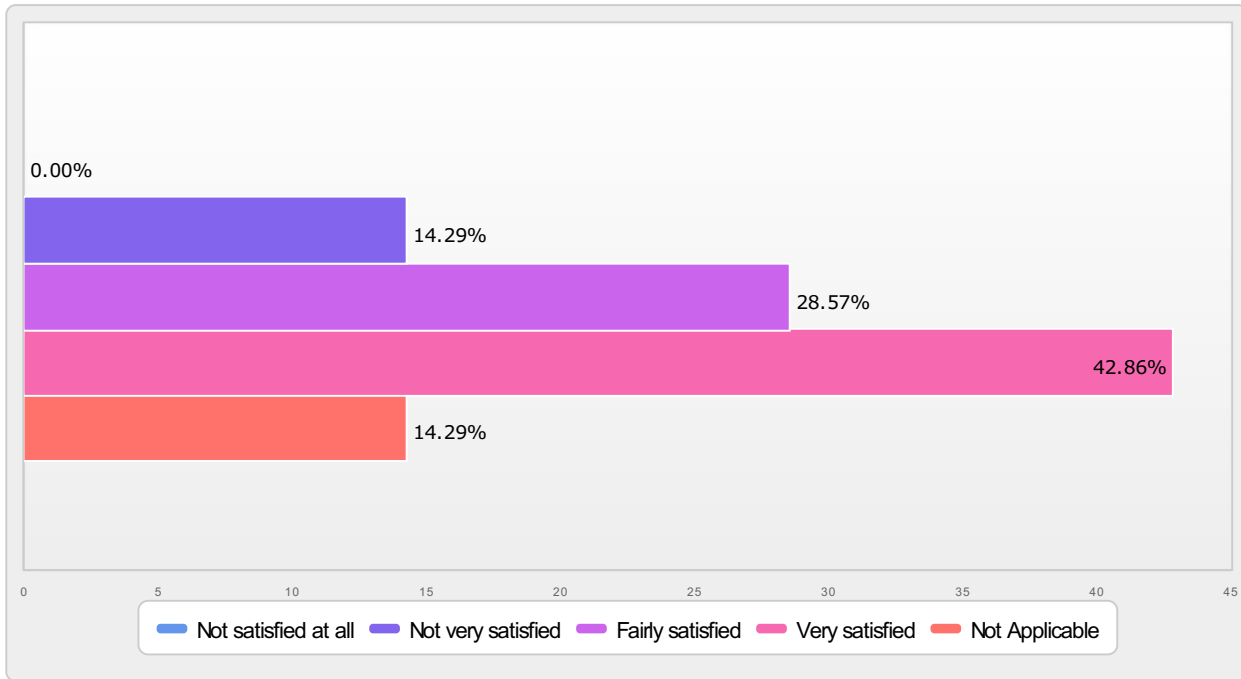
Not satisfied at all	0	0.00%
Not very satisfied	0	0.00%
Fairly satisfied	4	28.57%
Very satisfied	10	71.43%
Not Applicable	0	0.00%
Total	14	100.00%



Q1n - If applicable in your municipality, overall, how satisfied were you with...

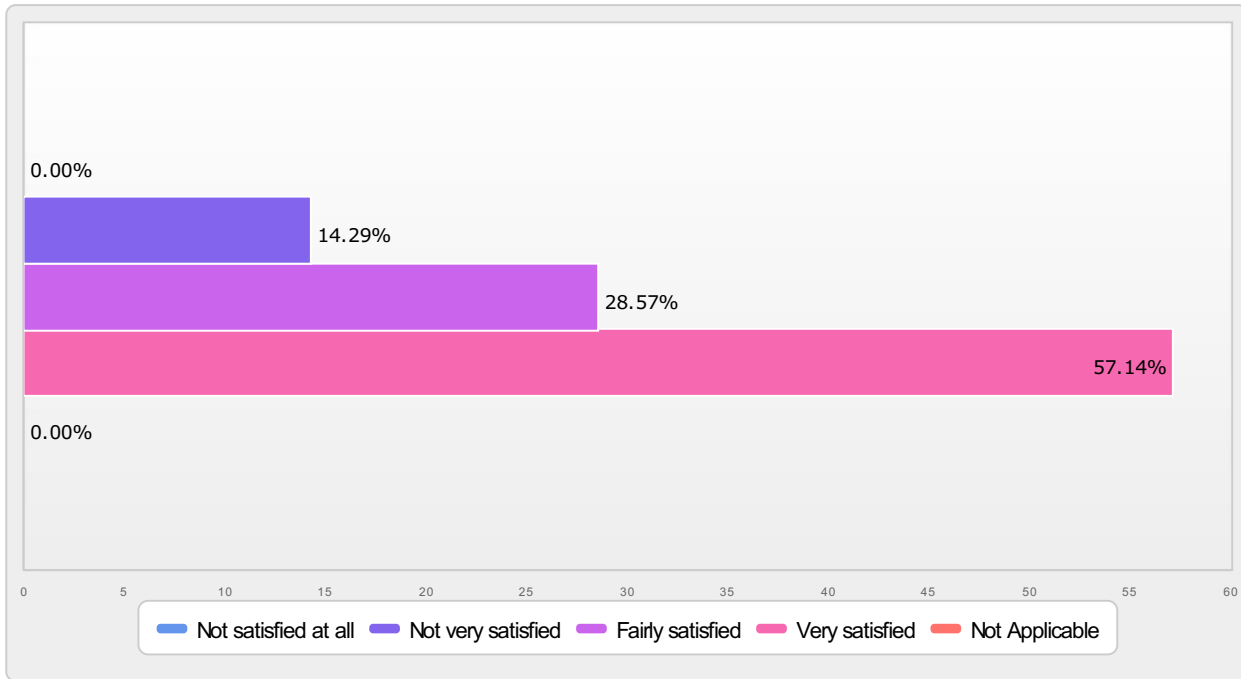
The application and enforcement of Municipality's Election Sign Bylaw?

Not satisfied at all	0	0.00%
Not very satisfied	2	14.29%
Fairly satisfied	4	28.57%
Very satisfied	6	42.86%
Not Applicable	2	14.29%
Total	14	100.00%



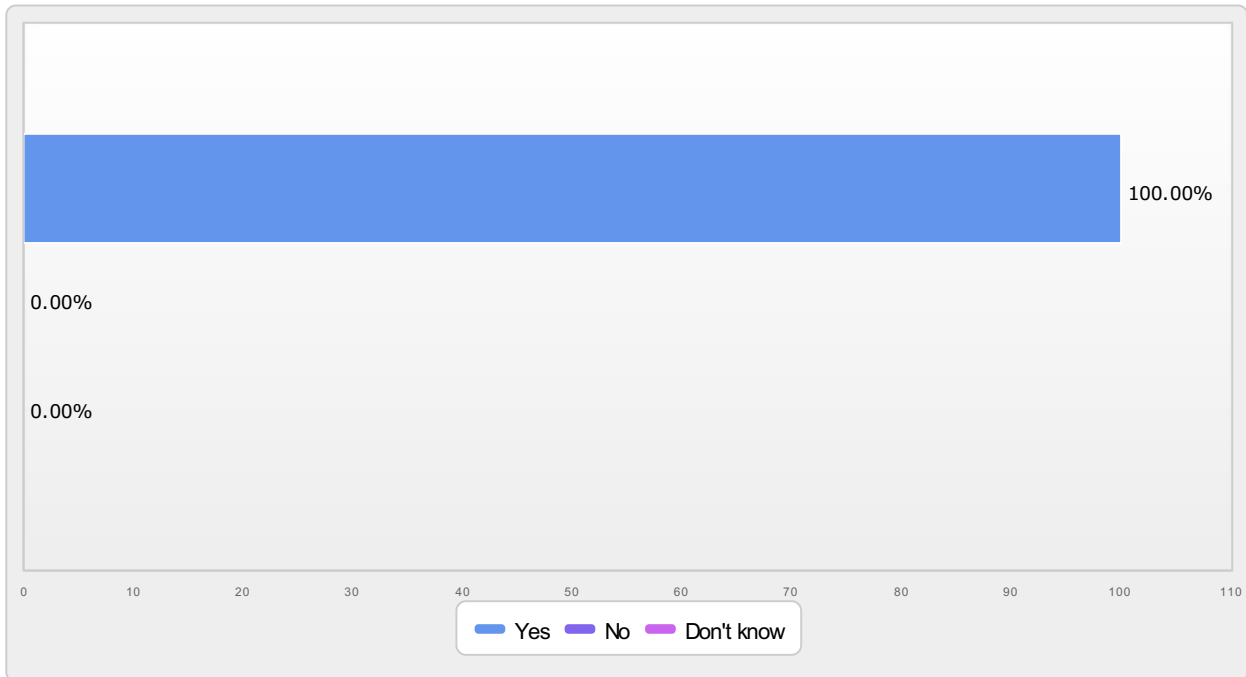
**Q1o - If applicable in your municipality, overall, how satisfied were you with...
The posting of election results?**

Not satisfied at all	0	0.00%
Not very satisfied	2	14.29%
Fairly satisfied	4	28.57%
Very satisfied	8	57.14%
Not Applicable	0	0.00%
Total	14	100.00%



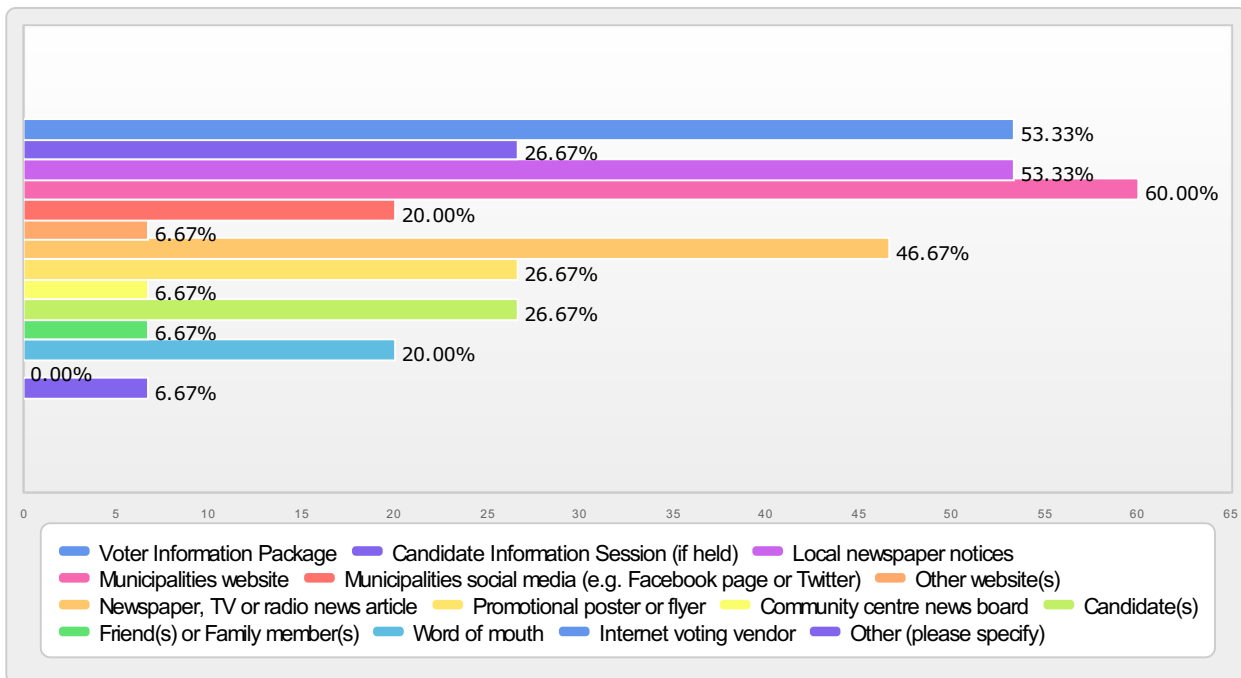
Q2a - Before taking this survey, were you aware that Internet voting was available in the 2014 Municipal election in Municipality?

Yes	15	100.00%
No	0	0.00%
Don't know	0	0.00%
Total	15	100.00%



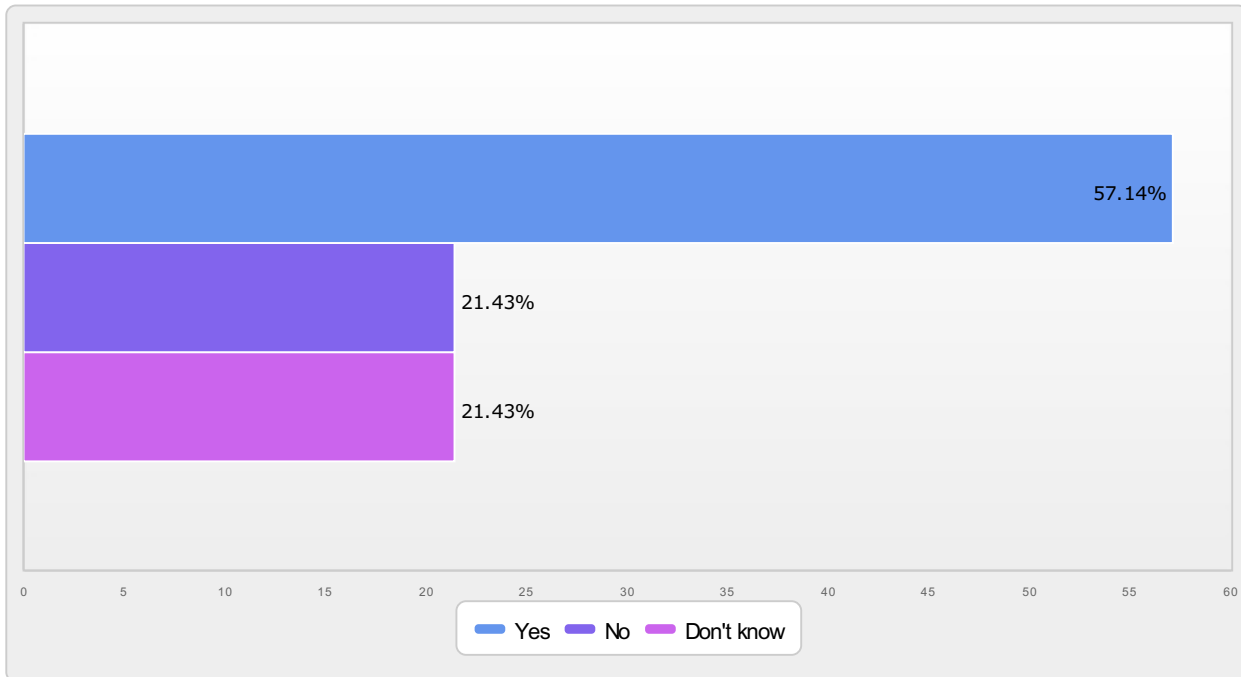
Q2b - How did you hear about Internet voting for the 2014 Municipal Election?

Voter Information Package	8	53.33%
Candidate Information Session (if held)	4	26.67%
Local newspaper notices	8	53.33%
Municipalities website	9	60.00%
Municipalities social media (e.g. Facebook page or Twitter)	3	20.00%
Other website(s)	1	6.67%
Newspaper, TV or radio news article	7	46.67%
Promotional poster or flyer	4	26.67%
Community centre news board	1	6.67%
Candidate(s)	4	26.67%
Friend(s) or Family member(s)	1	6.67%
Word of mouth	3	20.00%
Internet voting vendor	0	0.00%
Other (please specify)	1	6.67%
Total	15	100.00%



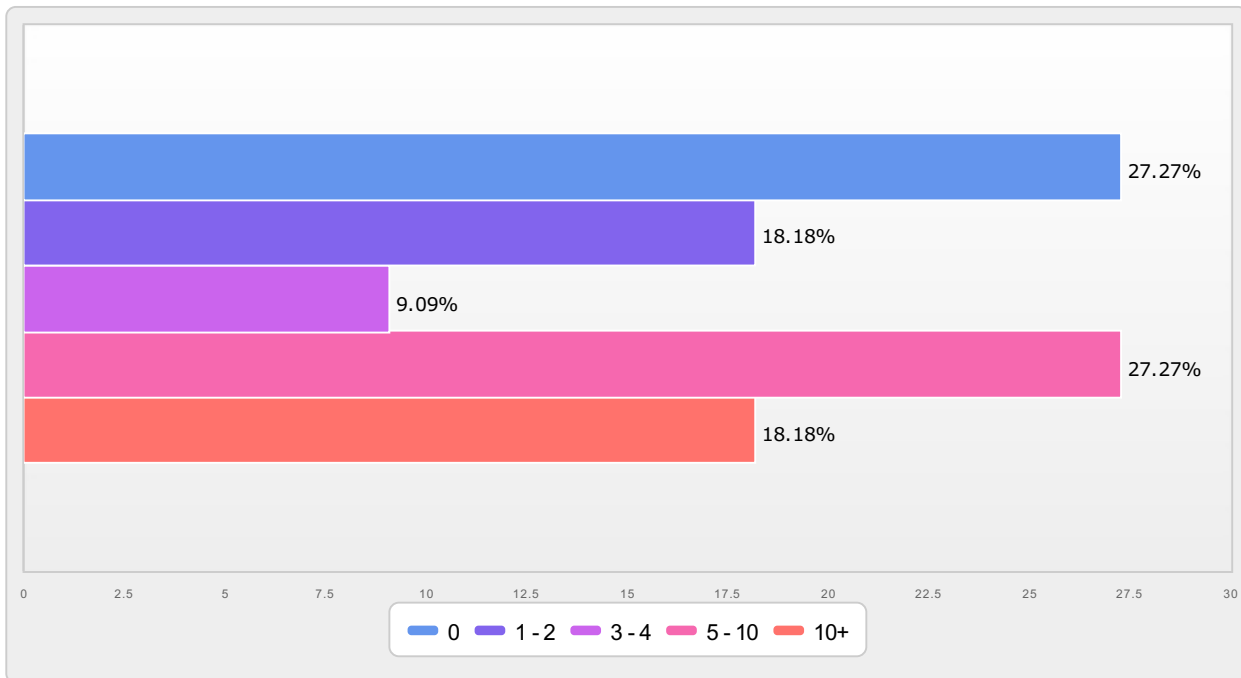
Q3a - Would you say that Internet voting had an affect on your campaign?

Yes	8	57.14%
No	3	21.43%
Don't know	3	21.43%
Total	14	100.00%



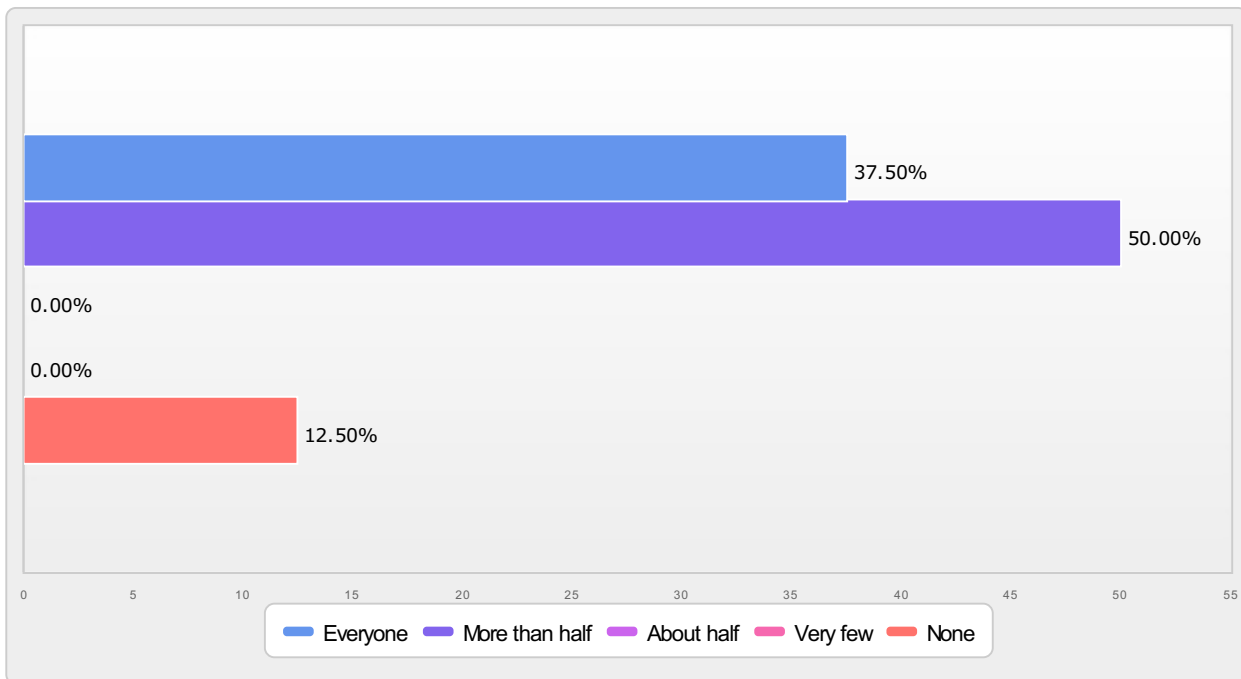
Q4a - When campaigning (e.g. canvassing door-to-door, campaign functions, etc.) how many people did you encounter that had already voted?

0	3	27.27%
1 - 2	2	18.18%
3 - 4	1	9.09%
5 - 10	3	27.27%
10+	2	18.18%
Total	11	100.00%



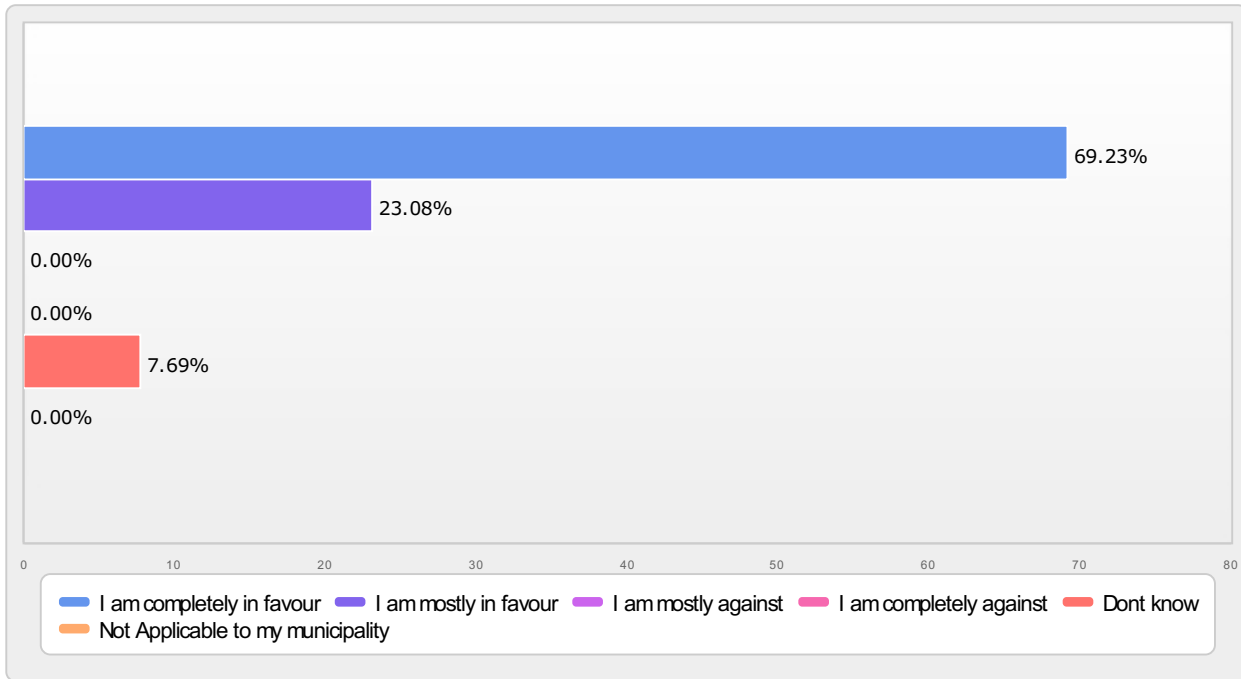
Q4b - How many of these people indicated they had voted online?

Everyone	3	37.50%
More than half	4	50.00%
About half	0	0.00%
Very few	0	0.00%
None	1	12.50%
Total	8	100.00%



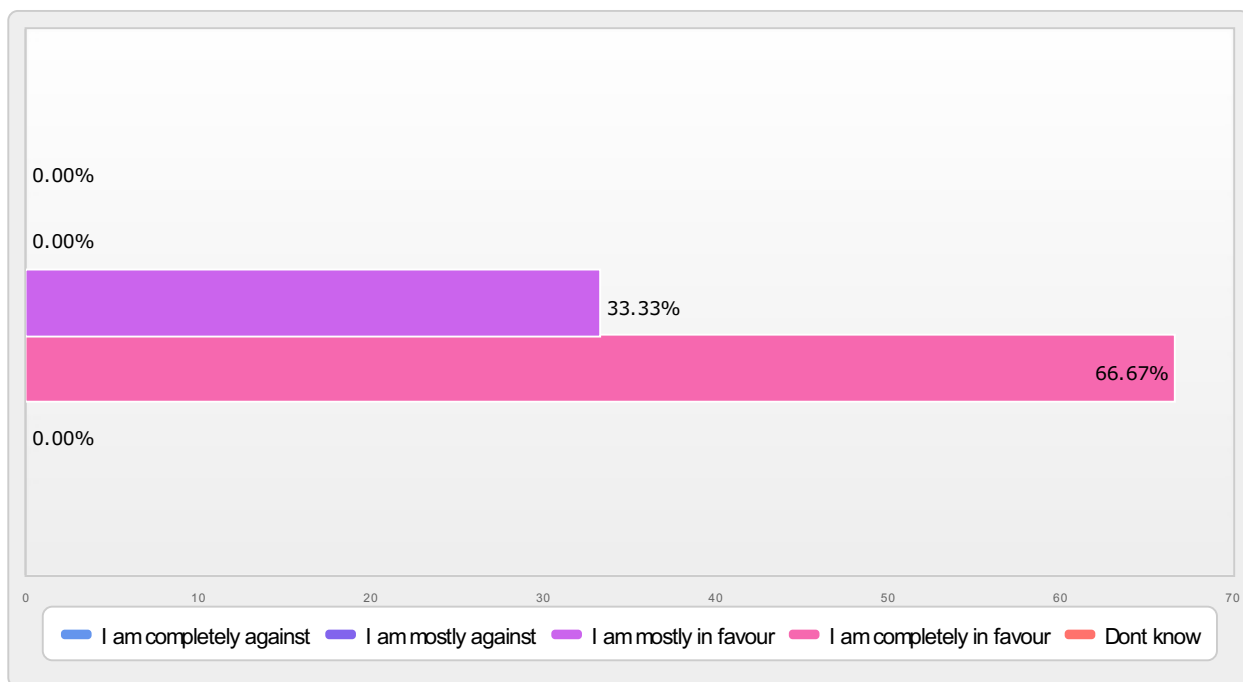
Q5aa - How do you feel about having telephone voting as an additional voting method?

I am completely in favour	9	69.23%
I am mostly in favour	3	23.08%
I am mostly against	0	0.00%
I am completely against	0	0.00%
Dont know	1	7.69%
Not Applicable to my municipality	0	0.00%
Total	13	100.00%



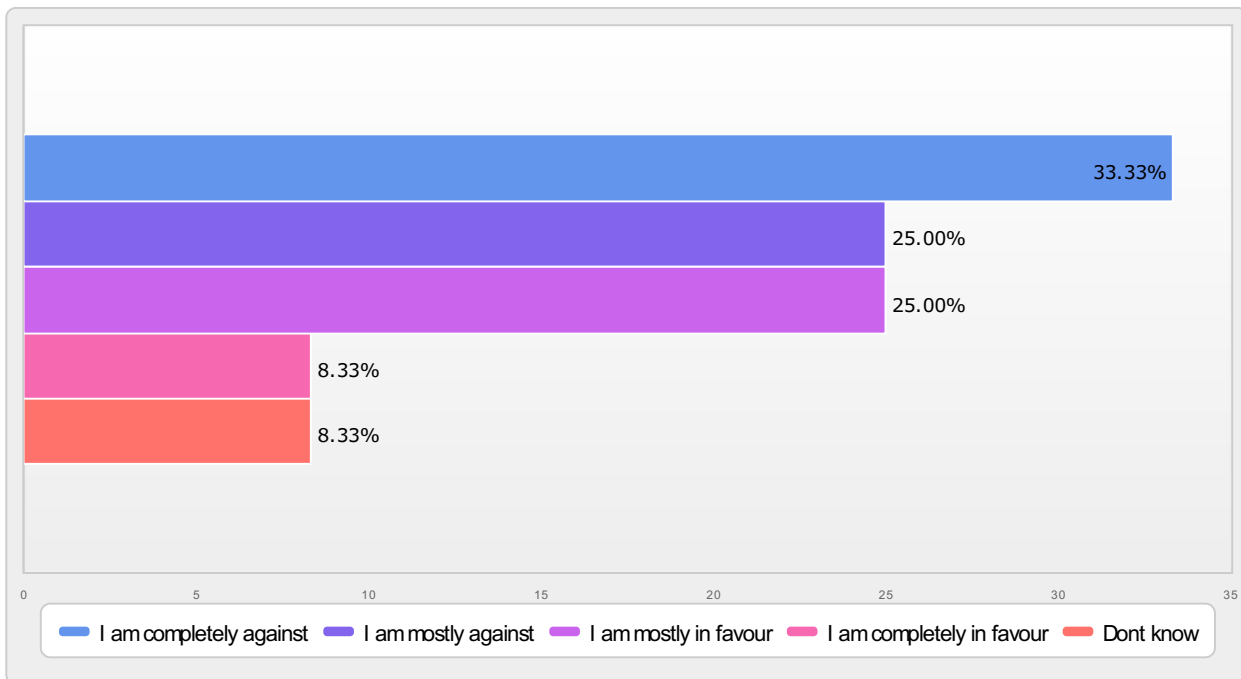
Q5a - How do you feel about having Internet voting as an additional voting method?

I am completely against	0	0.00%
I am mostly against	0	0.00%
I am mostly in favour	4	33.33%
I am completely in favour	8	66.67%
Dont know	0	0.00%
Total	12	100.00%



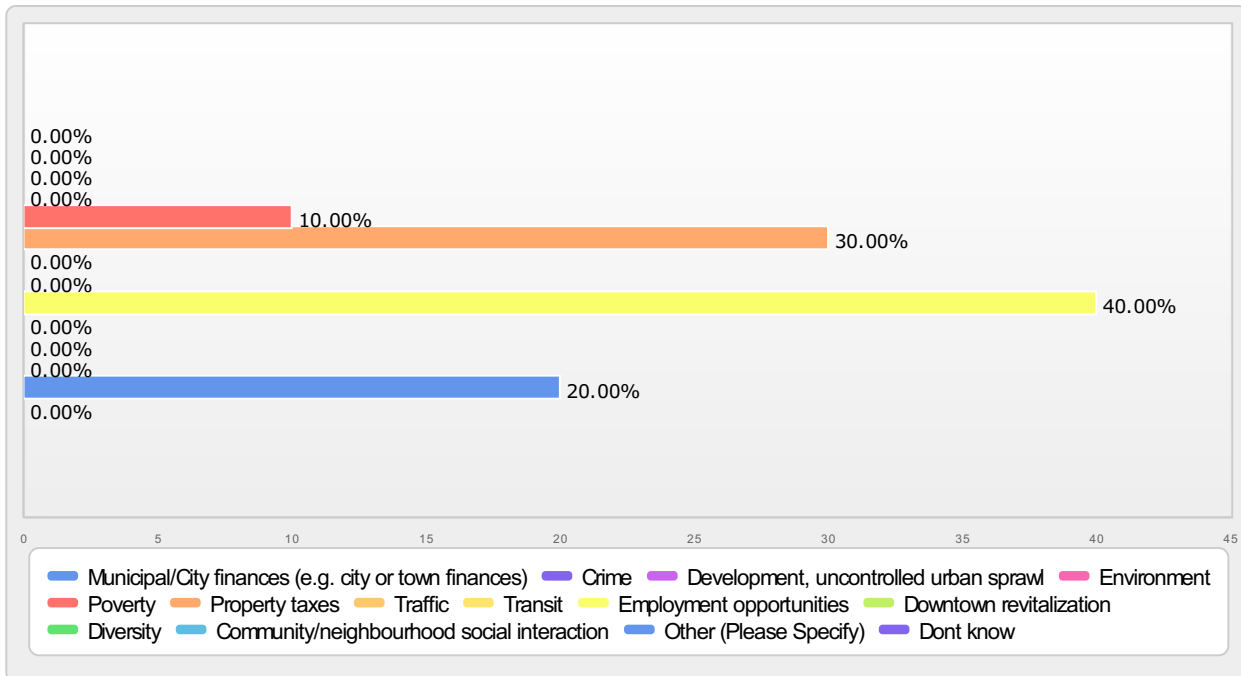
Q5b - How would you feel about having Internet voting as the only method of voting?

I am completely against	4	33.33%
I am mostly against	3	25.00%
I am mostly in favour	3	25.00%
I am completely in favour	1	8.33%
Dont know	1	8.33%
Total	12	100.00%



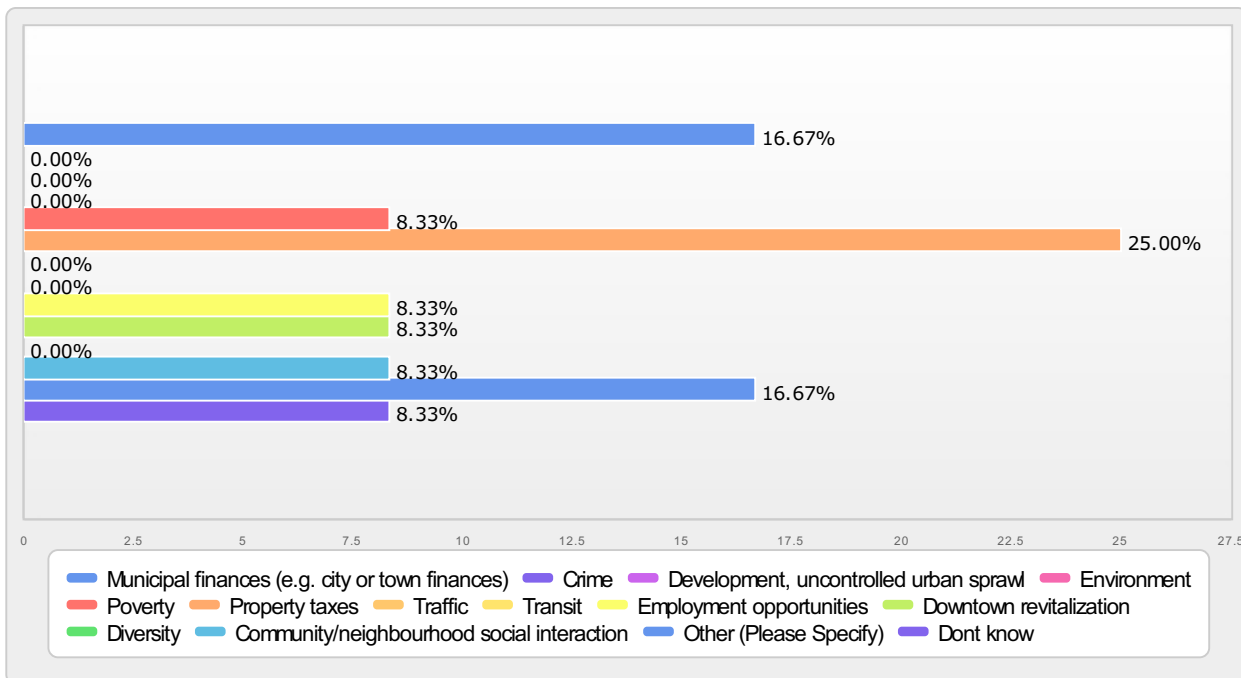
Q6a - In your opinion, what was the most important issue in Municipality in the October 2014 Municipal Election?

Municipal/City finances (e.g. city or town finances)	0	0.00%
Crime	0	0.00%
Development, uncontrolled urban sprawl	0	0.00%
Environment	0	0.00%
Poverty	1	10.00%
Property taxes	3	30.00%
Traffic	0	0.00%
Transit	0	0.00%
Employment opportunities	4	40.00%
Downtown revitalization	0	0.00%
Diversity	0	0.00%
Community/neighbourhood social interaction	0	0.00%
Other (Please Specify)	2	20.00%
Dont know	0	0.00%
Total	10	100.00%



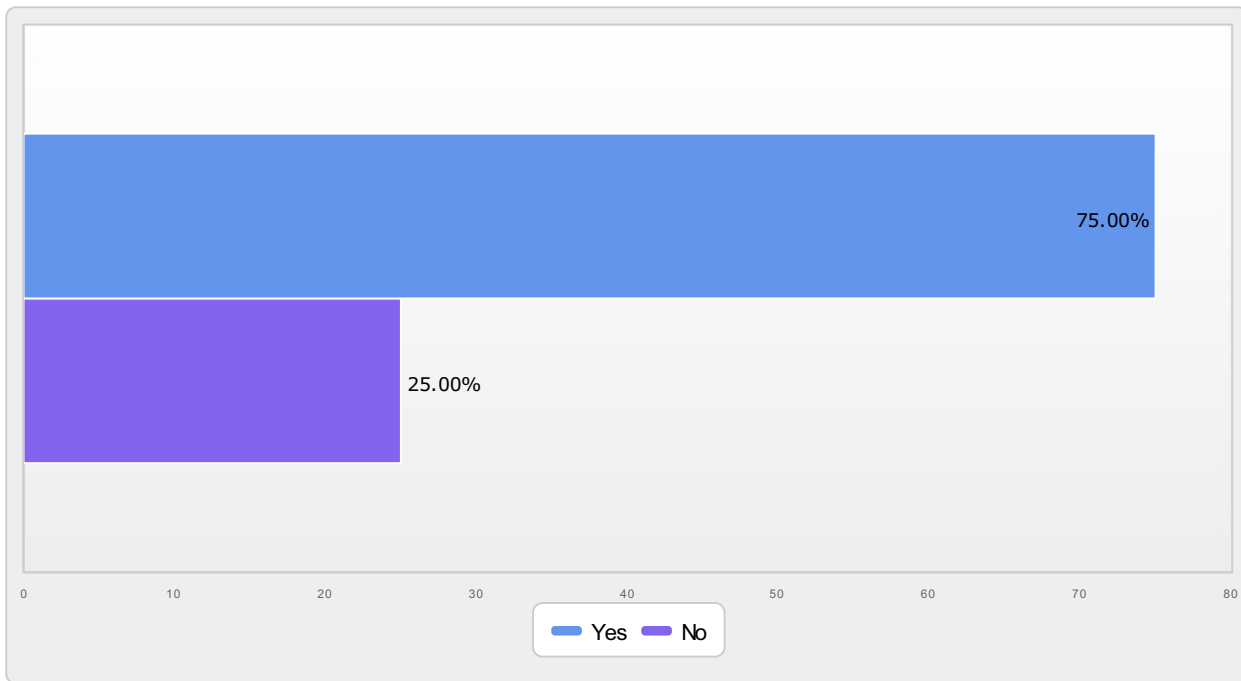
Q6b - In Municipality, which issue received the most attention in the October 2014 Municipal Election?

Municipal finances (e.g. city or town finances)	2	16.67%
Crime	0	0.00%
Development, uncontrolled urban sprawl	0	0.00%
Environment	0	0.00%
Poverty	1	8.33%
Property taxes	3	25.00%
Traffic	0	0.00%
Transit	0	0.00%
Employment opportunities	1	8.33%
Downtown revitalization	1	8.33%
Diversity	0	0.00%
Community/neighbourhood social interaction	1	8.33%
Other (Please Specify)	2	16.67%
Dont know	1	8.33%
Total	12	100.00%



Q17b - In the 2014 Municipal Election did you win election in your area?

Yes	9	75.00%
No	3	25.00%
Total	12	100.00%





January 6, 2015

City Council Committee Report

To: Mayor and Council

Fr: Michelle Saunders, Tax Collector

Re: Tax Appeals under Section 357 of the Municipal Act, 2001

Recommendation:

That Council hereby approves Section 357 tax adjustments with potential refunds totaling \$1,164.45.

Background:

The cancellation and refund of taxes are dealt with by Council under Section 357 of the Municipal Act. They typically relate to properties that have had an assessment reduction due to a change in assessment classification, fire, demolition, substantially damaged or repair preventing normal use.

Budget:

The municipal share of the tax reduction relating to the Section 357 adjustment is \$1,012.24.

Communication Plan/Notice By-law Requirements:

Property owners receiving a Section 357 adjustment will be notified in writing of the applicable refund amount.

Strategic Plan or other Guiding Document:

We demonstrate integrity, honesty, fairness, transparency and accountability in all of our actions.

5 January 2015

City Council Committee Report

To: Mayor and Council

Fr: Karen Brown, CAO

Re: Mount Evergreen Ski Club Hydro One PowerPlay Application

Recommendation:

That Council hereby approves an application to Hydro One PowerPlay on behalf of the Mount Evergreen Ski Club for upgrades to its lighting system; and further

That Council hereby approves, pending confirmation of a grant award to the Mount Evergreen Ski Club through the Hydro One PowerPlay grant program, the City to pay for costs incurred up to a maximum of the amount of the grant on the condition that the grant monies and any other applicable costs, be reimbursed to the City upon receipt of those grant monies; and further

That Council hereby approves the following repayment terms for the existing and remaining Ski Club debt owed to the City in the amount of \$9,000 as follows:

- Payment of \$3,000 plus interest in each of 2015, 2016 and 2017, with the dates to be agreed to between the City's Finance Department and the Ski Club;
- Forgiveness of any interest that would have accumulated on the outstanding debt between January 1, 2011 and December 31, 2014;
- Application of interest at a rate of Prime + 2% on the outstanding debt commencing January 1, 2015; and
- Payment terms conditional on the Ski Hill meeting the agreed upon repayment dates and amounts, and failure to do so will result in a retroactive application of interest effective January 1, 2011 in accordance with the Council resolution passed in January 2010.

Background:

The City has received a request from Mount Evergreen Ski Club to support an application to the Hydro One PowerPlay funding program in the amount of \$25,000 towards a new lighting system. A copy of the brief prepared by the Ski Club has been attached for Council's reference.

Several years ago (June 2008), the City provided similar support to the Mount Evergreen Ski Club for application to this same program, although the Ski Club was unsuccessful at that time. Following that (May 2009), the City approved a repayable loan in the amount of \$25,000 for the installation of snow making equipment, installation of a wheelchair ramp and accessible washrooms, and the completion of renovations for the new training facility and the new ski lockers. The Ski Club was receiving 50% funding from NOHFC for these works, and the intent was for the Ski Club to repay the City by end of 2009, or begin to pay interest at the rate of prime plus 2% per annum if the repayment terms were defaulted upon. The City had previously extended a loan in 2008 to the Ski Hill, which was repaid in full by the end of 2008.

In January 2010, Council granted a one year extension, to December 2010, without interest for the Ski Club to repay the \$25,000 loan. A payment was received in the amount of \$15,000 on January 5, 2011. The City did not receive another payment on the debt for a few years, and the City's Treasurer, Charlotte Edie, sent a reminder to the Ski Club of the obligation on February 13, 2014. The City received a payment of an additional \$1,000 in October 2014, leaving a current balance of \$9,000. In addition, and despite the approved Council resolution, no interest was accumulated on the debt.

Fast forward to today, and the Ski Club is looking for support to make application to the Hydro One PowerPlay program. At the same time, the City has entered into discussions with the Ski Club about the need to repay the remaining existing debt. The following terms are being recommended:

- Payment of \$3,000 plus interest in each of 2015, 2016 and 2017, with the dates to be agreed to between the City's Finance Department and the Ski Club;
- Forgiveness of any interest that should have been accumulated on the remaining debt between January 1, 2011 and December 31, 2014;
- Commencement of interest at a rate of Prime + 2% on the outstanding debt as of January 1, 2015; and
- Payment terms conditional on the Ski Club meeting the agreed upon repayment dates and amounts, and failure to do so will result in a retroactive application of interest effective January 1, 2011 in accordance with the Council resolution passed in January 2010.

The Ski Club has indicated their commitment to meet these terms.

It should be acknowledged in this report that the Ski Hill continues to be a vital part of winter activities within the City, and that both the previous improvements, together with the new lighting proposal, were all designed to help the Ski Hill market itself as a skiing destination, helping to promote winter tourism to the Kenora area. As such, continued support of the City in helping to encourage improvements at the Club is being recommended, while ensuring a plan is put in place to resolve the outstanding debt.

Budget:

No cost to the City related to the PowerPlay grant, other than lost interest on funds in the City's bank account, which would be minimal, and offset by the interest that will be charged on the outstanding debt.

Communication Plan/Notice By-law Requirements:

The Ski Club will be advised as to Council's decision on this matter.

Strategic Plan or other Guiding Document:

Kenora Strategic Plan – Our Vision is 20/20

Corporate Action #1-9 – The City will promote Kenora as a 365-day lifestyle destination.

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



January 6, 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:

- November 4 – Kenora Urban Trails Committee
- November 20 – Heritage Kenora; and

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

- September 16, October 7 & November 18 – Planning Advisory Committee
- October 30 & November 27 – District of Kenora Home for the Aged Board of Management; and further

That these Minutes be circulated and ordered filed.

Background:

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

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

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

Budget: N/A

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



January 5, 2015

City Council Committee Report

To: Mayor and Council

Fr: Colleen Neil, Recreation Services Manager

Re: Central Community Club Request

Recommendation:

That Council hereby approves an allocation of \$ 10,520.51 to be funded to Central Community Club through the Community Club Reserve for the reimbursement of costs for architectural drawings of a new club house for Central Community Club; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend its 2014 Capital Budget at its January 20, 2015, meeting to withdraw funds from the Community Club Reserve in the amount of \$10,520.51 to offset the cost of this purchase; and further

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

Background:

The Central Community Club delivered a deputation to Council at its December 2014 Committee of the Whole meeting. Tim Gosnell, Community Club President informed Council of the clubs plans and progress for the replacement of the existing club house that is currently on site. The club is requesting assistance in the amount of \$10,520.51 to be reimbursed to them from the city to cover the architectural drawings that have been completed.

Budget:

The Community Club Reserve account was scheduled to have a balance of \$95,000.00 at the end of 2014 prior to any payments being made.

Communication Plan/Notice By-law Requirements:

Central Community Club, Manager of Recreation Services and Manager of Corporate Services.

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

Strategic Plan:

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

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

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



January 5, 2015

City Council Committee Report

To: Mayor and Council

Fr: Colleen Neil, Recreation Services Manager

Re: Evergreen Community Club Request

Recommendation:

That Council hereby approves an allocation of \$ 10,000.00 to be funded to Evergreen Community Club through the Community Club Reserve for the reimbursement of costs associated with the complete floor rebuild to the Evergreen Clubhouse; and further

That in accordance with Notice By-law #144-2007, public notice is hereby given that Council intends to amend its 2014 Capital Budget at its January 20, 2015, meeting to withdraw funds from the Community Club Reserve in the amount of \$10,000.00 to offset the cost of this purchase; and further

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

Background:

The Evergreen Community Club had to make some immediate and necessary repairs to its club house so that the building could be made safe and allow the club to open for the winter season. These repairs are beyond what would be considered typical repairs and maintenance items that a volunteer group would be able to cover. The necessary repairs were to replace the entire floor structure of the building. The final cost of floor was \$14,500.00 plus \$1885.00 HST, totaling \$16,385.00.

The Evergreen Community Club has been, in the past, able to independently manage all of its operating and maintenance costs (upgraded outside lighting and plumbing repairs) through good financial management.

The Club would like to contribute \$6,385.00 toward the cost of the floor replacement and is asking the city for the remaining \$10,000.00. The Club also has some windows that are still needing repaired and some other remaining plumbing items that need to be addressed and feel that with the City's contribution of \$10,000.00 to the floor project the Club could independently make all remaining necessary repairs.

Budget:

The Community Club Reserve account was scheduled to have a balance of \$95,000.00 at the end of 2014; prior to any payments being made.

In previous budgets, Council has approved an allocation of \$15,000.00 per year to be placed in this reserve account.

Communication Plan/Notice By-law Requirements:

Evergreen Community Club, Manager of Recreation Services and Manager of Corporate Services.

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

Strategic Plan:

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

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

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



January 6, 2015

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: Age Friendly Communities – Funding Application

Recommendation:

That Council authorize a funding application to the Province of Ontario for the completion of an Age Friendly Community Planning Strategy to support participation and healthy active lifestyle for older adults and all citizens; and further

That Councillor Rory McMillan sit as an active member on the community Steering Committee which has been created to drive this process, which represents all sectors in the community and will report regularly to Council on the activity of the Committee.

Background:

In late fall 2014, the Province of Ontario announced its Age Friendly funding program with an application deadline of January 31, 2015.

The new Age-Friendly Community Planning Grant Program will offer a total of up to \$1.5 million over two years for short and longer-term projects that take place between June 15, 2015 and March 31, 2017. Funding will support local governments and community organizations to undertake strategic planning with a focus on seniors as outlined in the Age-Friendly Community Planning Guide and lead to the development of local aging plans that will eventually be implemented, evaluated and improved upon. The purpose of this funding is to help communities become age-friendly by ensuring that the needs of seniors are considered at every stage of community planning and development. Communities with populations up to 20,000 are eligible for up to \$25,000 in funding.

On January 5, 2015, the Northwestern Health Unit organized a meeting of potential community project partners to discuss whether there was an interest in pursuing this funding opportunity. At that meeting, it was agreed that the funding should be pursued with a further recommendation that the City of Kenora should be the applicant. The community steering committee includes a wide representation from agencies and organizations in the community which provide seniors services. Because this committee was just developed and they have only met once the intention at the time of writing this report is to use the funding to develop an age friendly plan for Kenora.

Details of Funding:

Projects will result in planning, implementation and evaluation of activities that contribute to the creation and ongoing development of age-friendly communities.

1. Projects must involve seniors or organizations that represent seniors.

2. Planning projects must result in activities that support at least one of the steps outlined in the Age-Friendly Community Planning Guide, including defining local principles; developing a custom needs assessment; developing an action plan; and implementing the action plan and evaluating the action plan results.

3. The local government must endorse the age-friendly community plan.

4. Projects must identify which of the World Health Organization's eight age-friendly community dimensions (Outdoor Spaces and Public Buildings; Transportation; Housing; Social Participation; Respect and Social Inclusion; Civic Participation and Employment; Communication and Information; Community Support and Health Services) the local action plan supports.

5. The project plan must identify the next step in the development, implementation or evaluation of the age-friendly community plan, which will help to maintain momentum and ensure that planning continues.

Priority will be given to projects that target small municipalities and communities with diverse populations, and those in rural and remote areas of Ontario. Priority will also be given to communities that have not yet begun age-friendly community planning work or do not have a local age-friendly action plan.

All applications must reflect the support of the local government, which, in turn, must support age-friendly community planning. Support for age-friendly community planning will be demonstrated by the approval of a local government council resolution. Resolutions must express commitment to local age-friendly planning and the intention to develop a local action plan.

All applicants must submit a copy of the approved council resolution by March 31, 2015. Applications that do not include evidence of an approved council resolution by this date will be deemed ineligible.

This grant program aims to encourage widespread adoption of the age-friendly community principles, and support the development and implementation of local action plans to realize truly age-friendly communities throughout the province.

City of Kenora Vision 20/20 Strategic Plan (2015-2020):

This project supports the City of Kenora's Vision 20/20 Strategic Plan as follows:

Goal #2 Strengthen Our Foundations

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

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

Budget:

No impact to City of Kenora budget. City of Kenora role would be to submit the application for funding, work with community steering committee and provide reporting to the Province of Ontario on funding as well as to adopt the Age Friendly Plan upon its completion.

Communication Plan/Notice By-law Requirements: EDO, Megan Derouard, Community Services Manager, Planning Administrator and Manager, Property & Planning, Finance

January 6, 2015

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: Health Care Sector Profile and Health Care Campus – Funding Application

Recommendation:

That Council of the City of Kenora hereby supports the submission of a request for funding by the Lake of the Woods Development Commission to the Ministry of Northern Development and Mines Northern Communities Investment Readiness Initiative; and further

That this submission is in partnership with the City of Kenora, Lake of the Woods Development Commission and the Lake of the Woods Business Incentive Corp.

Background:

The 2014 Lake of the Woods Development Commission Strategic Business Plan included the following deliverable:

In 2014, the Lake of the Woods Development Commission will facilitate the development of a Health Care Campus Concept plan for Kenora in partnership with existing health care organizations and partners.

To complement the Health Care Campus project, the Commission also identified the completion of a Health Care Sector Profile as a project and allocated funding towards the completion of the Health Care Sector Profile in its 2014 budget.

On October 29, 2014, the Lake of the Woods Development Commission board passed a resolution authorizing the submission of a funding application for the development of the Health Care Sector Profile and for the development of a high level overview for Kenora's Health Care Campus concept to the NCIR program.

The purpose of the NCIR program is to support community projects to enhance a community's investment readiness. Municipalities, First Nations and Economic Development Corporations can apply to the fund. NCIR encourages partnership projects by increasing the funding amount for each project partner. Each partner in a project is eligible for \$7,500.

The NCIR program has previously funded the development of the Value Added Forestry Sector Profile (2013), the Mining Services Sector Profile (2014) and the Boating Sector Profile (2014). The Tourism Sector Profile (2013) was funded through the Province's Tourism Development Fund.

The Health Care Sector Profile will be the fifth in this series of sector profiles. The sector profile projects provide detailed, sector-specific data and information for potential business investors. The sector profiles outline Kenora's value proposition and advantages within a specific sector, the current value of the sector, and identifies gaps and opportunities within a sector.

The Health Care Campus high level concept will be developed during a facilitated workshop of community health care partners. The NCIR funding would help pay for the facilitator for the project.

This NCIR project proposal is one of three NCIR projects submitted by the Lake of the Woods Development Commission:

1. Health Care Sector Profile
2. GDP Analysis Project
3. Choose Kenora Project

A fourth NCIR project was submitted by the City of Kenora:

1. Tunnel Island Project

Budget:

No impact to City of Kenora budget. \$5,000 was allocated in the LOWDC 2014 budget from the City of Kenora. LOWBIC has committed \$1275 to the project. Request to NCIR is for \$15,000.

Communication Plan/Notice By-law Requirements: EDO

Strategic Plan:

Goal #1 Develop Our Economy

The City will promote Kenora to external investment audiences in specific sectors that provide the most promise for job growth and economic diversification

January 6, 2015

City Council Committee Report

TO: Mayor and Council

FR: Jennifer Findlay, Economic Development Officer

RE: Tunnel Island Project – Funding Application

Recommendation:

That Council of the City of Kenora hereby approves the submission of a request for funding for the Tunnel Island Project to the Ministry of Northern Development and Mines' Northern Communities Investment Readiness Initiative (NCIR).

Background:

In 2014, the City of Kenora accessed funding from the Province of Ontario's Cultural Development Fund (CDF) to hire a facilitator to work with the Tunnel Island project partners to develop a governance structure and strategic plan for Tunnel Island. In order to maximize the CDF funding, the City of Kenora must find matching funding for the project. The City was successful in accessing a grant for the project from the Common Ground Research Forum.

In December, 2014, an application for funding was submitted to NCIR to complete the project. The purpose of the NCIR program is to support community projects to enhance a community's investment readiness. Municipalities, First Nations and Economic Development Corporations can apply to the fund. NCIR encourages partnership projects by increasing the funding amount for each project partner. Each partner in a project is eligible for \$7,500.

The NCIR program has previously funded the development of the Value Added Forestry Sector Profile (2013), the Mining Services Sector Profile (2014) and the Boating Sector Profile (2014) as well as the development of Kenora's Community Profile and electronic data for business developers.

Budget:

No impact to City of Kenora budget. Request to NCIR is for \$12,500.
CDF \$25,000 + CGRF \$10,000 + GCT#3 \$2500 confirmed to date

Communication Plan/Notice By-law Requirements: EDO

Strategic Plan:

Goal #2 Strengthen Our Foundations (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.



December 23, 2014

City Council Committee Report

To: Mayor & Council

**Fr: Richard Perchuk, Operations Manager
Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, Water Treatment Plant
Gord St. Denis, Wastewater Treatment Plant**

**Re: 2014 Water & Wastewater Systems Monthly Summary
Report - November**

Recommendation:

That Council of the City of Kenora hereby accepts the November 2014 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by Biman Paudel, Water and Sewer Supervisor, Ryan Peterson, Water Treatment Plant Operator and Gord St. Denis, Wastewater Treatment Plant Operator.

Background:

The Water and Sewer Department will be providing Council with Water and Wastewater Systems Summary Reports, on a monthly basis.

The purpose of the Report is to provide Council with an understanding on how the water and wastewater systems they own and operate are maintained. Data will be collected at the end of each month and presented to Council for acceptance, see attached.

The Operations Department recommends that Council accept the 2014 Water and Wastewater Systems Monthly Summary Report for November.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

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

CITY OF KENORA

Monthly Summary Report Water & Wastewater Systems

November 2014

Prepared by: Biman Paudel, Water & Sewer Supervisor
Ryan Peterson, ORO, Water Treatment Plant
Gord St. Denis, ORO, Wastewater Treatment Plant

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of November 2014 at the Kenora Area Water Treatment Plant, Water Distribution System and Wastewater System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

2.0 Water Treatment Plant

2.1 Monthly Flow and Operating Data – See Schedule “A”

2.2 Weekly Bacteriological Samples

1 Raw, 1 Treated and 6 Distribution for a total of eight (8) samples are taken on a weekly basis.

Sampling was conducted on the following dates:

- Nov 3rd
- Nov 11th
- Nov 17th
- Nov 24th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced diaphragm on #2 ammonium sulphate pump.
- Replaced peristaltic tubing in aluminum sulphate pump.
- Continued working on new alum pump system.
- Replaced electrolyte and abrasive grit in clearwell effluent analyzer.

2.4 Training

- All operators attended the following courses:
 - 2.4.1 XCG Training – Fire Hydrant Maintenance (full day)
 - 2.4.2 XCG Training – Flushing and Swabbing (full day)
 - 2.4.3 XCG Training – Cross Connections and Backflow Prevention (full day)
 - 2.4.4 Health and Safety Refresher (in house training with Bruce, half day)

*XCG Training and Operations Inc.

2.5 Water Quality Complaints

There were no water quality complaints in November.

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

- November 3 - Dug and replaced curb stop at: 501 Fourth Avenue South.
- November 5 - Dug and repaired outstanding water main break at: 200 First Street
North.
- November 12 - Dug and installed new valve box and rod at: 504 Third Avenue South.
- November 17 - Dug and repaired watermain break at: 1132 Minto Avenue.
- November 19 - Dug and repaired watermain break at: the intersection of Fourth Avenue North and Third Street North.
- November 21 - Dug and repaired watermain break at: 112 Poplar Street.
- November 25 - Dug and repaired watermain break at: the intersection of Ascough Drive and Outen Lane.

3.1.2. Wastewater Collection

- November 2 - Flushed sewer main at: 134 Mascott Avenue.
- November 3 - Rodded plugged sewer at: 633 Sixth Avenue South.
- November 4 - Flushed to clear the sewer blockage at: 215 Matheson Street.
- November 7 - Dug and repaired sewer service at: 215 Matheson Street and rodded plugged sewer at: 320 First Avenue South.
- November 10 - Rodded plugged sewer at: 318 First Avenue South.
- November 11 - Flushed sewer main at: Fifth Street South down Fifth Avenue South.
- November 12 - Rodded plugged sewer at: 634 Seventh Avenue South.
- November 13 - Dug and repaired sewer main at: 22 Minnesota Street
- Flushed sewer main at: 1251 Heenan Place.

- November 22 - Flushed sewer main from Valley Drive to clear blocked sewer at: 7 Amethyst Street.
- November 23 - Rodded blocked sewer at: 411 Third Street South
- Rodded blocked sewer at: 234 First Street North
- Rodded blocked sewer at: 1122 Minto Avenue.
- November 27 - Rodded blocked sewer at: 616 Sixth Avenue North.
- November 28 - Rodded blocked sewer at: 435 Fourth Street North
- Replaced grinder pump at: 22 Birchwood Crescent.

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

3.2 Training

- November 5 - Biman Paudel received his Class 2 Certifications on water distribution, wastewater collection, water treatment plant and wastewater treatment plant; and Jim Bell, Dave King, Leland Parker, Craig Robinson, Ray Lindquist and Biman Paudel attended two hour training session on E-One Grinder Pumps.
- November 6 - Biman Paudel attended a webinar by Stephen Hammond on “Improving Workplace Behaviors for Municipal Employees”.
- November 13, 14 - Ray Lindquist attended CPR with First Aid Training.
- November 17, 18 - Darryl Paterick attended CPR with First Aid Training.
- November 19, 20 - Biman Paudel, Ray Lindquist, Jed Alcock, Craig Robinson, Darryl Paterick, Leland Parker, Jayson Pykerman, Dwayne German, Dave King, Ray Lunam, Jim Bell and Mike Derouard attended XCG training on Operation and Maintenance of hydrants.
- November 21 - Biman Paudel, Ray Lindquist, Jed Alcock, Craig Robinson, Jayson Pykerman, Dwayne German, Dave King, Jim Bell and Mike Derouard attended XCG training on Trenching and Excavating; Bill Dixon attended CPR with First Aid Training.
- November 24, 25 - Biman Paudel, Ray Lindquist, Jed Alcock, Craig Robinson, Darryl Paterick, Leland Parker, Jayson Pykerman, Dwayne German, Dave King, Ray Lunam, Jim Bell and Mike Derouard attended XCG training on Operation and Maintenance of Sewage Pumping Stations.
- November 26, 27 - Biman Paudel, Ray Lindquist, Jed Alcock, Craig Robinson, Darryl Paterick, Leland Parker, Jayson Pykerman, Dwayne German, Dave King, Ray Lunam, Jim Bell and Mike Derouard attended XCG training on Operation and Maintenance of Wastewater Collection Systems.
- November 28 - Ray Lindquist, Jed Alcock, Leland Parker, Jayson Pykerman, , Jim Bell

and Mike Derouard attended XCG training on Cross Connection and Back Flow Prevention.

- All water and sewer staff attended mandatory health and safety refresher training in November.

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2014

Date and Location:

- November 14th - 2 residents on Chipman Street and 1 resident on First Street South.
- November 12th - 4 residents on Third Avenue South and 1 resident on Fifth Street South.
- November 17th - 10 residents on Minto Avenue, 7 residents on Minto Crescent and 1 resident on Minto Heights.
- November 21st - 1 resident on Poplar Street, 3 residents on Nelson Street, 1 resident on Government Road, 1 resident on McClean Avenue and 1 resident on Charles Street.
- November 22nd - 19 residents on Rabbit Lake Road, 4 residents on Ascough Drive and 6 residents on Outen Lane.

3.5 Other Information

On top of their regular task all the staff made their time to attend multiple mandatory and certification trainings in this month.

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 November 19th, 2014 - Results:

- a. Total BOD (biological oxygen demand) Raw Sewage: 150 [mg/L]
- b. Total BOD Final Effluent: 4.0 - limit is 25[mg/L].

- c. Total Suspended Solids Raw Sewage: 190 [mg/ L]
- d. Total Suspended Solids Final Effluent: 3.0 [mg/ L] – limit is 25 [mg/L]

- 4.2.2. Weekly Final Effluent Bacti Samples sent to A.L.S. Laboratories on November 5, 12, 19, 26th, 2014 - Results: Organisms/100 ml
 - a. Geometric Means from samples in November: 100.3 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 2.1 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 97% and the Plant reduction of suspended solids is 98%.

4.3 Maintenance

- 4.3.1 Changed both belts on south Filter Press.
- 4.3.2. Ordered and installed a new motor in the air exchange in the #700 building.
- 4.3.3. Requested quotations for new filter press belts.
- 4.3.4. Started office renovations.
- 4.3.5 UV maintenance performed on both banks.
- 4.3.6 Repaired heaters in #100, #200 and #500 buildings.

4.4 Training

- 4.4.1. Health and Safety Policy reviewed with staff.

4.5 Other Information

- 4.5.1. November 13th, 2014 - Workplace Health & Safety inspection completed.

Schedule "A"

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

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		195295	186497	248794	270818	245075	226789	238096	243506	224944	229476	227278		2536568
Maximum Daily Influent Flow	m ³ /day		7822	8775	10059	11671	8790	9031	9129	9745	9017	8938	9072		102049
Minimum Daily Influent Flow	m ³ /day		5277	5889	6532	7655	6920	6529	5683	6269	6199	6394	6387		69734
Average Daily Influent Flow	m ³ /day		6300	6661	8026	9027	7906	7560	7681	7855	7498	7402	7576		83492
Maximum Daily Instantaneous Influent Flow	m ³ /day		18722	18720	18437	18654	19226	22039	19926	19778	22076	23893	18714		220185
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /month		182996	173656	233343	254575	228915	212748	224576	228980	211263	217343	216430		2384825
Maximum Daily Effluent Flow	m ³ /day		7513	8199	9418	10903	8418	8278	8743	9297	8405	7895	8761		95830
Minimum Daily Effluent Flow	m ³ /day		4996	5499	6072	7255	6228	6236	5301	5768	5769	5976	5954		65054
Average Daily Effluent Flow	m ³ /day		5903	6202	7527	8486	7384	7092	7244	7386	7042	7011	7214		78491
Samples															
<u>Weekly Bacteriological</u>															
Number of Raw Samples Taken			5	4	5	4	4	4	5	4	5	4	4		48
Number of Treated Samples Taken			5	4	5	4	4	4	5	4	5	4	4		48
Number of Distribution Samples Taken			30	24	30	24	24	24	30	24	30	24	24		288
<u>Boil Water Advisory Bacteriological</u>															
Number Taken			6	22	23	43	10	60	65	20	18	18	22		307
Callouts															
Major			0	0	0	0	0	0	0	0	0	0	0		0
Minor			1	1	2	5	10	6	11	8	1	7	2		54

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2014

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m ³ /mon.	142,528	137,211	191,815	419,112	430,462	344,643	320,891	247,429	206,070	200,876	177,676			2,818,713
Maximum Daily Influent Flow	m ³ /day	5,997	6,583	8,885	22,642	26,535	17,257	13,119	11,944	8,271	8,234	6,906			136,373
Minimum Daily Influent Flow	m ³ /day	3,526	4,000	5,095	6,407	9,813	8,583	7,156	6,001	5,834	6,015	5,016			67,446
Average Daily Influent Flow	m ³ /day	4,597	4,900	6,187	13,970	13,885	11,488	10,351	7,981	6,869	6,480	5,923			92,631
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	182,301	176,061	238,125	449,349	451,366	366,151	345,084	245,938	196,674	193,378	175,304			3,019,731
Average Daily Flow	m ³ /day	5,880	6,287	7,937	14,978	14,560	12,205	11,131	7,933	6,555	6,238	5,843			99,547
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	4	4	5	4	4	5	4	4	5	4			48
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1			11
Number of Treated Samples Taken		6	5	5	6	5	5	5	5	5	5	5			57
Geometric Means (Bacti Samples)		18.7	33.1	6.22	85.1	25.1	329.3	26.7	8.6	13.8	2.1	100.3			649
Sludge Hauled to Landfill	yds/mon.	300	344	405	315	345	255	285	225	270	270	360			3,374
<u>Callouts</u>															
		9	2	3	0	8	8	8	10	9	15	1			73



**October 7, 2014 –
Amended 7 Jan 2015**

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Amend By-law No. 169-2014 Authorize the Mayor and Clerk to enter into agreement of purchase and sale - Carlson

Recommendation:

That the Council of the Corporation of the City of Kenora authorizes the Mayor and Clerk to enter into an agreement of purchase and sale of property described as all of the lane between Lot 108 and 109 on Plan M102 designated as Part 1 on 23R-12301, City of Kenora, in the District of Kenora for purchase to at the price of \$0.28/square foot x 1235.06 square feet, for a total of \$345.82 + any applicable taxes, legal and transfer fees; and further

That the purchasers – Robert Alfred Carlson and Gweneth Eileen Carlson - be responsible for all costs associated with the purchase/sale, including a consolidation agreement (if required), registration and fee; and further

That an appropriate bylaw be passed for this purpose; and further

That By-law No. 169-2014 be hereby repealed.

Background:

In June of 2014, Council adopted the following resolution:

That the Council of the City of Kenora hereby declares property abutting 1914 Ninth Street N, CON 5J PT LOC 265P PLAN M102 LOTS 108 AND LOT 109, as surplus to the needs of the municipality;

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

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

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

Council adopted By-law No. 169-2014 in December of 2014, however the original resolution (June 2014) indicated that the purchase price would be \$0.28 per square foot. Although the tariff of fees by-law states that it will be the higher of \$0.28 per square foot or \$1000, the Carlsons budgeted in accordance with the original resolution. This was an administrative error.

The required advertising has been completed. Proceeds will be collected upon closing.

Budget: Proceeds to be allocated to planning land sales.

Communication Plan/Notice By-law Requirements:

By Agenda of Property and Planning and of Council; Manager of Property and Planning, Planning Administrator, Manager of Finance and Administration, Municipal Solicitor, Property Owner



December 15, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Tara Rickaby, Planning Administrator &
Marco Vogrig, Municipal Engineer**

RE: Transfer and exchange of municipal property - CJ Edwards

Recommendation:

That Council of the Corporation of the City of Kenora declares surplus lands described as Part 1 on Plan 23R 12310; and further

That Council authorizes the Mayor and Clerk to enter into an agreement to transfer said lands to Wray J. Edwards and Wendy Edwards, subject to an merger agreement to merge said lands with property described as M56 LOT 103 PCL 39039 & PT RD ALLOW DES AS RP 23R8255 PART 1 PCL 39040; and further

That Council authorizes the Mayor and Clerk to enter into a transfer agreement with CJ Edwards & Son Ltd, or current owner, to accept into the inventory of municipal highways Parts 2,3,6 8 and 9 on Plan 23R 12310; and further

That the Mayor and Clerk are authorized to enter into an agreement with CJ Edwards & Son Ltd, or current owner, to release an easement over Parts 4,5 and 7 on Plan 23R 12310; and further

That the applicable by-laws be adopted for this purpose.

Background:

The City of Kenora and CJ Edwards & Son Ltd. have been in discussion with respect to the release of an easement, in favour of the City of Kenora, and the realignment of a laneway. The City of Kenora has also been working towards a solution to address access issues for neighbours to the south of the CJ Edwards property.

The development of an existing plan of subdivision offered the opportunity to realign the lane and provide access, via a municipal lane allowance, to the properties shown below, with yellow dots on them. The property in pink, is to be transferred to Wray and Wendy Edwards, as a consolidation of their property. This is the property, shown in orange, to the south of Lot 103 and to the north of the pink block.

The transfers will be based on exchanges only, with no other remuneration other than the required \$2 transfer requirements.

Budget:

Transfer costs to be shared – Operations Operating budget.

Communication Plan/Notice By-law Requirements:

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

December 15, 2014

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Lease Renewal – Rogers Communications – Kenora Water Tower

Recommendation:

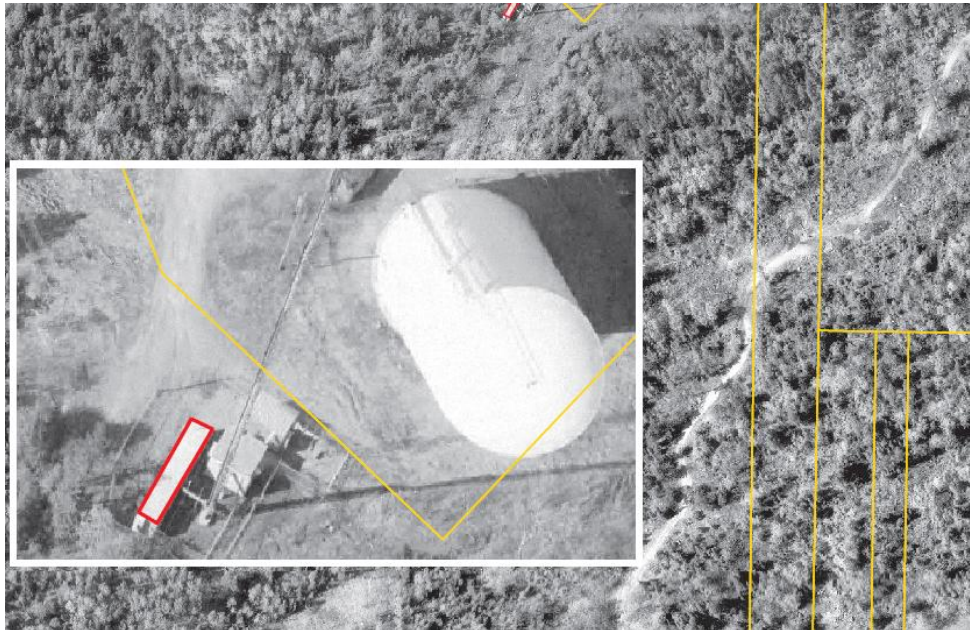
That the Council of the City of Kenora hereby authorizes the Mayor and Clerk to execute an agreement, amended per the comments by the Municipal Solicitor, between the City and Rogers Communications Inc. for the property described as Location 16V Partly described as Part 1 Plan 23R 5391 and Part 1 23R 4334; and further

That Rogers Communications Inc. be responsible for a portion of the cost of the legal review and preparation of the document; and further

That the lease agreement shall take effect August 1, 2014 and extend until August 1, 2019, with the addition of two five year terms commencing August 1 2024 and ending July 31, 2029 and commencing August 29, 2029 and ending July 31, 2034; and further

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

Background:



Rogers Communications has requested that the City of Kenora renews a license agreement for an additional twenty years. The lands are the location of a small building and telecommunications tower.

The former Town of Kenora originally entered into the lease agreement in 1989 (terminating in 2009), and the lease was amended, and extended until 2014.

The request was circulated internally with the following comments:

Department	Comment
Roads Supervisor	No comments received
Municipal Engineer	No comments received
Operations Manager	No comments received
Kenora Hydro	No comments received.
Planning	Need to ensure a minimum of \$5million public liability and property damage insurance and certificate naming the City of Kenora. Need to ensure that there is an escape clause. No consent required, under the Planning Act, as the lease period is less than 21 years, less a day.
Sewer/water	
Municipal solicitor	Agree that insurance s/b a minimum of \$5 million, which amount shall be reviewed and increased from time to time Clause 15 should be deleted Clause 3 Rent – Increasing every 5 years results in more rent to the City and accordingly we agree with the proposal
Facilities	

Budget:

Proceeds to be allocated to reserve for Valley Drive stand pipe; leasee responsible for a portion of the legal cost of review and preparation of the lease.

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, Municipal Solicitor, Rogers Communications

Strategic Plan or other Guiding Document:

Strat Plan – Reduces infrastructure deficit by providing revenue for reserve fund for stand pipe

City of Kenora Official Plan (2010) – N/A



January 5, 2015

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Caron, Property and Planning Manager

RE: Norman Park Spray Park Proposal – Kenora Rotary

Recommendation:

That Council of the Corporation of the City of Kenora supports the Rotary Club of Kenora's 100th Anniversary project, for 2019, for the location of an accessible Spray Park / Splash Pad in the City of Kenora's Norman Park, and further

That the City of Kenora accepts the asset once complete and maintains it into the future for all citizens of Kenora and visitors.

Background:

The Rotary Club of Kenora approached the City of Kenora's Property and Planning Department in 2014 to discuss various ideas for a legacy project, for 2019, to celebrate 100 years of community service, by the Rotary Club in Kenora. Of the ideas discussed a spray park / splash pad was the one that would reach the most people and best fit with City Plans. An accessible spray park / splash pad has twice been proposed for Norman Park but funding for the project was not successful.

The Rotary funding model is to completely fund the capital portion of a project then turn the asset over to an entity that is willing and capable of maintaining that asset into the future. Rotary is proposing to completely fund an accessible spray park / splash pad for Norman Park through fund raising and grants. The park would be tendered as a turnkey project. Once complete the park would become the property of the City of Kenora. The City of Kenora would operate and maintain the park. There would be no cost to use the spray park and no additional staff are required.

The spray park would turn on and off automatically each day and be checked by parks staff that visit the park at a minimum once per day in the summer season. The municipal water used in the spray park is continuously cleaned and recycled. The operational costs would be minimal.

Norman Park was previously proposed for a spray park / splash pad as it is centrally located, on the local bus route and located close to the Discovery Centre, which saw 10,860 visitors in June, July and August of 2014. Norman Park is a Lion's Park and the Kinsmen Club currently leases the club house. It seems appropriate that the Rotary Club of Kenora would donate a Spray Park at this location.

By partnering with the Rotary Club of Kenora the City of Kenora has the ability to obtain a valuable asset for the citizens of Kenora that would otherwise likely not be possible. Page135



Budget:

No capital costs. Future years operational funding. In kind contribution of the finance department to track grants accessed.

Communication Plan/Notice By-law Requirements:

Agenda for Property and Planning and Council, Rotary Club

Strategic Plan:

Promotes Kenora as a 365 day life-style community, provides recreation and leisure amenities to promotes healthy and inclusive lifestyles, and expands tourism industry

Official Plan:

Principles 6 and 7 - Kenora shall encourage new development (e.g. buildings, new neighbourhoods) to provide for a mix of uses in planning for complete communities.

Objectives:

- To support mixed-use neighbourhoods.
- To enhance the quality of life for existing and future residents by improving access to parkland, cultural and recreational facilities.

Principle 7 – Neighbourhood Design

Kenora shall promote a desirable built form in any development or re-development.

Objectives:

- To promote built form that may address the needs of present and future generations (i.e. live, work, play).
- To ensure that all aspects (e.g. buildings, streetscapes, landscapes) contribute to everyday living in a positive manner.
- To encourage place making in any development through the implementation of public art and public spaces.

A spray park is a common amenity in municipal parks.



October 7, 2014

City Council Committee Report

TO: Mayor and Council

**FR: Charlotte Caron, Property & Planning Manager
Barb Manson, Parks Supervisor**

RE: Kenora Urban Recreational Trails Committee – Terms of Reference

Recommendation:

That the Council of the City of Kenora hereby approves the revised Terms of Reference for the Kenora Urban Recreational Trails Committee; and further

That three readings be given to a by-law to adopt the Terms of Reference for the Kenora Urban Recreational Trails Committee; and further

That Bylaw #12-2010 be hereby repealed.

Background:

The Kenora Urban Trails Committee was originally formed through the Kenora Health Providers in October, 2005. This is a volunteer Committee of Council which have provided knowledge and advice to Council regarding trail development, maintenance, promotion and signage.

The roles and responsibilities of the Committee are outlined in the current Terms of Reference which include:

- Advice and recommendations to Council with respect to the development of urban non-motorized trails.
- Collaborative partnership with the City of Kenora with all matters concerning urban trails.
- Work in partnership with "Friends of Trails" to ensure sustainability and participation in decision making.
- To seek out partnerships and funding for trail development.
- To ensure the City of Kenora Official Trails meet the criteria set forth to be designated as an official trail.
- To promote the Trail systems.
- To ensure uniform signage.

The many accomplishments of the Kenora Urban Trails Committee include the following:

- Designation of four (4) Official Trails

- Gateway Signage (3 Trails)
- Directional Signs (3 Trails)
- Information Signs (3 Trails)
- Trails Brochure (issued 2008 & 2009 & 2014 – inclusion of Tunnel Island)
- Historical Signs (6 on 3 Trails)
- Friends of Trails for each trail and Friends of Trails Brochure
- Development of first accessible trail (Rabbit Lake Trail)
- Lookouts (8 on 3 Trails)
- Development of Feeder Trails (3 on 2 trails)
- Trail Toolkit (2014)
- Self-Guided Walking Tours (3 Trails)
- Advertising and promotion of Trails

All of these accomplishments were, in part, due to over 22 community partners and various funding sources.

The Kenora Urban Trails Committee would like to revise the Terms of Reference to include the word “recreational trails”, some wording clarification and for some housekeeping items. The Trails Committee recommends that the attached amended Terms of Reference be adopted by the Council of the City of Kenora and Bylaw 12-2010 be repealed.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Resolution and By-law required.
 Property & Planning Manager
 Operations Manager
 Parks Supervisor
 Tourism Development Officer
 Kenora Urban Recreational Trails Committee

December 15, 2014

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Transfer of Federal infrastructure to City of Kenora – Keewatin Wharf

Recommendation:

That Council of the City of Kenora authorizes the Mayor and Clerk to execute a bylaw for a grant agreement with the Minister of Fisheries and Oceans Small Craft Harbours Branch; and further

That the funding be allocated to the Keewatin Wharf Reserve fund, to be drawn from through the capital budgeting process.

Background:

In August of 2013, Council adopted the following resolution:

That Council of the City of Kenora hereby directs the Manager of Property and Planning to proceed with the transfer of the dock/boat launch and lands associated with the Keewatin Wharf from the Federal government.

The City will purchase the harbor on an "as is" basis for the sum of \$1.00.

Budget:

The Minister agrees to pay the City \$85,400.00 which would be placed in reserves for capital projects associated with repair/upgrading of Keewatin Wharf and appurtenances.

Communication Plan/Notice By-law Requirements:

Property and Planning Manager, CAO, EDO, Planning Administrator, Facilities Coordinator, Managers, GIS

