



# **AGENDA**

## **Regular Meeting of Council of the City of Kenora**

**Tuesday, April 19, 2016  
12:00 p.m.  
City Hall Council Chambers**

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### **1. Call to Order**

### **2. Blessing – Councillor Smith**

### **3. Public Information Notices**

As required under Notice By-law #144-2007, the public is advised of Council's Intention to adopt the following at this April 19<sup>th</sup> meeting:

- Adopt the 2016 Capital Budget and Five Year Capital Plan
- Change the Regular May Council meeting date to May 17 from May 24
- Amend the Traffic Bylaw to increase Metered Parking Rates

### **4. Declaration of Pecuniary Interest and the General Nature Thereof**

The Mayor will ask if any Member of Council has any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:

- i) On today's agenda or from a previous meeting;
- ii) From a meeting at which a Member was not in Attendance

### **5. Confirmation of Previous Council Minutes**

- Regular Meeting held March 15, 2016

### **6. Presentations/Deputations**

- John Seamchuk - Property Taxes/hydro costs/town services
- Chris Madison/It's a Dog's Life – Waiving Recreation Centre fees
- Jon Pitcher/Trans Canada Pipelines – Presentation update on Energy East-Valves

### **7. Additions to Agenda (urgent only)**

### **8. Appointments**

- A member will be appointed to the Keewatin Non Profit Housing Board
- Harbourtown BIZ

## **9. Reports from Committee of the Whole**

### **9.1 Corporate Services & Strategic Initiatives**

- 2016 Capital & Five Year Budget Approval
- Animal Control Bylaw Amendment
- Naming of Kenora Armoury
- Taxi Rate Amendment

### **9.2 Fire & Emergency Services**

- No Reports

### **9.3 Operations & Infrastructure**

- No Reports

### **9.4 Community & Development Services**

- Harbour Advisory Committee Update
- Kenora Age Friendly Plan
- New Horizons Senior Centre lease Renewal
- Norman Dam Headpond Lease Agreement
- Planning Authorities
- Variance Request to Sign Bylaw by Raysolar
- Official Plan Amendment 2/16
- Cornerstone Lease Agreement
- Request to Purchase Municipal Land – 198 Beryl Winder Road

## **10. Housekeeping Resolutions**

- Bring Back OPP Helicopter to the North
- 2015 Council Remuneration KDSB
- Inter Community Bus System support
- Kenora Fire 2016 First quarter report
- May Council meeting date change
- Rowing Events on Rabbit Lake
- Accessible Parking stalls at Walmart
- Parking Meters on Third Street South and Park Street
- Various Committee Minutes
- Water & Wastewater Systems monthly summary – February 2016
- Authorize a Parking Rate increase (from Special Committee of the Whole April 4)
- Age Friendly Committee Council Appointment
- Endorse the Kenora Community Safety & Well-Being Plan
- Kenora Hydro Service Agreement bylaw repeal
- Deputy Treasurer Appointment

## **11. Tenders**

- 2016 Urban Line Painting
- Parks Public Washrooms

## 12. By-laws

Council will give three readings to the following by-laws: -

- ✓ Authorize the 2016 Capital Budget
- ✓ Authorize an Animal Control Bylaw amendment
- ✓ Authorize a taxi rate amendment
- ✓ Execute a lease agreement with New Horizons Senior Centre
- ✓ Norman Dam Headpond Lease Agreement
- ✓ Authorize a new letters of comfort delegation of authority
- ✓ Authorize a new merger agreements delegation of authority
- ✓ Official Plan Amendment 2/16
- ✓ Accessible Parking stalls at Walmart
- ✓ Parking Meters on Third Street South and Park Street
- ✓ Authorize a Parking Meter Rate increase
- ✓ Kenora Hydro Service Agreement Repeal
- ✓ Deputy Treasurer Appointment

## 13. Notices of Motion

### 14. Proclamations

- Mental Health Week (May 2-8)

### 15. Announcements (non-action)

### 16. Adjournment of Meeting

#### **Information on Voting by Mayor & Council under The Municipal Act, 2001**

**243.** Except as otherwise provided, **every member** of a council shall have **one** vote;

**245.** Any question on which there is a **tie vote shall be deemed to be lost**, except where otherwise provided by any Act;

**246. (1)** If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote;

**(2)** A **failure to vote** under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be **deemed to be a negative vote**.



Housekeeping Reports  
NOT attached to  
Committee of the  
Whole Agenda



# DEPUTATION REQUEST FORM

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

### How to Make a Deputation:

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

### City Clerk's Contact Information:

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

By fax: 807-467-2009

E-mail: [hkasprick@kenora.ca](mailto:hkasprick@kenora.ca)



**Name:**

(person making deputation)

**Organization You Represent:**

(if applicable)

John Seamchuk

(please print)

Mailing Address: 100 Haney Rd.

Telephone Number: 807 548 7718

Email Address: emjay100@kmts.ca

Postal Code: P9N0E6

Other Persons Presenting with You on this topic?

No

Yes

(on behalf of same organization)

If yes, Other Names:

Topic – include brief statement of issue or purpose for Deputation:

- Please see Protocol Notes on Page 2

Property Taxes Hydro cost Town Services

I wish to appear before

Council

Committee of the Whole

Other

On the Meeting date: April 19th

### Please Note:

Most meetings are video-taped and reported on by both the local newspaper and radio stations. Subsequently your deputation will form part of the public record in the minutes which are circulated widely and posted on the City's portal on the internet. By appearing before Council/Committee and signing this form, you hereby understand that information pertaining to you and your deputation will be publicized.

Do you have material to leave with Council following your deputation?  Yes  No

(If yes, please give to Clerk upon arrival to meeting)

**Signature Required:**

(Must be signed by applicant to go forward)

...2

### Deputation Protocol

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

#### 2.9 Cell phones/Blackberries/Smart Phones

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

#### 9.7 No Deputant shall:

1. Speak without first being recognized by the Head of Council or Chair
2. Speak disrespectfully of any person
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#### 9.9 Expulsion

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

✓ **Check below:**

I have never spoken on this issue before.

I have spoken on this issue before and the new information I wish to present is as follows:-

\_\_\_\_\_

#### {Committee of the Whole/Property & Planning Meeting}

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

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

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

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- Provide a copy of materials used in your presentation, if any, to the City Clerk for the official record (either in advance or at the time of the deputation).

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E-mail: [hkasprick@kenora.ca](mailto:hkasprick@kenora.ca)

<b>Name:</b> (person making deputation)	<b>Organization You Represent:</b> (if applicable)
<u>Chris Madison</u> (please print)	<u>It's A Dog's Life</u>
<b>Mailing Address:</b> <u>Box 291 Keewatin</u>	<b>Telephone Number:</b> <u>467-1007</u>
<b>Email Address:</b> <u>camadison@gmail.com</u>	<b>Postal Code:</b> <u>P0X1C0</u>
<b>Other Persons Presenting with You on this topic?</b> (on behalf of same organization)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<b>If yes, Other Names:</b> _____	
<b>Topic – include brief statement of issue or purpose for Deputation:</b>	
<p>ASK for rental <sup>fee</sup> waiver for use of the Kenora Recreation For a 2 day event being held at the arena in June.</p> <p><small>• Please see Protocol Notes on Page 2</small></p>	
<b>I wish to appear before</b>	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Committee of the Whole <input type="checkbox"/> Other
<b>On the Meeting date:</b> <u>April 19<sup>th</sup>, 2016</u>	
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<b>Do you have material to leave with Council following your deputation?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please give to Clerk upon arrival to meeting)	
<b>Signature Required:</b> <u>Chris Madison</u> (Must be signed by applicant to go forward)	

...2

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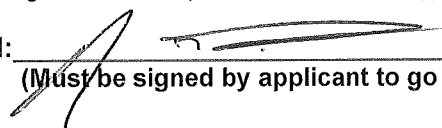
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E-mail: [hkasprick@kenora.ca](mailto:hkasprick@kenora.ca)

<b>Name:</b> (person making deputation) <u>Jon Pitcher</u>	<b>Organization You Represent:</b> (if applicable) <u>TransCanada Pipelines</u>
(please print)	
<b>Mailing Address:</b> <u>200 Bay Street</u>	<b>Telephone Number:</b> <u>(416) 869-2147</u>
<b>Email Address:</b> <u>jon_pitcher@transcanada.com</u>	<b>Postal Code:</b> <u>M5J2J1</u>
<b>Other Persons Presenting with You on this topic?</b>	
<small>(on behalf of same organization)</small>	
<b>If yes, Other Names:</b> <u>Tammy Manz, Stefan Baranski</u>	
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
<b>Topic – include brief statement of issue or purpose for Deputation:</b> • Please see Protocol Notes on Page 2	
<u>Update on Energy East - Valves</u>	
<b>I wish to appear before</b>	
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Update regarding Valves

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March 25, 2016

**Housekeeping  
Council Briefing**  
(direct to Council – does not appear at COW)

**Agenda Item Title:** Harbourtown BIZ Appointment

**Background Information:**

I received the minutes of the February 29, 2016 Harbourtown BIZ executive meeting and noticed that there was a new appointment to the Board. Jade Lorimer resigned from the BIZ leaving a vacancy on their executive.

At the February 29, 2016 meeting a motion was made by Darell Plummer and seconded by Carla Devlin-Scott to accept the appointment of Crystal Kast as a new director for the BIZ Committee. Crystal has an extensive background in business advisory services.

Under the BIZ Committee bylaw, it is Council who appoints the members to the executive.

**Resolution for Council:**

That Council hereby accepts the resignation of Jade Lorimer from the Harbourtown BIZ Committee effective immediately; and further

That Council appoints Crystal Kast to the Harbourtown BIZ Committee for a term at the pleasure of Council.

**Briefing By:** Heather Kasprick, City Clerk

**Bylaw Required:** No



March 27, 2016

## Housekeeping Council Briefing (direct to Council – does not appear at COW)

**Agenda Item Title:** Ontario Provincial Police helicopter in the North

**Background Information:** In support of other northern municipalities the City of Kenora has been asked to support the City of Greater Sudbury in the reestablishment of the OPP helicopter to Northern Ontario.

**Resolution for Council:**

Whereas in April of 2015 the OPP search and rescue helicopter was redeployed from Sudbury to Orillia; and

Whereas since the announcement of the redeployment was made, concerns have been expressed over the protection of people in the North, as the response time from Orillia is increased by a minimum of one hour to Sudbury; and

Whereas Orillia is located in a snow belt and helicopters are allegedly not always able to fly in an emergency as a result of the weather conditions; and

Whereas many areas in the North can only be accessed by air in a more timely manner; and

Whereas faster response times can mean the difference between life and death in certain conditions; and

Whereas results of a review of the decision to move the OPP search and rescue helicopter from Sudbury to Orillia have not yet been made available and the helicopter remains in Orillia;

Therefore Be It Resolved that the City of Kenora respectfully requests that Premier Kathleen Wynne and Minister of Community and Correctional Services Yasir Naqvi expedite the return of the OPP search and rescue helicopter to the North to better serve the needs of Northern communities; and further

That a copy of this resolution be forwarded to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Yasir Naqvi, Minister of Community and Correctional Services, Bob Nault, MP Kenora, Sarah Campbell, MPP and Northwestern Ontario Municipal Association.

**Briefing By:** Todd Skene, Manager of Fire & Emergency Services

**Bylaw Required:** No



March 19, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Council Remuneration

**Background Information:**

In accordance with the Municipal Act, 2001, the City is required to provide the Mayor and Council with a statement of remuneration to each Member of Council on or before March 31 of the following year. The statement of remuneration for the Kenora District Services Board is included.

**Budget:**

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

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

The Municipal Act, 2001, requires that this information be presented to Council.

**Resolution for Council:**

That Council hereby receives the reports prepared by Charlotte Edie, Treasurer dated March 19, 2016 as required under Section 284 of The Municipal Act, 2001, as amended, setting out the Annual Statement of Remuneration and Expenditures for Members of Council in accordance with Remuneration By-law #48-2013.

**Briefing By:** Charlotte Edie, Treasurer

**Bylaw Required:** No

**MEMORANDUM**

DATE: March 19, 2016

TO: Mayor Canfield and Members of Council

FROM: Charlotte Edie, Treasurer

RE: Annual Statement of Remuneration and Expenditures for the Kenora District Services Board

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The following is a summary of Commission remuneration and expenditures for the Kenora District Services Board, provided in accordance with the Municipal Act:

<u>Member</u>	<u>Honoraria Per Diem</u>	<u>Travel &amp; Conference</u>
Roussin	\$3,718	\$2,284

Should you have any questions or require additional information, please do not hesitate to bring your concerns to my attention.

March 25, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Inter-Community Bus Service

### **Background Information:**

At the end of 2015 the Transportation Task Force of Common Voice Northwest published a report on what they saw as the future of inter-community bus service across our region.

The report was prepared with key input from a regional bus service operator, the two area District Social Service Administration Boards, the one District Service Board, Superior North EMS, the Northwest LHIN and the Transportation Task Force.

It has been endorsed by NOMA, NOACC and the Common Voice Northwest Board. NOMA has presented it to Cabinet during their 2016 OGRA/ROMA multi-minister meeting and has formally forwarded it to Ontario's Minister of Transportation, the Hon. Steven Del Duca as well as being submitted directly to the MTO team developing the Multi-Modal Strategy for Northern Ontario.

The report examined the current reality of moving between communities in the Northwest and who is paying for that transportation today. More importantly it looked towards the future and offered a recommendation as to how best to meet the needs of the residents of our region when it comes to ground transportation. A copy of the report has been sent to each municipality.

The key conclusions of the report are as follows:

- The Government of Ontario is already subsidizing inter-community transportation in the Greater Toronto and Hamilton area and in Northeastern Ontario.
- The Government of Ontario is already paying to move people between N.W.O. communities for health and social service reasons.
- It would cost approximately \$4 million a year to provide daily bus service to every community in the Northwest.

The system envisioned by the Transportation Task Force has two key components.

- The first is the backbone of the bus system providing service on both Highway 11 and 17. Designed to meet the requirements of the hours of work legislation, one route will run between Fort Frances and Longlac while a second route will connect Winnipeg to Marathon. All of the routes will cross through Thunder Bay at a time of the day where medical and other appointments will be feasible while allowing a return to home that evening.
- The second component will require the development of feeder services to the Highway 11 and 17 main line services. The service from these communities would be designed to connect to the scheduled passing of the highway bus service.

As noted earlier, the report has already been shared with the Government of Ontario. For the Government to recognize that this is an important issue for the Northwest, they need to hear a number of voices requesting the implementation of an inter-community bus system across the Northwest.

To this end NOMA is requesting that you consider adopting a resolution.

**Budget:** N/A – no direct impact to the budget

**Strategic Plan or other Guiding Document:**

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

**Resolution for Council:**

Whereas the communities of Northwestern Ontario have seen bus service to and from their communities reduced as well as eliminated over time; and

Whereas the study The Future of Inter-Community Bus Service in Northwestern Ontario produced by Common Voice Northwest and endorsed by the Northwestern Ontario Municipal Association and the Northwestern Ontario Associated Chambers of Commerce points out that the Ontario Government already provides ground transportation subsidies to Ontario residents residing in North Eastern Ontario and in the Greater Toronto Area; and

Whereas the study also identifies that the Ontario Government, through a variety of Ministries pays for individuals to be transported between communities for medical and social income support reasons; and

Whereas the study recommends that the Government of Ontario provide an annual subsidy to ensure that each community in the Northwest has access to regularly scheduled 7 day a week inter-community bus service;

Therefore, be it resolved that the City of Kenora endorse the findings and recommendations of the Common Voice Northwest report on The Future of Inter-Community Bus Service in Northwestern Ontario; and further

That the Ontario Government be requested to implement the concepts contained within the report; and further

That copies of this resolution be forwarded to the Honourable Steven Del Duca, Minister of Transportation, the Honourable Michael Gravelle, Minister of Northern Development and Mines, the Honourable Bill Mauro, Minister of Natural Resources and Forestry, the Honourable Kathleen Wynne, Premier of Ontario, Sarah Campbell, MPP Kenora Rainy River, Northwestern Ontario Municipal Association, Northwestern Ontario Associated Chambers of Commerce, Common Voice Northwest.

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**Briefing By: Heather Kasprick, City Clerk**

**Bylaw Required: No**





Representing the Districts of Kenora, Rainy River and Thunder Bay

P.O. Box 10308, Thunder Bay, ON P7B 6T8  
www.noma.on.ca

p. 807.683.6662 e. admin@noma.on.ca

February 23, 2016

To the Municipalities of Northwestern Ontario

### **Re: Inter-Community Bus System**

At the end of 2015 the Transportation Task Force of Common Voice Northwest published a report on what they saw as the future of inter-community bus service across our region. The report was prepared with key input from a regional bus service operator, the two area District Social Service Administration Boards, the one District Service Board, Superior North EMS, the Northwest LHIN and the Transportation Task Force.

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- It would cost approximately \$4 million a year to provide daily bus service to every community in the Northwest.

The system envisioned by the Transportation Task Force has two key components.

- The first is the backbone of the bus system providing service on both Highway 11 and 17. Designed to meet the requirements of the hours of work legislation, one route will run between Fort Frances and Longlac while a second route will connect Winnipeg to Marathon. All of the routes will cross through Thunder Bay at a time of the day where medical and other appointments will be feasible while allowing a return to home that evening.
- The second component will require the development of feeder services to the Highway 11 and 17 main line services. The service from these communities would be designed to connect to the scheduled passing of the highway bus service.

As noted earlier, the report has already been shared with the Government of Ontario. For the Government to recognize that this is an important issue for the Northwest, they need to hear a number of voices requesting the implementation of an inter-community bus system across the Northwest.

To this end NOMA is requesting that you consider adopting the attached resolution.

We thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "David Canfield". The signature is written in a cursive, flowing style.

David Canfield, President  
Northwestern Ontario Municipal Association

## **Inter-Community Bus Service Resolution**

Whereas the communities of Northwestern Ontario have seen bus service to and from their communities reduced as well as eliminated over time, and

Whereas the study The Future of Inter-Community Bus Service in Northwestern Ontario produced by Common Voice Northwest and endorsed by the Northwestern Ontario Municipal Association and the Northwestern Ontario Associated Chambers of Commerce points out that the Ontario Government already provides ground transportation subsidies to Ontario residents residing in North Eastern Ontario and in the Greater Toronto Area, and

Whereas the study also identifies that the Ontario Government, through a variety of Ministries pays for individuals to be transported between communities for medical and social income support reasons, and

Whereas the study recommends that the Government of Ontario provide an annual subsidy to ensure that each community in the Northwest has access to regularly scheduled 7 day a week inter-community bus service

Therefore, be it resolved that \_\_\_\_\_ endorse the findings and recommendations of the Common Voice Northwest report on The Future of Inter-Community Bus Service in Northwestern Ontario, and

Further be it resolved that the Ontario Government be requested to implement the concepts contained within the report, and

That copies of this resolution be forwarded to the following:

- Hon. Steve Del Duca, Minister of Transportation
- Hon. Michael Gravelle, Minister of Northern Development and Mines
- Hon. Bill Mauro, Minister of Natural Resources and Forestry
- Hon. Kathleen Wynne, Premier of Ontario
- Sarah Campbell, MPP Kenora Rainy River
- Northwestern Ontario Municipal Association
- Northwestern Ontario Associated Chambers of Commerce
- Common Voice Northwest



March 29, 2016

## Housekeeping Council Briefing (direct to Council – does not appear at COW)

**Agenda Item Title:** 2016 Fire and Emergency Services First Quarter Summary

### **Background Information:**

The City of Kenora Fire and Emergency Services (CKFES) will provide Council with a summary of fire department operations, on a quarterly basis.

The purpose of the report is to provide Council with an understanding of the emergency responses, inspection activities, and fire prevention and educational programs undertaken by the CKFES personnel.

**Period:** January 1<sup>st</sup> to March 31, 2016.

### **Emergency Responses**

In 2015 fire personnel responded to a total of 483 emergency calls. During the first quarter in 2015, CKFES responded to a total of 120 emergency calls. To date, in 2016, call volumes are down by 33% as compared to the 2015 with fire personnel responding to 81 emergency calls as follows:

1. Fire Related: 10 calls including one total loss of structure, two minor damage to structure and three motor vehicle.
2. Fire Alarm, Smoke Alarm or Carbon Monoxide Detector Related: 36
3. Emergency Medical Response: 14
4. Police Assistance: 4
5. Water Ice Rescue: 3
6. Elevator Rescue: 3
7. Burning Complaints: 4
8. Motor Vehicle Accidents: 7 incidents on area highways, resulting in \$4,500.00 cost recovery through the Ministry of Transportation Highway Invoicing Program.

### **Fire Inspections**

The CKFES continues to be proactive in administering the Ontario Fire Code through our Fire Inspection Program, completing nine inspections with three ongoing inspections. All of these inspections resulted in the issuance of Inspection Orders, for various code infractions, to the building owner and are monitored by fire personnel until completed.

### **Vulnerable Occupancy Program**

In Ontario, owners of a care homes, care and treatment homes and retirement homes are legislated to update their Fire Safety Plan and, prepare and perform annual fire drill scenarios. These fire drills must be preapproved and monitored by the Chief Fire Official.

The City of Kenora has four homes that meet these requirements and to date Vulnerable Occupancy Fire Drill training, plan approvals and fire drills have been performed on

Birchwood Terrace Nursing Home and Pinecrest Home for the Aged. Lake of the Woods District Hospital and Hennessey Terrace are scheduled in the second quarter.

### **Fire Prevention and Life Safety Education Program**

The City of Kenora Fire and Emergency Services provides fire prevention and life safety education program to our City partners through the distribution of Fire Safety pamphlets, school and adult education programs, reviewing and approving Fire Safety Plans and working closely with local media in delivering timely fire safety messaging.

During this period fire personnel have completed the following:

1. Fire Safety Plan Approvals: 5
2. School Presentations: 4 performed at Valley View, St. Marguerite Bourgeoys, St. Louis and St. Thomas Aquinas Schools.
3. Adult Education: Vulnerable Occupancy Fire Drill Training with Birchwood Terrace Nursing Home.
4. Media: Change you Clocks, Change Your Smoke Alarm Batteries program with 89.5 CJRL and Q104 radio advertisements and interviews.
5. Other: Rotary Action Birthday Party at Station 1. CKFES hosts an annual birthday party combined with Fire Safety messaging and demonstrations.

### **Training**

1. Water and Ice Rescue
2. Self-Contained Breathing Apparatus, Air Consumption Course
3. Basic Fire Operations
4. Winter Portable Pumps Operations
5. Notetaking
6. Firefighter Survival
7. Improving Fire Safety for Vulnerable Occupancy for Chief Fire Officials
8. Electrical Safety on Fire Ground – Delivered by Hydro One
9. Essentials for Fire Emergency Personnel and Emergency Managers
10. New Rescue Truck Familiarization and Training

### **Other**

1. New Rescue Truck delivered March 22, 2016
2. New Emergency Medical Assistance Agreement with the Kenora District Services Board.
3. COOP Student, Jeff Duguay from Beaver Brae High School
4. Finalizing the hiring of 9 new volunteer fire fighters
5. Monthly Chief Fire Officer Meetings
6. Monthly Health and Safety Meetings

The CKFES continues to work closely with our internal and external partners in delivering a comprehensive fire prevention, inspection and emergency response program.

### **Resolution for Council:**

That Council hereby accepts the 2016 First Quarter Summary Report from the Kenora Fire and Emergency Services Department for the period of January 1 to March 31, 2016.

**Briefing By:** Todd Skene, Fire & Emergency Services Manager

**Bylaw Required:** No



March 29, 2016

**Housekeeping  
Council Briefing**  
(direct to Council – does not appear at COW)

**Agenda Item Title:**

2016 Council Meeting Date Change - May

**Background Information:**

A request was made for the May 2016 regular Council meeting to be changed from Tuesday, May 24<sup>th</sup> to Tuesday, May 17<sup>th</sup> being that May 24<sup>th</sup> follows the Victoria Day long weekend which could affect Member attendance. It is preferred by Council to hold the meeting the week before. The Committee of the Whole date will remain as is to be held on May 10<sup>th</sup>.

**Resolution for Council:**

That Council hereby accepts the 2016 Council meeting calendar as amended with the change of the May Council meeting date to May 17, 2016.

**Briefing By:** Heather Lajeunesse, Deputy Clerk

**Bylaw Required:** No

# January

## City of Kenora Council Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b> New Year's Day	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> 9:00 - Committee of the Whole	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> 12:00 - Council	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

2016

# February

## City of Kenora Council Calendar



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KDMA – Kenora host    KDMA – Kenora host    KDMA – Kenora host

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9:00 - Committee of the Whole

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Family Day

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12:00 - Council

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ROMA/OGRA - Toronto

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ROMA/OGRA - Toronto

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ROMA/OGRA - Toronto

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ROMA/OGRA - Toronto

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2016



# March

## City of Kenora Council Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b> 9:00 - Committee of the Whole	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 12:00 - Council	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Good Friday	<b>26</b>
<b>27</b> Easter Sunday	<b>28</b> Easter Monday	<b>29</b>	<b>30</b>	<b>31</b>		

2016

# April

## City of Kenora Council Calendar



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12:00 - Council

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NOMA Annual  
Conference – Thunder  
Bay

NOMA Annual  
Conference – Thunder  
Bay

NOMA Annual  
Conference – Thunder  
Bay

**2016**

# May

## City of Kenora Council Calendar

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LOWDPOA –Cottage  
Show - Winnipeg

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**6**

Kenora Home &  
Leisure Show

*Sat*

**7**

Kenora Home &  
Leisure Show

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Kenora Home &  
Leisure Show

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9:00 - Committee of  
the Whole

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12:00 - Council

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**23**

Victoria Day

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2016

# June

## City of Kenora Council Calendar



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FCM - Winnipeg

FCM - Winnipeg

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FCM - Winnipeg

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2016

# July

## City of Kenora Council Calendar



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Canada Day

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9:00 – Committee of the Whole

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12:00 - Council

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2016

# August

## City of Kenora Council Calendar



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Civic Holiday

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9:00 – Committee of the Whole

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AMO Conference - Windsor

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AMO Conference - Windsor

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AMO Conference - Windsor

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AMO Conference - Windsor

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12:00 - Council

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2016

# September

## City of Kenora Council Calendar



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Labour Day

9:00 - Committee of the Whole

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12:00 - Council

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NOMA Conference – Thunder Bay

NOMA Conference – Thunder Bay

NOMA Conference – Thunder Bay

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2016

# October

## City of Kenora Council Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
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<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
		9:00 - Committee of the Whole				
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	Thanksgiving					
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
		12:00 - Council				
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

2016



# November

## City of Kenora Council Calendar



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9:00 - Committee of  
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Remembrance Day

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12:00 - Council

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2016

# December

## City of Kenora Council Calendar



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Christmas Day

Boxing Day

New Year's Eve

2016



March 30, 2016

## Housekeeping Council Briefing (direct to Council – does not appear at COW)

**Agenda Item Title:** Summer Rowing Events on Rabbit Lake

**Background Information:**

The Kenora Rowing Club is hosting the NWIRA Regatta on August 19 and 20<sup>th</sup> on Rabbit Lake. The group has filed a park rental permit for Garrow Park including special requests for the event from City staff.

Also planned is a one day event, hosted by the Kenora Rowing Club Tops & Bottoms Regatta to be held on August 6, 2016.

The following approvals are being requested for both events:

1. Permission to place course lanes in the water two to three (2-3) days prior to the event and to remove in the following week. The buoys float, allowing swimmers, canoeists, kayakers & motorboats safe access to the lake.
2. Permission for a noise variance to have boats on the water at 6:00 am for set up of the course and to have amplified sound event during the actual event.

**Resolution for Council:**

That Council of the City of Kenora hereby acknowledges the following events scheduled on Rabbit Lake in 2016:

- The Kenora Rowing Club Tops & Bottoms Regatta to be held August 6, 2016; and further
- The NWIRA Regatta held on August 19 and 20<sup>th</sup>, 2016.

That the following approvals be granted as outlined below in conjunction with these events:

1. The event buoys to be placed in the water two to three (2–3) days prior to the August 6<sup>th</sup> event, to be removed the following the NWIRA event on the 20<sup>th</sup> by the Kenora Rowing Club.
2. An exemption under Noise By-law 27-2007 to the Kenora Rowing club to operate prior to 7:00 am and to have amplified sound to effectively run their event.

**Briefing By:** James Tkachyk, Parks & Facilities Lead

**Bylaw Required:** No



March 22, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Amendment to Traffic Regulation By-Law Number 180-2015  
– Accessible Parking Spaces – Walmart

### Background Information

The Operations & Infrastructure Department received a request from Walmart to have their accessible parking spaces incorporated into the Traffic Regulation By-Law Number 180-2015. Regulatory signage is in place. An amendment to Schedule “L” Accessible Parking Spaces on Municipal or Private Property is required to include ten (10) spaces.

### Schedule “L” Accessible Parking Spaces on Municipal or Private Property

Column 1 ESTABLISHMENT	Column 2 STREET ADDRESS/LOCATION	Column 3 # SPACES
<u>ADD:</u> Walmart	24 Miikana Way	10

### Resolution for Council:

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include the addition of ten (10) accessible parking spaces to Schedule “L” Accessible Parking Spaces on Municipal or Private Property, for Walmart; and further

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

**Briefing By:** Richard Perchuk, Operations & Infrastructure Manager

**Bylaw Required:** Yes



March 22, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Amendment to Traffic Regulation By-Law Number 180-2015  
– Two Hour Metered Parking – Third Street South and Park Street

### Background Information

When the Engineering Department was reviewing the parking meter zones within the Traffic Regulation By-Law No. 180-2015 it was noticed that three (3) locations were inadvertently omitted and now need to be added to the new consolidated By-Law.

The two hour parking meters presently located on Third Street South, along the south side between Main Street South and Matheson Street South need to be added. Also missing are the meters along the west side of Park Street from the lane south of First Street South to Second Street South and the meters along the south side of Park Street, west of Sixth Avenue South. An amendment to Traffic Regulation By-Law No. 180-2015 is required to include these locations under Schedule "G" Parking Meter Zones – Two Hour Meters.

In addition to the above, an existing 2 hour parking restriction Mon-Fri, along the east side of Fifth Avenue South, north of Second Street South, needs to be added to By-Law No. 180-2016 Schedule "C" Limited /Restricted Parking.

### Schedule "G" Parking Meter Zones Two-Hour Meters

Column 1 STREET	Column 2 PART OF STREET	Column 3 SIDE
<b>ADD:</b>		
Third Street South	Between Main Street South And Matheson Street South	South
Park Street	From the lane south of First Street South to Second Street South	West
Park Street	West of Sixth Avenue South	South

### Schedule "C" Limited/Restricted Parking

Column 1 STREET/HIGHWAY	Column 2 LOCATION	Column 3 SIDE	Column 4 TIME
<b>ADD:</b>			
Fifth Avenue South	From Second St S to First St S	East	2 Hours 9 am – 5 pm Monday - Friday

**Resolution for Council:**

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to include additions to Schedule "G" Parking Meter Zones – Two Hour Meters, for Third Street South and Park Street, and an addition to Schedule "C" Limited/Restricted Parking, for Fifth Avenue South; and further

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

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**Briefing By:** Richard Perchuk, Operations & Infrastructure Manager

**Bylaw Required:** Yes



March 23, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

### Agenda Item Title:

Receipt and Approval of Various Committee Minutes

### Background Information:

This static monthly report is for the purpose of Council approving and/or receiving various Committee Minutes. Those being approved are the Committees of Council which Council should be approving the actions of those Committees and does so in the form of a by-law under the Confirmatory By-law.

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

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

### Resolution for Council:

That Council hereby adopts the following Minutes from various City of Kenora Committees:

- January 20 – Kenora Public Library Board
- February 10 – Accessibility Advisory Committee
- February 25 & March 17 – Lake of the Woods Museum Board
- March 2 – Kenora Urban Trails Committee; and

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

- January 13 – Northwestern Health Unit Board of Health
- January 26 – District of Kenora Home for the Aged Board of Management
- February 18 – Planning Advisory Committee; and further

That these Minutes be circulated and ordered filed.

**Briefing By:** Heather Lajeunesse, Deputy Clerk

**Bylaw Required:** No



February 29, 2016

## **Housekeeping Council Briefing**

**(direct to Council – does not appear at COW)**

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**Agenda Item Title:** 2016 Water & Wastewater Systems Monthly Summary Report - February

**Background Information:**

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

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

The Operations Department recommends that Council accept the 2016 Water and Wastewater Systems Monthly Summary Report for February.

**Resolution for Council:**

That Council of the City of Kenora hereby accepts the February 2016 Kenora Water and Wastewater Systems Monthly Summary Report, as prepared by City administration.

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**Briefing By:** Richard Perchuk, Operations Manager

**Bylaw Required:** No



**CITY OF KENORA**

# Monthly Summary Report Water & Wastewater Systems

February 2016

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

## **1.0 Introduction**

This report contains the major maintenance activities and operational events that occurred during the month of February 2016 at the Kenora Area Water Treatment Plant, Kenora Wastewater Treatment Plant, Water Distribution System and Wastewater Collection System. This information report has been prepared for Council to better understand how the systems they own and operate are maintained on a monthly basis.

## **2.0 Water Treatment Plant**

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

### **2.2 Weekly Bacteriological Samples**

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

Sampling was conducted on the following dates:

- Feb 1<sup>st</sup>
- Feb 8<sup>th</sup>
- Feb 17<sup>th</sup>
- Feb 23<sup>rd</sup>
- Feb 29<sup>th</sup>

All samples tested were within the allowable parameters.

### **2.3 Maintenance**

- Installed eyewash station near lab.
- Worked on pipe gallery lighting.
- Greased bearings on #3 highlift pump.
- Worked with electrician troubleshooting highlift #2.

### **2.4 Training**

There was no training attended in February.

### **2.5 Water Quality Complaints**

There were no customer complaints in the month of February.

## 2.6 Other Information

- Distribution system chlorine levels were sampled at three locations weekly throughout the month in addition to the chlorine levels being sampled along with regular weekly bacteriological samples.

## 3.0 Water Distribution System and Wastewater Collection System

### 3.1 Maintenance

#### 3.1.1. Water Distribution

- February 3 - Dug and repaired curb box at: 633 ½ Sixth Avenue South.
- February 24 - Dug and repaired watermain leak at: 217 Ninth Avenue South.

#### 3.1.2. Wastewater Collection

- February 1 - Rodded plugged sewer at: 313 Fourth Street North.
- February 4 - Rodded plugged sewer at: 1040 Park Street.
- February 6 - Rodded plugged sewer at: 416 Sixth Street South.
- February 8 - Rodded plugged sewer at: 25 Florence Avenue.  
 - Televised sewer line at: 313 Fourth Street North.
- February 12 - Rodded plugged sewer at: 1124 Minto Avenue.
- February 16 - Rodded plugged sewer at: 431 Bay Street.
- February 22 - Replaced grinder pump at: 235 Rabbit Lake Road.
- February 24 - Rodded plugged sewer at: 208 Ottawa Street.
- February 25 - Rodded sewer as maintenance at: 9 Mary Lou Street.  
 - Replaced grinder pump at: 3 Universal Drive.
- February 26 - Rodded plugged sewer at: 633 Sixth Avenue South.
- February 26 - Rodded plugged sewer at: 9 Gunne Crescent.  
 - Rodded plugged sewer at: 30 Mascot Avenue.

#### 3.1.3. Water Thaws:

	February 2015	February 2016
City	23	0
Private	11	0

### 3.2 Training

- February 8 and 22 - Biman Paudel attended the remaining sessions on Joint Health and Safety Certification.

- February 25 - Biman Paudel attended an Ontario Municipal Leadership Institute (OMLI) Webinar on Strategic Leadership.

### 3.3 Water Quality Complaints

There were no customer complaints reported to the Water Treatment Plant for the month of February.

### 3.4 Boil Water Advisory(s) - 2016

Date and Location:

- February 24<sup>th</sup> - 3 residents on Ninth Avenue South and one resident on Second Street South.

### 3.5 Other Information

- Continued to work on the responses for the concerns from the Ministry of the Environment and Climate Change (MOECC) on upcoming renewal of the City's Drinking Water License.

## 4.0 Wastewater Treatment Plant

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

### 4.2 Weekly Bacteriological Samples

- 4.2.1. Complete Analyses of Raw Sewage, Treated Effluent and Activated Sludge sent out February 24<sup>th</sup>, 2016 - Results: (also Sludge Cake Metal Analysis).
- a. Total BOD (biological oxygen demand) Raw Sewage: 118 [mg/L]
  - b. Total BOD Final Effluent: 4.3 [mg/L] - limit is 25 [mg/L].
  - c. Total Suspended Solids Raw Sewage: 244 [mg/ L]
  - d. Total Suspended Solids Final Effluent: 7.0 [mg/ L] - limit is 25 [mg/L]
- 4.2.2. Weekly Final Effluent Bacti Samples sent to ALS Laboratory on February 3,10,17,24, 2016 - Results: Organisms/100 ml
- a. Geometric Means from samples in January: 50.7 organisms/100mL.
  - b. Geometric Means Limit as per Certificate of Approval is 200 organisms/100 mL.

In summary, raw sewage enters the plant with a bacti count of approximately 3 million organisms/100 mL and leaves the plant with a geometric mean of 50.7 organisms/100 mL, which is well within the limit of 200 organisms/mL. Plant reduction of BOD is 96% and the Plant reduction of suspended solids is 97%.

#### **4.3 Maintenance**

4.3.1. Installed new sump pump for filter presses.

4.3.2. Number 3 blower motor sent in for rebuild and installed on return.

4.3.3. UV Maintenance

4.3.4. Filter press maintenance

4.3.5 New ballast for UV system

4.3.6 Quotes for new polymer pumps.

4.3.7 Contacted new supplier of UV bulbs for quotes.

#### **4.4 Training**

Health and Safety Policy reviewed with staff.

#### **4.5 Other Information**

February 10<sup>th</sup> , 2016 - Workplace Health & Safety inspection completed.









## Schedule "B"

### Wastewater Systems Flow & Operating Data Monthly Summary Report - 2015

		January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>Wastewater Plant Flows</b>														
<u>Influent Flow</u>														
Total Influent Flow	m <sup>3</sup> /mon.	144,396	134,421	194,952	230,861	254,771	269,887	258,820	225,393	243,036	188,051	208,964	191,812	2,545,364
Maximum Daily Influent Flow	m <sup>3</sup> /day	5,394	6,498	9,959	9,344	15,511	10,641	14,077	11,561	15,007	7,748	11,346	7,035	124,121
Minimum Daily Influent Flow	m <sup>3</sup> /day	4,335	4,591	4,762	6,900	6,590	6,627	5,440	4,933	5,002	4,756	5,304	5,019	64,259
Average Daily Influent Flow	m <sup>3</sup> /day	4,657	4,800	6,288	7,695	8,218	8,996	8,349	7,270	8,101	6,066	6,965	6,187	83,592
<u>Effluent Flow</u>														
Total Effluent Flow	m <sup>3</sup> /mon.	162,455	149,972	207,330	223,434	239,084	244,987	241,596	215,215	226,475	182,772	203,647	193,089	2,490,056
Average Daily Flow	m <sup>3</sup> /day	5,240	5,356	6,688	7,448	7,712	8,166	7,793	6,942	7,549	5,895	6,788	6,229	81,806
<u>Samples</u>														
Weekly Bacteriological --ALS Labs		5	5	4	5	4	4	5	4	5	4	4	5	54
Number of Raw Samples Taken		1	1	1	1	1	1	1	1	1	1	1	1	12
Number of Treated Samples Taken		6	5	4	4	4	4	5	4	4	4	4	5	53
Geometric Means (Bacti Samples)		11.9	18.6	49.5	13.1	36.4	46	52	25.2	7.8	11.9	10	46.3	329
Sludge Hauled to Landfill	m <sup>3</sup> /mon	240	160	274	171	217	171	194	160	217	171	182	194	2,351
<u>Callouts</u>														
		2	1	0	2	6	2	4	7	7	4	1	2	38



April 12, 2016

## Housekeeping Council Briefing (direct to Council – does not appear at COW)

**Agenda Item Title:** Parking Meter Rate Increase

**Background Information:**

During the April 4, 2016 Special Committee of the Whole budget discussions, Council directed administration to increase the parking meter revenues by \$60,000. Administration calculated this to be a .25 cent increase per hour for metered parking, moving the rates to \$1.00 per hour.

Since this type of change takes approximately 4 weeks to complete with ordering new signage for meters and ordering the programmer to program the meters it is necessary to move the bylaw amendment forward right away for the rate change which will allow us to make the changes as soon as the necessary supplies arrive to meet our targeted increased revenues in 2016.

I also want to make Council aware, that during our discussions with our meter supplier, he suggested this is also a good time to move away from the meters accepting dimes and nickels. There are very few municipalities left in the province who accept dimes and nickels in their meters as they are very problematic in the machines and often do not register. They are also more time consuming for staff to count and roll as they are constantly jammed or stuck in the various equipment. Since we were making the changes to the meter heads now for the rate increase, the decision has been made to move away from nickels and dimes. This will be effective as soon as the meters are changed. The stickers on the machines will clearly state "Toonies, Loonies, quarters ONLY – no dimes or nickels". I have also developed an education campaign which will begin immediately following the bylaw amendment to make the public aware of the change. It is intended that regular customers in the downtown area who park daily will receive notice on their vehicles of the change so that they may prepare to have quarters, loonies and toonies only for parking.

This report is administrative to follow through with Council's direction from the April 4 budget discussion and authorize the bylaw amendment required for the metered parking rate increase.

**Resolution for Council:**

That Council authorizes an amendment to the City of Kenora Traffic Regulation By-law Number 180-2015 to change the parking meter rates in Schedule "G" to \$1.00 per hour; and further

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

**Briefing By:** Heather Kasprick, City Clerk

**Bylaw Required:** Yes



April 12, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Kenora Age Friendly Committee Appointment

**Background Information:**

During the Committee of the Whole meeting on April 5, 2016, a deputation was made by the Kenora Age Friendly Committee regarding the release of the Kenora Age Friendly Plan.

The next steps of the Committee are to meet and go back to agencies and organizations to promote within. They will create an implementation committee and will be looking for partner organization for the roll out of the plan and communicate within the community. They will now develop a 12-18 month strategy to move forward and requested a member of Council to sit on the implementation committee.

This report is administrative to follow through with Council's direction from the April 5 meeting and identify the member of Council who will sit on this committee.

**Resolution for Council:**

That Council hereby appoints \_\_\_\_\_ as the Council representative on the Kenora Age Friendly Implementation Committee for a term at the pleasure of Council.

**Briefing By:** Heather Kasprick, City Clerk

**Bylaw Required:** No



April 12, 2016

**Housekeeping  
Council Briefing**  
(direct to Council – does not appear at COW)

**Agenda Item Title:** Endorse the Kenora Community Safety & Well-Being Plan

**Background Information:**

During the Committee of the Whole meeting on April 5, 2016, a deputation was made by the Substance Abuse and Mental Health Task Force. During their presentation, they requested Council to formally endorse the plan.

This report is administrative to follow through with Council's direction from the April 5 meeting and endorse this plan.

**Resolution for Council:**

That Council hereby supports the work of the Substance abuse and Mental Health Task Force Committee; and further

That Council endorses the Kenora Community Safety & Well-Being Plan that was released in November 2015.

**Briefing By:** Heather Kasprick, City Clerk

**Bylaw Required:** No



April 13, 2016

## Housekeeping Council Briefing (direct to Council – does not appear at COW)

**Agenda Item Title:** Kenora Hydro Service Agreement Bylaw Repeal

### **Background Information:**

The City currently has a maintenance and service level agreement with Kenora Hydro which outlines the partnership between the City and Kenora Hydro for resources and services. The agreement outlines the responsibilities of the City and of Kenora Hydro with a clear understanding between the two parties. This agreement does require small changes from time to time when the parties agree to variations to the agreement.

The bylaw outlines that either party may wish to modify the existing contractual relationship previously established by By-Law 147-2009; and then 71-2011. Dave Sinclair, President & CEO of Kenora Hydro along with CAO Karen Brown have agreed that it is challenging with the agreement forming part of a bylaw which needs to be regularly updated/amended due to changing requirements with the Ontario Energy Board and service requirements. It is onerous on staff time to continually change the agreement to bring back to Council for minor changes and therefore would find it simpler to have the authority for this internal agreement to be authorized by our CAO. Repealing the current agreement would allow the CAO to then update the agreement as required under her signature only on an as needed basis.

This will be much easier administratively as we are often adjusting our services, and then we can just work to keep the contract updated. Currently, when we make small changes to the agreement and do not update the bylaw every time we make minor changes to the agreement. This change will allow the CAO to sign off on those changes immediately.

### **Resolution for Council:**

That Council hereby authorizes the CAO to execute a service agreement with Kenora Hydro for shared services; and further

That the CAO has authorization to execute future amended agreements on behalf of the City; and further

That bylaw number 71-2011 is hereby repealed.

**Briefing By:** Heather Kasprick, City Clerk

**Bylaw Required:** Yes



April 13, 2016

**Housekeeping  
Council Briefing**  
(direct to Council – does not appear at COW)

**Agenda Item Title:** Deputy Treasurer Appointment

**Background Information:**

As a result of the Organizational Review, the Deputy Treasurer position has now been filled with Natalie Pearson starting with the City on March 21, 2016. This position requires a resolution and bylaw of Council officially appointing her to this position.

**Resolution for Council:**

That Council hereby appoints Natalie Pearson to the position of Deputy Treasurer for the City of Kenora; and further

That bylaw number 77-2010 be hereby repealed.

**Briefing By:** Heather Kasprick, City Clerk

**Bylaw Required:** Yes



March 29, 2016

**Housekeeping  
Council Briefing**  
(direct to Council – does not appear at COW)

**Agenda Item Title:** 2016 Urban Street and Highway Line Marking Tender

**Background Information:**

Tenders for the 2016 Urban Street and Highway Line Marking Tender closed on Thursday, March 24, 2016, with two companies submitting the following base tender pricing: (plus HST):

	<u>Line Marking</u>	<u>Hr Rate –</u>	<u>Bike Symbols</u>
Rite-Way Decorators Ltd	\$ 126,443.37	\$75.00	\$ 120.00
North-West Lines	\$ 120,900.00	\$100.00	\$ 100.00

Last year's tender was awarded to North-West Lines in the amount of \$116,250.00 (plus HST) and \$100.00 (plus HST) per hour for extra work and \$100.00 (plus HST) per unit for Bicycle Symbols.

The tender is made up of the following components: Urban Street Line Marking (all intersections centre lines, parking stalls and other areas), School Crosswalks, Transfer Station, Bayview Parking Lot, City Hall Parking Lot, McLeod Park Parking Lot, Harbourfront Parking Lot, Keewatin Arena Lot, Operation's Centre Parking Areas and Garage, Police Parking Lot (Hwy 17), Discovery Centre Parking Lot, Kenora Recreation Centre Parking Lot, Highway Line Marking and a second painting of School Crosswalks just prior to the start of school in the fall.

**Resolution for Council:**

That the quotation submitted by North-West Lines, in the amount \$120,900.00 (plus HST) with an hourly rate of \$100.00 (plus HST) for extra work and a rate of \$100.00 (plus HST) per unit for Bicycle Symbols for the 2016 urban street and highway line marking works be hereby accepted.

**Budget:** Operating 2016

**Strategic Plan or other Guiding Document:**

Goal#2 Strengthen Our Foundations

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

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

**Briefing By:** Marco Vogrig, Municipal Engineer

**Bylaw Required:** No



March 24, 2016

## Housekeeping Council Briefing

(direct to Council – does not appear at COW)

**Agenda Item Title:** Parks Public Washroom Contract Agreement

### **Background Information:**

The Parks Public Washroom Contract services for various locations are provided on a contract basis which is re-tendered every three (3) years. The Parks Public Washroom service provider is responsible for all labour, materials and equipment necessary for the execution of works to the specifications as outline in the 2016-2018 Parks Public Washroom Contract, and completed at the following locations: Keewatin Beach, Norman Park, Garrow Beach and Park, Portage Bay Recreational Area, Millennium Ball Park (A&W), Co-op Ball Fields (Jaffray Melick), Kenora Central Park, Beatty Park, and Lake of the Woods Cemetery.

At the December 15, 2015 Council meeting, Council approved the tender for the 2016-2018 Parks Public Washroom Contract. This tender was awarded to New System Building and Property Services Ltd. (Kenora) in the amount of \$63,291.00 (plus HST).

The agreement is now ready for execution between Reliable Cleaning Service and the City and to attach an appropriate bylaw.

### **Resolution for Council:**

That Council gives three readings to a bylaw authorizing an agreement between the Corporation of the City of Kenora and New System Building and Property Services Ltd. for a three year term for Parks Public Washroom Contract for various city parks washrooms in the amount of \$63,291.00 (plus HST); and further

That the agreement includes all schedules outlined in the tendered document and the bid submitted by New System Building and Property Services Ltd.

**Briefing By:** James Tkachyk, Parks & Facilities Team Lead  
Heather Kasprick, City Clerk

**Bylaw Required:** yes



**THE CORPORATION OF THE CITY OF KENORA**  
**BY-LAW NUMBER**  
**Parks Public Washroom Contract Agreement**

**Between:**

**The Corporation of the City of Kenora**

(hereinafter called the "the City")

- and -

**New System Building and Property Services Ltd**

(hereinafter called "New System")

It is hereby agreed that the bid price for Parks Public Washroom Contract Services dated January 19, 2016 by New System and the City for a term of 3 years (2016 - 2018) commencing May 16th 2016 and ending October 7, 2018, for the following fee structure of \$21,097.00 (2016), 21,097.00 (2017) and 21,097.00 (2018) for a total sum of \$63,291.00 + HST,. This Agreement includes all Schedules outlined in the public tender submission and the submission New System "bid", dated January 19, 2015. Payment will be made on a monthly basis of 1/6 of the yearly amount above starting May and ending October.

**General Covenants:**

Per GC 19, this agreement may be terminated at any time by the City of Kenora if it believes New System not fulfilling the terms of the contract. The City will give two notices of the unfulfilled term(s). If, after the two notices, the terms have not been met, the contract will be terminated.

Per GC 20, with respect to the above, the City of Kenora will use City crews or another contractor to complete any work that that City deems is required to meet the minimum standards of the contract and the costs for such work will be deducted from payments owed to Reliable Services.

The City shall not be responsible for any personal injury or damage to property which shall be sustained by an employee or servant of Reliable; all risks of any such injury or damage being assumed by New System, who shall hold the City harmless and indemnified therefrom.

It is further understood and agreed that no condoning, excusing or overlooking, by the City, on any previous occasion, and breaches of defaults by New System hereunder shall be taken to operate as a waiver of the terms, covenants, conditions and stipulations of this agreement or in any way affect the rights of the City hereunder.

Where a dispute arises between the Parties and has been presented in writing, the Manager of Community and Development Services for the City of Kenora shall arbitrate a decision in co-operation with the Parties of the Agreement.

In Witness Whereof the Parties hereto have executed this Agreement.

**The Corporation of the City of Kenora:**

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David S. Canfield, Mayor

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Heather L. Kasprick, City Clerk

We have the authority to bind the Corporation

**New System Building and Property Services Ltd:**

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Roy Stover, New System Building and Property Services Ltd:

# The Corporation of the City of Kenora Council Resolution



Resolution No. 28

Moved by *Mayor Smith*

Seconded by *[Signature]*

**February 16, 2016**

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That three (3) Tenders for the Parks Public Washroom Contract to provide all labour, materials and equipment necessary for the execution of works for the period 2016 -2018, as specified, be hereby received; and further

That the lowest submission from New System Building & Property Services Ltd., in the amount of \$63,291.00 + HST (\$21,097.00 + HST, per year), be hereby accepted.

Defeated  Carried  *David Canfield* **Mayor**  
or A/Mayor

| Recorded Vote       | AYE | NAY | Dec. of Interest | Absent |
|---------------------|-----|-----|------------------|--------|
| Councillor Goss     |     |     |                  |        |
| Councillor McMillan |     |     |                  |        |
| Councillor Reynard  |     |     |                  |        |
| Councillor Roussin  |     |     |                  |        |
| Councillor Smith    |     |     |                  |        |
| Councillor Wasacase |     |     |                  |        |
| Mayor Canfield      |     |     |                  |        |

**DISTRIBUTION:** \_\_\_\_\_  
\_\_\_\_\_



**PROCLAMATION**

By Virtue of Authority

Vested in me

I hereby proclaim

May 2 - 8, 2016

As Mental Health Week

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

Proclaimed at the City of Kenora

this 19th day of April, 2016

*David Canfield*

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His Worship Mayor David S. Canfield

