



# City of Kenora

## Committee of the Whole Agenda

Tuesday, September 8, 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 September 15, 2015 meeting:-

- Set Council remuneration rates
- Authorize an appropriation of up to \$61,901 from contingency reserves to offset the budgeted costs related to professional services by Clear Logic
- Authorize an additional allocation of \$8,000 to be funded through contingency reserves related to the City's non-union pay equity plan and salary grid reviews
- Add storage rental fees for the Keewatin Memorial Arena to the Tariff of Fees and Charges bylaw

### 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

**Motion:**

That the following meeting minutes be confirmed as written and ordered filed:

- Regular Committee of the Whole August 4, 2015
- Special Committee of the Whole August 5, 2015
- Special Committee of the Whole August 11, 2015
- Special Committee of the Whole August 25, 2015

### D. Deputations

- Joanne Hill – Docking Petition
- Patty Letourneau – Community Safety and Well-Being Plan
  - Brent Scott – Provincial bylaws & implementation

### Presentations

- Human Resource Management Strategy Presentation – Clear Logic

## E. Reports:

### 1. Business Administration

Councillor R. McMillan - Chair

Item Subject

Pages 8-34

- 1.1. KDSB Press Release Highlights
- 1.2. Kenora Age Friendly Consultants Contract
- 1.3. Council Remuneration
- 1.4. City of Kenora Human Resources Management Strategy
- 1.5. July 2015 Financial Statements
- 1.6. Kenora Assembly of Resources Tax Receipt Request
- 1.7. Kenora Senior Housing Forum Funding Agreement
- 1.8. Intercity Bus Transportation Resolution of Support
- 1.9. Pay Equity and Salary Survey Reviews
- 1.10. Provincial Offences Write-offs
- 1.11. Small Communities Fund Application
- 1.12. Adoption/Approval of Various Committee Minutes

### 2. Community Services

Councillor D. Reynard, Chair

Item Subject

Pages 35-37

- 2.1 Stantec Consulting Agreement
- 2.2 Storage Fees for Keewatin Memorial Arena

### 3. Economic Development

Councillor M. Goss, Chair

Item Subject

Pages 38-40

- 3.1 Common Ground Research Forum Funding Agreement
- 3.2 Kenora Airport Authority Resolution of Support

### 4. Emergency Services

Councillor C. Wasacase, Chair

Item Subject

Pages

- 4.1 No Reports

## 5. Operations

Councillor L. Roussin, Chair

Item Subject

Pages 41-62

- 5.1 ATV / ORV Bylaw
- 5.2 Future of Grinder Pump Operation
- 5.3 Roads Department Staffing – Organizational Review
- 5.4 Screened Winter Sand Tender
- 5.5 Water Wastewater Systems Monthly Report

## 6. Property & Planning

Councillor S. Smith, Chair

Item Subject

Pages 63-71

- 6.1 Coney Island Park Contract Extension
- 6.2 FoTenn Consulting Contract
- 6.3 City Janitorial Services Contract
- 6.4 KPDSB Lease Agreement (BBSS)
- 6.5 Beaches, Parks & Trails Consulting Contract

### Other

### Next Meeting

- Tuesday, October 13, 2015

### Motion - Adjourn to Closed Meeting:

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

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

- i) Proposed or Pending Acquisition or Disposition of Land (4 matters)
- ii) Personal Matter about an Identifiable Individual (1 matter)
- iii) Labour Relations (3 matters)

Adjournment.





# DEPUTATION REQUEST FORM

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

### How to Make a Deputation:

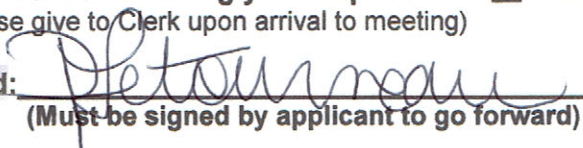
1. Determine date and time of Council or Committee meeting you wish to attend.
2. Submit this completed and signed form to the City Clerk (deliver/mail/fax or e-mail)
  - at least seven (7) days in advance of any Committee meeting
  - before 10:00 a.m. on date of a Council meeting;
3. State your name 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](mailto:hkasprick@kenora.ca)

<b>Name:</b> (person making deputation) <u>Patty Letourneau</u>	<b>Organization You Represent:</b> (if applicable) <u>Kenora Substance Abuse and Mental Health Task Force</u>
(please print)	
<b>Mailing Address:</b> <u>Box 618 Keewatin, ON</u>	<b>Telephone Number:</b> <u>547-4100</u>
<b>Email Address:</b> <u>ksamhtf@kmts.ca</u>	<b>Postal Code:</b> <u>P9N 2R6</u>
<b>Other Persons Presenting with You on this topic?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <small>(on behalf of same organization)</small>	
<b>If yes, Other Names:</b> _____ <small>In attendance with me but not presenting will be the Task Force Co-Chairs Jen Carlson, Craig Bryant and Bob Bernie</small>	
<b>Topic – include brief statement of issue or purpose for Deputation:</b> • Please see Protocol Notes on Page 2	
<u>Community Safety and Well-Being Plan</u>	
<b>I wish to appear before</b> <input type="checkbox"/> Council <input checked="" type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other	
<b>On the Meeting date:</b> <u>September 8, 2015</u>	
<b>Please Note:</b> 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.	
<b>Do you have material to leave with Council following your deputation?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, please give to Clerk upon arrival to meeting)</small>	
<b>Signature Required:</b> <u></u> <small>(Must be signed by applicant to go forward)</small>	

...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:-

### {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.

Please present any material, letters or other relevant information concerning your deputation to Council 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.

# 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](mailto:hkasprick@kenora.ca)

<p>Name: (person making deputation)</p> <p><u>Brent Scott</u></p> <p style="text-align: center;">/</p> <p style="text-align: center;">(please print)</p>	<p>Organization You Represent: (if applicable)</p> <p>_____</p>
<p>Mailing Address: <u>Box 88 Keewatin On</u></p>	<p>Telephone Number: <u>407-2957</u></p>
<p>Email Address: <u>brentscott@shaw.ca</u></p>	<p>Postal Code: <u>p0x1c0</u></p>
<p>Other Persons Presenting with You on this topic? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (on behalf of same organization)</p> <p>If yes, Other Names: _____</p>	
<p>Topic – include brief statement of issue or purpose for Deputation:</p> <p>• Please see Protocol Notes on Page 2</p> <p><u>Provincial Bylaws and implementation</u></p>	
<p>I wish to appear before <input checked="" type="checkbox"/> Council <input type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other</p>	
<p>On the Meeting date: <u>September 8, 2015</u></p>	
<p>Please Note:</p> <p>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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please give to Clerk upon arrival to meeting)</p>	
<p>Signature Required: <u></u> (Must be signed by applicant to go forward)</p>	
<p>...2</p>	



---

## KDSB Board of Directors Meeting

---

**Press Release:** August 17 2015 – For Immediate Release

At its regular Board meeting on Thursday, August 13, 2015, the KDSB Board of Directors:

- Supported and approved for the Kenora District Services Board to be part of the Housing Partnership Canada’s Steering Committee that will oversee the completion of Phase One of the feasibility study for the establishment of the Canadian Housing Bank.

The Housing Partnership Canada (HPC) is interested in partnering with key organizations within the Canadian housing sector and has extended an invitation to include the Kenora District Services Board in exploring the creation of a dedicated lending institution for affordable and social housing providers across Canada in order to finance the regeneration and development of their assets. The Canadian Housing Bank would focus on pooling capital requirements of a diverse group of borrowers and giving them efficient and cost-effective access to capital lending markets. The bank would also be offering prospective investors an investment opportunity with direct ties to a social return.

- Received and approved the KDSB 2014 Annual Report on the *Ten Year Housing and Homelessness Plan*. The Annual Report highlights the progress that was made in 2014 by the KDSB in addressing the priorities and achieving the goals set out in the plan. The report is the KDSB’s first progress report and represents a small step towards quantifying and understanding the impact that the plan has on the people and communities in the Kenora District.
- Passed a resolution supporting the efforts of the Sioux Lookout Meno Ya Win Health Centre and the Municipality of Sioux Lookout in lobbying the Ministry of Health and Long Term Care to obtain funding for development of 96 additional long term care beds. The creation of more long term care beds in Sioux Lookout is a critical component in addressing the need for more supportive services for seniors and individuals living with disabilities in Sioux Lookout and the northern communities.
- Changed the Committee of the Whole meeting date from November 19, 2015 to November 26, 2015.
- Heard that 7 KDSB Paramedics will be receiving the Emergency Medical Service Exemplary Service Medals. The service medals honour paramedics with 20 years of exemplary pre-hospital emergency service.





The following paramedics will be receiving service medals:

- Andrew Tickner – 30 years
  - Les Dunville – 20 years
  - Patricia Benson – 20 years
  - Jeff Wykes – 20 years
  - Jeff Wetendorf – 20 years
  - Guy Robbins – 20 years
  - Eric Dalzell – 20 years
- 
- Received the 2<sup>nd</sup> Quarter Variance report and financial position summary from the Director of Finance and Asset Management. The report identified that the total expenditures are under budget for the quarter.
  - Authorized the Chief Administrative Officer to negotiate with the Ministry of Community and Social Services to increase the funding advance to the Kenora District Services Board in order to cover the estimated funding shortfall due impacts that SAMS system is having. As part of the transition to the new SAMS system, the subsidy claim reconciliation process between the Province and the KDSB has been delayed. Funding has continued to be advanced by the Province based on historical data however based on actual subsidy payments; the KDSB is estimated to have been underfunded between \$213,000 and \$240,000.
  - Accepted the tender from LMD Contracting in the amount of \$114,000 for the third and final phase of a three year grounds work project at the Minto Row Housing units. The purpose of the capital project is to eliminate the ongoing water drainage concerns which have led to ice build-up in the winter, snow removal problems and water damage to the building basements.
  - Received the 2<sup>nd</sup> Quarter Report on Integrated Social Services Program – Ontario Works. The current focus of the KDSB and the Ontario Works Program continues to be with the implementation of SAMS.
  - Received the 2<sup>nd</sup> Quarter Report on Integrated Social Services Program – Early Learning and Care. The Board heard that the impact of the implementation of Full Day Kindergarten on the Fee Subsidy Program across the District by age group appears to have rebounded to where it was before the implement of the Full Day Kindergarten Program. The demand for licensed child care for four and five year olds and school age children continues to increase. The KDSB continues to work with operators and School Boards to meet the service delivery demands, while ensuring that programs are viable and the quality standard are maintained.
  - Received the 2<sup>nd</sup> Quarter Report on Integrated Social Services Program – Social Housing. The report



provided the Board of Directors with an update on the District's housing arrears and on the Turnover and Vacancy trends.

- Did not approve the five year lease agreement with the Dryden Regional Health Centre for the Dryden Land Ambulance base. Administration was directed to continue negotiations with the Health Centre.
- Received the 2<sup>nd</sup> Quarter Report for Emergency Medical Services highlighting the land ambulance's call volume trends compared to previous years, the services' response times and call distribution by community.

Barry Baltessen, Chair

Henry Wall, CAO



August 25, 2015

## City Council Committee Report

**TO: Mayor and Council**

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

**RE: Kenora Age-Friendly – Consultant Contract**

### **Recommendation:**

That Council hereby authorizes the Mayor and Clerk to enter into a Consulting Contract between the Corporation of the City of Kenora and HTFC Planning & Design for the purposes of the development an Age-Friendly Plan; and further

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

### **Background:**

In JUN 2015, the City of Kenora was approved for funding from two different sources for three Age-Friendly projects as follows:

1. Development of a Kenora Age-Friendly Plan
2. Completion of a Kenora Seniors' Services Guide
3. Seniors Housing Forum

The funding for the Age-Friendly Plan and the Seniors Services Guide was approved under the provincial Age-Friendly Communities Planning Grant Program and the funding for the Seniors Housing Forum was from the Ontario Seniors Secretariat Seniors Community Grant program.

The Kenora Age-Friendly project will address all areas of an Age-Friendly community, as identified by the World Health Organization: Housing, Transportation, Respect and Social Inclusion, Social Participation, Communication & information, Outdoor spaces and buildings, Community Support & health services and Civic participation and employment.

The project will be overseen by the Kenora Age-Friendly Steering Committee, which is comprised of community members and representatives of agencies providing services to seniors. Councillor Rory McMillan is the Council representative on the Committee and Economic Development Officer Jennifer Findlay is working with the Committee. Mary Bawden and Lynn Moffat are the Committee Co-Chairs.

The following is a list of organizations with representatives on the Steering Committee:

- Alzheimer Society of Kenora/Rainy River Districts
- Canadian Red Cross
- City of Kenora
- District of Kenora Home for the Aged Community Support Services
- Kenora Seniors Coalition
- Kenora Association for Community Living
- Kenora Substance Abuse & Mental Health Task Force
- Lake of the Woods District Hospital
- Making Kenora Home
- NeChee Friendship Centre – Lifelong Care Program
- New Horizons Seniors Centre
- Northwestern Health Unit
- Northwest Community Legal Clinic
- Retired Teachers of Ontario
- Sunset Country Family Health Team
- Women's Place Kenora

A Request for Proposals was developed by the Steering Committee and posted in early August 2015. 20 consulting firms requested information about the project. 8 proposals were received and reviewed by a small working group. The HTFC proposal was accepted by the Kenora Age-Friendly Steering Committee at their August 24, 2015 meeting.

**Budget Implications:** No direct budget implications to the City  
Kenora Age-Friendly Plan & Seniors Services Guide  
\$25,000 (100% funding)

Seniors Housing Forum

\$10,000

8,000 funding

2,000 in-kind City of Kenora and Northwestern Health Unit (meeting rooms/data)

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

This project supports the City of Kenora's Vision 20/20 Strategic Plan as a lifestyle community. An Age-Friendly Community is an All-Ages-Friendly community and will support Kenora's goal of population retention and growth.

**Goal 2-6**

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

**Communication Plan/Notice By-law Requirements:** Economic Development, Finance



August 12, 2015

## City Council Committee Report

**TO: Mayor and Council**

**FR: Karen Brown**

**RE: Council Remuneration**

### **Recommendation:**

That Council hereby approves Council Remuneration to be set at the following rates effective 1 January 2015:

	<b>Annual Remuneration</b>	<b>Per Diems</b>
Mayor	\$ 31,897	\$ 175
Council	\$ 15,949	\$ 175

; and further

That Council hereby approves an update to the City Council Annual Remuneration Policy #CC-15-1 to remove any references specifically to 2012 and 2013 which are no longer applicable; and further

That notice is hereby given that Council intends to pass a by-law setting out Council remuneration rates for 2015 in accordance with Notice By-law #144-2007; and further

That the appropriate by-laws be passed for these purposes.

### **Background:**

In 2011, following a review of Council remuneration in comparable municipalities, an adjustment was made to Council remuneration in light that the remuneration remained unchanged since the City's amalgamation in 2000. In addition, it was approved that staff would develop a policy that would ensure the same annual adjustment to Council remuneration as received by the Non-Union Group. As a result, in December 2011, Council approved the Council Travel & Per Diems Policy (Policy #CC-15-1). The intent of the amendment was to tie Council remuneration to the economic adjustments given to non-union staff. The relevant policy section reads as follows:

#### **Policy**

##### **1. 2013 - Annual Remuneration:**

Annual Remuneration will be paid to Council commencing in 2013, with the 2013 adjustment being equal to the combined cumulative 2012 and 2013 economic adjustments.

## **2. Annual Remuneration after 2013**

Following the 2013 remuneration increase, annual remuneration on a forward basis will be based on the actual annual percentage adjustment approved for the City's Non-Union Group.

## **3. Remuneration approved by By-law**

All annual remuneration increases will be ratified by adoption of the required by-law and provision of any applicable notice in accordance with Council's Notice By-law.

In passing this policy, it was recognized that approving an economic adjustment for non-Union staff would also set the proposed adjustment to Council wages. When the policy and adjustment to Council remuneration was approved, the non-union economic adjustment to wages was not known for 2012. Partly for this reason, and partly to provide a small phase in for a portion of the increase to Council wages, it was recommended that the 2012 Council remuneration be adjusted for non-union increases to the end of 2011, and the 2013 increase to Council remuneration be equal to the cumulative economic adjustment for non-union staff for both 2012 and 2013.

Now that the City has moved beyond the period of adjustment, it is appropriate to amend the Council Remuneration Policy (CC-15-1) to remove the old references to 2012 and 2013 which are no longer applicable on an ongoing basis.

The economic adjustment that was approved for City non-union staff for 2015 was 1.7%, approved at the August 2015 Council meeting. A corresponding adjustment of 1.7% to Council remuneration represents the following:

	<b>Annual Remuneration</b>	<b>Per Diems</b>
Mayor	\$ 31,897	\$ 175
Council	\$ 15,949	\$ 175

Independently, it is important to understand that in accordance with the policy, Council remuneration continues to be set by by-law. In those years where an economic adjustment is approved for non-Union staff, Council will need to independently contemplate authorizing an amendment to Council remuneration. As per the policy, the required by-law and applicable notice provision will continue to be part of the City's process for amending Council remuneration.

### **Budget:**

The 2015 cost for the economic adjustment is included in the City's 2015 operating budget.

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

A by-law amending Council remuneration will be required. Council will provide notice of its intention to pass a by-law to amend Council remuneration in accordance with Notice By-law #144-2007.

14 August 2015

## City Council Committee Report

**To: Mayor and Council**

**Fr: Karen Brown**

**Re: Human Resource Management (HRM) Strategy**

### **Recommendation:**

That Council hereby approves the Human Resource Management (HRM) Strategy dated August 2015 as developed by Clearlogic Consulting Professionals; and further

That Council hereby approves an appropriation of up to \$61,901 from the City's Contingency Reserve to offset the budgeted costs related to professional services provided by Clearlogic, including the development of the HRM Strategy; and further

That Notice is hereby given that Council intends to amend its 2015 operating budget at its September 15<sup>th</sup> meeting for this purpose; and further

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

### **Background:**

Under Council direction, the City CAO engaged the services of Clearlogic Consulting Professionals to provide assistance with regards to a number of matters related to implementation of staffing related recommendations made in the City's organizational review. This includes the development of an HRM Strategy to provide the City with a road map to implement the recommendations included in the City's organizational review to help the City move forward with the goal of focusing on our people under the Strategic Plan – Kenora, Our Vision is 20 / 20.

These recommendations are as follows:

1. Review human resource policies and address gaps.
2. Establish an HR committee to oversee and monitor the HR Strategy.
3. Develop a plan to address key staff attraction and retention issues.
4. Build leadership skills, knowledge and abilities at all levels of the organization.
5. Establish training budget and resources necessary to achieve strategic HR goals.
6. Improve existing performance management strategies.
7. Provide performance management training to all managers and supervisors.
8. Expand the City's Employee Recognition Policy and Program.
9. Develop clear corporate policies and processes around disciplinary issues.
10. Explore opportunities for job enrichment through "horizontal" loading.
11. Explore opportunities for job enrichment, through "vertical" loading.
12. Increase efficiency of the recruitment process.
13. Leverage technology to streamline and support HR processes and systems.
14. Establish robust internal communications processes.
15. Improve organizational morale.

16. Formalize a staff suggestion program.

The HRM Strategy is designed to help move our City forward in realizing our goal to focus on our people. It is designed to help shift our corporate culture to that of an empowered workforce. It is designed to make Kenora an Employer of Choice. The strategy will be a living document, one that we need to constantly look at to make sure it continues to move the City forward. The strategic directions included in the new HRM Strategy have been listed in the following table:

	Org Review Rec. #
<b>Direction 1: System Planning and Oversight</b>	
1.1 Establish an HR committee to oversee and monitor the HR Strategy.	Report 1- 2
1.2 Review human resource policies and address gaps.	Report 1- 1
1.3 Leverage technology to streamline and support HR processes and systems.	Report 1-13
<b>Direction 2: Recruitment and Retention</b>	
2.1 Develop a plan to address key staff attraction and retention issues.	Report 1- 3
2.2 Expand the City’s Employee Recognition Policy and Program.	Report 1- 8
2.3 Explore opportunities for job enrichment through "horizontal" loading.	Report 1-10
2.4 Explore opportunities for job enrichment, through "vertical" loading.	Report 1-11
2.5 Increase efficiency of the recruitment process.	Report 1-12
2.6 Build a succession plan.	Report 1-4
2.7 Develop a robust orientation process.	Report 1-3
<b>Direction 3: Training and Development</b>	
3.1 Build leadership skills, knowledge and abilities throughout organization.	Report 1- 4
3.2 Establish training budget and resources to achieve strategic HR goals.	Report 1- 5
<b>Direction 4: Performance Management</b>	
4.1 Improve existing performance management strategies.	Report 1- 6
4.2 Provide performance management training to all managers and supervisors.	Report 1- 7
4.3 Develop clear corporate policies and processes around disciplinary issues.	Report 1- 9
4.4 Improve organizational morale.	Report 1-15
<b>Direction 5: Internal Communications</b>	
5.1 Establish robust internal communications processes.	Report 1-14
5.2 Formalize a staff suggestion program.	Report 1-16

Clearlogic will be attending the September 8<sup>th</sup> Committee of the Whole Meeting to present the draft HRM Strategy to Council and answer any questions.

**Budget / Financial Implications:**

A budget amendment to appropriate funds from the City’s contingency reserve is required for the costs incurred.

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

Notice is required for the budget amendment.  
 The draft strategy has been shared with City staff prior to making it available publicly through Committee of the Whole.  
 A press release can be prepared for reading at the Council meeting.



**Strategic Plan or other Guiding Document:**

The implementation of an HR Strategy / Strategic Plan is in line with the actions and objectives of the goal "Focus on our People" within the strategic plan.

The implementation of an HR Strategy / Strategic Plan is integral to the recommendations included within the City's organizational review.



August 21, 2015

## City Council Committee Report

To: Mayor and Council

Fr: Lauren D'Argis, Corporate Services Manager

Re: July 2015 Monthly Financial Statements

### Recommendation:

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

### Background:

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

### Expenditures:

- At the end of July, the year is seven twelfth finished. Assuming that expenditures are relatively level for the year, a result of (42%) in the % Variance column would indicate that expenditures are on track for the year.
- **General Government** - The General Government preliminary results are over budget with 41% of the expense budget unspent.  
The Administrator's Office is over budget due to the contracted service invoices from BMA.  
Finance is under budget despite the overage in Assessment Office Charges that is due only to timing.  
Council travel is over budget to the end of July with only 19% of the entire year's budget remaining to be spent. Airfare for AMO 2015 is included in these expenses.
- **Protection** – The Protection Department expenditures are overall slightly more than budget with 41% remaining to be spent.  
OPP is over budget due a change in their billing statements for 2015. This will be offset by a release from reserves which will not show on this report.
- **Transportation** – The Transportation Department expenditures are under budget with 45% remaining to be spent.  
Line painting has spent more than the entire year's budget. It is expected that this overage will be offset by other underages in the transportation area.  
Conventional Transit expenses are over the original budget, but will be offset by a release from reserves per a budget amendment. The release will not show on this report.  
Roads insurance expenses already exceed the annual budget due to more settlements than expected.

The maintenance budget for paved roads is below budget overall but the portions for Patching & Washouts and Sweep/Clean/Flush have spent 2/3 of the annual budget.

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

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

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

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

- **Environmental** – The Environmental Department expenditures are overall under budget with 50% remaining to be spent.

Kenora Sanitary is under budget despite an insurance claim settlement.

Sewer Lift Stations are over budget primarily due to grinder pump costs.

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

The Water Treatment Plant appears to be under budget but this is due at least partly to the timing of the Payment in Lieu (like property taxes) charges that do not post until later in the year.

- **Health expenditures** – Health expenditures are on budget with 44% remaining to be spent.
- **Social and Family** – Social and Family expenditures appear to be over budget due to the timing of the transfers to the Home for the Aged. These expenses will be in line with the budget by the end of the year.
- **Recreation & Cultural** – Overall Recreation & Cultural expenditures are overall slightly under budget with 43% remaining to be spent.

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

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

Harbourfront appears to be over budget but this is due to the timing of the contract for flower beds, shrub beds and garden planting and maintenance.

- **Planning & Development** – Planning & Development expenditures are overall under budget with 45% remaining to be spent.

#### **User Fees:**

- Overall, user fees are below budget projections with 46% of the budget still to be collected.
- The following areas are better than budget: General Government, Transportation, and Planning & Development.
- The following areas are lagging to budget: Protection, Environmental and Recreation & Culture.

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.



August 28, 2015

## City Council Committee Report

**TO: Mayor and Council**

**FR: Charlotte Edie, Treasurer**

**RE: Kenora Assembly of Resources Tax Deduction Request**

### **Recommendation:**

That as requested by the Kenora Assembly of Resources (Harbourfront Services) (hereinafter called KAR), the Council of the City of Kenora hereby authorizes the issuance of tax receipts for any donation of \$1,000 or greater made to the City of Kenora from September 16, 2015 to September 30, 2017, unless otherwise specified, to be used specifically towards the Street Straight program; and further

That the City accept the donations in keeping with City's commitment to the KAR agreement to assist in the development of further public/private sector partnerships.

### **Background:**

The City of Kenora and KAR have entered into a contract to enhance the quality of life in the community. In this regard the City is committed to assist KAR in developing partnerships for the purpose of delivering their programs. The City would divert any funds received in the form of donations to KAR for the purpose of the Street Straight program.

KAR was approached by the Pines Community Resource Centre to partner in the Street Straight program, an addiction relapse prevention program. The program would run on donations provided by the public. At present there is an interest by the members of the community to fund such a program through individual donations. KAR and the Pines have entered into an agreement for the delivery of the program.

The City of Kenora has been asked to accept the donations and issue tax receipts for any donation of \$1,000 or greater made to the City of Kenora between September 16, 2015 and September 30, 2017.

**Budget:** N/A

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

Kenora Assembly of Resources

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

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



**August 25, 2015**

**City Council  
Committee Report**

**TO: Mayor and Council**

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

**RE: Kenora Seniors Housing Forum – Funding Agreement**

**Recommendation:**

That Council hereby acknowledges that the CAO and EDO entered into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister Responsible for Seniors Affairs under the authority delegated for the purposes of a Seniors Housing Forum; and further

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

**Background:**

In March 2015, the Kenora Age-Friendly Steering Committee submitted a proposal to the Ontario Seniors Secretariat to host a Kenora Seniors Housing Forum. The project was approved in June, 2015.

The proposal is to hire a facilitator to organize and moderate a Housing Forum that will feature panelists from communities that have had success with seniors' housing projects, share best practices and identify solutions to Kenora's seniors housing needs to retain Kenora seniors in the community.

The Housing Forum project will be overseen by the Kenora Age-Friendly Steering Committee and facilitated by HTFC Planning & Design in conjunction with the Age-Friendly Plan and Seniors Service Guide projects.

Housing was identified by the community as one of the top 3 priorities during the City of Kenora's Vision 20/20 Strategic Planning in 2014.

The Kenora Age-Friendly Steering Committee includes community representation from local seniors as well as representatives from the following organizations:

- Alzheimer Society of Kenora/Rainy River Districts
- Canadian Red Cross
- City of Kenora
- District of Kenora Home for the Aged Community Support Services
- Kenora Seniors Coalition
- Kenora Association for Community Living
- Kenora Substance Abuse & Mental Health Task Force
- Lake of the Woods District Hospital
- Making Kenora Home
- NeChee Friendship Centre – Lifelong Care Program

- New Horizons Seniors Centre
- Northwestern Health Unit
- Northwest Community Legal Clinic
- Retired Teachers of Ontario
- Sunset Country Family Health Team
- Women's Place Kenora

**Budget Implications:** No direct City budget implications

Seniors Housing Forum

\$10,000

8,000 funding

2,000 in-kind City of Kenora and Northwestern Health Unit (meeting rooms/data)

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

This project supports the City of Kenora's Vision 20/20 Strategic Plan as a lifestyle community with an appropriate range of housing options available for the community and particularly, for Kenora seniors. An Age-Friendly Community is an All-Ages-Friendly community and will support Kenora's goal of population retention and growth.

**Goal 2-6**

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

**Communication Plan/Notice By-law Requirements:** Economic Development, Finance

September 3, 2015

## City Council Committee Report

**To: Mayor & Council**

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

**Re: NOMA Resolution Request – Intercity Bus Transportation**

### **Recommendation:**

Whereas the Ontario Ministry of Transportation is examining how people travel between communities by intercity bus; and

Whereas this review may result in changes to the regulations that govern the operation of intercity bus services across the Province and in particular in Northern Ontario; and

Whereas although intercity bus service is an essential service for many residents of Northwestern Ontario, successive governments have allowed the service to be reduced and in some areas eliminated as the regulations moved away from a concept of cross subsidization whereby operators on a particular route used the profits from the more lucrative routes to subsidize the service to the more remote parts of the province; and

Whereas only Minaki, Sioux Lookout, Collins, Armstrong, Nakina, Longlac and Hornepayne have scheduled VIA Rail passenger service; and

Whereas only Fort Frances, Kenora, Dryden, Sioux Lookout, Nakina and Thunder Bay have scheduled air passenger service (other than the remote First Nation communities); and

Whereas residents without a personal vehicle must rely on family, friends or in many cases non-urgent transportation by Emergency Medical Service paramedics for transportation to major centres particularly for health reasons as intercity bus service is either inadequate or none existent; and

Whereas the same Ministry of Transportation has been conducting an analysis of the multi-modal transportation needs of Northern Ontario for the past three years and is approximately one year away from completing the study and recommending a plan for Northern Ontario; and

Whereas the Northwestern Ontario Municipal Association has requested that the Ontario Government set aside future infrastructure funds for the implementation of the Multimodal Transportation Study; and

Whereas it would be prudent for the Northern Ontario portion of the current study of intercity bus service to be suspended and referred to the Multi-modal Transportation Study for incorporation into the long term plan



Therefore be it Resolved that the City of Kenora calls on the Ministry of Transportation to refer all matters related to any reform of the intercity bus transportation regulations applicable to Northern Ontario to the Northern Ontario Multimodal Transportation Study, and further

That the Ministry of Transportation Multimodal Transportation Study pay particular attention to the manner in which all modes of passenger transportation can be enhanced throughout Northwestern Ontario; and further

That copies of this resolution be filed with the EBR, and copied to the Minister of Transportation for Ontario, the Minister of Northern Development and Mines, the Minister of Natural Resources, the MPP for Kenora-Rainy River, NOMA, NOACC and the Common Voice Northwest Transportation Task Force.

**Background:**

Earlier this summer the Ministry of Transportation launched a consultation process dealing with Inter-City Bus Service.

“The ministry is considering different ways of modernizing these rules and regulations in order to both increase the number of intercity bus users and to improve the overall intercity bus traveling experience. Input is being sought from the general public on their perceptions of and experiences with travelling by intercity bus, as well as, from the intercity bus operators on how intercity bus services can be improved. The information being collected will be used as one part of the ministry’s evaluation process on how to modernize intercity bus services in Ontario.”

It is essential that Northern Communities and their citizens participate in this consultation as the inter-city bus service that we have is essential for many who live in our communities.

Unfortunately, we have only until September 27 to submit our comments.

The following is material from the EBR for reference including the web link to the appropriate location for providing feedback.

**Description of Policy:**

The Ontario Ministry of Transportation is examining how people travel between communities by intercity bus in this province. This important, new work will focus on scheduled intercity bus services that operate between separate communities. This differs from local bus services (i.e., public transit) which generally operate within communities. The province has rules and regulations that govern how intercity buses operate in Ontario, including the Public Vehicles Act, Ontario Regulation 982 and the Ontario Highway Transport Board Act.

The ministry is considering different ways of modernizing these rules and regulations in order to both increase the number of intercity bus users and to improve the overall intercity bus traveling experience. Input is being sought from the general public on their perceptions of and experiences with travelling by intercity bus, as well as, from the intercity bus operators on how intercity bus services can be improved. The information being collected will be used as one part of the ministry’s evaluation process on how to modernize intercity bus services in Ontario.

This work will also inform the ministry’s work on the Northern Ontario Multimodal Transportation Strategy. The Strategy will consider intercity bus transportation as it

identifies the transportation issues and needs that are unique to Northern Ontario for the movement of people and goods over the next 25 years.

### **Purpose of Policy:**

The purpose of developing recommendations on modernizing and appropriately regulating the intercity bus regime is to ensure it remains an attractive and affordable travel option for Ontarians. It is anticipated that, in addition to more efficiently connecting communities, if the intercity bus mode becomes a more viable alternative to the single-occupant passenger vehicle, it may also help to manage congestion in more urbanized areas.

### **Other Information:**

To help guide the development of recommendations on modernizing intercity bus services, the province is seeking feedback on the questions below. The questions are organized based on your experience with intercity buses. Please answer the questions under the heading that best applies to you.

#### **I travel on intercity buses**

1. Why do you take the bus instead of another mode of transportation (e.g., personal vehicle, plane, train, etc.)?
2. Please describe a typical intercity bus trip for you, for example:
  - name of the intercity bus provider;
  - frequency (how often do you take the bus);
  - distance;
  - purpose;
  - number of people travelling; and/or
  - other.
3. What do you like the most/least about intercity bus services in your community?
4. Please specify the location of your community.
5. What changes to intercity bus service, if any, would encourage you to take the bus more frequently (e.g., better connections, online services, etc.)?

#### **I do not travel on intercity buses**

1. What prevents you from using intercity bus services (e.g., cost, inconvenience, general perception of intercity bus travel, other, etc.)?
2. What changes to intercity bus service, if any, would encourage you to take the bus?
3. If a regularly scheduled bus service were to be set up to a community you travel to frequently, how likely would you be to use it?
4. Please specify the location of your community and the desired destination(s).

#### **I am an intercity bus operator**

1. Do you have future plans to expand services and/or make changes to your business model? Please specify.
2. What, if anything, has prevented you from implementing new services and/or attempting new business models?
3. What changes would improve the intercity bus operating environment in Ontario?

OPTIONAL:

Do you have any other comments on intercity bus service that are not covered above that you would like to share with the ministry at this time?

**Public Consultation:**

This proposal has been posted for a 60 day public review and comment period starting July 27, 2015. If you have any questions, or would like to submit your comments, please do so by September 25, 2015 to the individual listed under "Contact". Additionally, you may submit your comments on-line.

All comments received prior to September 25, 2015 will be considered as part of the decision-making process by the Ministry if they are submitted in writing or electronically using the form provided in this notice and reference EBR Registry number 012-4351.

Please Note: All comments and submissions received will become part of the public record. You will not receive a formal response to your comment, however, relevant comments received as part of the public participation process for this proposal will be considered by the decision maker for this proposal.

**Other Public Consultation Opportunities:**

In accordance with its Statement of Environmental Values, the Ministry of Transportation (MTO) believes that public consultation is critical to sound decision making. The travelling public, the intercity bus industry and other interested groups and individuals across Ontario are invited to submit written comments regarding consideration of different ways to modernize the rules and regulations governing the intercity bus regime. Alternatively, you may submit your comments online. Please quote the Environmental Registry Number when submitting comments.

You will not receive a formal response to your comments, however, all comments received during the posting of this proposal will be taken into consideration by MTO in developing recommendations on modernizing and appropriately regulating the province's intercity bus regime.

If you have any questions, or would like to submit your comments, please do so by XXXX to the individual listed under "Contact." Additionally, you may submit your comments online.

For further technical information, contact:

Mary Rollinson-Lorimer  
Senior Policy Advisor  
Ministry of Transportation  
Policy and Planning Division  
Transportation Policy Branch  
Passenger Transportation Office  
777 Bay Street, Suite 3000  
Toronto, Ontario  
M7A 2J8

Phone: (416) 585-7199  
Fax: (416) 585-7204

EBR posting:

[http://www.ebr.gov.on.ca/ERS-WEB-](http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI1MjE5&statusId=MTg4NjQx&language=en)

[External/displaynoticecontent.do?noticeId=MTI1MjE5&statusId=MTg4NjQx&language=en](http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI1MjE5&statusId=MTg4NjQx&language=en)

I would also encourage you to go back into your files to find the information that was put together the last time the existing bus providers attempted to downgrade or eliminate the service into the Northwest so that you will have material to work from.

**Budget:** N/A

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

copies of this resolution be filed with the EBR, and copied to the Minister of Transportation for Ontario, the Minister of Northern Development and Mines, the Minister of Natural Resources, the MPP for Kenora-Rainy River, NOMA, NOACC and the Common Voice Northwest Transportation Task Force.

**Strategic Plan or other Guiding Document:**

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

22 August 2015

## City Council Committee Report

**To: Mayor and Council**

**Fr: Karen Brown**

**Re: Pay Equity and Salary Survey Reviews**

### **Recommendation:**

That Council hereby approves an additional allocation in the amount of \$8,000.00 to be funded through the Contingency Reserve for professional services provided by Marianne Love Consulting Services Inc. related to the City's non-union pay equity plan and salary grid reviews; and

That in accordance with Notice By-Law Number 144-2007, public notice is hereby given that Council intends to amend its 2015 Operating and Capital Budget at its September 15, 2015 meeting to withdraw funds from the Contingency Reserve in the amount of \$8,000.00 to offset the cost of these services; and further

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

### **Background:**

As a result of the organizational review, there are a number of changes to existing non-union City positions, together with the elimination and / or creation of non-union positions.

Implementing the staffing related changes as a result of that review will impact the City's non-union pay equity plan, and a review of that plan is required to ensure it is properly updated. In addition, Council has requested that the City perform a salary survey to ensure changes to compensation are done fairly and in accordance with market.

### **Budget / Financial Implications:**

The budgeted amount included in the 2015 municipal budget for the pay equity and salary survey review is \$12,000. Due to the number of changes in City positions as a result of the organizational review, the actual scope of work required is greater than what can be accommodated in the City's 2016 budget allocation.

The City received two quotes for a review of the City's current pay equity plan, including a salary survey. The lower of these two quotes is approximately \$20,000. There are sufficient funds available to accommodate the pay equity review of the changed positions. There are not, however, sufficient funds available to accommodate the salary review that has also been requested by Council. The review will include a review of the overall non-union pay grid.

In order to accommodate the salary and non-union grid review, it is recommended that Council approve an additional allocation of \$8,000, bringing the entire budget allocation for this purpose to \$20,000.

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

Notice will be required in accordance with the provisions of the notice by-law for a budget amendment.

The consultant will be advised as to Council's decision on this matter, as will City non-union staff.

**Strategic Plan or other Guiding Document:**

The organizational review is one of the actions listed within the City's strategic plan – Kenora – Our Vision is 20 / 20.



August 27, 2015

## City Council Committee Report

**TO: Mayor and Council**

**FR: Heather Lajeunesse, Provincial Offences Supervisor**

**RE: POA Write Off's**

### **Recommendation:**

That Council of the City of Kenora hereby approves the write off receivables list from the Provincial Offences department for the period of January 1, 2008 to December 31, 2008 in the amount of \$13,046.94.

### **Background:**

The transfer of Provincial Offences administration took place in 2000 with the functions of court administration and court support functions for the proceedings of Part I, II and III matters of the Provincial Offences Act.

The City of Kenora entered into an Inter-municipal Service Agreement with the Municipal Partner areas of Red Lake and Sioux Narrows/Nestor Falls to administer the court services for their municipalities along with Kenora.

Under our MOU, the Ministry of Attorney General mandates that we create an annual write off listing and keep our accounts receivable current.

Council needs to be aware that the following accounts will be purged, however, a database will be maintained with the listing of all of the outstanding accounts in the event that we are successful in retaining payment on any of these outstanding written off fines. You may notice that the write offs for this period is significantly less than in previous years and this is a direct result of our process changing in write offs. We no longer write off drivers who have been suspended, these outstanding receivables now stay on suspended drivers records.

Please be assured that a complete list of all write-offs are being maintained and will continue to be pursued in our collections processes. We have a very aggressive collection agency that we work with that will continue their efforts in locating these defendants.

**Budget:** N/A

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

**Strategic Plan or other Guiding Document:** The City will continue to build and strengthen our working relations



**August 25, 2015**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Project selection for Small Communities Fund Application**

### **Recommendation:**

That Council authorizes a funding application to the Small Communities Fund (SCF) for the Matheson Street Renewal.

### **Background:**

Through the Small Communities Fund, the provincial and federal governments partner to fund priority infrastructure projects in communities. This includes highways, major roads and other critical infrastructure. Expressions of interest are due September 30, 2015.

Two thirds of a project's funding may be requested. There is no cap on the size of the project.

A municipality may submit only one application to the SCF and may submit another one to the Ontario Communities Infrastructure Fund (OCIF). They may not submit the same project to both. It is up to the municipality to determine which funding source is more appropriate for a project. At the July council meeting, Council voted to direct staff to apply to the OCIF for the Keewatin Channel Bridge works.

A municipality may re-submit a project that was not funding under the first intake. The City applied for the Matheson Street Rehabilitation under the SCF in 2014.

Projects must be complete by October 31, 2021. There is not currently an estimate for the timing of the funding announcements.

The Matheson Street Rehabilitation project is the next phase identified in the Downtown Revitalization plan. The project is critical for the renewal of the underground water and sewer infrastructure.

The total cost of the project was estimated at \$4.5 million in 2014 and an Environmental Assessment (EA) has already been completed.

The project is designed to renew and/or rehabilitate the infrastructure that is presently the "weakest link" in the City's water distribution system. Specifically, the 100 year old cast iron/lead solder joint water distribution system in the downtown core in desperate need of repair. A sub-project is the replacement and/or refurbishment of the 100 year old sanitary sewer lines that are paired with the cast iron water lines. Both the water and sewer will be renewed concurrently in the interest of cost efficiency.



Because of the size (unlimited) and length of time allowed (until October 31, 2021), staff considered applying for a bridge project. At this time, however, we do not have a bridge project that is shovel-ready. The Seventh Avenue South Bridge is the next priority bridge project identified for \$1.5 million.

**Budget:**

The total project is currently estimated at \$4.5 million. The SCF funding, if approved, would provide \$3 million or 66% of the funding required. The City could use gas tax for \$0.75 million which would bring the federal portion of the project to 50%. The remaining \$0.75 million would need to be funded through reserves, tax levy or long term debt.

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

**Strategic Plan or other Guiding Document:**

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

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



August 27, 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:

- August 11 – Event Centre Committee
- August 26 – Heritage Kenora Committee; and

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

- May 19, June 16, & July 21 – Planning Advisory Committee
- May 26 – District of Kenora Home for the Aged Board of Management
- June 18 – Kenora District Services Board
- June 26 – Northwestern Health Unit Board of Health; 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



August 23, 2015

## City Council Committee Report

**To: Mayor and Council**

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

**Re: Stantec Consulting Ltd. Professional Services Agreement**

### **Recommendation:**

That Council hereby authorizes the Mayor and Clerk to enter into a professional services agreement with Stantec Consulting Ltd. for the provision of a proposed Event Centre business case; and further

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

### **Background:**

At the August 11, 2015 Council meeting Council authorized the recommendation from staff to award the RFP proposal for the proposed Event Centre business case to Stantec Consulting Ltd., in partnership with Nelson Architecture by resolution (#13).

This agreement is now ready for authorization.

Contract price is \$144,835.00 plus HST. The agreement is attached to the report for Council's reference and review.

### **Budget:**

As authorized by Council at the June 23, 2015 Council meeting by resolution #11 funding will be allocated by: City contribution \$80,000; NOHFC \$50,000; Fund Raising Event \$25,000; Kenora Hospitality Alliance donation \$5,000 = \$160,000 available

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

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

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

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



August 18, 2015

## City Council Committee Report

**To: Mayor and Council**

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

**Re: Storage Rental Fees for the Keewatin Memorial Arena**

### **Recommendation:**

That Council hereby approves storage rental fees in the amount of \$525 (plus HST) be added to our Tariff of Fees and Charges Bylaw to reflect locker fees for the Keewatin Memorial Arena; and further

That in accordance with Notice By-law Number 144-2007, public notice is hereby given that Council intends to give three readings to a new Tariff of Fees and Charges By-Law Number at its September 15, 2015 meeting to give effect to these rates outlined in the revised Schedule "B"; and further

That by-law number 115-2015 be hereby repealed.

### **Background:**

The Keewatin Memorial Arena is scheduled to reopen this October. There are seven storage areas in the arena, mainly located under the spectator seating, that are available to user groups who frequent the facility.

These areas provide groups, such as minor hockey and figure skating, the ability to leave their equipment on site so that volunteers do not have to haul or store needed league equipment from or at their homes. Historically, these areas have been free of charge.

Staff have completed a scan of rental rates in the area and are recommending that a rental fee of \$525.00 per year plus applicable tax be charged for each of the seven available areas. Staff feel that these rates are fair based on what other groups are currently paying for dedicated space in city owned recreation facilities.

### **Budget:**

If approved, projected revenue will be included in the 2016 operating budget submissions

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

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

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

**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.



**August 26, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

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

**RE: Common Ground Research Forum Conference – Funding Agreement**

### **Recommendation:**

That three readings be given to a bylaw to authorize an agreement with the Northern Ontario Heritage Fund to support conference costs for the Common Ground Research Forum; and further

That acting CAO Warren Brinkman be authorized to execute this agreement on behalf of the City.

### **Background:**

The Common Ground Research Forum was a Community University Research Alliance grant for \$1 Million over 6 years, funded by the National Research Council of Canada. The project was a partnership that included the University of Manitoba, University of Winnipeg, the City of Kenora, Grand Council Treaty #3, Wauzhusk Onigum, Ochiichagwe Babigo Ining, and Obashkaandagaang. The Common Ground Research Forum's primary purpose was to study collaborative resource-sharing models.

The Common Ground Research Forum held its final conference in Kenora in June 2015. The conference was entitled "Connecting Lands and Peoples". The funding agreement is to support conference costs through the NOHFC's Events Partnership funding.

A final conference report and Events Partnership funding report will be finalized in September 2015.

### **Budget Implications: 0 to City of Kenora budget**

Conference Budget of Eligible Expenses - \$33,045.00 with \$10,021.50 funding approved

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

This project supports the City of Kenora's Vision 20/20 Strategic Plan's references to working with local First Nation communities and particularly, Goal 2-8 "...continue to advance the Tunnel Island Common Ground project in a manner that celebrates and respects the cultural, historic and environmental importance of the lands for all people."

**Communication Plan/Notice By-law Requirements:** Economic Development, Finance



**August 28, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

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

**RE: Kenora Airport Authority Resolution of Support**

### **Recommendation:**

That Council of the City of Kenora hereby supports the Kenora Airport Authority's Core Area project and their applications for funding to this project to funders FedNor and Northern Ontario Heritage Fund and other funders to complete the project.

### **Background:**

In 2014, the Kenora Airport Authority completed a long term Airport Expansion Plan for the entire property owned and operated by the Kenora Airport Authority, including the commercial leased lands, airport terminal building, fixed base operator, apron, taxiway, runway, hangars, roads and parking areas.

In 2015, the Kenora Airport Authority determined that their first project would focus on the Core Area and the development of a Combined Terminal Concept, including the following elements:

1. An expanded public facility to accommodate an Air Terminal for passengers, the Fixed Base Operation for GA and Canada Border Services
2. Apron Expansion to facilitate airplane movement
3. Future taxiway
4. Road re-alignments to facilitate fuel and other deliveries, passenger movement and private, government and charter airplane uses
5. Parking lot layouts to accommodate all users

By combining three functions into the one, new facility, the Kenora Airport Authority will achieve efficiencies as follows:

- a. Shared use of common elements
- b. Shared use of common apron areas to maximize use and reduce costs
- c. Achieve efficiencies in groundside land use, access and infrastructure

### **Budget Implications:**

This is a resolution of support only, with no budget or financial commitments from the City of Kenora at this time.

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

This project has strong synergies with the City of Kenora's Vision 20/20 Plan with its ability to accommodate improved access to air travel for business and visitor travel. The inclusion of the Canada Border Services and expansion of the Airport Terminal Building combined with the improvements to the apron and runways will increase Kenora's opportunities for commercial air and the continued growth of private sector and charter services. The project also supports the City of Kenora's interest in expanding opportunities in the Health Care Sector.

This project is an Economic Development, Tourism, Destination Community and key economic Infrastructure project to help Build Our Foundations.

**Communication Plan/Notice By-law Requirements:** Economic Development, Tourism, Lake of the Woods Development Commission, Kenora Airport Authority



August 30, 2015

## City Council Committee Report

**To: Mayor and Council**

**Fr: Richard Perchuk, Operations Manager**

**Re: ATV/ORV Control Use within City of Kenora**

### **Recommendation:**

That the Council of the City of Kenora adopts a by-law to control the use of off-road vehicles (ORV), including all-terrain vehicles (ATV) within the City of Kenora; and further

That By-law 157-2008, being a by-law to authorize the use of all-terrain vehicles on highways and to regulate their use in the City of Kenora be hereby repealed.

### **Background:**

In 2008, the City of Kenora adopted an ATV by-law. As of July 1, 2015, Ontario legislation regulating off road vehicles changed. The proposed by-law will reflect new changes to Ministry of Transportation regulations. Under the new by-law, the operation of multiple-passenger ATVs, including two-ups, recreational Off-Road Vehicles (ORVs) and Utility Task Vehicles (UTVs), was added to the description of permitted ATVs. The only major change to the by-law is the deletion of the Harbourtown Centre area from the restricted areas. The addition of the trails and parks will protect the City's greenspace, including the greenbelt, along the Harbourfront. The vehicles will park, in a similar manner to motorcycles, in the Harbourtown Centre.

**Budget/Finance Implications:** Operating Budget – Advertising

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

COW and Council agenda/minutes, Notice by-law, OPP, Harbourtown BIZ, City Portal, Tourism, Green Adventures

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

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

LOWDC Strategic Plan, 2015 - Premier destination community

- Develop, implement and monitor the success of a four season tourism marketing plan

Goal #1 Develop Our Economy

**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.

Goal #2 Strengthen Our Foundations

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

**The Corporation of the City of Kenora**

**By-law No. - 2015**

**Being a By-law to control the use of Off-road Vehicles including All-terrain Vehicles, in the City of Kenora**

.....

WHEREAS Section 191.8(3) of the Highway Traffic Act, R.S.O. 1990, Chapter H8, as amended, (the "HTA"), provides that the council of a City of Kenora may pass by-laws permitting the operation of certain off-road vehicles on any Highway within the City of Kenora that is under the jurisdiction of the City of Kenora, or any part or parts of such highway;

WHEREAS Ontario Regulation 316/03, as amended, made under the authority of the HTA, a City of Kenora may only authorize the operation of all-terrain vehicles, multi-purpose off-highway utility vehicles and recreational off-highway vehicles on municipal highways; and

WHEREAS the Council of The Corporation of the City of Kenora deems it necessary to adopt a By-law that permits and regulate the operation of all-terrain vehicles, multi-purpose off-highway utility vehicles and recreational off-highway vehicles upon certain of its highways; and

WHEREAS the Council of The Corporation of the City of Kenora wishes to restrict ORVs on Municipal property;

NOW THEREFORE, the Council of The Corporation of the City of Kenora, ENACTS AS FOLLOWS:

**1.0 Definitions**

For the purposes of this By-law the words or terms defined in this Section are to be read with the meanings set out in the definitions.

Paragraph Number	Word/Term	Definition
1.1	All-terrain Vehicle or ATV	as defined in Ontario Regulation 316/03, Part 1, Sec. 1 of the Highway Traffic Act means an Off-Road Vehicle (defined below) which: (a) has four wheels, the tires of which are all in contact with the ground; (b) has a steering wheel or handlebars; (c) has a seat designed to be straddled by the driver; and (d) i) is designed to carry a driver only and no Passengers; or ii) a driver and only one passenger if the vehicle, A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and B) is equipped with foot rests for the passenger that are separate from the foot rests of the driver;
1.2	By-law	Means this By-law, and the term includes its recitals and any schedules, which are considered to be integral parts of it.
1.3	HTA	Means the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended, together with any regulations passed under the authority of that legislation.

1.4	Highway	Means land under the jurisdiction of the City of Kenora which is set aside for the passing of motor vehicles. The term includes all of the property, including the travelled roadway portion, shoulders, boulevards, medians, ditches, and all infrastructure on the Highway.
1.5	Low Pressure Bearing Tire	as defined in Part X.3, Section 191.8 (5) of the HTA, means a wide, balloon-type tire with a rounded cross section and no distinct shoulder area and that is designed to operate with inflation pressures of no greater than 70 kilopascals (kpa) or 10 pounds per square inch (psi).
1.6	Multi-purpose off-highway utility vehicle (MPOHUV)	Means an off-road vehicle that,; has four or more wheels, the tires of which are all in contact with the ground, (b) has a steering wheel for steering control, (c) has seats that are not designed to be straddled, and (d) has a minimum cargo capacity of 159 kilograms;
1.7	City of Kenora or Corporation	means The Corporation of the City of Kenora
1.8	ORVA	means the Off-Road Vehicles Act, R.S.O. 1990, c.O.4, as amended, together with any regulations passed under the authority of that legislation.
1.9	Off-road Vehicle or ORV	As defined in the Off-Road Vehicles Act, R.S.O. 1990, Chapter O.4, as amended Part 1, Section 1, means a vehicle propelled or driven otherwise than by muscular power or wind and designed to travel: (a) on not more than three wheels, or (b) on more than three wheels and being of a class of vehicle prescribed by the Province in legislation or regulation. As of the date of passage of this By-law, vehicles defined in this By-law as ATVs are a prescribed class of ORV.
1.10	Recreational off-highway vehicle (ROHV)	means an off-road vehicle that, (a) has four or more wheels, the tires of which are all in contact with the ground, (b) has a steering wheel for steering control, (c) has seats that are not designed to be straddled, and (d) has an engine displacement equal to or less than 1,000 cubic centimetres
1.11	Sidewalk	means that part of the Highway that is set aside, designed and intended for use by the general public for pedestrian travel. The term also includes any property of the City of Kenora that is physically set apart or made available and intended for pedestrian use.
1.12	Kenora	means the geographic area under the jurisdiction of the City of Kenora

## 2.0 Interpretation

2.1 This By-law may be cited as the "Off-road Vehicle (ORV) By-law."

2.2 All reference made to the male gender shall include the female gender and all reference made to the singular shall include reference to the plural where applicable in this By-law.

- 2.3 Whenever any activity is prohibited in this By-law, the prohibition is against any person undertaking the activity personally, and also against any person directing, authorizing, permitting or allowing another person to undertake that activity.

### **3.0 General Rules**

- 3.1 Where this By-law permits any type of ORV, including an ATV/MPOHUV/ROHV, to be driven on a Highway in Kenora, the rules in this Section 3.0 apply.
- 3.2 Any type of ORV, including an ATV/MPOHUV/ROHV must meet the requirements, as defined in this By-law and applicable Provincial legislation.
- 3.3. (1) Any type of ORV, including an ATV/MPOHUV/ROHV, must be driven in accordance with this By-law, together with all provincial legislation and regulations that govern the operation of such vehicles.
- (2) Applicable legislation includes the HTA and the ORVA, but there may be other statutes or regulations that also apply. Applicable legislation also includes other By-laws of the City of Kenora of general application, including noise by-laws, speed limit by-laws, parking by-laws, and others.
- (3) The onus is on the operator of any type of ORV, including an ATV/MPOHUV/ROHV, to know and understand all of the rules that apply to the operation of his or her vehicle.

### **4.0 Permitted Highways for All-terrain Vehicles**

- 4.1 Notwithstanding Section 1 of Schedule C of Ontario Regulation 316/03 under the HTA, and as per Section 191.8(3) of the Act, any type of ORV, including an ATV/MPOHUV/ROHV may be driven on any Municipal Highway in Kenora, provided that the ORV is operated in accordance with the HTA, the ORVA, this By-law and all other applicable law.
- 4.2 This By-law does not apply to allow any type of ORV, including an ATV/MPOHUV/ROHV, to be driven on any Highway that is under the jurisdiction of the Province of Ontario or any other government authority (other than the City of Kenora).

### **5.0 Prohibitions**

- 5.1 No person shall operate any type of ORV, including an ATV/MPOHUV/ROHV, at any time at any of the locations set out in Schedule A to this By-law, except in designated parking lots or parking areas.
- 5.2 No person shall operate any type of ORV, including an ATV/MPOHUV/ROHV, on any private property without the prior consent by the person who owns the property or the person that resides on the property.
- 5.3 No person shall park any type of ORV, including an ATV/MPOHUV/ROHV, at any time at any of the locations set out in Schedule A to this By-law, except in designated parking lots or parking areas.
- 5.4 No person shall park any type of ORV, including an ATV/MPOHUV/ROHV, on any private property without the prior consent by the person who owns the property or the person that resides on the property.
- 5.5 No person shall disobey the direction or signal of a Peace Officer to stop any type of ORV, including an ATV/MPOHUV/ROHV that he or she is operating under the authority of this By-law.
- 5.6 No person shall interfere with, obstruct or impede a Peace Officer who is in the process of enforcing the provisions of this By-law.

**6.0 Exception**

The prohibitions in Section 5.0 of this By-law do not apply to restrict the operation of any type of ORV, including an ATV/MPOHUV/ROHV by those persons, or under those circumstances, that are listed in Schedule B.

**7.0 Enforcement**

7.1 Any Peace Officer may enforce the provisions of this By-law. He or she must identify him or herself as such, and provide any relevant information relating to his or her authority to persons making enquiries at the time of inspection or enforcement.

7.2 A Peace Officer, in the course of his or her duties in enforcing this By-law, may direct or signal any person operating any type of ORV, including an ATV/MPOHUV/ROHV, to stop the vehicle so that he or she may approach it safely.

**8.0 Penalty**

Every person who contravenes any provision in this By-law is guilty of an offence and, if convicted, is liable to a fine as provided for in the Provincial Offences Act.

**9.0 Short Form Wordings**

9.1 The City of Kenora shall make application to the Ministry of the Attorney General of Ontario for approval of the Set Fines for offences in accordance with the "Set Fine Schedule" approved by resolution of Council. The set fines shall come into effect upon the approval or amendment by the Regional Senior Chief Justice or his or her authorized designate.

9.2 Staff of the City of Kenora is authorized to make changes to the By-law or Set Fine Schedule without amendment to the By-law or Resolution of Council, if so recommended by the approval authority in order for the set fines to be approved.

9.3 Council may, by Resolution, amend the Set Fines under this By-law at any time. Any amendment made to the Set Fines by Resolution of Council will come into force upon approval of the Regional Senior Chief Justice or his or her authorized designate.

**10.0 Severability**

If any provision or part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the By-law or its application in any other circumstances, shall not be affected and shall continue to be in full force and effect.

**11.0 Effective Date**

This By-law shall come into force and take effect upon approval by the Attorney General or his designate of the Set Fines established under this By-law.

**By-law read a First and Second Time this 15<sup>th</sup> day of September, 2015**

**By-law read a Third and Final Time this 15<sup>th</sup> day of September, 2015**

**THE CORPORATION OF THE CITY OF KENORA**

.....David S. Canfield, Mayor

.....Heather Kasprick, Clerk

Schedule A  
By-law No.  
Restricted Areas for any type of ORV, including an ATV/MPOHUV/ROHV  
(also refer to Section 5 of the By-law)

1. All sidewalks;
2. All recreational trails owned by the City of Kenora;
3. Lands within a park or beach owned or operated by the City of Kenora;
4. All municipal cemeteries;
5. All Municipal property, except as allowed in this By-law.

NOTE: Safety Bay is not to be considered to be safe, at any time of the year, for on-ice use by any vehicle.

Schedule B  
By-law No.  
Persons Exempt from By-law No.

1. Any Peace Officer, while acting in the course of his or her duties as a Peace Officer;
2. The Fire Chief/Emergency Services Manager/By-law Enforcement Manager and fire department and By-law Enforcement personnel, while acting in the course of their duties;
3. Any Hydro One employee, Kenora Hydro employee, and their contractors, while acting in the course of their duties;
4. Any Ministry of Natural Resources and Forestry employee, while acting in the course of his or her duties;
5. Any City of Kenora employee, while acting in the course of his or her duties;
6. Any Kenora Hydro employee, while acting in the course of his or her duties;  
and
7. Any person or group that has authorization, in writing, in advance from the City of Kenora to operate ATVs in prohibited or restricted areas, provided he, she, it or they operate the ATV in accordance with any conditions imposed by the City of Kenora. Failing to operate in accordance with the conditions is operation without permission or authorization.

**THE CORPORATION OF THE CITY OF KENORA**  
**PART I OF THE PROVINCIAL OFFENCES ACT**  
**PURSUANT TO**  
**BY-LAW NO. , USE OF OFF-ROAD VEHICLES**

Item No .	Column 1 - Short Form Wording	Column 2 -- Provision Creating or Defining Offence	Column 3 - Set Fine
1	Operating an ORV, including an ATV, in a prohibited area	5.1 and Schedule A	\$150. 00
2	Operating an ORV, including an ATV, on private property without prior consent by the owner/occupier	5.2	\$150.00
3	Parking an ATV in a prohibited area	5.3 and Schedule A	\$150.00
4	Parking an ATV on private property without prior consent by the owner/occupier	5.4	\$150.00
5	Failure to stop when signaled by a Peace Officer	5.5	\$200.00
6	Interference or obstruction of a Peace Officer when performing his/her duties	5.6	\$200.00

***Note: The penalty provision for the offences indicated above is Section 8.0 of By-law No. , a certified copy of which has been filed.***





August 28, 2015

## City Council Committee Report

**To: Mayor & Council**

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

**Re: Grinder Pump Report**

### **Recommendation:**

Whereas one of the direct recommendations from the organizational review, a full review of the grinder pump operation has been conducted by the Operations Department; and

Whereas staff have closely considered and weighed the various options that are in the long term best interest of the City of Kenora;

Therefore be it Resolved that Council hereby accepts option number four "City provides new pumps to residents and transfers responsibility to the homeowner for maintenance and ownership" as being the best option for the City and homeowner, as the solution is fair and equitable to both property owners and the City, and reduces the City's liability and workforce costs.

### **Background:**

The main reason for using a grinder pump system is the natural terrain does not permit using a gravity sewer system to service properties.

In general, the City only maintains infrastructure on municipal property and grinder pumps are normally located on private property.

In 2000, at the time of amalgamation, there were three different bylaws and policies in effect for grinder pumps, one for each former towns. Bylaw #33-2002 was adopted governing the operation of all grinder pumps within the city limits. It was the initial bylaw which stated that all sewer grinder pumps located on private property become, on installation, the property of the owner of the premises, and the owner or consumer shall be responsible for all related costs. Grinder pumps are usually connected to one residence.

Currently, the City has the following limited policies regarding Grinder Pumps.

By Law (168-2004):

- 5.8 Where the main sanitary sewer system and the sewer service lateral thereto are not deep enough to permit a gravity connection at the depth proposed for the basement construction or the property is serviced by low-pressure sewer system (a sewage system that operates under low pressure between a grinder pump and the lateral), and then the owner shall install a sewage grinder pump at his own cost. The make and model of the pump shall be approved by the City.

5.9 The City may in certain locations, at the discretion of the Operations Manager; purchase a sewage grinder pump for the premises where the location of the sewer main makes gravity feed service impractical.

5.10 All sewage grinder pumps located on private property become, on installation, the property of the owner of the premises, and the owner or consumer shall be responsible for the cost of the installation, operation, maintenance, replacement and repair of same. Bylaw #168-2004, 5.10 has been replaced with Bylaw #145-2006; those policies indicate that for any reason if a grinder pump connected to the City's low pressure system fails it becomes the City's responsibility. This includes both simple repairs and replacement at no cost.

### **Effluent Pumps**

The difference between an effluent pump and a grinder pump is a grinder pump, pumps into a low pressure sewer line, while an effluent pump, pumps into a City gravity sewer line. The reason for effluent pumps on private property is the elevation of the residence is lower than the City sewer main. The City does not maintain effluent pumps on private property. Most effluent pumps are located inside residences.

A concern with the City providing maintenance for grinder pumps is the public expectation the City is responsible for 100% of all aspects of the grinder pump, which includes the tank (canister), piping leaks, and the cost of electrical power to run the unit. The majority of the grinder pumps were installed in the early 80's making them over 30 years old and past their normal life expectancy. As a result, we have seen an increase in the number of units breaking down and are now finding the canister or tanks are in need of replacement due to corrosion causing leakage. One of the maintenance problems with the grinder pumps on private property is the homeowner has planted shrubs and landscaped around them making it difficult to access.

### **Grinder Pump Inventory**

It is estimated there are about 350 grinder pumps scattered across the City. This does not include any other effluent or sump pump in use.

While the City does not have a precise record regarding the type and age of the pumps, it is believed that about 85% are E One models which are already past their normal service period of 20 years. Most of these E One pumps, especially in the former Jaffray Mellick area, have been there for more than 30 years. Maintenance of a broken E One grinder pump is very expensive. The spare parts are not available and very expensive. The average cost to replace an E One pump is approximately \$4,500 - \$5,000.

<b>S. No.</b>	<b>Location</b>	<b>Nos.</b>
1	Pinewood Drive	6
2	Kay Street	2
3	Minnesota Street	14
4	Bayview Drive	12
5	Street C	5
6	Coney Island	24
7	Lakeside Crescent	16
8	Glen Cameron Drive	10
9	Bay Ridge Road	7
10	Sunset Bay	11

11	Second Avenue East	7
12	Wildwood Drive	5
13	Railway Street	6
14	Universal Drive	24
15	Rabbit Lake Road	69
16	Community Centre Road	2
17	Ascough Drive	4
18	Outen Lane	7
19	Birchwood Crescent	27
20	Birchwood Place	10
21	Airport Road	56
<b>Total</b>		<b>324</b>
Note: Not more than 350 Grinder Pumps throughout the City of Kenora – this is an estimate only		

### Comparison of Cost for Different Grinder Pumps

Currently, the City has the following types of grinder pumps in use:

- **E One** – 2 hp (roughly 80% in total) – replacement parts are obsolete and no more in production;
- **Myers** – 2 hp (remaining 20%) – non repairable most of the time;
- **Little Giant** – 2hp (recently tried at three locations); and
- **Liberty Pump** – 2 hp (to be tried at the most vulnerable places).

	<b>E One</b>	<b>Myers (retro)</b>	<b>Little Giant (retro)</b>	<b>Liberty (retro)</b>
<b>Parent Company</b>	John Brooks	Pentair Water	Franklin Electric	Liberty Pumps
<b>Power</b>	2 hp	2 hp	2 hp	2 hp
<b>Cost (w/o tax)</b>	\$ 4,500 -\$ 5,000	\$ 2,495	\$ 2,100	\$ 2,125
<b>Warranty</b>	Limited	No	2 years	3 years
<b>Local Representative</b>	No	Lake of the Woods Electric, Kenora	Lake of the Woods Electric, Kenora	Wolseley Mechanical, Kenora
<b>Service available</b>	Replacement within warranty period	Replacement within warranty period	Replacement within warranty period	Replacement within warranty period
<b>Delivery Time</b>	6-8 weeks	6-8 weeks	1 - week	3-weeks
<b>Local Stock</b>	No	No, not in future too	No, currently from Winnipeg	No, can be asked
<b>Remarks</b>	Reliable and tested for 20-25 years	Very low repairing possibility and tested for many years	Not tested and yet to judge the performance	Not tested and yet to judge the performance

As there is no adequate inventory on existing grinder pumps we cannot comment on the remaining life of the units. Roughly, it can be estimated that about 50 grinder pumps were replaced in the last five years leaving 250 – 275 units on the verge of failure at any time.

As noted the City utilizes several different types of grinder pumps. Due to the age of the system, based on a twenty year life cycle, most pumps have exceeded that period and should be replaced. Presently, the City purchases new grinder pumps annually to replace units that fail within homes at a cost of approximately \$3,000.00.

## **Maintenance Costs (2014/2015)**

Since the City started to tracking grinder pumps in June 2014, 43 non-functioning grinder pumps were replaced. In 2013 the operating budget for grinder pumps was \$18,500.00 and the City actual expenditure was \$80,944.00.

In 2014 the operating budget for grinder pumps was \$33,000.00 and the City actually spent \$72,526.00. In 2015 the operating budget for grinder pumps was \$85,000.00 and the City spent \$87,350.21, as of August 24, 2015. These figures include wages/vehicles/materials, including overtime and contracted services.

Most grinder pump failures are reported after hours and on weekends as there is no central alarm system, and problems are not reported until homeowners notice something is wrong. Any time a grinder pump unit is changed, an electrical contractor is required to determine if the pump has malfunctioned electrically or to unhook or connect a replacement pump.

Previously in the Towns of Kenora and Keewatin residents maintained their grinder pump units and a number of residents have replaced or repaired their pumps. The number of repaired grinder pumps is unknown and can only be estimated at approximately twenty units.

## **Projected Costs**

If the City is to continue to service grinder pumps, in order to maintain all grinder pumps a crew of two (2) staff members will have to be dedicated. The cost for two (2) staff members would be  $2080 \times 2 \times \$29.03/\text{hr.} \times 1.24\% \text{ Benefits} = \$149,750.00$ . A truck will be required at a cost of  $\$8.00/\text{hr} \times 2000 = \$16,640.00$ . During emergency calls the City will require the services of an electrician to unhook and reconnect the electrical wires from the pump to the control panel. Also, during an emergency situation a sewer suction truck will be required to empty the grinder pump tank prior to installation of the replacement unit. The estimated cost for the electrician would be two (2) hours at  $\$75.00/\text{hr}$  and the sewage pump out truck would be  $2 \times \text{hrs. at } \$75.00$ .

It will be assumed that the City will provide maintenance to grinder pumps on a 24 hour basis. This will result in added cost as it is estimated that the City will respond to 75 after hour calls per year. The estimated cost for these after hour calls (City staff and Electrician) would be  $\$600.00$  per call for an overall expenditure of  $\$45,000.00$  per year.

## **Department Concerns and Comments:**

- The annual Capital Budget allocation is modest for Grinder Pump Replacement and is used mostly to purchase 5 – 10 pumps per year;
- Most customers respect their grinder pumps as if they owned them, but in some cases it has been observed that owners abuse them with unacceptable materials, in consideration that this is City's property. These locations require more repair visits;
- Some owners have a notion that their pumps will be taken care of by the City staff even in cases where they are connected to the City's gravity system;
- There is no clear defined policy on effluent and sump pumps;
- The City has the same policy for both all year running pumps (majority) and summer service pumps (Coney Island – winterization due to freezing);

- During the week days the City normally has two dedicated staff to look after all sewer issues. Their tasks include monitoring and inspection of all 65 sewage pumping stations, responding to services calls for sewer backups, including sewer main blockages, and responding to service calls from any of the 350 grinder pumps across the City. This workload results in crews putting in extra hours on grinder pumps with sewage pumping stations maintenance receiving a lower priority, which eventually put the stations at more risk;
- There is no precise inventory on the existing grinder pumps. The City does not know exactly which house has a grinder pump. The annual budgets for the last five years indicate that the City has replaced grinder pumps in some locations with new ones, but there are no records regarding there location, type and make of the replaced pumps;
- There is no local repair shop available within the City for grinder pumps; under this circumstance how is the City to continue the responsibility of maintaining grinder pumps. In addition, the most commonly used grinder pumps, such as the E One and Myers' , local agents do not stock them resulting in lengthy delivery times e.g. a couple of months to get a supply. In the context of a current reactive approach for grinder pumps it is sometimes very difficult to get the appropriate pumps installed in a timely fashion and customers can be out of service for days. The use of vac trucks in such cases is costly with regards to time and money.
- As most of the existing E One pumps have already exceeded their expected service life requiring consideration should be given to amending the bylaw to provide for the replacement of broken pumps rather than going for a repair;
- Be consistent with the type and make of a pump and install only one type pump throughout the City for easy future repair and replacement;
- Plan to replace all broken grinder pumps, one time only, switching over the servicing and maintenance responsibilities to the owners themselves;
- For repeated service calls that happened mostly due to Owners' negligence, amend the by-law to include a cost sharing approach. The owners should at least pay the service cost. Maintenance of grinder pumps should not be **100 % subsidized**;
- There should be two different appropriate practices for year round grinder pumps and summer service (like Coney Island) grinder pumps. The City cannot ensure the completion of things such as winterizing of summer service grinder pumps;
- If the City continues to maintain grinder pumps there must be separate dedicated staff that are adequately trained to trouble shoot and carry out minor repairs;
- The City needs to maintain proper inventory records for grinder pumps in order to have better and easy tracking. An inventory record form has been developed for a future data base;
- At some locations, there are indications of not only the grinder pumps failing but also the canisters breaking down. The City needs to come up with a plan with respect to canisters and other accessories;

- Arrangements need to be made for quick supply of pumps whenever the need arises and look for local repair facility service;
- The City should not expect the same service from regular 2 hp residential grinder pumps in some commercial business. The City should either not maintain the grinder pumps installed in commercial places or adopt separate maintenance policies.

### **Options to Consider**

- 1. Homeowner assumes maintenance and ownership costs.**
- 2. City assumes maintenance for all grinder pumps within the City.**
- 3. Homeowner pays a monthly grinder pump maintenance fee.**
- 4. City provides new pumps and transfers responsibility to homeowner for maintenance and ownership**

#### **1. Homeowner assumes maintenance and ownership costs.**

The property owner to be responsible for all related costs associated with grinder pumps located on private property.

##### **Advantages:**

- Require Council action with respect to passing bylaws
- Maintains a level of fairness with respect to grinder pump maintenance in the City
- Maintains present water and sewer rates with no financial impacts
- City does not incur liability for work performed in/on private residence/property
- Owner responsible for consequences of improper use

##### **Disadvantages:**

- Disgruntled residents
- May be legal challenges and associated costs

#### **2. City assumes maintenance for all grinder pumps within the City.**

This alternative would fund all grinder pump costs through the water and sewer utility. It is estimated that there are approximately 350 grinder pumps in the City.

##### **Advantages:**

- Treats all grinder pumps owners the same manner

##### **Disadvantages:**

- Dramatic increased costs to the water and sewer utility and corresponding rate increase
- City will assume additional liability associated with homeowner installing their own grinder pumps under private agreement
- Opposition expected from regular utility customers
- Homeowner not responsible for improper use

#### **3. Homeowner pays a monthly grinder pump maintenance fee.**

A separate grinder pump utility would be created and associated costs to maintain the pumps would be funded through a special fee charged back to the users, and develop a reserve account.

##### **Advantages:**

- Based on a user pay system

**Disadvantages:**

- Costly due to age of a majority of the grinder pumps
- Requires a commitment from all grinder pump users to participate
- City resources for invoicing/tracking, etc.

**4. City provides new pumps to residents and transfers responsibility to homeowner for maintenance and ownership**

Transfers responsibility of the pumps to the homeowners after new pumps have been purchased and installed.

**Advantages:**

- Establishes a consistent policy for all grinder pump owners once the new pumps have been supplied
- Reduces stress on manpower and budget
- No liability because City Staff does not have to go onto/into private property

**Disadvantages:**

- Significant one-time cost 350 grinder pumps

Finally, the City should not continue to maintain grinder pumps. If the City decision is to remain status quo then the City must assess its financial, liability and human resources impacts in order to provide a trouble free grinder pump maintenance program.

It is recommended that the best option is No. 4 "City provides new pumps to residents and transfers responsibility to homeowner for maintenance and ownership". This appears to be the fairest solution for the homeowner, as they will start with a brand new pump and only their actions will determine a repair free life span. This decision would also be the most cost effective solution, over the long haul, for the City, equitable for homeowners and reduces liability of the City.

**Budget/Finance Implications:**

To be determined.

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

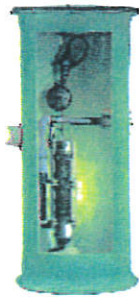
Bylaw & Resolution required.

Distribution: R. Perchuk, B. Paudel, Communications

**Strategic Plan or other Guiding Document:****Goal#2 Strengthen Our Foundations**

**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.

TYPICAL E ONE GRINDER PUMP INSTALLATION

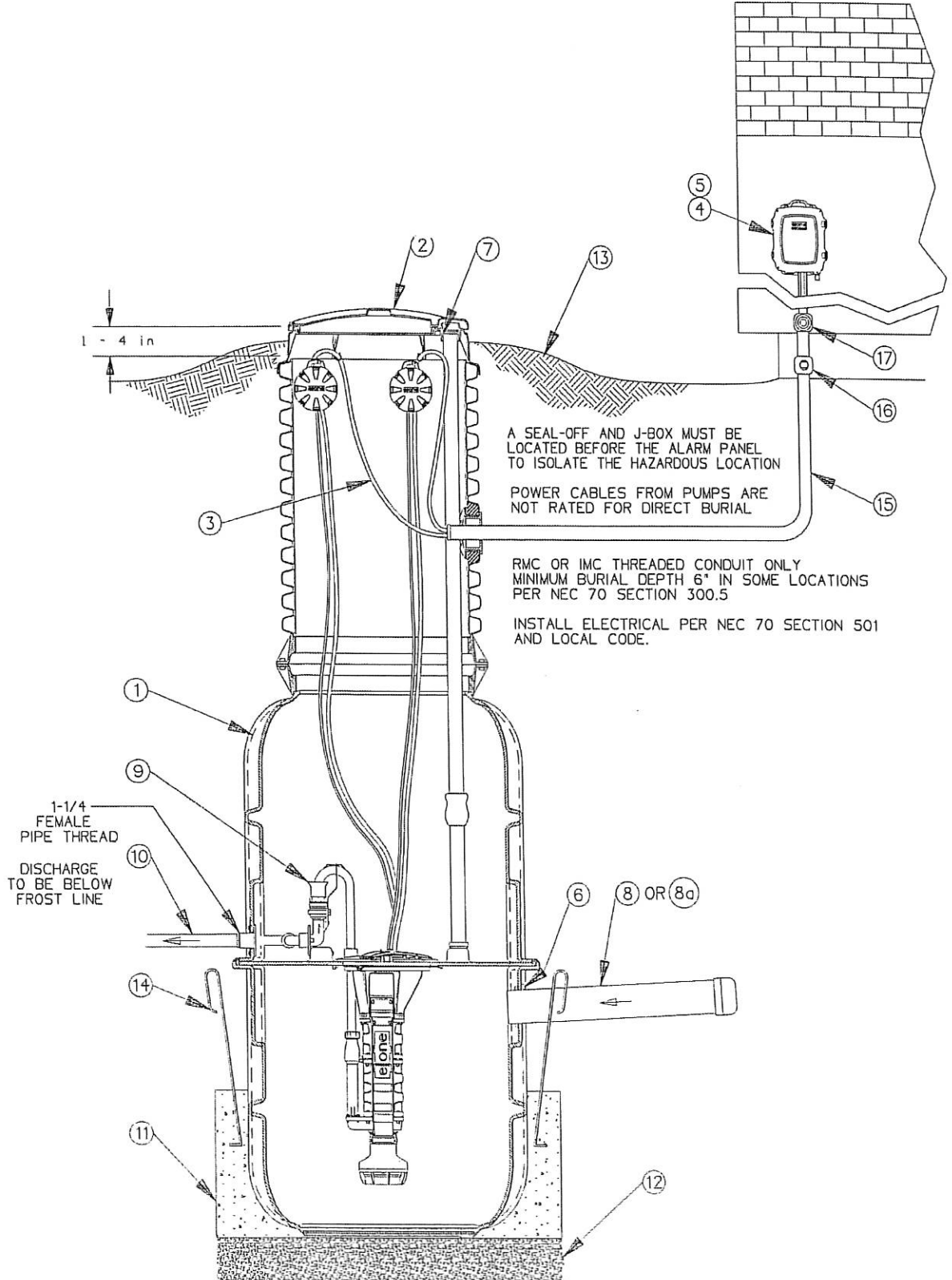


Catorgrinder  
1 pump, fiberglass tank,  
various diameters depths  
available

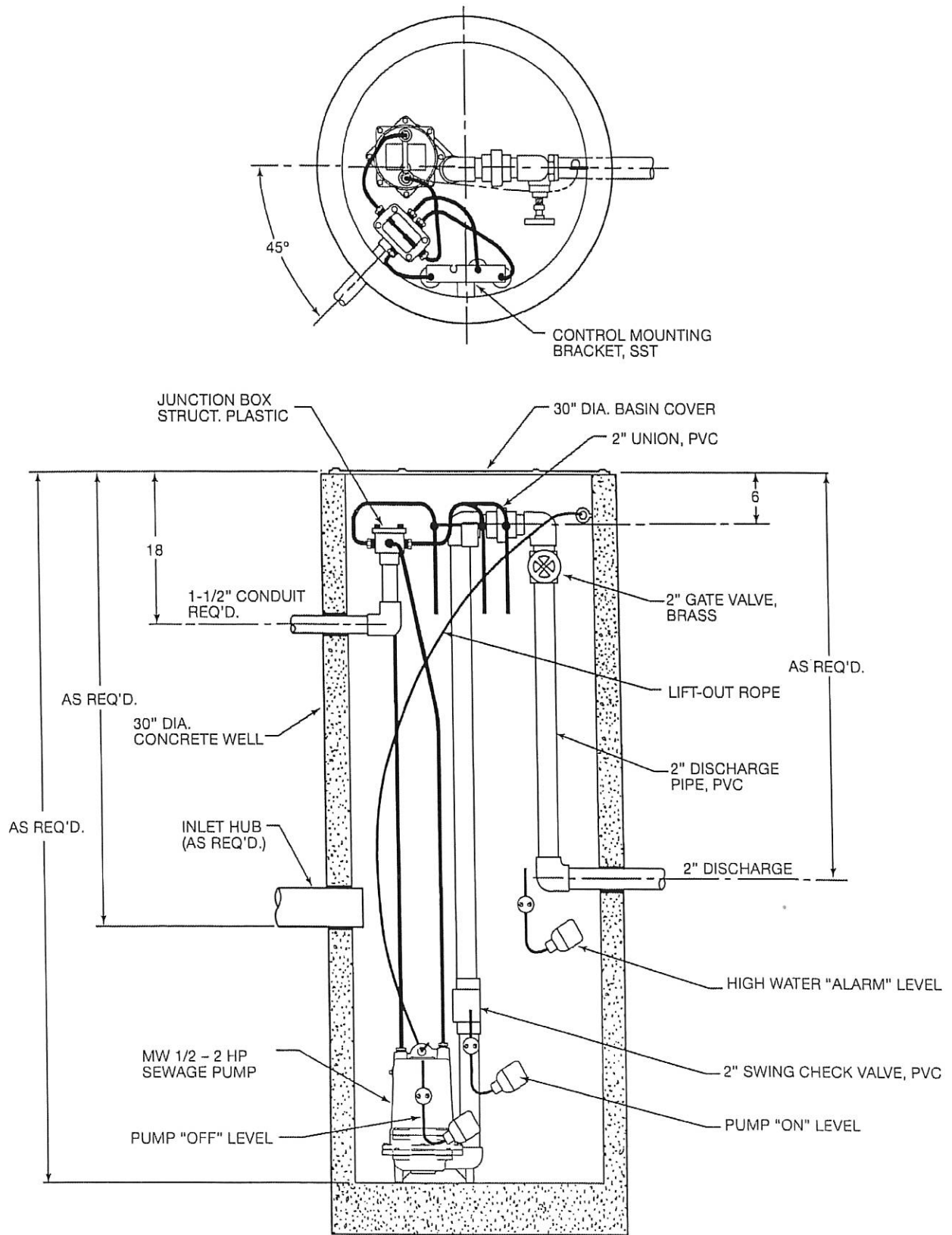




TYPICAL E ONE GRINDER PUMP INSTALLATION



TYPICAL MYERS GRINDER PUMP INSTALLATION





August 25, 2015

## City Council Committee Report

**To: Mayor & Council**

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

**Re: Organizational Review – Roads Department – Staff Resources**

### **Recommendation:**

That as a recommendation from the organizational review, the Roads Supervisor has prepared a Road Maintenance Report and recommendation on staffing for the Roads Department for the City of Kenora; and further

That the recommendation to increase the Roads Department staff complement by two which would include one truck driver and one operator based on supporting data within the report be hereby accepted.

### **Background:**

The Organizational Review has recommended that one (1) additional staff be added to cover vacation and sick time in order to reduce overtime charges within the department, if outsourcing was not desirable. Krishanth Koralalage, Roads Supervisor, prepared the attached Report "Road Maintenance – August 2015", which provides a detailed breakdown of activities within the Roads Department that impact productivity.

It was of interest the breakdown of work, through the four seasons, with respect to the availability of existing Roads staff as based on the past years activities. In general, the City Roads Department is under staffed. It is also acknowledged that the City has a very good fleet of equipment and trucks that are under-utilized by the present Roads staffing level.

It is suggested that either the Roads Department needs to reduce the amount of work provided to other departments (water delivery and water & sewer repairs) by two (2) staff or hire additional staff to address the need for increased manpower in the department.

In general, the City contracts out most of its Capital works projects. The problem with contracting maintenance work is the unknown cost, due to the number of times you require the service of a contractor. The cost of contracted services has increased significantly for winter maintenance works based on past tender prices received.

Base on the attached Report it was noted that vacation and sick time were approximately 15% and services to other departments at 11% for an overall impact of 26% of the Roads staff time. It is not recommended that the Roads Department reduce the amount of work with other departments as this would cause more difficulty for the other departments to carry out their work.

It is recommended that, based on the amount of work required the Roads Department staff be increased by two (2) 1- Truck Driver and 1 – Operator.

**Budget/Finance Implications:** Operational Budget 2016 for 2 – Staff

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

Resolution required.

Distribution: R. Perchuk, K. Koralalage

**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.



August 13, 2015

## City Council Committee Report

To: Mayor & Council

Fr: Richard Perchuk, Operations Manager  
Marco Vogrig, Municipal Engineer

Re: Screened Winter Sand Tender 2015

### Recommendation:

That the following tenders for the 2015 supply and delivery of 9,200 tonnes of screened winter sand, be received:

Green Dream International , AR USA	\$43.42 per tonne, HST extra
Ivor Hulmes & Sons Contracting Ltd. CA	\$20.00 per tonne, HST extra
Joe Neniska & Sons Ltd. CA	\$15.75 per tonne, HST extra

, and further

That the tender received from Joe Neniska & Sons Ltd., in the amount of \$15.75 per tonne, HST extra, be hereby accepted.

### Background:

The City of Kenora tenders annually for the supply, delivery and stockpiling of screened winter sand. The 2015 tender closed on Thursday, August 13<sup>th</sup>, 2015 with the following three (3) tenders received:

Green Dream International, USA	\$43.42 per tonne, HST extra
Ivor Hulmes & Sons Contracting Ltd. CA	\$20.00 per tonne, HST extra
Joe Neniska & Sons Ltd. CA	\$15.75 per tonne, HST extra

Last year's tender received two submissions and was awarded to Joe Neniska & Sons Ltd., at a price of \$16.25 per tonne, HST extra. His 2014 price was higher due to the additional work required to restack left over material from 2013 before bringing in the 2014 material. The City will also purchase road salt to be mixed and stockpiled by the contractor at the Operations Centre at a ratio of 1 part salt to 20 parts sand. Prior to mixing, the sand will be given a sieve analysis test to ensure it meets the tender specifications.

**Budget/Finance Implications:** 2015 Operating Budget.

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

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

### 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. <sup>61</sup>



August 17, 2015

## City Council Committee Report

To: Mayor & Council

Fr: Richard Perchuk, Operations Manager

Re: 2015 Water & Wastewater Systems Monthly Summary  
Report - July

### **Recommendation:**

That Council of the City of Kenora hereby accepts the July 2015 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

### **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 July.

**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.



**August 21, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: Coney Island Park Contract Extension**

### **Recommendation:**

That Council authorizes the Mayor and Clerk to enter into an extension agreement with Jennifer Schott for the operation and maintenance of Coney Island Beach Concession and Coney Island Park in the amount of \$12,000 (plus HST); and further

That the appropriate bylaw be passed for this purpose.

### **Background:**

Jennifer Schott was awarded the operation and maintenance of the Coney Island Park Contract for 2012-2014, in the amount of #36,000.00 + HST. The contract includes the cleaning and maintaining of the beach and park area, as well as weekly garbage collection from residences in the park area, supervising usage of the docks, park rentals, turf maintenance, washroom maintenance and park clean-up, visual parks inspections, and the stocking and operating of the Coney Island beach concession stand.

The conditions of the contract have been fulfilled, and the contractor has performed well throughout the three year period and is willing to complete an additional year.

### **Budget:**

\$12,000 plus HST, to be identified in the 2016 Operating Budget

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

Finance, Community and Development Services, Operations, Filing

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

City of Kenora Strategic Plan- 2015-2020

Promote Recreation & Healthy Lifestyles

Expand Tourism

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



August 21, 2015

## City Council Committee Report

**TO: Mayor and Council**

**FR: Tara Rickaby, Planning Administrator**

**RE: FoTenn Planning and Urban Design – Extension of Contract**

### **Recommendation:**

That Council authorizes the Mayor and Clerk to enter into an extension agreement with FoTenn Planning/Design/Landscape Architecture to provide planning services for a period of six (6) months, from October 16, 2015 to April 15, 2016, on an "as required basis"; and further

That the appropriate bylaw be passed for this purpose.

### **Background:**

FoTenn Planning/Design/Landscape Architecture has provided planning services to the City of Kenora since 2010. They recently were awarded the contract to review and update the City of Kenora Official Plan and Zoning Bylaw, and to develop a CIP for Keewatin.

Given that FoTenn understands the intent of the planning documents, it would be beneficial and expedient to extend the contract, rather than request proposals, which would not be timely.

It is anticipated that the changes, due to reorganization will have been implemented within six months. If they are implemented before that, there would be no need to request services from FoTenn and therefore no related expenditures.

### **Budget:**

Planning Operating budget - contracted services

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

Finance, Community and Development Services, Operations, FoTenn, Filing

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

Administrative – supportive of staff





**August 31, 2015**

## **City Council Committee Report**

**TO: Mayor and Council**

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

**RE: City of Kenora Janitorial Contract Extension**

### **Recommendation:**

That Council authorizes the Mayor and Clerk to enter into an extension agreement with Roy Stover operating as New System Building and Property Services Ltd. for the execution and completion of the services as outlined in detail within the Janitorial Services Contract in the amount of \$185,852.90 plus HST for the City of Kenora; and further

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

### **Background:**

Roy Stover (Stover Cleaning Services) was awarded the Janitorial Services Contract 2012-2015, in the amount of \$604,021.92. Passed by Council Resolution September 17 2012. This is a reoccurring contract which is received and typically tendered every three years. The contract includes the supply, labour, material, equipment, services and transportation necessary for the cleaning of City Hall, Operations Department, OPP Detachment, East Highway, Kenova Public Library, Kenora Recreation Centre, Lake of the Woods Discovery Centre and the Transfer Station Office via individual operational budgets as identified with in the tender document attached.

The conditions of the contract have been fulfilled, and the contractor has performed well throughout the three year period, he has agreed to complete an additional year while maintaining the same rate of charge.

### **Budget:**

\$185,852.90, to be identified in the 2016 Operating Budget(s)

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

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

Administrative

August 30, 2015

## City Council Committee Report

**To: Mayor and Council**

**Fr: Tara Rickaby, Planning Administrator**

**Re: Lease Amendment Keewatin Patricia District School Board (BBSS)**

### **Recommendation:**

That the Mayor and Council be hereby authorized to enter into a lease agreement with the Keewatin-Patricia District School Board for a period of 10 years, reviewable after 5 years, for the use and maintenance of certain works on municipal lands; and further

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

That By-law 5-2002 be hereby repealed.

### **Background:**

In 2002, the City of Kenora and the Keewatin-Patricia District School Board and the City of Kenora entered into a lease agreement which permits the Board to make improvements on city lands, namely a sidewalk and stairway.

The Board is currently making improvements which are outside of the current lease agreement. The lease is being amended in order to include all new works.

The terms of the lease will not change. The terms are:

1. That the Board will lease the area required and will be responsible for:
  - a. All repair and maintenance to the walkway (excluding winter maintenance: ploughing and sanding;
  - b. Keeping the walkway in a clean and litter free condition;
  - c. Provision of a minimum five (5) million dollar liability insurance certificate (per incident), naming the City of Kenora as an additional insured and saving the City of Kenora harmless.

The current lease is reviewable annually; it is recommended that the term be extended to reflect the lifespan of the infrastructure.

It is recommended that a requirement, that the Board be responsible for all costs associated with sewer/water line maintenance, hydro and/or rehabilitation of works if the City of Kenora is required to disturb the works.

**Budget:** N/A

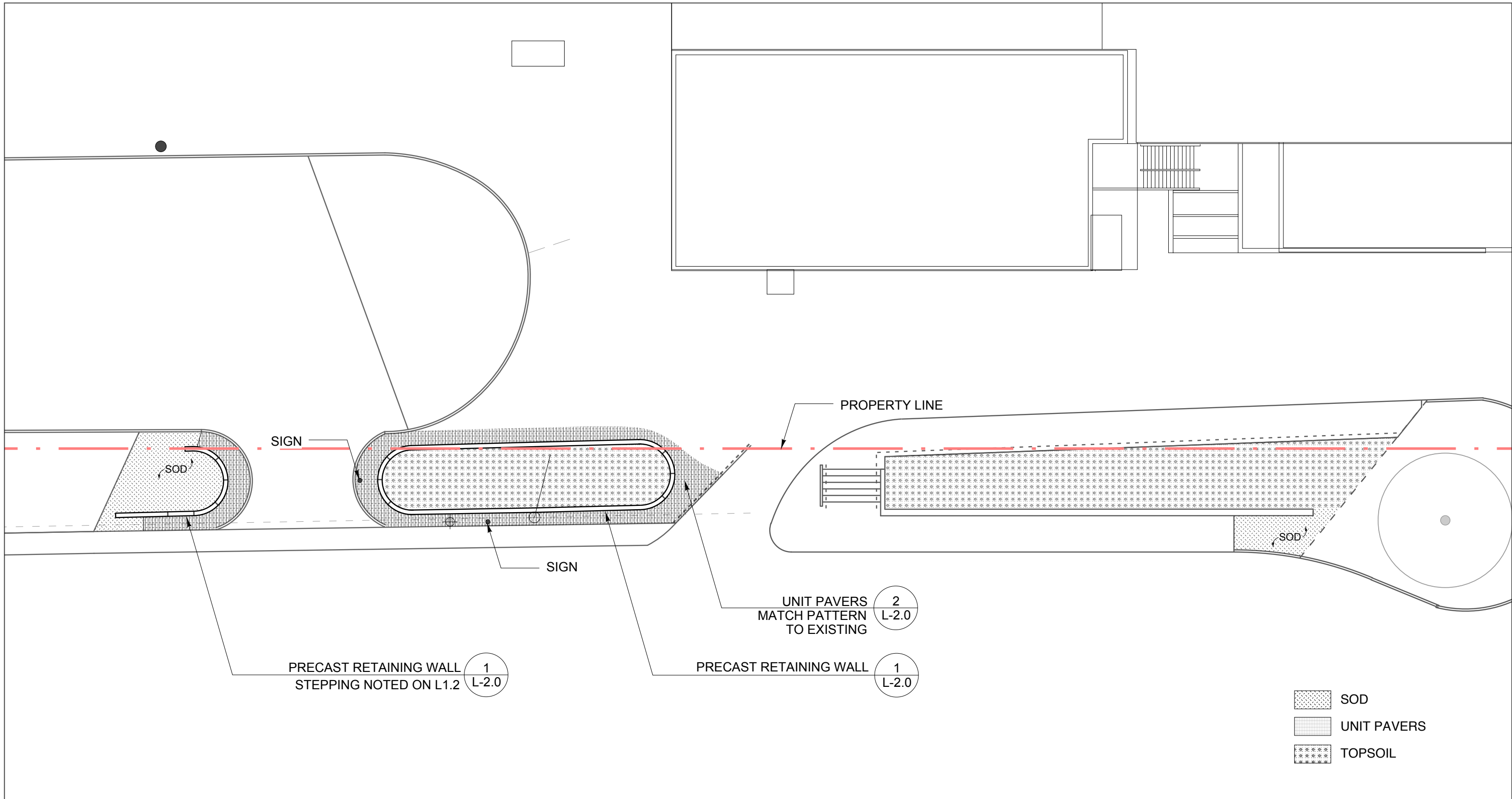
### **Communication Plan/Notice By-law Requirements:**

COW and Council agenda/minutes, Notice by-law, KPDSB, Community Development Department (leases), Roads Supervisor, Sewer and Water Supervisor, Filing

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

Administrative





THIS DRAWING MUST NOT BE SCALED.

THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATUMS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. ALL ERRORS AND OMISSIONS TO BE REPORTED IMMEDIATELY TO THE LANDSCAPE ARCHITECT.

VARIATIONS & MODIFICATIONS TO WORK SHOWN ON THESE DRAWINGS SHALL NOT BE CARRIED OUT WITHOUT WRITTEN PERMISSION FROM THE LANDSCAPE ARCHITECT.

THIS DRAWING IS THE EXCLUSIVE PROPERTY OF THE LANDSCAPE ARCHITECTS AND CAN BE REPRODUCED ONLY WITH THE PERMISSION OF THE LANDSCAPE ARCHITECTS, IN WHICH CASE THE REPRODUCTION MUST BEAR THEIR NAME AS LANDSCAPE ARCHITECTS.



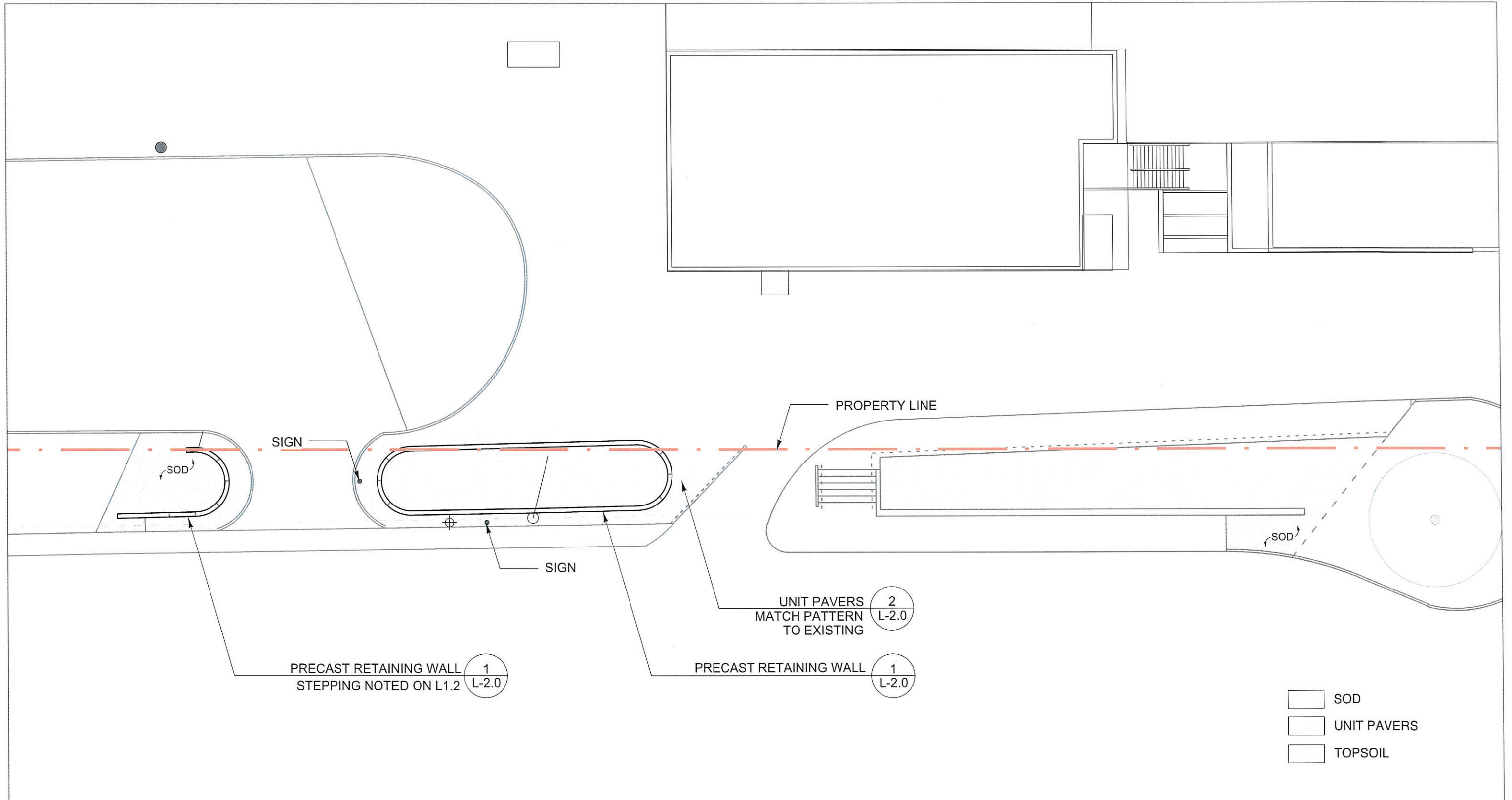
500-115 Bannatyne Avenue East Winnipeg, MB R3B 0R3  
 PHONE 204 944 9907 WEB htfc.mb.ca



PROFESSIONAL SEAL

PROJECT TITLE <b>BEAVER BRAE ENTRY DEVELOPMENT</b> KENORA, ONTARIO	
SHEET TITLE <b>MATERIALS PLAN</b>	

DRAWN <b>AZ</b>	REVIEWED <b>JMF</b>
SCALE <b>1:250</b>	PROJECT No. <b>15-028</b>
DRAWING NO. <b>SKETCH 1</b>	
DATE <b>AUGUST 16 2015</b>	



THIS DRAWING MUST NOT BE SCALED.

THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATUMS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. ALL ERRORS AND OMISSIONS TO BE REPORTED IMMEDIATELY TO THE LANDSCAPE ARCHITECT.

VARIATIONS & MODIFICATIONS TO WORK SHOWN ON THESE DRAWINGS SHALL NOT BE CARRIED OUT WITHOUT WRITTEN PERMISSION FROM THE LANDSCAPE ARCHITECT.

THIS DRAWING IS THE EXCLUSIVE PROPERTY OF THE LANDSCAPE ARCHITECTS AND CAN BE REPRODUCED ONLY WITH THE PERMISSION OF THE LANDSCAPE ARCHITECTS, IN WHICH CASE THE REPRODUCTION MUST BEAR THEIR NAME AS LANDSCAPE ARCHITECTS.



507-115 Barrettsville Avenue East, Windsor, ON N9B 0K3  
PHONE 226-941-9907 WEB htfc.ca



PROFESSIONAL SEAL

PROJECT TITLE  
**BEAVER BRAE  
ENTRY DEVELOPMENT**  
KENORA, ONTARIO

SHEET TITLE  
**MATERIALS PLAN**

DRAWN  
**AZ** REVIEWED  
**JMF**

SCALE  
**1:250** PROJECT No.  
**15-028**

DRAWING NO.  
**SKETCH 1**  
DATE  
**AUGUST 10, 2015**



**August 25, 2015**

**City Council  
Committee Report**

**TO: Mayor and Council**

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

**RE: Beaches Parks & Trails (Norman + Keewatin) – Consultant Contract**

**Recommendation:**

That Council hereby authorizes the Mayor and Clerk to enter into a Consulting Contract between the Corporation of the City of Kenora and Scatliff + Miller + Murray to update the Beaches Parks and Trails Concept Plan (2010) to include Norman Park and Keewatin Beach; and further

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

**Background:**

In 2010, the City of Kenora completed a Beaches Parks and Trails Concept Plan. The purpose of the Plan was to develop long term concepts and cost estimates for each of Kenora's beach/park areas and included concepts for Keewatin and bike routes. The underlying philosophy for the project was to build on some of Kenora's best assets for use by local residents, as a tool to attract new residents and for tourism visitors to the community.

At that time, Norman Park was not included in the Concept Plan because the re-development of Norman Park was included in the Lake of the Woods Discovery Centre project proposal to government funders. Unfortunately, the Norman Park portion of the project was not funded at that time.

In 2014/2015, Kenora Rotary Club approached the City of Kenora about a partnership project to create a Splash Park at Norman Park. The partnership opportunity provided the impetus to develop a concept plan for Norman Park.

Keewatin Beach had just been updated when the Beaches Parks & Trails Concept Plan was developed, and so was not included at that time. This project will enable the City to develop a concept plan for Keewatin Beach as well.

The Consultants will meet with key stakeholders through a series of focus interviews and group sessions to develop preliminary concept plans which will be shared with the community at a public information session.

**Budget Implications:**

\$17,500 + \$580 Disbursements from Strategic Plan Implementation funding

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

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

This project supports the City of Kenora's Vision 20/20 Strategic Plan as a lifestyle community and destination community to retain and grow the population and highlight Kenora's natural assets as part of the visitor experience. Specifically, this project supports Goal 2-10 "The City will continue to explore opportunities to develop and improve our beaches, parks and trails"



**PROCLAMATION**

By Virtue of Authority

Vested in me

I hereby proclaim

September 27, 2015

As “Bladder Cancer Awareness Day”

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

Proclaimed at the City of Kenora

this 8th day of September, 2015

*David Canfield*

---

His Worship Mayor David S. Canfield



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

## **Franco-Ontarian Day September 25, 2015**

**Whereas** on May 18<sup>th</sup>, 2010, the Legislative Assembly of Ontario enacted the Franco-Ontarian Day Act, 2010, proclaiming September 25<sup>th</sup> in each year as the Franco-Ontarian Day; and

**Whereas** the Franco-Ontarian Day Act recognizes that Franco-Ontarians commemorate September 25<sup>th</sup> to celebrate their language and heritage and also take pride in their collective accomplishments; and

**Whereas** September 25<sup>th</sup> is the anniversary of the first unveiling of the Franco-Ontarian flag in Sudbury in 1975; and

**Whereas** the Franco-Ontarian Emblem Act, 2001, recognizes the flag as the emblem of the Francophone community of Ontario; and

**Whereas** by proclaiming September 25<sup>th</sup> as Franco-Ontarian Day, this Act officially recognizes the contributions of the Francophone community of Ontario to the social, economic and political life of the Province and the community's importance in Ontario's society; and

**Whereas** French is one of the two official languages of Canada; and

**Whereas** the French language has been spoken in Ontario since the 17<sup>th</sup> century and the Province of Ontario is celebrating "the commemoration of 400 Years of the French Presence in Ontario" in 2015;

**Therefore be it Resolved that** I, David S. Canfield, Mayor for the City of Kenora do hereby proclaim September 25<sup>th</sup>, 2015 of this year and future years as "Franco-Ontarian Day" in and for the City of Kenora.

Proclaimed at the City of Kenora this 8th day of September, 2015.



---

**Mayor David S. Canfield**



**PROCLAMATION**

By Virtue of Authority

Vested in me

I hereby proclaim

October 10, 2015

As “World Mental Health Day”

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

Proclaimed at the City of Kenora

this 8th day of September, 2015

*David Canfield*

---

His Worship Mayor David S. Canfield