



City of Kenora

Committee of the Whole Agenda

Wednesday, February 8, 2023

9:00 a.m.

City Hall Council Chambers

Live Stream Link: <https://kenora.civicweb.net/Portal/>

A. Public Information Notices

As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at its February 15, 2023 meeting:-

- Adopt the 2023 Five Year Municipal Capital Budget
- Declare City owned lands known as a portion of Superior Street as surplus to the requirements of the Municipality and authorize sale

Blessing & Land Acknowledgement

Councillor Koch

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 Minutes from the last regular Committee of the Whole Meeting held January 11, 2023 and the special Committee of the Whole Meeting held January 26, 2023 be confirmed as written and filed.

D. Deputations/Presentations

- Crime Prevention Network Presentation – Felix Munger
- 2022 Bridge Inventory and Audit Presentation - Stantec

E. Reports:

1. Corporate Services / Finance / Human Resources

Item Subject

1.1. Section 357's

1.2. Ontario Good Roads Association (OGRA) Delegation Requests

1.3. **Crime Prevention and Community Well-Being Advisory Committee Terms of Reference** (Deferred from January 18th Council Meeting)

1.4. **2023 Five Year Capital Budget Approval**

2. Fire & Emergency Services

Item Subject

2.1 2022 Annual Compliance Report

2.2 Municipal Forest Fire Management Agreement

2.3 Fire & Emergency Services Fourth Quarter & Annual Summary Report

3. Engineering & Infrastructure

Item Subject

3.1 Engineering & Infrastructure Fourth Quarter Report

4. Community Services

Item Subject

4.1 Application to NOHFC – Rural Enhancement Fund

4.2 Seniors Community Grant Application

4.3 Community Services Fourth Quarter Report

5. Development Services

Item Subject

5.1 Request for Declaration of Surplus Land – Superior Street

Other:

Next Meeting

- Wednesday, March 8, 2023

Motion - Adjourn to Closed Meeting:

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: -

- Education & Training Members of Council (3 matters – Fire Essentials for Municipal Leaders Training, Member of Provincial Parliament Greg Rickford, Mayor update)
- Labour Relations (1 matter – Realignment overview presentation)

Adjournment.



January 31, 2023

City Council Committee Report

To: Mayor and Council

Fr: Rachel Jaworowicz, Tax Collector

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

Recommendation:

That Council hereby approves Section 357 tax adjustments with potential refunds totaling \$742.90.

Background:

The cancellation and refund of taxes are dealt with by Council under Section 357 of the Municipal Act, 2001. A Section 357 tax appeal is filed due to a change of event that occurred during the current taxation year. The owner, spouse, tenant, other occupant or person in possession of the land may submit an application to the municipality by February 28th of the year following the taxation year to which the application is made.

Applications are typically submitted for the following reasons:

- The property is eligible to be reclassified in a different class of real property
- The land has become vacant land or excess land
- The land has become exempt from taxation
- A building on the land:
 - (i) was razed by fire, demolition or otherwise, or
 - (ii) was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage

The Municipal Property Assessment Corporation (MPAC) assists municipalities by providing further information and commentary on each application, this helps to ensure that a tax refund, cancellation or reduction is warranted. MPAC's recommended assessment values and taxation periods are used to calculate property tax adjustments. In an effort to facilitate timely processing, municipalities have the authority to rectify assessment changes without having to go through the formal assessment review board process.

Budget/Finance Implications:

The municipal share of the tax reduction relating to the Section 357 adjustment is \$727.73, the remaining \$15.17 is attributed back to the related school boards.

Communication Plan/Notice By-law Requirements:

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

Strategic Plan or other Guiding Document: Legislative requirement.



January 27, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: OGRA Delegation Requests

Background:

Ontario Good Roads Association (OGRA) has been dedicated to improving municipal roads and associated infrastructure in Ontario. Good Roads has 417 municipal members and 18 First Nations members. They exist to connect our members to each other, to other levels of government, to academia and to relevant private sector interests. They provide members with training, knowledge, political advocacy and solutions to the most pressing problems. This work is important because the management of roads and transportation are changing faster than ever.

The annual OGRA Conference will be held in Toronto this year April 16-19, 2023. One important part of these municipal conferences is the opportunity to meet with various Ministers and their staff to discuss important issues to the municipality. Delegation meetings with Cabinet Ministers are a key feature of the OGRA Conference and are a unique opportunity for council to engage with Ministers, Parliamentary Assistants and senior Ontario Government officials on local matters that impact our municipality.

Registered OGRA conference delegates can now request an in-person meeting with a minister or parliamentary assistant at the OGRA conference. The deadline to submit our request is March 17, 2023.

Guidelines for submission of our requests include:

- Do not submit the same issue to multiple ministries.
- Each form lets you request a meeting with up to three ministries. Additional ministries can be added if required.
- Not all ministers and parliamentary assistants will be accepting delegations.

Should Council wish to submit delegation requests, the delegation requests will be completed by the March 17th deadline. We have two members of Council registered to attend, Councillor Manson and Councillor Chaze.

As a reminder of the ROMA delegation meeting requests Council submitted requests to address our Infrastructure needs, policng costs and mental health and addictions support. Council may consider new pressing matters that are of concern to the municipality or consider similar topics, however, the municipality was granted all three delegation meetings during the ROMA conference.

Budget: There is no budget impact to this report

Risk Analysis: there is no risk associated with this report. Draft resolutions are optional and optional to submit on behalf of the municipality.

Communication Plan/Notice By-law Requirements: n/a

Strategic Plan or other Guiding Document: administrative

The Corporation of the City of Kenora

~~By-law Number 63—2021~~

A By-law to Establish a Terms of Reference for the City of Kenora Crime Prevention & Community Well-Being Advisory Committee

Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas Bill 175, Safer Ontario Act (2018) mandates that: the council of every municipality shall prepare, and by resolution, adopt a community safety and well-being plan; and shall establish an advisory committee.

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:

1. Purpose

- 1.1 The Crime Prevention and Community Well-Being Advisory Committee will provide leadership to the City of Kenora Community Safety and Well-Being Plan.
- 1.2 The Crime Prevention and Community Well-Being Advisory Committee will serve as a resource, information gathering and advisory body to the Municipal Council on matters relating to crime prevention and community well-being in the City of Kenora.

2. Mandate

- 2.1 The mandate of the City of Kenora Crime Prevention and Community Well-Being Advisory Committee is to:
 - a. Finalize and recommend to City Council a comprehensive and inclusive final Community Safety & Well-Being Plan and implementation plan;
 - b. Assist in and monitor the Plan's implementation;
 - c. Ensure outcomes are established and responsibilities for measurement are in place, and approving performance measure by which the plan will be evaluated;
 - d. Ensure that each section/activity under the plan for each priority risk is achievable;
 - e. Incorporate consultation with the broader community and organizations and agencies involved in community safety and well-being;
 - f. Align implementation and evaluation of the plan with the municipal planning cycle and other relevant sectors' specific planning and budgeting activities;
 - g. Initiate and facilitate working groups as necessary to assist in the development and promotion of crime prevention and community safety initiatives;
 - h. Report to City Council and the community of Kenora on areas of action and progress;
 - i. Encourage and promote innovation, partnerships, and creativity in community safety and well-being;
 - j. Increase awareness about the perception of crime, the risk factors associated with involvement in the criminal justice system, and protective factors that reduce risk.

3. Membership and Voting

3.1 At the discretion of Council, the Committee can be comprised of up to fifteen (15) members representing various sectors. At minimum, it shall include representation from the following sectors:

Voting Members:

- An employee of the municipality;
- A person who represents the education sector; this may include:
 - Keewatin Patricia District School Board
 - Kenora Catholic District School Board
 - Seven Generations Education Institute
 - Confederation College
- A person who represents the health sector; this may include:
 - Northwestern Health Unit
 - Lake of the Woods District Hospital
 - Waasegiizhig Nanaandawe'iyewigamig
- A person who represents the mental health sector; this may include:
 - Canadian Mental Health Association Kenora Branch
 - Centre for Addiction and Mental Health
- A person who represents the community/social services sector; this may include:
 - Kenora District Services Board
 - Kenora Fellowship Centre
 - Kenora Chiefs Advisory
 - Ne-Chee Friendship Centre
 - Northwest Community Legal Clinic
 - Kenora Sexual Assault Centre
 - Saakaate House
- A person who represents the children/youth services sector; this may include:
 - Firefly
 - Kenora Youth Wellness Hub
- A person who represents an entity that provides custodial services to children/youth; this may include:
 - Kenora Creighton Youth Centre
 - Kenora Rainy River District Child and Family Services
 - Anishinaabe Abinoojii Family Services
 - Tikinagan Child & Family Services
- A person who represents the police services board or a Detachment Commander.
 - Ontario Provincial Police Kenora Detachment
- Members at large

3.2 Members are selected by resolution of Council. The term of the Committee is at the pleasure of Council, up to four years, and is concurrent with the term of Council. The Committee shall, from amongst its members, choose a Chair and a Vice Chair.

3.3 Committee Member appointments may, at any time, be revoked at the pleasure of Council and all appointments are in accordance with Council's Boards & Committees Policy.

3.4 Notwithstanding section (c) Council may reappoint a Board Member to the Committee for not more than one term.

3.5 Unless Council provides direction otherwise, the Committee appointments and re-appointments shall be in accordance with the City's Boards & Committees Policy, subject to any modification, to the extent necessary, required in order to comply with the appointment restrictions established in section 196 of the Municipal Act, 2001 and this By-law.

3.6 Any member of the Committee may terminate his or her term on the Crime Prevention and Community Well-Being Committee by submitting his or her resignation in writing to the Chair and the Vice-Chair of the Committee. Within seven (7) days of receipt of such resignation, shall be forwarded to the City Clerk.

3.7 Unless Council provides direction otherwise, meeting attendance requirements for the Committee Members and consequences for absences from such meetings shall be in accordance with the City's Boards & Committees Policy.

3.8 Vacancies on the Committee shall be filled in accordance with the City of Kenora's Boards and Committees Policy and this By-law. For greater certainty, decisions respecting the filling of vacancies rest solely with Council.

Members will:

- i. Have knowledge about the risks and vulnerable populations in the community;
- ii. Lived experience with risk factors or part of a vulnerable group in the community;
- iii. Understanding of protective factors needed to address those risks;
- iv. Experience developing effective partnerships in the community;
- v. Experience with ensuring equity, inclusion, and accessibility in their initiatives;
- vi. The authority to make decisions on behalf of their respective organizations regarding resources and priorities, or will be empowered to do so for the purposes of finalizing the Plan;
- vii. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings; and
- viii. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;

3.10 Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

4. Remuneration

4.1 All Committee Members shall act in all of their capacities with the Committee without remuneration.

4.2 Committee Members may be reimbursed for reasonable expenses incurred by them on behalf of the Committee, provided that such expenses were incurred in good faith for the purposes of the Committee and such expenses are authorized in the budget of the Committee.

5. Chair

5.1 The Committee shall elect a chairperson and vice chairperson from its members at the first meeting of each year and hold the office for one year. ~~In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.~~

5.2 The Chair shall:

- Preside at all Committee meetings and exercise authority and performs duties as required
- Provide guidance and leadership to the Committee in the completion of its mandate
- Enforce on all occasions the conduct of the Members
- Expel any person for improper conduct
- Control delegation protocol and process during meetings
- Preserve order and decorum and decides questions of order

5.3 The Vice Chair

- Act in the Chair's absence and assumes the roles and responsibilities of the Chair.

6. Meetings and Administration

6.1 Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee, however, not less than five (5) meetings shall be held in one calendar year.

6.2 Special or emergency Committee meetings may be called by the Chair, on his or her own initiative, at the request of any Committee member, or at the request of the non-voting members. ~~and a~~ Notice of the meeting shall be by telephoned or electronically sent to each Committee Member, including non-voting, not less than three (3) days before the requested meeting.

6.3 A Committee meeting must be called if a requisition is signed by at least three (3) members of the Committee.

6.4 Reasons for the calling of the special or emergency meeting, including why it is being called on short notice, if applicable, shall be provided by the Chair with the notice of the calling of the meeting.

6.5 Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the chairperson will result in the termination of membership from the committee, in accordance with the City's Board and Committee's policy.

6.6 The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the chairperson in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

6.7 The Committee shall work closely with the resource staff but shall not have direct line authority over the staff. It is acknowledged, however, that there shall be occasions when the Chairperson of the Committee must direct the Community Safety and Well-Being Coordinator to carry out work.

6.87 The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

6.98 Unless otherwise provided in this By-law, meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.

6.10 All meetings shall be open to the public and no person shall be excluded except for improper conduct.

6.11 All Members of the Public Shall:

Respect the decorum of the Committee and shall refrain from public outbursts, shouting or behavior intended to disrupt the debate, discussion and or general proceedings of the Committee. The Chair may request that a member of the public vacate the meeting room if their behavior is deemed to be disruptive to the business that is at hand. The Chair may unilaterally suspend the meeting until order is restored in the meeting room.

7.0 Deputations

7.1 An individual/group/organization who is not a member of Council or staff, who wishes to appear before the Committee must request to make a deputation to the committee.

7.2 Such persons shall have no more than five (5) minutes to address Members. The Chair may use their discretion should the five minute time-frame not be met.

If a Deputation Request (with or without the completed Request Form) is received at the commencement of a meeting, the discretion rests with the Chair as to whether or not the Deputation will be heard.

No Deputant shall:

1. Speak without first being recognized by the Presiding 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 Committee

9.9 Conduct by the Public

Members of the public, who constitute the audience at a meeting, shall not:-

- Address the Committee without permission
- Bring signage, placards or banners into such meetings
- Engage in any activity or behaviour that would affect the deliberations
- Allow cellular phones to ring so as to disrupt the proceedings

7. Quorum

7.1 At any meetings of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business.

7.2 Subject to section 7 of the Municipal Conflict of Interest Act, a majority of the members shall constitute a quorum.

7.3 Meetings may be held and motions may be voted upon in person or by electronic means. With respect to an electronic vote, such vote must be approved by the Committee in advance of the vote.

7.4 A vacancy in the membership or the absence or inability of a member to act does not impair the powers of the Committee or of the remaining members.

8. Board Member Conduct

Municipal Conflict of Interest Act

Committee Members may have pecuniary conflict of interest as they have decision-making ability. Members should be cognizant of any conflict of interest or perceived conflict in terms of issues which may serve to benefit them personally.

8.1 Members of the Committee shall carry out their duties in good faith and with the best interests of The Committee in mind.

8.2 With regards to their conduct, Committee Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, Part V.1 of the *Municipal Act, 2001* and the Code of Conduct of the City for members of council and local boards.

8.3 Members must adhere to the Code of Conduct in this bylaw when attending in an electronic format and all decorum and rules apply while attending remotely.

9. Limits on Authority

9.1 Notwithstanding any other provision in this By-law, the Committee is not authorized to do any of the following, all such authority remains solely with Council:

- a) incur any debts, liabilities or obligations that have not been approved by Council through its budget process;
- b) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- c) subject to the limits established by Council from time to time, sell or otherwise dispose of any personal property that is acquired through Committee recommendations.

9.2 The Committee acts as a whole and no member of the Committee has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of the Crime Prevention Council or the City, without having previously obtained the consent of Crime Prevention Council or Municipal Council, as the context requires.

10. Reporting to Council

10.1 The Committee reports to Council shall be reported through the Corporate Services Department. The liaison for resource staff to the Committee shall be the Community Safety and Well-Being Coordinator.

10.24 The Committee shall report to the municipal Council through presentation of the Community Safety and Well-Being Plan and subsequent updates and annual reports on progress on implementing the Plan and key indicators of community safety and well-being.

10.32 The Committee shall present additional reports and information it deems appropriate to inform the municipal Council and community at large of the actions, activities, and programs of the Committee.

11. Committee Minutes

11.1 The City shall designate a person to be responsible for the recording of the Committee minutes.

11.2 The official copy of the minutes shall be forwarded to the City Clerk for safekeeping and shall be stored at City Hall, 1 Main Street South, Kenora, ON, or at such other location as Council may require.

12. Regular Review of this Authority

This policy shall be reviewed during the term of each Council or more frequently, as required. This review may be initiated by City Council, at its discretion, or by the Committee upon written request to City Council.

132. Effective Date

This By-law shall come into force and take effect on the final passing hereof.

~~By-law read a First & Second Time this 18th day of May, 2021~~

~~By-law read a Third & Final Time this 18th day of May, 2021~~

~~_____ The Corporation of the City of Kenora:-~~

~~_____

Daniel Reynard, Mayor~~

~~_____

Heather L. Pihulak, City Clerk~~



February 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Re: 2023 Capital Budget Approval

Recommendation:

That Council hereby approves the 2023 Five-Year Municipal Capital Budget, as amended; and further

That Council hereby directs staff to actively proceed with the projects included in that budget in accordance with the provisions of the City procurement bylaw; and further

That in accordance with Notice Bylaw 144-2007, public notice is hereby given that Council intends to adopt its 2023 Five-Year Municipal Capital Budget at its February 15, 2023 Council meeting; and further

That Council hereby gives three readings to a bylaw for this purpose.

Background:

Council met on January 30, February 1, and February 2, 2023 to review and amend the 2023 draft capital budget. The following provides a summary of the changes made during Council's review.

2023 Five-Year Capital Budget Updates:

- 1) Defer Down Town Revitalization Matheson & First Street South design and tender to 2026 and 2027 respectively.
- 2) Additional Ontario Community Infrastructure Fund of \$1,224,862 be allocated to roads infrastructure replacing Net Tax Levy funding.
- 3) Replace Office Renovation and Expansion Net Tax Levy funding of \$242,000 with Reserve funding.

Budget / Financial Implications:

There is no expected budget impact as a result of this report. As discussed during the budget meeting the net tax levy allocation for 2023 was increased by \$136,160 from 2022 levels. It is noted that a more robust discussion will occur in conjunction with the 2023 Municipal Operating Budget on the net tax levy impact.

Risk Analysis:

Financial – the risk related to ongoing capital requirements has been assessed as high to critical, mitigated through the operating budget deliberations.

Operations – the infrastructure deficit and need to ensure reliable infrastructure and ongoing capital programs has been assessed as critical, mitigated through the operating budget deliberations. Failure to approve the capital budget in a timely manner will provide further risk with regards to ensuring capital works is tendered and procured in 2023.

Communication Plan/Notice By-law Requirements: Notice will be given in accordance with the provisions of the Notice Bylaw - #144-2007.

Strategic Plan – Charting our Course 2027:

Strategic Focus Areas:

1. Infrastructure and Environment
2. Tourism, Economic Growth, and Delivery
3. Community Recreation, Well-Being, and Safety
4. Service Delivery and Organizational Capacity
5. Relations with Treat 3 Partners



February 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Dave Pratt, Director of Fire & Emergency Services

Re: OFMEM 2022 Annual Compliance Report

Recommendation:

That Council hereby receives the Ontario Fire Marshal and Emergency Management Declaration of Annual Compliance Report (2022), Fire Department Profile Data and the Emergency Program Committee report from the Fire and Emergency Services Division.

Background:

The City of Kenora continues to update the Office of the Ontario Fire Marshal and Emergency Management (OFMEM) the Municipal Fire Protection Profile form and report quarterly call summaries in regards to the public fire safety education and fire prevention requirements of clause 2(1)(a) of the Fire Protection and Prevention Act (FPPA).

Part 2, Clause 2 of the FPPA states;

Municipal responsibilities – Responsibility for Fire Protection Services

2. (1) every municipality shall, establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and

Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Part of the requirement of the FPPA to maintain compliance is the responsibility of the municipality to keep the OFMEM informed of any significant changes to activities, directions or programs.

Currently the City is required to submit the following documents:

- The municipality's 2022 Municipal /NFPP Fire Protection Profile form.
- The municipality's Community Contacts Verification Report.

Although the declaration of compliance is no longer collected on the profile form, the OFMEM encourages communities to ensure the level of fire protection services coincides with the identified level of risk in your community. As the City is committed to providing an appropriate level of service to the meet the needs and circumstances of community the compliance report is being provided to the Mayor and Council.

Submission of Confidential Data – 2022 Municipal/Fire Protection Profile

In keeping with the revised profile and data compliance requirements of the OFMEM and the FPPA, the City of Kenora Fire & Emergency Services (CKFES) with the assistance of the Chief Administrator's Office and the Clerk's Department will continue to complete the necessary profile data sheets.

Profile data sheets include but are not limited to the most current information related to confidential emergency contact information, and other generalized bylaw provisions (i.e. cost recovery, mutual aid, fire protection agreements, numbers of staffing, positions, apparatus, etc.).

The OFMEM uses the information it collects in support of programs such as the mutual aid program and the NFPP, and in support of OFMEM monitoring of compliance with mandatory requirements under the FPPA, 1997. It is also used for communications with municipalities/communities and fire departments, including the distribution of documents and publications.

Affirmation – Municipal Compliance

The OFMEM reporting requirement also includes the mechanism to “affirm” that the municipality is meeting the requirements of the minimum acceptable model for compliance with clause 2. (1)(a) of the FPPA, 1997.

As such – the form must be authorized by the persons responsible for fire protection services and ensuring that Council is aware of the current level of compliance. Therefore – the submission must be made under authority of the Mayor/Head of Council and City Clerk in consultation with the Chief Administrative Officer and Fire Chief.

Council Awareness – Minimum Acceptable Model

The OFMEM publishes Public Fire Safety Guidelines (PFSG) that are intended to be used as a reference source for use by municipal councils, municipal administrators, fire department managers and fire department members when developing appropriate fire protection programs for their communities.

Specific to the “minimum acceptable model” – the following PFSG’s provide guidance with regards to annual compliance;

Simplified Risk Assessment – PFSG 04-40A-03 and PFSG 04-40A-12

The CKFES has reviewed the annual risk assessment and generally provides that;

- Unsupervised cooking and other inappropriate human behavioral practices continues to be the prevalent cause for structure fires.

- Improper care and maintenance of fire and life safety systems as well as home heating/ancillary equipment continues to be prevalent for many other fire department responses.

- Fire responses have uncovered that some residents still do not have required working smoke and carbon monoxide (CO) alarms,

- Target audiences such as the elderly, the young and/or those that may not readily understand fire and life safety messages due to language or cultural barriers continue to be susceptible to fire tragedy.

Smoke Alarm Program and Home Escape Planning – PFSG 04-40B-03 and 04-40B-12

The CKFES has and continues to;

- Institute measures such as the Home Safe Home Program whereby fire staff physically visit/interact with home owners at their residence or at other public venues reinforcing and supporting the need for the installation, proper care and maintenance of smoke/CO fire alarms and life safety devices.
- Partner with agencies such as Union Gas and municipal retailers in the ready availability of smoke/CO fire alarms in the community.

Distribution of public fire safety education materials & educational programs – PFSG 04-40C-03 and 04-40C-12

The CKFES has and continues to;

- Utilize website information (www.kenora.ca) to promote ready access to fire and life safety information.
- Distribute educational materials via various public education opportunities throughout the calendar year in the municipality.

Fire Prevention inspections upon complaint or request, and as directed by the Fire Marshal, and Ontario Fire Code enforcement – PFSG 04-40D-03 and 04-40D-12

The CKFES currently continues to comply as resources will allow to;

- Inspect as required by the OFMEM vulnerable occupancies (i.e. treatment and care facilities) which require annual fire code inspection and evaluation of fire drills.
- Provide inspections upon complaint and/or request recognizing the abilities of existing staffing.
- Continue to enforce and prosecute for non-compliance with smoke and CO alarm requirements in addition to generalized fire code violations.

2022 Status – Minimum Acceptable Model

For the 2022 calendar year - the activities of the CKFES continued to meet the minimum requirements specific to FPPA clause 2(1) (a). The Fire Department continues to review, revise and where able, improve upon its fire prevention policies and guidelines in conjunction with OFMEM guidelines and directions.

Therefore, it is appropriate to affirm that the City of Kenora has met the required minimum requirements specific to FPPA clause 2(1) (a) for the 2022 calendar year. In addition, Council has been made aware of this current level of compliance via this report.

As legislated “Assistants to the Fire Marshal”, the CKFES is required to follow OFMEM directives with regards to enforcement of the Ontario Fire Code and general provisions of the FPPA. Increased demands and directives of OFMEM required inspections (i.e. vulnerable occupancies) and a zero tolerance of code infraction is going to increase the demand upon CKFES resources.

The FPPA also affords the OFMEM the authority to monitor the municipality’s ability to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances as indicated in clause 2(1) (b). This monitoring is currently in context with the OFMEM’s application of the comprehensive fire safety effectiveness model and the “three lines of defense”;

1. Public fire safety education
2. Fire safety standards and enforcement
3. Emergency response

The City is not currently required to affirm compliance to FPPA Clause 2(1) (b). Notwithstanding – the OFMEM advises municipal fire officials to reference PFSG #04-08-10 and other related NFPA response standards regarding response capability analysis and integrated risk matrix applicable to urban structure fires and other emergency response.

City Council will continue to be provided with quarterly fire reports which identify current fire and life safety trends and events, fire prevention and staff activities as well as general fire response/protection effectiveness in relation to the aforementioned lines of defense.

Submission of Confidential Data – 2022 Emergency Management Program Committee

The Emergency Management and Civil Protection Act (EMCPA) and its supporting Regulation 380/04 (O Reg 380/04) provide a number of requirements for municipalities.

Appointment of Emergency Management Program Coordinator

Every municipality is required to designate an Emergency Management Program Coordinator, otherwise referred to as a Community Emergency Management Coordinator (CEMC). This CEMC is also required to complete certain training, within one year of designation as CEMC. Our appointed CEMC is our Director of Fire & Emergency Services/Fire Chief, David Pratt.

Emergency Management Program Committee

Every municipality is required to have an Emergency Management Program Committee (EMPC). The purpose of this committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program.

The City's EMPC consists of the Mayor (Head of Council), Operations Manager/Engineering, Northwest EMS Manager, Medical Officer of Health, Northwestern Health Unit rep, Ontario Provincial Police, Public Information Officer, Transportation Manager, Social Services Manager, Ornge Air Ambulance, Lake of the Woods District Hospital and other agencies as required. All members of the EMPC must be appointed by the Municipal Council, except for the CEMC who is a mandatory member of the EMPC and appointed by a separate bylaw. A future report formalizing the EMPC will be brought forward to Council for formal approval.

Hazard Identification and Risk Assessment (HIRA)

There is a requirement for all municipalities to identify and assess the hazards and risks to their municipality. That is to say that they must identify which hazards are present in the municipality; what the likelihood of those hazards occurring; and to assess the potential impact to the municipality, including the municipality's infrastructure, if that hazard were to occur.

- The HIRA was reviewed.

Critical Infrastructure (CI) List

Every municipality is required to identify facilities and other infrastructure that is at risk of being impacted by emergencies.

- The CI List has been reviewed.

Municipal Emergency Plan

Municipalities are required to develop an Emergency Plan governing the provision of necessary services during an emergency, as well detailing the procedures that are to be followed by the people who will respond to the emergency. Further, this plan must assign responsibilities to municipal employees, by position, to implement the plan; and it must include notification procedures for the Municipal Emergency Control Group (MECG) members. Once the plan is completed, the municipality must by by-law adopt the plan. It is required that OFMEM has a copy of the most current version of all Municipal Emergency Plans at all times. OFMEM maintains a repository of these plans at its headquarters in Toronto.

Additionally, it is required that the municipality conducts training and exercises with the persons who have been assigned responsibilities under the plan, to ensure that they are prepared to fulfil their responsibilities during an emergency.

The Municipal Emergency Plan has been reviewed and a future updated plan will be brought forward to Council for review and approval. Annual training and exercise were conducted at Fire Station #1 on November 9, 2022.

Municipal Emergency Control Group (MECG)

Every municipality is required to have a MECG that is responsible for directing the municipal response during an emergency, including the implementation of the municipal emergency plan. Members of the MECG must be appointed by Council, and participate in annual training and an annual emergency exercise.

The City's MECG is chaired by the EOC Commander and currently consists of the following positions: Operations Section Chief, Planning Section Chief, Logistics Chief, and Finance Section Chief. All members of the MECG must be appointed by the Municipal Council, a report formalizing the MECG will be brought forward to Council for formal approval.

Emergency Operations Centre (EOC)

Every municipality in Ontario is required to establish an EOC to be used by the MECG during emergencies. The EOC must have the appropriate technological and telecommunications infrastructure to allow for effective communication with the MECG.

- The EOC was set-up and tested as part of the annual exercise.

Emergency Information Officer (EIO)

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

Staff in Clerks Division, Communications Officer, are responsible for the primary media and public contact for the municipality in an emergency.

Public Education

As a part of the municipal emergency management program, efforts must be made to increase awareness among the residents of the municipality about both the specific hazards that are present in the municipality, as well as about emergency preparedness in general.

The City provides general public education containing information related to risks to public safety in many forms. We partner with the OFMEM and our community partners whenever possible.

As a part of their overall responsibilities, the EMPC is required to conduct an annual review of the municipality's emergency management program.

The City consulted with The Loomex Group to assist with various components of the City's Emergency Management Program a review of the program was completed and an updated plan will be brought forward to Council for formal approval.

Emergency Management Program By-law

Every municipality is required to adopt their municipal emergency management program through a by-law.

The City's Emergency Management Program By-law was brought forward to Council in 2018. After the annual review and training a Training and Exercise After-Action Report was provided by Loomex with the following recommendations:

1. The City should work with its Emergency Management Program Committee to review its ERP and ensure the plan is current and follows the IMS. As part of the review, the City should update its hazard identification risk assessment and its critical infrastructure.
2. The City should review the resources available to MECG in the EOC.
3. The City should arrange for its MECG to receive training that covers the roles and responsibilities of the different functions used in the IMS model.

The MECG will review this report, consider its recommendations, and discuss ways of implementing those recommendations into its emergency management program.

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

Risk Analysis: There is no expected risk as a result of this report.

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

Strategic Plan or other Guiding Document:

Strategic Plan

Goal 3.2(b) Enhance emergency management, protective services and social services provided by City partners.

Goal 4.4 Enhance City communications to the community on municipal services, developments, and affairs

Fire Protection and Prevention Act, 1997

Responsibility to council

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February 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Dave Pratt, Director of Fire & Emergency Services / Fire Chief

**Re: Renewal of Municipal Forest Fire Management Agreement between
the Ministry of Natural Resources and Forestry and the City of Kenora**

Recommendation:

That three readings be given to a bylaw authorizing a Municipal Forest Fire Management Agreement with the Ministry of Natural Resources and Forestry to 31st of March 2028; and further

That By-Law Number 11-2018 be hereby repealed.

Background:

The City of Kenora initially entered into a Municipal Forest Fire Management Agreement with the Ministry of Natural Resources and Forestry (MNRF) in April of 2000. Since then the City has entered into similar successive agreement's, the last of which was for five years beginning on the 1st of April 2018, expiring on the 31st of March 2023. The MNRF and the City continue to be bound by the agreement dated 1 April 2018, and both parties have been working together to reach a new agreement.

Kenora's total size is approximately 21,335 hectares. Crown Protection Area (CPA) means the area(s) within the Municipality designated as forming parts which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires. Municipal Protection Area (MPA) means the area(s) within the Municipality designated as forming parts which Kenora Fire & Emergency Services (CKFES) has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires.

The Ministry and Aviation, Forest Fire and Emergency Services (AFFES) Risk Assessment Tool is designed to identify the associated fire risk during period of moderate to high risk fire hazards within a general fuel type. Each fire management zone is required to be assessed using the Risk Assessment Tool. The identified hazard is then compared to the municipal agencies training and fire equipment levels to be able to assist the municipal resource in making the determination on whether they can safely respond to fire in this area. The key determination for this is identifying response capabilities during the peak burning periods of the responsible response group.

The current agreement area (see Appendix A) has CKFES covering the majority of the municipality, except the MNRF covering the north east portion north of Coker and School Roads and provides the following coverage:

Current Agreement	CPA Hectares	MPA Hectares
Patent Lands	3,168	13,750
Crown Land	1,207	3,083

The revised agreement area (see Appendix B) has CKFES covering the entire municipality south of the by-pass and all wildland within 200 meters of any roadway. This will allow CKFES apparatus and staff to reach the fire with pre-connected hose lines and protect all structures. The MNRF will cover more area that is covered by forest or other forms of wildland vegetation. The revised agreement would provide the following coverage:

Current Agreement	CPA Hectares	MPA Hectares
Patent Lands	5,462	11,307
Crown Land	2,496	1,782

As noted at the outset, the City of Kenora is approximately 21,335 hectares in size. Of that approximately sixty percent or 14,115 hectares is covered by forest or other forms of vegetation, such as farm and wild land. As well, much of this area borders on lakes, streams and rivers, is found on islands that are accessible by water only, or in rural areas served by limited or no road access. This represents a significant urban/rural wildfire interface. The threat of an out of control wildfire conflagration within the Municipality is high and depending on weather conditions, extreme.

A joint analysis between the MNRF and the CKFES, given with the risks of serving this vast area, recommends that the increase proposed coverage is the preferred Municipal Forest Fire Management Agreement.

This is based on the ability of the MNRF capacity to deploy assets and resources in more expeditious manner to these remote and difficult to access areas within the Municipality and thereby minimize the impact of a wildfire fire on the City's ratepayer and constituents.

Having a Municipal Forest Fire Management Agreement with the MNRF assures the City that should the Ministry's assets be required, a preferred rate for costs would be applied (see Municipal Fire Agreement Rates - Appendix 'C').

For example, with an agreement, the cost of resources is calculated for the time it works on a fire. Without an agreement, the cost of resources are calculated from the time it departs its airport of origin to the time it returns to that location at its hourly rate. Further, financial exposure should a wild land fire occur on MPA that require MNRF resources is extremely costly.

The cost of the revised agreement area is based on a rate of \$1.48 per hectare and the annual fee for 2023 would be \$5,445.65 with an annual CPI increase of 2%.

Budget: Through approved 2023 - 2028 City of Kenora Fire and Emergency Services operating budget.

Risk Analysis:

As per the City's Enterprise Risk Management Policy, there is high operational risk and liability risk based on City of Kenora Fire and Emergency Services (CKFES) ability to respond and reach all reported forest fires in throughout the municipality in a timely manner.

There is a high financial risk, as unforeseen forest fires cannot be planned or budgeted for and without an agreement in place the municipality would be liable for all MNRF expenses from time of dispatch from Kenora MNRF Fire Centre until time of return.

There is a critical liability risk, based on the potential remote location of an unforeseen forest fire, and the CKFES ability to respond and action the fire without the ability of aircraft.

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

Strategic Plan or other Guiding Document:

Strategic Plan

Goal 3.2(b) Enhance emergency management, protective services and social services provided by City partners.

Fire Protection and Prevention Act, 1997

Responsibility to council

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February 8, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Dave Pratt, Director of Fire & Emergency Services / Fire Chief

Re: Q4 Update and 2022 Annual Summary Report

Recommendation: That Council hereby receives the Fire & Emergency Services fourth quarter Report 2022 Annual Summary as presented.

Background:

The City of Kenora Fire and Emergency Services (CKFES) produces quarterly updates for Council that provide information and statistics on staffing levels, call volumes, response times, significant incidents, fire prevention and training initiatives.

Council will receive a quarterly update following the end of each quarter, as well as an annual report summarizing the previous year.

The purpose of this update is to provide Council with information on the 2022 fourth quarter activities and annual statistics.

Discussion:

This report will examine current staffing levels, call volumes, response times, significant incidents, fire prevention and training initiatives.

Fire & Emergency Services 2022 Q4 Fire Service Update

Staffing Levels

The current CKFES staffing levels are outlined in the below table:

	2022 (3 rd Quarter)	2022 (4 th Quarter)	Target
Full Time Staff	14	13	14
Live-in Paid-On-Call Firefighters	1	1	4
Paid-per-Call Firefighters	15	12	55
Recruit Paid-per-Call Firefighters	15	12	-
Total Paid-per-Call Firefighters	30	24	-
Total Personnel (Full Time & Paid-per-Call)	45	39	73

The 2022 Paid-per-Call Recruit Firefighters continued their training in Q4. Ninety-five percent of the subjects of the NFPA Firefighter Level I were completed and the class will join the current Paid-per-Call Firefighters on Tuesday evenings in 2023, where they will continue to train, with a focus on the Level II topics. Several of the class have been provided pagers and are now responding to emergency incidents.

CKFES Career commenced a trial tiered response to critical medical incidents (cardiac arrest, respiratory arrest) starting in Q4. From November 4th to the end of the year staff responded to 10 incidents assisting medics with patient care.

Call Volume (Fourth Quarter 2022)

In the fourth quarter of 2022, Kenora Fire and Emergency Services responded to a total of 112 calls (104 in Kenora and 8 outside the municipal boundary), broken down as follows:

- 31 Fire Alarm Activations (28%)
- 20 Motor Vehicle Collisions (19%)
- 7 Carbon Monoxide Alarm Activations (6%)
- 5 Structure Fires (4%)
- 15 Medical First Response (13%)
- 10 Other (9%)
- 8 Human Perceived Emergencies (7%)
- 3 Rescues (3%)
- 1 Hazardous Materials Emergencies (1%)
- 11 Outdoor Fires (9%)
- 1 Vehicle Fires (1%)

Firefighter Turnout & Response Times

The below table outlines information related to firefighter turnout and response times for the 104 calls that occurred in the 4th quarter of 2022.

	2022 (3 rd Quarter)	2022 (4 th Quarter)	Target
Total Calls for Service	95	104	N/A
Average number of firefighters per call	3	3	4
Average Turnout time of first apparatus to all calls	2:27	2:02	1:20 (NFPA 1710)
Average travel time of first apparatus to all calls	6:45	6:25	4:00 (NFPA 1710)
Average total response time of first apparatus to all calls	9:41	8:28	5:20 (NFPA 1710)
Time of first defibrillator to patient (medical calls)	5:36	6:23	4:00 (NFPA 1710)

Significant Incidents

- On October 7th Kenora Fire and Emergency Services responded to a shed on fire on Minto Drive. Two apparatus and 4 firefighters responded. Cause of the fire was electrical from a mouse chewing through electrical wiring.

- On November 4th Kenora Fire and Emergency Services responded to a residential basement fire on First St. S. Three apparatus and 5 firefighters responded. Cause of the fire was cooking.
- On November 25th Kenora Fire and Emergency Services responded to a residential structure fire on River Street in Keewatin. Six pieces apparatus and 18 firefighters responded. The cause of the fire was determined to be electrical.
- On December 11th Kenora Fire and Emergency Services responded to a vehicle fire on Ninth Line N. Three apparatus and 7 staff responded. The cause of the fire was the vehicles block heater.
- On December 18th Kenora Fire and Emergency Services responded to a commercial fire on Jones Road. Four apparatus and 17 staff responded.
- On December 23rd Kenora Fire and Emergency Services responded to a residential structure fire on River Dr. Two apparatus and 12 staff responded. The cause of the fire was electrical.

Training Initiatives

The fourth quarter of 2022 saw CKFES complete a variety of training. Firefighters committed approximately 375 hours towards training covering the following content:

- Self-Contained Breathing Apparatus donning, doffing and inspections
- Personal Protective Equipment donning, doffing and inspections
- Aerial Ops
- Cold Weather Ops
- CPR
- Recertification
- Firefighter Safety
- Ice Water Rescue
- Kenora Jail Tour
- EMS Familiarization
- Vehicle Fires
- Search & Rescue
- Ventilation

Fire Prevention Activities

During the 4th quarter of 2022, CKFES completed 4 Vulnerable Occupancy Fire Drills and inspections.

CKFES also completed 4 Public and Life Safety Education events including:

- Fire Prevention Week Activities
- Fireplace & BBQ Safety event
- Halloween Safety Events
- St. Thomas Aquinas Career Expo

Other Activities

In October, Chief Readman and Deputy Chief Pratt attended the Kenora District Fire Departments Mutual Aid Association Semi-Annual meeting. Deputy Pratt attended the ESO (records management) Regional User Group meeting. The department had three SCBA vendors exhibiting their equipment to prepare for an upcoming capital project. In November, the Municipal Emergency Control Group had their annual training and exercise.

Fire & Emergency Services Annual Summary Fire Service Update

Call Volume (2022)

In 2022, CKFES responded to a total of 419 calls (395 in Kenora and 24 outside the municipal boundary), broken down as follows:

- 28 Property fires / explosions (7%)
- 14 Outdoor, no loss fire (3%)
- 10 Authorized controlled burning – complaint (2%)
- 28 Open air burning/unauthorized controlled burning (7%)
- 22 CO false alarm (5%)
- 55 Alarm System Equipment – Accidental activation (13%)
- 32 Alarm Equipment – Malfunction (8%)
- 12 Alarm Equipment – Accidental (3%)
- 17 Human – Malicious (4%)
- 15 Human - Perceived Emergency (3%)
- 8 Other False Fire Call (2%)
- 35 Medical / resuscitator call (8%)
- 44 Other Responses (11%)
- 20 Pre fire conditions / no fire (5%)
- 25 Public Hazard (6%)
- 44 Vehicle Collision / Extrication (11%)
- 10 Rescue (Elevator / Water) (2%)

* *OFMEM categories*

Estimated \$ Loss (2022)

Month	# of Incidents	# of Fires	Estimated \$ Loss
January	26 (6%)	1	\$0
February	34 (8%)	1	\$1,050,000
March	25 (6%)	5	\$147,000
April	27 (6%)	1	\$0
May	42 (10%)	0	\$0
June	58 (14%)	10	\$623,100
July	44 (11%)	2	\$150,000
August	32 (8%)	0	\$0
September	19 (5%)	2	\$6,100
October	31 (7%)	1	\$30,000
November	46 (11%)	2	\$102,000
December	35 (8%)	3	\$32,000
TOTALS	419 (100%)	28	\$2,140,200

Firefighter Turnout & Response Times (2022)

The below table outlines information related to firefighter turnout and response times for the 395 calls that occurred in the City of Kenora in 2022.

	2022	Target
Total Calls for Service	395	N/A
Average number of firefighters per call	3.5	4
Average Turnout time of first apparatus to all calls	2:14	1:20 (NFPA 1710)
Average travel time of first apparatus to all calls	6:39	4:00 (NFPA 1710)
Average total response time of first apparatus to all calls	8:58	5:20 (NFPA 1710)
Time of first defibrillator to patient (medical calls)	6:04	4:00 (NFPA 1710)

Emergency Response (2022)

Emergency Response Summary - Total incidents – 419

- Total Incidents mitigated by 3 On Duty Career Staff – 140
- Total Incident mitigated by 2 On Duty Career Staff – 207
- Total Incidents mitigated by Career & Paid per Call Staff – 52
- Total Incidents mitigated by All Staff (Career, PPC & Career Call Back) – 20
- Total Incidents Career Staff called back to 'cover the hall' – 23

Paid per Call Response Summary

- Q1 Incidents – 18 Average # of responders – 4.4
- Q2 Incidents – 26 Average # of responders – 3.2
- Q3 Incidents – 16 Average # of responders – 3.6
- Q4 Incidents – 12 Average # of responders – 4.5
- Total Incidents – 72 Average # of 3.8

Career Staffing (2022)

Staffing levels – 730 shifts

- Full complement (3 staff) – 283 shifts
- Minimum staffing (2 staff) – 447 shifts
- Minimum staffing (2 staff) achieved by Overtime – 75

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

Risk Analysis: There is no expected risk as a result of this report.

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

Strategic Plan or other Guiding Document:

Strategic Plan

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Fire Protection and Prevention Act, 1997

Responsibility to council

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January 31st, 2023



City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Marco Vogrig, Acting Director of Engineering and Infrastructure Services

Re: Engineering & Infrastructure Services Quarterly Update – October to December 2022

Recommendation:

That Council hereby receives the Engineering & Infrastructure Departments quarterly & operational updates ending December 2022.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving goals, work completed, the following report has been created.

Engineering

Name of Project:	2022 Sewer and Water Rehabilitation Project		
Project Manager:	Municipal Civil Engineering Technologist	Project Sponsor:	Director of Engineering and Infrastructure Services
Start Date:	April 2022	Completion Date:	November 2022
Project Objective:	To rehabilitate municipal sewer and water infrastructure including the replacement of surface works, streetlight improvements, and value added features where possible.		
Location of Work:	2 nd Street South from 5 th Ave S to 7 th Ave S 2 nd Avenue South from Mike Richards Way to 6 th Street South 7 th Avenue South from 6 th Street South to 8 th Street South		

Project Update:

- Electrical works on 2nd Street South from 5th Avenue South to 7th Avenue South, the final construction task at this location, were completed after supply chain delays related to light standards;
- Underground works were completed on 2nd Avenue South, from Mike Richards Way to 6th Street South, with placement of the binder course of asphalt on October 10, 2022, and the surface course of asphalt being placed October 27, 2022;
- Underground works on 7th Avenue South were completed by October 30, 2022. Paving was completed on November 7, 2022.



Figure 1: Construction proceeding on 7th Avenue South

Schedule Status: Although project delays did occur, due to material deliveries and subcontractor availability, the works were completed

Project Budget: Works were completed within the budget allotted for this project.

Budget Status: Satisfactory, no concerns regarding overages or potential budget strain.

Plans for Next Period: Completion of invoice processing, and updating the City GIS to reflect the infrastructure upgrades.

Name of Project:	2022 Municipal Paving Project		
Project Manager:	General Manager of Engineering	Project Sponsor:	Director of Engineering and Infrastructure Services
Start Date:	April 2022	Completion Date:	December 2022
Project Objective:	To rehabilitate municipal right of ways including surface works and associated civil infrastructure.		
Location of Work:	1 st Ave S from Mathewson to 322 1 st Ave S HWY 17 E from River Drive to 5 th Street S Railway Street from 1077 Railway to Sedesky Road (Railway Street Phase 2) Ninth Street North from Houghton to Artillery Way Laneway East of 8 th Ave N between 3 rd and 4 th Street N		

Project Update:

- Paving complete on Ninth Street North and Railway Street in November
- Laneway Paving Project deferred to a future year due to time constrains.



Figure 2: Ninth Street North paving



Figure 3: Railway Street 2022 before and after photos

Schedule Status: The project was completed behind schedule due to significant weather delays this construction season and high water levels resulting in a late start on Railway Street.

Project Budget: Works were completed within the budget allotted for this project.

Budget Status: Satisfactory, no concerns regarding overages or potential budget strain.

Plans for Next Period: Completion of invoice processing, and updating the City GIS to reflect the infrastructure upgrades.

Name of Project:	2022 Municipal Storm Sewer Works		
Project Manager:	General Manager of Engineering	Project Sponsor:	Director of Engineering and Infrastructure Services
Start Date:	November 2022	Completion Date:	December 2022
Project Objective:	The rehabilitation of existing municipal storm mains located in close proximity to adjacent dwellings, through the installation of an epoxy impregnated liner.		
Location(s) of Work:	A 39m section of 380mm diameter storm main between 15 th Avenue North and the lane to the east, located between 15 th Ave N and 16 th Ave N. A 41m section of 450mm diameter storm main between 16 th Avenue North and the lane to the west, located between 15 th Ave N and 16 th Ave N.		

Project Update: Relining works were performed by Cambrian Vacuum Corp during December of 2022.

Schedule Status: Works were completed in December, 2022.

Project Budget: No external funding sources were available for this project. Works were performed under the City storm sewer capital budget.

Budget Status: Works were completed within the available budget.

Plans for Next Period: Although no future plans have currently been finalized, the availability of pipe relining technology will provide a valuable tool for rehabilitating municipal infrastructure.

Name of Project:	2022 Pinecone Drive Failure Rehabilitation		
Project Manager:	General Manager of Engineering	Project Sponsor:	Director of Engineering and Infrastructure Services
Start Date:	May 2022	Completion Date:	October 2022
Project Objective:	Complete investigative geotechnical drilling, analysis, design and construction works to rehabilitate Pinecone Drive.		
Location of Work:	Approximately 50 m of Pinecone Drive.		

Project Update:

- The design and tendering was completed in September with substantial completion of construction occurring on October 21, 2022.



Figure 2: Pinecone Drive May 20, 2022 and October 21, 2022

Schedule Status: Project expedited to allow for a prompt solution, design, tendering and construction process.

Project Budget: Emergency Funding.

Budget Status: Project was completed under pre-design estimation amounts.

Plans for Next Period:

- No plans

Name of Project:	2022 Coker Road Settlement Analysis		
Project Manager:	General Manager of Engineering	Project Sponsor:	Director of Engineering and Infrastructure Services
Start Date:	November 2022	Completion Date:	March 2022
Project Objective:	Complete investigative geotechnical drilling, analysis and recommendations for the Coker Road.		
Location of Work:	Approximately 390 m of Coker Road.		

Project Update:

- Stantec Consulting has been awarded the analysis work through the Municipal Service Agreement with the City of Kenora.

Schedule Status: Geotechnical Drilling to occur the week of February 16th, with an opinion on temporary reopening expected early March and final report mid to late March 2023.

Project Budget: Analysis included in the 2023 capital budget.

Budget Status: Currently on budget.

Plans for Next Period:

- Review consultant recommendations and present findings to Council.

Name of Project:	2022 Detailed Visual Bridge and Structure Inspections		
Project Manager:	General Manager of Engineering	Project Sponsor:	Director of Engineering and Infrastructure Services
Start Date:	March 2022	Completion Date:	December 2022
Project Objective:	Complete inspections of 21 bridges, the downtown parkade and the waste transfer facility tipping floor structures as required by Ontario Regulations. The OSIM reports will include recommendations for maintenance and associated costs, updated condition index and a proposed 10-year bridge replacement schedule.		

Project Update:

- Bridge and structure inspections were complete in September of 2022 and the final report has been received.

Schedule Status: Project is currently on schedule.

Project Budget: \$100,000 – Bridge non-capital special projects

Budget Status: Satisfactory, no current budgetary constraints.

Plans for Next Period:

- Stantec consulting engineering to present summary of findings to Council in February.

Solid Waste

Customers served at the Transfer Station

The Transfer station served 11,327 customers in the past three months. These numbers do not include the customers who used the recycle depot. The table below shows that 78.8% were residential, and 21.2% were commercial customers who used the scale facility.

Type of Customers	October	November	December	Total
Residential	3,745	2,636	2,544	8,925
Commercial	551	1,026	825	2,402

Tipping fees collected at the Transfer Station

Environmental services has generated \$ 671,641 in revenue from tipping fees, including the sale of garbage bag tags in the past three months.

Description	October	November	December	Total
Tipping fee (\$)	272,410	232,541	166,690	671,641

Sale of Garbage Bag Tags

Environmental services sold 46,325 bag tags in the past three months. Bag tags are sold at the Transfer Station, City Hall, Library and from retail stores. The City provides a 4% discount per tag to retail stores. The garbage bag tag sale represents only 16.9 % of the total revenue of the department.

Description	October	November	December	Total
Garbage bag tag sale	15,210	15,800	15,315	46,325
Revenue (\$)	37,325	38,660	37,587.5	113,572.5

Curbside Collection

Environmental services collected 244.0 tons of garbage and 109.9 tons of blue box recycling from the curbside in the past three months. The diversion rate from the curbside is around 31%.

Type of Waste	October	November	December	Total
Garbage (tonnes)	80.37	83.6	80.0	244.0
Recycle (tonnes)	34.04	38.8	37.08	109.92

Garbage (Residential & Commercial)

Environmental services collected/received 1,222.2 tons of commercial and residential garbage in the past three months. The garbage is disposed of at the Kenora Area Landfill. The curbside garbage represents only 20 % of total garbage disposed at the landfill.

Type of Waste	October	November	December	Total
Garbage Residential & commercial (tonnes)	503.1	383.4	335.7	1,222.2

Construction and Demolition Waste materials

Environmental Services received 2,661.7 tons of construction and demolition waste from residential and commercial customers in the past three-month period. The construction and demolition waste is disposed of at the Kenora Area landfill. Construction and demolition waste represent a significant portion of the waste managed by the department.

Type of Waste	October	November	December	Total
Construction & Demolition waste (tonnes)	1,134.7	1,107.8	419.2	2,661.7

Scrap Metal

23.9 tons of scrap metal were collected at the Transfer Station for disposal/ recycling. The scrap metal is transported to the municipal yard on Ritchie road. The scrap metal is sold to a scrap metal contractor at the end of the year.

Type of Waste	October	November	December	Total
Scrap Metal (tonnes)	6.5	13.1	4.3	23.9

Sewer Sludge

Environmental services received sewer sludge from the City of Kenora Wastewater Treatment Plant for disposal. The landfill buried 635.2 tons of sewer sludge in past three months.

Type of Waste	October	November	December	Total
Sewer Sludge (tonnes)	221.9	187.7	225.6	635.2

Industrial Ash

721.3 tons of Industrial Ash was received at the landfill for disposal in past three months from Weyerhaeuser. This is mixed with sewer sludge and used as cover material.

Type of Waste	October	November	December	Total
Industrial Ash (tonnes)	294.3	217.7	209.3	721.3

Hog Fuel

2,637 tons of Hog Fuel (mix of coarse chips of bark and wood fiber) was received at the landfill for disposal in past three months from Weyerhaeuser. This is used as a daily cover material to cover compacted garbage at the landfill in winter.

Type of Waste	October	November	December	Total
Hog Fuel (tonnes)	936.9	789.2	911.2	2,637.3

Approved Contaminated Waste

The landfill has received 39.2 tonnes of approved contaminated soil for disposal in the past three months. Approved contaminated waste is dirt or soil contaminated with diesel or gasoline. Contaminated waste is only accepted when a TCLP result shows a minimal presence of heavy metals. This is used as a daily cover material to cover the garbage in the landfill.

Type of Waste	October	November	December	Total
Approved Contaminated Waste (tonnes)	0	39.2	0	39.2

Electronic Waste

Environmental services diverted 8.9 tons of electronic waste from the landfill in the past three months. This is free for the resident to dispose of at the transfer station. Electronic Products Recycle Association provides service to remove the electronic waste collected at the Transfer Station.

Type of Waste	October	November	December	Total
Electronic Waste (tonnes)	5.6	3.3	0	8.9

Brush, Leaf & Yard waste

Environmental services received 81.9 tons of brush, leaf & yard waste in the three months. The waste material is transported to the landfill and stored in a compost pile at the landfill.

Type of Waste	October	November	December	Total
Brush and yard waste wood chips (tonnes)	58.3	20.4	3.2	81.9

Blue Box recycle operation

Environmental Services transported 311.3 tons of blue box recycle waste materials to the recycling facility (Cascades Inc.) in Winnipeg from Kenora in past three months. The comingle portion was 41%, cardboard was 50%, and mixed paper was 9%. No paper was transported to Winnipeg in December.

Currently, the City is paying \$145 per tonne to the recycling facility to recycle comingle and \$ 60 per ton to recycle cardboard.

Type of Waste	October	November	December	Total
Comingle (tonnes)	39.1	45.5	43.7	128.3
Cardboard (tonnes)	53.4	50.9	49.9	154.2
Mixed Paper (tonnes)	12.4	16.4	0	28.8

Public space garbage and recycling collection

The City also collects recycling and garbage from public space. Smart bins (Big Belly) are used to collect garbage and recycle from the public space. The garbage bins were emptied 316 times, and recycle bins (Big Belly) were emptied 189 times in past three months. 7.25 tons of waste was collected from public space in the past three months.

Type of Waste	October	November	December	Total
Garbage bin (big belly)	112	96	108	316
Recycle bin (big belly)	75	55	59	189

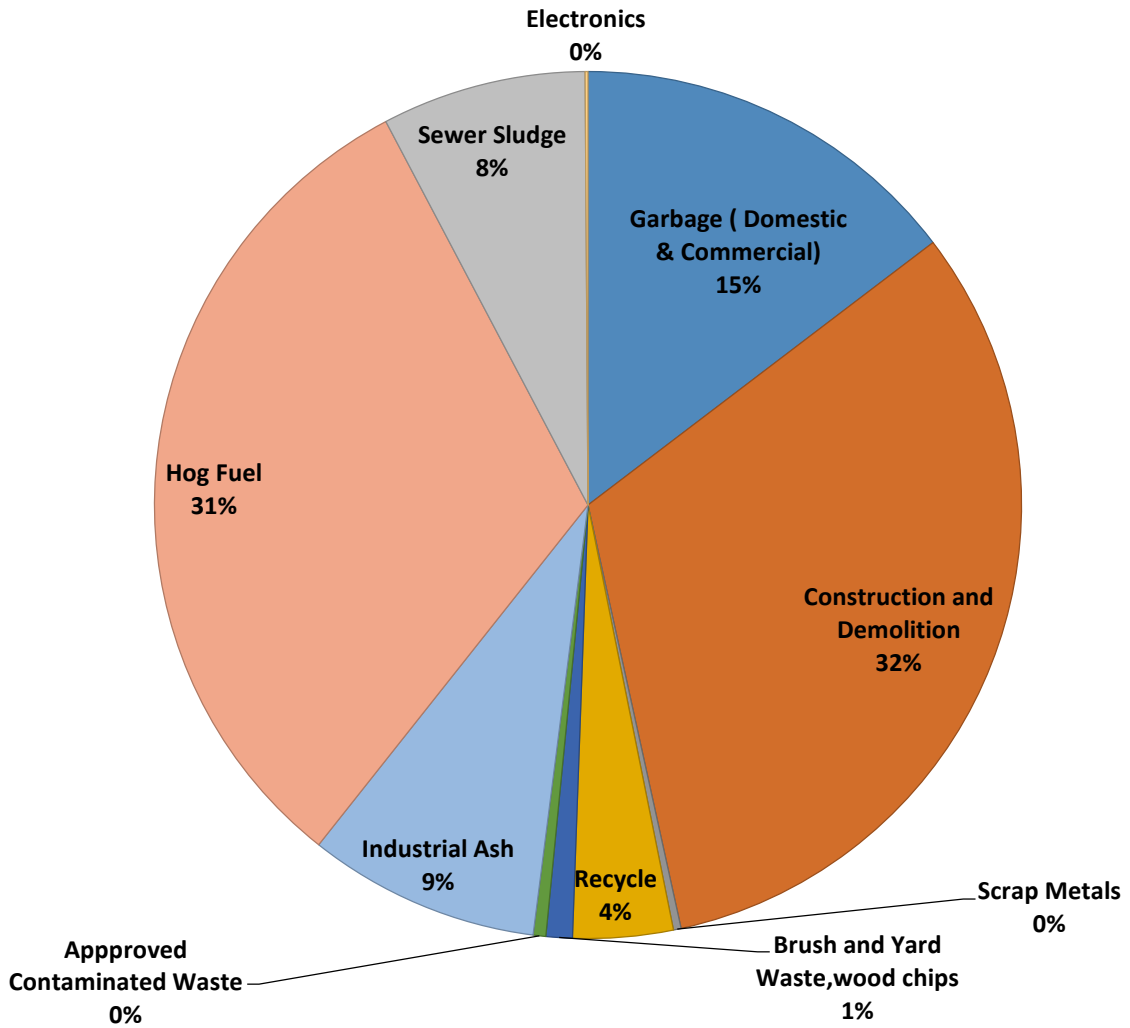
Distribution of Municipal Solid Waste (Oct- Dec) 2022

The table below shows the municipal solid waste received /collected at the transfer station for disposal/recycling. A total of 8,343 tons of municipal solid waste was received for disposal in past three months. Transfer station diverted 344.1 tons of waste from the landfill, and 7,999 tons of municipal solid waste was disposed of in the landfill

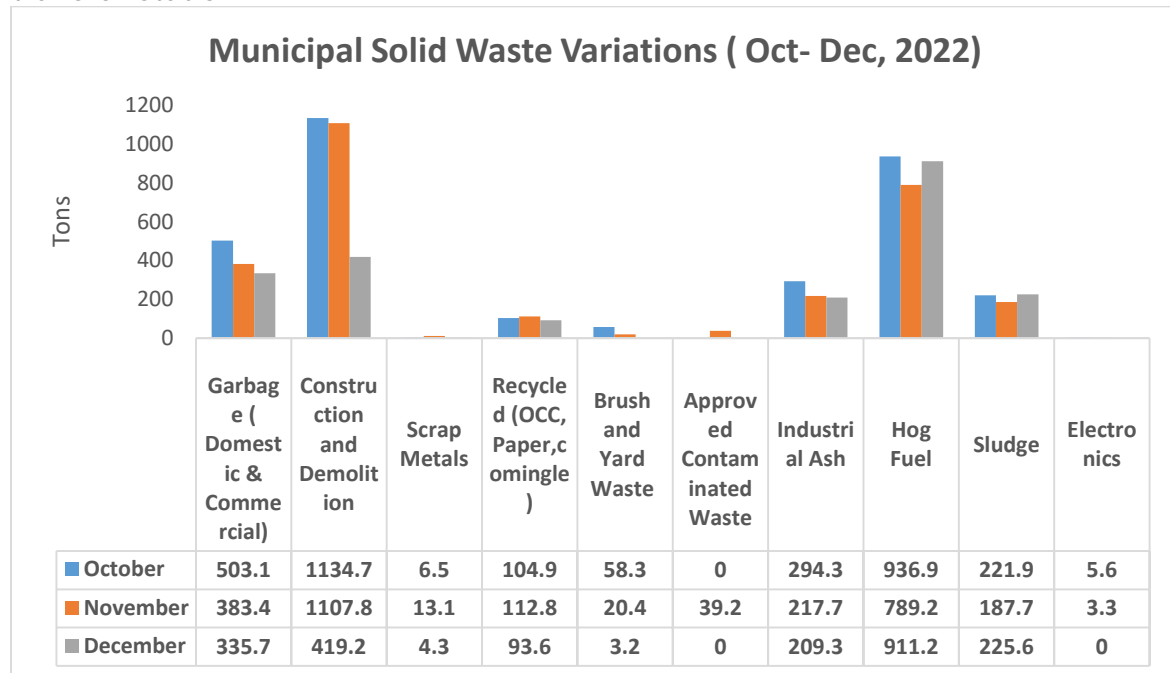
Waste Type	Weight (Tons)	Distribution
Garbage (residential & commercial)	1,222.2	14.6 %
Construction and demolition waste	2,661.7	31.9%
Scrap metal	23.9	0.3 %
Blue box recycle	311.3	3.7%
Brush, leaf, and yard waste	81.9	1.0 %
Approved contaminated waste	39.2	0.5 %
Industrial ash	721.3	8.7 %
Sewer sludge	635.2	7.6 %
Hog fuel	2,637.3	31.6 %
Electronics waste	8.9	0.1%
Total	8,342.9	

The figure below shows the distribution of municipal solid waste collected in past three months (October, November and December) by weight. The municipal solid waste had 15% Garbage, 32% Construction, and Demolition, 31% Hog Fuel, 8% Sewer Sludge, 9% Industrial ash.

Municipal Solid Waste by Weight (Oct- Dec, 2022)



The graph below shows monthly variations of municipal solid waste received at the transfer station.



Capital Projects 2022

22.448.01: Weigh Scale Replacement

Budget : 200,000

Status : Completed

Final cost of completion: 142,233.86 plus tax.

22.448.02: New booth at Recycle Depot

Budget : 50,000

Status: Completed

Final Cost of completion: 17,033.43 plus tax.

U2.448.01 : Garbage Building floor/ Door repair

Budget : 90,000

Status : Three new doors are replaced

Final cost of replacement: 27,530 plus tax

U2.450.01 : Grizzly screener for cover materials

Budget : 17,000

Status: not completed, the budget was very low.

Fleet Services

The Fleet Division has had a busy fourth quarter preparing for the upcoming winter months. A significant amount of time and effort going through and repairing all of our equipment and attachments to bring them back up to standard conditions from last year's harsh winter and heavy snow accumulation. Fleet has outfitted all the vehicles and equipment with their required plows, wings, sanders, snow blowers and any other attachments required.

Fleet purchased an additional back pack sander and custom mounted it on another track sidewalk plow machine. These back pack sanders give us a sidewalk unit not only limited to just plowing or blowing but also sanding in the field to help us maintain the required maintenance standard and not have to use two units to get the same result. These units get loaded out in the field with our single axle heavy truck equipped with a side loader belt attachment.

All the small motor tools and lawn tractors have been gone through and all required parts have been ordered for repairs and maintenance. The unrepairable equipment has been replaced. Fleet is piloting one (1) battery power brush trimmer and one (1) back pack blower with battery equipped battery bag. Also we have a four (4) bank charger station to allow batteries to be recharged at all at once.

Roads department skid mount steamers were inspected and are compliant with the regulations, one is mounted and in operation while the other one is waiting to be mounted. The roads department is using the designated truck for other purposes at this time.

A 1.5 cubic yard sander has been purchased and installed into one of the roads 1 ton trucks to allow the cemetery department to sand and plow the roads and paths in the cemetery, instead of having to rely on the roads department especially when a weather event occurs

The Volvo rubber tire excavator with the Promac brush head attachment had a Webasto diesel powered engine coolant heater (same concept as if you plugged the block heater in) installed. This will allow us to brush through the winter months as there is no regulation during this time. The advantage of having this installed allows us to leave the equipment out in the field instead of running it back to operations daily as it will start in the temperatures that are normal for Kenora in the winter. We also installed a slip fuel tank in a crew cab $\frac{3}{4}$ ton truck to allow us to transport fuel, the operator, the flagging crew and all signs and cones that would be required for the job.

The fuel pump station inspection has been completed, there were some deficiencies that made it non-compliant. We worked with our supplier and were able to repair this in house and are now compliant.

Fleet has continued with our yearly undercoating maintenance to try and extend the life of equipment and vehicles.

Between October 1st and December 31st, the fleet division worked a total of 2488 hours on 179 vehicles and pieces of equipment for almost every division. The team completed 23 annual safety inspections and 88 preventative maintenance services in addition to regular repairs and maintenance.

Roads

Roads, sidewalk & brick repairs; 135 linear meters completed.

- Wharf St
- Ottawa St
- Birchwood Crescent
- 1st St S
- Park St
- Mikado Ave
- City Hall Parking Lot (new bricks installed @ pathway)
- Water St Dock
- Thistle Pavilion brick repairs



Asphalt patch repairs by City crews: 63 mt (metric tonnes) asphalt used.

- Keewatin Arena
- Water St Norman Drive
- Lakeview Drive (Hospital Bridge)
- 4th Ave S
- 4th Ave N
- 9th St N
- 7th Ave S & 9th Ave S
- Coker Rd (two patches)



Storm & drainage repairs;

- Mellick Ave
- Donbrock Drive
- Beach Rd (2 Locations)



Culvert & Ditching Repairs;
66m x 450mm x 2mm culverts used.

- Donbrock Drive
- Veterans Drive
- Beach Rd (Half culvert)
- Anderson Branch Rd @ Tressor Drive
- Hidden Trail Resort Rd
- Peterson Rd

Ditch brushing;

- Anderson Branch Rd (Sight lines on corners) East of Garrow Rd
- Anderson Branch Rd (west Carlton Rd)
- River Bend Rd
- Eagle Bay Rd
- Carlton Rd., Goss Rd & Silver Ghost Rd

Hazards Trees Removed;

- Zroback Rd
- Moore Rd
- Gould Rd (2 locations)
- Coker Rd

Winter Maintenance;

Consisting of plowing, sanding, removal on streets, roads and sidewalks.

City is divided 4 sections for plowing and sanding;

- East route
- West route
- North West route
- North route

Staffing consists of;

- 8 HEO
- 8 Truck Drivers
- 2 Labourers

Seasonal nightshift has started Mid November, responsible for removal in the down town core keeping snow banks and windrows to a minimal for town businesses.

Season of 2022/2023 additional Seasonal Truck Drivers and HEO have been hired to improve the clearing of down town, utilizing more assets. The crew consists of;

- 4 HEO (2 on sidewalk units)
- 3 Truck Drivers

Equipment used for nightshift;

- 2 Loaders
- 2 Sidewalk plows with sanders
- 3 Tandems

Screened winter sand completed by contractor Nov 30/2022;

- 9638 tonnes - \$245,056.00

- Bulk Road Salt mixed in with screened winter sand by contractor;
- 503 mt - \$ 77,914

Contractor hired for snow plowing;

- 1 grader Assigned Keewatin or North roads after snow events.

Contractors hired for snow haul (snow removal);

- 6 Contractors when required with blower crew.

Water Distribution and Wastewater Collection System

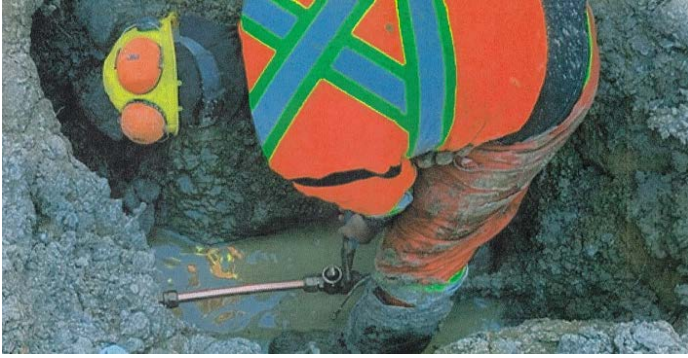
The following Maintenance was completed in 2022 Q4

- **Water Distribution System**

- Dug and repaired two (2) water main breaks.
- Dug and replaced two (2) service boxes.
- Dug and repaired nine (9) copper services.
- Dug and relocated fire hydrant on Hwy 17 East.
- Shut down Coney Island, ball fields, Anishinabe, Mikado Ave, and Keewatin summer service.
- Winterizing of fire hydrants.
- Flushing of fire hydrants for winter.
- Repaired three (3) fire hydrants.
- Steamed three (3) fire hydrants.
- Three (3) water turn on for new construction.
- Seventeen (17) water on/off for repairs.
- Thirty water on/off for the season.
- Three (3) locates on private property.
- One hundred and forty-four (144) Ontario One Call locates.
- Completed monthly water reads.
- Ninety seven (97) water deliveries.
- Cleared snow at water booster stations.



Donbrock Drive service box replacement



Cambrian Drive service box replacement



Outen Lane water main break



Beach road service repair



- **Wastewater Collection System**

- Twenty eight (28) calls for sewer rodding.
- Two (2) grinder pump replacements.
- Eighteen (18) service calls for grinder pumps.
- Two (2) camera inspections.
- Dug to reline sewer on 3rd Street South.
- Dug and repaired five (5) sewer services.
- Dug and repaired one (1) sewer main.
- Dug and repaired one (1) storm sewer.
- Dug and repaired manhole on Sedesky road.
- Repaired Coney Island concession station.
- Sewer lift station maintenance (cleaning of snow and wet wells).
- Flushing of sewer mains.
- One hundred and forty four (144) Ontario One Call locates.



Beach Road sewer service repair



5th Street North sewer main replacement



Regina Ave sewer repair



Matheson Street North sewer service repair

- **Precautionary boil water Advisories:**
 - There were no Precautionary boil water advisories issued for this quarter.
- **Planned for next quarter**
 - Regular station checks and Maintenance.
 - Sewer main repair on Regina Ave.
 - Sewer service repair on Ocean Ave.
 - Install new water service line on 5th Street South.
 - Install new service box at the end of Main Street.
 - Flush dead end water mains.

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

Risk Analysis: There is no expected risk as a result of this report.

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

Strategic Plan or other Guiding Document:

Strategic Plan

Goal 1.1 Position Kenora for growth through proactive infrastructure planning.



February 8, 2023

**City Council
Committee Report**

To: Kyle Attanasio, CAO

Fr: Stace Gander, Director of Economic Growth and Recovery

Re: Application to the Northern Ontario Heritage Fund Corporation (NOHFC)

Recommendation:

That Council hereby authorizes an application for funding to Northern Ontario Heritage Fund Corporation (NOHFC) under its Rural Enhancement Funding Stream for a project identified within the City's capital plan; and further

That Council approves any cost overruns associated with this project.

Background:

The NOHFC's Rural Enhancement Funding Stream is targeting projects that provide incremental improvements, repairs and/or renovations to improve and extend the useful life of capital assets including: social and recreational facilities, municipal assets and community halls, which contribute to a healthy and vibrant community.

The previous Council authorized the expansion of the footprint of the Central Community Club essentially doubling the size of the lot. In addition, Council authorized a financial contribution an addition \$370,000 in February 2022 to make-up a financial shortfall. In addition, the Board committed to raising an additional \$153,590.

A summary of the funding relative to the contract value is as follows:

Funding	Amount
Initial monies raised by Board (includes ICIP funding and City contribution of \$100,000)	\$798,462
Addition Contribution from the City	\$370,000
Central Community Club Board – additional commitment to raise funds	\$153,590

Total funding available: \$1,322,052

Included in the \$1,322,052 were costs associated with green space enhancements however, those costs were not contemplated in the funding application that the Board had submitted under the Investing in Canada Infrastructure Program. Administration feels that these costs line up well with the intent of the Rural Enhancement Funding Stream. The request to NOHFC will be up to \$500,000 as is eligible under the Rural Enhancement Stream criteria. Funds will be used to enhance ground work and green space in and around the clubhouse, playground and outdoor rink.

Budget: There is no financial impact related to this Phase 1 application. The additional funding will help enhance green space amenities in and around the new playground, clubhouse and outdoor rink.

Risk Analysis: The financial risk of these applications is related to not submitting applications for funding. If successful, the City of Kenora will be in an improved financial position.

Communication Plan/Notice By-law Requirements: By-law if contribution agreement is received from the NOHFC.

Strategic Plan or other Guiding Document:

The Master Recreation and Parks plan recommended enhancing playgrounds and picnic areas.

Playgrounds ranked the third highest rating from the community engagement during the Master Recreation and Parks project.

Strategic Plan – Charting Our Course

Goal 3.1 Deliver coordinated four-season cultural and recreational infrastructure programs, and events.



January 28, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Lori Nelson, Manager of The Muse

Re: Seniors Community Grant Application 2023

Recommendation:

The City of Kenora Council approves an application by The Muse to the Seniors Community Grant to provide funding for free/subsidized arts/heritage programming at the Lake of the Woods Museum and the Douglas Family Art Centre from October 2023-March 2024.

Background:

The Ministry for Seniors and Accessibility offer a Seniors Community Grant for projects/programs that align with their four priorities:

1. Strengthen the safety and well-being of older adults.
2. Adapt and deliver programs and services to isolated older adults virtually or in-person so that they can stay active and socially engaged.
3. Create safe opportunities for older adults to network and increase engagement in community labour markets through virtual mentoring, volunteerism, and training to support entrepreneurship.
4. Focus on supporting these priorities for rural and urban Indigenous communities, specifically, Indigenous seniors.

For the last two years, the Lake of the Woods Museum and Douglas Family Art Centre have developed and offered a suite of arts and heritage-related programs offered at no charge or at a highly subsidized fee for those aged 55+ with funding provided by the Seniors Community Grant. The programming is designed for senior participants, and also engages seniors as guest presenters for certain programs. This programming aligns with Ministry's priority 2.

Given the high interest in the programs, the positive feedback, and the requests for more, The Muse seeks this funding to be responsive to the needs, desires, and requests of that particular demographic of our clientele base.

The request for funding will be approximately \$10,000.

Budget: There is a positive budget impact to The Muse's operating budgets, upon grant approval.

Risk Analysis: There is a low risk in this application. If the funding is received the free/subsidized programming will be offered. If the grant application is not approved, alternative funding sources will be sought or the programming will be offered at a cost.

Communication Plan/Notice By-law Requirements:

No by-law required.

Strategic Plan or Other Guiding Document:

The Muse Strategic Plan 2021-2023

Impact and Engagement: Effectiveness in Outcomes

3.3 Identify diverse groups and invite them to participate/make meaningful contributions.

Charting Our Course 2027

3.1 Deliver coordinated four-season cultural and recreational infrastructure, programs and events.

January 28, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Director of Community Services

Re: Community Services Quarterly Update – Q4 2022

Recommendation:

That Council hereby receives the Community Services Division fourth quarter report for 2022 as presented.

Background:

As part of the planning process, Administration seeks and receives Council's approval on operating and capital budgets in any given year. In an effort to provide Council with an update on progress towards achieving these goals, the following report has been created.

Parks & Facilities

Central Community Club

Construction continued into the fourth quarter of 2022 with the installation of the rink boards and construction of the building itself.



Baseball Fields Upgrades

We installed new sod in the outfield of the Kenora Recreation Center small diamond, new black earth and seed at Portage Bay and additional black earth and seed at Central Park to create better playing surfaces. We also initiated soil testing on the infields of six ball diamonds to create a plan to enhance baselines and infields.



Coney Island Boardwalk

Coney Island Boardwalk has been replaced and include accessibility upgrades to the washrooms and beach area. A larger seating area plus 16 additional family friendly boat parking stalls at the beach.



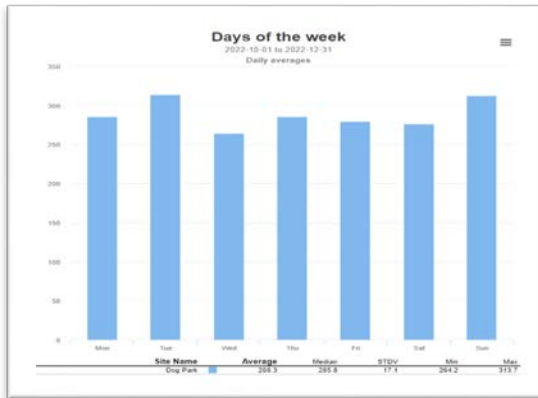
Coney Island Floating Walkway

The Coney Island Floating Walkway was installed along with lighting for winter access to Coney Island.



Dog Park

We performed some additional fence line work, installed cobble in the ditch line and added more material to the walking surface. Daily visits to the park are approximately 150 per day. We have added counters to multiple parks and will update regularly some of the usage.



Discovery Center

Installation of new deck area for large chair for photo opportunities.



Lake of the Woods Cemetery

Over 3,100 ice candles manufactured, placed and lit for the Ice Candle program this year.



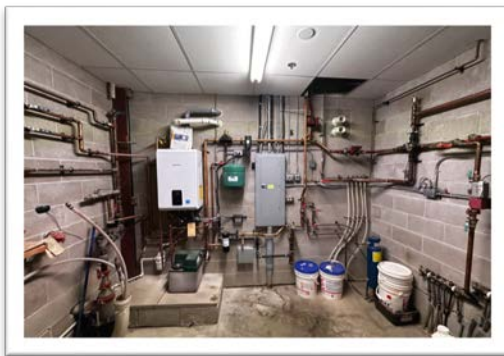
Art's Center

Installation of new brighter LED fixtures inside the art room area of the Annex.



Kenora Sportsplex

Replacement of the boiler complete with flush service of the existing lines



Water treatment Plant

Repaired front entrance canopy to the Water Treatment Plant



Multiple other projects in Parks and Facilities include:

- Exterior Painting on the Keewatin Memorial Arena
- Spray guard Vandalgard on Cenotaph (to help with graffiti)
- Painted the soffits and fascia of the old Annex of the Art's Center
- Varnished the door of the old Annex of the Art's Center
- Emergency replacement to one of the City Hall boilers
- Completed two flat roof replacements of Norman pump houses
- Multiple dock repairs due to flooding
- Installed two new air exchangers in City Hall
- Tendered out the roof replacement on six pump stations for spring 2023
- Repaired front entrance canopy to the Water Treatment Plant
- Completed and Expression of Interest and site visit for the Kenora Recreation Center Upgrades as part of the ICIP project

- Brushing, cleanup of deadfall and trail creation at Norman Park
- Installation of new vandal proof doors at the six baseball diamonds
- Installation of a second sun shade canopy and splash block at Norman Park at the Splash Pad

Tourism

Marketing Campaign

Experience Lake of the Woods

Overall Budget - \$30,000

City of Kenora Contribution - \$7,500

Target Market – Manitoba

Media – Social Media & Digital

Timing – June 14 – September 26

This campaign is in partnership with Sioux Narrows – Nestor Falls to promote Lake of the Woods with the goal of driving traffic to visitkenora.ca.

The focus of the campaign will alter depending on timing and cover a variety of activities including camping, lake activities, fishing, events and trails. This campaign is targeted towards the Manitoba market.



Matiowski Farmers Market

Tourism Kenora hosted a successful market season that averaged 103 vendors during the peak 10 weeks and ended with customer appreciation day on September 28th where Council served meat on a bun.

The market offers an opportunity for local and regional vendors to showcase their goods to the public.

Matiowski Winter Market

Tourism Kenora held the first of three winter markets at the LOW Discovery Centre on December 10th with 29 local/regional vendors.

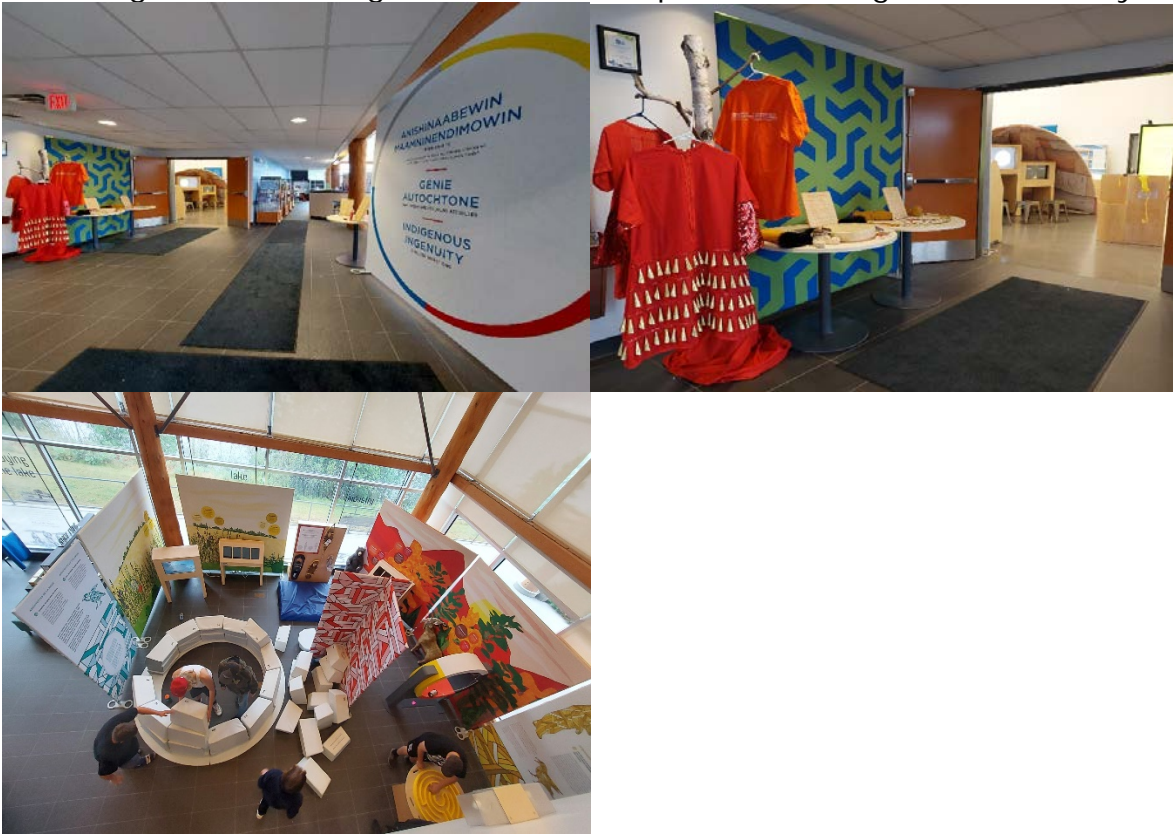


Destination Northern Ontario Tourism Summit

Helena and Josh attended the Destination Northern Ontario Tourism Summit from November 21st – 23rd. It was a great opportunity to reconnect with colleagues from across the North while learning some new trend through informative breakout sessions and keynote speakers in addition to networking opportunities in the industry.

Science North Indigenous Ingenuity Traveling Exhibit

The Lake of the Woods Discovery Centre hosted Indigenous Ingenuity September 16th – November 3rd. This exhibit presented a clever and novel mix of science and culture intended to share First Nation, Inuit and Métis innovation and ingenuity along with celebrating the diversity, interconnectedness, and resourceful ways of knowing and being, that Indigenous knowledge and innovations provide in the global community.



Main Street Tree Lighting

Tourism Kenora in partnership with Harbourtown Biz held the Main street tree lighting event on November 18th



Christmas Lighting – Downtown

Through the Municipal Accommodation Tax staff purchased additional Christmas lights to enhance downtown for the season. This includes lighting up majority of the trees down main street/second street and the purchase of larger decorations such as the stars in the roundabout or the snowflake at the Lake of the Woods plaza steps.



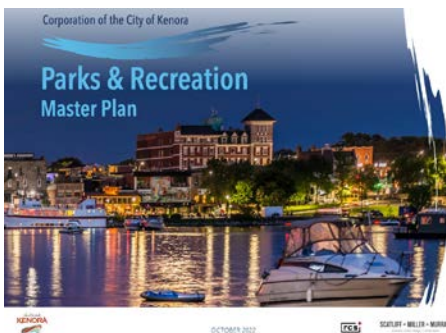
Discovery Centre Statistics

2021	Count	YTD
January	-	-
February	-	-
March	87	87
April	13	100
May	-	100
June	441	541
July	2,216	2,757
August	3,091	5,848
September	1,691	7,539
October	1,060	8,599
November	342	8,941
December	165	9,106
Total		9,106

2022	Count	YTD
January	-	-
February	144	144
March	312	456
April	350	806
May	1,039	1,845
June	2,096	3,941
July	4,600	8,541
August	4,543	13,084
September	2,375	15,459
October	1,485	16,944
November	509	17,453
December	594	18,047
Total		18,047

Recreation

Completion of the Master Parks & Recreation Plan



Participant Visits by Activity

ACTIVITY	January - March 2022	April - June 2022	July – September 2022	October – December 2022	Year End 2022	Year End 2021
Lane Swim	1243	1614	873	1659	5389	2416
Tot Swim	615	625	311	591	2142	661
WaterFit	974	1317	1053	1576	4920	1208
GentleFit	107	268	158	131	664	266
Schools	3980	5782	1165	3842	14,769	4364
Public Swims	5418	5639	3781	5956	20,794	5935
Weekend Leisure Swims	815	718	665	1261	3459	89
Rentals	1091	1722	623	2263	5699	1207
Swim Lessons	1474	2718	642	2007	6841	3043
Life Saving Society Programs	459	252	14	27	842	70
Special Olympics	71	51	20	104	246	92
Kenora Swimming Sharks/Kenora Borealis	645	924	131	1339	3039	1450
Other (Special Programming)	258	446	92	593	1389	550
Hot Tub	3395	4184	1959	4651	14,189	4525
Pool Totals	20,545	26,260	11,487	26,000	84,382	25,876
Walking Track	2136	1834	1249	2747	7966	5797
Open Ice	740	52	89	953	1834	300
Fitness Centre	8266	14,383	12,896	11,943	47,488	16,804
Group Fitness	795	1329	742	1472	4341	1059
Facility Total	32,482	43,858	26,463	43,115	146,011	49,836

In 2021 the Kenora Recreation Centre and Keewatin Memorial Arena were closed January 2 – March 8, 2021, April 3 – July 6, 2021, December 22, 2021 – January 31, 2022 due to Government closures. The Aquatic Centre reopened August 30, 2021 to the public.

In the summer of 2022 our pool closed for annual maintenance. We closed all pools on July 18th, reopened the lane pool on August 8th and the remainder pools on August 15th. During this time we focused on our beach programs.

Our facilities are now running at full capacity with no restrictions which display in our facility numbers.

Facility Rental Hours

Facility Booking in Hours	January - March 2022	April - June 2022	July – September 2022	October – December 2022	Year End 2022	Year End 2021
Thistle Rink	776.5 Hours	223.50 Hours	131.5 Hours	1167.25 Hours	2298.75 Hours	1110 Hours
Keewatin Memorial Arena	466.75 Hours	85.5 Hours	442 Hours	729 Hours	1723.25 Hours	1131 Hours
Recreation Facility Rooms	437.75 Hours	858.75 Hours	969 Hours	898.25 Hours	3163.75 Hours	348 Hours (October – December)
KRC Baseball Fields	0 Hours	337 Hours	887 Hours	498 Hours	1722 Hours	579.43 Hours (2020)
Central Baseball Field	0 Hours	35 Hours	237.5 Hours	100 Hours	372.5 Hours	6 Hours (2020)
Millennium Baseball Fields	0 Hours	230 Hours	173.5 Hours	18 Hours	421.5 Hours	82 Hours (2020)
JM Baseball Fields	0 Hours	69 Hours	109.5 Hours	15 Hours	193.5 Hours	44 Hours (2020)

In 2021 the ice was removed in February due to COVID shuts down from January 1st – March 8th & April 3rd – July 6th.

The Arenas were closed January 1st – 31st, 2022 due to COVID Government Closures. The summer of 2022 our summer ice was at the Keewatin Memorial Arena beginning July 18th – August 31st. With the new Humidifier installed at the Kenora Recreation Centre our ice plant was turned on early and we had ice ready for groups on September 12th which is a week earlier than previous years.

Central ballfields were utilized by Kenora Moving Forward beginning in July – September 2022, totaling 235 Hours.

Membership and Package Sales

Membership Type	January – March 2022	April – June 2022	July – September 2022	October – December 2022	Year End 2022	Year End 2021
Annual	40	44	49	39	172	74
Post-Secondary	28	61	41	31	161	10
3 Month	82	90	93	101	366	135
6 Month	12	19	32	21	84	42
1 Month	124	28	211	191	554	147
10 Visit Passes	179	102	167	222	670	234
25 Visit Passes	172	194	170	296	832	335
10 & 25 Visit Passes-instruct	30	42	36	60	168	28
TOTAL					3007	1005

Special Events: October – December 2022

AA Thistle PeeWee Tournament	AA Atom Thistle Tournament
LOWGH Atom/PeeWee Tournament	LOWMH U15 Tournament
Beaver Brae Highschool Girls Tournament	LOWGH Bantam/Midget Tournament
Rotary Club Free New Year's Eve Swim & Skate	

Programs / Activities: October – December 2022

October Group Fitness	26 classes offered 3 Pop Up Essentric classes added
October Group Fitness Challenge	55 participants
\$3 Public Skates \$3 Family Open Hockey	October 8 th , 15 th , 22 nd , 29 th
Halloween Pass Promo	2000 passes sold
October PD Day – October 24 th	\$3 Kids Fitness \$3 Family Swim \$3 14+ Open Hockey \$3 Open Swim \$3 Public Skate

Fall Swim Registration – Oct 27 th	Swim & Play 3 – 12 months: 6 enrolled Swim & Play 12 – 24 months: 6 enrolled Preschool Swim for Life: 36 Enrolled Swimmer 1 – 6 Swim for life: 39 enrolled Sensory Swim Lessons: 2 enrolled Bronze Medallion & EFA: 4 enrolled Bronze Cross
November Kids Fitness	6 enrolled
November Group Fitness	28 classes offered 2 Pop Up Essentrics classes added
November PD Day – November 24 th	\$3 Family Open Hockey \$3 Public Skate \$3 Family Swim \$3 Public Swim
December Group Fitness	28 classes offered
Christmas Giveaway: Purchase a 25, visit, 3, month, 6 month or annual and win \$400 in local gift certificates	214 Memberships sold
Christmas Holiday Swim & Skates	\$3 Family Swims \$3 Open Swims \$3 Open Family Hockey \$3 Public Skate
Holiday Pop Up classes	Energy; Dec 20 th & 22 nd



The City of Kenora promoted the community to hand out child visits to trick or treaters this Halloween. We produced 2,000 passes, \$10 for 10 passes. We sold all passes.



The Kenora Recreation Centre promoted a Christmas giveaway between December 1 and 22 for the purchase of a 25 visit, 3 month, 6 month or annual membership. The winner received \$400 worth of local gift cards from:

901 Westside ~ Bob's Burgers ~ Log Cabin ~ Cottage Time Boathouse ~ Lake of the Woods Brewco ~ Plaza ~ Hungry Pug LOW Sports Headquarters ~ Boardanyone ~ Weekend Adventure ~ The Hardware Company



The City of Kenora utilized open ice times for Public Skates and Family Open Hockey in the month of October and November.

We also offered a variety of \$3 swims and skates over the Christmas holidays.

Kenora Recreation Centre						
Christmas Holidays Swims and Skates						
Sun. Dec. 18	Mon. Dec. 19	Tues. Dec. 20	Wed. Dec. 21	Thurs. Dec. 22	Fri. Dec. 23	Sat. Dec. 24
Family Swim/Slide 9-10:30 am 11 am-12:30 pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	FACILITY CLOSED At 10:30 am Christmas Eve
Open Swim/Slide 1-3 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	
Family Open Hockey 10-11:30 am	Family Open Hockey 10-11:30 am	Public Skate 10 am-12 pm & 5-7 pm	Family Open Hockey 10-11:30 am	Family Open Hockey 10-11:30 am	Family Open Hockey 10-11:30 am	
Public Skate 2:30-4 pm	Public Skate 2-3:30 pm	Family Open Hockey 2-3:30 pm	Public Skate 1-3 pm	Public Skate 12:30-2 pm & 5:30-7 pm	Family Open Hockey 1-2:30 pm	
Sun. Dec. 25	Mon. Dec. 26	Tues. Dec. 27	Wed. Dec. 28	Thurs. Dec. 29	Fri. Dec. 30	Sat. Dec. 31
FACILITY CLOSED Merry Christmas	FACILITY CLOSED Boxing Day	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5:00pm	Family Swim 9-10:30 am 11 am-12:30 pm 3:30-5 pm	FACILITY CLOSED At 10:30 am New Year's Eve
		Open Swim/Slide 1-3 pm 5:30-7 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	Open Swim/Slide 1-3 pm 5:30-7 pm	Free Open Swim Sponsored by the Rotary Club 4-7 pm
		Family Open Hockey 2-3:30 pm	Family Open Hockey 10-11:30 am	Family Open Hockey 10-11:30 am	Family Open Hockey 10-11:30 am	
		Public Skate 5:30-8 pm	Public Skate 1-3 pm	Family Open Hockey 6:30-8 pm	Public Skate 5-7 pm	

Risk Analysis:

As per the requirements of the ERM policy, operational risk would vary if the work were not completed based on several factors outlined in the ERM policy.

Communication Plan/Notice By-law Requirements: Information only

Strategic Plan or Other Guiding Document:

Five Year Economic Development & Tourism Strategy

Charting Our Course 2027 – Strategic Plan

- 1.1 Position Kenora for growth through proactive infrastructure planning
- 1.2 Ensure well maintained and sustainably financed City Infrastructure
- 2.1c Implement tourism initiatives to enhance visitor rates and experiences
- 3.1 Deliver coordinated four-season cultural and recreational infrastructure, programs and events



February 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Director of Economic Growth and Recovery
Melissa Shaw, Land Acquisition and Divestment Officer

Re: Request for Declaration of Surplus Land and Authorize the Sale –
Superior Street

Recommendation:

That The Corporation of the City of Kenora identify the lands described in Schedule 'A', as surplus land; and

That Council hereby authorize Mayor and Clerk to authorize a purchase and sale agreements between the Corporation of the City of Kenora and Angela Breed and Kyle Hawkes for the sale of the identified lands in the amount of \$25,000 plus HST; and further;

That notice to the public of the intention of Council to pass this By-law has been given as required by The Corporation of the City of Kenora's Notice By-Law;

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

Background Information:

The City of Kenora received an application for Purchase of Municipal Property from Angela Breed and Kyle Hawkes for property legally described as Plan 18 Block 72 Lot 11, unassigned address Superior Street and identified in Schedule 'A'.

Angela Breed and Kyle Hawkes are the registered owners of 1115 Superior Street which abuts the subject property. Ms. Breed and Mr. Hawkes have recently re-developed 1115 Superior Street with a new single-detached dwelling, the request to purchase the abutting City owned vacant lot is to provide legal access to 115 Superior Street. The City vacant lot will be developed with a driveway ancillary to the adjacent residential dwelling.

City of Kenora staff are recommending an application for deeming by-law be applied for after the sale as a condition of purchase. Pursuant to the provisions of Section 50(4) of the Planning Act, RSO 1990, c. P.13, as amended, the Council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the said Act. The Deeming By-law will have effect of merging the lots on a single title, they would not be eligible for subdivision in the future and would allow the properties to be treated as a single lot for planning and development purposes.

The application was circulated to internal staff for comment. There were no concerns identified with sale of the property.

The City of Kenora has received two (2) letters of support from neighbouring property owners for the sale of municipal property to the applicant(s).

The Applicant has provided an appraisal of the vacant municipal property, the value was estimate at \$55,000 CDN with an effective date of May 10, 2022.

The Applicant has offered the City \$25,000 CDN.

Budget: No impact, all costs to be the responsibility of the applicant as per the City's Tariff of Fees By-law for Planning Applications and Sale and Other Disposition of Land Policy. The sale will generate revenue of \$25,000.

Risk Analysis:

The revised offer to purchase at \$25,000 CDN is below the estimated market value as at May 10, 2022 of \$55,000 CDN however the request to purchase is to support use ancillary to an abutting residential dwelling, the requirement of a Deeming By-law will allow the merging of lots to one parcel of land and may not be subdivided at a future date.

There is minor risk associated with this should Council accept a purchase price other than Fair Market Value, this will be mitigated by reflecting the wording within the Sale and Other Disposition of Land Policy which states that any appraisals obtained "shall be used solely as a guide and shall not be determinative of the terms or price upon which Council may agree to sell any particular piece of land. Without limiting the generality of the foregoing, other factors, including but not limited to, the history of the Land or related lands may be determinative."

Communication Plan/Notice By-law Requirements:

Director of Economic Growth and Recovery, and Land Acquisition and Divestment Office.

A notice of Intent to Declare Land Surplus of Complete Application to Purchase City Property was mailed to the owners of all neighbouring properties located within 60m of the subject properties and advertised in the Municipal Memo on January 19th, 2023 and January 26th, 2023.

Strategic Plan or other Guiding Document:

2.1.2 Continuously identify and divest City-owned vacant and surplus lands as recommended by the City of Kenora Vacant Lands and Growth Strategy.

Attachments

1. Application to Purchase City Property
2. Property Appraisal
3. Redacted Letters of Support

Schedule 'A'

Aerial map, Kenora GIS- 2020

