



City of Kenora
Committee of the Whole Agenda
Tuesday, July 14, 2015
9:00 a.m.
City Hall Council Chambers

A. Public Information Notices

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

- Council intends to amend the Tariff of Fees and Charges By-Law, Schedule A, to adopt convenience fees for ePayments
- Council intends to amend the Tariff of Fees and Charges By-Law, Schedule A, to adopt increased rates for pool and fitness
- Council will approve the waiving of fees associated with the use of the Kenora Recreation Centre for the purpose of hosting a youth baseball tournament
- Council intends to amend the Tariff of Fees and Charges By-Law, Schedule D, to include the rate schedule from Water and Sewer By-law #168-2004 and increase water and sewer service rates

B. Declaration of Pecuniary Interest & the General Nature Thereof

1) On Today's Agenda

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

C. Confirmation of Previous Committee Minutes

-Regular Committee of the Whole Meeting June 16, 2015

D. Deputations/Presentations

- **Andy Bilodeau – Enhance Road Safety (By-Pass Intersection)**
 - **Lake of the Woods Development Commission – Q2 Report**
 - **Jennifer Findlay & Tara Rickaby – Planning & Development**

E. Reports:

1. Business Administration

Councillor R. McMillan - Chair

Item Subject

Pages 4 - 20

1.1 FCM Federal Leaders Debate

1.2 Contracts & Expenditures Q2 2015

- 1.3 Convenience Fees for ePayments
- 1.4 December 2014 Financial Statements
- 1.5 May 2015 Financial Statements
- 1.6 IMEX iPay Agreement
- 1.7 Ontario Regulation 284/09: 2015 Budget Matters
- 1.8 Various Committee Minutes

2. Community Services

Councillor D. Reynard, Chair

Item Subject

Pages 21 - 25

- 2.1 Pool and Fitness Rates Increase
- 2.2 Right to Play – Youth Baseball Tournament

3. Economic Development

Councillor M. Goss, Chair

Item Subject

Pages 26 - 27

- 3.1 Resolution of Support – Kenora Declaration on Forest Innovation

4. Emergency Services

Councillor C. Wasacase, Chair

Item Subject

NO REPORTS

5. Operations

Councillor L. Roussin, Chair

Item Subject

Pages 28 - 43

- 5.1 Traffic Amendment – Rate of Speed - Lakeview Drive
- 5.2 Water & Sewer Service Charge Increase
- 5.3 May 2015 Water Wastewater Monthly Report

6. Property & Planning

Councillor S. Smith, Chair

Item Subject

Pages 44 - 46

- 6.1 Lakeshore Hotel Lease Agreement Amendment - Docking

F. Other

G. Next Meeting

- Tuesday, August 4, 2015

H. Adjourn to Closed

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

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

- i) **Acquisition of Land (1 item)**
- ii) **Personal Matter about an Identifiable Individual (1 item)**

I. Reconvene to Open Meeting

J. Close Meeting



June 29, 2015

City Council Committee Report

To: Mayor & Council

Fr: Heather Kasprick, Manager of Legislative Services

**Re: Federal Party Leaders' Debate on Municipal Issues in Advance of
Federal Election Day**

Recommendation:

Whereas municipalities continue to work with all orders of government as equal partners to solve some of our country's biggest challenges; jobs, economic growth and better quality of life; and

Whereas with greater cooperation with the federal government, Canada will prosper from modern infrastructure, ensure our communities remain affordable and family-friendly, attract talent and investment, improve public safety and ensure environmental sustainability for all Canadians; and

Whereas the Federation of Canadian Municipalities (FCM) has launched a campaign calling on the federal party leaders to participate in a national debate on municipal issues before the next federal election and asks its member municipalities to pass a Council resolution supporting the campaign;

Therefore Be it Resolved that Council endorses the FCM campaign and urges all federal party leaders to participate in a debate on municipal issues such as infrastructure, transit and transportation, housing, clean water, the environment and public safety; and

Be it Further Resolved that a copy of this resolution shall be sent to the four main party leaders and to the Federation of Canadian Municipalities and to the Northwestern Ontario Municipal Association and the Ontario Association of Municipalities of Ontario.

Background:

To help make municipal issues front and centre in the upcoming federal election, The Federation of Canadian Municipalities has released [the Roadmap for Strong Cities and Communities](#) and called for a federal leaders' debate. The leaders of the Green Party, the NDP and the Liberals have already agreed to participate in a debate. Discussions are ongoing with the Conservative Party and potential media partners.

A debate would bring unprecedented profile to key issues and ensure that all parties have a plan to work with municipal governments.

The FCM is asking for all municipalities help to propel their campaign to make local issues federal election issues and they have prepared a toolkit to help support municipalities and are asking us to undertake the following actions:

- Introduce a model council resolution calling for a federal debate (resolution before you today)
- Issue a news release in support of the Roadmap to local media (consideration attached to report)

Budget: N/A

Communication Plan/Notice By-law Requirements: Circulated to four main party leaders and to the Federation of Canadian Municipalities and to the Northwestern Ontario Municipal Association and the Ontario Association of Municipalities of Ontario.

Strategic Plan or other Guiding Document:

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

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

[Insert mayor/councillor name] Supports FCM's Roadmap to Stronger Cities and Communities

Election platform is a guide to reducing commute times, safer roads and bridges, cleaner water and more affordable housing

[Insert City] – [Insert mayor/councillor name] is throwing his/her support behind the Federation of Canadian Municipalities' (FCM) *Roadmap for Stronger Cities and Communities*.

The Roadmap presents practical solutions to the challenges Canadians face every day. It points the way towards reducing commute times, safer roads and bridges, cleaner water and more affordable housing.

"This is a guide for [Insert local constituents] to the upcoming federal election," said [Insert mayor or councillor]. "It is a plan to make not only our community stronger but to build a better quality of life for all Canadians."

The Roadmap was launched at the end of FCM's successful annual conference in Edmonton in early June. The conference saw all federal parties pitch their platforms to mayors and municipal leaders from coast to coast to coast.

The Roadmap sets out concrete solutions to create local jobs and growth; to build livable, safe and environmentally sustainable communities; and to leverage our global connections. It demonstrates how an effective partnership between the federal government and municipalities will improve the lives of Canadians in tangible ways.

"I encourage all Canadians to use our Roadmap as a guide in the lead- up to the next election," said FCM President Raymond Louie. "Compare federal party platforms to see which party will be the best partner for their community and improve quality of life in their hometown."

FCM's call for a National Leaders' Debate on Municipal Issues has attracted positive responses from three of four federal parties. The New Democratic Party of Canada, the Liberal Party of Canada and the Green Party of Canada have all agreed to participate in the debate.



July 1, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Contracts & Expenditures Approved January –June 2015

Recommendation:

That Council hereby receives the information report of Lauren D'Argis, Corporate Services Manager dated July 1, 2015 with respect to contracts awarded within the Manager's approved limits for January to June 2015.

Background:

Per the Procurement Policy, the Corporate Services Manager may award a tender, contract or purchase for greater than \$20,000 provided that:

- a) The purchase is included in the City's budgets, and is within the budgeted amount;
- b) The total cost of the contract does not exceed the following authority limits:
 - i. Operating expenditures not exceeding \$100,000;
 - ii. Capital expenditures not exceeding \$250,000, with the exception of;
 - iii. Capital expenditures for equipment outlined specifically in the capital budget not exceeding \$500,000;
- c) The award is made to the bidder whose bid achieves the highest score as a result of the evaluation;
- d) The term of the contract does not exceed the lesser of either the current operating year or the remainder of the term of Council; and
- e) The award is made to the bidder submitting the lowest end cost, compliant bid.

A report shall be submitted quarterly to Council to advise of the award of any tenders, contract or purchases under this section.

This report is attached.

Budget:

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

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

Strategic Plan or Other Guiding Document:

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



June 8, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Adoption of Convenience Fees for ePayments

Recommendation:

That Council hereby approves the addition of convenience fees for ePayments as outlined in the June 8, 2015 report of Lauren D'Argis, Corporate Services Manager, effective July 21, 2015; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its July 21, 2015 meeting to give effect to these rates outlined in the revised Schedule "A"; and further

That By-law Number 97-2015 be hereby repealed.

Background:

In September 2014, Council approved the resolution for the City to enter into an agreement with IMEX for iPay, the provision of on-line payment programming and processing. The report is attached and explains the reasoning behind selecting iPay and these fees.

Prior to iPay being 'live', a bylaw is required to allow the charging of convenience fees.

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

Budget:

There is no impact to the City budget from this report or bylaw.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or other Guiding Document:

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



August 15, 2014

City Council **Amended** - Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Agreement with IMEX for iPay

Recommendation:

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

That a bylaw be passed once negotiations have been completed.

Background:

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

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

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

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

1. Who does the web development that ensures that pricing is up-to-date, reports are appropriate for the city and for finance?
2. Who provides the payment gateway which is the link between our bank account and the credit card company?

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

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

Web Development:

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

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

Payment gateway:

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

The hosting of credit card information:

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

Costs:

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

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

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

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

IMEX iPay transaction fees to be charged to the customer:

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

Why choose IMEX?

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

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

The city may negotiate the removal of the AIRMILES offering in return for lower convenience fees for our customers.

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

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

A draft copy of the agreement is attached but minor changes may be made including to the exclusivity, duration and AIRMILES portions.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A



June 25, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: December 2014 Monthly Financial Statements

Recommendation:

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

Background:

- Attached for your information, please find the December 2014 summary expenditure statements for the City of Kenora, the Council department, travel statements for Council and a schedule of user fees.
- All managers were requested to provide information about the variances in their departments for compilation in this report.

Overall:

- Expenses to the end of December are over budget by just under \$800k.
 - The report includes actual principal and interest payments on City debt but does not include the budget for them. These payments are included in the overall compilation of the budget, but they are just not reflected in this report.
 - The report includes all departments including Water & Sewer and Solid Waste.
- User fee revenues to the end of December are better than budget.

Expenditures:

- 2014 results appear in the "Previous Year" columns.
- **General Government** - The General Government preliminary results are under-budget with 4% of the expense budget unspent. Building Rentals are currently substantially over budget. Fortunately, this department is small and has not caused the entire area to be over budget. In Finance, the billing printer was included in operating as it came in so far under budget that it did not qualify for capitalization. The offsetting funding was applied but does not appear as this is only an expense report.
- **Protection** – The Protection Department expenditures are overall under budget – once the variance related to the debt payments are considered. Fire Operations are over budget due in part to a change in the vacation accrual, utility costs, and an unanticipated purchase of immersion suits. Fire Protection Vehicles & Equipment are over budget due at least in part to pumper #6 requiring new tires that were not in the budget and a water main issue with the freight ladder truck.

The Emergency Measures department has over spent the budget due to a \$6100 sandbag purchase.

Facilities & Property Management are under budget because their staff is 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 over 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 at least in part due to the extreme quantities of snow experienced in the first part of 2014.

Bridge & Culvert maintenance:

- Had an overage due to overtime charged during the Laurenson Creek bog removal. The amount collected from the stakeholders did not entirely offset the city's costs.
- Had an overage due to an emergency repair to Coker Road Bridge.
- Had an underage of about \$47k due to an over estimation of the cost to do the bi-annual bridge inspection.

Paved and Surface Treated Road Maintenance was substantially underspent due to inadequate manpower resources.

Maintenance of Safety Devices is under budget despite an unbudgeted repair to damaged guard rails across the city.

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

Vehicles & Equipment are over budget due to increased use causing increased repairs and maintenance.

- **Environmental** – The Environmental Department expenditures are over budget even once the debt payments are considered. Fortunately, this overage is offset by an increase in user fees and some under spending in other department expenses, particularly in special projects (unusual spend).

Kenora Waterworks has substantially exceeded the full year budget due primarily to the extreme weather in the spring that caused multiple water main breaks and frozen mains and services. Crews worked much overtime and increased the burden on equipment and materials. To keep the water and sewer running for residents, a number of contractors were also hired.

Sewer Lift Stations had more expenses than were budgeted due to an excess number of City maintained grinder pumps requiring repair and or replacement.

Further, an unusual number of sewer pumps required repair and or replacement.

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. Also, the Sewage Treatment Plant had a pump failure due to a fire.

Vehicles & Equipment are over budget due to increased use causing increased repairs and maintenance.

Garbage Collection was under budget despite an additional summer student at the recycling depot. There also was a shift of wages from here to the Transfer Facility.

Transfer Station was over budget due to a wage shift from Garbage Collection, more than normal overtime and sick leave.

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 slightly 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 levy⁴

- **Social and Family** – Social and Family expenditures are on budget.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are slightly over budget.
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 exceeded budget due to additional repairs required for electrical issues and utilities coming in higher than budget.
KMA Arena was over budget due to increased requirements for snow removal in the spring and due to more than normal repairs required.
KRC External Facilities department is over budget due in part to the paving of the Zamboni entrance.
Teams & Clubs are over budget due to the replacement of the floor at the Evergreen Community Club and the architectural drawing support for the Central Community Club. Both of these expenses were per budget amendments and were offset by releases from reserves. These releases do not show up on these expense reports.
- **Planning & Development** – Planning & Development expenditures are under budget.
Planning Operations did not spend on the special projects that were included in the 2014 budget such as the Black Sturgeon water study and the Official Plan and CIP projects were also significantly underspent. Further, salaries were underspent due to a maternity leave.
Expenses for the Starter Company and associated intern started later in 2014 than anticipated.

User Fees:

- Overall, user fees are slightly better than budget projections.
- General Government is showing revenues almost 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 better than budget.
- Recreation & Cultural fees exceeded budget overall. They were impacted:
 - Negatively by Portage Bay ballfields were underwater for the entire 2014 season.
 - Positively by increased usage and special events at the Thistle & KMA Arenas.
 - Positively by increased booking of school programs at the pool.
- Planning & Development user fees are 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.

Strategic Plan or other Guiding Document:

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



June 26, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: May 2015 Monthly Financial Statements

Recommendation:

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

Background:

Attached for your information, please find the May 2015 summary expenditure statements for the City of Kenora, the Council department, travel statements for Council and a schedule of user fees.

Overall:

- Expenses to the end of May are better than budget.
- User fee revenues to the end of May are below budget but similar to 2014.

Expenditures:

- At the end of May, the year is five twelfths finished. Assuming that expenditures are relatively level for the year, a result of (58%) 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 61% of the expense budget unspent.
Assessment Office Charges in Finance appear to be over budget but this is only due to timing.
The Administrator's Office is over budget due to the timing of the contracted service invoices from BMA.
Council travel is slightly over budget to the end of May.
- **Protection** – The Protection Department expenditures are overall on budget with 58% remaining to be spent.
OPP is over budget due a change in their billing statements for 2015. This will be offset by a release from reserves which will not show on this report.
- **Transportation** – The Transportation Department expenditures are under budget with 63% remaining to be spent.
About half of the sidewalk operating budget has been spent to date due to a project to install handrails.
Winter control only has 40% of the 2015 budget remaining, but this is expected due to the timing of these expenses. For a comparison, it was at 8% remaining at this time last year. There will also be a small adjustment to improve these results

during year end to record some sand and salt inventory that appears as expense in these numbers.

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

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

- **Environmental** – The Environmental Department expenditures are overall under budget with 66% remaining to be spent.
Kenora Waterworks is better than budget despite the purchase of two new handheld meter reading devices to replace current equipment that was beyond economical repair.
- **Health expenditures** – Health expenditures are on budget with 60% remaining to be spent.
- **Social and Family** – Social and Family expenditures are on budget.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are overall under budget with 62% remaining to be spent.
KRC External Facilities are over budget due to the resurfacing of the tennis courts. Offsetting grant money from the Community Foundation is expected, but even when it does arrive, it will not be included in this expense report.
- **Planning & Development** – Planning & Development expenditures are overall under budget with 67% remaining to be spent.

User Fees:

- Overall, user fees are below budget projections with 64% of the budget still to be collected.
- The following areas are better than budget: General Government, Transportation, Recreation & Cultural and Planning & Development.
- The following areas are lagging to budget: Protection and Environmental.
- Provincial Offenses revenue has not yet started to be recorded which is normal for this time of year.

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

Strategic Plan or other Guiding Document:

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



June 8, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: iPay Agreement with IMEX

Recommendation:

That Council hereby acknowledges that the CAO entered into an agreement with IMEX on their authority in April of 2015; and further

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

Background:

In September 2015, Council authorized the CAO to enter into negotiations and to finalize the iPay agreement with IMEX. This report is to officially pass the by-law.

Budget:

There is no budget impact of this report or by-law.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or other Guiding Document:

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



June 12, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Ontario Regulation 284/09: 2015 Budget Matters

Recommendation:

That Council adopts the report of Lauren D'Argis, Corporate Services Manager, dated June 12, 2015 related to 2015 budget matters by Resolution as required under the Municipal Act, 2001, Ontario Regulation 284/09.

Background:

On June 5, 2009, the Province approved legislation which changed the financial reporting and budget requirements of municipalities. As a result of the new requirements, municipalities were to prepare annual Financial Statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA). These accounting principles included accounting for employment liabilities, landfill costs and tangible capital assets.

The new PSAB accounting standards adopted for municipalities do not require that budgets be prepared on the same basis. This report is to summarize the differences between the financial statement reporting and the budget.

Budget:

The result of changes to accounting standards is that the City's surplus for budgeting purposes differs from the surplus on the City's financial statements. The estimated effect on the 2015 budgeted ending surplus is as follows:

Acquisition of tangible capital assets	\$11,708,694
Amortization expense of tangible capital assets	<u>(\$6,157,993)</u>
	<u>\$5,550,701</u>

The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. This difference is one of financial statement presentation only.

Communication Plan/Notice By-law Requirements: Resolution required.

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



July 7, 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:

- May 20 – Environmental Advisory Committee
- June 2 – Event Centre Committee
- June 3 – Accessibility Advisory Committee
- June 17 – Heritage Kenora
- June 25 – Lake of the Woods Museum Board; and

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

- April 28 – District of Kenora Home for the Aged Board of Management
- April 29 – Kenora Police Services Board
- April 30 & May 22 – Northwestern Health Unit Board of Health
- May 7 & June 18 – Kenora District Services Board; and further

That these Minutes be circulated and ordered filed.

Background:

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

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

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

Budget/Financial Implications: N/A

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

Strategic Plan or other Guiding Document:

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



July 7, 2015

**City Council
Committee Report**

To: Mayor and Council

Fr: Colleen Neil- Recreation Services Manager, Casey Pyykka- Aquatic Facilitator, Jennifer Meyers – Fitness Consultant

Re: Pool and Fitness Rates Increase

Recommendation:

That Council hereby approves an amendment to 'Schedule B' of the Tariff of Fees and Charges Bylaw to reflect increased municipal pool and fitness rates; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to amend the Tariff of Fees and Charges By-Law Number at its July 21, 2015 meeting to adopt these rates outlined in the revised 'Schedule B'; and

That these rates take effect September 1, 2015; and further

That By-law Number 97-2015 be hereby repealed.

Background:

A review of the fitness and pool rates was undertaken to ensure that they were on track to meet the measurement, set by council, of minimum 55% cost recovery for youth programs; 65% cost recovery for adult programs.

With the increase in both unionized and student wages and utility costs pool are currently hovering around a 45% cost recovery over all. In order to achieve the recommended percentage of cost recovery rare, the following rate increases are being recommended.

Pool Rental	September 2015			September 2016		September 2017	
	Current rate	5% increase	New rate	5% Increase	New rate	5% Increase	New rate
Minor Resident							
1 – 30 people	\$78.50	(\$3.93) =	\$82.42	(\$4.12) =	\$86.54	(\$4.32) =	\$98.86
31 – 100 people	\$104.75	(\$5.24) =	\$109.98	(\$5.49) =	\$115.47	(\$5.77) =	\$121.24
101 – 180 people	\$131.00	(\$6.55) =	\$137.55	(\$6.87) =	\$144.42	(\$7.21) =	\$151.64
Adult Resident							
1 – 30 people	\$95.75	(\$4.78) =	\$100.53	(\$5.02) =	\$105.55	(\$5.27) =	\$110.82
31 – 100 people	\$122.60	(\$6.13) =	\$128.73	(\$6.43) =	\$135.16	(\$6.75) =	\$141.91
101 – 180 people	\$148.25	(\$7.41) =	\$155.66	(\$7.78) =	\$163.44	(\$8.17) =	\$171.61
Non - Resident							
1 – 30 people	\$140.50	(\$7.02) =	\$147.52	(\$7.37) =	\$154.89	(\$7.74) =	\$162.63
31 – 100 people	\$165.00	(\$8.25) =	\$173.25	(\$8.66) =	\$181.91	(\$9.09) =	\$191.00
101 – 180 people	\$190.50	(\$9.52) =	\$200.02	(\$10.00) =	\$210.02	(\$10.50) =	\$220.52

Kenora Swimming Sharks

The local competitive swim team rents the pool space during prime time. The coaches for the swim team received their National Lifesaving Service certificate allowing them the ability to guard/coach their swimmers during their session. This designation decreases their cost as the facility by the City not having to provide them with lifeguards. The Kenora Swim Sharks provide both youth and adult programs.

The following rates are being recommended.

KSS Pool rental	September 2015			September 2016		September 2017	
	Current rate	5% increase	New rate	5% Increase	New Rate	5% Increase	New Rate
Minor ½ pool rate	\$26.14	(\$1.31) =	\$27.44	(\$1.37) =	\$28.81	(\$1.44) =	\$30.25
Adult ½ pool rate	\$34.76	(\$1.74) =	\$36.49	(\$1.82) =	\$38.31	(\$1.92) =	\$40.23
Minor Rate	\$52.26	(\$2.61) =	\$54.87	(\$2.74) =	\$57.61	(\$2.88) =	\$60.49
Adult rate	\$69.52	(\$3.47) =	\$72.99	(\$3.64) =	\$76.63	(\$3.83) =	\$80.46
Shared Adult and Minor rate	\$60.89	(\$3.04) =	\$63.93	(\$3.19) =	\$67.12	(\$3.35) =	\$70.47

Personal Training and Private Swim Lessons

Instructional Rate	2015 - 2016			2016 - 2017		2017 - 2018	
	Current rate	5% increase	New Rate	5% Increase	New Rate	5% Increase	New Rate
Drop – in	\$8.00	(\$0.40) =	\$8.40	(\$0.42) =	\$8.82	(\$0.44) =	\$9.26
10 classes	\$72.00	(\$3.60) =	\$75.60	(\$3.78) =	\$79.38	(\$3.96) =	\$83.34
25 classes	\$150.00	(\$7.50) =	\$157.50	(\$7.87) =	\$165.37	(\$8.26) =	\$173.63

Personal Training	2015 - 2016			2016 - 2017		2017 - 2018	
	Current rate	5% increase	New Rate	5% Increase	New Rate	5% Increase	New Rate
½ hour training	\$26.25	(\$1.31)=	\$27.56	(\$1.37)=	\$28.93	(\$1.44)=	\$30.37
1 hour training	\$42.00	(\$2.10)=	\$44.1	(\$2.20)=	\$46.30	(\$2.31)=	\$48.61
(4) ½ hour training	\$95.00 (\$23.75 /session)	(\$4.75)=	\$99.75 (\$24.93 per session)	(\$4.98)=	\$104.73 (\$26.18 per session)	(5.23)=	\$109.96 (\$27.49 per session)
(4) 1 hour training	\$158.00 (\$39.50 per session)	(\$7.90)=	\$165.90 (\$41.47 per session)	(\$8.29)=	\$174.19 (\$43.54 per session)	(8.70)=	\$182.89 (\$45.72 per session)
(8) ½ hour training	\$180.00 (\$22.50 per session)	(\$9.00)=	\$189.00 (\$23.62 per session)	(\$9.45)=	\$198.45 (\$24.80 per session)	(\$9.92)=	\$208.37 (\$26.04 per session)
(8) 1 hour training	\$280 (\$35.00 per session)	(\$14.00)=	\$294.00 (\$36.75 per session)	(\$14.7)=	\$308.70 (\$38.58 per session)	(\$15.43)=	\$324.13 (\$40.51 per session)
(12) ½ hour training	\$240.00 (\$20 per session)	(\$12.00)=	\$252.00 (\$21.00 per session)	(\$12.6)=	\$264.60 (\$22.05 per session)	(\$13.23)=	\$277.83 (\$22.81 per session)
(12) 1 hour training	\$360.00 (\$30 per session)	(\$18.00)=	\$378.00 (\$31.50 per session)	(\$18.90)=	\$396.90 (\$33.07 per session)	(\$19.84)=	\$416.74 (\$34.72 per session)
(24) ½ training	\$360.00 (\$15 per	(\$18.00)=	\$378.00 (\$15.75 ₂₂	(\$18.90)=	\$396.90 (\$16.53	(\$19.84)=	\$416.74 (\$17.36

	session)		per session)		per session)		per session)
(24) 1 hour training	\$600.00 (\$25.00 per session)	(\$30.00)=	\$630.00 (\$26.25 per session)	(\$31.50)=	\$661.50 (\$27.56 per session)	(\$33.07)=	\$694.57 (\$28.94 per session)
Private Swim Lessons 14 and under	\$20.00	(\$1.00)=	\$21.00	(\$1.05)=	\$22.05	(\$1.10)=	\$23.15
Private Swim Lessons 15 and over	\$22.60	(\$1.13)	\$23.73	(\$1.18)=	\$24.91	(\$1.24)	\$26.15

Budget:

The proposed rate increases were included in the proposed 2015 budget submissions.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or other Guiding Document:

2015 Operating Budget

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

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

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

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



July 6, 2015

City Council Committee Report

To: Mayor and Council

Fr: Colleen Neil, Recreation Services Manager

Re: Right to Play - Baseball Tournament

Recommendation:

That Council approves the waiving of fees associated with the use of the Kenora Recreation Centre on August 9, 2015 for the purpose of hosting a youth baseball tournament in partnership with Jays Care, Kenora Chiefs Advisory and Right to Play; and further

That the Recreation and Tourism staff of the City of Kenora support and promote this event in a manner that will highlight the City of Kenora through this unique promotional opportunity and show its commitment to working in partnerships which celebrate and respect our community's diversity and strengths.

Background:

The City of Kenora's Recreation and Tourism staff have been asked to work together with three other dynamic groups to host a youth baseball tournament in Kenora on August 9th.

Right to Play is a global organization made up of inspirational coaches, athletes, ambassadors, staff, supporters and a million playful children. They use play to engage kids in their education, to teach them health lessons and to show them how to build peaceful communities. They help children around the world build life skills and better futures for themselves and their communities. Right to Play programs are specifically designed to provide kids with the knowledge and skills they need to overcome adversity.

Jays Care Foundation is the charitable arm of the Toronto Blue Jays Baseball Club. As a registered charity, Jays Care is governed by an independent, volunteer Board of Directors, with a vision to use the sport of baseball, the reach of the Toronto Blue Jays and the resources committed to the foundation to serve children and youth in need across Canada.

The Kenora Chiefs Advisory is an alliance of independent, participating First Nations within the Western Region and has been incorporated and in operation since 1995.

The Kenora Chiefs Advisory's mandate is to provide programs and services to the First Nations in the field of health, education and social services in a holistic, traditional way

Kenora Chiefs Advisory is committed and dedicated to providing culturally appropriate health and social services which address the needs and enhance the well-being and capacity of community members in our affiliated First Nations.

This tournament will attempt to bring together 12 communities who have been involved in a mentoring program to foster coaching and good sportsmanship and skills supported by Right to Play and Jays Care. By providing access to safe and consistent and specially designed sport and play activities, Aboriginal children and youth can develop confidence, resiliency and hope for the future. The Kenora Chiefs Advisory has been the local lead with Right to Play and Jays Care on using baseball to support growth and development. They are now asking for the City to join in to support the tournament.

This tournament will be filmed by Sportsnet and highlights from the event, and the days in the local communities leading up to the tournament, will be broadcasted during the New York Yankees vs Blue Jay televised game the same day.

Budget:

Arena Floor Rental – 650.00

Ball fields Rental – 220.00

Communication Plan/Notice By-law Requirements:

Joe Barns – Kenora Chiefs Advisory.

Colleen Neil – Recreation Services Manager

Strategic Plan or other Guiding Document:

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

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



July 10, 2015

City Council Committee Report

TO: Mayor and Council

FR: Heather Lajeunesse, Deputy Clerk

RE: Kenora Declaration on Forest Innovation

Recommendation:

That Council hereby supports the Kenora Declaration on Forest Innovation as adopted by the Ministers of Natural Resources of Canada and participants at the National Forest Innovation Summit on July 9, 2015.

Background:

The attached Kenora Declaration on Forest Innovation was passed by the Ministers of Natural Resources of Canada at the National Forest Summit on July 9th in Kenora. This summit was the first of its kind to our knowledge (in Canada) and we have the privilege of it the being called the "Kenora Declaration". Therefore it would be in the City's best interest to take advantage of this opportunity, being that it actually happened right here in Kenora, to adopt a resolution of support for the declaration in addition to its adoption by Natural Resources Ministers of Canada and participants at the summit.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A

Strategic Plan or other Guiding Document:

1-6 - The City will continue to support investment readiness within the forestry sector, taking advantage of new housing construction growth and improved conditions for wood fibre building materials. This work will include building partnerships with industry, First Nations, provincial and federal governments



Kenora Declaration on Forest Innovation

Canada's history, and an important part of our future, depends on our forests. They are a large part of our recreational, cultural and spiritual pursuits. They purify water, stabilize soil, cycle nutrients, moderate climate and store carbon. They sustain wildlife and nurture a rich biological diversity. And, they sustain the livelihoods of more than two hundred thousand individuals. Our forest industry, and the men and women that comprise it, represent a critical piece of this country's social fabric. Canada was built on the forest sector, and through responsible and innovative management, our forests and our forest sector will continue to generate prosperity for Canadians into the future.

The outlook for Canada's forest products sector is strong in many areas. Our forest sector now leads in several important bioeconomy fields, as well as technologies such as forest genomics and enhanced forest inventory. Companies of all sizes, including Aboriginal forest businesses, are involved in this trend, showing leadership on bioproducts opportunities and improving efficiency with new technologies. Challenges still exist. And in the face of these challenges, it is innovation, in products, markets, and partnerships that will open up new opportunities and pave the way for success moving forward.

On July 9, 2015, we came together to take stock of progress to date and identify pathways for future collaboration. This Declaration acknowledges the efforts that brought the Canadian forest industry through a challenging economic period, while emphasizing that more work remains to be done. By way of this Declaration, we collectively commit to advancing innovation and the bioeconomy in the forest sector and ensuring this industry continues to be a cornerstone in the lives of Canadians. This will be accomplished by:

1. *COLLABORATING* to accelerate and enhance sustainable, market-driven investments to commercialize process, product and market innovation, with a focus on environmental excellence;
2. *ENGAGING* prospective partners and new entrants in non-traditional industries and academic fields: making concerted efforts to facilitate connections with the forest sector; and
3. *MOBILIZING* the best talent and technologies to address the future needs of the forest sector.

This Declaration sets the stage for the next-wave of action by forest sector stakeholders, across government, industry, academia and research organizations. It serves as a mechanism through which partners can build on each other's strengths for the challenges and opportunities of the future.

As participants in the 2015 National Forest Innovation Summit, our organizations commit to supporting and advancing forest sector innovation in Canada, in accordance with the principles and spirit of the Kenora Declaration on Forest Innovation.



July 6, 2015

City Council Committee Report

To: Mayor and Council

Fr: Richard Perchuk, Operations Manager

Re: Amend Traffic Regulation By-Law #127-2001 – Schedule “T” Rate of Speed – Lakeview Drive – Bernier Drive to Nethercutt Drive

Recommendation:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 127-2001 Schedule “T” Rate of Speed – 40 Kilometres Per Hour Zone to add Lakeview Drive from Bernier Drive to Nethercutt Drive, as set out in Richard Perchuk’s July 6, 2015 Committee Report; and further

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

Background:

The City received a request to provide additional parking along the south side of Lakeview Drive, from Bernier Drive (roundabout) to McLeod Park, to accommodate members of the public who wanted to attend Farmer Market Days and Special Events. The request received approval.

With the parking now in place it has been brought to the City’s attention of a potential issue with cyclists and parked vehicles.

The Downtown Revitalization Plan has always included provision for additional parking in this vicinity and included the option of a bike lane to be developed by making the roadway wider by moving the concrete curb towards the lake. This work, at an estimated cost of over \$1 million, is not feasible until the City plans to reconstruct Lakeview Drive. With the high cost to dedicate a lane for cyclist traffic, the preferred option, in the interim, is to address vehicular speed. It is proposed that a speed reduction starting at Bernier Drive and ending at Nethercutt Drive from the present 50 kph to 40 kph would help to make the area safer for both motorists and cyclists.

It is recommended that the City Traffic Regulation By-Law Number 127-2001 be amended to add Lakeview Drive to Schedule “T” Rate of Speed 40 Kilometres Per Hour Zone from Bernier Drive to Nethercutt Drive, see attached drawing.

Schedule “T” - Rate of Speed 40 Kilometres Per Hour Zone

Column 1 Street	Column 2 Location	Column 3 Maximum Speed
Add:		
Lakeview Drive	From Bernier Drive to Nethercutt Drive	40 kilometres per hour

Budget/Finance Implications: 2015 Operating Budget

Communication Plan/Notice By-law Requirements:

Resolution & By-Law required.

Distribution: R. Perchuk, M. Vogrig, P. VanWalleghem, K. Koralalage, O.P.P.

Strategic Plan or other Guiding Document:

Goal #2: Strengthen Our Foundations

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

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



Lakeview Drive

Wolsley St.

Sylvan St.



0 60 120 180 240 Meters

LAKEVIEW DRIVE



Proposed 40 KPH Speed Zone
Nethercutt Dr. to Bernier Dr.

July 2015

Bernier Drive

Roundabout



June 29, 2015

City Council Committee Report

To: Mayor and Council

**Fr: Richard Perchuk, Operations Manager
Biman Paudel, Water & Sewer Supervisor**

Re: Water & Sewer Service Charge Increase - 2015

Recommendation:

That as recommended by Biman Paudel, Water & Sewer Supervisor, Council hereby approves the increase to the Water and Sewer service rates outlined in the June 29, 2015 Report of Richard Perchuk, Operations Manager, effective July 21, 2015; and

That the present rate Schedule "D" to the Water and Sewer By-Law Number 168-2004 be more beneficial to users if incorporated into the General Tariff of Fees and Charges By-Law Schedule "D"-Operations, be accepted; and

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its July 21st, 2015 meeting to give effect to these rates outlined in the revised Schedule "D" - Operations; and further

That By-law Number 97-2015 be hereby repealed.

Background:

The Water & Sewer Department has completed a review of the service charges that have remained unchanged since 2002. The adjusted calculations are based on the 2015 Employee rates and the minimum time required to perform various tasks requested by the public such as:

1. Connect & Disconnect Water & Sewer services.
2. Tap Water & Sewer service lines.
3. Service calls.
4. Water Thaw service lines.
5. Sewer steaming service lines.
6. Sewer Rodding.
7. Camera inspection service lines.
8. Coin-Op Water.

It is recommended that the Water & Sewer service charge rates, provided to the public, be reviewed annually to reflect the cost for the service. The issue of not updating service charges results in the work being performed at a rate that is costing more than the fees collected.

In general, the City is not responsible for problems on private property, but the public look to the City for assistance to reinstate their services when they are faced with a broken water line or blocked sewer.

The City of Kenora considers that the consolidation of all or most of its fees and charges into one by-law is beneficial of users of services for which fees and charges are levied. It is therefore recommended that the water and sewer service charges in Schedule "D" to Water and Sewer By-Law Number 168 - 2004 be relocated to the Tariff of Fees and Charges By-Law.

It is recommended that Council approve amending the Tariff of Fees and Charges By-Law #97-2015 to incorporate the Water and Sewer service charges, as presented in the attached report from Biman Paudel, Water and Sewer Supervisor.

Budget/Finance Implications: N/A

Communication Plan/Notice By-law Requirements:

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

Resolution & By-Law required.

Distribution: R. Perchuk, B. Paudel, L. D'Argis

Strategic Plan or other Guiding Document:

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

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

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

SCHEDULE 'D' - WATER & SEWER RATE CHARGES

16-Dec-14
TABLE (i)

	Meter Size	Ratio	Fixed Cost per Month	Water Cost	Sewer Cost
5/8"	15	1.0	\$32.86	\$1.11	100% water cost
3/4"	18	1.1	\$36.15	\$1.11	100% water cost
1"	25	1.4	\$46.00	\$1.11	100% water cost
1 1/2"	40	1.8	\$59.14	\$1.11	100% water cost
2"	50	2.9	\$95.29	\$1.11	100% water cost
3"	75	11.0	\$361.39	\$1.11	100% water cost
4"	100	14.0	\$459.97	\$1.11	100% water cost
6"	150	21.0	\$689.94	\$1.11	100% water cost
8"	200	40.0	\$1,314.18	\$1.11	100% water cost

** Customers with approved bleeders shall receive a discount of 50% on their volumetric water consumption for the approved bleeding period as directed by the water and sewer supervisor each year. This period will be no earlier than November 1st and ending no later than April 30th of the following year.

** In extreme circumstances, the Manager of Operations has the discretion to authorize a rate for approved bleeder customers up to zero

21-Jul-15
TABLE (ii)

Service Charges:

			Proposed
Connect & Disconnect - regular hours	\$50.00	per hour	\$60.00
Connect & Disconnect - after hours	\$160.00	2.0 hr minimum	\$190.00
Connect & Disconnect - after hours	\$80.00	per additional hour	\$80.00
W & S Line Tapping - regular hours	\$88.00	per hour	\$140.00
W & S Line Tapping - after hours	\$300.00	2.0 hr minimum	\$400.00
W & S Line Tapping - after hours - each additional hr	\$150.00	per additional hour	\$150.00
Service Call - regular hours	\$50.00	per hour	\$60.00
Service Call - after hours	\$160.00	2.0 hr minimum	\$190.00
W & S Pipe Locate - regular hours	\$100.00	per hour	\$100.00
W & S Pipe Locate - after hours	\$200.00	per hour	\$200.00
Water Thaw - regular hours	\$235.00	first hour	\$235.00
Water Thaw - regular hours - each additional hour	\$230.00	per additional hour	\$230.00
Water Thaw - after hours	\$667.00	2.0 hr minimum	\$667.00
Water Thaw - after hours - each additional hour	\$375.00	per additional hour	\$375.00
Sewer Steaming - regular hours	\$150.00	per hour	\$200.00
Sewer Steaming - after hours	\$470.00	2.0 hr minimum	\$550.00
Sewer Steaming - after hours - each additional hour	\$250.00	per additional hour	\$250.00
Sewer Rodding - regular hours	\$88.00	per hour	\$110.00
Sewer Rodding - after hours	\$300.00	2.0 hr minimum	\$400.00
Sewer Rodding - after hours - each additional hour	\$155.00	per additional hour	\$200.00
Sewer Service Camera Inspection (2 Staff)	\$190.00	per hour	\$200.00
Sewer Service Camera Inspection (3 Staff)	N/A	per hour	\$250.00
S & W Private Connection Permit	\$70.00	flat rate	\$70.00
Water Delivery - 0.1 to 2.27 cubic meters	\$50.00	same day delivery	\$50.00
Water Delivery - 2.27 to 4.54 cubic m.	\$55.00	same day delivery	\$55.00
Water Delivery - 4.54 to 6.81 cubic m.	\$60.00	same day delivery	\$60.00
Water Delivery - same day (after 8:00 am)	\$125.00	flat rate	\$125.00
W. Delivery - all OT & non-sched. del days	\$190.00	flat rate	\$190.00
Coin-Op Water	\$0.25	per 50 gallons	\$0.80
	proposed 1.35	per cubic m	4.25



June 29, 2015

City Council Committee Report

To: Mayor & Council

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

**Re: 2015 Water & Wastewater Systems Monthly Summary
Report - May**

Recommendation:

That Council of the City of Kenora hereby accepts the May 2015 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by Biman Paudel, Water and Sewer Supervisor, Ryan Peterson, Water Treatment Plant Operator and Gord St. Denis, Wastewater Treatment Plant Operator.

Background:

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

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

The Operations Department recommends that Council accept the 2015 Water and Wastewater Systems Monthly Summary Report for May.

Budget/Finance Implications: N/A

Communication Plan/Notice By-law Requirements:

Resolution required.

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

Strategic Plan or other Guiding Document:

Goal#2 Strengthen Our Foundations

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

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

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

CITY OF KENORA

**Monthly Summary Report
Water & Wastewater Systems**

May 2015

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

1.0 Introduction

This report contains the major maintenance activities and operational events that occurred during the month of May 2015 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

2.0 Water Treatment Plant

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

2.2 Weekly Bacteriological Samples

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

Sampling was conducted on the following dates:

- May 4th
- May 11th
- May 19th
- May 25th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Calibrated lab benchtop instruments.
- Installed new effluent turbidimeter.
- Rebuilt trim chlorine injector.
- Assisted with thermal imaging of electrical equipment.
- Assisted with programming of booster pressure transmitters
- Assisted with programming of ‘working alone’ function in SCADA.

2.4 Training

There was no training during the month of May.

2.5 Water Quality Complaints

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

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

- May 11 - Dug curb box and installed new valve at: 2 Bears Marina.
- May 13 - Dug and lowered watermain valve at: 1 Donbrock Drive.
- May 19 - Repaired watermain break on Coney Island.
- May 21 - Dug and repaired water service leak at: 106 Mascot Avenue
 - Repaired curb box at: 102 Mascot Avenue
 - Repaired watermain leak at Cemetery.
- May 22 - Dug and repaired curb box at: 615 Fifteenth Avenue North.
- May 26 - Raised hydrant at: 15 Gunne Crescent.
- May 27 - Repaired water leaks on Coney Island, Anicinabe Park and Norman Booster Water filler station.
- May 29 - Repaired water leak at: 414
 - Repaired water leak at: 920 Coney Island.

3.1.2. Wastewater Collection

- May 5 - Rodded plugged sewer at: 1299 Heenan Place.
- May 6 - Rodded plugged sewer at: 313 Veterans Drive.
- May 7 - Televised sewer line at: 708¹/₂ Park Street.
 - Rodded plugged sewer at: 1220 Highway 17 E.
- May 8 - Flushed sewer line at: Kenora Recreation Centre.
- May 10 - Flushed sewer main at: Fifth Street South.
- May 15 - Flushed sewer line at: Kenora Recreation Centre.
- May 17- Replaced grinder pump at: 2 Universal Drive.
- May 18 - Replaced grinder pump at: 8 Universal Drive.
- May 21 - Preventative rodding at: 400 Third Street South.
- May 29 - Repaired grinder pump at: 233 Rabbit Lake Road.
- May 30 - Rodded plugged sewer at: 627 Second Avenue South.
 - Repaired grinder pump at: 14 Universal Drive.

3.1.3. **Water Thaws:**

Year	City Property	Private Property	Total
May, 2014	3	0	3
April, 2015	0	0	0

3.2 Training

- May 13-14, 2015 – Biman Paudel attended a two day Walkerton Training Course on “Internal Auditing for the Drinking Water Quality Management Standard” in Wilmot, Baden, Ontario.

3.3 Water Quality Complaints

There were no water quality complaints reported to the Water Treatment Plant in the month of May.

3.4 Boil Water Advisory(s) - 2015

Date and Location:

- May 4th – All residents on Coney Island.
- May 11th – 1 resident on Dowsett Street and 3 residents on Mikado Avenue.
- May 12th - Anicinabe Park.

3.5 Other Information

- All the City’s summer water services including that on Coney Island are on.
- Both the existing pumps at the 100 Main Street Pumping Station have been replaced with the new ones.
- Jim Bell received his Class I Certifications on Water Distribution and Wastewater Collection.

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 May 27th, 2015 - Results:

- a. Total B.O.D. (biological oxygen demand) Raw Sewage: 124, [mg/L]
- b. Total B.O.D. Final Effluent: 5.5 [mg/L] - limit is 25 [mg/L].
- c. Total Suspended Solids Raw Sewage: 86 [mg/ L]
- d. Total Suspended Solids Final Effluent: 5.4 [mg/ L] - limit is 25 [mg/L]

4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on May 5,13,20,26, 2015 - Results: Organisms/100 ml

- a. Geometric Means from samples in May: 36.4 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 36.4 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 96% and the Plant reduction of suspended solids is 97%.

4.3 Maintenance

- 4.3.1 Repaired float cable 400 building sump pump.
- 4.3.2. Repaired organic return pump electric feed 100 building (influent works)
- 4.3.3. Upgraded Scada system and alarm system. By Automation Now
- 4.3.4 Budget pricing for 2015 Capital.
- 4.3.5 Thermal infrared imaging of all MCC panels and breakers, work done by ABB Incorporated and report submitted to plant staff.
- 4.3.6 Repaired AC drive #2 Sludge pump.

4.4 Training

Health and Safety Policy reviewed with staff.

4.5 Other Information

May 21st, 2015 - Workplace Health & Safety inspection completed.

Schedule "A"

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

Water Plant Flows	Units	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<u>Influent Flow</u>														
Total Influent Flow	m ³ /month	240262	222165	262102	237655	202136								1164320
Maximum Daily Influent Flow	m ³ /day	8546	8924	9048	8829	7807								43154
Minimum Daily Influent Flow	m ³ /day	6955	7370	7581	6746	5406								34058
Average Daily Influent Flow	m ³ /day	7750	7934	8455	7922	6521								38582
Maximum Daily Instantaneous Influent Flow	m ³ /day	18234	18088	17856	17664	18351								90193
<u>Effluent Flow</u>														
Total Effluent Flow	m ³ /month	228044	210133	248392	224528	188985								1100082
Maximum Daily Effluent Flow	m ³ /day	8318	8447	8649	8403	7241								41058
Minimum Daily Effluent Flow	m ³ /day	6654	6697	7526	6381	5094								32352
Average Daily Effluent Flow	m ³ /day	7356	7505	8013	7484	6096								36454
Samples														
<u>Weekly Bacteriological</u>														
Number of Raw Samples Taken		4	4	5	4	4								21
Number of Treated Samples Taken		4	4	5	4	4								21
Number of Distribution Samples Taken		24	24	30	24	24								126
<u>Boil Water Advisory Bacteriological</u>														
Number Taken		10	18	5	6	18								57
Callouts														
Major		0	0	0	0	0								0
Minor		1	3	1	1	8								14

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

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2015

Wastewater Plant Flows		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
<u>Influent Flow</u>															
Total Influent Flow	m ³ /mon.	144,396	134,421	194,952	230,861	254,771									959,401
Maximum Daily Influent Flow	m ³ /day	5,394	6,498	9,959	9,344	15,511									46,706
Minimum Daily Influent Flow	m ³ /day	4,335	4,591	4,762	6,900	6,590									27,178
Average Daily Influent Flow	m ³ /day	4,657	4,800	6,288	7,695	8,218									31,658
<u>Effluent Flow</u>															
Total Effluent Flow	m ³ /mon.	162,455	149,972	207,330	223,434	239,084									982,275
Average Daily Flow	m ³ /day	5,240	5,356	6,688	7,448	7,712									32,444
<u>Samples</u>															
Weekly Bacteriological --ALS Labs		5	5	4	5	4									23
Number of Raw Samples Taken		1	1	1	1	1									5
Number of Treated Samples Taken		6	5	4	4	4									23
Geometric Means (Bacti Samples)		11.9	18.6	49.5	13.1	36.4									130
Sludge Hauled to Landfill	yds/mon.	315	210	360	225	285									1,395
<u>Callouts</u>															
		2	1	0	2	6									11

Schedule "B"

Wastewater Systems Flow & Operating Data Monthly Summary Report - 2014

		January	February	March	April	May	June	July	August	September	October	November	December	AVERAGE	TOTAL
Wastewater Plant Flows															
<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	156,545		2,975,258
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	6,697		143,070
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	4,087		71,533
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	5,049		97,680
<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	166,685		3,186,416
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	5,376		104,923
Samples															
<u>Weekly Bacteriological --ALS Labs</u>															
		5	4	4	5	4	4	5	4	4	5	4	5		53
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1		12
Number of Treated Samples Taken		6	5	5	6	5	5	5	5	5	5	5	5		62
Geometric Means (Bacti Samples)		18.7	33.1	6.22	85.1	25.1	329.3	26.7	8.6	13.8	2.1	100.3	47.6		697
Sludge Hauled to Landfill	yds/mon.	300	344	405	315	345	255	285	225	270	270	360	255		3,629
Callouts															
		9	2	3	0	8	8	8	10	9	15	1	2		75



7 July 2015

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Lakeshore Hotel Lease Agreement Amendment – Docking

Recommendation:

That three readings be given to a by-law to amend an agreement/offer of purchase/sale or lease for a portion of the Wharf Street Road allowance, with Laura and James Bartel o/a The Lakeshore Hotel; and

That the Mayor and Clerk be authorized to execute the agreement on the City's behalf; and further

That By-law Number 95-2015 be hereby repealed.

Background:

July 7 2015 Update:

The property owners have requested an extension for the completion date for the improvements to property which the City of Kenora will sell for decks and docks, from August 31 2015 to August 31 2016.

The email, received 6 July 2015 is as follows:

We would request the lease term be as stated until August 31, 2015 or dependent upon completion of survey, but that completion of our deck and docks as proposed have a deadline of August 31, 2016. Our hope is to be in full operation for next summer, but do not want to invest all our money and time and have things removed should our plans be delayed at all due to unforeseen circumstances. The road will not need to be closed down until permit in place for deck construction. Exact deck layout and design to be determined by engineer, but within lot lines agreed upon. Due to the requirement of having an engineer design deck, and the busy season for docks and trades workers we cannot guarantee completion by August 31, 2015. We would like to see the lease in place ASAP so we can begin this phase of our project and hopefully have some portions open for this season.

4. In the event the development on the south ½ of the Wharf Street road allowance and/or the shore allowance north of the Wharf Street Road allowance does not continue, the City will require that the deck, or other improvements, and the docks be removed or the City's approval to any assignee will be required. The City shall have first option to purchase the property at the original purchase price of the lands as indicated on Schedule "B". *To be completed by Aug 31, 2016.* → as shown on Sched A.
5. The City hereby authorizes the Bartels to have the property surveyed; the City to provide survey instructions. or an approval Variate to this
6. This transaction shall be completed as soon as reasonably possible after the survey is registered as a reference plan but in any event no later than the earlier of August 31, 2015 or 30 days from the deposit of the reference plan.

Update:

- Per Council's direction, discussion is progressing regarding the realignment/re-construction of the sidewalk, along Wharf Street; site visit scheduled for 11 June 2015;
- The Traffic By-law will not be amended until after the sidewalk is re-aligned and constructed.

In March of 2015 Council gave staff direction to negotiate a lease for the use of the municipal lands abutting Wharf Street and Portage Bay – Lake of the Woods while continuing to work with the property owner to develop a mutually agreeable resolution. During internal discussions, it was identified that an offer of purchase/sale would be an appropriate means of agreement to ensure adequate insurance, compliance with Federal/Provincial and Municipal law, etc. together with financial security of \$1000. Once reviewed by the Municipal Solicitor, this document will provide the property owner/developer with the ability to begin construction of their docking facility immediately.

The status of this file is as follows:

- 1 May - a proposal to make Wharf Street a one way street and to realign parking, was circulated (hand delivered, mailed and emailed where possible) to the property owners in the area. Comments were required by 6 May 2015. There were no objections received, and one letter of support received, from a property owner on the south end of Wharf Street
- Discussions regarding the replacement and location of a sidewalk along the north side, adjacent to, or across from the Lakeshore hotel will be finalized over the next few weeks. The city has indicated that the "master" plan is to ensure a public walkway, along the south side, abutting the Lakeshore property. The current sidewalk is partially located on lands owned by the Lakeshore Hotel.
- Per Council's direction, surveying will commence once the road/sidewalk matters have been resolved.



It is anticipated that the final report/agreement for purchase/sale or lease, by the July Council meeting.

Budget: Owner/developer to pay all fees/costs associated with the development.

Communication Plan/Notice By-law Requirements:

By Minutes of Committee of the Whole and Agenda and Minutes of Council; Manager of Property and Planning, Real Estate Officer, Planning Administrator, Chief Building Official, Operations Manager

Strategic Plan or other Guiding Document: Strat Plan –

Diversify the Economy -

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

- Forge strong, dynamic working relationships with the Kenora business community
- Foster and support entrepreneurial business development
- Promote Kenora to external investment audiences

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

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

And Principle 5 – Tourist Destination