



City of Kenora
Committee of the Whole
Agenda
Tuesday, May 12, 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 May 19, 2015 meeting:-

-Council will amend its 2015 Capital Budget to withdraw funds from the Fleet Reserve Fund in the amount of \$84,463.00 to offset the cost to Retrofit and Refurbish a Used Recycle Trailer

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 April 14, 2015
- Special Committee of the Whole Meeting April 17, 2015
- Special Committee of the Whole Meeting April 28, 2015
- Special Committee of the Whole Meeting April 29, 2015

D. Deputations/Presentations

- Dan Jorgensen – Making Kenora Home
- Mike Greaves - LOWDC

E. Reports:

1. Business Administration

Councillor R. McMillan - Chair
Item Subject

Pages 6-38

1.1 Section 357 Tax Appeal

1.2 2015 BIZ Levy

- 1.3 Buskers By-law
- 1.4 Q1 Approved Contracts and Expenditures
- 1.5 Forestry Resolution of Support
- 1.6 Housing Pillar Committee Appointment
- 1.7 HR Recruitment Policy
- 1.8 March 2015 Financial Statements
- 1.9 MTO Support on Highway Directional Signage
- 1.10 NOHFC Funding – Event Centre Business Case
- 1.11 Provincial Legislative Framework for Waste Recovery
- 1.12 Various Committee Minutes Approval

2. Community Services

Councillor D. Reynard, Chair

Pages 39-41

Item Subject

- 2.1 Keewatin Memorial Arena Restoration Agreement
- 2.2 Kenora Baseball League Lease Agreement

3. Economic Development – No Reports

Councillor M. Goss, Chair

Item Subject

4. Emergency Services – No Reports

Councillor C. Wasacase, Chair

Item Subject

5. Operations

Councillor L. Roussin, Chair

Pages 42-55

Item Subject

- 5.1 Retrofit and Refurbish Used Recycle Trailer
- 5.2 Trackless Sidewalk Broom Attachment
- 5.3 Water Wastewater Systems Monthly Summary Report – March 2015

6. Property & Planning

Councillor S. Smith, Chair

Pages 56-69

Item Subject

- 6.1 2015 Harbourfront Food Vendor Contract

- 6.2 Keewatin Community Improvement Plan (CIP) Project Area**
- 6.3 Official Plan and Zoning By-Law**
- 6.4 Lease Agreement – Lake Navigation (Kenora) Ltd.**
- 6.5 Lease Agreement – Environment Canada**
- 6.6 Rotary Splash Park Tax Receipt Request**
- 6.7 Variance Granted By-Law #150-2010 – Keeping of Animals**
- 6.8 Site Plan Amendment – Deadhead Developments Inc. (WSL)**

F. Other

G. Proclamations

- Lyme Awareness Month (May 2015)
- Seniors Week (June 7 – 13)

H. Next Meeting

- Tuesday, June 16, 2015

I. Adjourn to Closed

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

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

- i) **Personal Matter about an Identifiable Individual (3 items)**
- ii) **Disposition of Land (4 items)**

J. Reconvene to Open Meeting

K. Close Meeting



DEPUTATION REQUEST FORM

To Appear before Kenora City Council or Committee of the Whole of Council

How to Make a Deputation:

1. Determine date and time of Council or Committee meeting you wish to attend.
2. Submit this completed and signed form to the City Clerk (deliver/mail/fax or e-mail)
 - at least seven (7) days in advance of any Committee meeting
 - before 10:00 a.m. on date of a Council meeting;
3. State your name prior to speaking, and
4. Provide a copy of materials used in your presentation, if any, to the City Clerk for the official record (either in advance or at the time of the deputation).

City Clerk's Contact Information:

By Mail: 1 Main Street South, Kenora, ON P9N 3X2

By fax: 807-467-2009

E-mail: hkasprick@kenora.ca

<p>Name: (person making deputation)</p> <p><u>Dan Jorgensen</u></p>	<p>Organization You Represent: (if applicable)</p> <p><u>Making Kenora Home</u></p>
<p>(please print)</p>	
<p>Mailing Address: <u>c/o NWCLC 308 Second St.-Unit 6, Kenora</u></p>	<p>Telephone Number: <u>(807) 468-8888</u></p>
<p>Email Address: <u>normandn@lao.on.ca</u></p>	<p>Postal Code: <u>P9N 1G4</u></p>
<p>Other Persons Presenting with You on this topic? (on behalf of same organization)</p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>If yes, Other Names: _____</p>	
<p>Topic – include brief statement of issue or purpose for Deputation: • Please see Protocol Notes on Page 2</p>	
<p><u>Affordable Housing Development Planning</u></p>	
<p>I wish to appear before <input type="checkbox"/> Council <input checked="" type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other</p>	
<p>On the Meeting date: <u>May 12, 2015</u></p>	
<p>Please Note: Most meetings are video-taped and reported on by both the local newspaper and radio stations. Subsequently your deputation will form part of the public record in the minutes which are circulated widely and posted on the City's portal on the internet. By appearing before Council/Committee and signing this form, you hereby understand that information pertaining to you and your deputation will be publicized.</p>	
<p>Do you have material to leave with Council following your deputation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please give to Clerk upon arrival to meeting)</p>	
<p>Signature Required: _____ (Must be signed by applicant to go forward)</p>	
<p>...2</p>	

(2)

Deputation Protocol

The purpose of the deputation process is to allow individuals or groups an opportunity to make their views known to Council. Council values and welcomes input, comments, and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following Protocol is observed and we thank you for your interest in making a deputation and abiding by the rules:-

2.9 Cell phones/Blackberries/Smart Phones

All phones are required to be turned to vibrate during all Council and Committee meetings.

9.7 No Deputant shall:

1. Speak without first being recognized by the Head of Council or Chair
2. Speak disrespectfully of any person
3. Use offensive words or gestures, or make abusive comments,
4. Speak on any subject other than the subject stated on their Deputation Request Form
5. Disobey the Rules of Procedure or a decision of the Council or Committee

9.9 Expulsion

The Head of Council or Chair may cause to expel and exclude any member of the public who creates any disturbance or acts improperly during a meeting of Council or Committee. If necessary, the Clerk may be called upon to seek the appropriate assistance from police officers for this purpose.

9.14 Appearance - previous - limitation - new information

Any person appearing before Council who has previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and subsequent appearances.

✓ **Check below:**

I have never spoken on this issue before.

I have spoken on this issue before and the new information I wish to present is as follows:-
consolidation of previous reports and recommendations for action

{Committee of the Whole/Property & Planning Meeting}

Committee of the Whole Meetings combined with the Property & Planning Committee immediately following, commence at 9:00 a.m., typically on the 2nd Tuesday of each month, unless otherwise advertised.

Committee Deputations are given approx. 15 minutes each at the beginning of the meeting, subject to the Chair's discretion.

Members of Committee may engage in dialogue with the person making a deputation as a matter of receiving and/or clarifying information.

Please present any material, letters or other relevant information concerning your deputation to Committee either at the time of your deputation or in advance of the meeting.

When a number of people are to appear representing one viewpoint or interest group, it is expected the group speak through a spokesperson, or submit written submissions.

{Council Meetings}

Regular Council meetings commence at 12:00 p.m., typically on the 3rd Tuesday of each month, unless otherwise advertised.

Deputations before Council are given approx. 5 minutes each at the beginning of the meeting, subject to the Mayor's discretion.

Council will not debate an issue, but will take the information under advisement.

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By Mail: 1 Main Street South, Kenora, ON P9N 3X2

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E-mail: hkasprick@kenora.ca

Name: (person making deputation) <u>Mike Greaves</u>	Organization You Represent: (if applicable) <u>Lake of the Woods Development Commission</u>
_____ / _____ (please print)	
Mailing Address: _____	Telephone Number: _____
Email Address: _____	Postal Code: _____
Other Persons Presenting with You on this topic? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>(on behalf of same organization)</small>	
If yes, Other Names: _____	
Topic – include brief statement of issue or purpose for Deputation: <small>• Please see Protocol Notes on Page 2</small>	
<u>Q1 Report to Council from LOWDC</u>	
I wish to appear before <input type="checkbox"/> Council <input checked="" type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other	
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May 4, 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 \$8,291.58.

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/Finance Implications:

The municipal share of the tax reduction relating to the Section 357 adjustment is \$6,699.28.

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:

Legislative requirement.



May 5, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: 2015 Biz Levy

Recommendation:

That Council hereby approves the Harbourtown Centre Business Improvement Board budget request in the amount of \$50,000 representing the 2015 Business Improvement Board levy; and further

That Council hereby gives three readings to a By-law to adopt the estimates for funds to be raised for 2015 on behalf of the Harbourtown Centre Business Improvement Board; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to formally adopt the 2015 Business Improvement Board Levy at its May 19, 2015 meeting.

Background:

In 2003, under By-Law #166-2003, the City of Kenora established an improvement area for the purposes of "the improvement, beautification and maintenance of municipally owned lands, buildings and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area". In this same By-Law, the City established a Board of Management, known as the "Harbourtown Centre Business Improvement Board", in accordance with Section 204 of the Municipal Act, 2001. This Board and area are often known as the "Kenora BIZ".

In accordance with the By-Law, the Kenora BIZ must provide to the City their annual report, as audited by the City's auditors, as well as a request for the current year levy. The 2012 BIZ annual report is not yet available, however the City required that the BIZ submit their 2014 levy request in order to approve the levy amount in time to include on the City's 2014 final tax bills. The BIZ Executive has submitted a levy request of \$50,000 for 2015, unchanged from the 2014 BIZ levy request. The request does represent a decrease (due to changes in assessments) in the BIZ variable rate of about 1.8%, bringing that new rate to .0005372.

Budget:

The BIZ levy is levied on the final tax bill directly from the applicable property owners within the BIZ area, in accordance with the provisions from the enabling By-law.

Communication Plan/Notice By-law Requirements:

Notice of the approval will be given in accordance with Notice By-law #144-2007. ^{Page 10}

Strategic Plan or Other Guiding Document:

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

May 3, 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Buskers Bylaw

Recommendation:

That Council of the City of Kenora gives three readings to a bylaw to regulate busking in the City of Kenora.

Background:

In the summer of 2014 the City received numerous complaints regarding a particular busker that was located outside of CIBC bank and Ho Jo's Coffee and Books. The complaints the City along with the OPP received from not only merchants but the general public were the concerns about his aggression and how assertive he was with the public about making a "donation". One of our own staff in City Hall experienced it with her own children. The police eventually did charge the busker under the Safe Streets Act for panhandling after speaking with him on numerous occasions about moving along. He was non-cooperative and therefore the police made the decision to charge him.

This charge by the OPP sparked concern by the Harbourtown BIZ and a request was made to the City to look at regulating busking in the City. I made a commitment to the Harbourtown BIZ group at the time that I would bring something forward to the new Council as I was very much into election mode at that time. It was set as a priority to have ready for Council consideration for the upcoming busy summer season.

I researched several different municipalities across Canada for busking bylaws that they may have and spoke with Allan D. McKittrick when he was here for the Conflict of Interest training about this bylaw. He had suggestions for the bylaw and developed a draft from the research on other municipalities. He cautioned Council when these types of bylaws are developed that there may be some challenges on enforcement. Given that we are regulating expression in public places, he cautioned that, in his view, busker by-laws are very prone to challenge and can be very difficult to defend in the courts. No matter what final by-law wording that the City decides to use, the City should know that there will be no guarantees of success in related by-law prosecutions. Courts expect "expression limiting" by-laws in public places to be "well-tailored suits", meaning that they must "fit well and not be too big". Meeting the Court's expectations (especially considering that the views of one judge may not be shared by another) is a very difficult thing to do and, among other things, the more precise and narrow you are in your by-law wording the more you may unintentionally eliminate from it and the more ability you may take away from those "on the ground" (ie., police officers and by-law enforcement officers) who are trying to take into account all factors involved in a specific situation, including the busker's rights, neighbours' rights, the City's rights, the rights of the general public and others, and trying to make decisions respecting the issue at hand (often trying to achieve

compromises to resolve matters without the laying of charges).Further, we cannot^{Page 12} contemplate all possible specific scenarios.

You will note in the draft, that there is reference to amplification. Mr. McKitrick advised me that amplification prohibitions have been the subject of a human rights complaint in Ottawa. In that matter, it has been alleged that such prohibitions systematically discriminate against female buskers. They are not currently aware of what outcome, if any, has resulted from this complaint.

I would also like to have included short form wording for this bylaw which I am prepared to move forward with. It is an easier way for the officers to lay charges in situations where buskers are not cooperative with enforcement officers requests. I will caution however that these charges will likely be similar to Liquor Act charges where they become uncollectable.

Please be assured that the intent of this bylaw is not to regulate busking so heavily that they are not welcome. We are not providing a permit system or telling them where they can busk. It is a system to have some controls in place in the event that enforcement officers have concerns for the public's general safety and respect of public peace. In the situation last summer if this busking bylaw was in place, there would have been several areas where the offender would have been in contravention and the police officers that were dealing with him would have had more specific legislation to work with.

This draft bylaw has been reviewed in advance of this meeting by the Kenora OPP Detachment Manager, Paul Van Bellegham, Councillor Mort Goss and Property & Planning Manager Charlotte Caron (Bylaw Enforcement, Tourism, LOWDC). The changes that you see in the draft are what were recommended by the parties when we met the week of April 27th but of course is at the discretion of Council for change.

Budget: N/A

Communication Plan/Notice By-law Requirements: Posted on the portal, notice provided to the BIZ, Tourism and LOWDC, Kenora OPP, Bylaw Enforcement Officers

Strategic Plan or other Guiding Document:

Corporate Actions:

1-12 – The City will support, promote and expand the tourism industry. In recognition of the growing importance 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.



By Alan S. Hale, The Daily Press
Friday, July 11, 2014 3:00:35 EDT PM



Travelling busker Nick Gallien plays his guitar in front of Hojo's Coffee and Books where he was ticketed by police after apartment residents threw things at him from their windows. ALAN S. HALE/Daily Miner and News

The ticketing of a traveling busker by Kenora OPP has caused the Harbourtown BIZ to request a meeting with the city and the police to hash out some clear rules regarding street performers in Kenora.

Nick Gallien has been traveling across Canada from British Columbia for the past month with nothing but a back pack and his six-string banjo, and has been literally singing for his supper in every community along the way. But he said his treatment by certain Kenora residents and the local police have left him with a bad taste in his mouth.

"I have never been treated like this in other places I've stopped, never. And I've busked across the country a few times. It's kind of soured me on the Kenora experience," said Gallien.

A Kenora OPP officer gave Gallien a \$65 ticket for panhandling in front of an ATM, which is an offence under Ontario's Safe Streets Act, something the musician denies doing.

"I've even had a bylaw officer tell me that the ticket the police gave me is ridiculous," said Gallien. "Now I have to raise money to pay it because if I try to leave I'm looking at jail time."

On Monday, July 7, Gallien was playing his banjo outside of Hojo's on Main Street when residents of the apartments above the coffee shop began throwing things at him to make him stop playing, causing Gallien to call the police. Three OPP officers arrived to tell him to stop playing there, and then evidently left.

According to staff at city hall, Kenora does not have any bylaws regulating busking on the community's streets. Although there are no rules saying where street performers are allowed and where they are not, the city has an unofficial policy of referring performers to special events co-ordinator Crystal Stokes for guidance on where they should go to play.

Gallien said after his first encounter with police he went to city hall to check if he was violating any local laws, and then went to see Harbourtown BIZ president Mort Goss about the issue.

Goss said he decided to pay Gallien on behalf of the BIZ to go and perform on Main Street.

"After checking that there were no busking bylaws in the city, I told him to take my businesses card and go play because we want to animate the streets," said Goss. "I sent him back there telling him to consider himself being paid to busk."

Gallien returned to his spot in front of Hojo's and the apartment residents renewed their efforts to make him leave.

"The people upstairs called the cops on me again, they peed in a condom and threw it at me, they tried to spit on me all day. Then another cop came and wrote me a ticket for panhandling outside of a CIBC. (He said) I was asking people for money, but I was busking all day just playing my banjo, doing my thing and trying to make money so I can leave town."

Gallien was fined under Section 3 of the Safe Streets Act which prohibits asking people for money who are "using, waiting to use, or departing from an automated teller machine."

The busker said he was in front of Hojo's the entire time and not the CIBC a few doors down, but the officer who ticketed him saw it differently.

"He just said that I was out there and was like 'as soon as I walked around the corner you ran over here.' And I said 'really? Because my backpack is like 60 pounds,'" said Gallien.

After being shown Gallien's picture, employees at the CIBC branch did not recall seeing the man panhandling at the company's ATMs, and if he had been seen doing so, said they would have called the police themselves.

The Kenora OPP said if Gallien wants to challenge the basis for the ticket or the officer's version of events he can do so in court, something Gallien plans to do. The court date for the hearing is set in September and the busker has retained local lawyer Peter Kirby to make his case while he returns to his travels.

Police spokesperson Laurie Harkof confirmed that police officers did go and investigate who was throwing things at Gallien from the apartments but they were not able to determine who had been doing it.

Goss said the Harbourtown BIZ offered to pay for the ticket if Gallien didn't want to go through court, and will still pay for it if he loses his case. But said he is disappointed with the OPP's handling of the case, calling their use of the Safe Street Act groundless and counter-productive to the community's efforts to create a pleasant atmosphere on Kenora's streets.

"The BIZ has requested a meeting with the city and the OPP about further clarification on how to treat buskers on the street. Because we want to foster that kind of atmosphere," said Goss.

"This was a heavy-handed application of a draconian law with limited benefits to Kenora citizens."

Alan.Hale@sunmedia.ca



May 5, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: Contracts & Expenditures Approved January –March 2015

Recommendation:

That Council hereby receives the information report of Lauren D'Argis, Corporate Services Manager dated March 2, 2015 with respect to contracts awarded within the Manager's approved limits for January to March 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.

May 5 , 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Forestry Resolution

Recommendation:

Whereas the forest products sector is Ontario's second largest industrial sector that has been growing a stronger greener Ontario for generations; and

Whereas Ontario's renewable natural resource supports 200,000 direct and indirect jobs in over 260 communities; and

Whereas all forest product companies operating in Ontario are governed by a world-class forest management regime, the Crown Forest Sustainability Act (CFSA) with its obligatory environmental standards and under this stringent regime, all forest products made in Ontario are sustainable; and

Whereas the objective of sustainable forest management is to maintain or to improve the long-term health of forest ecosystems, so that the generations of today and tomorrow can enjoy the environmental, economic and social benefits of such ecosystems; and

Whereas in Ontario less than 0.5% of the forest in the Boreal region is sustainably harvested annually and 44.2% of the forest in the Boreal is unavailable for harvest; and

Whereas organized activist campaigns targeted at forest products sourced from Canada's Boreal forest are negatively impacting local economies and threatening the future livelihoods of hardworking citizens in Northwestern Ontario; and

Whereas Kenora supports Quebec's Boreal Forest Alliance's objective to inform organizations running negative campaigns of the negative effects of their actions and activist campaigns where these campaigns are based on ideology and misinformation and not on good science and sustainability;

Therefore Be it Resolved that these organizations be made aware and held accountable for the impacts of their campaigns that cost Ontario forest companies their customers, their reputations and their viability as well as the damaging consequences to forestry workers, their families and their communities in Northwestern Ontario; and further

That these organizations cease and desist all campaigns targeting consumers of renewable forest products sustainably harvested from Ontario's Boreal Forest region as trees are the only renewable building product; and further

That a copy of this resolution be sent to Kathleen Wynne, Premier of Ontario; Greg Rickford, Minister of Natural Resources, Canada; Philippe Couillard, Premier of Québec; Bill Mauro, Minister of Natural Resources and Forestry; Michael Gravelle, Minister of

Background:

A resolution was brought to Council at the April 21st meeting for consideration. It was deferred to the May 19th meeting for consideration. The resolution has been amended to reflect what was passed at the recent NOMA meeting by the membership present and amended to reflect the City of Kenora's position.

Kenora Forest Products are investing millions of dollars in the restart of their mill and are seeking Council's support of this resolution.

Budget: N/A

Communication Plan/Notice By-law Requirements:

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

May 3, 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Housing Pillar Appointment

Recommendation:

That Council of the City of Kenora appoints Councillor Louis Roussin to the Substance Abuse and Mental Health Task Force Housing Pillar Committee for a term at the pleasure of Council.

Background:

In 2013, the Kenora Substance Abuse and Mental Health Task Force created a fifth pillar – a Housing Pillar. At that time, they sent invitations to two Members of the previous Council, together with the CAO. The City appointed two Council representatives, together with an alternate, as well as the City CAO to participate on this pillar.

With the new term of Council, commencing in December 2014, the City appointed one Council representative, together with an alternate Councillor, together with the City CAO to again participate. It is acknowledged that housing and the related issues remain a priority focus for the City.

Following the appointments, the Housing Pillar committee members expressed interest in having Councillor Roussin, as the Kenora Council representative on the Kenora District Services Board (KDSB), continue participate on the Housing Pillar, in addition to Councillor Wasacase, who was appointed by this Council. The KDSB has the oversight for housing related issues in the Kenora region. Councillor Roussin has been approached and has graciously agreed to participate, pending appointment by Council.

Budget:

n/a

Communication Plan/Notice By-law Requirements:

The Housing Pillar will be advised as to Council's decision on this matter.

Strategic Plan or other Guiding Document:

Homelessness & Behavioural Issues Work Plan

Strategic Plan – Kenora – Our Vision is 20 / 20

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

May 4, 2015

City Council Committee Report

To: Mayor and Council

Fr: Sharen McDowall, Human Resources Manager

Re: Recruitment Policy

Recommendation:

That Council hereby approves the City of Kenora Recruitment Policy HR-1-1; and further
That Council give three readings to a by-law to amend the Comprehensive Policy Manual
for this purpose.

Background:

It was recommended by George Cuff during the Governance Audit that the approach to
the recruitment of any Senior Management position should be deemed to be the sole
responsibility of the CAO. This means that the CAO has the full authority over the hiring
and termination of senior management.

Under the Interviewing section page 5 of the current policy, the interview team for the
hiring of a Department Manager has been amended to remove Council Committee
Chairperson and add an external third party(ies) as deemed appropriate by the CAO.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Policy amendments will be communicated to Managers and Supervisors

Strategic Plan or other Guiding Document:

Governance Audit

CITY OF KENORA RECRUITMENT POLICY
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SECTION	DATE	Approved by By-Law Number	PAGE	OF
HUMAN RESOURCES POLICY	February 18, 2014	12-2014	1	9
SUBSECTION	Supersedes By-Law Number:		POLICY NO.	
HIRING	168-2009		HR-1-1	

PURPOSE

To develop a policy and procedure pertaining to all phases of the employment process.

To ensure uniform application of this policy throughout the Corporation.

POLICY GUIDELINES

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

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

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

RESPONSIBILITIES

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

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

CITY OF KENORA RECRUITMENT POLICY
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HR-1-1	2	9

STAFF VACANCIES

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

Such reviews to include:

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

HIRING OF SUMMER STUDENTS

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

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

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

NEW POSITIONS

Newly created positions will be first reviewed and discussed with the Human Resources Manager and then presented to the Chief Administrative Officer

CITY OF KENORA RECRUITMENT POLICY
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for review. Such presentation will include the Department Manager's rationale, a detailed job description, along with any other pertinent information substantiating the need for the position and budget approval.

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

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

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

REPLACEMENT POSITIONS

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

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

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

CITY OF KENORA RECRUITMENT POLICY
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ADVERTISING

Positions to be advertised will use the following media or agencies and any other publications and agencies as approved by the CAO:

Part-time temporary and Non-union positions	Kenora Daily Miner and News and City Portal or as the Human Resources deems appropriate
Unionized and all non-supervisory non-union positions	Kenora Daily Miner and News and City Portal or as the Human Resources Manager deems appropriate
Managers and Supervisors	Kenora Daily Miner and News, Chronicle -Journal and Winnipeg Free Press or Association web sites and City Portal or as the Human Resources Manager deems appropriate
CAO	Kenora Daily Miner and News, Chronicle - Journal News, Winnipeg Free Press, or Association web sites and City Portal or where Council hiring committee directs

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

APPLICATION SCREENING

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

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

INTERVIEWING

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

CITY OF KENORA RECRUITMENT POLICY

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For all hiring's an Interview Team will be established with a minimum of 3 members, except for student positions. Human Resources may request approval from the CAO for an Interview team of less than 3 members

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

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

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

Following a determination of the Interview team as to the successful applicant human resources will determine the medical documentation required for the

CITY OF KENORA RECRUITMENT POLICY
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position and accepted as satisfactory by the employer. Unless, it is determined by the Human Resources Manager that a physical examination is not required. An offer of employment setting out the terms and conditions applicable to the position will then be made in the following manner:

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

Council will be advised of the successful candidate by email.

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

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

REFERENCE CHECKS

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

Personal and professional reference checks are undertaken on all prospective employees by the Human Resources Manager or designate prior

CITY OF KENORA RECRUITMENT POLICY
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to any offer of employment (verbal or written). Unless the Human Resources Manager deems it is not necessary.

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

CRIMINAL CHECKS

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

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

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

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

MOVING EXPENSES

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

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

Any variation to this policy is referred to the CAO for consideration.

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

CITY OF KENORA RECRUITMENT POLICY
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EMPLOYMENT FIRST THREE MONTHS

Acceptance or rejection of all offers of employment will be confirmed in writing for all positions, in accordance with any Collective Agreements. Should the initial applicant decline the offer of employment, the Interview Team shall meet to decide if an offer is to be made to the next best applicant or if a new competition for the position should be conducted.

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

NON-DISCRIMINATION

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

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

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

CORPORATION NOT THE EMPLOYER

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

CITY OF KENORA RECRUITMENT POLICY

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EMPLOYEE DEFINITIONS**Full-time Employee**

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

Part-time Employee

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

Contract Employee

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

Student Employee

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



April 20, 2015

City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: March 2015 Monthly Financial Statements

Recommendation:

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

Background:

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

Expenditures:

- At the end of March, the year is one quarter finished. Assuming that expenditures are relatively level for the year, a result of (75%) 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 77% 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.
- **Protection** - The Protection Department expenditures are overall under budget with 76% remaining to be spent.
- **Transportation** - The Transportation Department expenditures are on budget with 75% 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 28% remaining at this time last year.
- **Environmental** - The Environmental Department expenditures are overall under budget with 80% remaining to be spent.
- **Health expenditures** - Health expenditures are on budget with 76% remaining to be spent.

- **Social and Family** – Social and Family expenditures appear to be under budget but will be in line by the end of the year.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are overall under budget with 79% remaining to be spent.
- **Planning & Development** – Planning & Development expenditures are overall under budget with 82% remaining to be spent.

User Fees:

- Overall, user fees are below budget projections with 81% of the budget still to be collected.
- All areas are lagging to budget except Recreation & Cultural and Planning & Development.
- 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.

May 3, 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Support from MTO on Highway Directional Signage

Recommendation:

Whereas tourism in Northern Ontario is a key economic driver for all communities; and

Whereas Tourism Northern Ontario (TNO) is one of 13 Regional Tourism Organizations (RTOs) funded by the Ontario Ministry of Tourism, Culture and Sport that coordinates, aligns and invests in sub-regional programs and leads in the co-ordination of marketing, product development, workforce and industry training and investment attraction with the ultimate goal of doubling tourism receipts in our region by 2020; and

Whereas TNO is by far the largest tourism region in terms of its size which is larger than all of the other regional tourism organizations combined with the geographical distance between most communities quite large, especially in Northwestern Ontario; and

Whereas the Canadian Tourism Industry released a report in 2013 which states that 81% of Canadian tourism comes from Canadian travellers and spend \$65.8 billion dollars in their travels; and

Whereas the Province has closed many of our Provincial Tourism Centres in the Northern Ontario area which further eliminates the promotion of our northern communities to travellers across Canada; and

Whereas the Province needs to recognize this important expanding industry and assist Northern Municipalities in any way they can with diverting travellers into their communities;

Therefore be it Resolved that Council of the City of Kenora hereby requests Tourism Northern Ontario (TNO) to petition the Ministry of Transportation and the Ministry of Tourism, Culture and Sport on replacing the current Highway signage that encourages travellers to bypass communities that are not located directly on the Trans Canada Highway with Highway signage that promotes and reflects stopping in each community that travellers reach; and further

That this signage reflect key messaging that directs travellers into the downtowns of Northern Ontario Communities and conveys the message that doing so will not disrupt visitor travels.

Background:

While attending the recent Northwestern Ontario Municipal Association annual spring conference a session was held on wayfinding. Councillor Smith and Goss along with myself attended this session where the presenter spoke in great detail about the importance of the Province working with us on the main corridor signage being "visitor friendly". A perfect example of this signage (which he actually displayed in his presentation) is the Kenora bypass signage. The current MTO signage lends travelers to believe that the only way to get to Thunder Bay, and onward, is to stay on Highway 17A through the bypass. The signage does not lend the unfamiliar traveler with information that they can still get back to the bypass and carry on the Trans Canada via Kenora.

In 2013, Tourism Northern Ontario contracted with Corbin Design to survey the Wayfinding Landscape in Northern Ontario and to develop a plan that would make travel through our region much less cumbersome to visitors. The goals of the program were to 1) increase visitors length of stay, 2) increase visitor receipts, 3) increase visitor satisfaction, and 4) to assure consistency across all communication channels. This study was released in the Fall of 2014. In the report that was released, the observation was made that "by-pass routes divert potential visitors from downtowns", therefore the recommendation of the report is that "TNO petition MTO to change the language on their directional signage." It was this instance where Kenora was specifically referenced and images of the MTO by-pass signage was used to illustrate the situation more clearly.

With the local Ontario Travel Information Centre closed at the Manitoba border, Kenora and our local economy are being by-passed by visitors, because they are not being provided with clear and concise directional signage by the MTO. The initiative that could be lead by Tourism Northern Ontario, would simply ask the Province to consider replacing existing signage in accordance with the recommendations in the TNO Wayfinding Signage Study. This one action would result in increased visitation to our community and local businesses. It would generate increased economic impact to our community as a result of earning tourism dollars that would otherwise drive right past us.

Kenora has made significant investment and progress in tourism over recent years. We are not prepared to stop pursuing potential tourism to our community. By working with Tourism Northern Ontario, and the province on this initiative, Kenora and other Northern Ontario communities will benefit from increased tourism spending.

This report has been shared with the Tourism Development Officer with input from her as she holds a seat on the TNO Board of Directors.

Budget: N/A

Communication Plan/Notice By-law Requirements:

Tourism Northern Ontario Board
 Ministry of Transportation
 Ministry of Tourism, Culture and Sport
 Northern Municipalities

Strategic Plan or other Guiding Document:

Strategic Corporate Actions:

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

3-14 - The City will forge stronger relations with neighbouring communities and area municipalities by City staff, particularly those that help ensure tight co-ordination of

emergency response situations, disaster relief efforts and clear communication protocols between the City of Kenora, the Ontario Provincial Police, and the neighbouring communities



May 5, 2015

City Council Committee Report

TO: Mayor and Council

FR: Heather Kasprick, Manager of Legislative Services

RE: NOHFC Funding – Kenora Events Centre Business Case

Recommendation:

That Council gives three readings to a by-law to authorize the execution of an agreement between the Northern Ontario Heritage Fund and the Corporation of the City of Kenora for funding related to the business case and drawings for the Kenora Event Centre; and further

That the Mayor and Clerk be authorized to execute this agreement.

Background:

Over the past two years the Event Centre Committee has created several avenues for public input and consultation. With data summarized and collected from the facilitated meeting an on-line survey was created to gather further public input using a different avenue for data collection. The survey was sent out to the general public through social media outlets, direct and in-direct user databases, radio blasts and extensive web exposure. In the combined efforts 491 responses were received, 76 facilitated and 415 from surveys results representing a total statistic of 3.23% of Kenora's permanent residents.

The data collected to date motivated the committee to move forward to the development of a proposed conceptual design that encompasses the needs and requests of the community. The vast majority of the respondents were highly supportive of the project and encouraging of the Committee's motion to move forward. The intent of the expansion of the Kenora Recreation Centre is to enable the City of Kenora the capacity to host larger sporting and special events on a year round basis.

The committee moved to the development of a business case following the conceptual designs and approval was given to develop a sustainable business case for capital and operating costs for the proposed design of the Events Centre. This will include viable options for utilizing private sector partnership and government funding, leasing and tenant opportunities to supplement both capital and operating costs, projections for operational costs, staffing requirements and models, suggested rates and fees, revenue forecasts, projections for cost recovery percentage based on user fees and or tax subsidy, financial implications on existing program areas and other recreation facilities that will and may be impacted by the building of an Event Centre. This plan will also include a parking and traffic flow strategy.

This funding agreement is for funding to hire a consultant to develop engineered plans for the proposed development of the Kenora Events Centre. The key project activities shall include the completion of concept development and design plans, mechanical and electrical plans, structural plans, and architectural plans for the proposed extension.

Budget:

Total project cost is \$160,000 with NOHFC funding 50% of the concept development and design cost of \$100,000 or \$50,000. Remaining funding for this project comes from the fundraising event held last fall of \$25,000 and City allocated funds for the remaining balance.

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

Strategic Plan or other Guiding Documents:

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

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

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

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

April 18, 2015

City Council Committee Report

To: Mayor and Council

Fr: Heather Kasprick, Manager of Legislative Services

Re: Provincial Legislative Framework for Waste Recovery

Recommendation:

Whereas municipalities have no control over the form of municipal solid waste that is generated from packing and products that enter their jurisdiction; and

Whereas municipal taxpayers bear more than 50% of the cost of waste disposal and recycling of packaging and printed paper in the waste stream, which products are increasingly complex, multi-material and expensive to recycle, reclaim or dispose of; and

Whereas the Minister of the Environment and Climate Change has committed to replacing the current waste diversion legislation, but has not yet introduced replacement legislation to the legislature; and

Whereas producer responsibility provides that producers be responsible for 100% of the costs of certain designated wastes for full cost of end-of-life management for such products and packaging; and

Whereas municipalities should not have to bear the cost of managing the disposal of these materials; and

Whereas waste is a valuable resource; and

Whereas producer responsibility would provide considerable savings to Kenora residents and grow the local economy as producers innovate to reduce waste, develop more easily recyclable packaging and work with municipalities on better ways to collect and process it; and

Whereas increased recycling and reclamation could add 13,000 good, high-quality jobs in Ontario and contribute more than \$1.5 billion every year to Ontario's economy; and

Therefore be it resolved that the City of Kenora calls on the Ontario Government to introduce legislation to replace the *Waste Diversion Act* with a system based on full Producer Responsibility, ensuring that producers are responsible for 100% of the end-of-life costs of designated waste, and that producers need to work with the municipal sector on those Producer Responsibility programs that affect the municipal integrated waste management system so that municipalities are fairly compensated for services provided to manage designated waste that enters the municipal system.

Background:

The Association of Municipalities of Ontario (AMO), the City of Toronto, the Regional Public Works Commissioners of Ontario (RPWCO), and the Municipal Waste Association (MWA) worked together on a Municipal Discussion Paper:

[New Waste Reduction and Resource Recovery Framework Legislation - Letter and Paper](#) for Minister Glen Murray's consideration as a new provincial legislative framework for waste reduction is being developed.

The submitted paper outlines the municipal critical needs and interests the new framework needs to address including:

- minimizing the environmental impacts of waste
- preserving limited disposal capacity
- ensuring fair compensation for municipalities for services provided as well as any assets and associated costs that are stranded as a new system is implemented.

2015 Municipal Blue Box Program Payments:

AMO and the City of Toronto have been working with Stewardship Ontario (SO) and Waste Diversion Ontario (WDO) at the MIPC table to determine the 2015 Steward Obligation for the 2015 municipal payments for the 2013 Blue Box program. As you are aware, the 2014 Steward Obligation was decided by arbitration and municipalities were awarded 50% of reported net costs. AMO/City of Toronto have requested that WDO should use the methodology the Arbitrator, Mr. Armstrong, based his decision on for the 2015 and all future Steward Obligations until new waste recovery legislation is implemented. He ruled that the reported net costs as determined through the annual WDO Datacall and verification process pass the test of reasonableness and is sensible, thorough, and reliable.

Not surprisingly, SO does not agree with following this recommended methodology for 2015 and has a different interpretation of Mr. Armstrong's decision.

AMO/City of Toronto and SO presented their respective positions separately to the WDO Board of Directors on April 16th. We are now awaiting a decision by the WDO Board on how to proceed to determine the 2015 Steward Obligation. Further, AMO/City of Toronto requested WDO consider interim 2015 payments for municipalities until the Steward Obligation is determined as the first quarterly installments are due to municipalities in June.

Communication Plan/Notice By-law Requirements:

Resolution to be forwarded to the Minister of Environment and Climate Change, Minister of Northern Development and Mines, Association of Municipalities of Ontario (AMO) and Northwestern Ontario Municipal Association (NOMA)

Strategic Plan or other Guiding Document:

Corporate Actions:

- **2-11** – The City will lead and promote environmental sustainability through conservation, smart building design and, where feasible, retro-fit practices for city-owned facilities
- **2-13** – The City will continue to advance our leadership position as “Stewards of the Lake” and “Stewards of the Land” by safeguarding water quality on our lakes and optimizing waste diversion practices that reduce future landfill requirements
- **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.

May 5, 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:

- February 26 – Heritage Kenora Committee
- March 25 – Kenora Public Library Board
- March 31 – Harbour Advisory Committee
- March 31 – Harbour Advisory Committee (public session)
- April 14 – Event Centre Committee
- April 23 – Lake of the Woods Museum 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

May 5, 2015

City Council Committee Report

To: Mayor & Council

Fr: John Nabb, Facilities Supervisor

Re: Keewatin Memorial Arena Restoration Agreement

Recommendation:

That further to Council accepting the tender of Quinan Contracting related to the Keewatin Memorial Arena rehabilitation project, authorization is hereby given for the Mayor and Clerk to execute an agreement between the Corporation of the City of Kenora and Quinan Contracting Ltd.; and further

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

Background:

As per the tender for Keewatin Memorial Arena Floor and Refrigeration Rehabilitation that closed on March 26, 2015, with Quinan Contracting being the successful bidder, the signed agreements were received in my office on May 5, 2015. They are now ready to be executed.

The scope of work as per Article A-3 3.1 is:

Mobilization and demobilization

Removal of two concrete slabs and excavation of material below slabs as specified and detailed in Tender Specifications

Supply and install sub base drainage as specified and detailed in Tender Specifications

Supply and placement of Backfill, Insulations and Reinforcement

Supply and placement of heating and cooling lines, main header and all connections within slab space as per specification (CIMCO Refrigeration) named sub-contractor

Supply conduit and wiring for ice pad sensors as required

Supply and install electrical conduits as required for power, PA and clock timer

Construct and provide concrete works for rink floor slab as specified and detailed in Tender Specifications

Budget: The contract price excluding taxes is \$951,037.40 and included in the 2015 Capital budget

Communication Plan/Notice By-law Requirements:

Facilities Supervisor, Recreation Services Manager, Manager of Property and Planning

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

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



May 5, 2015

City Council Committee Report

TO: Mayor and Council

FR: Colleen Neil, Recreation Services Manger

RE: Lease Agreement with Kenora Baseball League

Update:

This report is for information purposes only. This item is being brought back as a result of the deferral at the April 2015 meeting, which deferred this matter to May 2015. There will be a motion brought forward to the May 2015 meeting to defer this matter to June 2015.

The Kenora Baseball League delivered a deputation to council seeking permission to apply for grants to make improvements to the Jaffray Melick Ball Fields.

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

The League, the Recreation Services Manager and the Risk and Loss Prevention Officer have met to review the initial terms of the agreement and have made some changes to initial terms that they feel are in the best interest of both the League and the City. The City and League are continuing to make good progress on the agreement however, are still working out a few key items, such as liability and insurance, and waiting on some advice and board agreement.

At this time it is agreed that:

- The City will waive the fees for usage of all ball field rentals for Kenora Baseball League for the 5 year term. This is approximately \$775.00 per year for a total of \$3,875.00 for years calculated at the current 2015 rental rate.
- The League will have first consideration for use of the JM fields during the season.
- The City's Recreation Services Department will take care of all bookings for the JM Ball Fields. (change from initial report)
- The League will have a 5 year lease of exclusive use of the JM Concession for the season. All monies earned will be used exclusively for League programs.
- The League and the City will share all maintenance work on the fields.
- The City will continue with garbage pick-up and washroom contract as they have in previous years.

Changes from the initial report presented to council are that the City Recreation Services Department will maintain the bookings of the fields and, that until further upgrades are made to the fields, the City will continue to support the maintenance of the fields. It was

felt that with a small volunteer base and the liability involved in booking and maintenance that this would be best be left with the City.

The outstanding issue remaining to be determined is to ensure that the League has the proper insurance at a rate that they can afford and make this project viable for them as a volunteer organization. The city has been working with the League and the City's insurance provider to explore options.

Once the City is satisfied and the League's Board is satisfied with the agreement it will come back to council for authorization. Both Staff and the League are working toward having the agreement to Council for the June Committee of the Whole.

Budget:

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

Communication Plan/Notice By-law Requirements:

Notice be given for all required by-law requirements.

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

Strategic Plan or Other Guiding Document:

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

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

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

April 29, 2015

City Council Committee Report

To: Mayor and Council

**Fr: Richard Perchuk, Operations Manager
Mike Mostow, Fleet Supervisor
Mukesh, Solid Waste Supervisor**

Re: Retrofit and Refurbish Used Recycle (Compactor) Trailer

Recommendation:

That Council hereby authorizes the retrofit and refurbish of a used compactor trailer in the amount of \$84,463.00, (HST extra); and further

That Council hereby authorizes the additional allocation of \$84,463.00 (HST extra), the City portion, to be funded through the Fleet Reserve Fund; and further

That public notice is hereby given that Council intends to amend its 2015 Capital Budget at its May 19st, 2015 meeting to withdraw funds from the Fleet Reserve Fund, in the amount of \$84,463.00, (HST extra), to offset the cost of the retrofit and refurbish; and

That the quote received for the genuine part, from Nexgen Municipal, Burlington, Ontario, for the retrofit and refurbish, be received:-

Nexgen Municipal \$84,463.00 (HST extra); and further

That the quote submitted by Nexgen Municipal, Burlington, Ontario, in the amount of \$84,463.00 (HST extra) be hereby accepted.

Background:

The 2014 Capital Budget approved an allocation of \$185,000.00 for the purchase of a new compact trailer. In conjunction with CIF funding, a used trailer unit was purchased from Haldimand County, in the amount of \$56,000.00, plus additional taxes. A Purchase Order was issued for Nexgen Municipal in April 2014, but the company only recently completed the works that were not carried forward in the 2015 budget. It is recommended that Council approve an additional request, from the Fleet Reserve Fund, to cover 50% of the cost to retrofit and refurbish the unit, with the remaining 50% cost to be covered by CIF Funding.

Budget: Fleet Reserve Fund & CIF Funding

Communication Plan/Notice By-law Requirements:

Notice required to be placed on Committee Agenda, Minutes and subsequent Council Agenda/Minutes. Resolution & By-Law required.

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.

April 17, 2015

City Council Committee Report

To: Mayor and Council

**Fr: Richard Perchuk, Operations Manager
Mike Mostow, Fleet Supervisor
Krishanth Koralalage, Roads Supervisor**

Re: Trackless Sidewalk Broom Attachment

Recommendation:

That Council hereby authorizes the purchase of a 60" x 32" diameter angle sweeper (Trackless MT6 sidewalk broom attachment), in the amount of \$12,105.00, (HST extra); and further

That Council hereby authorizes the additional allocation of \$12,105.00, (HST extra), to be funded from the Fleet Reserve Fund; and further

That public notice is hereby given that Council intends to amend its 2015 Capital Budget at its May 19st, 2015 meeting to withdraw funds from the Fleet Reserve Fund , in the amount of \$12,105.00, (HST extra), to offset the cost of this purchase; and further

That the quote received for the genuine part, from Joe Johnson Equipment, for the supply of a 60" x 32" diameter angle sweeper, be received:-

Joe Johnson Equipment \$12,105.00 (HST extra); and further

That the quote submitted by Joe Johnson Equipment, Barrie, Ontario, in the amount of \$12,105.00 (HST extra) be hereby accepted.

Background:

One of the major responsibilities of the Roads Department, during the winter season, is the maintenance of City sidewalks. This involves plowing and sanding of 61 kms of City sidewalks throughout the winter. The Roads Department has two (2) Bombardiers and one (1) Trackless MT6 to perform sidewalk plowing and sanding operations. Sand accumulates to the edges of the sidewalk and along the sidewalk every time sanding operations are performed resulting in sand filled sidewalks at the end of the season. At present, a water truck is being used by two employees to wash the sidewalks in the downtown core. Although this process is slow, it is effective, since the area is mostly congested with utility boxes, post boxes and garbage receptacles. Unfortunately, most of the sidewalks that need to be cleaned are long stretches and this method takes too long because two employees have to walk carrying the water hose. Since the Roads Department already has a trackless machine the purchase of a broom attachment is necessary to help maintain the sidewalks free of sand.

Therefore, it is recommended that Council approve the purchase of a broom attachment and that the Fleet Supervisor receive approval to proceed with securing the purchase of the genuine part in the amount of \$12,105.00, plus HST.

Budget: Fleet Equipment Reserve Fund

Communication Plan/Notice By-law Requirements:

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

Resolution required.

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

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.

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



April 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 - March**

Recommendation:

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

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**

March 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 March 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:

- Mar 2nd
- Mar 9th
- Mar 16th
- Mar 23rd
- Mar 30th

All samples tested were within the allowable parameters.

2.3 Maintenance

- Replaced couplings at Zone 4 Booster station.
- Rebuilt trim chlorinator.
- Rebuilt pre chlorine injector.
- Replaced generator batteries at Brinkman Booster and WTP.
- Repaired caustic leak in high lift area.

2.4 Training

- There was no training held in the month of March.

2.5 Water Quality Complaints

There were no water quality complaints for the month of March.

2.6 Other Information

- Distribution system chlorine levels were sampled at three locations weekly throughout the month in addition to the chlorine levels being sampled along with regular weekly bacteriological samples.
- Continued our distribution lead testing program for 2015.

3.0 Water Distribution System

3.1 Maintenance

3.1.1. Water Distribution

- March 2 – Dug and thawed frozen service line at: 704 Sixth Street South.
- March 3 – Dug and thawed frozen service line at: 11 Sylvan Street.
- March 4 – Dug and installed new curb box at: 800 Park Street.
- March 11 – Dug and thawed frozen service line at: 26 Seventh Avenue South.
- March 12- Dug and thawed frozen water main at: 3 Birchwood Place.
- March 19- Dug and installed new hydrant at: Creighton Youth Center on Rabbit Lake Road.
- March 24 – Dug and repaired water service leak at: 205 Minto Drive.
- March 31 - Dug and repaired water service leak at: 700 Sixth Street South.

3.1.2. Wastewater Collection

- March 2 - Thawed frozen sewer at: 401 Seventh Avenue South.
 - Thawed frozen sewer at: 33 Ocean Avenue.
 - Rodded plugged sewer at: 620 Third Street North.
- March 4 - Thawed frozen sewers at: 721 Second Street South.
 - Thawed frozen sewer at: 438 Third Street South.
- March 6 - Thawed frozen sewer at: 809 Fifth Street North.
 - Thawed and rodded frozen sewer at: 224 Eighth Avenue South.
 - Rodded plugged sewer at: 918 Sixth Street North.
- March 8 - Thawed frozen sewer at: 614 Second Avenue South.
 - Flushed sewer main from manhole at: the intersection of First Avenue South and Seventh Street South towards west.
- March 9 - Dug and repaired collapsed sewer main at: 918 Sixth Street North.
 - Flushed the sewer main in between 401 and 407 Third Street South.
- March 10 - Thawed and televised sewer service at: 905 First Street South.

- March 12 - Thawed and flushed frozen sewer at: 801 Fourth Street South.
 - Thawed and flushed frozen sewer at: 228 First Street North.
- March 13 - Thawed frozen sewer at: 1025 Park Street.
- March 15 - Thawed and rodded frozen sewer at: 843 Robertson Street.
 - Thawed frozen sewer at: 812 Fifth Street, Keewatin.
- March 17 - Dug and repaired collapsed sewer at: 228 First Street North.
- March 19 - Televised sewer service at: 25 Doner Avenue.
 - Thawed and rodded sewer service at: 134 Eleventh Street North.
 - Rodded plugged sewer at: 134 Main Street Rideout.
- March 20 - Rodded plugged sewer at: 612 First Street South.
- March 25 - Thawed frozen sewer at: 213 Matheson Street.
- March 26 - Thawed sewer main at: Seventh Avenue Bridge Station.
- March 27 - Televised and rodded plugged sewer at: 134 Main Street Rideout.
- March 30 - Thawed sewer service at: 506 Third Street North.
 - Rodded plugged sewer at: 318 First Avenue South.

3.1.3. Water Thaws:

Year	City Property	Private Property	Total
March, 2014	77	0	77
March, 2015	44	8	52

3.2 Training

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

3.3 Water Quality Complaints

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

3.4 Boil Water Advisory(s) - 2015

Date and Location:

- March 12th – 8 residents on Birchwood Place and 1 resident on Birchwood Road.

3.5 Other Information

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

4.0 Wastewater System

4.1 Monthly Flows & Operating Data – See Schedule “B”

4.2 Weekly Bacteriological Samples

- 4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out March 26th, 2015 - Results:
- Total BOD (biological oxygen demand) Raw Sewage: 59 [mg/L]
 - Total BOD Final Effluent: 7 [mg/L] - limit is 25[mg/L].
 - Total Suspended Solids Raw Sewage: 87 [mg/ L]
 - Total Suspended Solids Final Effluent: 8 [mg/ L] – limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on March 4, 11, 18, 25, 2015 - Results: Organisms/100 ml
- Geometric Means from samples in March: 49.5 organisms/100mL.
 - 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 49.5 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 88% and the Plant reduction of suspended solids is 91%.

4.3 Maintenance

- Price quotes for thermal imaging of all MCC panel, generators and transformers.
- Sludge press maintenance: installed 2 check valves in the filter press booster pumps.
- Budget quotes for roof anchors, treated planks for digester covers, air/heat exchange for 100 building.
- Replaced electric motor on sand extractor cleaning mechanism, and replaced main disconnect on cleaning mechanism. Also replaced contactor relay and overload on sand extractor cleaning mechanism.
- Replaced indicator lights on MCC panel in 100 building.
- Rewired control wiring in 100 building.
- Cleaned clarifier weirs and UV chamber.
- Replaced headbox motor on south screw pump.
- Cleaned return sludge headworks.

4.4 Training

- Health and Safety Policy reviewed with staff.

4.5 Other Information

4.5.1. March 17th, 2015 - Workplace Health & Safety inspection completed.



May 3, 2015

**City Council
Committee Report**

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Food Vendor at the Harbourfront

Recommendation:

That further to a call for proposals for the City's 2015 Mobile Food Program by the Property & Planning Department Council of the City of Kenora hereby accepts Smiling Hounds Holdings Inc., operating as Ye Olde Chip Truck, as vendor on the Kenora Harbourfront; and further

That in accordance with the Request for Proposal Council hereby accepts the above food vendor to operate at the Kenora Harbourfront for the 2015 season; and further

That three readings be given to a by-law authorizing the Mayor and Clerk to execute the required contract for the vendor.

Background:

On February 17, 2015 the Council of the City of Kenora authorized the Property and Planning Department to proceed with a request for proposals for food vendors at the Kenora Harbourfront and Discovery Centre. Three proposals were received for the Kenora Harbourfront and all three were deemed to be acceptable as per the RFP. The proposed vendor has operated a food truck at the Harbourfront for a number of years but through some internal company confusion a proposal was not submitted by the deadline as required. Once this was realized the owners contacted the City as they would like to locate at the Harbourfront again this year. There is one spot at the Harbourfront that was not filled through the Request for Proposals.

Impact to Budget:

\$1,800 Revenues from the vendor for leased space and access to electrical services. Revenues will be used to offset expenses for running the related facility.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan - Goal #1: Develop Our Economy

The City will foster and support entrepreneurial business development for start-ups and young entrepreneurs

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

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

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

May 4, 2015

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Caron, Property & Planning Manager

Re: Keewatin Community Improvement Plan Project Area

Recommendation:

Whereas Section 28 of the Planning Act permits municipalities to designate by by-law a "community improvement project area" and prepare and adopt a community improvement plan (CIP); and

Whereas community improvement plans may include financial incentives that are legislated under Section 365.1 of the Municipal Act; and

Whereas Section 8.2 of the City of Kenora Official Plan establishes policies for Community Improvement Plans and identifies Keewatin as a candidate area for a Community Improvement Plan; and

Whereas Section 8.2 of the 2015 Official Plan adopted by Council and forwarded to the Minister of Municipal Affairs and Housing retains Section 8.2 in its current form, with a wording revision to reference Council's intention to pass a By-law for Community Improvement Plan in Keewatin;

Now therefore be it resolved that, subject to there being no appeal received by June 10, 2015, Council of the City of Kenora give two Readings to adopt a by-law for the Keewatin Community Improvement Plan;

Background:

Section 28 of the Planning Act allows municipalities to designate by by-law a "community improvement project area" and prepare and adopt a community improvement plan (CIP). CIPs include financial incentives that are legislated under Section 365.1 of the Municipal Act. CIPs provide the planning and economic development framework for municipalities to use in shaping the local needs, priorities and circumstances for CIP project areas. CIP areas must be established in municipal Official Plans and delineated on Official Plan Schedules and/or through policy in order for municipalities to initiate community improvement planning activities. Section 8.2 of the 2010 City of Kenora Official Plan identifies Keewatin neighbourhood as a potential candidate area for community improvement. The 2015 Official Plan retains Section 8.2 in its current form, with a wording revision to reference Council's intention to pass a By-law for Community Improvement Plan in Keewatin.

The City of Kenora initiated the Keewatin Community Improvement Plan in 2014. The community improvement area is centred on Ottawa Street, Highway 17 West, and surrounding areas. The CIP incentive programs focus on affordable housing, façade and streetscape improvements, signage, and accessibility.

The intent of the Keewatin CIP is to address specific issues in the community. Programs are designed to:

- Stimulate private sector investment in targeted areas;
- Promote revitalization and place-making to attract tourism, business investment and economic development opportunities;
- Develop affordable housing;
- Promote brownfield cleanup and redevelopment;
- Enhance streetscapes and building façades; and
- Effectively use community infrastructure.



Budget:

Operating Budget – Planning and Property

Communication Plan/Notice By-law Requirements:

Charlotte Caron, Property & Planning Manager
Notice by-law and regulations of the Ontario Planning Act

Strategic Plan or other Guiding Document:

City of Kenora Strategic Plan
City of Kenora Economic Development Plan
City of Kenora Wayfinding Design Development Study
Kenora Affordable Housing Report
City of Kenora Official Plan
City of Kenora Zoning By-law
Ontario Planning Act

May 4, 2015

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Caron, Property & Planning Manager

Re: **City of Kenora, Official Plan and Zoning By-law, 2015**

Recommendation:

Whereas the City of Kenora Official Plan came into effect August 19, 2010; and

Whereas Section 26 of the Planning Act requires that official plans be revised at least every five years to ensure consistency with the Provincial Policy Statement (PPS) and provide policies to plan for projected population growth; and

Whereas a Special Meeting of Council was held on April 21, 2015 to discuss proposed changes to the Official Plan and Zoning By-law; and

Whereas a Statutory Public Meeting was held on April 21, 2015 to allow members of the public to provide comments on the proposed changes to the Official Plan and Zoning By-law; and

Whereas, Council of the City of Kenora deems it necessary and expedient to adopt a new Official Plan; and

Whereas Section 26 of the Planning Act requires that Zoning By-laws be revised within three years after a new official plan is in effect;

Now Therefore Let it be Resolved

That Council hereby gives three readings to a by-law to adopt the Official Plan, and

that the City of Kenora forward the Official Plan, as adopted, together with the "Record" as required under the Planning Act, to the Minister of Municipal Affairs and Housing for final approval; and

that the Council of the City of Kenora give 1st and 2nd Reading of the City of Kenora Zoning By-law, including text and associated schedules (maps), as approval in principle, pending Ministerial approval of the Official Plan; and

that the Council of the City of Kenora adopts the new zoning by-law and repeals Zoning By-law 160-2010 after 3rd Reading .

Background:

Section 26 of the Ontario Planning Act requires that official plans be revised at least every five years to ensure consistency with the Provincial Policy Statement (PPS). Zoning by-laws must be revised within three years after a new official plan is in effect. The current City of Kenora Official Plan and Zoning By-law came into effect on August 19, 2010. The PPS came into force on April 30, 2014. In Spring 2014, the City of Kenora initiated the five-year review of its Official Plan and Zoning By-law, as mandated under Section 26 of the Planning Act.

The Ontario Planning Act requires municipalities to prepare and adopt an Official Plan to provide guidance for the physical development of communities. The City of Kenora Final

Draft Official Plan incorporates revisions to the current Official Plan to ensure consistency with the 2014 PPS. Official Plan Amendment 1 is also incorporated, expanding the Future Development Area Overlay over the former mill site to recognize the Community Improvement Plan applicable to the lands. Other changes to the Official Plan were incorporated to respond to new development trends in the community.

In addition to revisions to Official Plan policies based on new PPS policies, an update to the Official Plan is also needed to address a projected increase in population in Kenora in the future. Recent expansion of the local economy and migration from other areas of the District of Kenora is responsible for an increase in population, and further growth is expected. The population of Kenora is projected to increase by approximately 706 by 2031. The Official Plan must respond to the anticipated population increase and ensure that sufficient land is available for future residential and economic development.

The Official Plan for the City of Kenora is consistent with the Provincial Policy Statement, and in particular to the new policies adopted in 2014 relating to matters such as sustainability, an aging population, intensification, active transportation, diversified economies, efficient servicing, and management of natural resources.

Section 34 of the Planning Act permits municipal Councils to pass a zoning by-law to prescribe how lands may be used, where buildings and other structures may be located, the types of buildings that are permitted and how they may be used, and the size of lots, their dimensions, parking requirements, building heights and setbacks of buildings from property lines and the street.

The Official Plan will receive three readings and be sent to the Minister of Municipal Affairs and Housing for final approval. Once the document has been finalized, by the Minister, and after the legislated appeal period has passed, without an appeal, the Official Plan will come into force and take effect.

The Zoning By-law and Keewatin Community Improvement Plan, will receive two readings, in May, and will be adopted upon receipt of the finalized Official Plan. Appeal periods for each of these documents will run concurrently.

Budget:

Operating Budget – Planning and Property

Communication Plan/Notice By-law Requirements:

COW and Council agenda/minutes, Notice by-law and regulations of the Ontario Planning Act , Charlotte Caron, Property & Planning Manager, Managers, Keewatin CIP Working Group, Minister of Municipal Affairs and Housing

Strategic Plan or other Guiding Document:

City of Kenora Official Plan
Ontario Planning Act



May 4, 2015

City Council Committee Report

TO: Mayor and Council

FR: Melissa Shaw, Real Estate Officer

RE: Lease – Lake Navigation (Kenora) Ltd.

Recommendation:

That Council of the City of Kenora hereby authorize the Mayor and Clerk to enter into a lease agreement with Lake Navigation (Kenora) Ltd., authorizing under Land Use Permit No. 169, to occupy and use Federal Water Lot Location CL-4631 on Lake of the Woods, Kenora, Ontario; and further

That the appropriate bylaw be passed for this purpose.

Background:

In 1989 the Town of Kenora ratified a fifteen (15) year lease with Lake Navigation for use of the Harbourfront to operate the MS Kenora. As part of the agreement Lake Navigation constructed docking facilities and contributed funding for water and sewer services.

In May, 2005 The Corporation of the City of Kenora entered into a ten (10) year lease agreement with Lake Navigation (Kenora) Ltd., to operate, maintain, and replace, as required, at its own expense, a sixty-five (65) foot dock adjacent to Land Use Permit No. 169, and for use of a storage building on a portion of the Landlord's property on the southwest corner of the Harbourfront for docking, storage and ticket sales associated with the MS Kenora. The terms of the lease were as follows:

- 5 year term with a further 5 year option to renew at agreed upon terms
- \$5 million liability/environmental liability coverage
- \$1300 + GST (\$20/foot)/annum for dock area
- \$100 + GST /annum for storage building

As a viable tourist attraction, The Corporation encourages the continued use of the Harbourfront area by the MS Kenora. The proposed lease will include all of the existing terms of the lease signed in May, 2005, however, the rent charged in 2015 will directly reflect docking fees as outlined in our Tariff of Fees By-Law Number 132 – 2013, and will become subject to a two (2%) percent escalation clause each year thereafter.

Budget:

Lake Navigation Rental						
Harbourfront Dock				Storage Building	Total	
	Dock Size (ft)	Price/ft.				
2015	65	\$ 27.30	\$1,774.50	\$ 117.30	\$	1,891.80
2016	65	\$ 27.85	\$1,809.99	\$ 119.65	\$	1,929.64
2017	65	\$ 28.40	\$1,846.19	\$ 122.04	\$	1,968.23
2018	65	\$ 28.97	\$1,883.11	\$ 124.48	\$	2,007.59
2019	65	\$ 29.55	\$1,920.78	\$ 126.97	\$	2,047.75

The lease agreement is attached as draft, any changes will be available prior to Committee of the Whole.

Communication Plan/Notice By-law Requirements:

Finance, Property and Planning, Filing

Strategic Plan or other Guiding Documents:

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



May 4th, 2015

City Council Committee Report

TO: Mayor and Council

FR: Melissa Shaw, Real Estate Officer

RE: Lease Agreement- Environment Canada

Recommendation:

That Council of the City of Kenora hereby authorize the Mayor and Clerk to enter into a lease agreement with Her Majesty the Queen, in Right of Canada, represented by the Minister of the Environment for the use of property located at the southeast corner of Dick Banning location, Plan 23R-4158, Part 1 in the City of Kenora, Ontario; and further

That the appropriate bylaw be passed for this purpose.

Background:

In March, 2000, The Corporation of the City of Kenora entered into a long term lease agreement with Environment Canada for the use of Municipal Land at the Keewatin Public Works Yard to house a storage facility of approximately three-hundred and fifty (350 sq. ft.) square feet in size. In 2010, the parties entered into renewal agreement for an additional five (5) year term. This term ends on May 31st, 2015; and once again includes the provision for renewal. Environment Canada has requested to exercise its right of renewal for an additional five (5) year period in accordance with the terms, and conditions incorporated by reference to the Original Lease and Renewal Lease Agreements. The lease agreement is attached as draft, any changes will be available prior to Committee of the Whole.

Budget:

Revenues of \$4,323.24 plus HST per annum.

Communication Plan/Notice By-law Requirements:

Finance, Property and Planning, Filing

Strategic Plan or other Guiding Documents:

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



May 4, 2015

City Council Committee Report

TO: Mayor and Council

FR: Charlotte Caron, Manager of Property and Planning

RE: Rotary Splash Park Tax Deduction Request

Recommendation:

That Council of the City of Kenora hereby authorizes the issuance of tax receipts for any donation of \$75 or greater made to the City of Kenora between May 1, 2015 and July 1, 2019, unless otherwise specified due to early project completion, to be used specifically towards the Rotary Splash Park to be built at Norman Park.

Background:

In January of 2015, Council of the City of Kenora approved a recommendation supporting the Rotary Club of Kenora's 100th Anniversary project, for 2019, the location of an accessible Spray Park / Splash Pad in the City of Kenora's Norman Park. The City of Kenora will accept the asset once complete and maintain it. The Rotary Club of Kenora has begun fundraising for the project.

Rotary has appointed a treasurer for the project and are in the process of setting up a bank account. The Rotary Treasurer will work with the City of Kenora's Finance department to minimize the amount of time required by the Finance Department on this project.

The Kenora Rotary Club does not have its own charitable number and more money will be raised for the project if they are able to offer tax receipts.

Budget:

This project has been discussed with the Corporate Services Manager and the Treasurer.

Communication Plan/Notice By-law Requirements:

Finance Department, Property and Planning Department, Kenora 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.^{Page 65}
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.

May 5, 2015

City Council Committee Report

To: Mayor and Council

Fr: Charlotte Caron, Manager of Property and Planning

Re: Variance Granted under By-law 150-2010; A By-law to Regulate the Keeping of Animals within the City of Kenora.

Recommendation:

That Council receives the exemption report of a variance granted by administration under bylaw number 150-2010.

Background:

A variance under By-law 150-2010; A By-law to Regulate the Keeping of Animals within the City of Kenora was applied for and granted with conditions. A family that has in the past fostered dogs for many years began keeping some of the dogs. They had planned to keep four dogs but have given one up and would like to keep the remaining three dogs. Two of the three dogs are licensed, as a condition of the variance the third dog will be licensed. The owners were waiting to see if they would have to give the dog away or not before licensing it. One of the dogs is 8 years old and in poor health. The average lifespan of dogs of this breed is 12 to 15 years. Once this dog passes on they have agreed to remain with the two dog limit. A letter of reference has been provided from a local veterinarian.

Council is required to be notified when a variance is granted.

Budget:

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

Communication Plan/Notice By-law Requirements:

Copies to By-law Officers and By-law Supervisor for files.

Strategic Plan or other Guiding Document:

By-law 150-2010; A By-law to Regulate the Keeping of Animals within the City of Kenora



May 4, 2015

City Council Committee Report

TO: Mayor and Council

FR: Tara Rickaby, Planning Administrator

RE: Site plan amendment – Deadhead Developments Inc. (WSL)

Recommendation:

That the Mayor and Clerk of the City of Kenora be authorized to execute Schedule 1 (Drawing A0.1 Rev 5 – March 23, 2015) to an application to amend a site plan agreement between Deadhead Developments Inc.; and further

That the appropriate bylaw be passed for this purpose.

Background:

The City of Kenora and Deadhead Developments Inc. entered into a site plan agreement in June of 2014. In order to continue on with Phase II of their development of a dealership building, additional docking, and parking areas for each of these, the existing site plan required amendments. The amendment included shoreline stabilization.

The application was circulated and any outstanding issues have been, or are being, dealt with. A variance for the size/location of the sign is being processed concurrently. Kenora Hydro is dealing with the site separately.

Budget:

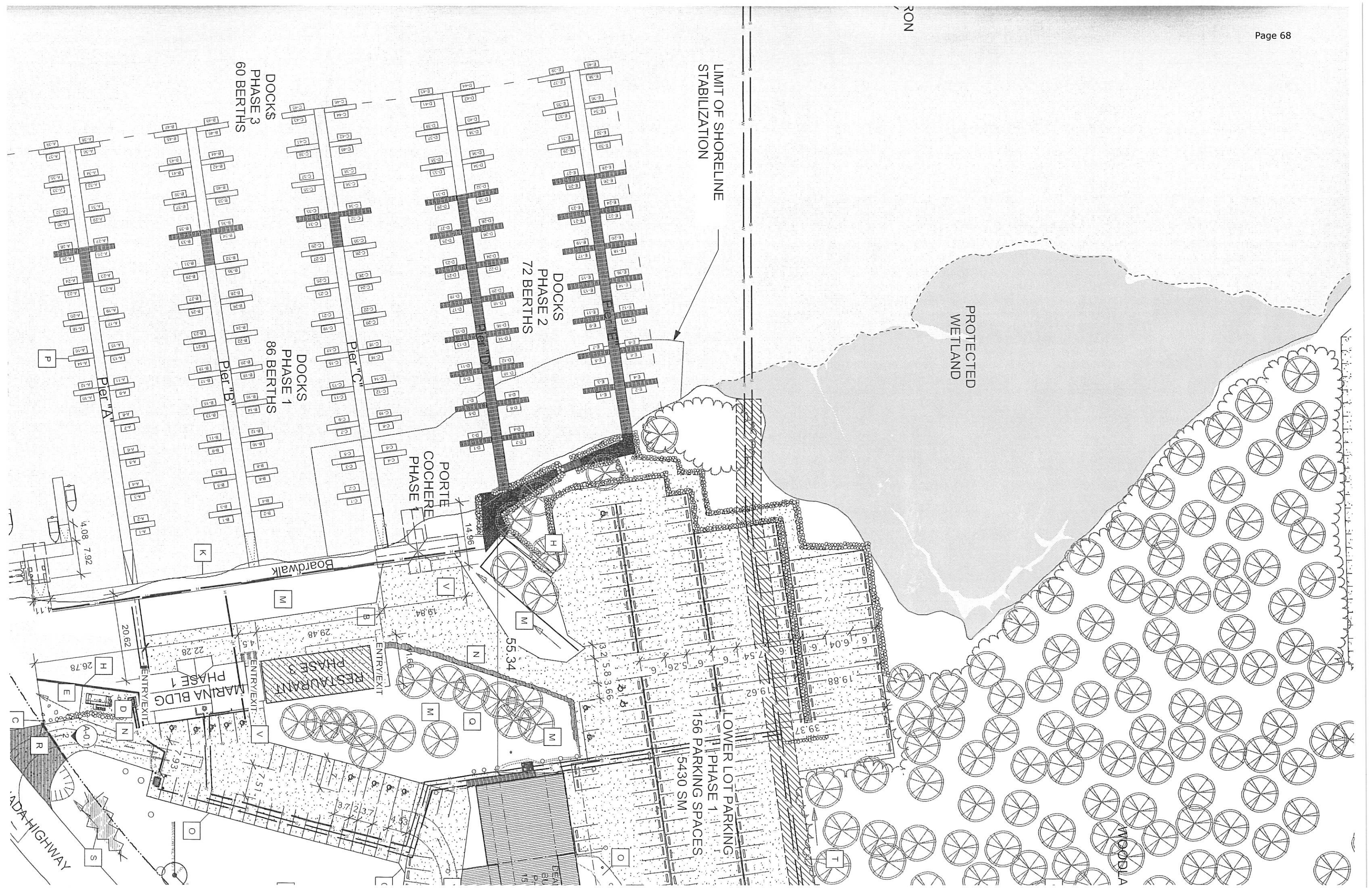
Amendment fee -\$100

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or other Guiding documents:

Housekeeping



RON



P R O C L A M A T I O N

Lyme Awareness Month May 2015

Whereas the citizens of Kenora value their health and that of their families, therefore they are proud to support the observance of May as Lyme Awareness Month; and

Whereas Lyme disease is a multi-systemic disease transmitted by the bite of an infected tick (all species) and some other biting insects; and

Whereas Lyme disease is geographically a rapidly spreading disease and difficult to test for and to treat; and

Whereas Lyme Ontario is committed to ensuring Ontario residents have the most current, reliable and evidence based knowledge about Lyme and associated diseases; and

Whereas it is appropriate that a month be set apart for public education and awareness of Lyme and associated diseases carried by ticks;

Therefore Be It Resolved That the Month of May be hereby proclaimed as '**Lyme Awareness Month**' and I urge our citizens to become educated and aware of the health consequences of Lyme and tick borne diseases.

Proclaimed at the City of Kenora this 12th day of May, 2015



Mayor David S. Canfield



PROCLAMATION

By Virtue of Authority

Vested in me

I Hereby Proclaim

June 7 - 13 , 2015

As **“Seniors Week”**

in and for the City of Kenora and request its observance
as such by our citizens.

Proclaimed at the City of Kenora

this 12th day of May, 2015

David Canfield

His Worship Mayor David S. Canfield